

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
April 21, 2022
Via Zoom

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order, via Zoom, at 9:02 am by Chair Sue Poe. In attendance were Sue Poe, Chair; Catharine Whitby, Vice Chair; Joann Caruso, Trustee; Josie Darst, Trustee and Lisa Wolfe; Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Office Manager were also present.

VISITORS – none

GREETINGS – Sue welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of March 17, 2022 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of April 13, 2022 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 3/17/22-4/6/22 - 45 Vouchers total \$74,530.37
Payroll Warrants March 2022 – 29 Direct Deposits for a total of \$86,264.21
- (4) Detailed Revenue & Budget Status Reports for March 2022.
- (5) The Director's March 2022 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

Motion made: Lisa

Motion seconded: Josie

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Library Capital Improvement Project (LCIP) Update** – The District received a \$10,000 Community Development Grant from the Innovia Foundation for Loon Lake. Amanda also applied to Senator Murray's office for a direct federal appropriation for the Colville Library for \$400,000. It is not a grant. Hope to hear in the next few weeks. This would meet the entire match and allow us to add some extra projects that were removed from the initial plan for Colville. Debra Hansen has been amazing in helping with these applications. She has also searched for other avenues of funding. There is a CDBG Grant for rural and economically disadvantaged communities from the department of commerce. No match is needed and you can apply for up to \$1 million. This could increase the scope of what the Loon Lake project would be. This CDBG grant application is due June 1. The Library can't apply itself but the County could apply and sub contract with the district. The County can apply for only one CDBG grant per year. Last year it was for the Addy Fire Station. Deborah approached the County Commissioners and asked if the Library could be this year's project and they voted "yes"! There will have to be a public hearing in Loon Lake before June 1st. Better Health Together mentioned to Debra that they have grant writing assistance available. They have identified a person to help us write this grant. Sue has offered

to help where needed (thank you, Sue!). Jessica, Amanda and Penny have recommended that we get information out to the communities about donating to this project but spend the summer talking to big donors. Once we find out about CDBG Grant in September then approach the community with our final needs. Start a full capital campaign after the summer.

- (2) **2021 Trustees Year in Review** – Catharine will complete this month and get it out to Trustees for review before the next meeting.
- (3) **Advocacy to State Legislature** – Legislative session has closed. Trustees have talked about meeting with legislators while they are home for summer. Perhaps invite them to a meeting and share about our LCIP projects. Amanda talked about LCIP Funding for 2023-2025. It is due in a few weeks but it feels like too much to take on this year. After Trustees and Amanda discussed it was decided that Amanda will pull together an application next week for the Hunters Community. Trustees will proof read.
- (4) **Policy Review: 0015-400.200 Leave – Sick Leave** – Trustees reviewed the policy addendum and added it to the regular policy.

Motion made to accept Sick Leave Policy as amended.

Motion made: Lisa

Motion seconded: Joann

All in favor: Unanimous

- (5) **Trustees Field Trip to New Libraries** – May 17th – 18th Sue, Josie, Amanda and possibly Jessica and/or Leah will visit libraries in Wenatchee and Yakima. Sue thanked Catharine for making the initial contacts, she will coordinate with Amanda and Becca to finalize the schedule and travel details. Joann said she would be glad to visit the new library in Silverdale since she will be in the area. Catharine encouraged everyone to visit libraries in their travels, collect innovative information to share and be sure to include a contact name.

NEW BUSINESS

- (1) **Policy Review: 0015-500.000 Performance Evaluation** – Discussed the current policy. Lisa will edit the policy with discussion suggestions and we will revisit next month.

REPORTS

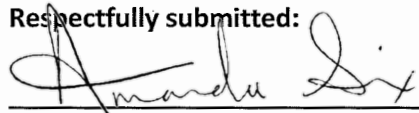
- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Reminder about the Board Training for the State to complete by the end of the month. Lisa attended the KF advisory board meeting. Sue reported on the Friends of the Loon Lake Library. They are hosting booksales 2 days a month this year to see how it goes. They will have a tomato plant sale (4,000 plants, 4 different varieties) with their May booksale to benefit the Friends group.
- (3) **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 11:29 am.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

5.19.22

Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
In Person at Colville Public Library
April 13, 2022

The meeting was called to order at 9:00 a.m. by Sue Poe. Present were Sue Poe, Chair; Catharine Whitby, Vice-Chair; Lisa Wolfe, Trustee; Josie Darst, Trustee; Joann Caruso, Trustee; Amanda Six, Director (via Zoom); Janet Eide, Business Manager and Becca Moore, Office Manager.

