



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

Board of Trustees Regular Meeting

January 20, 2026 4:00 p.m.

4322 N Argonne Rd, Spokane, WA

PRELIMINARY AGENDA

Remote Attendance: To attend the meeting remotely via the internet: <https://sclid-org.zoom.us/j/88388465377> or via conference call (toll free): 1-877-853-5247 or 1-888-788-0099, then enter ID: 883 8846 5377. Please note that remote attendance will be in listen-only mode.

Public Comment: In addition to the Public Comment period provided in the agenda below, the District accepts written public comment that will be distributed to Trustees. Written comments must be marked "Public Comment" and submitted by 12:00pm noon the day of this meeting by (1) USPS mail to: Spokane County Library District, 4322 N, Argonne Road, Spokane, WA 99212; (2) directly submitted to staff at the Administrative Offices at that same address, or; (3) via the following link: <https://www.sclid.org/connect/ask-board-of-trustees/>.

I. CALL TO ORDER

II. AGENDA APPROVAL

III. PUBLIC COMMENT

IV. ACTION ITEMS

A. Approval of [December 16, 2025 Meeting Minutes](#)

B. Approval Payment Vouchers

1. [Approval of Corrected November 2025 Payment Vouchers](#)

2. [Approval of December 2025 Payment Vouchers](#)

C. Unfinished Business

1. [HVAC Projects](#): Discussion

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

3. [2026 Budget: Cost of Living Adjustment \(COLA\) for 2026](#): Approval Recommendation

D. New Business

1. [Library Meeting Room Use Policy](#): Approval Recommendation

2. Overview: [Argonne](#)

3. Overview: [Post-Pandemic Trend Analysis, Part II](#)

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.

January 20, 2026

BOARD OF TRUSTEES MEETING MINUTES: December 16, 2025

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in the public meeting room at the Spokane Valley Library, Tuesday, December 16, 2026 at 4:00pm.

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

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Jason Link (Finance Director), Charlie Hoffman (Digital Services Manager), Vinnie Davi (Video Production Specialist), Toni Carnell (Human Resources Director), Andrea Sharps (Collection Services Director), Emily Greene (Administrative Services Manager), and four (4) members of the public.

Call to Order (Item I) Chair Jessica Hanson called the meeting to order at 4:00pm.

Agenda Approval (Item II) Trustee Robert Paull moved and Trustee Patti Stauffer 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 November 18, 2025 Regular Meeting Minutes (Item IV.A) Chair Hanson called for any corrections to the November 18, 2025 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of November 2025 Payment Vouchers (Item IV.B) Vice Chair Jon Klapp moved and Trustee Paull seconded the approval of the November Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
November – GF	0063990 – 0064079 and W001800 – W001820	\$817,700.99
	PR11102025 and PR11252025	\$546,965.77
	Total	\$1,364,666.76
CPF	009773 Integrus Architecture	\$ 59,063.86
	Total	\$59,063.86
DSF	12102025 State of Washington	\$143,000.00
	Total	\$143,000.00

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

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

Executive Director Patrick Roewe provided an update to the HVAC Projects. Updates included posting the bid for Deer Park Library HVAC project in January 2026, tentative planning for contract awards, and a review of potential closure dates for the Argonne HVAC project.

There was no further discussion.

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

Executive Director Roewe reviewed ongoing planning for a potential levy lid lift. Discussion ensued about the pending results of a facilities needs assessment, with a final plan scheduled to be presented in January 2026. Discussion also ensued about estimated costs for the facility needs.

There was no further discussion.

**Unfinished
Business**
2025 Work Plan –
Year in Review
(Item IV.C.3)

Executive Director Roewe reviewed the 2025 Work Plan. Discussion ensued about many of the completed projects and the plan elements that have moved to the 2026 plan due to timing issues, planned implementation of a new ERP system compared to current system, and the website refresh project status.

There was no further discussion.

New Business
2026 Work Plan
(Item IV.D.1)

Executive Director Roewe reviewed the presented 2026 Work Plan which included items from the 2025 Work Plan that needed to be rolled over. Discussion ensued about the project addition of replacing the Moran Prairie Library roof.

There was no further discussion.

New Business
2026 Meeting
Content Review
(Item IV.D.2)

Executive Director Roewe presented the Regular Meeting Content Schedule, which included planned discussion topics for the upcoming board meetings in 2026. Discussion ensued about Levy Lid Lift discussions planned for each month, and the status of the Post-Pandemic Usage report.

There was no further discussion.

New Business
2026 Board
Trustees Officers
Election
(Item IV.D.3)

Vice Chair Klapp nominated current Chair Hanson for the role of Chair beginning January 1, 2026. Trustee Paull moved and Trustee Ellen Clark seconded the approval of appointing Jessica Hanson as Chair. The motion was unanimously approved. Chair Hanson nominated current Vice Chair Jon Klapp for the role of Vice Chair beginning January 1, 2026. Trustee Clark moved and Trustee Paull seconded the approval of appointing Jon Klapp as Vice Chair. The motion was unanimously approved.

There was no further discussion.

New Business Public Comment at Board Meetings Policy (Item IV.D.4)	Executive Director Roewe recommended that the Public Comment at Board Meetings policy be reaffirmed. Discussion ensued about the policy being implemented first in 2023, with this being its first review. Trustee Stauffer moved and Vice Chair Klapp seconded the approval of the reaffirmed policy. The motion was unanimously approved. There was no further discussion.
Discussion Items Future Board Meeting Agenda Items (Item V.A)	Chair Hanson called for any questions or suggestions for the Future Board Meeting Agenda Items. Discussion ensued about a review of the post-pandemic usage planned for the January meeting. There was no further discussion.
Trustee Reports (Item VI.A)	There were no Trustee reports. 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 Jessica Hanson’s reappointment has been approved by the Spokane County Commissioners for a second 5-year term ending December 31, 2030 and that the Liberty Lake TIF has been approved by all parties. Discussion also ensued about a crisis communication exercise led by the Communication team, and the status of the annexation of Airway Heights review. There was no further discussion.
Operations Report (Item VI.C)	Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for November 2026, with data for customer use measures, programming, and library activities. There was no further discussion.
Fiscal Report (Item VI.D)	Finance Director Link provided a report of revenues and expenditures for November 2026 prior to the meeting. There was no further discussion. Chair Hanson called for a 5 minute recess.
Closed Session Planning the strategy or position to be taken during	The Board went into a closed session at 4:35pm with an estimated time to return at 5:35pm. The Board returned to a regular session at 5:35pm. There was no action taken.

collective
bargaining
(Item VII.A)

**Adjournment
(Item VII)**

Chair Hanson adjourned the meeting at 5:35pm. The next Board Meeting is scheduled for Tuesday, January 20, 2026 at the Argonne Library.



