

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**May 19, 2022**  
**Kettle Falls Public Library**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:07 am by Chair Sue Poe. In attendance were Sue Poe, Chair; Catharine Whitby, Vice Chair and Josie Darst, Trustee. Amanda Six, District Director and Becca Moore, Office Manager were also present. Trustees Joann Caruso and Lisa Wolfe as well as Janet Eide, Business Manager joined via Zoom.

**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 April 21, 2022 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of May 11, 2022 were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 4/14/22-5/4/22 - 56 Vouchers total \$92,007.52  
Payroll Warrants April 2022 – 27 Direct Deposits for a total of \$81,486.38
- (4) Detailed Revenue & Budget Status Reports for April 2022.
- (5) The Director’s April 2022 timesheets and accumulated vacation & sick hours were reviewed.

**Motion made to accept the Consent Agenda.**

Motion made: Catharine

Motion seconded: Lisa

All in favor: Unanimous

**UNFINISHED BUSINESS**

**(1) Library Capital Improvement Project (LCIP) Update –**

- a. 2021-2023 – Loon Lake, Colville, Chewelah, and Northport
  - Jessica, Josie, Sue and Amanda went to Wenatchee and Yakima to visit recently constructed libraries for ideas about our projects. First they visited the downtown branch in Wenatchee which was originally a bomb shelter. This space was designed to be incredibly flexible and was bright and open. They also met with the Yakima Facilities Manager and the Branch Manager about their branch that was redesigned 10 years ago. It was a different vibe and they gave good examples of things they would have done differently and a lot of practical advice.
  - Trustees would like more information on a timeline and discussed what the next steps are. Finding a project manager is very important. Will need an RFP for architects. Amanda will talk to Michael Whitby for project manager advice. CDBG public hearing is next Wednesday May 25<sup>th</sup> in Colville at the Commissioner’s Office at 9 am. Sue and Amanda will attend. If approved the application will be due June 1<sup>st</sup>.
- b. 2023-2025 - Hunters – LCIP application has been submitted.

- (2) **Advocacy to State Legislature** – Have been notified of some legislation being considered to remove the 1% cap. There is a work group getting feedback from various groups about this legislation. The work group was mainly talking to cities and counties. Libraries heard about it and asked what about special taxing districts. Library directors had a meeting last week and discussed it would be helpful for libraries to have some input and have the same voice. The idea of unlimited growth did not sound sustainable but discussed the idea of a 3% cap or having it connected to inflation. Whatcom County Library Board adopted a letter and shared it with us. On this side of the state there is bi-partisan support. Amanda will create a draft to share with the Trustees for edits this week.
- (3) **Policy Review: 0015-500.000 Performance Evaluation** – Trustees discussed Lisa’s suggested edits, edited a bit more and called for a vote. The policy was renamed and moved to the Employment section.

**Motion made to accept changes made to Policy 0015-500.000 Performance Evaluation changing it to Policy 0015-200.800 Employment – Performance Evaluation.**

Motion made: Lisa  
 Motion seconded: Joann  
 All in favor: Unanimous

**NEW BUSINESS**

- (1) **Capital Facilities Plan** – CDBG Grant asked if the applicant has a Facilities Plan and Amanda felt it was an important thing to create. She shared a draft for discussion. Amanda talked about making it a part of our annual budget discussion. Lisa would like to see us, in the future, look at it in a broader sense not just to include the buildings. A project manager could help with this plan. An important part for the Board is prioritization and budgeting and they suggested making it a part of the Boards regular calendar possibly in or around March. Becca will add that to the master schedule and send it out with next month’s Board Packet to add the Trustee binders.

**Motion made to accept a Capital Facilities Plan as presented.**

Motion made: Catharine  
 Motion seconded: Josie  
 All in favor: Unanimous

**REPORTS**

- (1) **Director’s Report:**
  - a. **Library Happenings (attached)**
  - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Lisa attended the Friends of the Kettle Falls Library meeting and agreed to make some pies for the pie sale. Lisa put a plug in with Patty Murray’s staff for the Library appropriations. Trustees should put in a call to her office with their own plug. Does the state have some sort of training for helping get things passed within the state? What is kosher to do? How does the state work? Where can we make an impact? Have a training for that – Webinar? WLA liaison – messaging consistent. Possibly have Abby Moore speak to Trustees? Legislative advocacy is important. Joann will visit Kitsap and report back. Some useful questions to ask: Who was in charge of the project? If you had it to do over what would you do differently? What was the big success(es)? How does the library function? Specific spaces? How are the staff spaces?