AGENDA

- **OPENING** – Sue welcomed everyone.
- **PUBLIC COMMENT** – John Olson, Stevens County Assessor; Vicki Nielson, Assessor's Office Administrator; and Toni Graham, Assessor's Office joined the meeting to talk to the Trustees about taxation, special taxing districts, and library revenue.
- **AGENDA CHANGES** – Began the meeting with John speaking and then went through the regular agenda. Amanda suggested taking "Update on status of LOSC during COVID-19 pandemic" off the agenda. Add 2021 Audit Letter and Trustees Field Trip to discussions.
- **ACTION ITEMS**
 - **All Staff-Day, May 23rd** – Amanda talked to the Trustees about All Staff Day and encouraged them to attend.

Motion made to close all libraries for All Staff Day May 23, 2022.

Motion made: Catharine

Motion seconded: Joann

All in favor: Unanimous

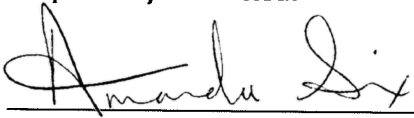
○ **DISCUSSIONS**

- John Olson, County Assessor, explained taxing districts to the group. There are about \$5 billion in assessed valuation in the county but not all is taxable. Yearly appraisers are sent to physically evaluate 1/6 of the county and the rest of the county is calculated with a database that makes predictions. Almost 20% of the county is low income, senior citizen and forgiven which puts more burden on the middle class. Sue asked about running a lid lift. John explained that, in his opinion, Stevens County is a very conservative county which usually means they support no new taxes. Trustees asked about new homes assessment/new construction how that works as far as taxing and the portion added to the Library District's 1% increase.
- **April 21st – Regular Board Meeting – Agenda Changes** – add "Trustees Field Trip to New Libraries" to the agenda
- **Trustee Field Trip** – Carolyn Petersen from the State Library suggested some locations that Trustees could visit to gather information on building/updating our libraries with our LCIP funds. Catharine reached out to libraries in Wenatchee and Yakima and they responded saying they would love to show what they have done. Catharine set up meetings May 17&18. Sue and Josie are interested in going and asked about taking staff too. Amanda said she would go and also suggested Jessica or Leah.
- **Washington State Audit** – The Library District is audited every three years. Janet shared the letter from the State Auditors about this year's audit. They need to meet with a Board Member and a Manager as well as Amanda. Janet will set up a Zoom call with Sue, Catharine, Amanda and the auditors.

○ **NEW BUSINESS** – none

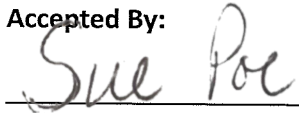
○ ADJOURNMENT – 10:23 am

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

4.21.22

Date

Library Director's Report
March & April 2022

Information Sharing – Amanda

- Debra Hansen, Stevens County WSU Extension Director, has been assisting the library district by identifying, and then assisting in the development of, a wide range of grants; including grants to address digital literacy and capital facility match. While I have been partially absent due to family medical issues, Debra has helped us keep the ship upright during these critical phases. I am personally grateful to her, and the library district as a whole is very appreciative of her knowledge and hard work.
- I applied for a federal appropriation from Senator Patty Murray, on behalf of the Libraries of Stevens County Foundation, in the amount of \$400,000 to assist with the Colville Public Library renovation project.
- I am also working with Debra to apply, via the County, for a Community Development Block Grant (CDBG) to assist with the match for the LCiP funds to help expand the Loon Lake Library facility project.

Chewelah from Bryan

March

- The Chewelah Library has had a busy month! In addition to our new Library Assistant Sarah, we've also hired Kristen Eide as a part-time Library Assistant. Kristen lives here in Chewelah and brings our team a lot of enthusiasm - she's already learning fast, and the team here is all integrating very well.
- We've been getting a lot of questions about the mask mandate lifting, so our community is definitely excited to see things move more toward a "normal" library experience. We're already planning what that will look like over the coming months and for some of our newer employees, pandemic services are all they've ever known. We're excited to serve our community as we move into this next stage!
- One fun return to normal this week was the resurrection of the Chewelah Arts Guild's pencil drawing contest. Students from nearby schools (and homeschoolers!) in our area all submit drawings to be judged, and the drawings are featured at the library on display! The last time we did this was right before we closed in 2020, and it was a disappointment for the community to miss out on seeing the drawings. But they're back! We just hung them all this week and the community will get to enjoy them for a month. We hope this is just one step forward in renewing community collaboration in the coming months!