Jessica Hanson, Chair

Patrick Roewe, Secretary to the Board of Trustees

APPROVAL OF CORRECTED NOVEMBER 2025 PAYMENT VOUCHERS



Following the District's normal internal controls, a subsequent review of the November 2025 Payment Vouchers revealed discrepancies between the amount listed in the voucher report and the amounts actually paid in several vouchers. Consequently, the reported total for the General Operation Fund was also inaccurate. Those discrepancies have been corrected in the following Corrected November 2025 Payment Vouchers.

Recommended Action: Board motion to approve the Corrected November 2025 Payment Vouchers.

PAYMENT VOUCHER APPROVAL			
Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of November 30, 2025, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,297,991.17 for the general fund, \$59,063.86 for the capital projects fund, and \$143,000.00 for the debt service fund and are authorized to authenticate and certify these claims.			
DATE:	November 30, 2025		
SIGNED:		SIGNED:	
TITLE:	Finance Director	TITLE:	Executive Director
GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000063990	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	5,452.04
0000063991	CENGAGE LEARNING INC	LIBRARY MATERIALS	1,120.22
0000063992	CINTAS CORP	JANITORIAL SUPPLIES	4,266.14
0000063993	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	462.95
0000063994	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	503.74
0000063995	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	17,121.07
0000063996	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	821.13
0000063997	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	698.28
0000063998	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,363.97
0000063999	BETH NORTH	LIBRARY PROGRAMS	300.00
0000064000	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	20,493.77
0000064001	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	73.63
0000064002	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,762.06
0000064003	TOWN OF FAIRFIELD	MONTHLY WATER, SEWER - FF	116.90
0000064004	WESTERN STATES EQUIPMENT	BUILDING REPAIR & MAINTENANCE	343.04
0000064005	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	375.17
0000064006	WITHERSPOON BRAJICHC MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	7,935.00
0000064007	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	30,589.35
0000064008	ABSCO Solutions	QUARTERLY ALARM MONITORING	1,603.75
0000064009	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	888.13
0000064009	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	888.13
0000064009	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES - VOID	888.13-
0000064009	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES - VOID	888.13-
0000064010	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	356.87
0000064011	BRAINFUSE, INC.	ONLINE TUTORING/CAREER SOFTWARE RENEWAL	22,500.00
0000064012	CENGAGE LEARNING INC	LIBRARY MATERIALS	236.84
0000064013	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	554.94
0000064014	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	79.52
0000064015	DYMAXION RESEARCH LTD.	SCHEDULING SOFTWARE, ANNUAL LICENSE RENEWAL	2,052.00
0000064016	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	288.75
0000064017	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.34
0000064018	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,452.84
0000064019	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	14,948.47
0000064020	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	1,764.18
0000064021	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	2,683.95
0000064022	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	450.00
0000064023	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	87.00
0000064024	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	18,339.36
0000064025	SOFTWARE ONE, INC	SOFTWARE SUPPORT	8.22
0000064026	SPOKANE COUNTY SEWER BILLING	MONTHLY SEWER - AR, NS, SC, SV	326.69
0000064027	SPRINGSHARE LLC	PRINCIPAL - SBITA PATRON POINT SUBSCRIPTION	2,975.00
0000064028	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	3,527.44
0000064029	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,835.17
0000064030	WICK ENTERPRISES, LLC	ADVERTISING	3,762.00
0000064031	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	289.17
0000064032	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	15,090.27
0000064033	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	933.00
0000064034	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	3,325.64
0000064035	ByWATER SOLUTIONS	SOFTWARE SUPPORT	17,850.00
0000064036	CAMBRIDGE PACIFIC	OFFICE/LIBRARY SUPPLIES	727.00
0000064037	CENGAGE LEARNING INC	LIBRARY MATERIALS	676.03
0000064038	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,142.21
0000064039	EDNETICS	SOFTWARE SUPPORT, TELEPHONE MANAGED VOICE SERVICES	20,287.08
0000064040	FOREST GROVE CITY LIBRARY	ILL LOAN FEE	14.99
0000064041	FP MAILING SOLUTIONS	POSTAGE MACHINE ANNUAL LEASE	913.46
0000064042	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	49.60
0000064043	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	264.05
0000064044	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	13,265.85
0000064045	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	867.60
0000064046	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,191.73
0000064047	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	85.08
0000064048	OTIS HARDWARE	MAINTENANCE SUPPLIES	39.26

0000064049	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	24,009.13
0000064050	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	646.36
0000064051	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	979.75
0000064052	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	852.80
0000064053	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,362.27
0000064054	ABSCO Solutions	QUARTERLY ALARM MONITORING	2,102.15
0000064055	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	159.00
0000064056	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,630.89
0000064057	AVISTA UTILITIES	MONTHLY UTILITIES	11,461.18
0000064058	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	956.40
0000064059	CENGAGE LEARNING INC	LIBRARY MATERIALS	846.47
0000064060	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	341.94
0000064061	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	145.78
0000064062	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	727.61
0000064063	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	85.98
0000064064	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	90.07
0000064065	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,602.56
0000064066	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	1,698.84
0000064067	THE FIG TREE	LIBRARY MATERIALS	150.00
0000064068	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	7,147.28
0000064069	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	4,421.26
0000064070	JACQUELINNE LONDONO	LIBRARY PROGRAMS	150.00
0000064071	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV & SC	3,067.23
0000064072	MONTERRAT STOCK	PROGRAMMING	50.00
0000064073	OCLC, INC.	ANNUAL CATALOGING & ILL SUBSCRIPTION	2,811.57
0000064074	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	23,847.97
0000064075	SOFTWARE ONE, INC	SOFTWARE SUPPORT	8.22
0000064076	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	32.67
0000064077	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	690.35
0000064078	ANDREA W. VAUGHN	LIBRARY PROGRAMS	350.00
0000064079	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	3,658.84
W000001800	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	91,340.91
W000001801	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,396.40
W000001802	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,617.58
W000001803	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	46,145.09
W000001804	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	154.99
W000001805	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	282.87
W000001806	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	117,320.51
W000001807	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,313.52
W000001808	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	80,760.92
W000001809	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,194.37
W000001810	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,397.58
W000001811	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	42,061.28
W000001812	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
W000001813	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,901.28
W000001814	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	25.61
W000001815	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	121.21
W000001820	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	113.90
Total Non-Payroll General Operating Fund			\$ 751,025.40
PAYROLL VOUCHERS			
11102025 PP21	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #21	\$ 287,282.57
11252025 PP22	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #22	259,683.20
Total Payroll General Operating Fund			\$ 546,965.77
TOTAL GENERAL OPERATING FUND			\$ 1,297,991.17
CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000009773	INTEGRUS ARCHITECTURE	RENOVATION - ARGONNE, DISTRICT-WIDE FACILITIES ASSESSMENT	\$ 59,063.86
TOTAL CAPITAL PROJECT FUND			\$ 59,063.86
DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
12012025	STATE OF WASHINGTON	2025 DECEMBER DEBT SERVICE PAYMENT	143,000.00
TOTAL DEBT SERVICE FUND			\$ 143,000.00