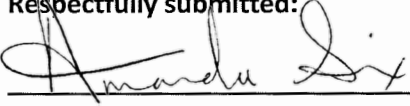
(3) Others: none

**ADJOURNMENT**

The meeting of the Board of Trustees was adjourned at 1:30 pm.


Chair adjourned the meeting.

Respectfully submitted:



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Amanda Six, Secretary, SCRLD



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Sue Poe, Board Chair

6.15.22

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Date

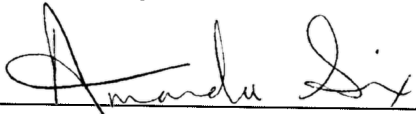
**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**May 11, 2022**

The meeting was called to order at 9:02 a.m. by Sue Poe. Present were Sue Poe, Chair; Catharine Whitby, Vice-Chair; Lisa Wolfe, Trustee; Josie Darst, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Office Manager. Trustee Joann Caruso was absent from the meeting.

**AGENDA**

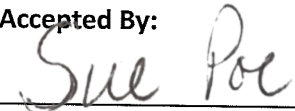
- **OPENING** – Sue welcomed everyone.
  
- **PUBLIC COMMENT** – none
  
- **AGENDA CHANGES** – Add Trustee Year in Review to discussions.
  
- **ACTION ITEMS** – none
  
- **DISCUSSIONS**
  - **May 19<sup>th</sup> – Regular Board Meeting – Agenda Changes** – Remove “Trustee Year in Review” from the agenda.
  
  - **Trustees Year in Review** – Trustees discussed the document, compiled by Catharine Whitby. Becca will put it on letterhead and send to County Commissioners, Library Board Foundation, the Colville and Kettle Falls Library Advisory Boards, Friends Groups, Colville Library Improvement Club, All Staff and Trustee Manuals. \
  
  - **Trustee Field Trip** – Sue discussed the plans for the Library visits in Wenatchee and Yakima next week May 17<sup>th</sup>-18<sup>th</sup>. Amanda will drive and Sue will send out final plans for meeting up and an itinerary. The purpose of the trip is to view recently constructed and renovated libraries and to meet with a library facilities manager who has experience with building constructions.
  
  - **10-minutes Board Training – eContent and Libraries** – Amanda shared a PowerPoint presentation about eContent and public libraries. Trustees discussed and asked questions.
  
- **NEW BUSINESS** – none
  
- **ADJOURNMENT** – 9:57 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

5.19.22

Date

## Library Director's Report May 2022

### Information Sharing – Amanda

- I submitted a Library Capital Improvement Program (LCIP) grant to the Department of Commerce for the development of a new Hunters Library. The grant is for fiscal years 2023-25.
- I'm working with the County on an application for a Community Development Block Grant (CDBG) in the amount of \$1.0 million for the Loon Lake Library Project.
- I submitted a federal appropriation of \$400,000 from Senator Patty Murray for the Colville Library Project.
- I travelled with Jessica Varang, and library board trustees, Sue Poe and Josie Darst to Wenatchee and Yakima to visit with staff and view recently renovated/redesigned libraries.

### Colville from Lisa

#### STORIES:

- eBooks - Patron is so happy with our eBook selection. She says she uses it all the time, loves that she doesn't have to remember to turn them in or make a special trip to town to get new ones. She was happy to hear we have eAudiobooks too, she hadn't looked yet.
- Kindle Paperwhite - Sarah helped a patron download books onto her Kindle Paperwhite, finding the steps online. The patron was overjoyed.
- Security - Patron shared that one of the only places she feels safe is the library.
- Program - "They were hard!" A mom and teen daughter were telling CV staff about making their fractal kite kits.
- In-library activities - "Whoever does the little activities is doing a really good job" clarified with staff she meant (word of the week, puzzle, crafts)
- We are seeing many returning patrons, all are very happy to be back!
- Storytimes have returned on Wednesdays at the Farmer's market, and we are happy with this partnership.
- Our passive programs continue to be a hit, all ages take advantage (adults like to play too)
- We are hoping to partner with the SC Historical Society for a VR 360 story grant
- Summer reading programming is falling into place. It includes USDA FS and NPS partnerships and Roosevelt's Workbench

### Hunters from Megan

- Some exciting news is that I have been in talks with Rural Resources about renting out some additional space in the community room which would greatly increase our ability to store supplies and possibly could increase our collection size. I won't know for sure for a couple more weeks, then I can coordinate with RR about moving some stored items out of that space and making it more suitable for library needs. I will be sure to share updates as they come up!
- Melinda subbed for me last week while I was on vacation and whenever she fills in for me, my patrons make it a point to tell me how helpful and kind she is. It's so nice to have a dedicated sub and not have to worry about a thing while I'm gone.

