

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
April 20, 2023
Lakeside Library

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:06 am by Chair Sue Poe. In attendance were Sue Poe, Chair; Lisa Wolfe, Vice Chair; Josie Darst, Trustee; Joann Caruso, Trustee; Jennifer Miller, Trustee. Amanda Six, District Director (via Zoom); Janet Eide, Business Manager and Becca Moore, Office Manager were also present.

VISITORS – Cynthia Balzarini, from OAC, joined the meeting.

GREETINGS – Sue welcomed everyone.

PUBLIC COMMENT – Cynthia shared cash flow and master schedules for the library capital facility projects in Loon Lake, Chewelah and Northport.

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of March 16, 2023 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of April 12, 2023 were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 3/15/23-4/5/23 - 63 Vouchers total \$89,886.71.
Payroll Warrants March 2023 – 33 Direct Deposits for a total of \$98,114.28
- (4) Detailed Revenue & Budget Status Reports for March 2023.
- (5) The Director's March 2023 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** – Amanda shared the Library Facility Project Snapshot for this month.
 - a. 2021-2023 – Loon Lake, Colville, Chewelah, and Northport
 - b. 2023-2025 - Hunters
- (2) **Digital Navigation Grant** – Shared Digital Navigators Staff Report.
- (3) **Advocacy to State Legislature** – Amanda encouraged the Trustees to feel free to share the Digital Navigation Report with their legislators or any LCIP information. Joann asked that any Trustee who sends an email please let her know and she will duplicate the effort.
- (4) **Policy Review: 0015-500.000 Disciplinary Action** – Elise Forman, our HR Consultant, shared her edits with Amanda. Amanda will review and share at next month's meeting.
- (5) **Policy and Procedural Drafts** – Tabled until May.
- (6) **2022 Trustees Year in Review** – Josie and Lisa shared the draft. It looks great! Becca will put it on letterhead and share with Friends and staff and Sue will share with the Commissioners.

NEW BUSINESS

- (1) **Capital Campaign** – Foundation meeting next Monday. Amanda will be present at the meeting to help start the conversation. Have the Foundation bring everyone together to get started. Next steps talk to anyone you have heard express interest in helping.

REPORTS

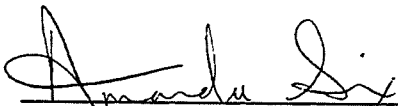
- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report**
 - a. Amanda talked to Sara Jones, State Librarian, about the training that Joann took and Sara is willing to replicate the training (in a condensed format) for the entire board. Trustees think it is a great idea!
 - b. Trustees reviewed our Collection Development Policy. We have a good/thorough Collection Development Policy.
 - c. Kettle Falls Friends meeting Monday, April 17. Lisa will continue to bring up annexation. The Kettle Falls Advisory Board also has 2 empty seats.
 - d. Friends of Loon Lake met this week and approved buying handbells for kids and hosting a macramé class.
 - e. Trustees suggested having a chart that shows how taxes have gone down and prices have gone up that goes out to all county residents with their tax documents – could we send something out with taxes? The county jail did. Perhaps as part of our mailer?
- (3) **Others:** none

ADJOURNMENT

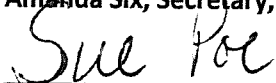
The meeting of the Board of Trustees was adjourned at 12:35 pm.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

5.20.23

Date

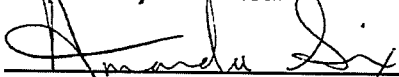
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
April 12, 2023

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

AGENDA

- **OPENING** – Sue welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **April 20th – Regular Board Meeting – Agenda Changes** – add Capital Campaign to New Business
 - **10-minute Board training – Review the Strategic Planning Process** – tabled for LCIP & CDBG updates
 - **LCIP & CDBG Updates** –
 - Cash Flow – OAC, our construction/project management team, has developed a budget and cash flow chart for all projects. They are recommending a bridge loan to help with cash flow restrictions that may occur. We have started the initial process with TEDD. The Board will have final approval before accepting the loan. Becca and Amanda will ask Cynthia to share the cash flow spreadsheet with the Trustees for reference. OAC plans to join the Board meeting when needed for updates.
 - CDBG – some extra steps are required for CDBG money that were not required for LCIP – we are in the process of completing those extra steps to meet all requirements for this grant.
 - Northport – Design West Architecture (DWA) has been up to Northport to take measurements and get started on that project. Chewelah will follow soon.
 - Capital Campaign – Amanda would like to get a group started and involve whoever is interested. Put together names of interested parties (a skeleton crew??). Perhaps have the Foundation facilitate. Send out a general email to gauge interest from those who might be interested and help find a leader for the group. Becca will put this on the agenda for next week for us to discuss more fully.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – Meeting was adjourned at 9:37 am.

