



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

March 17, 2026 4:00 p.m.
321 S Herb St., Medical Lake, WA

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 [February 17, 2026 Meeting Minutes](#)
 - B. Approval of Payment Vouchers
 1. Approval of [Corrected January 2026 Payment Vouchers](#)
 2. Approval of [February 2026 Payment Vouchers](#)
 - C. Unfinished Business
 1. [HVAC Projects](#): Discussion
 2. [Facility Condition Assessment Report](#): Discussion
 3. [Levy Lid Lift Update](#): Discussion
 - D. New Business
 1. [Intellectual Freedom Policy](#): Approval Recommendation
- 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.

March 17, 2026

BOARD OF TRUSTEES MEETING MINUTES: February 17, 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 North Spokane Library, Tuesday, February 17, 2026 at 4:00pm.

Present: Jessica Hanson – Chair
Jon Klapp – Vice Chair
Ellen Clark – Trustee
Robert Paull – Trustee
Patti Stauffer – Trustee (Arrived at 4:30pm)

Excused: None.

Also Present: Doug Stumbough (Operations Manager), Vinnie Davi (Video Production Specialist), Toni Carnell (Human Resources Director), Jane Baker (Communication and Development Director), Jason Link (Finance Director), Patrick Roewe (Executive Director), Hannah Tilley (Human Resources Associate), Brian Vander Veen (Library Manager), Rachel Edmondson (Librarian), Corinne Wilson (Librarian), 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 Ellen Clark moved and Vice Chair Jon Klapp 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 January 20, 2026 Regular Meeting Minutes (Item IV.A) Chair Hanson called for any corrections to the January 20 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

Approval of January 2026 Payment Vouchers (Item IV.B) Trustee Robert Paull moved and Vice Chair Klapp seconded the January 2026 payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
January – GF	0064192 – 0064290 and W001835 – W001852	\$1,306,815.23
	PR01092026 and PR01232026	\$580,736.03
	Total	\$1,887,551.26
CPF	Integrus Architecture	\$10,467.65
	McKinstry	\$39,918.74
	Total	\$50,386.39

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

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

Finance Director Jason Link informed the board that the Argonne Library HVAC project timeline had changed, with the project starting in early March and ending in early June. Discussion ensued about the anticipated schedule, staffing location plans, and status of the Deer Park Library project plans.

There was no further discussion.

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

Trustee Patti Stauffer arrived at the meeting.

Executive Director Roewe presented a PowerPoint with information regarding an upcoming Levy Lid Lift. Discussion ensued about draft ballot language, impact on average property values, and current plans for the public information campaign. By consensus, the Board directed staff to continue with finalizing plans for an August 2026 election.

There was no further discussion.

New Business
Facility Use for
Political Purposes
Policy
(Item IV.D.1)

Executive Director Patrick Roewe presented the reaffirmed Facility Use for Political Purposes Policy. Discussion ensued about state law limitations on public spaces used for such purposes. Trustee Paull moved and Trustee Clark seconded the approval of the reaffirmed policy.

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

New Business
Child and Vulnerable
Adult Safety Policy
(Item IV.D.2)

Executive Director Roewe presented a new policy to the Board. Discussion ensued about the need for the policy due to insurance carrier requirements and the distinction the policy draws between regular use by the public of district facilities and special program attendance. Trustee Stauffer recommended the policy be amended to include "or attending a District event" to the 3rd paragraph of the *Children's Safety at District Facilities* subsection. Trustee Paull moved and Trustee Clark seconded the approval of the Child and Vulnerable Adult Safety policy with that amendment incorporated.

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

New Business
Reciprocal Use of
Libraries Report for
2025
(Item IV.D.3)

Operations Director Doug Stumbough presented a report of reciprocal use of libraries for 2025 between the District, Spokane Public Library, and Liberty Lake Municipal Library. Discussion ensued about changes to residents utilizing libraries, limitations of the shared data, and comparison to 2024 data presented in a prior meeting.

There was no further discussion.

New Business
Award of Contract
for Deer Park HVAC
Replacement Project
(Item IV.D.4)

Finance Director Link informed the Board of the recommended contract award for the Deer Park HVAC replacement project. Discussion ensued about bidders received, scoring of the bidders, and the recommendation to award the contract to Apex Mechanical. Trustee Paull moved and Vice Chair Klapp seconded the approval of the contract award to Apex Mechanical LLC.

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

New Business
Overview: North
Spokane Library
(Item IV.D.5)

Library Manager Brian Vander Venn, Librarian Corinne Wilson, and Librarian Rachel Edmondson provided an overview of the North Spokane Library, its programs, and how it serves the community.

