

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
July 21, 2022
Loon Lake Library

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:08 am by Chair Sue Poe. In attendance were Sue Poe, Chair; Catharine Whitby, Vice Chair; Joann Caruso, Trustee and Josie Darst, Trustee. Janet Eide, Business Manager and Becca Moore, Office Manager were also present. Lisa Wolfe, Trustee and Amanda Six, District Director were absent from the meeting.

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 June 15, 2022 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of July 13, 2022 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 6/8/22-7/13/22 - 79 Vouchers total \$142,468.48
Payroll Warrants June 2022 – 28 Direct Deposits for a total of \$84,061.06
- (4) Detailed Revenue & Budget Status Reports for June 2022.
- (5) The Director's June 2022 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

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

UNFINISHED BUSINESS

- (1) **Library Capital Improvement Project (LCIP) Update** – Tabled until August.
 - a. 2021-2023 – Loon Lake, Colville, Chewelah, and Northport
 - b. 2023-2025 - Hunters
- (2) **Advocacy to State Legislature** – Tabled until August. Amanda will work to send talking points to trustees and set up meetings in August with our Senator and Representatives. Sue has an email from Amanda that she sent to the Foundation. She will send it to the Trustees.
- (3) **Policy Review: 0015-500.000 Disciplinary Action** – Trustees discussed the current policy. They feel the District is missing a code of conduct and ethics policy for employees. They would like to create a policy or policies that would be linked to the Disciplinary Action Policy. Becca shared some examples from King County and will send the Trustees links to the policies that were discussed: General Work Standards – Conduct, Dress & Grooming Guidelines, Staff Member's Code of Ethics. She will create some draft policies with these examples to share and discuss at the August meeting. Trustees also discussed the

need for an onboarding package and helping to create that. They are willing to assist however needed to get this established.

NEW BUSINESS - none

REPORTS

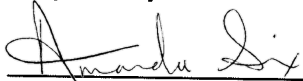
- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Trustees discussed a fall Board Retreat tentatively scheduling it for September 20th, with the 19th and 21st as backup dates. Retreat topics to be discussed further. Catharine would like to start a conversation before she leaves the Board about creating a plan for a Manager(s) to stand in as Deputy Director(s) with specific responsibilities when the Director is unavailable.
- (3) **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:26 pm.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

8/16/22

Date

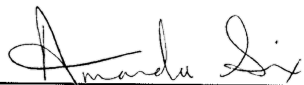
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
July 13, 2022

The meeting was called to order at 9:03 a.m. by Sue Poe. Present were Sue Poe, Chair; Catharine Whitby, Vice-Chair; Joann Caruso, Trustee; Lisa Wolfe, Trustee; Josie Darst, Trustee; Janet Eide, Business Manager and Becca Moore, Office Manager. Director Amanda Six was absent from the meeting.

AGENDA

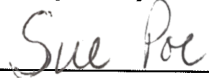
- **OPENING** – Sue welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **July 21st – Regular Board Meeting – Agenda Changes** – none
 - **10-minutes Board Training** – Trustees watched the TEDx talk with former Calgary Library Director, Bill Ptacek on their own.
 - Josie asked about the RFP status. She thought it was going out by July 1st to be back by September 1st. Will people have enough time to respond? Catharine shared that a month is a normal timeframe. Amanda was planning to get feedback from the lawyers before sending out.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – 9:17 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

7.21.22

Date

Library Director's Report
July 2022

Chewelah from Bryan

- It's been wonderful to be so busy in Chewelah the past few weeks and to see that July continues to be our best month even in the post-COVID era. With a year of being fully open under our belt, our door count numbers have greatly increased (more than 50%) since last July, and the team here is flourishing under the pressure. We've signed up dozens of families for summer reading, saw a record number of card applications last month, continue to see huge numbers of families at our storytime and summer programming events, and our circulation stats are also up, especially in our youth and family collections.
- Other adventures in service have included: helping youth print out food handlers cards and apply for summer jobs; coordinating with the Stevens County Auditor's office to host a ballot drop off location for the August primary; supporting specific homeschool efforts by purchasing materials and borrowing curriculum from other library districts; and serving as a cooling location for many families and individuals who do not have air conditioning, as well as countless other daily efforts to support our incredible community here in Chewelah.
- In facility news, we continue to receive positive feedback about our collection and shelving shuffles, and we also finished expanding our seating in the back of the library as we continue to host the many laptop/tablet users and others who need a place to meet, read, or study. In staffing, we've found that our new schedule at Chewelah is working very well, and thanks to the flexibility of our part-time positions, we've been able to support summer vacations and unexpected absences here without interruption to services, even lending staff support to other branches as they work diligently to fill open positions. Our team here is solid and growing stronger each week.