Respectfully submitted:


Amanda Six, Secretary, SCRLD

Accepted By:


Sue Poe, Board Chair

4.20.23

Date

Library Director's Report

April 2023

Information Sharing – Amanda

- I continue to be very active in statewide broadband equity efforts. I am on the Digital Equity Forum, the Stevens County and Spokane Tribe Broadband Action Team, and the Digital Navigator Projects. A huge reason I continue to participate is to advocate for rural communities.

Chewelah from Bryan

- The Chewelah Library continues to see outstanding usage as we enter spring. We predict those numbers will only intensify in the coming weeks, and we've been working hard here in Chewelah to support patrons in a variety of ways with programming:
- Storytime numbers have been erratic, but we've set some records recently with 2 recent storytimes each netting over 20 adults and children! I had to cover for our Community Librarian Matt when he was out of town last week, and I can tell you that his families absolutely love his stories (and were very hesitant to see me, lol). Matt has also been building a following for his monthly Lego program with great success, not to mention taking the lead on almost all of our programming efforts in Chewelah.
- Tech Help continues to drive users and needs into the library. We are in the process of hiring a Digital Navigator and will be expanding those opportunities in Chewelah in the next couple of weeks! We're planning to start with 4 days a week with a goal of covering every afternoon during the grant cycle that ends June 30th.
- Our partnership with the Arts Guild for our community pencil drawing contest was a huge success! Families from all over came out to see our "gallery," and it generated some great conversation and interest far and wide.
- "Passive" programming has become a key part of our engagement effort in Chewelah. We've recently provided paper Easter eggs to decorate, celebrated children's author Dav Pilkey's birthday, and are currently encouraging people to add their poems to our Poetree. Please stop by and add yours this month!
- Gaeric and I engaged with hundreds of folks at the Chewelah Home & Garden show, which was a great opportunity to show off the amazing things libraries do for the community at-large.
- Summer Reading is just around the corner! Be on the lookout for information about "Summer Adventures" very soon (sneak peek at Staff Day if you're attending!). This year's theme is "Find Your Voice."
- Other excitements in the past few weeks for our branch included the installation of a new color copy/scanner, continued engagement with readers exploring our "Staff Picks" display (among other popular displays around the library), and our continued success in our community food drive.
- We continue to work diligently to help the hundreds of patrons we're seeing each week with everything from readers' advisory to print requests.!

Colville from Lisa

- We have a younger patron that comes in to use our craft cart. She said she is really thankful to have fun activities while she waits for her mom
- Patron came in and said that she is disappointed with the working people in the County. She said, one exception is the library. We have the best customer service and we go above and beyond for our patrons.
- Ella helped a patron, through a phone conversation Lisa was in, find a book with a pastel color about making a quilt. (there was no quilt) The patron was so excited She thanked Lisa numerous times "we made her day!"
- Patron called asking where he could purchase wooden posts for fencing. I immediately suggested Haney's, and the patron was additionally grateful when I gave him their phone number, saying "you librarians are worth every penny!"

- Patron requested "shark monster truck" coloring sheet. Devin was able to find it! Happy patron!
- Patron said her and her husband were so thankful for us over the winter months. They don't know what they would have done without us.
- Take and Makes - These are so great! You all do such a good job!
- Patron returned to make a resume on our Word Processor. I recognized him and had saved his resume on a thumb drive with his name on it from 2 months ago. We were able to print his resume and upload it to Google Drive so he won't have to start it over again. He was very thankful.

Hunters from Megan

- Patrons at Hunters are thrilled that Spring has finally arrived and the melting snow means some snowbound folks are able to travel into town and check in at the library. Hotspots, as usual, are the hot ticket item and it feels like I'm running a hotspot kiosk more than a library some days. The lockers have been incredibly well utilized in Hunters as well, as a lot of people struggle to pop in and grab holds during our limited weekly hours. BIG thank you to the team for making these lockers possible!
- Digital Navigator hours at Hunters from 4-6 have seen some really interesting and challenging questions from patrons. To date, I've helped one small business with a complicated spreadsheet issue for profit / loss reports, and I helped install a 'pixel' onto the back end of the business website to further track social media analytics. I was also honored to help the new director of the Hunters Food Pantry establish a social media presence with a rebranded image. We posted events, stories, reels, and promoted the page with other area groups to improve engagement. I've also been busy coordinating with Evergreen and Columbia Schools to send out information and resources regarding the ACP signup process and I've helped several people finish their applications.
- The Poets of Stevens County event last week was a success, we even had a budding young poet (Sloane, 12) join us with her mom. Sloane has poetry that was recently published in the South Stevens County Times, and Lynn Schott gave her some pointers on getting her work published with the North Columbia Monthly. The poets did a wonderful job of bringing something new and fresh to our rotation of programs, and I so appreciate their willingness to travel all the way down the river.