April

- It's been an adventure the last month as we've reopened to full-time, mask-free services, and it's so great to see the positive response from our community.
- As weather gets warmer, we continue to see new (and old) faces in greater numbers, and we are excited about beginning some regular programming next month.
- Matt will be hosting his first storytime at our library on May 3rd, and I'm sure it's going to be terrific!
- We'll also be preparing to host Tech Help again in the coming weeks, and summer reading is just around the corner!
- One fun service we were able to provide this week was internet access for a large chunk of the town when Spectrum had a massive outage that lasted for nearly 12 hours. We were inundated with patrons seeking internet, and while it was unfortunate to see an outage last that long (I even had to do my class from the library instead of at home), it was so great to be a resource for those in need. We had folks using our access to support their businesses, schoolwork, and for personal use, and we continued to see people take advantage of wifi outside of the branch as well, even after we had closed up at 6.

Colville from Lisa

March

- I think our "Love Your Library" program passive heart program stats are worth sharing (88 total): responses without words (kids): 23, books: 22, staff: 16, place/space: 13, programs: 8, DVDs: 6

- STORIES

- Computer help - Helped a patron fill out an LLC for a business he was creating. He was completely frustrated so I was able to walk him through it successfully. He offered to buy us all lunch but I assured him that is why we are here.
- Research - Helped locate an obituary which the user reported, "made her night".
- Connection - A little girl came in and was so excited to see her "favorite" librarian (Debbi) who she has not seen since pre-COVID. They shared many memories and she gave Debbi a hug. <3
- Copies - Profusely thankful that the copy she needed was paid for by the Foundation. "You just made my whole day!"
- Services - "I wouldn't exist without the library" - patron who used the library's curbside services 2x in one day because of new books!
- Outreach - A family came straight from picking up their jr. high school student because they had "forgotten about the library" and the student was part of outreach presentations today, which reminded them of our existence. They checked out items and used the Wifi.
- STEM - Family said they love doing our STEM @ home kits. What a great idea!
- Library Love - Patron brought staff cute flyers saying Happy St. Patrick's Day. Telling us "You are the pot of gold at the end of the rainbow" with a butterscotch.
- Winter Reading Challenge - A little patron came in to see if we announced our Winter Reading Challenge winners. I told him that we had drawn the names already. He was a bit bummed. I looked in the winner's spreadsheet and his name was there! Leah gave him his prize and he was overjoyed! He strutted around the library with his prize for the rest of his visit.
- Grab-n-Garden - Patron reached out to us to let us know she picked up the best seeds from our Grab-n-Garden Program. She was super happy with the selection.
- Tech-Email recovery - Patron was super thankful. His emails had deleted themselves. They weren't in spam or trash. After much work with Debbi and Sarah, the emails were recovered!
- Research - Another successful obituary from 1927 found and delivered via email to someone far away.

April

- Stories

- Patron commented to Debbi that they "always gets great service from you [the library]"
- Young man came in to practice our driving tests through our [DrivingTests.org](https://www.drivingtests.org) library resource. Ella was able to show him exactly how to get to the resource through our website. He passed the 2 tests he took which gave him enough confidence to go try the real thing.
- Young mother came in to see if we had any books on potty-training as she has been having a hard time with her young son. Lisa guided her to several books to take home, which she was relieved to have and left the library with new hope.
- A patron called today explaining that he had just moved from a metro area. He was gushing about our purchase request and ILL services which do not compare to the neglect he had endured for years. He also said that our staff are much friendlier than he previously experienced.
- ***** "Very helpful public web access and fun spring garden kits for kids" - 5 star review on Google
- I watched an old, slightly infirm patron hauling himself up our stairs when a senior couple arrived and the gentleman (white haired himself) offered his arm and walked the older gentleman inside. It was a lovely thing to witness!
- Teacher from CJHS reported that a student who had been absent was back today, and their first comment was "are my library books still here?" They were, and the student was happy!
- Patron was ecstatic when we informed them that their card had been upgraded to a home-school card, allowing the family to check out up to 100 items
- Said by one of our five year old patrons to his grandfather at home, regarding the library books his grandmother brought home: "We better get started, those books won't read themselves!"
- "Thank you for your help, and for the time extension!" Patron was working on financial documents

Hunters from Megan

March

- March has certainly been the busiest month since Covid at Hunters. I have had three very busy Fridays in a row - over 15 patrons per day (my average has been about 10 or less...) and lots of people I haven't seen since before the pandemic. Things seem to be returning to a more normal level, which is nice to see. I've had two new families come in to get set up with library cards, both folks who have moved over from the coast.
- I had a gal come by for some help with her kindle fire. We were able to make some progress and she caught me up on all the happenings in her life since I last saw her over two years ago. She shared with me that everyone she's spoken to in the community has had great things to say about the library and the services they've been able to access there.

