



February 11, 2026

The Spokane County Library District Board of Trustees regular monthly meeting will be held Tuesday, February 17, 2026, at 4:00 p.m., at the North Spokane Library Public Meeting Room, 44 E Hawthorne Rd, Spokane, WA.

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

Spokane County  
**LIBRARY DISTRICT**  
509.893.8200

Airway Heights Library  
509.893.8250

Argonne Library  
509.893.8260

Cheney Library  
509.893.8280

Deer Park Library  
509.893.8300

Fairfield Library  
509.893.8320

Medical Lake Library  
509.893.8330

Moran Prairie Library  
509.893.8340

North Spokane Library  
509.893.8350

Otis Orchards Library  
509.893.8390

Spokane Valley Library  
509.893.8400

***This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administration at least two (2) business days in advance of the meeting by calling 509-893-8200.***



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

February 17, 2026 4:00 p.m.

44 E Hawthorne Rd, Spokane, WA

### PRELIMINARY AGENDA

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

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

**I. CALL TO ORDER**

**II. AGENDA APPROVAL**

**III. PUBLIC COMMENT**

**IV. ACTION ITEMS**

- A. Approval of [January 20, 2026 Meeting Minutes](#)
- B. Approval of [January 2026 Payment Vouchers](#)
- C. Unfinished Business
  1. [HVAC Projects](#): Discussion
  2. [Levy Lid Lift Update](#): Discussion
- D. New Business
  1. [Facility Use for Political Purposes Policy](#): Approval Recommendation
  2. [Child and Vulnerable Adult Safety Policy](#): Approval Recommendation
  3. [Reciprocal Use of Libraries Report for 2025](#): Discussion
  4. [Award of Contract for Deer Park HVAC Replacement Project](#): Approval Recommendation
  5. [Overview](#): North Spokane

**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.*

February 17, 2026

## **BOARD OF TRUSTEES MEETING MINUTES: January 20, 2026**

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in the public meeting room at the Argonne Library, Tuesday, January 20, 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:** Jane Baker (Communication and Development Director), Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Toni Carnell (Human Resources Director), Hannah Tilley (Human Resources Associate), Jason Link (Finance Director), Janet Hacker-Brumley (Librarian), Stacy Mills (Library Supervisor), Tammy Henry (Librarian), Andrea Sharps (Collection Services Director), Emily Greene (Administrative Services Manager), and five (5) 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 Ellen Clark seconded the approval of the meeting agenda.

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

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

**Approval of  
December 16, 2025  
Regular Meeting  
Minutes  
(Item IV.A)** Chair Hanson called for any corrections to the December 16, 2025 Regular Meeting Minutes. There were no corrections, the minutes stand as written.  
There was no further discussion.

**Approval of  
Corrected  
November 2025  
Payment Vouchers  
(Item IV.B.1)** Finance Director Jason Link informed the Board that the November 2025 payment vouchers had been revised due to reporting errors found in a subsequent staff review, and a corrected version was being submitted for Board review and approval. Trustee Paull moved and Trustee Clark seconded the approval of the corrected November 2025 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
November – GF	0063990 – 0064079 and W001800 – W001820	\$751,025.40
	PR11102025 and PR11252025	\$546,965.77
	<b>Total</b>	\$1,297,991.17
CPF	Argonne Renovation- Integrus	\$59,063.86
	<b>Total</b>	\$59,063.86
DSF	State of Washington	\$143,000.00
	<b>Total</b>	\$143,000.00

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

**Approval of December 2025 Payment Vouchers (Item IV.B.2)**

Discussion ensued about attorney fees costs per hour rather than a flat fee. Vice Chair Jon Klapp moved and Trustee Patti Stauffer seconded the approval of the December 2025 payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
December - GF	0064080 – 0064191 and W001816 – W001834	\$890,542.80
	PR12102025 and PR12232025	\$521, 838.88
	<b>Total</b>	\$1,412,381.68
CPF	Spokane County Building	\$257.20
	Integrus Architecture	\$39,918.74
	<b>Total</b>	\$40,175.94

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

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

Finance Director Link informed the Board of updates on the HVAC Projects at the Argonne Library and the Deer Park Library. Discussion ensued about the Argonne project expected to start in mid to late February, the public request for bids for Deer Park being released, and how the public would be informed of the closure.

There was no further discussion.

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

Executive Director Roewe presented a PowerPoint with information on the upcoming levy lid lift. Discussion ensued about priorities for the levy lid lift, estimated costs for those priorities, and costs related to an election.

There was no further discussion.

**Unfinished Business 2026 Budget; Cost of Living Adjustment (COLA) for 2026 (Item IV.C.3)**

Executive Director Roewe informed the Board that the District had worked with the union on an MOU to implement a COLA of 2.81%. Discussion ensued about the contents of the MOU and the review from legal counsel. Trustee Stauffer moved and Trustee Clark second the

approval to authorize the District to use a 2.81% cost-of-living adjustment per District Personnel Policy 3.15 for the 2026 budget.

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

**New Business**  
Library Meeting  
Room Use Policy  
**(Item IV.D.1)**

Operations Director Doug Stumbough presented the reaffirmed Library Meeting Room Use Policy. Discussion ensued about the libraries being public spaces and the need for clearer language regarding set up and tear down times when booking spaces. Vice Chair Klapp moved and Trustee Paull seconded the approval of the Library Meeting Room Use policy.

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

**New Business**  
Overview: Argonne  
**(Item IV.D.2)**

Library Supervisor Stacy Mills and Librarians Tammy Henry and Janet Hacker-Brumley provided an overview of the Argonne Library, its programs, and how it serves the community.

There was no further discussion.

**New Business**  
Overview: Post-  
Pandemic Trend  
Analysis, Part II  
**(Item IV.D.3)**

Operations Director Stumbough presented a PowerPoint comparing usage trends of the District and other libraries around Washington State. Discussion ensued about usage trends for the District aligning in most categories with other libraries across the state.

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.

There was no further discussion.

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

There were no trustee reports.

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

In addition to the report provided prior to the meeting, Executive Director Roewe informed the Board of an upcoming abuse prevention policy language required by the District liability insurance policy provider.

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 January 2026, with data for customer use measures, programming, and library activities.

There was no further discussion.

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

Finance Director Link informed the Board that the finance report provided prior to the meeting is a draft version since staff are still wrapping up year-end reporting.

There was no further discussion.

Chair Hanson called for a 5-minute recess.

**Closed Session**

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

The Board went into a closed session at 5:35pm with an estimated time to return at 6:20pm. The Board returned to a regular session at 6:21pm. There was no final action taken.

**Adjournment  
(Item VIII)**

Chair Hanson adjourned the meeting at 6:21pm. The next Board Meeting is scheduled for Tuesday, February 17, 2026 at the North Spokane Library.

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Jessica Hanson, Chair

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Patrick Roewe, Secretary to the Board of Trustees

