

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
October 20, 2022
Kettle Falls Library

Public Hearing – 2023 Preliminary Budget, Levy Rate and Revenue by Sources, 10:00 am

At 10:09 am Sue Poe, Chair, opened the Public Hearing. The general operating fund revenue by source handout, proposed 2023 expenditures, and 2022 levy rate were made available to the public. No members of the public attended.

There being no public comment the hearing was closed at 10:10 am.

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

VISITORS – none

GREETINGS – Sue welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – Amanda will talk about the RFP for a Construction Manager during the LCIP update. Add Digital Navigation Grant to Unfinished Business.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of September 15, 2022 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of October 12, 2022 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 9/7/22-10/6/22 - 67 Vouchers total \$118,190.92
Payroll Warrants September 2022 – 29 Direct Deposits for a total of \$87,581.66
- (4) Detailed Revenue & Budget Status Reports for September 2022.
- (5) The Director's September 2022 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

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

UNFINISHED BUSINESS

- (1) **Library Capital Improvement Project (LCIP) Update** –
 - a. 2021-2023 – Loon Lake, Colville, Chewelah, and Northport – Received one application for the RFP for a Construction Manager. Putting together an interview committee to include Amanda, Leah, Jessica, Sue Poe, Holly Shamberger, Clint MacArthur, Building Planner for Stevens County, and Michael Whitby, community expert. They will interview the applicant and discuss how to move forward with

the process. Amanda encouraged the Trustees to submit any questions they would like to see answered.

- b. 2023-2025 - Hunters – The Hunters project has been selected to move forward to the State Legislature and Governor for final approval.

- (2) **Advocacy to State Legislature** – Amanda has not heard back from any of the emails she sent last month. She would like to put together info on all the grant money we have received and share how transformative it is for this county. Catharine stated that it is important to publicize this info as well.
- (3) **2023 Draft Budget** – Trustees discussed the updated draft budget since we have received numbers from Stevens County regarding last year’s levy rate and new construction.
- (4) **Policy Review: 0015-500.000 Disciplinary Action** – Amanda contacted Elise Forman, our HR Consultant, about editing this policy. She is interested and said it will also need to be reviewed by the District Lawyer after her edits.
- (5) **Policy and Procedural Drafts** – These will most likely be procedures and worked on by management staff but will wait for more input from Elise.

NEW BUSINESS

- (1) **Digital Navigation Grant** – Amanda explained the goal of this grant is to address digital literacy – help people access and use technology. Funds will be used to hire a cohort of digital navigators to be out in the community with community partners such as Tri County Economic Development and the Spokane Tribe. Must be spent by June 30, 2023. This will be considered a pilot project with community partners. Department of Commerce said they may consider extending funding the program after the grant timeline, if the program is found successful. Bert Klimas will be mapping for internet service funded by the grant as well.

REPORTS

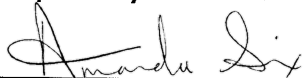
- (1) **Director’s Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – October 26th Board Retreat at Sue’s house in Loon Lake 9:30-2:30.
- (3) **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:58 pm.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

11.17.22

Date

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
October 12, 2022

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

AGENDA

- **OPENING** – Catharine welcomed everyone.

- **PUBLIC COMMENT** – none

- **AGENDA CHANGES** – Amanda will give a quick update on a grant. The trustees would also like to discuss the time line for the Board Retreat. Both items will be added under “Discussions.”

- **ACTION ITEMS**
 - **Policy Review: 0002 Library Bill of Rights** – Trustees reviewed and discussed the updated policy and called for a vote.

Motion made to accept Policy 0002 Library Bill of Rights as amended.

Motion made: Lisa

Motion seconded: Josie

All in favor: Unanimous

- **DISCUSSIONS**
 - **October 20th – Regular Board Meeting – Agenda Changes** – removed Policy Review: 0002 Library Bill of Rights

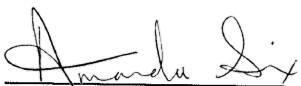
 - **Board Retreat** – Retreat has tentatively been moved to November 2nd. Catharine and Amanda are meeting with Kate from Primary Source after this meeting and will confirm.