April

- Things continue to get busier at Hunters as we approach summer. Since there are so many new folks in the area and so many summer visitors, I have seen more patrons per day over the last month than I have since before the pandemic. I even saw the busiest day since 2020 with 23 patrons (that used to be about my average per day).
- A couple who are building their home near Fruitland came into the library to apply for, pay for, and print out their building inspection permits for L&I. This is something that is actually quite complicated to figure out on the L&I website, so it took some time for me to help them get what they needed. Thankfully, we were able to get it figured out and send them on their way - they were grateful for the available technology at the library to get the necessary paperwork.
- I also had one person come in who needed to get certified in pesticide use via website modules and online testing. This person was feeling pretty defeated after having tried to log on and complete the necessary training at home with no luck. Thankfully, we were able to figure out the website and get him all certified in about two hours.
- There have been a lot more time intensive transactions at Hunters (like the two I mentioned here) with folks who have very little experience with computers / technology in general. I have found myself having to toggle between helping someone on the phone, returning to my tech help patron, getting up to check someone out, returning to my tech help patron.....it's something I used to do all the time but I'm having to re-learn how to effectively manage my time during these long tech help transactions.

Kettle Falls from Katie

- I will be conducting storytime starting in May on Tuesdays at 10:30 AM.
- Loresa has been working very hard on compiling the next STEM @ Home kit for May. In celebration of Asian American and Pacific Islander month, kids will have the opportunity to build their own fractal kite.
- KF just received its GLSEN Rainbow Library grant. It is a very small collection of LGBTQ+ books suitable for J Fiction.
- Patrons have been enjoying our "Poet-Tree" and "I love my library" interactive bulletin boards.
- KF has been participating in the "discoverable" craft table. This month is flowers. Next month is origami
- The Friends of the Kettle Falls Public Library will be meeting in person May 3rd 1-3PM. They will be discussing the annual Book & Pie Sale during Town and Country Days, Summer Adventures funding, picking a member who will be on the LCIP Capital Campaign fundraising effort led by the LOSC Foundation, and the next major project for the library that they will support.
- Advisory Board: Meets Monday, April 18, 6PM.

Lakeside from Brooke

- Lakeside has been enjoying a few more patrons hanging out for longer periods of time. We have several high school kids who come in during the late afternoon. One of them actually checks out books!
- We got our newly painted bookdrop, thanks to Jessica, Becca, Matt and Alex, and my Director of Facilities (Tim Woods) put the signs on the box and got it all level and tuned up. It is so much better looking now!
- The Friends of Lakeside Library are gearing up for a spring book sale. Lakeside staff continue to create and distribute the Take N Make craft kits throughout the district.

Loon Lake from Jessica

- We are working on evaluations and improving trainings in the area of mental health and patrons experiencing homelessness. Amanda and Brooke have been amazing to help guide me in a few difficult situations.
- We continue to see an uptick in attendance overall.
- We are so happy to see patron faces! We are hoping that some of our regulars we have not seen back yet; hopefully, they return to us in the next few months.
- Received notification of ECF E-Rate grant approval; have discussed and currently implementing plans for more hotspots and technology access, with safeguards in place for CIPA and GPS tracking ability if lost
- New productivity setups for admin desks to help improve work flows and processes

April

- Loon Lake Book Club is starting up again. This group runs independently of the library (selections, etc) but relies on library meeting space. Today was their first meeting since COVID to decide their next selection & coincidentally, about 30 minutes prior to the meeting, a lady came in to inquire if we had a book club! Serendipity, indeed!
- Storytimes will resume on Thursdays at 10:30am the first week of May.
- Tech Help will resume the third week in May on Mondays. Mary will be taking on both of these in her LA2 Role.

