

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Public Regular Meeting
January 15, 2026
Zoom

REGULAR MEETING

Chair Josie Darst called the regular meeting of the Stevens County Rural Library District Board of Trustees to order at 10:00 am. In attendance were Josie Darst, Chair; Joann Caruso, Vice-Chair; Jennifer Miller, Trustee; Sue Poe, Trustee; Lisa Wolfe, Trustee; Amanda Six, District Director; Jessica Varang, Deputy Director; and Becca Moore, Office Manager.

VISITORS – none

GREETINGS – Josie welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – Remove Policy Review and Executive Session from the agenda for today.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of December 18, 2025, were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of January 7, 2026, were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 12/17/25 – 1/7/26 – 22 Vouchers total \$56,976.45.
Payroll Warrants December 2025 – 33 Direct Deposits for a total of \$102,808.57.
- (4) The Director’s December 2025 timesheets and accumulated vacation & sick hours were reviewed.
- (5) Detailed Revenue & Budget Status Reports for December 2025.

Motion made to accept the Consent Agenda.

Motion made: Sue

Motion seconded: Jennifer

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Building Project Updates & Snapshot**
 - a. Loon Lake, Chewelah, and Northport:
Northport: Clifford is waiting for a bid from a new person to complete the Northport work.
Loon Lake: Officially sold the old Loon Lake Library.
Chewelah: Nothing new to report.
 - b. Colville – Monday, December 29th, met with the architect to finalize plans. They hope to have drawings ready for bid by February or March. It could take 6-8 months to get ready for construction and 6-8 months for construction. At the meeting last week the City of Colville said they hope to complete the project by the end of 2026. Amanda shared with Colville that the new round of LCIP money has come out, as well as the possibility of a CDBG grant if they wanted to consider building a new library.
 - c. Hunters – Nothing new to report.
- (2) **Advocacy to the State Legislature** – Public Libraries of Washington (PLW) group is working on some legislation to potentially lock libraries in at \$.50. Amanda has done some research and cited some RCW’s

that say tax money for libraries needs to be used for maintenance and services for libraries. Running an election is not a service or maintenance. PLW will be discussing it at the Director's Meeting in February. The Digital Equity Forum Annual Report was delivered to the Legislature in early December. The group will take that report and create action items and then update at the end of the year.

- (3) **Staff Reorganization** – There are some staffing gaps (due to resignations) in Kettle Falls, Colville and Lakeside that need to be addressed. Opened an internal position for 8 hours a week at admin as an administrative assistant.
- (4) **Levy Lid Lift, April 28, 2026** – We are on track to get on the ballot for April. Amanda has met with the Improvement Club and Kettle Falls Friends to share information about the Lid Lift. Since Colville and Kettle Falls are not annexed, residents of those cities do not get to vote in the election and Amanda wanted to make sure to speak to them about the Lid Lift before the election.

NEW BUSINESS -

- (1) **Policy/Procedure Review – Volunteer Policy** – table this month
- (2) **2026 Mileage Reimbursement Rate - \$.725 (up from \$.70)** – Trustees discussed and called for a vote. Lisa encouraged the District to discuss where they can minimize mileage costs.

Motion made to accept the 2026 Mileage Reimbursement Rate.

Motion made: Lisa

Motion seconded: Jennifer

All in favor: Unanimous

- (3) **2025 Trustees Year in Review** – Lisa has volunteered to take on the 2025 Trustees Year in Review.
- (4) **2026 Review of Credit Card Schedule** – Trustees reviewed the Credit Card Schedule which notes credit card limits and which staff are assigned cards. This is the first year of establishing an annual review of this schedule.

Motion made to accept the 2026 Credit Card Schedule.

Motion made: Lisa

Motion seconded: Sue

All in favor: Unanimous

- (5) **Plan 2026 Board Retreat** – Amanda suggested that the retreat might happen after the Levy election in May or early June. It would be useful to meet and discuss the results and moving forward. Josie has volunteered to host.

REPORTS

- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report:**
 - Kettle Falls Friends –2026 Booklovers Tea is Saturday, May 9th. Tina Wynecoop and Janet Brewer WA Poet Laureate. Movie Friday is Hamilton. Applied for the Innovia Grant for snacks in the

library. Lisa reached out to WSU about Master Gardeners about using the courtyard at Kettle Falls to get hours. Could turn into something District wide.