### Kettle Falls from Katy

- Friends of the Kettle Falls Library are planning to host its annual Pie and Book Sale during Town and Country Days - Saturday, June 4th, 9-2PM. Additionally, FOL has plans to move forward with some past plans for the back courtyard with some hardscaping.
- The FOL has asked me to use coupons for "one free book at the Book Nook" when I get ready for library card sign up in September.

- Due to a very curious set of events, I found out that LOSC has been using the wrong physical address for the library for over 10 years! The real address is 615 S Meyers St. (no longer 605). We are in the process of deciding how best to correct this discrepancy.
- City of Kettle Falls has updated its garbage service to Sunshine Disposal and Recycling. I am making arrangements for can placement, storage, and can duties!
- City Council has approved some of the ARPA funds for the library building: ADA Curbside access at our front door, new exterior lighting for the courtyard and northside of the building. We are still waiting on some further bid for the following: Security cameras and roofing repairs.
- The STEM @ Home Kits that Loresa has compiled have been super successful at KF. Additionally, we ran out of all our take and makes by the second week of May.
- We are getting ready to compile 300 kits (50 more than last month) for Summer Adventures. Next in line: STEM @ Home Kits: Barn Owl Barf!
- Storytime has been tiny! Only 4 kids and 3 adults this last time. Word is slowly getting around that we are offering storytime on a different day. (Unfortunately, the preschool cannot attend. Wednesdays were their best day!)
- We've had some use of our craft discovery table - only 4 kids and 1 adult thus far!
- I have been busy with my professional development class that goes until July: Media Literacy in Early Childhood. I am proud to say that I was already able to help apply some relevant knowledge to the LCIP grant that Amanda submitted for Hunters Library. I will be providing staff with some basic information/resources for media recommendations for early childhood.

#### Lakeside from Brooke

- Lakeside is enjoying the opportunity to offer storytime in person once more. The first storytime was so much fun, except Miss Brooke cannot remember her closing song for the life of her! I have been losing sleep over that song!!!!
- Anja and I continue to create the Take N Makes crafts kits for the district, with help from the Friends of Lakeside Library to assemble all of them.
- The Friends has a very successful book sale in late April. The weather cooperated (unlike lately) and they were able to have their sidewalk sale, alongside the craft show that was being held in our parking lot.
- Anja has been helping with Summer Adventures materials, creating the tracking sheet for our readers to use this summer. She also continues to work on videos and animated stories for our You Tube channels.
- Brooke is working on gathering all the stuff that will be in the Kindergarten Experience goody bags, which is be distributed in August at the event. This will mark the 5th time the Friends of Lakeside Library has sponsored this activity for the community.

#### Loon Lake from Kristy & Jessica

- Loon Lake has been surprised by the continuing influx of new residents/ new patrons. Lots of new cards, new kids, and new wifi hotspot fans.
- Mary did our first storytime last week for 4 happy kiddos. It went great!!! Mary transferred into this position and has taken a few webinars on mastering storytime, but is really coming into her own. The kids love her!
- And, we have ladybugs! We sort of accidentally got them, but they have been so widely loved that we are unanimously excited to see them grow and fly off into the wild. We have kids coming every day to log their growth and to keep an eye on them as they change into their 12-spotted selves. The ladybugs are sent as eggs, then develop into their other stages - truly fascinating and great engagement with our community.
- Lots of excitement over this month's crafts as well; ladybugs and kites.
- It has been a fun, if ever-so-cold Spring around Loon Towne.
- Friends of Loon Lake Library held a book and plant sale May 6 & 7 - wildly successful! Huge thank you to Ken and Susan Hansen for donating 2000+ plants to us for this great annual fundraiser.
- President FLLL Holly Shamberger was honored as the Volunteer Leadership recipient at the Washington Library Association conference in Bellevue on May 6th . Because she was absent (and this was hard for her to be away from

- the plant sale!) Sue Poe and Mary Turney coordinated a LOT of volunteers, including four members of the Friends of Lakeside Library (Brooke, too!) It was really amazing to see the other Friends group congratulate and rally to make the sale and ceremony happen.
- Our Book Club has resumed! Last Thursday monthly - glad to have them together again.