Northport from Clifford

- The monthly Board meeting will be on the day that I have been subpoenaed to get deposed at The Hub in Colville for an accident that as a firefighter I responded to, and was first on scene and the Incident Commander for. The fella had both his legs run over...he survived, but had to have both legs amputated and now he is suing the guy who ran him over.
- Today I taught an adult patron how to use the copy machine to make a simple copy. He was thrilled! And said it was a great beginning to his day.
- I had a call from a local patron asking if I would be available to proctor a college exam for her. To which I responded: Absolutely! I have done several proctoring jobs here at NP for patrons in the past. So, I gave her the specifics, as she had no idea how it works. She was thrilled!
- I also had a call from a local patron asking me to research President Biden's Executive Order of 1/27/21 on global emissions and establishing a White House Advisory Council, and asking if I would please make a copy for them. So far, so good today!
- Unfortunately, I failed at one request earlier today when a patron came in and asked if I knew why there were "like 10 cop cars at Crazy Dan's?" As librarians we DO know a lot, and have the knowledge and tools to find answers to many questions. But....
- So....My big excitement for the day was arriving for work and seeing that the last of the giant pile of super packed snow that had been shed from the roof onto the middle of the sidewalk that goes from the parking lot to the rear entrance had melted down and was almost gone!!!! Woo Hoo! I'd been having to awkwardly walk around that sucker almost all winter!!!! HAPPY ALMOST SPRING!!!!


Technology Report from Jessica

March

- Working on Tech
- Created report for MailChimp (newsletter) best practices (attached) & discussing further patron integration with management team
- Engaging patrons with more "quick bites" - in Instagram and Facebook Stories for all collection & reader levels
- Received 100 "leftover" COVID Verizon hotspots from the Washington State Library in conjunction with an ARPA grant for service funding (about \$18,000)

April

- Mary and I added 141 hotspots so far in the last month. We have some more to do but we have been able to alleviate hold lists and also have a few on-hand, which have been nice to be able to offer to patrons and immediately give them a solution to use.
- Sadly, I must report that Ex Babylon had declared our 3D Printer unrepairable. I am looking for funding for another printer that can still utilize the plastic filament from our previous printer. We still have several cartridges and would love to make some fun prizes for patrons again.
- The Management Team reviewed Mango usage and has decided to renew this database for another year. We will emphasize this resource to travelers, homeschool families, and high school language teachers. Report Attached.


MANGO

Libraries of Stevens County Switch Account
[Help](#) [Profile](#) [Logout](#)

[Dashboard](#)
[Settings](#)
[Reports](#)
[Admins](#)
[Promote](#)

All month-by-month statistics [Download as Excel file](#)

Filter

04/19/2021 - 04/19/2022



12:00 am - 11:59 pm



Download as Excel file

Summary

Each session may include visits to several different resources. Adding up the numbers for each resource may lead to a larger number than displayed in Total Sessions.

Need ways to increase statistics? [Click here for free resources.](#)

User Activity



189

Total Sessions



176

Web Sessions



13

Mobile Sessions

Learning



28%

Average Post Assessment Score



14:31:20

Total Learning Time



00:05:26

Average Learning Time

Uses by Language

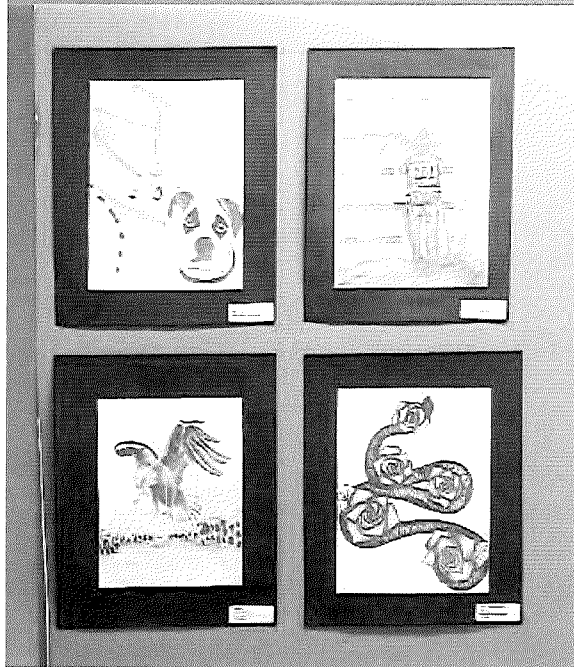
Language	Number of Uses	Time Spent	Average Post Assessment Score
Swedish	81	04:59:07	—
French, Canadian	56	06:00:40	—
Spanish, Latin American	11	01:20:46	28%
Finnish	9	00:18:44	—
French	4	00:09:52	—
Hindi	3	00:12:41	—
Icelandic	3	00:11:24	—
Norwegian	3	00:01:55	—
Pirate	3	00:18:40	—

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Photos from Bryan - Chewelah Arts Guild's pencil drawing contest