Kettle Falls from Katy

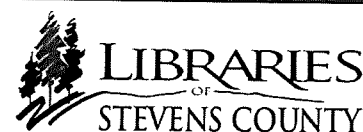
- After 8 years, Kettle Falls library manager, Katy Pike has put in her resignation to take up a new job closer to her family. Her last in person day will be April 21, 2023.
- Wright and Christine attended WLA. They had fun and brought back some great ideas!
- Kettle Falls Advisory Board: Next meeting will be Monday, April 17th 6PM
- Friends of the Kettle Falls Library: Next meeting will be Monday April 24, 1PM
- Book Nook will be expanding hours during the spring/summer to include afternoon hours on Wed. 1-3PM

- City Council has approved \$10K for the purchase and installation of exterior security cameras.
- FOL is still working on getting a contractor in place to put up some fencing and pergola in the back courtyard.
- NPS partnered with us to host night time viewing of the constellations. Unfortunately, their telescope didn't work, but thankfully we had moon-oculars to look at larger bodies like Venus. We had 15 attendees.
- KF Library hosted the Stevens County Poets - we had 11 attendees.
- Librewery Trivia was in person on Saturday, April 15, 3:30PM.
- Last day for "Every Child is an Artist" is Tuesday, April 25th.
- Washington Tax Credit presentation/sign up will be Wed. April 26th, 2-5PM
- NPS will be coming with their outreach trailer April 27th, 12-5PM

Northport Report – Clifford

- Lots to do here, so I must make this short.
- The big and bad news is NP library got broken into...unfortunately as in most towns. NP has a few people with a drug problem and it's sad to watch the addiction get worse and worse until it becomes all-consuming and to the point where they become thieves as well. Minimal damage of one broken basement window and they stole the money from the cash register except the pennies, nickels, and a dime, a donation jar and took my 2 guitars that I kept in the library for my Storytimes. Neither of which were a high dollar instrument. With help from Katy, Janet, and Amanda I muddled through the day and after closing Wright came over with tools and we cut plywood and hung pieces of it over the basement windows and screwed them on for added security.
- Damon had a walk through and about here yesterday and earlier in the week we had a visit with Amy, who is our architect, and Wednesday she sent a couple of Jr. architects up to do the dirty work of measuring out everything, so things are moving along as far as the LCIP grant. I'm feeling pretty good that these folks are movers and shakers.
- Happy Spring All!

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



COLVILLE PUBLIC LIBRARY

FEBRUARY 25, 2022 – MARCH 24, 2022

STATISTIC	MONTHLY TOTAL	NOTES
Volunteer Hours	95.15	The book sale on March 4 th was a success, planning one for May/June
Automated Door Count	4,542	Total library visitors during this time period
Laptop & Public PC Usage	359	359 separate log-ins, over 201 total hours of use
Wi-Fi Users	808	808 unique users & over 560 GB used during the month of February
Number of New Cards Added	39	New cards created at the Colville Branch. Colville also had 3 online registrations

SUMMARY AND UPDATES

Colville Public Library continues to be a community gathering place. Hundreds of people visit here daily, confirming we are a valued and meaningful resource for the people that live or are visiting Stevens County.

PROGRAMS

March's in-library theme was gardening and growing. The Adult book display was filled with gardening books, which circulate well each spring. Children's book displays were filled with springtime and garden books, as well as materials celebrating Women's History Month.

The Discoverable table hosted sprouting beans, and as the month progressed, seedlings. Young patrons enjoyed seeing the seeds sprout and grow, and 56 took part in a Plant Life cycle worksheet.