- Loon Lake Friends – eScript sign up from Yokes in Deer Park is now up and running and is a new fundraiser (anyone can sign up and a portion of the cost goes to the Friends.) Working on rock placement in Loon Lake today. Expecting another \$15,000 or so in 2026 for landscaping. Working towards new ways to raise funds in 2026.

(3) Others:

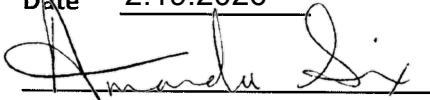
ADJOURNMENT

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

Chair adjourned the meeting.

Respectfully submitted:

Date 2.19.2026



Amanda Six, Secretary, SCRLD



Josie Darst, Board Chair

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
January 7, 2026

The meeting was called to order at 9:02 a.m. by Josie Darst. Present were Josie Darst, Chair; Joann Caruso, Vice-Chair; Jennifer Miller, Trustee; Sue Poe, Trustee; Lisa Wolfe, Trustee; Amanda Six, Library Director; Jessica Varang, Deputy Director and Becca Moore, Office Manager.

AGENDA

- o **OPENING** – Josie welcomed everyone.
- o **PUBLIC COMMENT** – none
- o **AGENDA CHANGES** – add November Conference Call date to the Agenda
- o **ACTION ITEMS**
 - **November Conference Call** – The November Conference Call was scheduled for Wednesday, November 11th, which is a District Holiday. The Trustees discussed the best alternative and called for a vote.

Motion made to accept moving the November Conference Call to Thursday, November 12th.

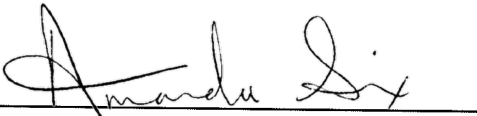
Motion made: Sue

Motion seconded: Joann

All in favor: Unanimous

- o **DISCUSSIONS**
 - **January 15th – Regular Board Meeting – Agenda Changes** – none
- o **NEW BUSINESS** – none
- o **ADJOURNMENT** – Meeting was adjourned at 9:09 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Josie Darst, Board Chair

1.15.2026

Date

District Status Report

Director's & Tech/Educ & Staff Support Specialist

December 2025

Director District Highlights Submitted by: Amanda

On December 4, I presented information about the upcoming lid lift to the Colville Library Improvement Club. I also provided an update on the Colville Library facility project.

December 29 - had a meeting with the Colville Mayor, Jack Smith and City Public Works Director, Dave Harper, along with representatives from the Colville Improvement Club, the District Library Board, City Library Board and Lisa Vos, Colville Library Manager. We learned that the City is planning to have drawings ready to go to bid in February or March with the hope of awarding the bid in the spring or early summer.

TMobile Grant - we wrote and submitted a \$50,000 grant to Tmobile, with the assistance of InteGrant and community volunteers Rick Moore and Debra Hansen. If received, the grant would help upgrade and improve the meeting spaces in Kettle Falls, Chewelah, and Loon Lake with technology, tools, and furniture that make the spaces better and easier for community gatherings.

Deputy Director/Tech/Educ Highlights Submitted by: Jessica

2025

Branch	Unique Users	Largest Transfer -GB	Total GB Used	Total Connections
Chewelah	5121	1101.78224	6566.673237	5652
Colville	8444	1201.563828	9702.625037	9291
Hunters	362	143.8778754	1665.3149	641
Kettle Falls	3582	179.7862513	3973.334939	5049
Lakeside	2022	313.7585654	3311.767372	1964
Loon Lake	2241	329.0228668	5115.05339	3704
Northport	437	82.01366375	633.1722948	924
Onion Creek	158	14.83364321	155.8863055	364
Total:	22367	3366.638933	31123.82747	27589

Staff Support Specialist Highlights Submitted by: Anja

- December was a very tricky month to navigate payroll. The way the holidays and weekend feel created a bit of a perfect storm. We had many processes to fit into a very small window of time, and needed coordination with managers and staff to make sure everyone's time cards were verified in time. Becca and I problem-solved with Wipfli and created a solid plan. I made sure to communicate thoroughly with staff, and send reminders leading up to the timecard verification deadline. Folks did a great job of coordinating with us. We got everything finished by the deadline.
- I have done a lot of training, and spent a lot of time on the phone with the WA Department of Retirement Systems to make sure I fully and correctly understand how to navigate our retirement system. It is complicated! The way the holidays and weekend fell also made a very small window of time to submit reports and schedule payments for anyone enrolled in the Deferred Compensation Program to avoid paying interest on a late payment. All the effort learning the system has paid off, and I was able to get everything done on time.
- Becca and I have put in so much work to dig in and fully understand the various processes in the business manager tasks we've taken on. It has been satisfying to feel we know the "why" behind them, and are streamlining and improving system accuracy as much as possible.