Mail Chimp ENewsletter Reports 2013-2022

Title	Subject	Send Date	Send Weekday	Total Recipients	Successful Deliveries	Unique Opens	Open Rate	Total Opens	Unique Clicks	Click Rate	Total Clicks
June 2013	June 2013 Newsletter from Libraries of Stevens County	5/31/2013 14:00	Friday	89	89	52	58.43%	102	16	17.98%	23
	July 2013 Newsletter from Libraries of Stevens County	7/16/2013 14:00	Tuesday	126	124	68	54.84%	125	17	13.71%	21
	Libraries of Stevens County Newsletter August 2013	8/24/2013 9:00	Saturday	131	130	63	48.46%	135	6	4.62%	10
	Libraries of Stevens County Newsletter October 2013	10/4/2013 16:30	Friday	136	135	64	47.41%	119	7	5.19%	9
	Libraries of Stevens County Newsletter November 2013	11/1/2013 14:00	Friday	148	147	81	55.10%	184	19	12.93%	29
	December - Gadget Garage Tour announcement	12/2/2013 16:00	Monday	168	165	67	40.61%	136	0	0.00%	0
	Libraries of Stevens County Newsletter December 2013	12/21/2013 16:00	Saturday	170	169	88	52.07%	192	20	11.83%	37
	Libraries of Stevens County Newsletter January 2014	1/24/2014 17:00	Friday	175	174	100	57.47%	264	33	18.97%	55
	Libraries of Stevens County Newsletter February 2014	2/25/2014 17:00	Tuesday	183	183	101	55.19%	188	14	7.65%	18
	Event - Chewelah Centennial Celebration	3/5/2014 16:45	Wednesday	185	185	89	48.11%	136	0	0.00%	0
April 2014	Libraries of Stevens County Newsletter April 2014	4/8/2014 15:00	Tuesday	202	202	119	58.91%	207	11	5.45%	16
Event Reminder - Timothy Egan	Reminder: Timothy Egan discusses The Big Burn tonight at 7pm!	4/12/2014 14:40	Saturday	202	202	74	36.63%	100	7	3.47%	7
	LOSC Library Newsletter May 2014	5/16/2014 17:00	Friday	206	206	116	56.31%	262	28	13.59%	55
July 2014	LOSC Library Newsletter July 2014	7/11/2014 10:00	Friday	211	210	97	46.19%	210	11	5.24%	16
September 2014	LOSC Library Newsletter September 2014	9/4/2014 15:00	Thursday	218	213	106	49.77%	185	11	5.16%	14
November 2014	LOSC Library Newsletter Nov 2014	11/7/2014 14:00	Friday	221	220	100	45.45%	237	15	6.82%	26
December 2014	LOSC Library Newsletter December 2014	12/23/2014 14:30	Tuesday	243	241	96	39.83%	208	17	7.05%	23
January 2015	LOSC Library Newsletter January 2015	1/21/2015 15:00	Wednesday	245	241	97	40.25%	180	10	4.15%	10
February 2015	LOSC Library Newsletter February 2015	2/27/2015 17:00	Friday	246	243	86	35.39%	205	19	7.82%	32
April 2015	LOSC Library Newsletter April 2015	4/28/2015 17:00	Tuesday	255	252	86	34.13%	181	13	5.16%	20
May 2015	Exciting News from LOSC Libraries - May 2015	5/22/2015 15:00	Friday	254	252	88	34.92%	131	13	5.16%	13
LOSC Summer Reading Program Email - May/June	LOSC Summer Reading Program Starts June 1!	6/1/2015 12:00	Monday	256	255	102	40.00%	207	19	7.45%	26
	Exciting News from LOSC Libraries - July 2015	7/27/2015 15:00	Monday	259	259	92	35.52%	193	14	5.41%	19
October 2015	Exciting News from LOSC Libraries - October 2015	10/12/2015 16:00	Monday	260	254	82	32.28%	206	9	3.54%	10
December 2015	Exciting News from LOSC Libraries - December 2015	12/23/2015 16:00	Wednesday	262	259	116	44.79%	197	16	6.18%	23
March 2016	Exciting News from LOSC Libraries - March 2016	3/4/2016 17:00	Friday	260	258	91	35.27%	156	16	6.20%	21