#### **Northport from Clifford & Katy**

- Now that we got the new LockUp at OC reprogrammed (Thank you Jessica and Katy!), it is working well and patrons like it, as it makes it so they can retrieve their materials anytime, and they don't have to go into the store to get their ordered materials. So far, so good!
- Clifford has started conducting storytimes at NP school every other week with the Preschool, Kindergarten and 1st grade classes. They all had a great time with his music oriented storytime. Attendance ranges from 23-26 students. It was also determined that since there was such low turnout for public storytime at NP, it was more impactful to bring storytime directly to the school especially since it is a point of services for pickup/drop off of materials. We are hoping to partner storytime at the beginning of the school year and with student card sign ups in September.

#### **Technology Report from Jessica**

- LCIP Brochure and Library Fact Sheets are ordered! Hooray! We will plan on a mailed appeal in late Sept/early Oct.
- Added 5,300 names from our library software database into our eNewsletter list - only about 40 have unsubscribed! Lots more exposure and can be tailored by home branch for LCIP updates, specific programs, etc.
- We added 67 Verizon hotspots and 82 ATT in the last two months; we just received our state library replacements (100 Verizon but they were part of a recall, so these are the replacements) and will work on distributing them as soon as we can.
- Added three new tech-for-checkout items: 3.5 Floppy Disk Drives, Memory Card Readers, and DVD CD Drives. This is helpful when someone comes across old memories (Sears Portrait Studio, anyone?) that you want to transfer onto your computer, USB, or cloud memory - but we also get requests to watch a DVD on a library computer or check an old memory card frequently enough that we already had these behind the desk at most locations. We've just made them more accessible now!
- Annual Mailer is in second draft - will go out June 1 to mailboxes
- Attaching some interesting Facebook/Instagram follower demographics just for fun :)