Branch Status Report



Branch	Submitted By	Month/Year
Chewelah	Melissa Searle	2025 December

Branch Highlights *(can include stories to share/quotes/tidbits)*

December has felt like a slower month here at the Chewelah branch. We started the month off with some HVAC issues that have settled so far (yay for heat!). Staff participated in the local City Sidewalks event and enjoyed providing a tree ornament making station for attendees and getting kids excited about the winter reading program. The I spy tanks have been really fun for patrons to check out on visits to the library. And the scavenger hunts continue to be a favorite for younger kids and teens alike.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	1272		Computer Sessions: 216
Avg Daily Visitor Count:	60.57		Length of All Sessions: 146.28
Ref Questions:	14		WIFI Stats - Users: 523
Tech Ref Questions:	6		WIFI Stats - Total Data Used: 501.5371307
Tech Reference - Libby:	2		Volunteer Hours: 7
Circulation Stats:	2,347		Locker Deliveries @
New Library Cards:	12		Locker Deliveries @
Take Home KITS Given Out:			Locker Deliveries @
TNMake Kits:	80		Locker Deliveries @
STEM Kits:			
TNCreate:			
TNTry Kits:			
	Total: 80		

Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month

WiFi Stats by Month from ExBabylon
Circ Stats & New Library Cards from Becca's Circ Stats Sheet

Program Specific Stats							
Programming Spreadsheet 2025	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/COM
ALL PROGRAMS:							Children/Teen/Adult/Community
Storytime Week 1:	12			7	19	Y / N	CH/TN/AD/COM
Storytime Week 2:	9			6	15	Y / N	CH/TN/AD/COM
Storytime Week 3:	7			4	11	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):	16			7	23	Y / N	CH/TN/AD/COM
TOTALS:					68		
Tech Help with LOSC Week 1:				1	1	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 2:				1	1	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 3:				0	0	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):				0	0	Y / N	CH/TN/AD/COM
TOTALS:					2		
Program: Simple Snowflakes passive program					7	Y / N	CH/TN/AD/COM
Program: Scavenger Hunt passive program					48	Y / N	CH/TN/AD/COM
Program: Winter This or That passive program					37	Y / N	CH/TN/AD/COM
Program: Brick Builders					5	Y / N	CH/TN/AD/COM
Program:					0	Y / N	CH/TN/AD/COM
Program:					0	Y / N	CH/TN/AD/COM
Program:					0	Y / N	CH/TN/AD/COM
Program:					0	Y / N	CH/TN/AD/COM
Program:					0	Y / N	CH/TN/AD/COM
Program:					0	Y / N	CH/TN/AD/COM
Program:					0	Y / N	CH/TN/AD/COM
Program:					0	Y / N	CH/TN/AD/COM
Program:					0	Y / N	CH/TN/AD/COM
Outreach: City Sidewalks Tree Ornament booth					109	Y / N	CH/TN/AD/COM
Outreach:					0	Y / N	CH/TN/AD/COM
TOTALS:	0	0	0	0	276		**Please circle or bold**

Branch Status Report



Branch Colville	Submitted By Lisa Vos	Month/Year 2025 December
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Branch Highlights	(can include stories to share/quotes/tidbits)
<p>A regular patron who comes in frequently to use the computers was on his way out when he turned around to say "You all are so cool! Thank you for being librarians and for being here. I don't know what I would do without you!"</p> <p>Family arrived for Music Makers, young girl asked her mother "Where's Miss Ella?" and Mom replied "I don't think she's here today, honey. We'll come back for Storytime tomorrow. Mom turned to me and explained "Miss Ella is a celebrity in our house."</p> <p>After outreach at Hofstetter Elementary a family came in to check out items from the Library of Things. They each checked out an item and put another item on hold and were so excited. "We never knew this existed! We are going to use this all the time!"</p> <p>"Just know that if it were not for you wonderful people we would not survive the winter" She said we are always helpful and easy to work with.</p> <p>A Mom of a very curly haired girl was looking for books on how to maintain her hair. We found Curly Hair: The Handbook, that also came with a CD and she said it was life changing. Came in today to show us her new tamed ringlets.</p> <p>""Colville Library, how can I help?""</p> <p>""Thank you so much for being there and being open today, being open on Christmas Eve to help really speaks volumes about you guys. Thanks for everything you do""</p>	