 - **Grant update** – Amanda shared that the Library District has been awarded a \$500,000 Digital Navigator Grant. Will be working with a lot of community partners for digital literacy and access. Part of the grant funds will pay for the hiring of seven people to carry out the plan. Trustees congratulated Amanda and are excited about what these funds will do for the county.

- **NEW BUSINESS** – none

- **ADJOURNMENT** – 9:31 a.m.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

10.20.22

Date

Library Director's Report October 2022

Information Sharing – Amanda

- I have been very active on the Statewide Digital Equity Forum in the past few weeks. I am one of the few librarians and perhaps the only rural, eastern Washington representative.
- We received the Digital Navigator Grant, in an amount of nearly \$500,000 to help us build partnerships and address digital literacy in our county.
- I have had several conversations with the Spokane Tribe of Indians regarding partnerships going forward so that we're better able to serve that part of the county.

Chewelah from Bryan

- Chewelah has had a busy few weeks as we adjust to the fall, and we're looking forward to a lot of programming in the next few. Matt has done a great job of organizing most of that for us, and we had a number of people take part in our first painting event for our Tiny Art Show - we look forward to seeing even more creative entries as they start tricking in.
- I regret that we're losing a phenomenal employee this month in Sarah Foster, who will be leaving us for an opportunity elsewhere. She's agreed to remain on board as a substitute, so hopefully we'll still get to see her from time to time. Sarah has only been with us for a few months, but it was an absolute pleasure to work with her and I know our team will definitely miss her. We plan to hire a new part-time employee in the coming weeks.
- We had our first Chewelah Staff Meeting this last Friday with this particular team, and we had some great discussion about how to best understand and meet the needs of our local community. This group really works hard to listen and pay attention to the many gaps they see day-to-day and to come up with creative ways to meet those needs in a way that is appropriate within our service model. We also reorganized some of our ongoing tasks and received some procedural training from Matt.
- Our Adventures in Service the past couple of weeks have included (among other things): a few patrons leaning on us to provide computer access to energy assistance programs, a number of new cards spurred by ongoing interest in hotspots (including a child bringing in his father for a card so their family could access one to help with homework), partnering with the Inlander to more easily distribute their newspaper to all of our libraries, referrals to Rural Resources and various other vital entities for social services, helping a small business stay in business thanks to our strong wifi, and giving out prizes for our digital Beanstack programming.

Colville from Lisa

Our Smiles:

- There are three sisters who sit in their car every (and all) day using our wifi. Sometimes they come in to sit once we are open and use our facilities (AC, BR)
- Two patrons approached the desk. One apologized for their phones audio going off loudly earlier (I was at lunch). The other donated \$5 to the Improvement Club for use of our wifi =)
- Jessica got the Kids' Kindles all set up. They have been up for about a day (got installed on Monday and it's Tuesday) and they are so popular. I can watch families gather around the devices from my office.

- I asked one of our regular patrons from OC if they have been using the locker box. She said "absolutely! It will be an amazing service during the winter when I don't want to (or can't) drive to town. I use it every time now because I don't want to lose the service."
- USPS has been doing "mega hiring blitzes" where they help folks apply for USPS jobs because they really local workers. They have been using library computers to sign up all of their interested candidates at the library =)
- A parent asked about getting a library card. They didn't have permanent housing so we set them up with a temporary card; in addition to their two items, I was able to offer Honor Books (free paperbacks curated by the Improvement Club) and a variety of take-home kits. When I mentioned the kits the patron's eyes lit up and they took home a Take 'n' Make tissue paper tree for their littles.
- A little kiddo exclaimed from the Easy Book section, "Wooooowwww, I didn't know they had this book! I didn't know they had this book!"
- Ella spent a good amount of time with a patron sending/cropping/printing text messages for court. The patron was very vey very very thankful he said
- Sarah fixed a Kindle issue for a patron, parental controls had been turned on by accident. Happy patron!
- Ella visited the CV high-school special needs class to let them know what we offer. They decided to print the take-n-try No Knead bread instructions and make it in their learning kitchen.