Colville from Lisa

Our Smiles:

- Patrons are super excited about the t-shirts! Today a patron mentioned how "great" they are.
- Programming/Partnerships - One of the vendors was complimentary of the library hosting storytime there for all of the kids.
- Marketing/Collection - A volunteer got their mailer and told me that they and their partner both learned new things about the library while reading it. The example they mentioned was the hotspots.
- Marketing/Collection - Saw the discover passes in the mailer and came in to borrow one
- Tech help - Patron needed assistance scanning and uploading documents for a disability application. She was very appreciative, and happy that there was no cost.
- Programming - From Clifford: This poster (How long til it's gone) has gleaned a TON of interest here at NP. Many, many people of all ages have learned some valuable and interesting facts. I have it sitting close to the checkout desk and as patrons are waiting for their materials to get checked out they peruse the poster. Good work!
- Programming - Lisa made buttons for the Improvement Club (past & present) as promos for the Colville Library's 90th birthday party on July 15, they were handed out at the May social. Volunteers regularly wear their buttons and one previous member sent in a card which explicitly thanked Lisa for her thoughtful work.
- Tech help - Out of town patron was so happy we were happy to help with the ArriveCan app during our tech hour at CV.
- Programming - lots of families are engaging with Roosevelt's Workbench! It's great to tell families about an accessible activity and then watch the parents lead the educational interaction with their kids.
- Programming - Roosevelt's Workbench: Cork Boats - a family was making boats and testing them in our "testing station" outside. One of the kids started making different style boats and going back and forth to test how they floated. The mom told us "it's a hit!" as she pointed to her three kids at the workbench.
- Programming - Roosevelt's Workbench: Cork Boat- a patron asked if he could keep his boat, and when we told him he could, he shouted "I can!" out the door to his mom and pumped his hands in the air.
- Printing - Patron said of the print email "Thank you, this is a really great service."

- Programming - Patron complimented the "take homes" as something they really enjoy

Hunters from Megan

- Hunters has continued to see steady traffic, especially now that summer has hit and the out of towners are arriving.
- I took the Friday before the 4th off and Amanda subbed for me, which was great! I heard from one patron about how helpful Amanda was to them by doing some online research for them and printing out what they were looking for.
- Hunters Holy Grub has officially opened as of the end of June. It is a coffee/breakfast joint where the old hardware store & Lora's kitchen used to be. They've renovated the entire place and it looks really nice. I've introduced myself and asked the owner, KJ, if they would be interested in being a drink stand location for SRA this year. She gave me the green light last week and HHG is now listed as a location on our SRA marketing materials.
- We have gotten permission from the Gifford Post Office to install a locker at that location, so we're working on logistics now and hopefully will have that up and running soon. Clifford and Katy have been very helpful in getting me up to speed about how the lockers work, and I'm sure I'll learn more when they're ready to launch.

Kettle Falls from Katy

- Friends of the Kettle Falls Library made about \$700 from the pie and book sale.
- The ongoing book sale store, the Book Nook, is still open Tues/Thurs 10-12PM. FOL is currently rearranging the collections and improving the space.
- The Friends of the Library would like to host a bi-monthly event at KF Library on wide range of topics. They are tentatively scheduled to host a music symposium on Thursday, Sept. 15th 5-7PM. We are awaiting approval from the programming team.
- I have been out on vacation and then was out sick for some time in June. HONK team and other subs were so amazing in holding down the fort!
- We are in the process of interviewing applicants for the LA1&2 library positions at CV/KF/NP.
- City Council has approved about \$10K in ARPA funds for the library building:
- ADA Curbside access has been scheduled for this early fall
- I am in the process of scheduling new exterior lighting for the courtyard
- Security Cameras have to be delayed for 2023 budget.
- Summer Adventures has been a big hit at Kettle Falls. We had 63 (41 kids, 22 adults) attendees at the first NPS Ranger program. The second program had 42 (14 parents and 28 kids) attendees.
- Loresa finished compiling and sent out more than 300 kits: STEM @ Home Kits: Barn Owl Barf! She worked exceptionally hard on this project because the pellets had to be sorted and packaged. The owl pellet dissection kits have been wildly popular. We cannot keep up with demand county wide!
- Storytime has been picking up! There have been 9-11 kiddos and 3-4 adults.
- The drop-in crafting (Roosevelt's work bench) is very popular too!
- Tech Help is just slowly getting off the ground. I have hosted 2 people thus far. We mostly get drop in/immediate assistance questions at the front desk.
- I reached out to Northeast Washington Genealogical Society to help spread the word about the monthly Genealogy Club here at KF. We are hoping to see more attendance!
- I was asked to serve on the Kettle Falls Elementary Passages panel in June. Elementary students who are going onto 5th grade (middle school) are required to present on what they learned over one year. It was a pleasure to represent the library in our community.
- I had a patron looking for no gluten easy recipe books. I had an opportunity to show off our "Gluten Free Guybrarian" Youtube video series. Patron looked very interested!