Statistics to Report		Notes:	
Head Count/Door Count:	4,348	Computer Sessions:	390
Avg Daily Visitor Count:	207 21 days open	Length of All Sessions:	224.7 hours
Ref Questions:	49	WIFI Stats - Users:	789
Tech Ref Questions:	197	WIFI Stats - Total Data Used:	1108 GB
Tech Reference - Libby:	54	Volunteer Hours	138.5
Circulation Stats:	4,819	Locker Deliveries @ Colville	10
New Library Cards:	35	Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
TNMake Kits:	120	Locker Deliveries @	
STEM Kits:			
TNCreate:	75		
TNTry Kits:			
Total:	195		

Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month

WiFi Stats by Month from ExBabylon
Circ Stats & New Library Cards from Becca's Circ Stats Sheet

Program Specific Stats	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
Programming Spreadsheet 2025							
example: Storytime 1	5	2	0	4	11	Y / N	CH/TN/AD/COM
ALL PROGRAMS:							Children/Teen/Adult/Community
Storytime Week 1:	7			5	12	Y / N	CH/TN/AD/COM
Storytime Week 2:	14			13	27	Y / N	CH/TN/AD/COM
Storytime Week 3:	10			8	18	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):					0	Y / N	CH/TN/AD/COM
TOTALS:					57		
Tech Help with LOSC Week 1:				2	2	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 2:				5	5	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 3:				2	2	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):				5	5	Y / N	CH/TN/AD/COM
TOTALS:					14		
Program:					0	Y / N	CH/TN/AD/COM
Program:					0	Y / N	CH/TN/AD/COM
Program:					0	Y / N	CH/TN/AD/COM
Program: Snowman Riddle Scavenger Hun	21	31			52	Y / N	CH/TN/AD/COM
Program: Build a Snowman Scavenger Hur	12	20			32	Y / N	CH/TN/AD/COM
Program: Snowflakes Craft	10	14		5	29	Y / N	CH/TN/AD/COM
Program: I Spy Tanks	10	20		2	32	Y / N	CH/TN/AD/COM
Outreach: Hofstetter family nights					119	Y / N	CH/TN/AD/COM
Program: Music Makers x 3	46	6		41	93	Y / N	CH/TN/AD/COM
Outreach: Parkview					0	Y / N	CH/TN/AD/COM
Outreach: Cascadia					0	Y / N	CH/TN/AD/COM
Outreach: Buena Vista					0	Y / N	CH/TN/AD/COM
Outreach: Recovery Cafe					0	Y / N	CH/TN/AD/COM
TOTALS:	99	91	0	48	428		**Please circle or bold**

Branch Status Report



Branch Hunters	Submitted By Ella Kerner	Month/Year December
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Branch Highlights	<i>(can include stories to share/quotes/tidbits)</i>
<p>A school-age reader was able to learn how to use our catalog to look up titles, and now she has 2 new series to try out! Nice comments: "I would be crushed if the library closed." "You take such good care of me." A child visitor reported that he wants to be a librarian. I taught a patron how to move/copy files on Windows 11, and she reported back that she successfully made a photo slideshow for her husband's birthday! I set up a patron who has survived a stroke with her new Kindle Paperwhite. Hopefully she will be able to enjoy reading again now.</p>	

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	92	open 8 days	Computer Sessions:
Avg Daily Visitor Count:	11.5		Length of All Sessions:
Ref Questions:	2		WIFI Stats - Users:
Tech Ref Questions:	18		WIFI Stats - Total Data Used:
Tech Reference - Libby:	1		Volunteer Hours
Circulation Stats:	217		Locker Deliveries @Fruitland
New Library Cards:	1		Locker Deliveries @Hunters
Take Home KITS Given Out:			Locker Deliveries @Gifford
TNMake Kits:	5		Locker Deliveries @
STEM Kits:	0		
TNCreate:	3		
TNTry Kits:	0		
	Total: 8		

Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month

WIFI Stats by Month from ExBabylon
Circ Stats & New Library Cards from Becca's Circ Stats Sheet

Programming Spreadsheet 2025	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y/N	CH/TN/AD/COM
ALL PROGRAMS:							Children/Teen/Adult/Community
Storytime Week 1:					0	Y/N	CH/TN/AD/COM
Storytime Week 2:					0	Y/N	CH/TN/AD/COM
Storytime Week 3:					0	Y/N	CH/TN/AD/COM
Storytime Week 4 (&5):					0	Y/N	CH/TN/AD/COM
TOTALS:					0		
Tech Help with LOSC Week 1:					0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 2:					0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 3:					0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):					0	Y/N	CH/TN/AD/COM
TOTALS:					0		
Program: Gingerbread Storytime	1	1	1		3	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Outreach: Columbia School deliveries				1	1	Y/N	CH/TN/AD/COM
Outreach: Evergreen School deliveries		7		8	15	Y/N	CH/TN/AD/COM
Outreach:					0	Y/N	CH/TN/AD/COM
TOTALS:	1	8	1	9	19		**Please circle or bold**

Branch Status Report



Branch Loon Lake	Submitted By	Month/Year December 2025
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Branch Highlights <i>(can include stories to share/quotes/tidbits)</i>
The Photos with Santa Clause provided by the Friends of the Loon Lake Library went very well and was a big hit yet again with a lot of happy families.
The snowman scavenger hunt was very popular with kids, but it was the snowflake scavenger hunt was the most popular out of the two activities this month.

Statistics to Report	
Head Count/Door Count: 974	Notes: Computer Sessions: 119
Avg Daily Visitor Count: 46.38	Notes: Length of All Sessions: 58.03
	21 days open
Ref Questions: 301	WiFi Stats - Users: 241
Tech Ref Questions: 82	WiFi Stats - Total Data Used: 329.1928453
Tech Reference - Libby: 2	Volunteer Hours: 0
Circulation Stats: 2,125	
New Library Cards: 18	
Locker Deliveries @ Loon Lake: 13	
Locker Deliveries @	
Locker Deliveries @	
Locker Deliveries @	
Locker Deliveries @	
Take Home KITS Given Out:	
TNMake Kits: Mini Snowglobe: 50	
STEM Kits:	
TNCreate: Water Bead Stress Balls: 15	
TNTry Kits:	
Total: 65	
Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month	
WiFi Stats by Month from ExBabylon Circ Stats & New Library Cards from Becca's Circ Stats Sheet	

Program Specific Stats							
Programming Spreadsheet 2025	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/COM
ALL PROGRAMS:							Children/Teen/Adult/Community
Storytime Week 1:	2			3	5	Y / N	CH/TN/AD/COM
Storytime Week 2:	14	2		8	24	Y / N	CH/TN/AD/COM
Storytime Week 3:	12	3		9	24	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):					0	Y / N	CH/TN/AD/COM
TOTALS:					53		
Tech Help with LOSC Week 1:				1	1	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 2:				1	1	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 3:				1	1	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/COM
TOTALS:					3		
Program: Friends Meeting				8	8	Y / N	CH/TN/AD/COM
Program: Kids Book Club	3			3	6	Y / N	CH/TN/AD/COM
Program: Adult Book Club				7	7	Y / N	CH/TN/AD/COM
Program: Resume Help				0	0	Y / N	CH/TN/AD/COM
Program: Snowman Riddle Scavenger Hunt				41	41	Y / N	CH/TN/AD/COM
Program: Build a Snowman Scavenger Hunt				28	28	Y / N	CH/TN/AD/COM
Program:				0	0	Y / N	CH/TN/AD/COM
Program:				0	0	Y / N	CH/TN/AD/COM
Program:				0	0	Y / N	CH/TN/AD/COM
Program:				0	0	Y / N	CH/TN/AD/COM
Program:				0	0	Y / N	CH/TN/AD/COM
Outreach:				0	0	Y / N	CH/TN/AD/COM
Outreach:				0	0	Y / N	CH/TN/AD/COM
TOTALS:	3	0	0	18	146		**Please circle or bold**

