

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Public Regular Meeting
March 19, 2026
Kettle Falls Library

REGULAR MEETING

Chair Josie Darst called the regular meeting of the Stevens County Rural Library District Board of Trustees to order at 10:04 am. In attendance were Josie Darst, Chair; Joann Caruso, Vice-Chair; Jennifer Miller, Trustee (via Zoom); Sue Poe, Trustee; Lisa Wolfe, Trustee; Amanda Six, District Director; Jessica Varang, Deputy Director; Anja Johnson, Staff Support Specialist and Becca Moore, Office Manager.

VISITORS – none

GREETINGS – Josie welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of February 19, 2026, were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of March 11, 2026, were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 2/20/26 – 3/9/26 – 46 Vouchers total \$91,731.84.
Payroll Warrants February 2026 – 33 Direct Deposits for a total of \$87,221.25.
- (4) The Director’s February 2026 timesheets and accumulated vacation & sick hours were reviewed.
- (5) Detailed Revenue & Budget Status Reports for February 2026.

Motion made to accept the Consent Agenda.

Motion made: Lisa

Motion seconded: Sue

All in favor: Unanimous

UNFINISHED BUSINESS

(1) Building Project Updates & Snapshot –

- a. Loon Lake, Chewelah, and Northport –

Northport: Clifford met with a new contractor who is getting a quote.

Loon Lake: Meeting rooms are getting a lot of use.

Chewelah: Nothing new to report.

- b. Colville – Hoping to go to bid soon. There is no plan for bathroom updates including heat or new carpet as well as line of site in the children’s area. With the stipulations of the current grants the space will have to serve as a library for at least 10 years. The plans are not sustainable for the District as a library. Trustees asked that Amanda put together a comprehensive document, with a timeline, that recaps all the information, emails etc, shared back and forth, from the beginning, detailing how this process has gone from the previous Mayor through the current Mayor. Amanda shared that she has all that info and can create a document. Lisa encouraged everyone to read the summary of the City Council meeting from the most recent Statesman.
- c. Hunters – Amanda emailed Eric the County Planning Director about the Holy Grub building and its parking and easement. He will contact WSDOT.

- (2) **Advocacy to the State Legislature** – There is still momentum among the public library directors for implementing some potentially new laws about elections and taxation, for next year’s legislation, allowing libraries to stay at \$.50. All of this hinges on upending the 1% increase.
- (3) **Staff Reorganization** –
- Interim Collection Development Manager - Trustees reviewed and discussed edits that the administrative team has made to the job description. This position will be opened internally.
 - Short staffed in several branches. Waiting until after the levy to fill any positions.
 - Chief Human Resources Officer & Chief Administrative Officer - Trustees reviewed and discussed these new job descriptions. The admin team has spent the last six months evaluating the previous Business Manager job description and the Library District’s needs and how best to fill any gaps. It has worked well, and seems to be a good model, to divide some of the tasks held by the business manager and teamwork other tasks for more coverage and checks and balances. After talking to other library districts and evaluating the needs of our District these two job descriptions have emerged.

Motion made to accept the Chief Human Resources Officer job description.

Motion made: Sue
 Motion seconded: Jennifer
 All in favor: 4
 Abstain: 1

Motion made to accept the Chief Administrative Officer job description.

Motion made: Sue
 Motion seconded: Jennifer
 All in favor: 4
 Abstain: 1

- (4) **Levy Lid Lift, April 28, 2026** – Mailer is ready and should come out the week after Easter. Amanda has been to 13 community meetings so far with more to come. Amanda shared an FAQ sheet with the Trustees.
- (5) **Policy/Procedure Review - Volunteer Policy** - table this month
- (6) **2025 Trustees Year in Review** - Trustees reviewed the 2025 Trustee Annual Summary compiled by Lisa. They suggested a few edits and thanked Lisa for putting it together. Becca will put it on letterhead and disperse to the County Commissioners, Friends groups, staff and on social media.
- (7) **Plan 2026 Board Retreat** - Scheduled for Friday, May 29th at Josie’s house. Amanda asked Trustees to let her know if there are any topics they’d like to discuss other than the Levy. Josie will come up with a menu and let everyone know what to bring.