Loon Lake from Jessica & Kristy

From Jessica:

- Busy bees! We've seen many additional patrons this spring, for various reasons. Some want hotspots, some are just ready for a library card, some appreciate air conditioning and chairs.
- Mary has a good group of 5-8 preschool aged kids for storytime. They are a new generation of kids who have not participated in public storytime and they are learning storytime behaviors (don't poke your neighbor, let's sing a song, etc) in addition to a theme. Mary has had some very fun themes including animal masks and is enjoying this piece of her job.
- Friends of Loon Lake Library continue to support us both financially and as bookshelvers. This has been an enormous help to us! The Friends are enjoying it as well.
- Programming in our summer months booms - and last week, it boomed! Mary and Kristy counted 53 people in our TINY library, confined to about 1/3 of the space. Wowee! More space can't come soon enough.
- Mary and Kristy will both attend the upcoming CPR certification training in Colville.

From Kristy:

- We are cooking with gas around here! We had over 50 people shoehorned in here for our National Park Junior Ranger program last week.
- Lots of summer people are back in town. They love the library! They tend to be a fun group of people.
- Lots of new patrons from various parts of town. There have been a few malcontents amongst them. They are coming from bigger and snazzier libraries and tend to expect a lot of services. Everything from requests for UPS pick-ups to weekend entertainment. (Apparently, we should be all of that.) A lot of the new people are very bitter about the bad internet connectivity in Stevens County. (They don't research that before moving here?) It is so nice to have the hotspots as a viable answer.
- We think that this is the biggest Summer Reading turn-out that we have ever had. 199 sign-ups! So far..
- It is really feeling like someone finally put Loon Lake on the map. We are exhausted, but thrilled to be here.
- Can't wait for that new library! The time is certainly ripe for it.

Northport from Clifford

- NP has had to provide help to many people trying to cross the border. Usually several times each week I get people in who got turned around at the border and told to go to the library and use the Wi-Fi and/or get help navigating the AriveCan app needed to cross the border. Needless to say, I've gotten fairly good at being able to help most of these unfortunate folks. Many are seniors with little knowledge of how to use their own cell phones, and sometimes that creates a bigger challenge for me, as owning an iPhone, I am pretty good with it, but not so good with some Androids. If it's not too busy I can give a lot of help, but many times I can only help them download the app and answer questions. We are not always successful, though. I also utilize a local lady who has agreed to help with any of the problems that for whatever reason I cannot fix for them. She is a US citizen living in NP who recently retired from being an ER nurse at the Trail, BC hospital and one of her daughters lives in Rossland, so the family crosses often, and has experienced the frustration firsthand...
- Of course! Summer Adventures has created quite a bit of activity in the library with kids enjoying the Spy It boards, the weekly crafts like the cork boats, cd fish, and shark clothespin craft, and of course the special programs with Ranger Berkyn, who is reading about birds to the small crowd as I'm typing this.
- Rarely does a patron escape before checking out The How Long Until It's Gone little display. It has been very popular here, and educational. Kudos to whoever thought that one up and brought the idea to fruition!
- NP is on the PNW Trail, so in Summer we get many hikers who are passing through and staying a night in town. We have several Trail Angels in town. These are homeowners who let trail hikers camp in their yards. Some even provide showers. Many hikers come to the library to get out of the heat, plug in their laptop, use public computers, charge various electronics, and when the library is closed, utilize the nice picnic table and shade of the Corkscrew Willow tree out back.
- Our Wi-Fi provides a much-needed connection for many people, and not just the hikers. I often will see the same vehicle in our parking lot using the Wi-Fi several times in a day. At all times of the night and day one can see vehicles

parked out front, and again, there are often people sitting at the picnic table, or front or back porch or the nice grassy areas utilizing the Wi-Fi. Which is only going to get better, as soon NP will be getting STARLINK! I'm excited as are many others.