Mail Chimp ENewsletter Reports 2013-2022

Title	Subject	Send Date	Send Weekday	Total Recipients	Successful Deliveries	Unique Opens	Open Rate	Total Opens	Unique Clicks	Click Rate	Total Clicks
July 2016	Exciting News from LOSC Libraries - July 2016	7/29/2016 15:00	Friday	260	255	120	47.06%	232	14	5.49%	21
	Exciting News from LOSC Libraries - September 2016	9/30/2016 16:00	Friday	261	258	76	29.46%	207	11	4.26%	24
September 2016 Oops Corrected Links Email	Oops! Corrected website for Stevens County Heritage Collection	10/1/2016 9:00	Saturday	259	258	99	38.37%	206	17	6.59%	22
December 2016	Exciting News from LOSC Libraries - December 2016	12/9/2016 15:00	Friday	270	270	133	49.26%	305	9	3.33%	17
February 2017	Developing a Love of Reading through Storytime - News from LOSC Libraries - February 2017	2/3/2017 15:00	Friday	275	275	110	40.00%	190	7	2.55%	11
April 2017	Find a New Favorite Title- News and Events from LOSC - April 2017	4/21/2017 14:00	Friday	278	277	111	40.07%	251	14	5.05%	22
June 2017	Summer Reading, the Library of Congress, and your next great read	6/30/2017 14:00	Friday	279	279	96	34.41%	204	13	4.66%	15
October 2017	Get to the Library!, Your Next Great Read, and more!	10/27/2017 15:33	Friday	281	280	76	27.14%	188	11	3.93%	16
February 2018	How to Spot Fake News, LiBrewery Trivia, and More!	2/24/2018 8:00	Saturday	296	291	82	28.18%	207	14	4.81%	27
July 2018	Stay cool at the Library - it's Summer Reading time!	7/27/2018 15:00	Friday	295	291	78	26.80%	157	6	2.06%	8
October 2018	Happy Halloween! Imagination Library's Free Books & more - Oct 2018	10/31/2018 14:00	Wednesday	293	288	80	27.78%	152	4	1.39%	7
December 2018 Holiday	Happy Holidays from your Library Staff! - Dec 2018	12/21/2018 15:30	Friday	291	288	83	28.82%	116	12	4.17%	14
May 2019	Lifelong Learning - at your library with Lynda.com - May 2019	5/10/2019 15:30	Friday	297	291	82	28.18%	159	20	6.87%	36
January 2020 - Macmillan and More	Focusing on 2020: What's Ahead for LOSC	1/17/2020 14:00	Friday	391	379	103	27.18%	188	25	6.60%	43
Notice: LOSC COVID-19 Update: Letter from Amanda Six	Libraries of Stevens County - COVID-19 update	3/13/2020 10:15	Friday	406	398	182	45.73%	288	13	3.27%	20
Notice: LOSC Second COVID-19 Update: Letter from Amanda Six April 17, 2020	Library Services Update - April 17, 2020	4/17/2020 15:18	Friday	423	418	201	48.09%	589	4	0.96%	4
July 2020	Curbside Services, Summer Reading Adventures, and more!	7/27/2020 16:12	Monday	497	488	115	23.57%	239	26	5.33%	43
Jan 2021	Virtual and Curbside Services available at your library!	1/15/2021 13:30	Friday	575	559	228	40.79%	375	23	4.11%	35
Sept 2021	Explore Telemed, Science & the Great Outdoors through your library!	9/1/2021 15:45	Wednesday	648	628	172	27.39%	302	12	1.91%	21
Dec 2021	Wrapping up 2021 with BIG NEWS for your library!	12/17/2021 19:00	Friday	667	646	254	39.32%	646	18	2.79%	38

Colville Public Library
Libraries of Stevens County
195 South Oak Street
Colville, WA 99114



COLVILLE PUBLIC LIBRARY

SUMMARY JANUARY 25, 2021 – FEBRUARY 24, 2022

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	82.5	The Colville Public Library Improvement Club will host book sales on Saturdays: April 23, July 23, and October 22, 2022 in the library's public meeting room.
Tallied Visitors to the Library	1,847	This is a 37% increase over January's tally of visitors. This was in addition to 70 curbside deliveries. Visitor tallies will end with In & Out services.
Automated Door Count	4,219	Some transactions result in numerous passes through the automated counter.
Laptop & Public PC Usage	218	This includes 216 library desktop computer users and two laptop users. This is a 65% increase in public computer usage since last month.
Wi-Fi Users	520	In January, 801 GB of data was used via the library's public Wi-Fi.
Phone Calls Answered	307	Correction: from Dec. 25-Jan. 24, 2022, the Colville Public Library received 284 telephone calls. The January 2022 report stated 219 phone calls received.
Number of New Cards Added	29	Colville also registered 95 online borrowers via thelosc.org .