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 were no question or suggestions.

There was no further discussion.

Trustee Reports
(Item VI.A)

Chair Hanson and Trustee Paull reported they both received positive feedback about the District from customers recently.

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 the Washington State Legislative session was underway. Discussion ensued about the status of the Airway Heights interlocal agreement.

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)

In addition to the report provided prior to the meeting, Finance Director Link informed the Board that the Moran Prairie Library will be getting a new roof and the District had been approached by Avista to install manual transfer switches at the Otis Orchards and Moran Prairie libraries as an expansion of the Community Resource Centers agreement already in place with Avista.

There was no further discussion.

Chair Hanson called for a 5-minute recess.

Closed Session

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

The Board went into a closed session at 5:25pm with an estimated time to return at 6:25pm.

The Board returned to a regular session at 6:25pm.

There was no final action taken.

**Adjournment
(Item VIII)**

Chair Hanson adjourned the meeting at 6:26pm. The next Board Meeting is scheduled for Tuesday, March 17, 2026 at the Medical Lake Library.

Jessica Hanson, Chair

Patrick Roewe, Secretary to the Board of Trustees

APPROVAL OF CORRECTED JANUARY 2026 PAYMENT VOUCHERS

Following the District's normal internal controls, a subsequent review of the January 2026 Payment Vouchers revealed a single discrepancy between an amount listed in the voucher report and the amount actually paid in the Capital Projects Fund for Voucher #0000009776, which was paid to McKinstry for Renovation – Argonne (HVAC project). The previously reported amount of \$39,918.74 is inaccurate, and the revised amount of \$42,818.79 in the corrected report is accurate. No other discrepancies were found.

Recommended Action: Board motion to approve the Corrected 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, \$53,286.44 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

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	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	KANOPIY, 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.	GROUPS 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 BRAJICHC 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
Total Non-Payroll General Operating Fund			\$ 1,306,815.23
PAYROLL VOUCHERS			
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	272,701.09
Total Payroll General Operating Fund			\$ 580,736.03
TOTAL GENERAL OPERATING FUND			\$ 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	42,818.79
TOTAL CAPITAL PROJECT FUND			\$ 53,286.44
DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
TOTAL DEBT SERVICE FUND			\$ -

FEBRUARY 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 February 28, 2026, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,251,567.12 for the general fund, \$85,432.89 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.

DATE: February 28, 2026

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000064291	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	25,726.70
0000064292	ABSCO Solutions	QUARTERLY ALARM MONITORING	528.17
0000064293	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,265.39
0000064294	CENGAGE LEARNING INC	LIBRARY MATERIALS	1,628.27
0000064295	CINTAS CORP	JANITORIAL SUPPLIES	2,575.75
0000064296	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	213.98
0000064297	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	56.98
0000064298	JULIE ANN EDWARDS	LIBRARY PROGRAMS	1,034.55
0000064299	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.66
0000064300	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	277.10
0000064301	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	10,137.85
0000064302	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	18,268.49
0000064303	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	2,490.00
0000064304	JOURNAL OF BUSINESS	LIBRARY MATERIALS	119.95
0000064305	JUST AMERICAN DESSERTS	LIBRARY PROGRAMS	560.40
0000064306	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	873.06
0000064307	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	125.98
0000064308	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,177.48
0000064309	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	609.74
0000064310	MRSC	MRSC ROSTERS MEMBERSHIP RENEWAL	2,975.00
0000064311	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	20,206.37
0000064312	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	297.22
0000064313	THE SHERWIN-WILLIAMS COMPANY	BUILDING REPAIR & MAINTENANCE	845.25
0000064314	SPOKANE COUNTY SEWER BILLING	MONTHLY SEWER - AR, NS, SC, SV	344.91
0000064315	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,988.28
0000064316	TOWN OF FAIRFIELD	MONTHLY WATER, SEWER - FF	120.90
0000064317	WASHINGTON ST HISTORICAL SOCIETY	LIBRARY MATERIALS: COLUMBIA MAGAZINE	35.00
0000064318	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,945.93
0000064319	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	33.48
0000064320	WITHERSPOON BRAUCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	4,347.00
0000064321	ABSCO Solutions	QUARTERLY ALARM MONITORING	472.35
0000064322	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	149.69
0000064323	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	3,512.03
0000064324	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	181.96
0000064325	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	82.52
0000064326	CHENEY MERCHANTS ASSOCIATION	ANNUAL DUES	15.00
0000064327	DELL MARKETING L.P. C/O DELL USA LP	IT HARDWARE / PERIPHERALS	532.03
0000064328	EDNETICS	TELEPHONE - MANAGED VOICE SERVICES	2,231.35
0000064329	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,456.29
0000064330	INDABA COFFEE LLC	LIBRARY PROGRAMS	261.84
0000064331	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	5,200.72
0000064332	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	4,946.00
0000064333	SANGMI LEE	LIBRARY PROGRAMS	150.00
0000064334	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	6,935.41
0000064335	OETC	DUES AND MEMBERSHIPS	327.30
0000064336	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	84.00
0000064337	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	19,722.27
0000064338	MINUTEMAN PRESS	ADVERTISING / LIBRARY PROGRAMS	253.12
0000064339	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,312.12
0000064340	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,268.06
0000064341	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	22,539.42
0000064342	WICK ENTERPRIZES, LLC	ADVERTISING	1,881.00
0000064343	AL'S LOCKSMITH INC	BUILDING REPAIR & MAINTENANCE	305.20
0000064344	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	2,149.01
0000064345	MARY L BISHOP-CROSTON	LIBRARY PROGRAMS	162.15
0000064346	BOOKLIST	LIBRARY MATERIALS	340.00
0000064347	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	4,581.75
0000064348	DERAILER COFFEE LLC	LIBRARY PRGRAMS	292.99