- I have a young fella patron who was at my school Storytimes who has become a monster reader, so it's fun to do Shipment at KF on Wednesdays and check in his usually quite large pile of books he has ordered and then check them out every Friday when he and his mom come in. She is a monster reader, as well.
- Summertime! The yard is looking great after the soil replacement by EPA, and I'm outside quite a few times each workday moving the excellent sprinklers that Becca got for us here around to try to keep it watered and lush. It's been a lot easier this Summer than last!
- Changes are ahead, as it's looking like we finally have gotten some good quality applicants for the open position here. I've been on the hiring committee, and will be doing a fair amount of training when we do choose our new employee.
- Many thanks to you Board members for your support!

Technology Report from Jessica


- We're using between 5-7TB of data for every two weeks PER company (so 20-28TB per month PER service provider/ 40-50TB total each month) for our mobile hotspot
- Adam from ExBabylon has been working hard to upgrade all public and staff computers to Windows 11. He is also solving an issue between our reservation software (Envisionware/PC Reservation) and our hard drive protection software (Centurion/Smartshield/Data443). One causes the other to reboot at random
- We are testing a few different targeted email deliveries - one this month is the 90th birthday party for Colville. Patrons who have indicated that their home branch is Colville will receive an invite to join us at the birthday party this coming Friday (July 15) and again the morning of. It will be interesting to see how this impacts attendance and our marketing in general.
- Lastly, I'm attaching two website reports. #1 was given to you last Jan 2021 when things were still rolling slowly. Now, we are seeing some similarities and some differences - but we have interesting spikes in our current June 2022 report. For example, the number of sessions/pageviews has doubled, the Bouncerate being cut in half means more intentional traffic, the amount of referrals coming from Facebook - in both desktop and mobile referrals, the fact that the Top 10 Referral -#3 is the NEW author talks that just launched this week and #4 is our summer reading program, the fact that Google is not in our top 10 referral links at all in 2022, etc. Maybe most important is that the average session is cut in half - which maybe sounds concerning but actually means patrons are finding what they want more quickly! If you have questions about this report, let me know! I'm happy to explain what I am seeing.

Overview Report

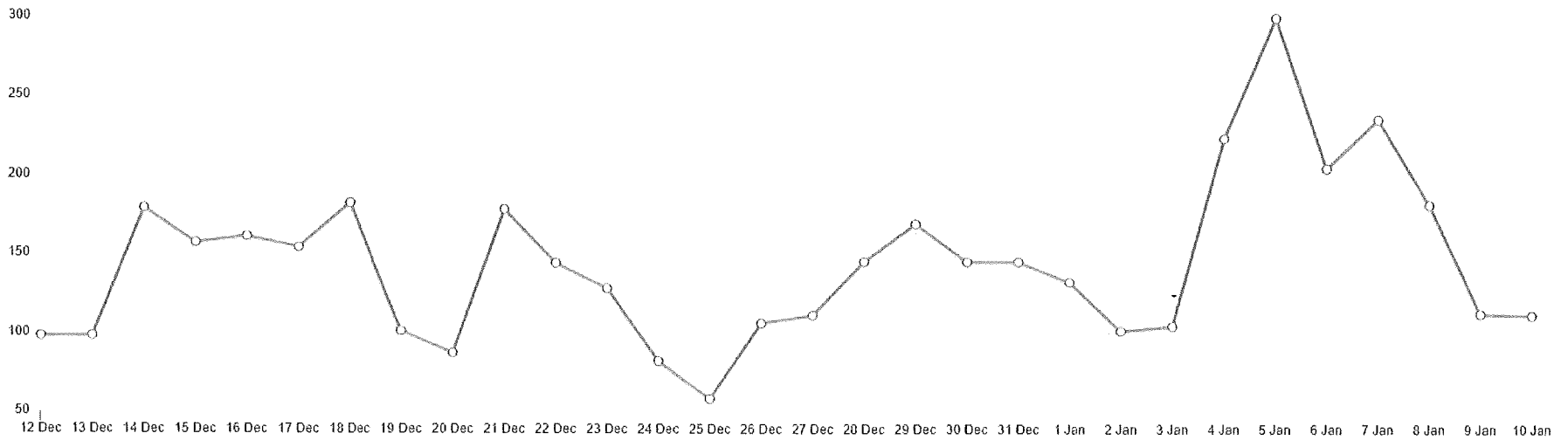
[Export PDF Report](#)