NEW BUSINESS -

- (1) **Policy/Procedure Review** –
- a. **Inclement Weather Policy - updates** - Trustees discussed proposed edits to the Inclement Weather Policy. Will follow up at the next meeting.

REPORTS

- (1) Director's Report:**
 - a. Library Happenings (attached)**
 - b. Statistics and Reporting**
- (2) Trustee/Liaison Report:**
 - Kettle Falls Friends – Working on the Annual Tea, May 9th, still need 1 table host. Hosting the monthly movie tomorrow. Working with Master Gardeners for the KF courtyard. Planning to host a raffle for fundraising.
 - Loon Lake Friends – Helping coordinate efforts with the levy. Booksales are going well. Donated funds for the adult art program in Loon Lake.
- (3) Others: none**

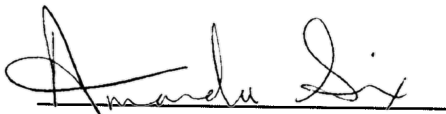
ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:28 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date 04.16.2026


Amanda Six, Secretary, SCRLD


Josie Darst, Board Chair

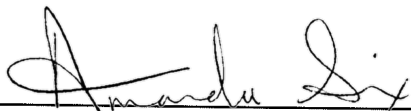
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
March 11, 2026

The meeting was called to order at 9:00 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** – none
- o **ACTION ITEMS**
- o **DISCUSSIONS**
 - **March 19th – Regular Board Meeting – Agenda Changes** – none
 - Levy Lid Lift paperwork required by the County has been turned in and approved for the April 28th election.
- o **NEW BUSINESS** – none
- o **ADJOURNMENT** – Meeting was adjourned at 9:05 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Josie Darst, Board Chair

03.19.2026

Date

District Status Report

Director's & Tech/Educ & Staff Support Specialist

February 2026

Director District Highlights Submitted by: Amanda

Things are really picking up with the levy presentations. I have visited at least once, and in many cases, twice with each Friends group. All of the paperwork and "For" statement for the ballot proposition were submitted on time to the County. Ballots will be mailed April 10, 2026. There have been numerous staffing changes and while we've hired some new people, we are intentionally staying slightly understaffed until we know the results of the levy.

I'm so very proud of all of the staff right now! It's a stressful environment to work in, with the levy looming and us all being a bit understaffed. They are doing such a great job of managing that and, as always, helping patrons and our communities.

Deputy Director/Tech/Educ Highlights Submitted by: Jessica

February was here and gone - things are a bit of a whirlwind. We are ironing out some tech stuff with Greystone (ExBabylon), streamlining processes, and working on procedures so that librarians are on the same page. Both Lydia and Syvanna have been a DREAM to their branch. Easy to work with, easy going personalities, highly capable - we struck gold with both. A HEARTY KUDOS to Anja, who onboarded them so smoothly that Lydia was teaching our staff what she had learned.

Becca and I have been working on migrating to Quickbooks and ensuring BAAR Codes and such are in alignment with the County for reporting purposes. I will also put in this comment section how GRATEFUL our vendors are working with Becca. They are often so excited about the proposed changes she wants to implement (say, quarterly billing) or switching to ACH. This includes Leslie, Callen, and others at the County. Becca consistently receives high praise in emails and that doesn't always get mentioned.

Programming has been busy and I think Christine is definitely feeling the workload. Kettle Falls is trucking along and continues to pivot and adjust as needed. February saw a lot of illnesses, especially in the North, and staffing could be a struggle at times.

We have been working on the Collection Development procedures, including Weeding, Purchasing, and cataloging procedures (for the catalogers) to ensure the work goes smoothly. Matt has also been juggling new building woes, with overflowing toilets and so many meetings.

Melissa is doing a wonderful job at both locations and is so easy going, smart, and capable of all things. I am grateful for her knowledge and good natured-ness!