0000064349	FASTSIGNS SPOKANE	LIBRARY SUPPLIES	1,737.50
0000064350	GATHERING HOUSE CHURCH	LIBRARY PROGRAM, VENUE FOR POETRY SLAM	605.00
0000064351	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	10,168.07
0000064352	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	808.09
0000064353	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING REPAIR & MAINTENANCE	1,623.51
0000064354	MaintainX INC	SOFTWARE SUPPORT	6,248.30
0000064355	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	8,511.62
0000064356	MOBIUS SPOKANE	LIBRARY OF THINGS	825.00
0000064357	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV & SC	3,722.32
0000064358	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	149.42
0000064359	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	17,326.17
0000064360	OTIS HARDWARE	MAINTENANCE SUPPLIES	65.87
0000064361	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	40,607.06
0000064362	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	646.36
0000064363	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	13,885.00
0000064364	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	32.67
0000064365	SWK TECHNOLOGIES, INC.	SOFTWARE PURCHASE AND SETUP SUPPORT	338.24
0000064366	VALLEY GLASS (CRJW)	BUILDING REPAIR & MAINTENANCE	113.36
0000064367	ANDREA W. VAUGHN	LIBRARY PROGRAMS	163.35
0000064368	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	98.28
0000064369	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	1,031.50
0000064370	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	528.01
0000064371	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	155.15
0000064372	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	756.18
0000064373	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	88.03
0000064374	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,276.12
0000064375	HAPPY LAUNDRY	OFFICE/LIBRARY SUPPLIES	69.50
0000064376	MARSH & MCLENNAN AGENCY, LLC	INSURANCE	7,499.62
0000064377	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	569.83
0000064378	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	536.08
0000064379	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	723.06
W000001853	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	87,379.46
W000001854	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,739.66
W000001855	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,807.58
W000001856	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	45,669.71
W000001857	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	292.63
W000001858	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	128,323.18
W000001859	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,228.35
W000001860	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	78,897.10
W000001861	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,628.62
W000001862	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,807.58
W000001863	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	42,421.82
W000001864	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	967.28
W000001865	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	61.70
W000001866	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
Total Non-Payroll General Operating Fund			\$ 717,437.36
PAYROLL VOUCHERS			
02102026 PP03	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #03	\$ 278,344.52
02252026 PP04	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #04	255,785.24
Total Payroll General Operating Fund			\$ 534,129.76
TOTAL GENERAL OPERATING FUND			\$ 1,251,567.12

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000009777	INTEGRUS ARCHITECTURE	RENOVATION - DISTRICT-WIDE FACILITIES ASSESSMENT, ARGONNE & DEER PARK	\$ 41,254.34
0000009778	JIMMY'S ROOFING	RENOVATION - MORAN PRAIRIE	44,178.55
TOTAL CAPITAL PROJECT FUND			\$ 85,432.89

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

January 2026 / February 2026
 Paid in February 2026
 64341

Card Category	Amount
General Purchases	\$ 17,722.75
Maintenance	\$ 2,133.81
Travel	\$ 98.00
Acquisitions	\$ 757.82
Information Technology	\$ 1,334.13
Mobile Services	\$ 492.91
General Fund Purchases	\$ 22,539.42