## JANUARY 2026 PAYMENT VOUCHERS

PAYMENT VOUCHER APPROVAL			
Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of January 31, 2026, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,887,551.56 for the general fund, \$50,386.39 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.			
DATE:	January 31, 2026		
SIGNED:			
TITLE:	Finance Director		
SIGNED:			
TITLE:	Executive Director		
VOUCHER NUMBER	GENERAL OPERATING FUND	DESCRIPTION	VOUCHER AMOUNT
0000064192	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	417.97
0000064193	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	10,602.14
0000064194	CENGAGE LEARNING INC	LIBRARY MATERIALS	22,205.25
0000064195	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	30,257.80
0000064196	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	4,046.86
0000064197	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	2,654.76
0000064198	KANOPI, INC	LIBRARY MATERIALS, ANNUAL SUBSCRIPTION	8,000.00
0000064199	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	66,813.12
0000064200	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	44,079.70
0000064201	SIRSIDYNIX	PRINCIPAL - SBITA SIRSIDYNIX SUBSCRIPTION	237,340.17
0000064202	SPRINGSHARE LLC	PRINCIPAL - SBITA PATRON POINT SUBSCRIPTION	15,400.00
0000064203	WICK ENTERPRISES, LLC	ADVERTISING	1,881.00
0000064204	WORLD BOOK, INC.	ELECTRONIC LIBRARY MATERIALS	12,218.00
0000064205	ZOOBEAN, INC.	ONLINE READING CHALLENGE SOFTWARE, ANNUAL RENEWAL	4,495.00
0000064206	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	23,282.10
0000064207	AIRWAY HEIGHTS KIWANIS	MEMBERSHIP DUES	72.00
0000064208	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	10,334.98
0000064209	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	38.94
0000064210	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	97.93
0000064211	CENGAGE LEARNING INC	LIBRARY MATERIALS	312.71
0000064212	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	554.94
0000064213	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	75.92
0000064214	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	187.06
0000064215	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	68.12
0000064216	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	20,501.42
0000064217	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.34
0000064218	GREATER SPOKANE VALLEY CHAMBER	ANNUAL MEMBERSHIP DUES	499.00
0000064219	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,510.54
0000064220	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	25,404.25
0000064221	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	1,976.46
0000064222	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	2,927.16
0000064223	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,219.48
0000064224	NORTH PALOUSE CHAMBER/COMM	DUES AND MEMBERSHIPS	100.00
0000064225	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	84.00
0000064226	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	15,927.07
0000064227	PHILADELPHIA INSURANCE CO	ANNUAL D&O / EPL INSURANCE PREMIUM	9,005.00
0000064228	SAN DIEGO COUNTY LIBRARY	ILL LOAN FEE	16.99
0000064229	SPOKANE COUNTY SEWER BILLING	MONTHLY SEWER - AR, NS, SC, SV	326.69
0000064230	VALUE LINE PUB., LLC	LIBRARY MATERIALS	11,095.00
0000064231	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,835.57
0000064232	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	32.11
0000064233	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,932.50
0000064234	ABSCO Solutions	QUARTERLY ALARM MONITORING	1,074.46
0000064235	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	6,615.46
0000064236	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,628.34
0000064237	CENGAGE LEARNING INC	LIBRARY MATERIALS	1,116.76
0000064238	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	92.04
0000064239	CINTAS CORP	JANITORIAL SUPPLIES	3,170.48
0000064240	DEMCO SOFTWARE	SPACES ANNUAL SOFTWARE SUPPORT	3,642.63
0000064241	EDNETICS	TELEPHONE - MANAGED VOICE SERVICES	2,186.44
0000064242	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,456.29
0000064243	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	77.50
0000064244	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	264.05
0000064245	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	5,461.41
0000064246	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	15,827.84
0000064247	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	762.18
0000064248	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	193.43
0000064249	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	203.59

0000064250	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	16,833.04
0000064251	PIXEL PRESS TECHNOLOGY	ANNUAL SUBSCRIPTION	150.00
0000064252	PUBLIC LIBRARIES OF WASHINGTON	ANNUAL DUES	3,871.37
0000064253	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,174.86
0000064254	SODEXO CONFERENCE SERVICES	LIBRARY PROGRAMS	111.00
0000064255	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	915.60
0000064256	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	780.15
0000064257	TICKETS WEST	LIBRARY PROGRAMS	2,261.76
0000064258	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	940.07
0000064259	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,732.64
0000064260	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	19,305.41
0000064261	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	272.57
0000064262	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	54.21
0000064263	CAVENDISH SQUARE	LIBRARY MATERIALS	744.12
0000064264	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	1,090.00
0000064265	CENGAGE LEARNING INC	LIBRARY MATERIALS	312.85
0000064266	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	371.31
0000064267	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	3,216.50
0000064268	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	21,579.13
0000064269	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	7,538.18
0000064270	STEPHANIE KUAMO'O-MOLI	LIBRARY PROGRAMS	297.46
0000064271	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,662.51
0000064272	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV & SC	3,567.53
0000064273	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	152.45
0000064274	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	15,404.65
0000064275	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	646.36
0000064276	SELECTIVE INSURANCE CO OF AMERICA	INSURANCE	94,558.00
0000064277	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	32.67
0000064278	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	705.92
0000064279	A2Z INTERPRETING, LLC	PROFESSIONAL SERVICES - ADMIN	182.00
0000064280	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	1,608.50
0000064281	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	704.35
0000064282	AVISTA UTILITIES	MONTHLY UTILITIES	17,338.45
0000064283	CONSOLIDATED IRRIGATION DIST19	WATER - OT	27.50
0000064284	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	155.15
0000064285	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	646.15
0000064286	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	88.03
0000064287	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,676.12
0000064288	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	700.83
0000064289	MELISSA STIPEK	LIBRARY PROGRAMS	150.00
0000064290	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,969.17
W000001835	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	105,057.42
W000001836	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,222.16
W000001837	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,712.58
W000001838	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	47,078.88
W000001839	SAGE SOFTWARE, INC	ANNUAL ACCOUNTING SOFTWARE SUPPORT	12,408.85
W000001840	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	638.41
W000001841	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	128,156.61
W000001842	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	85,057.02
W000001843	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,660.86
W000001844	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,712.58
W000001845	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	44,776.63
W000001846	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	632.57
W000001847	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	290.45
W000001848	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	129.59
W000001849	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
W000001849	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
W000001851	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
W000001852	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	0.10
<b>Total Non-Payroll General Operating Fund</b>			\$ 1,306,815.23
<b>PAYROLL VOUCHERS</b>			
01092026 PP01	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #01	\$ 308,034.94
01232026 PP02	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #02	<u>272,701.09</u>
<b>Total Payroll General Operating Fund</b>			\$ 580,736.03
<b>TOTAL GENERAL OPERATING FUND</b>			\$ 1,887,551.26

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
✓ 0000009775	INTEGRUS ARCHITECTURE	RENOVATION - DISTRICT-WIDE FACILITIES ASSESSMENT	\$ 10,467.65
✓ 0000009776	MCKINSTRY	RENOVATION - ARGONNE	\$ 39,918.74
TOTAL CAPITAL PROJECT FUND			\$ 50,386.39
DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
TOTAL DEBT SERVICE FUND			\$ -

## JANUARY 2026 VISA REPORT

December 2025 / January 2026

Paid in January 2026

64260

Card Category	Amount
General Purchases	\$ 13,027.52
Maintenance	\$ 3,130.13
Travel	\$ 715.63
Acquisitions	\$ 740.73
Information Technology	\$ 47.95
Mobile Services	\$ 1,643.45
<b>General Fund Purchases</b>	<b>\$ 19,305.41</b>

Top Individual Charges

Home Depot	Building Maintenance	1,111.90
Peak Industrial	Vehicle Repairs - LINC Heater	1,199.00
Imagination PlayGrow Shop	Library Programs - Dinosaur Bones	2,807.41
CoSchedule.com	Software Support - Communications Calendar	2,088.00
Costco	Library Programs	1,124.07
Global-E.com	3D Printer Supplies	2,291.72

## HVAC PROJECTS UPDATE: DISCUSSION

### Argonne/Administration

Most of the work is now scheduled to commence the first week of March 2026 and run through the beginning of June 2026. This is a delayed start date and a two-week project extension from the previous timeline due to lead-times on certain equipment. During this period of time, the Argonne building will be closed to the public and the majority of employees.

As previously reported, the now fourteen-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 due to the shifted project timeline. More information about the closure and related operational adjustments will be provided as plans are fine-tuned and codified.

### Deer Park

The solicitation was issued on January 16, 2026. The walk-through with potential contractors was done on January 23, 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.

## LEVY LID LIFT ELECTION: DISCUSSION

At the January 2026 meeting, staff presented an initial funding plan for a maintenance and operations levy lid election. Staff identified \$6,952,000 in funding needs over the next 5 years. This would necessitate raising the levy rate from its current \$0.33 to \$0.45 per \$1000.00 assessed value.

Staff received the facilities needs assessment report from Integrus Architecture in early February that identifies maintenance needs for the District, and will review key takeaways with the Board at the meeting.

In addition, sample ballot language will be presented for review and discussion.

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

**Recommended Action:** This agenda item is for discussion, with no final action required. By consensus, the Board of Trustees may direct staff to continue levy lid lift planning.

## FACILITY USE FOR POLITICAL PURPOSES POLICY

### Background

The purpose of this policy is to define the extent to which Spokane County Library District (District) facilities may be used for political purposes.