APPROVAL OF DECEMBER 2025 PAYMENT VOUCHERS

PAYMENT VOUCHER APPROVAL			
Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of December 31, 2025, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,412,381.68 for the general fund, \$40,175.94 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.			
DATE:	December 31, 2025		
SIGNED:		SIGNED:	
TITLE:	Finance Director	TITLE:	Executive Director
GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000064080	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	25,026.35
0000064081	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	35.65
0000064082	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	208.88
0000064083	CENGAGE LEARNING INC	LIBRARY MATERIALS	1,123.18
0000064084	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	585.01
0000064085	Cerifi CPEDGE	TRAINING	369.00
0000064086	COMIC BOOK SHOP	LIBRARY MATERIALS	101.70
0000064087	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	187.06
0000064088	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	50.34
0000064089	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,410.67
0000064090	INFOUSA MARKETING, INC.	ELECTRONIC LIBRARY SERVICES	2,070.00
0000064091	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	5,846.70
0000064092	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,557.36
0000064093	MOUNTAIN DOG SIGN COMPANY	VEHICLE MAINTENANCE	14,934.27
0000064094	NEW YORK TIMES	LIBRARY MATERIALS	676.00
0000064095	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	67,607.45
0000064096	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,647.55
0000064097	SUNBELT RENTALS INC	EQUIPMENT RENTAL	128.33
0000064098	TOWN OF FAIRFIELD	MONTHLY WATER, SEWER - FF	116.90
0000064099	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,964.01
0000064100	WITHERSPOON BRAUCH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,621.50
0000064101	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	2,375.98
0000064102	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	907.79
0000064103	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,159.54
0000064104	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
0000064105	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	3,216.50
0000064106	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,452.84
0000064107	THE FIG TREE	LIBRARY MATERIALS	150.00
0000064108	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	2,450.77
0000064109	INSIGHT PUBLIC SECTOR, INC	SOFTWARE SUPPORT	21,984.46
0000064110	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,036.93
0000064111	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	84.00
0000064112	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	77,951.41
0000064113	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	11,505.07
0000064114	SIRSIDYNIX	PRINCIPAL - SBITA SIRSIDYNIX SUBSCRIPTION	237,340.17
0000064114	SIRSIDYNIX	PRINCIPAL - SBITA SIRSIDYNIX SUBSCRIPTION - VOID	237,340.17-
0000064115	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	634.40
0000064116	SPOKANE COUNTY SEWER BILLING	MONTHLY SEWER - AR, NS, SC, SV	326.69
0000064117	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	3,214.40
0000064118	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,838.32
0000064119	WEST COAST CASH REGISTER, INC.	OFFICE/LIBRARY SUPPLIES	167.26
0000064120	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	550.00
0000064121	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	39.43
0000064122	WICK ENTERPRISES, LLC	ADVERTISING	1,881.00
0000064123	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	3,232.75
0000064124	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,638.84
0000064125	CENGAGE LEARNING INC	LIBRARY MATERIALS	739.29
0000064126	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	82.52
0000064127	CINTAS CORP	JANITORIAL SUPPLIES	2,236.45
0000064128	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	42.37
0000064129	INFOUSA MARKETING, INC.	ELECTRONIC LIBRARY SERVICES	8,918.00
0000064130	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	8,201.65
0000064131	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	768.98
0000064132	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	809.70
0000064133	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,629.03
0000064134	MOBIUS SPOKANE	LIBRARY OF THINGS	3,000.00
0000064135	NEW YORK TIMES	LIBRARY MATERIALS	611.00

0000064136	OTIS HARDWARE	MAINTENANCE SUPPLIES	34.34
0000064137	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	8,841.30
0000064138	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	162.00
0000064139	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	776.79
0000064140	LETICIA ZARATE RROSAS	LIBRARY PROGRAMS	1,050.00
0000064141	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	7,961.12
0000064142	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	780.00
0000064143	SSO/FOX	LIBRARY OF THINGS	1,527.00
0000064144	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	118.39
0000064145	HIBRA TSEGAY	LIBRARY PROGRAMS	150.00
0000064146	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	16,919.27
0000064147	USL SPOKANE	LIBRARY PROGRAMS	2,261.76
0000064148	WAPRO - WASH. ASSOC. OF PUBLIC RECORDS OFFICERS	ANNUAL DUES	25.00
0000064149	WESTERN STATES EQUIPMENT	BUILDING REPAIR & MAINTENANCE	514.55
0000064150	ABSCO Solutions	QUARTERLY ALARM MONITORING	1,046.51
0000064151	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	5,414.00
0000064152	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	173.82
0000064153	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	1,221.13
0000064154	EDNETICS	TELEPHONE - MANAGED VOICE SERVICES	2,232.02
0000064155	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	235.00
0000064156	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	657.22
0000064157	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	3,292.82
0000064158	CATHERINE NG	LIBRARY PROGRAMS	350.00
0000064159	NORTHWEST MUSEUM OF ARTS AND CULTURE	LIBRARY PROGRAMS - MUSEUM PASSES	5,000.00
0000064160	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	646.36
0000064161	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	32.67
0000064162	SPOKANE CIVIC THEATRE, INC	LIBRARY OF THINGS	3,920.00
0000064163	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,075.12
0000064164	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	715.14
0000064165	VALLEY GLASS (CRJW)	BUILDING REPAIR & MAINTENANCE	212.36
0000064166	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	19.00
0000064167	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,227.06
0000064168	AVISTA UTILITIES	MONTHLY UTILITIES	11,725.50
0000064169	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	957.93
0000064170	CENGAGE LEARNING INC	LIBRARY MATERIALS	922.68
0000064171	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
0000064172	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	341.20
0000064173	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	145.78
0000064174	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	700.99
0000064175	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	85.98
0000064176	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	6,170.64
0000064177	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,869.54
0000064178	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	179.47
0000064179	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	34,853.09
0000064180	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	2,407.27
0000064181	SHERWIN WILLIAMS	BUILDING REPAIR & MAINTENANCE	822.89
0000064182	SKANEATELES LIBRARY ASSOCIATION	ILL LOAN FEE	14.99
0000064183	SPOKANE SCORE 0180	LIBRARY PROGRAMS	217.80
0000064184	TOWN OF FAIRFIELD	MONTHLY WATER, SEWER - FF	116.90
0000064185	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,971.19
0000064186	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	4,568.52
0000064187	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,152.00
0000064188	K9 PEST DETECTIVES LLC	QUARTERLY SPRAY SERVICE	11,959.72
0000064189	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	8.70
0000064190	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,753.88
0000064191	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	217.67
W000001816	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	78,852.88
W000001817	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,194.37
W000001818	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,397.58
W000001819	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	41,260.48
W000001821	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	117,241.94
W000001822	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	881.59
W000001823	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	991.70
W000001824	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	82,188.10
W000001825	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,121.15
W000001826	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,397.58
W000001827	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	43,195.63
W000001828	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	118.90
W000001829	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
W000001830	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	759.96
W000001831	STATE OF WASHINGTON	QUARTERLY SALES AND USE TAXES	1,689.93
W000001832	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	22,250.43
W000001833	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY PAID FAMILY MEDICAL LEAVE TAXES	11,182.15
W000001834	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY WA CARES TAXES	19,813.07
	Total Non-Payroll General Operating Fund		\$ 890,542.80