Top Individual Charges

Survey Monkey	Software Support - District-Wide / Administration	1,177.20
Gordon Truck Centers	Vehicle Repairs - Sprinter Body	2,349.47
Sharps Assure	Office & Library Supplies - Sharps Containers	2,119.10
Onset Computer Corp	Facilities - Tools	1,755.49
Sticker Mule	Office & Library Supplies - Library Stickers	1,490.84
Class B Custom Items	Office & Library Supplies - Wrist Coil Keychains	1,813.49

HVAC PROJECTS UPDATE: DISCUSSION

Argonne/Administration

The last day of regular services for the Argonne Library was Saturday February 28th, with construction to start in earnest on March 2nd. In the last week of the month, the Collection Services Department relocated to the Service Center so that the processing and distribution of library materials to District facilities and customers can continue as per normal. A minimal number of employees will remain onsite at Argonne/Administration throughout the project to maintain building-dependent business functions. Other employees will be assigned to other work locations.

Plans for curbside service days and LINC visits are finalized now in collaboration with employees:

- Curbside pickup will be available at Argonne Library once the HVAC project begins with the following schedule: Monday–Wednesday: 10am–2pm; Thursday: 2–6pm
- LINC is visiting Argonne Library once the HVAC project begins with following schedule: 10am–4pm on Saturdays (except Apr 11 & May 9)

As previously reported, the 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.

It is anticipated that the facility will reopen in early June.

Deer Park

The contract was awarded on February 17, 2026 to Apex Mechanical, LLC. The District has completed the contracting phase and the contractor is ordering equipment. Construction dates have not been set but a substantial completion date of May 19, 2026 is targeted in the contract.

Procurement Updates:

- The chiller has been ordered, and we have an estimate on the shipping date of early April 2026
- The boiler has been ordered and we have an estimate on the shipping date of middle March 2026.

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.

FACILITIES ASSESSMENT: DISCUSSION

The Spokane County Library District contracted with Integrus Architecture to conduct a Facility Condition Assessment. The Facility Condition Assessment (FCA) evaluated all eleven existing facilities operated by the District. These facilities serve communities throughout Spokane County and include all libraries (Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards, Spokane Valley) and the Service Center located in Spokane Valley.

The purpose of the study was to document existing facility conditions, identify deficiencies, and establish maintenance and capital renewal priorities to support informed short- and long-term planning.

Each facility was evaluated for the condition of major building systems, materials, and finishes, with particular emphasis on life safety, accessibility (ADA), civil/site, architectural, mechanical, and electrical systems. Systems were assessed to estimate remaining useful life, replacement timing, and relative priority. The assessment was completed by Integrus and MW Engineers with the support of District employees.

A Facility Condition Index (FCI) was calculated for each facility and for the District as a whole to provide a normalized measure of facility condition and relative risk. Based on identified deferred maintenance needs through 2031, the District portfolio has a current FCI of 12.7 percent, placing the portfolio in the “Fair to Good” condition range based on recognized industry benchmarks.

Overall, District facilities are generally well maintained; however, several facilities exhibit elevated FCI values driven primarily by aging mechanical systems, roofing assemblies, and other major building components that are at or beyond their expected service life. Total projected deferred maintenance and capital renewal needs within the 20-year planning horizon are estimated at ~\$9 million, with a significant portion concentrated in a subset of higher-risk facilities.

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 February 2026 meeting, staff presented additional information regarding funding needs over an anticipated 5 year period, which would necessitate raising the levy rate from its current \$0.33 to \$0.45 per \$1000.00 assessed value in 2027. By consensus, the Board directed staff to continue with finalizing plans for an August 2026 special election.

Staff will present draft copies of the resolution necessary to place the election on the August ballot, revised ballot language, the associated explanatory statement, and other election related items 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 finalize levy lid lift election planning.

INTELLECTUAL FREEDOM POLICY**Background**

The purpose of this policy is to affirm the Spokane County Library District's (District) commitment to facilitating access to legally protected information without interference, surveillance, or scrutiny.

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.

Executive Director Patrick Roewe will be available to answer any questions.

Recommended Action: Board motion to reaffirm the Intellectual Freedom 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	Intellectual Freedom		
Approval Date	April 19, 2022	Revision or Reaffirmation Date	March 17, 2026 April 16, 2024
Related Policies	Access to Library Services Collection Development Computer, Wireless Network and Internet Use Customer Privileges and Responsibilities		
Purpose	Affirms the Spokane County Library District’s (District) commitment to facilitating access to legally protected information without interference, surveillance, or scrutiny.		

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

Enshrined as a fundamental freedom in the First Amendment to the United States Constitution, free and open access to information gives people the resources to participate in the political process and strive toward self-improvement.