SUMMARY AND UPDATES

The library is becoming increasingly busy and this trend will continue with the removal of In & Out time limits and ending of the indoor public mask mandate from the Washington State Department of Health. Curbside and other remote services will continue.

Masks are required in all LOSC locations until March 12, 2022. The library district will continue to work with the local health district to keep our communities safe and healthy while providing access to vital library services.

PROGRAMS

February was "Love Your Library Month"! Colville patrons told LOSC over 80 ways they love the library; analysis will be provided in the March report. Ninety "Bee" Mine Valentine Take 'n' Make craft kits were given to Colville's littlest patrons. Twenty-one patrons participated in our *Roosevelt Coloring Contest*. LOSC's two YouTube channels received 1,518 views totaling 29.2 hours of watch time.

Outreach has resumed to the Colville Junior High School. Students are eligible for a library card and can have materials delivered weekly to the CJHS library for pick-up. Outreach to Parkview Senior Living, Buena Vista Healthcare, and the Colville Food Bank continues.

LIBRARY CAPITAL IMPROVEMENT PROGRAM GRANT

The Colville Library Board voted to approve a statement of support for the Colville Public Library Capital Improvement Project; an information-only briefing will be presented to City Council on March 22, 2022. The library is having an initial walkthrough with ZBA Architecture on March 29, 2022. In the coming months, the City of Colville's City Council will need to approve a task order, using funds allocated in January 2021, for their engineering firm to proceed and utilize the architects as subconsultants for the project.

LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	5,845	This is in addition to 5,958 items that were checked in.
Downloadable ebooks, audio books, and video	6,051	A combination of 3,161 eBooks and 2,890 audiobooks.

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COLVILLE PUBLIC LIBRARY

FEBRUARY 25, 2022 – MARCH 24, 2022

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	91.75	The Colville Public Library Improvement Club will host book sales on Saturdays: April 23, July 16, and October 22, 2022 in the library's public meeting room.
Automated Door Count	3,950	
Laptop & Public PC Usage	284	This is a 31% increase in public computer usage since last month and 120% increase since January 2022.
Wi-Fi Users	553	In February, 547.97 GB of data was used via the library's public Wi-Fi.
Phone Calls Answered	243	
Number of New Cards Added	52	

SUMMARY AND UPDATES

Demand for public library services has increased dramatically with the end of the indoor public mask mandate. Folks have resumed using the library for work, school, and to spend time with others. Library staff are doing an amazing job of adapting to this new workflow.

PROGRAMS

February was "Love Your Library Month"! Eighty-eight patrons said what they loved about the Colville Library, including: books and movies (28), staff (16), the library as a place (13), programs (8), and interpretive drawings from our littlest patrons (23).

Women's History Month celebrated her-story with an adult book display, as well as two crafts! During the first half of March, patrons of all ages could make Georgia O'Keefe inspired flower art; during the second half, patrons expressed their futuristic visions with Alma Thomas-inspired block prints. The Colville Writers' Club and Book Club continue, as well as outreach to Buena Vista Healthcare, Parkview Senior Living, Colville Junior High School, and the Colville Food Bank; combined, these programs served over 26 users.

Ninety "Spaghetti, My Oh My!" Take 'n' Make crafts were distributed to Colville's early learners. Upper elementary students learned about tendons in our "Amazing Hands" with a STEM@Home kit, and families got to be their own gardeners with a spring-inspired Grab 'n' Garden kit. LOSC's two YouTube channels received 1,543 views and 31.5 hours of watch time.

ADMINISTRATION

The Colville Library, in addition to City Hall and Police Department, has been without a custodian since March 3, 2022. The supervisor for the city's custodial position is the mayor. Library district staff, especially Debbi Esvelt, have been assisting with cleaning in addition to their library duties but this cannot replace regular maintenance of an 8,350 square foot city facility. District management was able to secure a short-term janitor through May 6. The meeting room and kitchen are partially unavailable for public rental, much to patrons' disappointment, until regular cleaning is secure; library management will honor public bookings to the best of their ability.

Work on the Colville Public Library Capital Improvement Project continues. ZBA Architecture visited the library on Tuesday, March 29, and reviewed the CPLCIP's current scope of work, building plans, and project documentation, with the library manager and LOSC director.

LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	5,626	This is in addition to 5,843 items that were checked in.
Downloadable ebooks, audio books, and video	5,351	A combination of 2,726 eBooks and 2,625 audiobooks.