# Audience

Export

Current audience Potential audience

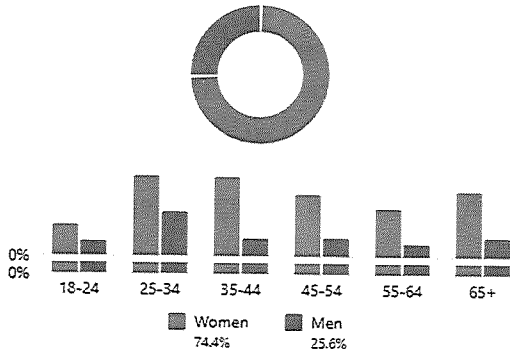
## Facebook Page Likes

4,624

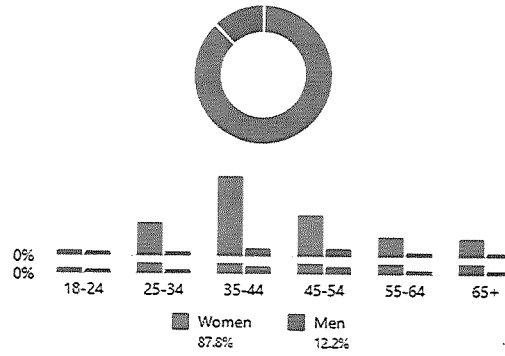
## Instagram Followers

398

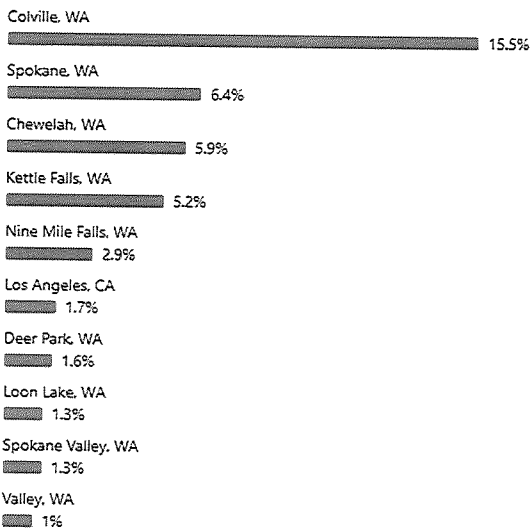
### Age & Gender



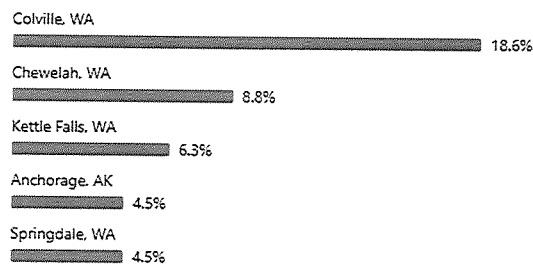
### Age & Gender



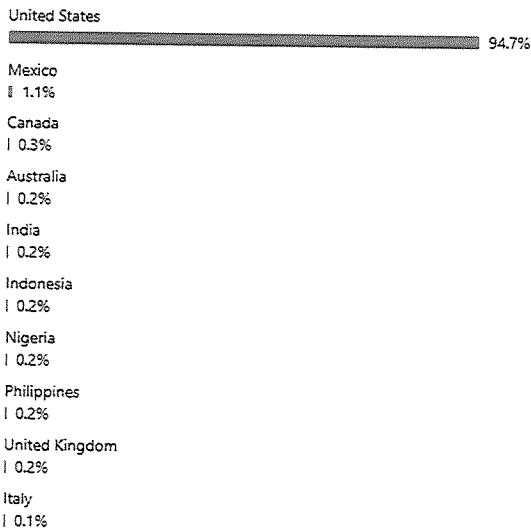
### Top Cities



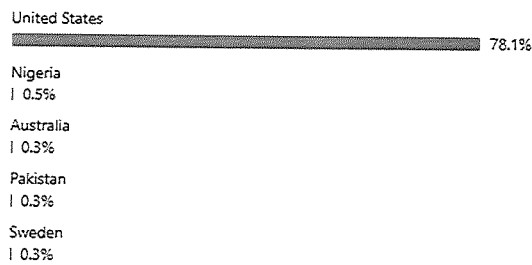
### Top Cities



### Top Countries



### Top Countries





# COLVILLE PUBLIC LIBRARY

MARCH 25 2022 – APRIL 24, 2022

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	109.25	The Improvement Club works one to two shelving shifts per day as well as repairs materials, sorts and processes donations, and funds library programs.
Automated Door Count	3,997	
Laptop & Public PC Usage	284	This is a 23% increase in public computer usage since last month and 270% increase since January 2022.
Wi-Fi Users	652	In March, 584.59 GB of data was used via the library's public Wi-Fi.
Phone Calls Answered	237	
Number of New Cards Added	44	

## SUMMARY AND UPDATES

The Colville Public Library is feeling the stirrings of spring. Patrons have resumed using the library as a place to gather and spend time. Library staff continue to balance: materials circulation, collection work, program development, community partnerships, and customer service in a busy work environment. One service that remains popular is LOSC's print-by-email service where documents, along with the pickup location and any instructions, emailed to 'print@scrlid.org' are printed and made available for pickup.

## PROGRAMS

LOSC started a new kit style in April, giving patrons a low-barrier way to *Take 'N' Try* a new hobby or craft. April's kit was "Blackout Poetry" and 30 Colville patrons participated. A *Poet-Tree* was formed for patrons to post poems in the library, 14 poems were completed. Ninety-four patrons made flowers at our community *Discoverable Station*. Ninety "Cheep, Cheep, Chick" *Take 'n' Make* crafts were distributed to Colville's early learners. Outreach deliveries continue to two rest homes, the junior high, and the food bank, in addition to two storytimes at the FUNdamental Learning Center. LOSC's two YouTube channels received 1,822 views and 42.7 hours of watch time.

Weekly in-person Storytimes, LOSC's most popular early literacy program that includes stories, songs, and finger plays, will resume starting in May. Colville's storytimes will take place at the Northeast Washington Farmers Market on Wednesdays at 10:30am.

LOSC's 2022 *Summer Adventures* is themed "Read Off the Beaten Path" and participants will learn about oceans (June), nature (July), and the last frontier (August). All registrants will receive a t-shirt and have the opportunity to win prizes courtesy of the Colville Public Library Improvement Club and other LOSC Friends groups.

## ADMINISTRATION

On April 13, the Libraries of Stevens County was able to secure an independent contractor for daily library janitorial work (three hours per day, five days per week) through May 7; the library district is invoicing the City of Colville for these hours. The City of Colville is still establishing a start date for the janitorial service they approved on April 26 and has yet to identify a solution that provides cleaning every day the library is open to the public. This has affected library management's ability to provide services such as the public meeting room.

## LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	5,635	This is in addition to 5,861 items that were checked in.
Downloadable ebooks, audio books, and video	6,117	A combination of 3,121 eBooks and 2,996 audiobooks.