By collecting, organizing, and disseminating human expression in a variety of recorded formats, the Spokane County Library District joins with other public libraries that serve as one of our society's most visible commitments to free speech, self-education, and self-government.

General Policy

The District’s Board of Trustees adopts the American Library Association's (ALA) position on intellectual freedom, as stated in the ALA's [Library Bill of Rights](#) and the ALA’s and Association of American Publishers’ (AAP) [Freedom to Read Statement](#).

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.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: APRIL – MAY 2026**April 21, 2026: Cheney Library – 4pm**

- Levy Lid Lift Update: Discussion
- Property Tax Levy Lid Lift: Calling for an August 4, 2026, Special Election (Resolution No. 26-XX): Approval recommendation.
- HVAC Updates: Discussion
- Public Records Policy: Approval Recommendation
- Access to Library Services Policy: Approval Recommendation
- Collection Development Policy: Approval Recommendation
- Overview: PDC Compliance for Public Agencies
- Overview: Cheney Library
- Closed Session: Planning the strategy or position to be taken during collective bargaining (RCW 42.30.140(4)) (tentative)

May 19, 2026: Fairfield Library – 4pm

- Levy Lid Lift Update: Discussion
- HVAC Updates: Discussion
- Partnership & Sponsorship Policy: Approval Recommendation
- Volunteer Program Policy: Approval Recommendation
- 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 FEBRUARY 2026 REPORTS FOR MARCH 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.

FEBRUARY 2026 DIRECTORS REPORT**Finance – Jason Link****General Fund**

The total general fund operating expenses before (16.76%) or after (15.85%) transfers remain aligned with the total projected budget expenditure of 16.70%. 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 & Deer Park HVAC projects, the District-wide facilities needs assessment, and the Moran Prairie Roof Replacement Project for February 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 Condition Assessment by Integrus Architecture was completed in February. Management is presenting a summary of the report in March to the Board of Trustees.

The roof on the Moran Prairie Library was identified as needing significant repairs and replacement. Repairs to prevent water from leaking into the building were completed in January. The District contracted with Jimmy's Roofing to overlay a new roof over the existing roof. The work will be completed in February and March. The project is scheduled for completion in the middle of 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. The District is working with Integrus Architecture and Johnson Controls to determine solutions to the identified deficiencies.

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.

The District contracted with MaintainX for new facilities management software. The software will replace the current work order management software. The software will enable facilities management to more accurately track work performed to individual assets, create preventative maintenance schedules, annual work assignments, etc. Facilities employees are in the process of using the Facilities Needs Assets to further identify maintenance tasks, assets and systems that need to be regularly maintained or replaced. Management has not determined an implementation date of the software yet. This purchase supports the Board of Trustee’s Policy on Fixed Assets:

The District will establish asset management practices and procedures that protect capital investments, minimize future maintenance and replacement costs, provide reasonable assurance of effective and efficient operations, and facilitate reliable tracking and reporting of assets in compliance with applicable laws and regulations.

Human Resources – Toni Carnell

Training

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

Training Manager Amber Williams has posted a survey for Public Services staff, asking them to provide some feedback about their training needs. We look forward to seeing the results and putting together a comprehensive training plan.

Staff updates:

New hires:

- N/A

Promotions:

- Public Services Technician to Public Services Associate

Transfers:

- Public Services Technician to Collection Services Technician

Voluntary Demotions

- N/A

Separations:

- N/A

Communication & Development – Jane Baker

Communication

On February 23, *The Spokesman-Review* published the article, “Clothing swap keeps 132 pounds of textiles out of Spokane landfill,” along with a photo of participants. The clothing swap event was hosted at the North Spokane Library and presented by Spokane Zero Waste and Waste Management.

Print advertising produced by the Communication Department in February promoted artistic programs and resources. Ads featured the call for Art Show submissions, the Art Supply Swap

event, and the digital resource, Creativebug. Other ads included the online World Cooking programs and promotion of the more than 3,000 cookbook titles in the collection.

Development

At the February meeting of the Library Foundation of Spokane County, the Foundation directors approved two funding requests: \$825 for the purchase of additional Mobius Discovery Center passes for summer and \$6,000 from the Zahand Fund for the purchase of additional and new topic STEM Explorer Kits.

The Library Foundation is now part of the Fred Meyer Community Rewards Program. Fred Meyer shoppers with a rewards card account can link to the Foundation, and Fred Meyer donates annually to participating organizations based on the percentage that shoppers spend.