The primary revision was to update statutory references. Effective January 1, 2026, RCW 42.17A.555 was recodified as RCW 29B.45.010.

Executive Director Patrick Roewe and Operations Director Doug Stumbough will be available to answer any questions on the proposed policy revisions.

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

**Recommended Action:** Board motion to approve the Facility Use for Political Purposes policy, as revised.

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

<b>Policy Title</b>	Facility Use for Political Purposes	
<b>Approval Date</b>	April 15, 2003	<b>Revision Date</b> February <u>20, 2024</u> <u>17, 2026</u>
<b>Related Policies</b>	Code of Conduct Library Meeting Room Use Bulletin Boards and Community Interest Publications	
<b>Statutory References</b>	RCW 29A.84.510 RCW <u>42.17A.555</u> <u>29B.45.010</u> WAC 390-05-271 WAC 434-250-100 WAC 434-250-105	
<b>Purpose</b>	To define the extent to which Spokane County Library District (District) facilities may be used for political 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:**

This policy recognizes that some portions of District owned and/or managed facilities may be considered public forums. The District imposes reasonable time, place and manner restrictions on signature gathering, political activities and election materials, and other activities or expressions of free speech in accordance with state law and to the extent necessary to prevent unreasonable interference with the public's use of the library.

For the purposes of this policy, "facility" refers to all buildings, properties, and vehicles owned and/or managed by the District.

**Background**

The District encourages all members of the public to use its facilities, services, and resources in a safe and respectful manner. As part of its normal and regular conduct of its mission, the District provides free access to and communication of ideas and information that reflects the broad range of interests of the communities we serve.

The First Amendment guarantees the right of free speech and to petition government. Federal Courts have interpreted the First Amendment to allow for the peaceful exercise of the rights set forth in the Constitution.

Washington state law restricts the use of public facilities for political purposes. RCW 42.17A.555 29B.45.010 states that public facilities may not be used directly or indirectly for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition

to any ballot proposition, except for activities which are part of the normal and regular conduct of the office or agency. Federal courts have consistently recognized designated public library spaces as limited public forums. WAC 390-05-271 clarifies that RCW ~~42.17A.555-29B.45.010~~ does not prevent a public agency from making facilities available on a nondiscriminatory, equal access basis for political uses.

District facilities may serve as ballot deposit sites for elections, subject to WAC 434-250-100. In addition, District facilities may serve as voter service centers on election days, subject to RCW 29A.84.510 and WAC 434-250-105.

In keeping with the fundamental principles provided by the First Amendment, and in accordance with state law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas.

### ***General Policy***

The District allows use of designated parts of its facilities for political uses on a nondiscriminatory, equal access basis, making such time, place, and manner restrictions as are necessary for orderly conduct of normal public library operations.

District meeting and conference rooms are open to any individual or group on an equal basis and as such may be used for political purposes, subject to the District's Library Meeting Room Use policy.

The District allows petition signature gatherers and electioneers outside on District owned and/or managed facilities as long as they do not interfere with the public's access to, entry into, or exit from the facility. In addition, petition signature gathering and electioneering activities:

- May be outside the District facility only, and may not be in the foyer, lobby, or interior of the facility, except as allowed by the District's Library Meeting Room Use policy.
- May utilize outdoor walkways, plaza areas, and adjacent sidewalks as long as they do not interfere with traffic or public access to the facility.
- Are not permitted within twenty-five feet of a ballot deposit box at District owned and/or managed facilities during an election voting period.
- Are not permitted anywhere on election days at District owned and/or managed facilities designated as voter service centers.

The District's Code of Conduct policy applies to any and all activities occurring anywhere on District owned and/or managed facilities.

The provision of District facilities for the public expression of opinion does not constitute District endorsement of the opinions or ideas of those individuals and/or organizations using the space.

District facilities located in and/or on property owned by a third party may be subject to additional rules established by the property owner(s). These rules may be posted at the entrances to the property or otherwise available from the property owner(s).

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

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

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

<b>Policy Title</b>	Facility Use for Political Purposes	
<b>Approval Date</b>	April 15, 2003	<b>Revision Date</b> February 17, 2026
<b>Related Policies</b>	Code of Conduct Library Meeting Room Use Bulletin Boards and Community Interest Publications	
<b>Statutory References</b>	RCW 29A.84.510 RCW 29B.45.020 WAC 390-05-271 WAC 434-250-100 WAC 434-250-105	
<b>Purpose</b>	To define the extent to which Spokane County Library District (District) facilities may be used for political purposes.	

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For the purposes of this policy, "facility" refers to all buildings, properties, and vehicles owned and/or managed by the District.

**Background**

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The First Amendment guarantees the right of free speech and to petition government. Federal Courts have interpreted the First Amendment to allow for the peaceful exercise of the rights set forth in the Constitution.

Washington state law restricts the use of public facilities for political purposes. RCW 29B.45.020 states that public facilities may not be used directly or indirectly for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any

ballot proposition, except for activities which are part of the normal and regular conduct of the office or agency. Federal courts have consistently recognized designated public library spaces as limited public forums. WAC 390-05-271 clarifies that RCW 29B.45.020 does not prevent a public agency from making facilities available on a nondiscriminatory, equal access basis for political uses.

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- May be outside the District facility only, and may not be in the foyer, lobby, or interior of the facility, except as allowed by the District's Library Meeting Room Use policy.
- May utilize outdoor walkways, plaza areas, and adjacent sidewalks as long as they do not interfere with traffic or public access to the facility.
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- Are not permitted anywhere on election days at District owned and/or managed facilities designated as voter service centers.

The District's Code of Conduct policy applies to any and all activities occurring anywhere on District owned and/or managed facilities.

The provision of District facilities for the public expression of opinion does not constitute District endorsement of the opinions or ideas of those individuals and/or organizations using the space.

District facilities located in and/or on property owned by a third party may be subject to additional rules established by the property owner(s). These rules may be posted at the entrances to the property or otherwise available from the property owner(s).

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

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

## CHILD AND VULNERABLE ADULT SAFETY POLICY

### Background

The District's liability insurance carrier—Selective Insurance—is requesting that the District add abuse prevention language to District policy. 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.

Using the existing Children's Safety in Libraries policy as a foundation, staff have adapted the requested language into policy in a way that accurately aligns with District operations and incorporated it into an expanded and renamed Child and Vulnerable Adult Safety Policy.

The Policy now has two primary sections:

**Section 2: Regular Library Services Use:** This section is retained from the previous policy and addresses District and parental responsibilities for regular use activities by minor children typically associated with a public library (browsing and checking out materials, attending programs and storytimes, etc.). It also adds a statement regarding vulnerable adult use of the library. No employee, officer, or agent of the District stands in the place of a parent, guardian, or caregiver during these typical activities.

**Section 3: Special Programs Abuse Prevention Program Plan:** This section is new and adds the sub sections requested by the District's insurance carrier. This Special Programs Abuse Prevention Plan only applies to Special Programs in which participation by a child in a District-sponsored program, event, or activity requires a legal guardian to sign a permission slip in order for the child to participate. The only Special Program offered by the District at present is the Camp Read-a-Rama summer camp.

The policy also adds a definition section and a section regarding employee and volunteer acknowledgement of policies, procedures, and standards.

Given the scope of the edits required to update the current Children's Safety in Libraries policy, what follows is that policy in its current form, and then a clean (not mark-up) copy of the proposed new Child and Vulnerable Adult Safety policy with a "DRAFT" watermark.

The District's legal counsel has reviewed the draft policy.

Human Resources Director Toni Carnell, Finance Director Jason Link, Operations Director Doug Stumbough and Executive Director Patrick Roewe will be available to answer questions.

The effective date for the expanded policy will be April 1, 2026.

**Recommended Action:** Board motion to approve the Child and Vulnerable Adult Safety policy.

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

<b>Policy Title</b>	Children's Safety in Libraries		
<b>Approval Date</b>	March 19, 2013	<b>Revision Date</b>	March 18, 2025
<b>Related Policies</b>	Access to Library Services Code of Conduct Collection Development Computer, Wireless Network and Internet Use Customer Privileges and Responsibilities Intellectual Freedom		
<b>Purpose</b>	Defines the responsibilities of parents, guardians, and caregivers whose children use Spokane County Library District (District) facilities and resources. Describes how the District responds to situations involving at-risk children.		