Last 30 days: December 12 - January 10, 2021



 Sessions

 Pageviews



Sessions

4,330



↓ -2%

vs. Previous 30 Days

Pageviews

13,137



↑ 1%

vs. Previous 30 Days

Avg. Session Duration

1m 55s



↓ -2%

vs. Previous 30 Days

Bounce Rate

6.65%



↓ -22%

vs. Previous 30 Days

New vs. Returning Visitors



Top 10 Countries

1. United States
2. China
3. South Korea
4. Unknown Country
5. Ireland
6. Canada
7. Philippines
8. Japan
9. United Kingdom
10. Ukraine

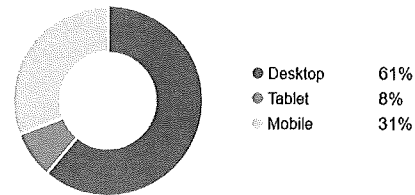
[View Countries Report](#)

Top Posts/Pages

1. Home - Libraries of Stevens County
2. Colville Public Library - Libraries of Stevens County
3. Lakeside Community Library - Libraries of Stevens County
4. Locations - Libraries of Stevens County
5. How Do I...? - Libraries of Stevens County
6. Chewelah Public Library - Libraries of Stevens County
7. Kettle Falls Public Library - Libraries of Stevens County
8. Research - Libraries of Stevens County
9. New Titles in the Library - Libraries of Stevens County
10. Mobile Hotspots - Libraries of Stevens County

[View Full Posts/Pages Report](#)

Device Breakdown



Top 10 Referrals

- | Referral Source | Visits |
|--------------------------|--------|
| 1. m.facebook.com | 52 |
| 2. ntp.msn.com | 28 |
| 3. l.facebook.com | 19 |
| 4. facebook.com | 9 |
| 5. search.aol.com | 5 |
| 6. thelosc.beanstack.org | 5 |
| 7. wla.org | 5 |
| 8. extension.wsu.edu | 4 |
| 9. inalj.com | 4 |
| 10. startpage.com | 4 |


[View All Referral Sources](#)


Overview Report

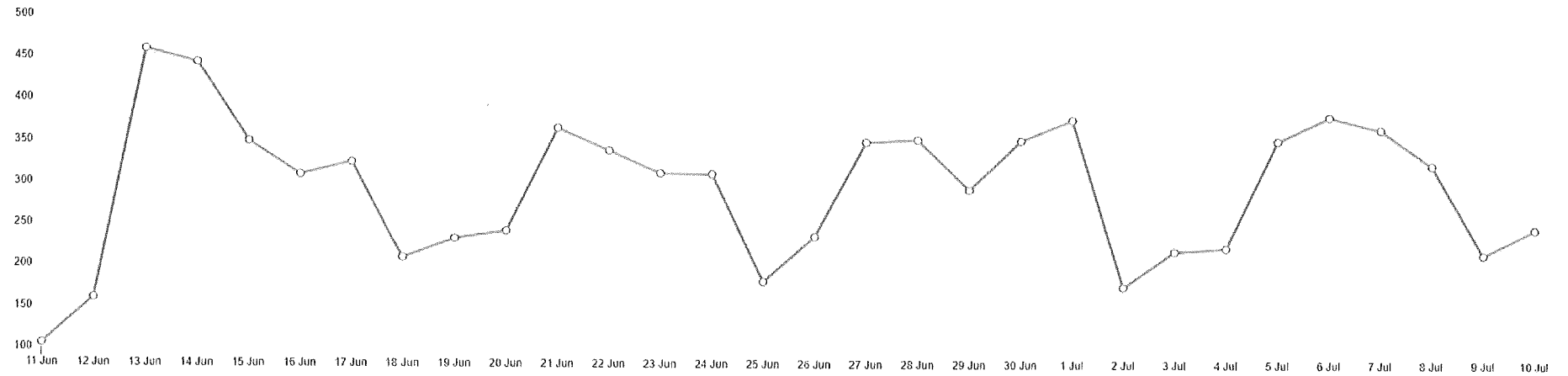
[Export PDF Report](#)