Staff Support Specialist Highlights Submitted by: Anja

- February was a busy month, full of some exciting transitions. We hired and I onboarded two new employees, Syvanna and Lydia. Syvanna is working at both Colville and Kettle Falls, and Lydia is working at Lakeside. They are both doing a wonderful job already and are proving excellent additions to the team. Onboarding is a significant investment of time and energy, but so worth it to make sure our new team members have a strong foundation as they start. I've been working hard to streamline and continually improve my onboarding processes. This seems to be setting staff up for success, and helping to improve consistency between branches, which has been exciting to see.
- Elisha is already a huge help at admin. We are figuring out new routines and delegation now that we have extra help. She is already effectively taking on so many legwork pieces of our larger projects, and it is streamlining things so well! We are working on planning staff day currently, and it's going really well.
- In general, our admin processes seem to be getting settled well. There are so many pieces that happen behind the scenes just to keep the "wheels turning" in the library. It feels very rewarding after the big lifts over the last year.
- We had the best payroll process so far! Staff are doing a wonderful job of working with the new payroll system and verifying time cards at the end of the month. Big changes like that aren't easy, and they have really risen to the challenge!

Branch Status Report HARDCOPY FOR DESK STATS

Branch Chewelah	Submitted By Melissa Searle	Month/Year 2026 FEB
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Branch Highlights - things to share, shout-outs, etc *(can include stories to share/quotes/tidbits/photos)*

We are chugging along with programs trying to get the word out and people into the library! Lindsey is now offering a monthly Craft Lounge program that invites patrons to bring their own craft and sit alongside others. We had a very enthusiastic group of kids attend the Reading Dragons tournament and look forward to hosting a 2nd one toward the end of March.

The Chewelah Friends had a successful book sale in their new location and on a new day (Saturday) in February. They are looking at expanding to 2 day sales beginning in May.

Staff were excited to get to learn how to process materials with a new vinyl covering. They are getting more comfortable and efficient with it every day and the books look great!

Also, I wanted to mention an interaction we had in January that I should have included previously. A Chewelah resident's home burned down and in the first few days following the fire, the library was a place for them to be, especially while trying to sort things out like getting a new phone and dealing with various things online. Staff were also able to assist with helping them set up a social media account so that they could communicate with other community members online who had rescued their pets. During one of their visits to the library a family who had heard about the tragedy connected with the patron and provided some much needed donations to them. All in all, it felt like a great reminder of the importance of a public library within a community.

Statistics to Report			Notes:	
Head Count/Door Count:	1401		Computer Sessions:	3283
Avg Daily Visitor Count:	73.74		Length of All Sessions:	2093.43
Ref Questions:	34		WiFi Stats - Users:	576
Tech Ref Questions:	20		WiFi Stats - Total Data Used:	577.8590675
Tech Reference - Libby:	3			
Circulation Stats:	2,339			
New Library Cards:	11			
Take Home KITS Given Out:	<i># Received</i>	<i># Given Out</i>	Locker Pickups @ Chewelah	
TNMake Kits:	80	77		
STEM Kits:	50	50		
TNCreate:				
TNTry Kits:				
<i>Total:</i>				

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 ExBabyloan*

Circ Stats & New Library Cards from Becca's Circ Stats Sheet

Program Specific Stats							
Programming Spreadsheet 2026	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/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	11			7	18	Y / N	CH/TN/AD/GEN
Storytime Week 2:	8			6	14	Y / N	CH/TN/AD/GEN
Storytime Week 3:	11			8	19	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	9			6	15	Y / N	CH/TN/AD/GEN
TOTALS:	39	0	0	27	66		
Tech Help with LOSC Week 1:				3	3	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):				1	1	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	4	4		
Brick Builders Week 1							
Brick Builders Week 2							
Brick Builders Week 3			2		1		
Brick Builders Week 4&5							
TOTALS:	0	2	0	1	3		
Getting started with GIS Week 1				1			
Getting started with GIS Week 2				3			
Getting started with GIS Week 3				3			
Getting started with GIS Week 4&5				4			
TOTALS:	0	0	0	11			
Program: Permaculture				3	3	Y / N	CH/TN/AD/GEN
Program: Craft Lounge				4	4	Y / N	CH/TN/AD/GEN
Program: Advanced Beekeeping				0	0	Y / N	CH/TN/AD/GEN
Program: Trivia				4	4	Y / N	CH/TN/AD/GEN
Program: Dragon Tournament			5		5	Y / N	CH/TN/AD/GEN
Program: Scavenger hunt (passive)				24	24	Y / N	CH/TN/AD/GEN
Program: This or that: Olympics (passive)				26	26	Y / N	CH/TN/AD/GEN
Program:				0	0	Y / N	CH/TN/AD/GEN
Program:				0	0	Y / N	CH/TN/AD/GEN
Program:				0	0	Y / N	CH/TN/AD/GEN
Outreach Events - Name of Event + # visitors							
Outreach Event:					0	Y / N	CH/TN/AD/GEN
Outreach Event:					0	Y / N	CH/TN/AD/GEN
TOTALS:	39	5	0	42	136		**Please circle or bold**