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.

## **Definitions**

For the purposes of this policy, the following definitions are used:

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

**Parents**: The legal guardian(s) of any minor child, and/or any adult standing in loco parentis.

**In loco parentis**: An individual stands in loco parentis when the individual acts in place of a parent and/or assumes the responsibilities of a parent.

**Resources**: Library materials, services, programs, and events provided by the District.

## **Policy**

Spokane County Library District strives to create places, programs, and services that encourage children and adults to explore, learn, and create. The District respects the privacy of the customers who use its facilities. No employee, officer, or agent of the District stands in loco parentis. The District recognizes that it is the responsibility of parents to monitor and guide their children's use of District facilities and resources, reading and viewing of library materials, and use of District computers and network resources to access the Internet.

## **Children's Use of District Facilities**

Parents are responsible for ensuring their children are cared for, safe, and feel secure when visiting a District facility or attending a District event. District facilities, programs and staff do not act as childcare or as replacements for parents, guardians, or caregivers.

District personnel will take appropriate action if a child visiting a District facility appears to be "at-risk." Examples include, but are not limited to:

- Children who appear to be under the age of six (6) left alone at a District facility.
- Children of any age who become disruptive or appear to be distressed when left alone or in the care of other children at a District facility.
- Children who appear to be subjected to physical or emotional abuse while using District facilities.
- Children who appear to be subjected to uninvited interactions.
- Children left alone at closing time who appear to be under the age of 12 or appear distressed.

If a situation such as one of the above occurs, District staff shall follow established District procedures, which may include notification of a parent, law enforcement, and/or child protective services agency.

*Children's Use of Library Materials*

Children's use of library materials is addressed in the District's Collection Development Policy.

*Children's Use of District-Provided Computers and Internet Access*

Children's use of District-provided computers and internet access is addressed in the District's Computer, Wireless Network and Internet Use Policy.

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

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

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

<b>Policy Title</b>	Child and Vulnerable Adult Safety		
<b>Previous Title</b>	Children's Safety in Libraries		
<b>Approval Date</b>	December 19, 1991	<b>Revision Date</b>	April 1, 2026
<b>Related Policies</b>	Access to Library Services Code of Conduct Collection Development Computer, Wireless Network and Internet Use Customer Privileges and Responsibilities Intellectual Freedom		
<b>Statutory Reference</b>	RCW 74.34.020 (21)		
<b>Purpose</b>	The purpose of this policy is to protect children and vulnerable adults from harm, establish clear standards of conduct, and provide guidance for prevention, reporting, and response. This policy reflects the Spokane County Library District's commitment to maintaining a safe environment, complying with legal obligations, and preserving the integrity of the Spokane County Library District.		

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

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

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

## **Policy**

The Spokane County Library District strives to create places, programs, and services that encourage children and adults to explore, learn, and create. District facilities are public places that serve a wide variety of people and their information needs.

The District distinguishes between Regular Library Services and Special Programs, as defined below.

## **Section 1: Definitions**

For the purposes of this policy, the following definitions are used:

**Abuse:** Abuse exists when there is endangerment of a Special Program Participant's physical or mental health due to injury by act or omission. Abuse includes the following:

- a) "Physical Abuse" includes physical injury inflicted on a Special Program Participant by other than accidental means. Physical injury includes, but is not limited to, lacerations, fractured

bones, burns, internal injuries, severe or frequent bruising, or great bodily harm. Conduct qualifying as Physical Abuse may include, but is not limited to, hitting, spanking, shaking, slapping, unnecessary restraint, pushing, or other forceful physical contact.

- b) "Verbal Abuse" includes language that is degrading or threatening, and includes verbal interactions such as name calling, insults, cursing, derogatory remarks, belittling, and shaming.
- c) "Sexual Abuse" includes a wide spectrum of interactions with Special Program Participants including rape, sexual battery, physical sexual contact, sexually explicit or offensive verbal communication, verbal sexual harassment, voyeurism, sexually oriented conversations, sexual intercourse or sexual touching of a Special Program Participant, sexual exploitation, exposing of genitalia, viewing of sexual activity, or permitting, allowing or encouraging a Special Program Participant to engage in prostitution.
- d) "Emotional Abuse" includes conduct that reasonably causes harm to a Special Program Participant's psychological or intellectual functioning, which is exhibited by emotional damage such as severe anxiety, depression, withdrawal, or aggression. Emotional damage may be demonstrated by substantial and observable changes in behavior, emotional response, or learning, which are incompatible with the Special Program Participant's age or stage of development. Emotional Abuse includes the following conduct: shaming, humiliating, and cruelty.

*Caregiver:* An individual who is responsible for the care of a vulnerable adult

*Child:* Any individual under the age of eighteen years.

*Customer:* A member of the public using Regular Library Services.

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

*Parents:* The legal guardian(s) of any minor child, and/or any adult standing in loco parentis.

*Inappropriate behaviors:* Any behavior that does not comply with this policy and/or its related procedures including actions that breach District standards, create risk, or undermine a safe and respectful environment.

*In loco parentis:* An individual stands in loco parentis when the individual acts in place of a parent and/or assumes the responsibilities of a parent.

*Regular Library Services:* Normal and regular use of library facilities and resources by library customers. Regular Library Services are typically open to the general public and transactional in nature.

*Resources:* Library materials, equipment, services, programs, and events provided by the District.

*Special Programs:* Participation by a child in a District-sponsored program, event, or activity that requires a legal guardian to sign a permission slip in order for the child to participate.

*Special Program Participant:* A child who is registered to participate in a Special Library Program and whose legal guardian has signed a permission slip in order for that child to participate.

**Vulnerable Adult:** Someone age 18 or older who, due to physical or mental impairment, disability, advanced age, or illness, cannot adequately care for themselves or protect themselves from abuse, neglect, or exploitation (RCW 74.34.020 (21))

## **Section 2: Regular Library Services Use**

The District monitors the use of library facilities and/or library resources by customers for potential Code of Conduct violations and will respond to those situations in accordance with the District's Code of Conduct Policy.

### **Children's Safety at District Facilities**

The District recognizes that it is the responsibility of parents to monitor and guide their children's use of District facilities. The District respects the privacy of the customers who use its facilities. No employee, officer, or agent of the District stands in loco parentis.

Parents are responsible for ensuring their children are cared for, safe, and feel secure when visiting a District facility or attending a District event. District facilities, programs and employees do not act as childcare or as replacements for parents, guardians, or caregivers.

District employees will take appropriate action if a child visiting a District facility appears to be "at-risk." Examples include, but are not limited to:

- Children who appear to be under the age of six (6) left alone at a District facility.
- Children of any age who become disruptive or appear to be distressed when left alone or in the care of other children at a District facility.
- Children who appear to be subjected to physical or emotional abuse while using District facilities.
- Children who appear to be subjected to uninvited interactions.
- Children left alone at closing time who appear to be under the age of 12 or appear distressed.

If a situation such as one of the above occurs, District employees shall follow established District procedures, which may include notification of a parent, law enforcement, and/or child protective services agency.

### **Children's Use of District Resources**

The District recognizes that it is the responsibility of parents to monitor and guide their children's use of District resources, reading and viewing of library materials, and use of District computers and network resources to access the Internet. The District respects the privacy of the customers who use its facilities. No employee, officer, or agent of the District stands in loco parentis.

A child's use of library materials is addressed in the District's Collection Development Policy.

A child's use of District-provided computers and internet access is addressed in the District's Computer, Wireless Network and Internet Use Policy.

### **Vulnerable Adult Safety at District Facilities**

The District does not place any conditions and/or monitor the use of District facilities and resources by vulnerable adults. The District respects the privacy of the customers who use its facilities.

No employee, officer, or agent of the District stands in the place of a caregiver for a vulnerable adult.

### **Section 3: Special Programs Abuse Prevention Plan**

This Special Programs Abuse Prevention Plan only applies to Special Programs and Special Program Participants as defined above.

#### **Zero Tolerance Statement**

The District has zero tolerance for abuse and will not tolerate the abuse of Special Program Participants in its services and programs. Any abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service. Further, the District will fully cooperate with law enforcement and child protective services throughout the investigation and resolution of abuse incidents.