Hunters from Megan

- The hotspots continue to be a VERY popular offering at Hunters. Lots of folks have stopped by to get a library card just to check out a hotspot, and it's making life a lot easier for a lot of people!
- Melinda subbed for me while I was out for a week enjoying time visiting my parents, who flew in from Australia. She did a great job, as usual, and everyone always raves about how helpful and kind she is.
- I am planning on attending this month's board meeting at Evergreen School so I can introduce myself to their new principal and drop off some student card sign up forms. They've had a big staff turnover and I have had very few requests for students there during this school year. I will be scheduling a similar meeting with the Columbia School librarian to remind them of our drop off services as well.

Kettle Falls from Katy

- Donna and George are hosting "Every Child is an Artist" after school art club on Tuesdays. We will be carving pumpkins on Tues. Oct. 25th.
- Storytime has become a success! Our next door preschool has been attending and I have about 20 kids and 5 adults attending. On a day I was short staffed, I had a FOL volunteer conduct the storytime and she did such a great job! (She is a retired 1st/2nd grade teacher!)
- We have the Woodland Brass Ensemble coming to play at 5pm on Thurs. Oct. 27th.
- The curbside access from Meyers street onto the library side walk is completed. We still need to have the parking spot painted and sign installed.
- On Friday, Oct. 28th, Floener is scheduled to add additional lighting for the library on the north side of the building and entrance.
- Friends of the Kettle Falls Public Library: Next general meeting is Tuesday, Nov. 8th, 1-3PM

- KF Advisory Board: We have 2 openings on our advisory board.

Lakeside from Brooke

- Lakeside is busy training two new staff. Amanda Smith and Nellie Love are our new LA 1's, each working 20 hours a week for us. Nellie will also be working one day a week at Loon Lake.
- Storytime attendance continues to be good. We have a special storytime at the fire station this month, with fire chief hats and stickers from the Lakeside Friends.
- The Friends bought some new tables to use for programs and new chairs for the internet stations. We wanted something that was easy to move and easy to clean.
- We continue to make quite a few new library cards and are seeing some new families using the library.

Loon Lake from Kristy

- In a word (or two) Hot Spots. Hot spots are what's going on. Verizon. AT&T. All day. Every day. I was recently heard saying that these are the most complicated, most time-consuming, best thing that we have ever done.
- People are constantly coming in for new library cards, so that they can get a hot spot. Then they tell their neighbors, friends, and family and they come and get a card and a hot spot. Luckily, we have a lot of them. Unluckily, they break constantly. Mary's full-time job is now hot spots. Plus, her part-time jobs of storytime, programming, tech support, and circulation. People love us like they never have before. And, they depend on us like they never have. If we have a shortage of hotspots, they miss their schooling and job interviews. This has been amazing. It really leaves us wondering how they navigated this modern world before our hot spots.
- Was there ever a question about libraries being relevant in today's World? We are pretty incredible!

Northport from Clifford

- Some changes happened here at NP Library recently. We FINALLY found a suitable hiree in Wright Halbert, who has finished his training here, and at KF, and yesterday he was asked to sub in CV AND do Storytime there. He has been doing some internet trainings on Storytimes, so he pulled it off fairly well I heard. After training him through September, Wright now runs the NP Library on Tuesdays.
- Personally, I now work Wednesdays doing shipment at KF starting there at 10 and leave for Evans Fire Station and OC around 2:30. I am also now working Thursday and Friday here at NP. NP patrons have had some time to get used to Wright, who is pretty easy going and aims to please. He was a quick learner and I am looking forward to sharing responsibilities here at NP with him. I'm certainly feeling good about having him as part of the LOSC/HONK Team! NP patrons seem to like him just fine. And.....he lives only a couple blocks from here, so he can walk to work.
- Some very good news for us and border crossers is that the border is now like it used to be pre Covid. No more ArriveCan!
- I'm a bit anxious to begin doing a Storytime again at the NP Schools. Last year we arranged it so I had the Early Head Start type kids along with the K/1 class. We scheduled it for during PE class as that's where the K/1 class was at the time that I could come on Wednesdays, and we did it in the gym on the stage. All the teachers and Aides (and kids!) loved it, as especially for the teachers, it gave them all a bit of a break in their normal routine. We have yet to begin/resume this year

because while we are enjoying this fine weather, the PE teacher wants to take advantage of still being able to do his class outdoors. As soon as the weather changes we will begin Storytime again.