Operations – Doug Stumbough

For the month of February, a total of 81,514 physical items were borrowed by customers in the libraries, up from 73,975 borrowed in the same month last year. The total number of customers visiting our libraries this month was 64,147, more than 47,643 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:

A new non-resident customer came into Deer Park and asked how to search for items that the library owns. Library Supervisor Shannon showed him how to access the catalog and talked a little bit about the digital library. After a short while he came to the desk and said, “Yup, it's worth it! I want to buy a card – your libraries have what I am looking for”. He was very pleased with all SCLD has to offer.

A customer left a written comment at North Spokane, "(Public Services Associate) Valerie was extremely helpful with my printing!"

"Thank you to staff. They helped me copy items and have helped my husband many times with ordering books and copying! Appreciate all of you! Friendly - so nice!" – A Moran Prairie customer

Upon receiving a comment card with a suggestion to stream the Online Author series in one of our library locations, so customers could watch together, Spokane Valley Library Manager Danielle replied to the customer letting her know that she would share the idea and this was the customer's response: "I'm pleased to receive your email! Thank you for assessing my comment about the Online Author Series, and passing it on to other librarians for programming consideration. I appreciate all the work that goes into providing the public with excellent resources, including a variety of programs. SCLD's website and Engage magazine are both very well designed and helpful. My interactions with staff are always positive!"

One regular Spokane Valley customer who uses the conference rooms asked about the art pieces available as part of the "Community Art Show" program. She raved about how much fun it is, that she looks forward to doing this, and that she's going to tell her friends to come get their own "blocks." She loved that the medium was different and was especially excited to work on the wood round "block."

Regarding "Jigsaw Puzzle & Board Game Swaps," a woman approached Moran Prairie Library Manager Caitlin with an armload of puzzles and said "my friend is going through leg surgery, and she's just going through these puzzles! She can't do anything else; I'm so glad you have this program."

A customer stopped Librarian Katy during the "Stuck Together with Stories and STEM" program at Spokane Valley to share "It's so wonderful that the library offers such wonderful programs. Thank you for this." She was very impressed at the partnership SCLD has developed with the local professional soccer teams (Spokane Zephyr FC and Spokane Velocity FC).

SCLD began emailing birthday greetings to customers last year. Many customers reply with a thank you. One customer shared a more expansive appreciation: "Thank you so much for the thoughtful and uplifting birthday card! I am very appreciative of the encouragement to keep growing my mind and experiences. It is a pathway to the opening of the heart. And thank you for being a beacon of light and hope... Blessings to you each and all at SCLD."

A customer brought Argonne staff baked goods with a nice note attached:



A recent 5-star review on Google for Deer Park Library: "This is my son's favorite place to visit. He loves his book reading and they are very helpful and kind to him. Two thumbs up."

Librarian Crystal had a Cheney customer end a call by saying, "thank you very much, this library is my #1 source for any kind of information that I need."

A Deer Park customer let Library Supervisor Shannon know how much he appreciated hearing all the fun the children were having during storytime one morning. He also let her know how much Public Services Associate Matthew helped him locate what he was looking for. He said Matthew was very patient and kind and really listened.

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 February:
 - **Audiobook checkouts:**
 - *Dear Debbie* by Freida McFadden (308)
 - *The Correspondent: A Novel* by Virginia Evans (139)
 - *The Housemaid* by Freida McFadden (127)

- **Ebook checkouts:**
 - *The Correspondent: A Novel* by Virginia Evans (139)
 - *Wuthering Heights* by Emily Bronte (93)
 - *Great Big Beautiful Life* by Emily Henry (87)
- **Audiobook holds** as of March 2:
 - *The Correspondent: A Novel* by Virginia Evans (473)
 - *Theo of Golden: A Novel* by Allen Levi (331)
 - *My Friends* by Fredrik Backman (184)
- **Ebook holds** as of March 2:
 - *Project Hail Mary* by Andy Weir (274)
 - *The Correspondent: A Novel* by Virginia Evans (263)
 - *Theo of Golden: A Novel* by Allen Levi (250)
- Popular **Adult Physical Book** titles February:
 - Checkouts:
 - *Theo of Golden: A Novel* by Allen Levi (64)
 - *The Widow* by John Grisham (37)
 - *The Correspondent: A Novel* by Virginia Evans (35)
 - Holds:
 - *Theo of Golden: A Novel* by Allen Levi (74)
 - *The Correspondent: A Novel* by Virginia Evans (53)
 - *Project Hail Mary* by Andy Weir (40)

Kanopy's Big Movie Watch

The film selected for Kanopy's Big Movie Watch program was *Across the Universe*, an international love story set against the backdrop of the turbulent 1960s. This film was added to the District's Kanopy collection at no charge to the District and was available for District residents to watch from February 9 – 23. Kanopy is owned by OverDrive, and the Big Movie Watch program is similar to OverDrive's Libby Reads digital book club program.