#### **One-on-One Interactions**

One-on-one interactions between a District employee or volunteer and Special Program Participants are not permitted under any circumstances.

#### **Minimum Required Staffing for Special Programs**

When working with minor children who are participating in District-sponsored Special Programs, employees shall conduct activities with two or more District employees and/or volunteers in the room or space at all times.

If that requirement cannot be met, activities shall be moved to a public area. If activities cannot be moved to a public area, the Special Program activity shall be canceled.

#### **Personal Interactions – Outside Work**

The District strongly encourages employees and volunteers to refrain from outside contact with Special Program Participants with which they do not have a pre-existing familial or social relationship (i.e., children are friends at school, families attend same religious institution, etc.). However, if there is a pre-existing social or familial relationship, District guidelines must be followed by an employee or volunteer while performing District directed duties.

#### **Monitoring and Supervising Interactions between Special Program Participants**

Employees and volunteers must monitor and supervise interactions between Special Program Participants to prevent inappropriate behaviors and/or abuse. When supervising Special Program Participants, employees, and volunteers shall model appropriate behavior, and Special Program Participants shall not determine what is and is not acceptable behavior.

Employees and volunteers shall ensure:

1. Special Program Participant interactions are age and developmentally appropriate.
2. Special Program Participants respect each other's physical boundaries.
3. Special Program Participants are not bullying, teasing, dominating, or displaying sexualized behaviors toward others.
4. Special Program Participants solve problems without fighting.
5. Special Program Participants are not engaging in one-on-one interactions together that aren't observable or interruptible.

6. Minimum required staffing for special programs, as defined above, is maintained.

### **Physical and Verbal Interactions**

The District promotes a positive, respectful environment while protecting Special Program Participants, employees, and volunteers. The District prohibits inappropriate physical and/or verbal interactions. Any inappropriate physical and/or verbal interactions by employees or volunteers towards Special Program Participants will result in disciplinary action, up to and including termination.

### **Reporting Inappropriate Behaviors**

If employees or volunteers have reasonable suspicion of inappropriate behaviors by other employees or volunteers, or Special Program Participants, it is their responsibility to immediately report their observations in accordance with the District's reporting procedures. Failure to report inappropriate behaviors by employees or volunteers involving Special Program Participants will result in disciplinary action, up to and including termination.

### **Third Parties Services and Facility Use**

The District may contract with a third-party (e.g., external organizations or individuals) to provide services as part of a District's Special Program activity. Third party individuals are not considered when meeting minimum staffing requirements, as defined above.

### **Section 4: Acknowledgement of Policies, Procedures, and Standards**

All employees and volunteers shall confirm that they have read and agree to comply with the District's Child and Vulnerable Adult Safety policies, procedures, and standards by signing a written acknowledgment upon hire and annually thereafter.

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

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

## 2025 RECIPROCAL USE REPORT

### Background

The following statistics detail reciprocal use between 1.) Spokane County Library District and Spokane Public Library, and 2.) Spokane County Library District and Liberty Lake Municipal Library for 2025.

As per requirements in the interlocal agreements with both libraries, reciprocal use statistics are to be reported on an annual basis to each respective partner and presented with limited comparisons and analysis of what the data may indicate.

Please note the reciprocal agreements do not include digital circulation. Thus, the circulation numbers in this report are for the checkout of physical items only.

Operations Director Doug Stumbough will be available to answer questions about the report.

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

SCLD	SPOKANE COUNTY LIBRARY DISTRICT							
	CARDHOLDERS							
	TOTAL			SPOKANE CITY RESIDENTS			% SPOKANE RES	
	2024	2025	change %	2024	2025	change %	2024	2025
<b>SCLD Total</b>	<b>141,925</b>	<b>152,283</b>	<b>7.30%</b>	<b>22,234</b>	<b>23,859</b>	<b>7.31%</b>	<b>15.7%</b>	<b>15.7%</b>
Airway Heights	5,971	6,404	7.25%	514	550	7.00%	8.6%	8.6%
Argonne	11,612	12,139	4.54%	1,386	1,453	4.83%	11.9%	12.0%
Cheney	10,577	11,376	7.55%	342	360	5.26%	3.2%	3.2%
Deer Park	8,126	8,849	8.90%	142	146	2.82%	1.7%	1.6%
Fairfield	737	767	4.07%	11	9	-18.18%	1.5%	1.2%
Medical Lake	3,411	3,603	5.63%	99	97	-2.02%	2.9%	2.7%
Mobile Services	1,982	1,982	0.00%	47	46			2.3%
Moran Prairie	15,209	16,161	6.26%	6,598	7,002	6.12%	43.4%	43.3%
North Spokane	34,386	36,576	6.37%	10,250	10,969	7.01%	29.8%	30.0%
Otis Orchards	4,868	5,221	7.25%	56	65	16.07%	1.2%	1.2%
Spokane Valley	45,046	49,205	9.23%	2,789	3,162	13.37%	6.2%	6.4%
CIRCULATION*								
	TOTAL			SPOKANE CITY RESIDENTS			% SPOKANE RES	
	2024	2025	change %	2024	2025	change %	2024	2025
<b>SCLD Total</b>	<b>1,074,807</b>	<b>1,064,498</b>	<b>-0.96%</b>	<b>140,683</b>	<b>138,526</b>	<b>-1.53%</b>	<b>13.1%</b>	<b>13.0%</b>
Airway Heights	28,549	29,733	4.15%	1,508	1,523	0.99%	5.3%	5.1%
Argonne	87,194	75,692	-13.19%	6,025	5,007	-16.90%	6.9%	6.6%
Cheney	78,389	77,591	-1.02%	552	920	66.67%	0.7%	1.2%
Deer Park	80,587	77,546	-3.77%	2,300	1,846	-19.74%	2.9%	2.4%
Fairfield	6,329	7,880	24.51%	26	22	-15.38%	0.4%	0.3%
Medical Lake	26,601	23,734	-10.78%	408	352	-13.73%	1.5%	1.5%
Mobile Services	22,280	23,745	6.58%	258	401	55.43%	1.2%	1.7%
Moran Prairie	148,363	131,957	-11.06%	60,852	57,498	-5.51%	41.0%	43.6%
North Spokane	274,328	269,186	-1.87%	56,082	56,629	0.98%	20.4%	21.0%
Otis Orchards	34,261	34,893	1.84%	709	482	-32.02%	2.1%	1.4%
Spokane Valley	287,926	312,541	8.55%	11,963	13,846	15.74%	4.2%	4.4%

\*Excludes digital circulation

\* DP closed Jul-Aug 2025 due to HVAC issue

SPL	SPOKANE PUBLIC LIBRARY							
	CARDHOLDERS							
	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2024	2025	change %	2024	2025	change %	2024	2025
<b>SPL Total</b>	<b>384,166</b>	<b>398,167</b>	<b>12.40%</b>	<b>43,441</b>	<b>45,147</b>	<b>3.93%</b>	<b>11.3%</b>	<b>11.3%</b>
CIRCULATION*								
	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2024	2025	change %	2024	2025	change %	2024	2025
<b>SPL Total</b>	<b>759,700</b>	<b>729,822</b>	<b>-3.93%</b>	<b>70,438</b>	<b>73,054</b>	<b>3.71%</b>	<b>9.3%</b>	<b>10.0%</b>
Downtown	72,898	65,618	-9.99%	7,413	6,624	-10.64%	10.2%	10.1%
Liberty Park	97,666	83,053	-14.96%	12,947	11,212	-13.40%	13.3%	13.5%
Hillyard	58,679	58,827	0.25%	4,410	4,653	5.51%	7.5%	7.9%
Indian Trail	90,961	102,376	12.55%	11,074	13,748	24.15%	0.0%	0.0%
Outreach								
Shadle	220,137	199,938	-9.18%	18,011	17,327	-3.80%	8.2%	8.7%
South Hill	206,713	214,760	3.89%	16,259	18,955	16.58%	0.0%	0.0%
West Central Kiosk	3,329	5,250	57.71%	324	535	65.12%	0.0%	10.2%