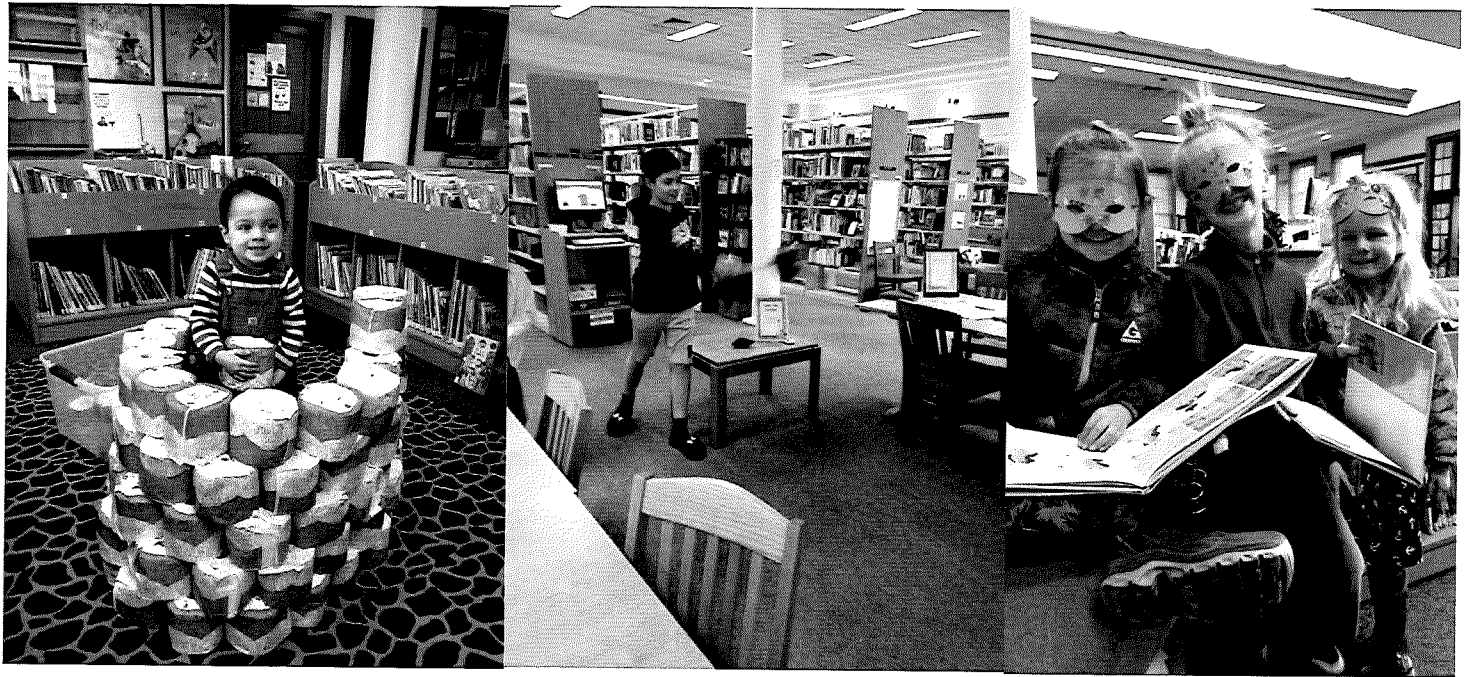
The STEM kit for March also highlighted plant life, with a bean seed to sprout and a plant cell model to make. Patrons always enjoy these district-wide kits. The Take 'n' Make craft kits continue monthly, as do the Take 'n' Try kits for adults. All these programs offer an equitable and accessible way for patrons to access programs on their own time.

A special Captain Underpants Party traveled the district to celebrate author Dav Pilkey's birthday. Silly games and activities were enjoyed by 29 patrons here in Colville, and many more at our other branches as well. Dav Pilkey is a prolific children's author and proponent of intellectual freedom and the right to read.



Two families enjoy our sprouting beans.

Through June we have Digital Navigators available at the Library M-F 3-6 to help patrons with tech questions and accessing online resources. This is a grant-funded program that aims to increase internet access and capabilities for rural areas. Our Tech Help hour continues as well, 11-12 each Tuesday.



Children enjoying our Captain Underpants party. Toilet paper stacking, Turd Toss (using plush poop emojis) and Mask-Making were the most popular throughout the day.

Upcoming programs include:

- **Poets of Stevens County-** Local poets reading their work and a take-home poetry activity. Visiting all branches, in Colville April 13 at 6pm.
- **LiBrewery Trivia** is back in-person! April 15th, 3:30-5 at Northern Ales or available on Zoom.
- **Farmer's Market Storytime** will begin in May each Wednesday at 10:30, and continue through the summer. Thursday storytime in the library will also be offered.
- Colville Together's new **Fourth Friday** Art Walk has invited the library to join as a display space during their events June-Sept, utilizing our display case. We will also offer a family art activity outdoors preceding the evening events. Look for their flyers coming soon, and save the dates now: June 23, July 28, August 25 and September 22nd.

MANAGEMENT

Much of this month has been planning for the shift gears in April, when the interlocal agreement goes into effect. This includes landscaping and equipment, janitorial, Sunshine Disposal, USPS changes and installation of a postal box, learning district remittance processes and purchase/programming a new cash register. The register, final deposit and the \$50 float for the till will be taken to or picked up by the city on April 3rd.

There are two pending city workorders being addressed at this time. This includes the crack in the southern wall that runs into the basement and the broken track light fixture near the juvenile fiction section.

No update on staffing at this time

LIBRARY MATERIALS CHECKED OUT

MATERIAL TYPE	MONTHLY TOTAL	NOTES
Physical items checked out at the Colville Library	5,792	This is in addition to 5,723 items that were checked in.
Downloadable ebooks, audio books, and video	5,758	A combination of 3,203 eBooks and 2,555 audiobooks.