PAYROLL VOUCHERS			
12102025 PP21	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #23	\$ 256,037.76
12232025 PP22	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #24	265,801.12
	Total Payroll General Operating Fund		\$ 521,838.88
	TOTAL GENERAL OPERATING FUND		\$ 1,412,381.68
CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000009774	SPOKANE COUNTY BUILDING DEPARTMENT	RENOVATION - ARGONNE	\$ 257.20
	INTEGRUS ARCHITECTURE	RENOVATION - DISTRICT-WIDE FACILITIES ASSESSMENT	39,918.74
	TOTAL CAPITAL PROJECT FUND		\$ 40,175.94
DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
	TOTAL DEBT SERVICE FUND		\$ -

November 2025 / December 2025
Paid in December 2025
64146

Card Category	Amount
General Purchases	\$ 12,849.45
Maintenance	\$ 1,828.31
Travel	\$ 1,357.86
Acquisitions	\$ 360.12
Information Technology	\$ 112.47
Mobile Services	\$ 411.06
General Fund Purchases	<u>\$ 16,919.27</u>

Top Individual Charges

Home Depot	Building Maintenance	1,623.55
Hootsuite, Inc.	Software - Communications	1,296.11
Real Thread	Office Supplies - Employee T-Shirts	1,050.28
B&B Truck Service	Vehicle Maintenance - LINC	1,914.05
PENS.com	Office & Library Supplies	4,365.54

HVAC PROJECTS UPDATE: DISCUSSION**Argonne/Administration**

Replacement of the electrical panel was completed in December 2025. Most of the work will be completed in the middle of February to the end of April 2026. During this period of time, the Argonne building will be closed to the public and the majority of employees.

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

Plans for some curbside service days and LINC visits are being determined in collaboration with employees, but are not finalized at present. More information about the closure and related operational adjustments will be provided as plans are fine-tuned and codified. At present, the closure period is scheduled from February 23 to May 3, 2026.

Finance worked with Avista on energy rebates related to the project. Avista completed its evaluation of the project. Avista determined the project was not eligible for any energy rebates. This is due the size of the project and the payback period.

Deer Park

Engineering design work from MW Engineers is complete. Work is continuing on the draft solicitation to procure a contractor to complete the HVAC replacement project. The solicitation was issued on January 16, 2026. The District anticipates award of the contract will appear on the February 2026 board agenda.

Procurement Updates:

- The chiller has been ordered, and we have an estimate on the shipping date of March 16, 2026.
- The boiler has been ordered and will be shipped near the estimated arrival time for the chiller.

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

Questions

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

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

POTENTIAL LEVY LID LIFT ELECTION: DISCUSSION

Following the discussion of specific priority items that the District could consider as part of a potential levy lid lift from the November 2025 meeting and a review of the facilities needs assessment draft report from Integrus Architecture, staff will present an initial funding plan for a potential levy lid lift.

Executive Director Patrick Roewe will lead the discussion and be available to answer questions.

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

2026 BUDGET: COST OF LIVING ADJUSTMENT (COLA) FOR 2026**Background**

When the 2026 budget planning process began in July 2025, District staff tentatively planned for the 2026 Cost of Living Adjustment (COLA) be aligned with the August 2025 CPI-W, which was subsequently reported as 2.81%.

At their October 2025 regular meeting, the Board of Trustees provided direction to staff to affirm the recommendation of the District's legal counsel regarding a Cost of Living Adjustment for 2026, based on the status quo requirements related to the District's labor circumstances. At that time, Board of Trustees did not approve a Cost of Living Adjustment (COLA) for any District employee as part of the 2026 Budget, in anticipation that it may be a negotiated item in potential future collective bargaining agreement(s).

Following subsequent discussion between District and AFSCME Council 2 (union) representatives, the parties agreed to a Memorandum of Understanding (MOU) in which the District would proceed with implementing a 2.81% COLA for 2026, the union would not pursue any claim, charge, or legal action against the District related to the implementation of the 2026 COLA, the implementation of the COLA would be the final settlement of 2026 wages, and the adoption of the COLA would not be considered to set precedent for any future negotiations.

Staff reviewed and countersigned the MOU on January 16, 2026.

With that MOU now in place, staff recommend that the Board approved a 2.81% cost-of-living adjustment, effective January 1, 2026.

Recommended Action: Board motion to authorize the District to use a 2.81% cost-of-living adjustment per District Personnel Policy 3.15 for the 2026 budget, with an effective date of January 1, 2026.

LIBRARY MEETING ROOM USE POLICY**Background**

The purpose of this policy is to provide guidelines for the use of meeting rooms in District facilities.

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

Operations Director Doug Stumbough will be available to answer any questions.

Recommended Action: Board motion to reaffirm the Library Meeting Room Use Policy.