\*Excludes digital circulation

\* SPL can only provide total cardholder data at this time

Spokane County Library District: Reciprocal use with Spokane Public Library

SCLD	SPOKANE COUNTY LIBRARY DISTRICT CARDHOLDERS							
	TOTAL			LIBERTY LAKE RESIDENTS			% LL RES	
	2024	2025	change %	2024	2025	change %	2024	2025
<b>SCLD Total</b>	<b>141,925</b>	<b>152,283</b>	<b>7.30%</b>	<b>1,243</b>	<b>1,365</b>	<b>9.81%</b>	<b>0.9%</b>	<b>0.9%</b>
Airway Heights	5,971	6,404	7.25%	7	7	0.00%	0.12%	0.11%
Argonne	11,612	12,139	4.54%	47	54	14.89%	0.40%	0.44%
Cheney	10,577	11,376	7.55%	5	6	20.00%	0.05%	0.05%
Deer Park	8,126	8,849	8.90%	0	0	#DIV/0!	0.00%	0.00%
Fairfield	737	767	4.07%	0	0	0.00%	0.00%	0.00%
Medical Lake	3,411	3,603	5.63%	2	2	0.00%	0.06%	0.06%
Mobile Services	1,982	1,982	0.00%	8	8	0.00%	0.40%	0.40%
Moran Prairie	15,209	16,161	6.26%	10	10	0.00%	0.07%	0.06%
North Spokane	34,386	36,576	6.37%	25	25	0.00%	0.07%	0.07%
Otis Orchards	4,868	5,221	7.25%	355	382	7.61%	7.29%	7.32%
Spokane Valley	45,046	49,205	9.23%	784	871	11.10%	1.74%	1.77%
CIRCULATION*								
SCLD	TOTAL			LIBERTY LAKE RESIDENTS			% LL RES	
	2024	2025	change %	2024	2025	change %	2024	2025
	<b>1,074,807</b>	<b>1,064,498</b>	<b>-0.96%</b>	<b>7,014</b>	<b>7,708</b>	<b>9.89%</b>	<b>0.7%</b>	<b>0.7%</b>
Airway Heights	28,549	29,733	4.15%	42	43	2.4%	0.1%	0.1%
Argonne	87,194	75,692	-13.19%	307	151	-50.8%	0.4%	0.2%
Cheney	78,389	77,591	-1.02%	0	6	#DIV/0!	0.0%	0.0%
Deer Park	80,587	77,546	-3.77%	0	0	#DIV/0!	0.0%	0.0%
Fairfield	6,329	7,880	24.51%	0	0	0.0%	0.0%	0.0%
Medical Lake	26,601	23,734	-10.78%	0	4	0.0%	0.0%	0.0%
Mobile Services	22,280	23,745	6.58%	13	9	-30.8%	0.1%	0.0%
Moran Prairie	148,363	131,957	-11.06%	28	38	35.7%	0.0%	0.0%
North Spokane	274,328	269,186	-1.87%	48	182	279.2%	0.02%	0.07%
Otis Orchards	34,261	34,893	1.84%	1,804	2,014	11.6%	5.27%	5.77%
Spokane Valley	287,926	312,541	8.55%	4,772	5,261	10.2%	1.66%	1.68%

\*Excludes digital circulation  
\* DP closed Jul-Aug 2025 due to HVAC issue

LLML	LIBERTY LAKE MUNICIPAL LIBRARY CARDHOLDERS							
	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2024	2025	change %	2024	2025	change %	2024	2025
<b>LLML Total</b>	<b>6,439</b>	<b>7,453</b>		<b>1,747</b>	<b>2,853</b>		<b>27.1%</b>	<b>38.3%</b>
CIRCULATION*								
LLML	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2024	2025	change %	2024	2025	change %	2024	2025
	<b>79,720</b>	<b>22,376</b>		<b>5,521</b>	<b>8,425</b>		<b>6.9%</b>	<b>37.7%</b>

\*Excludes digital circulation

Spokane County Library District: Reciprocal use with Liberty Lake Municipal Library

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## AWARD OF CONTRACT FOR DEER PARK HVAC REPLACEMENT PROJECT

### Background

The District solicited proposals for the Deer Park HVAC (Heating, Ventilation, and Air Conditioning) Systems Replacement Project.

The Project consists of the renovation of existing air handling unit and remote return fan with new fans and new heating and cooling coils. Replacement of existing DX condensing unit with new chiller and associated pump and accessories. Replacement of existing boiler and associated pump and accessories with new equipment. Replacement of hose kits and control valves to all terminal units, duct coils and fin-tube radiators. Upgrading controls to the latest architecture.

### Bid Solicitation and Results

A Request for Bids for the Deer Park HVAC Systems Replacement Project for the District was issued January 16, 2026. The District published a legal notice as required, posted the solicitation document on the District's website, and posted the solicitation using the District's electronic bidding portal. All bids were due on February 10, 2026.

At present, District staff and the architecture and engineering team are conducting the review process to evaluate the submitted bids. Once that review process is complete, and assuming all criteria are met, staff will distribute an updated background with a contract award recommendation as soon as possible.

## OVERVIEW – NORTH SPOKANE LIBRARY

Library Manager Brian Vander Veen and Librarians Corinne Wilson and Rachel Edmondson will provide an overview of the North Spokane Library and how it serves the community.

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

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: MARCH – APRIL 2026****March 17, 2026: Medical Lake Library – 4pm**

- Levy Lid Lift Update: Discussion
- Public Records Policy: Approval Recommendation (tentative)
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)

**April 21, 2026: Cheney Library – 4pm**

- Levy Lid Lift Update: Discussion
- Access to Library Services Policy: Approval Recommendation
- Collection Development Policy: Approval Recommendation
- Intellectual Freedom Policy: Approval Recommendation
- Overview: PDC Compliance for Public Agencies
- 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 JANUARY 2026 REPORTS FOR FEBRUARY 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.

## DIRECTOR'S REPORT FOR FEBRUARY 2026

### Finance – Jason Link

#### General Fund

The total general fund operating expenses before (10.03%) or after (9.49%) transfers remain aligned with the total projected budget expenditure of 8.33%. 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 January 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 January.

The facilities needs assessment by Integrus Architecture was in process through January. 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 has contracted with Jimmy's Roofing to overlay a new roof over the exiting roof. The work will be completed in February and March.

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

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.

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

### Human Resources – Toni Carnell

#### Training

We welcomed a new person to the HR team – Amber Williams has transitioned from the Strategics Projects Manager role and is now the Training Manager. Amber manages and coordinates all

training for the District. 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:

- N/A

Transfers:

- N/A

Voluntary Demotions

- N/A

Separations:

- Public Services Technician

**Communication & Development – Jane Baker**

Communication

The Communication Department entered the New Year focused on completing a few long-term projects. These projects include migrating the various customer notices to the Patron Point platform and working on the new website. Support work has been completed for the 2026 Art Show for February and March, and work has begun on the summer Engage.

Regular monthly advertising will continue this year in the Inlander, Stream (West Plains), Current (Valley), and The Fig Tree. The SCLD podcast will carry on promoting various programs and resources.

Development

The Development Department, working with the Foundation's Treasurer, is completing annual state and federal reporting and preparing for the Q1 meeting in February.

**Operations – Doug Stumbough**

For the month of January, a total of 85,797 physical items were borrowed by customers in the libraries, up slightly from 84,459 borrowed in same month last year. The total number of customers visiting our libraries this month was 63,761, more than 51,014 last year during the same month.

Positive Interaction Reports

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

After returning to the Cheney Library for the first time in a long while, a customer shared how updated everything felt, how easy materials were to find, and that staff were "doing a tremendous job."

At North Spokane, a regular customer told Public Services Associate Chris that the book *Good Sleep*—ordered at her request—had changed her life, and she encouraged staff to display it so others might benefit.

Someone stopped by North Spokane to say that after years in Cheney, they were delighted to discover the same warmth and personal service at their new home library.

During a visit to Spokane Valley, a user expressed how much he enjoys the Argonne Library, offering specific praise for Wyatt, Stacy, Hannah, and Sarah.

A woman visiting North Spokane shared that she had a wonderful experience with Public Services Associate Lydia and Public Services Float Grace—learning about the puzzle swap, getting set up with Libby, and joyfully leaving with a tote bag of book sale items after a memorable, welcoming visit.