- We got a lovely new sign with our days/hours that Wright and I put up. All the hoses and sprinklers are now put away and it's time to shut off the water for outside before freezing weather.
- We've had a fair influx of new patrons and people new to the area, and a fair jump in patrons since school began again. Mostly teens and preteens after school lets out.
- I recently finished recording another 6 Kid's songs that I sent on to Anja to do her editing magic to, and she now has begun adding her own vocals to some of the songs. I think now we have around 20-25 posted on the LOSC Kid's Youtube channel. Lately I have become a blue cat...
- Many Thanks to the Board members for looking out for us employees! Perhaps we'll see each other at All Staff Training!

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



COLVILLE PUBLIC LIBRARY

AUGUST 25, 2022 – SEPTEMBER 24, 2022

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	117.65	The Improvement Club's next Used Book Sale is October 22, 10am-1pm.
Automated Door Count	5,266	
Laptop & Public PC Usage	437	This includes 433 desktop users and 4 laptop users.
Wi-Fi Users	1,053	In August, 1,038.85 GB of data was used via the library's public Wi-Fi. This is a 52% increase in unique users and a 37% increase in data usage.
Phone Calls Answered	230	This number does not include outgoing phone calls or unanswered phone calls.
Number of New Cards Added	79	

SUMMARY & UPDATES

PROGRAMS & OUTREACH

Materials delivery (upon student request) has resumed to the Colville Junior High. The Library visited Summit Valley School, Parkview Senior Living, and Buena Vista Healthcare to sign up new patrons and help connect them to library services. September celebrated intellectual freedom and Banned Books Week (9/18-24). Storytimes are seeing an average of 8-17 patrons per program, and over 50 folks learned about Taino culture and made their own petroglyphs at our "Discoverable" station. Ninety "Crunchy Munchy Apple" Take 'n' Make kits and 50 STEM@Home kits for tweens to learn about optical illusions were distributed during the month.

Patrons of all ages can participate in reading challenges on the *Beanstack* app or online at thelosc.beanstack.com. There is currently a total of five reading challenges available at LOSC.

Data shows that 2022 *Summer Adventures: Read Beyond the Beaten Path* was a resounding success! The Colville Library had 535 Summer Adventures Challenge participants (folks who picked up a reading log or registered on the *Beanstack* app), 182 challenge finishers, and 720 attendees at 16 different special programs including weekly activities at *Roosevelt's Workbench* and our *Ranger Adventure* series (in partnership with the National Parks Service).

FACILITY MAINTENANCE & PUBLIC MEETING SPACE

The meeting room door lock has been consistently having problems since July 2022; a work order has been submitted to Building & Planning who is seeking a solution; a new keyless entry system has been approved for the Library using ARPA funds. Due to multiple after-hours issues involving room users, the Sheriff's Office, and library management; the room has been closed to weekend and after-hours bookings until a solution is implemented. Bookings that begin before 6pm on Tuesday & Thursday are still available; the space is closed three evenings per week for regular cleaning.

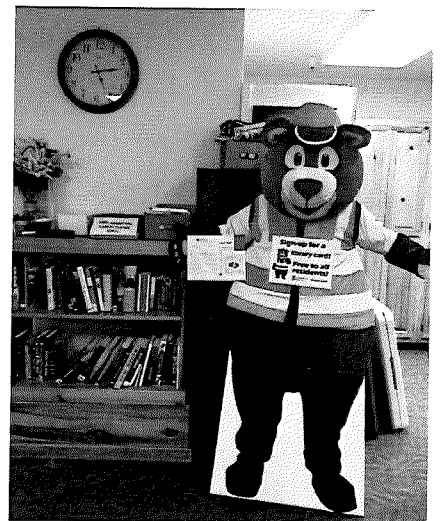


Figure 1. Roosevelt the Li-bear-ian informing Buena Vista Healthcare residents about library services.

LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	6,059	This is in addition to 6,319 items that were checked in.
Downloadable ebooks, audio books, and video	6,031	A combination of 2,855 eBooks and 3,176 audiobooks.