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

Policy Title	Library Meeting Room Use		
Approval Date	November 14, 1974	Revision Date	January 20, 2026
Related Policies	Access to Library Services Code of Conduct Emergency Closure of Facilities Exhibits And Displays Facility Use for Political Purposes		
Statutory References	RCW 29A.84.510 RCW 42.17A.555 WAC 390-05-271		
Purpose	To provide guidelines for the use of library meeting and conference rooms by the public or otherwise not hosted or co-sponsored by Spokane County Library District, the Friends of the Library, Library Foundation of Spokane County, or for government agencies using the room for government purposes.		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, Spokane County Library District policies and practices prevail.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Policy:

Background

As part of its normal and regular conduct, the District provides free access to and communication of ideas and information that reflect the broad range of interests of the communities we serve. In keeping with the fundamental principles provided by the First Amendment, and in accordance with applicable law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas. This policy recognizes that library meeting rooms may be considered public forums. The District imposes reasonable time, place, and manner restrictions on activities or expressions of free speech in accordance with applicable law and to the extent necessary to prevent unreasonable interference with the public's use of the library.

The District is committed to providing equitable and open access to library facilities, services, materials, and programs regardless of race, creed, color, gender expression or identity, ethnicity, age, religion, political ideology, national origin, citizenship or immigration status, sexual orientation, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

General Policy

Spokane County Library District (District) uses its meeting rooms to offer educational, cultural, civic, and community-oriented programs, primarily through District sponsored activities. The

District will allow use of meeting and conference rooms by members of the public when they are not being used by the District. The District may provide preferential scheduling for the Friends of the Library, Library Foundation of Spokane County, or for government agencies using the room for government purposes.

Permission to use District meeting rooms does not constitute or imply endorsement or sponsorship by the District, and meeting room users are expected to fully comply with all applicable provisions of local, state, and federal law.

District meeting and conference rooms use by members of the public are subject to the following conditions:

General Conditions

- All activities must be open to the public and access to attend may not be restricted.
- Room usage must be supervised by a legally responsible adult.
- District staff may attend or observe any meeting or activity at any time, and may require activities be altered or discontinued if they interfere or disrupt, or reasonably have the potential to interfere or disrupt, regular library use.
- The District reserves the right to pre-empt or cancel reserved use of a room in the event of emergent library business or programming, building issues, or unplanned building closure.
- The District may limit or refuse a reservation or use if such use would interfere or disrupt, or reasonably have the potential to interfere or disrupt, regular library use. This includes, but is not limited to, creating a situation that inhibits District operations or public access to the library or its services.
- The District's Code of Conduct policy applies to all activities occurring anywhere in District facilities and/or on District grounds, including meeting and conference rooms.

Reservations

- Persons or groups are limited to one (1) use per month per library. Reservations may be booked up to sixty (60) days in advance, on a first-come, first-served basis. Library Managers, Supervisors, or their designee may make exceptions to these limitations on a case-by-case basis.

Room Use

- Users are responsible for room set up, including A/V equipment, tables, and chairs. In general, no staff assistance is available for set up prior to use.
- Users must clean up after their use or event, remove any excess trash and leave the room in the condition they found it.
- Room setup or placement of furniture and/or equipment in the meeting room must not obstruct or otherwise interfere with ingress or egress pathways through any door in the room.
- All activities related to room use must remain fully inside the room. This includes, but is not limited to: furniture, promotions, sales, solicitations or recruitment directed toward other library visitors.
- Except where allowed by other District policies, persons or groups using the rooms may not display or distribute materials, such as leaflets or pamphlets, or gather signatures for any purpose, or solicit the purchase of goods or services outside the room.

Fees

- The District does not charge a fee for most meeting room use; however, it reserves the right to impose a fee for usage that would constitute the need of additional District staff or undue disruption to regular library use.
- Causing damage to the room, furniture, fixtures, or equipment, or failure to leave the room in good condition may result in the assessment of a cleaning/maintenance/damage fee (minimum \$100.00) and/or loss of privileges for meeting room use.

Food and Beverages

- Food and non-alcoholic beverages are allowed, however preparing, cooking, or warming of food/beverages using open flames including canned chafing fuel (ex. Sterno) is prohibited.
- Alcohol is not permitted in library facilities. Upon exception, alcohol may be served at special events with prior written approval from the Executive Director or designee. Appropriate liquor permit and proof of liability insurance are required and are the responsibility of the person or group reserving the room.

Liability

- The District does not assume liability for injuries to individuals or damages to personal or District property that occur as a result of actions of the sponsors or participants in activities in its meeting and/or conference rooms.
- The District reserves the right to require additional insurance for certain special events that, in the sole discretion of the District, warrant such additional insurance for the protection of the District or its facilities.

Endorsement and Promotion

- All promotion or advertisement of any activity must include the following disclaimer: "Use of Spokane County Library District facilities does not constitute or imply endorsement or sponsorship by the District." Furthermore, District associated images, including the District logo, may not be used in the promotion or advertisement of any activity.
- The District may elect to provide notification to the general public about activities.
- The District may keep registration and reservation information on file for operational purposes.

OVERVIEW – ARGONNE LIBRARY

Library Supervisor Stacy Mills and Librarians Tammy Henry and Janet Hacker-Brumley will provide an overview of the Argonne Library and how it serves the community.

Recommended Action: This item is for your information, with no formal action required.

OVERVIEW – SCLD POST-PANDEMIC USAGE TREND ANALYSIS, PART II**Background**

Operations Director Doug Stumbough will briefly review last year's analysis of customer usage at the District from 2014 through 2024 and then provide a comparison to other Washington libraries with data recently provided by the State.

Recommended Action: This item is for your information, with no formal action required.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: FEBRUARY – MARCH 2026**February 17, 2026: North Spokane Library – 4pm**

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

March 17, 2026: Medical Lake Library – 4pm

- Levy Lid Lift Update: Discussion
- Children’s Safety in Libraries Policy: Approval Recommendation (tentative)
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)

Special Meetings/Activities

- May 1, 2026 – District Training Day

TRUSTEE DECEMBER 2025 REPORTS FOR JANUARY 2026

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

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

Final accounting for 2025 is still in process and a draft fiscal report is included at this time. While subject to change, the total general fund operating expenses before (93.27%) or after (92.60%) transfers presently remain well aligned with the total projected budget expenditure of 100.00%. 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 two expenditure for the Argonne HVAC project and the District-wide facilities needs assessment for December from the Capital Project Fund. There were no expenditures from the Debt Service Fund.

Facilities Report

Maintenance staff have completed routine maintenance projects at the facilities in December.

Signage was installed at the Conklin and Hastings properties stating the area is closed. The signage is intended to limit access to and activity on vacant lots owned by the District.