At Moran Prairie, a visitor told Public Services Associate Janell how much she loves the library's puzzle swaps, sharing that she and her grandsons work on a new puzzle together every morning.

The Library Foundation of Spokane County received several donations this month that were accompanied by notes from the donors about their library. One customer sent a message with his donation, thanking the Airway Heights staff for helping him succeed in returning to college after 30 years and calling them an asset to America. A couple sent a message praising the North Spokane Library staff for their caring and generous service to the Spokane community. Another customer shared with the Library Foundation that Otis Orchards Library has long been her family's "happy place" and a beloved part of their weekly routine. Finally, one donation message expressed deep appreciation for Moran Prairie's staff, resources, and facilities, saying the library helps the community grow and learn.

At Argonne, an older gentleman thanked Public Services Associate Wyatt and staff for the hold service, joking that it is especially appreciated by "people with hair less dark" than Wyatt's.

A North Spokane customer told staff how much she loves the library and its staff, expressing fear of losing funding and saying she hopes they never doubt how appreciated they are.

This creative thank you was discovered in the Argonne children's area:



Argonne Public Services Associate Hannah reported seeing a mother and daughter excitedly explore the MLK display, sparking a meaningful conversation between them.

Public Services Associate Lydia at North Spokane helped an older man—eager to learn Spanish in his 90s—get set up with a card and Libby after discussing digital options. He thanked her repeatedly and left feeling inspired to “go to school.”

A young adult at Spokane Valley thanked Librarian Diane for her kindness, saying she had improved what had been a very difficult day.

Two siblings at North Spokane were delighted to discover the newly relocated children’s graphic novels area, expressing excitement and approval of the change.

A customer emailed praise for Public Services Associate Roxann at North Spokane, who tracked down a mistakenly returned book and helped resolve the issue with care.

At North Spokane, a customer left a handwritten note for Public Services Associate Valerie, thanking her for her warm smile, knowledge, and the kindness she shows to children. The same customer left another note praising Public Services Specialist Katie for her literary expertise and warm, attentive service.

At Moran Prairie, a customer purchased a \$5 book bag and donated an additional \$15, saying District libraries—especially Moran Prairie—are his favorites, and that this was “not just a compliment, but a fact.”

A gentleman visited the Airway Heights Library to check on the status of his library card, and after updating his information, Public Services Associate Heather issued him a new one and directed him to Northstar after he expressed interest in computer classes. As he was leaving, he complimented the display honoring Drey Davis, a member of the local music community who lost his fight with leukemia a couple years ago. The display was created by Drey’s mother who shared her

appreciation of how meaningful it is to offer spaces where community can share their stories and experiences.



### 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 January:
  - **Audiobook checkouts:**
    - *The Women* by Kristin Hannah (172)
    - *Sunrise on the Reaping* by Suzanne Collins (170)
    - *The Housemaid* by Freida McFadden (142)
  - **Ebook checkouts:**
    - *The Widow* by John Grisham (104)
    - *Great Big Beautiful Life* by Emily Henry (96)
    - *The Women* by Kristin Hannah (96)
  - **Audiobook holds** as of February 2:
    - *The Correspondent: A Novel* by Virginia Evans (427)
    - *Theo of Golden: A Novel* by Allen Levi (255)
    - *My Friends* by Fredrik Backman (214)
  - **Ebook holds** as of February 2:
    - *The Correspondent: A Novel* by Virginia Evans (275)
    - *Project Hail Mary* by Andy Weir (220)
    - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (205)
- Popular **Adult Physical Book** titles January:
  - Checkouts:
    - *The Widow* by John Grisham (48)
    - *Remarkably Bright Creatures* by Shelby Van Pelt (38)
    - *So Far Gone* by Jess Walter (34)
  - Holds:
    - *Theo of Golden: A Novel* by Allen Levi (81)

- *The Correspondent: A Novel* by Virginia Evans (67)
- *The Housemaid* by Freida McFadden (53)

#### Request for Review of Library Materials

The District received a *Request for Review of Library Materials* form on December 26, 2025, regarding a young adult book at the Airway Heights Library. It was determined that the title met the collection criteria, and no change was made in the item's status. An initial written response was sent to the District resident within 15 business days of receiving the request in Administration as stated in the *Collection Development Policy*.

### COLLECTION MONTHLY REPORT JANUARY 2026

Select Transaction Count			
Physical Collection	YTD 2026	YTD 2025	CHANGE
Items Processed	3,249	3,855	-16%
Interlibrary Loan Total	524	611	-14%
Overdrive			
Total Checkouts	103,659	95,634	8%
Total Holds	40,219	37,518	7%
hoopla			
Total Checkouts	6,610	6,867	-4%
Total Items in Collection			
Material Type	YTD 2026	YTD 2025	CHANGE
Print	299,449	307,697	-3%
Nonprint	62,275	70,091	-11%
Overdrive	307,702	262,352	17%
<b>Grand Total</b>	<b>669,426</b>	<b>640,140</b>	5%

**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 January. 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.

**Airway Heights Annexation Effective Date**

District staff met with representatives from the Spokane County Assessor's Office and the Washington State Department of Revenue (DOR) in mid-January regarding the effective date of the City of Airway Heights annexation in the District. DOR requested additional information regarding the City's intended effective date of 2025. The District will continue to work with the various parties to resolve the matter, but any positive adjustments to District revenue would not be effective until 2027.

**Legislative Update**

The 2026 session of the Washington Legislature started January 12, 2026. Public Libraries of Washington is tracking several pieces of pre-filed legislation that have the potential to impact "the efficient conduct of the public business" of the District, with more legislation to come as the session gets underway. I will provide monthly updates on any relevant legislation during the session.

**Homeless Connect – Community Engagement Manager Aileen Luppert**

The 14th Annual Spokane Homeless Connect was held on January 28, 2026 at the Convention Center. This free one-day event offers as many resources as possible. It brings together nonprofits and services to help individuals and families struggling with housing insecurity. It also coordinates with the City of Spokane for the local Point in Time Count to gather housing data for HUD.

This year, over the five-hour day, 2,000 guests were served by over 400 volunteers with 125 programs and services. Multiple support agencies for veterans, mental health, housing, community services, and a food and clothing bank were on site. Highlights include:

- "Warrant Fest" in which Judges, Prosecutors, and Public Defenders from local courts came together with clients to quash 87 outstanding warrants.
- The entire cosmetology department at SCC closed for the day to come to the Connect to do 295 haircuts.
- WSU Veterinarian students came from Pullman and vaccinated over 100 pets.
- PetSavers gave out 165 vouchers for free spay/neutering.
- CHAS Health saw 19 medical patients and 17 dental patients.
- Providence Audiologists did 21 hearing screenings and 15 exams.
- SRHD, DOL, and DSHS partnered to issue 63 WA IDs or Driver Licenses
- Breast Intentions fit 86 people and gave each of them 2 bras and a washing bag.
- Coffee, doughnuts, and lunch was served to more than 2,000 people.

Other participating agencies were Spokane Housing Authority, Catholic Charities, SNAP, Aging and Long-Term Care of Eastern WA, Family Promise, Frontier Behavior Health, YWCA, WorkSource, Range Vaccine Clinic, and Spokane Regional Health District.

Spokane County Library District first participated in the Homeless Connect in 2018. In the past the District mostly forgave outstanding library fines. This year staff gave out 375 pairs of SCLD branded reading glasses which were funded from a grant to the Library Foundation of Spokane County from Better Health Together. The glasses were extremely popular. Several new library cards were also issued.

The Homeless Connect has become an anticipated community event for those that need services and for the agencies that provide them. One service provider summed it up well in a survey:

To me, Spokane Homeless Connect represents the community at its best showing up instead of looking away. It's more than an event—it's a bridge. For people experiencing homelessness, it's often a rare moment where services, dignity, and human connection all meet in one place. Healthcare, housing resources, IDs, recovery support, job help...those aren't just checklists; they're lifelines that can change someone's trajectory.