Branch Status Report

HARDCOPY FOR DESK STATS

Branch	Submitted By	Month/Year
Colville		2026
		FEB

Branch Highlights - things to share, shout-outs, etc *(can include stories to share/quotes/tidbits/photos)*

Patron came in to make several hundred copies, and as she was paying said "you guys are a life saver. And it's so good to see kids in here!" Thank you for your patience today with these little ones. You two were so busy and it was crazy in here but still had patience with all of them. It means a lot that they have a space to be and be welcomed

We have a patron who always approaches Lisa in the alley. She is wants books with LGBTQ characters but is too embarrassed to ask at the desk and in front of other patrons. She tells Lisa when she needs more books so we can place holds for her. She is most appreciative.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	4648		Computer Sessions: 426
Avg Daily Visitor Count:	244.6	19 days open	Length of All Sessions: 237.85 hours
Ref Questions:	62		WIFI Stats - Users: 939
Tech Ref Questions:	259		WIFI Stats - Total Data Used: 1046.7 GB
Tech Reference - Libby:	51		Volunteer Hours: 138.7 hours
Circulation Stats:	4,409		Locker Pickups @ Colville: 5
New Library Cards:	33		
Take Home KITS Given Out:		<i># Received # Given Out</i>	
TNMake Kits:	120		
STEM Kits:			
TNCreate:	85		
TNTry Kits:			
	<i>Total:</i>	205	

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 2026	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/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	9	0	0	6	15	Y / N	CH/TN/AD/GEN
Storytime Week 2:	8	0	0	6	14	Y / N	CH/TN/AD/GEN
Storytime Week 3:	5	0	0	4	9	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	10	0	0	9	19	Y / N	CH/TN/AD/GEN
TOTALS:	32	0	0	25	57		
Tech Help with LOSC Week 1:				4	4	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				8	8	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:				5	5	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):				7	7	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	24	24		
Program: Advanced Beekeeping				8	8	Y / N	CH/TN/AD/GEN
Program: Music Makers	88	3		66	157	Y / N	CH/TN/AD/GEN
Program: Scavenger Hunts	23	69	5	12	109	Y / N	CH/TN/AD/GEN
Program: I spy tank	31	28			59	Y / N	CH/TN/AD/GEN
Program: Reading Dragons Card Tournament		6	2		8	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Outreach Events - Name of Event + # visitors							
Outreach Event: Park View				8	8	Y / N	CH/TN/AD/GEN
Outreach to assisted living centers					18	Y / N	CH/TN/AD/GEN
TOTALS:	174	106	7	161	448		<i>**Please circle or bold**</i>

Branch Status Report

Branch	Submitted By	Month/Year	2026
Hunters		FEB	

Branch Highlights - things to share, shout-outs, etc *(can include stories to share/quotes/tidbits/photos)*

The 1st teacher at Summit Valley School is utilizing our deliveries, she says "Thank you so much! Can I give you a hug?" 2 patrons met here and enjoyed the calm atmosphere (and cozy heat), upon leaving "Thanks for being so welcoming". I was able to print tax documents for a snowed-in patron and leave them in the locker so she can come pick them up once her road melts out again. Advanced Beekeeping brought 3 local patrons, and one from Okanogen! His sister, a local, had sent a picture of the flyer she saw up at the post office and he gladly planned a visit to coincide with the class. An elderly resident of the senior living apartments was able to get our help to follow up on a jury duty summons. Without a computer or an email address, and with poor hearing, he needed assistance finding a way to contact the courts. I was able to help him ease his mind and be responsible, rather than ignoring the summons, which he was not comfortable doing.