Collection Services Successfully Moved to Service Center

In anticipation of the Argonne/Administration HVAC replacement project starting March 2, the Collection Services Department has moved to the Service Center for the next three months. The move occurred on February 26, and by the next day, Collection Services was up and running. The move was successful due to the efforts of the entire Collection Services team who worked diligently for months to plan, prepare for, and execute this move; the IT team who moved all the computers and printers; and the Facilities team who moved all the furniture, equipment, and the boxes which were provided by Supply. Thanks are due to each and every person who contributed to the success of this move and made it possible for Collection Services to resume its normal operations after a day and a half of moving and settling in activities. Thanks also to the team at the Service Center who enthusiastically welcomed the Collection Services team to its new temporary home.

**COLLECTION MONTHLY REPORT
FEBRUARY 2026**

Select Transaction Count			
Physical Collection	YTD 2026	YTD 2025	CHANGE
Items Processed	8,868	8,197	8%
Interlibrary Loan Total	1,090	1,161	-6%
Overdrive			
Total Checkouts	195,655	182,233	7%
Total Holds	74,127	68,338	8%
hoopla			
Total Checkouts	13,263	13,760	-4%
Total Items in Collection			
Material Type	YTD 2026	YTD 2025	CHANGE
Print	299,620	306,825	-2%
Nonprint	62,405	69,837	-11%
Overdrive	308,426	265,791	16%
Grand Total	670,451	642,453	4%

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

Executive Director – Patrick Roewe

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.

Electric Vehicle Charging Stations Update

As previously reported, new fees for EV charging between 8:30pm-8:30am were implemented on September 1, 2025 at the Argonne, Otis Orchards and Spokane Valley libraries ACL2 chargers. This was implemented to discouraged overnight parking and ensure more equitable use of the chargers. The District is paid out on a quarterly basis after more than \$200 has been accrued.

At the end of February, the District received its first payment for EV charger fees:

- Spokane Valley - \$135.99
- Argonne - \$87.40
- Otis Orchards - \$8.20
- **Total - \$231.59**

One Book, One Coast

Spokane County Library District is one of the 194 public libraries in California, Oregon, and Washington participating in the “largest book club” on the West Coast this Spring. One Book, One Coast is a shared community reading program that celebrates literacy, learning, community, and civil discourse. The book selection is *They Called Us Enemy* by George Takei. The program will culminate with an author’s presentation streaming live on Sunday May 31st.

OPERATIONS REPORT FEBRUARY 2026

Doug Stumbough and Kristy Bateman

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

February brought more than 400 people participating in a wide range of programs. Hands on swap events continued to shine, drawing over 100 attendees eager to trade puzzles, games, crafting materials, and art supplies. *Coffee Tasting & Book Pairing* programs also remained a favorite, and many enjoyed a virtual culinary journey through *World Cooking: Mexican Food*. Three *Homebuyer Education Seminar* saw steady interest, and we welcomed two new Excel High School students—both of whom quickly completed their first course. One student is even on track to earn her diploma by early April.

Youth Services (Mary Ellen Braks)

Storytimes reached more than 2,000 attendees across library locations. Additional youth and teen programs— including *Stuck Together with Stories* and *STEM, Explore the Science of Sound, Game Quest Kick Off with KSPS PBS*, a *Teen Tabletop Role Playing Game*, and a *Teen STEAM* —drew more than 500 participants. Families also flocked to *Lego Free Play* sessions, building everything from towers to creatures that proudly went on display.

Cross Disciplinary Programs (Gwendolyn Haley)

Online Author Talks brought in more than 200 viewers this month, featuring topics such as *Smithson's Gamble: The Incredible History Behind the World's Largest Museum* with Smithsonian Curator Emeritus Tom Crouch, *Mojos, Mermaids, Medicine, and 400 Years of Black Women's Magic* with Dr. Lindsey Stewart and *Swashbuckling Heroines and High Seas Adventures* with Novelist Vanessa Riley. Creativity continued in our learning spaces as customers used the Studio, Lab, and 3D printer through both scheduled appointments and independent sessions. Programs like *Lego Stop Motion*, *Glowforge Tangrams*, and a *Spanish Language Basket Weaving* added hands on opportunities for all ages.

Digital Projects and Resources (Carlie Hoffman)

The Digital Projects team focused on improving the customer experience this month, refining the way Studio and Lab appointments are scheduled to better integrate the popular Project Memory kits.