The facilities needs assessment by Integrus Architecture is in process. Management is continuing to work with Integrus to complete the cost and estimated timing portions of the assessment.

The roof on Moran Prairie was identified as needing significant repairs and replacement in the near future. Repairs to prevent water from leaking into the building were completed. The District is in the process of researching roof replacement options.

The gutter system on the front of Service Center was leaking significantly. Repairs were completed to prevent water from leaking into the building were completed.

The District is in the process of completing an evaluation of fire prevention and response within District facilities. This evaluation may result in repairs or alterations to planned responses to be in compliance with building codes.

Human Resources – Toni Carnell**Training**

All staff continue to work on required training in the learning management system, including policy and procedure review.

Staff updates:

New hires:

- N/A

Promotions:

- Public Services Technician to Public Services Associate

Transfers:

- Public Services Associate to Public Services Float

Voluntary Demotions

- N/A

Separations:

- N/A

Communication & Development – Jane Baker

Communication

In December, the Communication Department was focused on all aspects of producing and preparing the February through April edition of *Engage*. This is a transition issue due to a change in the publication schedule. Communication will begin working on the next issue right after the holidays.

As a result of employee feedback, publication of *Engage* is being adjusted by one month. The next issue will cover May through August, including Summer Reading, and is expected to be delivered to libraries in April. This adjustment aligns more closely with seasonal changes and is anticipated to improve timeliness in promoting upcoming programs. Moving forward, the annual schedule for *Engage* will be winter/spring issue (January through April), summer (May through August), and fall (September through December).

Development

In 2025, the Library Foundation of Spokane County expanded its financial portfolio and opened an account with a brokerage firm to accept a donation of stock and transfer funds to gain additional income from interest and dividends. A line item in the Foundation's budget was also created as a capital fund. As of December 31, the total assets of the Library Foundation were \$320,561. The Foundation fulfilled \$49,144 in requests from SCLD that funded much of the Cultural Pass program in 2025 and for 2026, Summer Reading book and prize incentives, Excel High School graduation, and Poetry Slam prizes.

Operations – Doug Stumbough

For the month of December, a total of 74,427 physical items were borrowed by customers in the libraries, down from 77,362 borrowed in same month last year. The total number of customers visiting our libraries this month was 55,684, slightly more than 53,826 last year.

Positive Interaction Reports

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

A customer called Mobile Services to say he saw LINC on I-90 that day and it was great to see the library out and about. He said it also reminded him to call to check the status of some books he put on hold.

Spokane Valley received a thank you card saying the following: "I just wanted to thank you for allowing me to have one of the books for sale when I did not have the \$1.00 to purchase it then, and for allowing me to pay for it later. Thank you, it was to help a young person in school. Here is \$10.00 to go towards books as well as a Charlie Brown Christmas Story book for the library. Merry Christmas and God Bless, Angie"

A Spokane Valley customer told Librarian Diane how much she loves the library. She said that every time she comes in, she finds something new. This time it was the pictures from Walk in the Wild Zoo. She also expressed how pleased she was to be able to meet with someone from WorkSource and that he was helpful and knew what he was talking about and that it was "All for free!"

At the Cheney Women Infant and Children's (WIC) Office Open House, Librarian Crystal met a staff person named Vanessa. She raved about Library Supervisor Lesa and Public Services Associate Heather at the Airway Heights Library, and how she loves visiting that library, especially due to the wonderful customer service she receives from employees. She said she appreciates the books for sale, as she fills the WIC offices with them, and also appreciates that employees fill her in on community events going on in Airway Heights.

From the comment box at Otis Orchards: "We enjoy the activities available for the children. The Lego free play is great & we love how kids' creativity is highlighted. The helpers here are very courteous. They are intentional in serving the community without prejudice."

Students at Spokane Chirstian Academy enjoyed the display/cutout of Yeti during this month's visit by LINC:



A customer at the Moran Prairie Library stopped at the desk to let staff know "you work at the best library in the world". He shared that he's used a few different library systems over the last few years, and while his holds typically have taken 6-10 days in other systems, he received two different books each within 48 hours of placing the hold.

A North Spokane customer wanted to let staff there know that whoever curates the children's collection is doing a WONDERFUL job. She has members of her family who feel seen and represented by the selection.

A Moran Prairie visitor let Public Services Float Ash know that she thought the selection of board books was excellent, and that she appreciated how they were organized by color.

A mother and son presented a small gift bag to Library Supervisor Maggie at a recent storytime. Inside was some candy and Christmas card. The mom said it was a "thank you for all (we) do." The gift went into the breakroom for staff to share.

Moran Prairie received a letter from a customer, thanking the library for the services and documenting their monetary savings due to library use.

Collection Services – Andrea Sharps

Top Checkouts and Holds

This month we are focusing on **OverDrive (digital)** titles for all ages with the most checkouts occurring during the month and titles with the most holds placed during the month. We also included the **adult (physical)** titles with the top checkouts and holds for the month:

- Popular **OverDrive** titles December:
 - **Audiobook checkouts:**
 - *The Housemaid* by Freida McFadden (332)
 - *Quicksilver* by Callie Hart (223)
 - *The Intruder* by Freida McFadden (206)
 - **Ebook checkouts:**
 - *The Widow* by John Grisham (100)
 - *Great Big Beautiful Life* by Emily Henry (96)
 - *Sunrise on the Reaping* by Suzanne Collins (81)
 - **Audiobook holds** as of January 2, 2026:
 - *The Correspondent: A Novel* by Virginia Evans (284)
 - *My Friends* by Fredrik Backman (230)
 - *Atmosphere* by Taylor Jenkins Reid (194)
 - **Ebook holds** as of January 2, 2026:
 - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (211)
 - *The Widow* by John Grisham (201)
 - *The Correspondent: A Novel* by Virginia Evans (180)
- Popular **Adult Physical Book** titles December:
 - Checkouts:
 - *So Far Gone* by Jess Walter (40)
 - *The Widow* by John Grisham (40)

- *Regretting You* by Colleen Hoover (33)
- Holds:
 - *The Correspondent: A Novel* by Virginia Evans (45)
 - *Theo of Golden: A Novel* by Allen Levi (39)
 - *Wild Dark Shore* by Charlotte McConaghy (33)

OverDrive's First Libby Reads Program

The title selected for OverDrive's first Libby Reads program (a combination of the former global Big Library Read program and regional Together We Read program) was *The Village Beyond the Mist* by Sachiko Kashiwaba. This juvenile fiction title was available for unlimited simultaneous use in the ebook and audiobook formats between November 18 – December 2 at no cost to the District. OverDrive's Libby Reads is a two-week digital book club that connects readers and listeners around the world with the same title at the same time without any waitlists or holds. OverDrive announced that they combined the two long-standing book club programs into one recognizable book club brand tied directly to Libby to simplify things for libraries and their customers. *The Village Beyond the Mist* was the District's most checked out ebook for the period of November 18 – December 2, which unusually spanned two months, with 78 checkouts recorded. Program participants must be District residents.