## OPERATIONS REPORT JANUARY 2026

Doug Stumbough and Kristy Bateman

*(Note: To improve readability and more effectively highlight the diversity of programs, community engagement activities, creative initiatives, and resource usage, this report has been revised into a narrative format. We welcome the Board's feedback as we continue refining this approach.)*

### **Service Priority Teams**

#### **Adult Services (Stacey Goddard)**

A total of 709 people attended 40 programs, with swap events emerging as clear favorites. Indoor Plant Swaps alone brought in 186 participants across six sessions, and the three Jigsaw Puzzle & Board Game Swaps attracted another 169. Additional offerings such as the *World Cooking: Korean Food* Zoom session, the *Lost Apples of the Palouse* lecture series, and *Cozy Reads and Bakery Treats* continued to offer diverse opportunities for learning and connection, drawing 45, 46, and 48 participants respectively.

#### **Youth Services (Mary Ellen Braks)**

Storytimes remained a cornerstone, with 76 sessions drawing 1,840 attendees. Mobile Services extended this reach into childcare centers, offering 44 storytimes for 587 children and caregivers. In addition, 19 youth programs—including teen, elementary, STEAM, and creative activities—engaged another 548 attendees. Popular offerings ranged from *Choose Your Own Adventure* crafts to a teen tabletop role-playing game, with an online cooking program rounding out virtual options. Families also enjoyed 41 Lego Free Play sessions, and the team supported local childcare providers with a training on 2025's best picture books.

#### **Cross Disciplinary (Gwendolyn Haley)**

This month marked the successful relaunch of the Library of Things, with 49 items checked out and a top-ten list that included cameras, projectors, scientific tools, and more. Cultural passes also remained in high demand, with 148 borrowed—many users taking advantage of the newly added Spokane Civic Theatre passes supported by the Library Foundation. These passes collectively saved customer an estimated \$6,706. The Online Authors Series continued to thrive, garnering 448 views across sessions with Liz Moore, Julia Hotz, and David Brooks. Meanwhile, The Lab and STCU Studio use remained strong, with 42 program attendees, 48 one-on-one appointments, and 12 STCU Studio bookings.

#### **Digital Projects and Resources (Carlie Hoffman)**

Digital Services activated the Catalog Year in Review feature, giving user a personalized snapshot of their 2025 reading and viewing activity. The team also continued their work on accessibility through vendor research and documentation and opened online reservations of the North Spokane Lab for limited customer bookings.

### **Library Activities**

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

### Community Engagement & Customer Experiences

At **Airway Heights**, snack participation continued to grow, punctuated by a memorable moment when a child excitedly told their parent how “she gave me free food.” New customers there also expressed appreciation for the cozy atmosphere and were eager to access digital resources. At **Cheney**, staff connected with more than 140 people at the Betz Elementary Literacy Night, sharing information on resources and programs for families. **North Spokane** welcomed two middle school students for a job-shadow day, giving them direct exposure to careers in library services. The *Cozy Reads & Bakery Treats* program that was in collaboration with Just American Desserts also brought in 42 people to Spokane Valley excited to hear about book and dessert pairings.

### Creative, Craft, and Art-Focused Programs

Several libraries highlighted hands-on activities. **Argonne** hosted an *Advanced Long-Stitch Bookbinding* class, welcoming 11 returning participants eager to build on skills from earlier sessions. At **Deer Park**, 18 people attended a fully enrolled *Introduction to Creating Watercolor Landscapes* workshop led by local artist Megan Perkins. **Medical Lake** reported a high-energy turnout for a *Design Glow-in-the-Dark Art* session during Wonder Wednesday, with participants sketching and painting under blacklights. **Moran Prairie** hosted a well-attended *Plateau Basket Weaving* program led by artist Julie Edwards of the Confederated Tribes of the Colville Reservation, drawing 20 attendees.

### Swap Events & Passive Programs

Swap-based and drop-in programs continued to be popular across multiple libraries. **Indoor Plant Swaps** saw engagement at several locations, including:

- **Moran Prairie**, where 32 people participated and all leftover plants were rehomed within two days.
- **Otis Orchards**, where 22 participants brought a wide variety of plants.
- **Spokane Valley**, which hosted 62 attendees at its event.

**Puzzle & Game Swaps** also drew interest:

- **North Spokane** welcomed 77 participants.
- **Spokane Valley** saw 87 attendees.
- **Fairfield** hosted a smaller gathering of five participants.

### STEAM, Learning, and Educational Enrichment

Libraries provided a wide range of opportunities focused on learning and exploration.

**Medical Lake** hosted Dave Benscoter from the *Lost Apple Project*, drawing a strong, engaged audience. At **Deer Park**, Librarians Alison and Corinne helped lead the *Winterfest LEGO Competition*, which drew 183 attendees who came to build or admire creations. **Cheney's Seed Library** saw high activity, with 354 packets taken and 512 donated by the community—reflecting strong interest in gardening and sustainability.

**Local Collections, Displays, and Enhancements**

Medical Lake refreshed its local collection by moving and expanding the display. Staff reported increased browsing and borrowing as a result, with some customers noting they now check out those materials exclusively. **North Spokane** added a new community puzzle table, courtesy of the Friends group, which will feature rotating jigsaw puzzles for ongoing customer participation.

**Community Drives & Initiatives**

**Argonne** contributed to the Millwood Community Drive by collecting boots, winter clothing, and hygiene products in their lobby donation box. **Cheney** and **Mobile Services** each continued strong outreach connections—Cheney through school partnership events, and Mobile Services through educational activities such as LINC's Antarctica-themed learning game earlier in the report.

**FISCAL REPORT**

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

	Y-T-D Actual	Annual Budget	Percent Used	Target 8.3%	Balance Remaining
<b>REVENUES</b>					
PROPERTY TAXES	\$ 42,745	\$ 18,800,000	0.23%	\$ 18,757,255	
CONTRACT CITIES - SPOKANE	0	113,000	0.00%		113,000
FINES & FEES	3,903	42,000	9.29%		38,097
GRANTS & DONATIONS	1,758	73,000	2.41%		71,242
E-RATE REIMBURSEMENTS	17,811	278,000	6.41%		260,189
LEASEHOLD & TIMBER TAX, REBATES, OTHER	4,391	33,000	13.31%		28,609
INTEREST REVENUES	29,834	190,000	15.70%		160,166
<b>TOTAL REVENUES</b>	<b>\$ 100,442</b>	<b>\$ 19,529,000</b>	<b>0.51%</b>	<b>\$ 19,428,558</b>	
TRANSFERS IN	-	-	0.00%		-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 100,442</b>	<b>\$ 19,529,000</b>	<b>0.51%</b>	<b>\$ 19,428,558</b>	
<b>EXPENSES</b>					
SALARIES	\$ 790,682	\$ 9,082,000	8.71%	\$ 8,291,318	
FRINGE BENEFITS	244,315	3,284,000	7.44%		3,039,685
SUPPLIES	39,094	215,000	18.18%		175,906
UTILITIES	52,670	591,000	8.91%		538,330
SERVICES	125,442	1,796,000	6.98%		1,670,558
INSURANCE	103,563	114,000	90.84%		10,437
CAPITAL EQUIPMENT	(45)	330,000	-0.01%		330,045
LIBRARY MATERIALS	270,444	2,348,000	11.52%		2,077,556
ELECTRONIC LIBRARY MATERIALS	45,131	300,000	15.04%		254,869
LIBRARY PROGRAMS	725	154,000	0.47%		153,275
DEBT SERVICE	252,740	255,000	99.11%		2,260
OPERATING CONTINGENCY	0	718,000	0.00%		718,000
<b>TOTAL EXPENSES</b>	<b>\$ 1,924,761</b>	<b>\$ 19,187,000</b>	<b>10.03%</b>	<b>\$ 17,262,239</b>	
TRANSFERS OUT	-	1,105,000	0.00%		1,105,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 1,924,761</b>	<b>\$ 20,292,000</b>	<b>9.49%</b>	<b>\$ 18,367,239</b>	
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (1,824,319)</b>	<b>\$ (763,000)</b>			
BEGINNING CASH		10,536,031			
NET FROM ABOVE		(1,824,319)			
<b>ENDING CASH</b>	<b>\$ 8,711,713</b>				

**Number of months cash on hand**

**5.4**

**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)).