Last 30 days: June 11 - July 10, 2022



 Sessions

 Pageviews



Sessions

8,813



Pageviews

23,312

↑ 5%
vs. Previous 30 Days



Avg. Session Duration

56s

↑ 3%
vs. Previous 30 Days



Bounce Rate

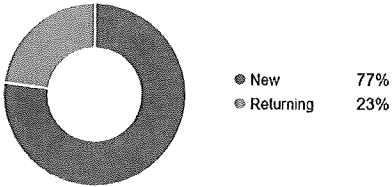
3.04%

↓ -11%
vs. Previous 30 Days



↑ 7%
vs. Previous 30 Days

New vs. Returning Visitors



Top 10 Countries

- 1. United States
- 2. Indonesia
- 3. Germany
- 4. China
- 5. Hong Kong
- 6. Ireland
- 7. United Kingdom
- 8. Canada
- 9. Philippines
- 10. Unknown Country

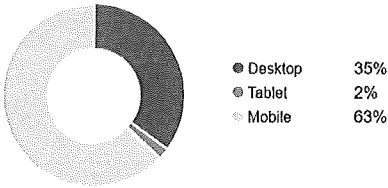
View Countries Report

Top Posts/Pages

- 1. Home - Libraries of Stevens County
- 2. Colville Public Library - Libraries of Stevens County
- 3. Lakeside Community Library - Libraries of Stevens County
- 4. How Do I...? - Libraries of Stevens County
- 5. Locations - Libraries of Stevens County
- 6. Employment Opportunities - Libraries of Stevens County
- 7. Chewelah Public Library - Libraries of Stevens County
- 8. Research - Libraries of Stevens County
- 9. LOSC Summer Adventure Program - Libraries of Stevens County
- 10. Events - Libraries of Stevens County

View Full Posts/Pages Report

Device Breakdown



Top 10 Referrals

- | Referral Source | Visits |
|--------------------------|--------|
| 1. l.facebook.com | 60 |
| 2. m.facebook.com | 36 |
| 3. libraryc.org | 15 |
| 4. thelosc.beanstack.org | 14 |
| 5. pnla.org | 13 |
| 6. lm.facebook.com | 12 |
| 7. facebook.com | 11 |
| 8. search.aol.com | 9 |
| 9. wla.org | 8 |
| 10. maps.apple.com | 7 |

View All Referral Sources

COLVILLE PUBLIC LIBRARY

MAY 25, 2022 – JUNE 24, 2022

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	90.75	The Colville Public Library Improvement Club is helping host the library's birthday party on July 15 th . Their next book sale is Saturday, July 16, from 10am-1pm.
Automated Door Count	5,474	This is a 20% increase in the door count since last month's report.
Laptop & Public PC Usage	380	
Wi-Fi Users	748	In May, 912.68 GB of data was used via the library's public Wi-Fi.
Phone Calls Answered	205	
Number of New Cards Added	88	This is a 73% increase from May 2022.

SUMMARY AND UPDATES

PROGRAMS

Regular Programs

- Roosevelt's Workbench – everyday, 10am-6pm
- Writers' Club – Mondays, 2-4pm
- Tech Help – Tuesdays, 11am-12pm
- Preschool Storytime – Wednesdays @ 10:30am
- Virtual Reality – Wednesdays, 3-5pm
- Book Club – 2nd Thursdays @ 1pm
- Community Outreach – Thursdays

Upcoming Special Programs

- Wildlife Detective – June 30 @ 2pm
- Ranger Reads: Birds – July 14th @ 2pm
- The Library's 90th Birthday Party – July 15th, 10am-5pm
- Sun, Solar, Stellar Sky! – July 28th @ 2pm
- LEGO Mindstorms – August 11th @ 11am
- NEWA Fair – August 26-28th
- Trail Tales – four locations across NEWA, through Labor Day

ADMINISTRATION

The Colville Library, like schools, should be cleaned daily to reduce the risk of communicable diseases spreading between folks, including infants and the elderly, per the Northeast Tri County Health District (NETCHD). Xtreme Clean started cleaning three days per week (M,W,F, 6pm-midnight) on June 22. The meeting room and kitchen are unavailable to the public for bookings during cleaning times.

The Colville, Kettle Falls, and Northport Libraries have two library assistant positions open in northern Stevens County.

LIBRARY CAPITAL IMPROVEMENT PROGRAM

This project would result in at least \$528,000 in capital improvement for the City of Colville. The library manager, public works director, building inspector, mayor, and city clerk will be meeting with TD&H Engineering on Thursday, July 14th to discuss this project.

LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	6,714	This is in addition to 6,159 items that were checked in. This is a 14% increase items circulated this month.
Downloadable ebooks, audio books, and video	5,774	A combination of 2,756 eBooks and 3,018 audiobooks.