COLLECTION MONTHLY REPORT DECEMBER 2025

	Select Transaction Count		
Physical Collection	YTD 2025	YTD 2024	CHANGE
Items Processed	53,884	59,060	-9%
Interlibrary Loan Total	6,632	7,181	-8%
Overdrive			
Total Checkouts	1,142,998	1,068,893	7%
Total Holds	416,979	378,043	10%
hoopla			
Total Checkouts	80,615	63,046	28%
Total Items in Collection			
Material Type	YTD 2025	YTD 2024	CHANGE
Print	302,714	309,062	-2%
Nonprint	63,969	70,495	-9%
Overdrive	306,925	255,764	20%
Grand Total	673,608	635,321	6%

NOTES: PRINT = Books and Periodicals

NONPRINT = DVDs, CDs, Books on CD, and other media

OVERDRIVE = Downloadable eBooks and Audiobooks

Executive Director – Patrick Roewe

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

No update for December. As previously reported, the “Real Estate Purchase and Sale Agreement” (PSA) has been reviewed by all parties. The PSA will complete the real estate transaction memorialized in the ILA. Pending finalization, that agreement will contain three exhibits: a certification for the BLA, the Right of First Option to Purchase, and a Statutory Warranty Deed. The most recent update from City representatives provided in August is that the BLA application has been submitted and approved.

Trustee Hanson Reappointed

As reported verbally at last month’s meeting, the Spokane County Board of Commissioners reappointed Trustee Jessica Hanson to a second term at their December 16, 2025. Trustee Hanson’s second term runs through December 31, 2030.

Abuse Prevention Policy

The District’s liability insurance carrier—Selective Insurance—is requesting that the District add abuse prevention language to District policy and procedure. This is not in response to any actual or perceived issues within District operations, but as an emerging insurance industry emphasis on safeguarding potentially vulnerable populations and limiting liability.

At present, staff are working to adapt the requested language into policy and procedure in a way that accurately align with District operations. Staff are looking at an April 1, 2026 implementation date, so any policy changes would likely come before the Board in March 2026.

OPERATIONS REPORT DECEMBER 2025

Doug Stumbough and Kristy Bateman

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

- 202 people attended 18 adult programs during December. Highlights that month included 35 individuals logging into Zoom for *World Cooking: Ethiopian Food*, 30 participants at the first *Cozy Reads & Bakery Treats* program, and a combined attendance of 51 for the three *Homebuyer Education Seminar* sessions.
- Tax-Aide appointment sessions were finalized and confirmed for the 2026 season, which begins Monday, February 2nd. This includes some creative scheduling at our three other locations (Cheney, Moran Prairie, and Spokane Valley) to minimize the impact of Argonne's closure. Customers will be able to make appointments starting in mid-January.

Youth Services (Mary Ellen Braks)

- We provided 71 storytimes this month with an attendance of 1,359. Spokane Valley did a special storytime at the *Celebration of Lights* event this month that brought in 140 children and caregivers.
- Mobile Services visited 21 childcare centers, providing 42 storytimes for 647 children and caregivers.
- We had 21 youth programs this month with 454 attendees. Programs included weekly programs at North Spokane, Spokane Valley, and Medical Lake, and a monthly *Homeschool STEAM Program* at Deer Park. Other programs included *Choose Your Own Adventure*, *Making Ornaments, Games and Crafts Around the World*, *a Teen Tabletop Role Playing Game*, and *a Teen STEAM program*.
- We offered 35 *Lego Free Play* activities for families.
- Employees attended community events in Millwood, Airway Heights, Fairfield, Medical Lake, Otis Orchards, and Spokane Valley.

Cross Disciplinary (Gwendolyn Haley)

- Employees assisted 39 customers with appointments in the Lab, Studio, and 3D printing. Customers booked the Studio six times.
- Spanish speaking families enjoyed a pinata making program this month.
- 154 customers viewed December's online author presentation: *Scheming Wives and High-Stakes Hilarity* with Author Sue Hincenbergs. In 2025, the series featured 37 different author talks, which was viewed a combined total of 16,631 times.
- 138 *Museum and Cultural Pass* reservations were used by customers, representing a combined average value of \$5,832. We added Cat Tales as a venue for passes in December and met with Spokane Civic Theatre and Spokane Children's Theatre to start a pass program with those institutions. Passes are sponsored by The Library Foundation of Spokane County.

Digital Projects and Resources (Carlie Hoffman)

- Set up trials for digital resources for employees to test and provide feedback on.
- Website editing and design continued.

- Updates and edits for the new Library of Things software were completed for launch to the public in early January.

Information Technology (Patrick Hakes)

- Team worked on ticket completion – closed out 54 Help Desk tickets.
- Wrapped up the 2026 FY ERate RFP.
- Coordinated with Public Services on annual removal of long expired accounts.

Mobile Services (Brianna Rukes)

- LINC attended the *Airway Heights Winter Festival* at the Recreation Center. Due to the popularity of our puppet theater last month, we brought it back again this month, and visitors were very excited.

Library Reports**Airway Heights: Lesa Arrison**

- Friends of the Cheney Library purchased electric tea lights for the craft activity during Winter Festival at Airway Heights Rec Center. Librarian Christie spoke to 68 people during this event.

Argonne: Stacy Mills

- The Friends of the Argonne Library purchased a cardboard playhouse for kids to decorate at the Millwood Winterfest event and to be displayed in the library until the end of December.
- *Make Winter Ornaments* program brought in 16 attendees, one family was so excited to share with staff their creations with the light up tea lights!

Cheney: Jonathan Melcher

- This year, the *Cheney Seed Library* received 2,071 seed packets from the community and various seed company donations, and we had 1,780 seed packets checked out.
- *Holiday Hoopla!* We had 581 people at the library for the event. Librarian Crystal helped customers with a winter craft; Librarian Christie presented two storytimes, and the Cheney Lions Club hosted an activity where attendees could write a card to Cheney Care Center residents.
- We have partnered with the Cheney Fire Department to have a fire safety pamphlet rack in the library.