Library Highlights

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

Community Connections

North Spokane welcomed families to the *Spanish Language Basket Weaving* program and hosted another well attended *Coffee Tasting & Book Pairing* program. **Spokane Valley's** own *Coffee Tasting & Book Pairing* also attracted enthusiastic coffee lovers ready to pair new flavors with new reads. **Argonne's** AARP Free Tax Aide appointments were fully booked, with many patrons expressing gratitude for the support during tax season. **Mobile Services** contributed to community support as well—educators shared enthusiastic feedback about the impact of mobile storytimes, including interest in using library inspired flannel games in their own classrooms.

February also featured meaningful and artistic displays across the District. At **Airway Heights**, a powerful Black History Month exhibit created by Erica Davis honored her son Quindrey and sparked heartfelt responses from visitors. The display even drew attention from local media. **North Spokane** also highlighted local artistry with a textile showcase from the Spokane Handweavers Guild.

Swaps and Hands On Fun

Hands on activities remained a favorite this month. Crafting & Art Supply Swaps at **Airway Heights** and puzzle themed swaps at **Medical Lake** drew enthusiastic crowds of both new participants and returning hobbyists. Young builders at **Deer Park** proudly displayed their LEGO creations, and families at **Otis Orchards** enjoyed games and crafts together during a STEM inspired program. **Mobile Services** added to the creativity with funny faces activities on LINC, where visitors designed booklets with characters using drawings and cutout features. A visit to Hallet Elementary offered more hands on fun while introducing library resources.

STEM and Enrichment Programs

Stuck Together with Stories & STEM appeared in several communities, offering magnet experiments, scavenger hunts, and cooperative problem solving games. **Medical Lake's** *Explore the Science of Sound* gave children the chance to investigate sound patterns hands on, while **Spokane Valley** hosted an energetic STEM event featuring a visit from the Velocity Football Club that delighted attendees.

Storytimes and Early Learning

Storytimes continued to engage young learners. Families at **Argonne** expressed appreciation—even while anticipating the temporary closure—while **Cheney** hosted a lively visit from appreciative Noah’s Ark students. **Mobile Services** delivered 54 storytimes at 22 childcare centers and supported hundreds of children and caregivers through its visits.

FISCAL REPORT

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Two Months Ended February 28, 2026**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 16.7%	
REVENUES				
PROPERTY TAXES	\$ 203,951	\$ 18,800,000	1.08%	\$ 18,596,049
CONTRACT CITIES - SPOKANE	0	113,000	0.00%	113,000
FINES & FEES	8,459	42,000	20.14%	33,541
GRANTS & DONATIONS	15,701	73,000	21.51%	57,299
E-RATE REIMBURSEMENTS	35,623	278,000	12.81%	242,377
LEASEHOLD & TIMBER TAX, REBATES, OTH	6,493	33,000	19.68%	26,507
INTEREST REVENUES	52,619	190,000	27.69%	137,381
TOTAL REVENUES	\$ 322,845	\$ 19,529,000	1.65%	\$ 19,206,155
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 322,845	\$ 19,529,000	1.65%	\$ 19,206,155
EXPENSES				
SALARIES	\$ 1,516,571	\$ 9,082,000	16.70%	\$ 7,565,429
FRINGE BENEFITS	474,376	3,284,000	14.45%	2,809,624
SUPPLIES	56,361	215,000	26.21%	158,640
UTILITIES	86,246	591,000	14.59%	504,754
SERVICES	231,993	1,796,000	12.92%	1,564,007
INSURANCE	111,063	114,000	97.42%	2,937
CAPITAL EQUIPMENT	212	330,000	0.06%	329,788
LIBRARY MATERIALS	406,666	2,348,000	17.32%	1,941,334
ELECTRONIC LIBRARY MATERIALS	59,016	300,000	19.67%	240,984
LIBRARY PROGRAMS	20,665	154,000	13.42%	133,335
DEBT SERVICE	252,740	255,000	99.11%	2,260
OPERATING CONTINGENCY	0	718,000	0.00%	718,000
TOTAL EXPENSES	\$ 3,215,909	\$ 19,187,000	16.76%	\$ 15,971,091
TRANSFERS OUT	-	1,105,000	0.00%	1,105,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 3,215,909	\$ 20,292,000	15.85%	\$ 17,076,091
Net Excess of Revenues Over/(Under) Expenses	\$ (2,893,064)	\$ (763,000)		
BEGINNING CASH	10,537,901			
NET FROM ABOVE	<u>(2,893,064)</u>			
ENDING CASH	<u>\$ 7,644,837</u>			
Number of months cash on hand	4.8			

**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)).