Deer Park: Shannon McMinn

- 15 people attended the children's program *Games & Crafts from Around the World*. The kids had fun "visiting" each country and learning about diverse cultures and how other children around the world play and create

Medical Lake: Myles Cunningham

- Indi Racers (coding cars) were a hit at *Wonder Wednesday*. Four families signed up to borrow robot car kits from the *Library of Things*, and we added an encore session later in the month.

- Christie represented the library at Medical Lake's annual *Winter Festival*, providing a holiday tree-themed craft for more than 300 attendees and sharing information about library programs and resources.

Moran Prairie and Fairfield: Caitlin Wheeler

- 29 customers attended the Moran Prairie *Make Winter Ornaments* program alongside special guests from the Zephyr soccer team.
- Using the Moran Prairie Art Wall, customers shared words for snow in languages that are important in their home. Persian, Spanish, Chinese, Portuguese, and Amharic are just a few of the languages represented on the wall from members of our community.
- Fairfield Librarians Janet and Tammy took a winter ornament craft to *Fairfield's Old-Fashioned Christmas* and had 59 customers stop by. Tammy and Janet attended the North Palouse Chamber of Commerce meeting at the Freeman Elementary School and made school, business, and other community connections.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted two displays by local artists: A display of mixed media art and illustrations by Olive Dilling and a display of ceramic work by Andrea Tuinstra. We also hosted a display of Special Olympics medals provided by local athlete Tia Meckle.

Otis Orchards: Maggie Montreuil

- The *Make Winter Ornaments* program at Otis Orchards had 17 enthusiastic attendees.
- *Jigsaw Puzzle & Board Game Swap* at OT had 21 participants. 10 of those participants went on to also participate in Otis Orchard's *Lego Free Play* that day, which was happening at the same time as the Swap.

Spokane Valley: Danielle Milton

- The City of Spokane Valley hosted the *Celebration of Lights* tree lighting event at Balfour Park. This brought over 400 people to the park in front of the library. The event included a live reindeer, children's choir from Opportunity Elementary, University High School's marching band, and a visit from Santa. Santa led a parade around the park ending at the library with over 140 people attending a storytime with Santa.
- 34 people attended the *Decoración de piñatas / Piñata Decorating in Spanish*.

District-wide Information

Please see next page for table.

Public Use Measures
December 2025

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	154,267	144,008		7%
Door count	55,684	53,826	681,818	-8%
Items Borrowed				
• Airway Heights	1,866	2,292	26,202	-12%
• Argonne	5,076	5,450	66,257	-12%
• Cheney	5,001	5,710	68,390	-12%
• Deer Park	5,554	5,676	60,849	-22%
• Fairfield	414	581	5,894	-25%
• Medical Lake	1,932	1,556	23,193	-2%
• Mobile Services	2,010	2,203	24,195	2%
• Moran Prairie	9,536	9,342	124,590	-6%
• North Spokane	19,257	19,963	253,237	-6%
• Otis Orchards	2,349	2,395	35,945	3%
• Spokane Valley	21,432	22,194	294,053	-6%
• Digital	104,822	95,379	1,230,112	8%
• Totals	179,249	172,741	2,212,917	0%
Programs				
• Number	233	222	3554	-2%
• Attendance	4188	4166	66443	-8%
Internet Station Use (%)	30.0%	24.8%	31.5%	
Meeting room bookings	694	695	9237	3%

Public Use Measure Definitions

Cardholders: Total number of library cards that have had any type of activity within the last three years. *Data collection method: Actual computer system count.*

Door count: Number of times libraries are entered through inside doors; doesn't include entries through outside doors to lobby, restrooms, or meeting rooms. *Data collection method: Actual "machine" count.*

Items Borrowed: Number of items checked out and renewed. *Data collection method: Actual computer system count. Digital: Number of downloads from OverDrive and Hoopla. Included in circulation total.*

Programs: Experiential learning programs presented by the District. *Data collection method: Hand tally and database entry.*

Internet Station Use (%): Percentage of available time utilized. *Data collection method: Actual reservation management system count.*

Meeting room bookings: Number of times meeting rooms used by outside groups. *Data collection method: Actual reservation management system count.*

Digital Resource Use: Use of online learning resources licensed by the District. *Data collection method: reports from resource vendors.*

DECEMBER 2025 FISCAL REPORT FOR JANUARY 2026

Spokane County Library District Summary of Revenues & Expenses - (Cash Basis) For the Twelve Months Ended December 31, 2025

	Y-T-D Actual	Annual Budget	Target 100.0% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 18,362,154	\$ 18,354,000	100.04%	\$ (8,154)
CONTRACT CITIES - SPOKANE	110,681	111,000	99.71%	319
FINES & FEES	49,662	45,000	110.36%	(4,662)
GRANTS & DONATIONS	100,608	53,000	189.83%	(47,608)
E-RATE REIMBURSEMENTS	246,122	269,000	91.50%	22,878
LEASEHOLD & TIMBER TAX, REBATES, OTH	40,576	38,000	106.78%	(2,576)
INTEREST REVENUES	282,118	190,000	148.48%	(92,118)
TOTAL REVENUES	\$ 19,191,921	\$ 19,060,000	100.69%	\$ (131,921)
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 19,191,921	\$ 19,060,000	100.69%	\$ (131,921)
EXPENSES				
SALARIES	\$ 8,695,743	\$ 9,110,000	95.45%	\$ 414,257
FRINGE BENEFITS	2,785,140	3,257,000	85.51%	471,860
SUPPLIES	169,033	204,000	82.86%	34,967
UTILITIES	602,241	640,000	94.10%	37,759
SERVICES	1,535,261	1,519,000	101.07%	(16,261)
INSURANCE	103,832	106,000	97.95%	2,168
CAPITAL EQUIPMENT	95,664	220,000	43.48%	124,336
LIBRARY MATERIALS	2,228,752	2,285,000	97.54%	56,248
ELECTRONIC LIBRARY MATERIALS	261,208	300,000	87.07%	38,792
LIBRARY PROGRAMS	154,431	191,000	80.85%	36,569
DEBT SERVICE	247,046	264,000	93.58%	16,954
TOTAL EXPENSES	\$ 16,878,351	\$ 18,096,000	93.27%	\$ 1,217,649
TRANSFERS OUT	902,000	1,106,000	81.56%	204,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 17,780,351	\$ 19,202,000	92.60%	\$ 1,421,649
Net Excess of Revenues Over/(Under) Expenses	\$ 1,411,570	\$ (142,000)		
BEGINNING CASH	9,123,361			
NET FROM ABOVE	1,411,570			
ENDING CASH	\$ 10,534,931			

Number of months cash on hand

7.0

**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)).