Statistics to Report

Head Count/Door Count:	Notes: 89 open 8 days	Computer Sessions:	Notes: 17
Avg Daily Visitor Count:	11	Length of All Sessions:	15 hrs 51 min
Ref Questions:	4	WIFI Stats - Users:	48
Tech Ref Questions:	8	WIFI Stats - Total Data Used:	153
Tech Reference - Libby:			
Circulation Stats:	142		
New Library Cards:	2	Locker Pickups @ Hunters	8
Take Home KITS Given Out:	<i># Received</i> <i># Given Out</i>	Gifford	17
TNMake Kits:	10 5	Fruitland	0
STEM Kits:		Addy	11
TNCreate:	5 1		
TNTry Kits:			
Total:		<i>WiFi Stats by Month from ExBabylon</i>	
<i>Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month</i>		<i>Circ Stats & New Library Cards from Becca's Circ Stats Sheet</i>	

Program Specific Stats

Programming Spreadsheet 2026	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/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:					0	Y / N	CH/TN/AD/GEN
Storytime Week 2:					0	Y / N	CH/TN/AD/GEN
Storytime Week 3:					0	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Tech Help with LOSC Week 1:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program:Advanced Beekeeping		3		5	8	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Outreach Events - Name of Event + # visitors					0	Y / N	CH/TN/AD/GEN
Outreach Event: Columbia School Delivery					28		
Outreach Event: Evergreen School Delivery					11	Y / N	CH/TN/AD/GEN
Outreach Event: Summit Valley School Delivery					10	Y / N	CH/TN/AD/GEN
TOTALS:	0	3	0	5	57		**Please circle or bold**

Branch Status Report

Branch	Submitted By	Month/Year
Kettle Falls	Wright Halbert	2026
		FEB

Branch Highlights - things to share, shout-outs, etc *(can include stories to share/quotes/tidbits/photos)*

1. Meghan had an amazing turnout for her Baby Storytime today, 20 babies and 16 adults. It has become a great venue for parents and babes to meet and make connections. 2. LEGO movie and crafternoon was also a hit, with close to 30 participants. Their LEGO creations are being displayed in our children's area. 3. Christine's Winter Reading program has been a success, so much so that we are extending it. Our young patron created a game for the cards, which is featured on the new tracker. 4. While our circ stats are not as high as we'd like them to be, we had well over 4000 visitors (including storytimes) on one of our slowest months, and our PC usage is the highest in the district, in fact more than all together not including CV (and 1/3 more than CV). This is not to brag, just highlighting that we all serve our communities in a myriad of ways.

Statistics to Report		Notes:		Notes:	
Head Count/Door Count:	7938	Computer Sessions:	469		
Avg Daily Visitor Count:	418 19 Days Open	Length of All Sessions:	332:36:00		
		WIFI Stats - Users:	421		
Ref Questions:	152	WIFI Stats - Total Data Used:	386.71		
Tech Ref Questions:	136				
Tech Reference - Libby:	10	Locker Pickups @ Kettle Falls	n/a		
Circulation Stats:	1,443	Afterschool Snacks	415		
New Library Cards:	10	Volunteer Hours	105 Nook, Strings, Art		
Take Home KITS Given Out:	<u># Received</u> <u># Given Out</u>	Notary	2		
TNMake Kits:	80 80				
STEM Kits:					
TNCreate:	60 60				
TNTry Kits:					
	<i>Total:</i>				

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 2026							
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	30			4	34	Y / N	CH/TN/AD/GEN
Storytime Week 2:	26			3	29	Y / N	CH/TN/AD/GEN
Storytime Week 3:	23			4	27	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	26			4	30	Y / N	CH/TN/AD/GEN
TOTALS:	105	0	0	15	120		
Tech Help with LOSC Week 1:				1	1	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				0	0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:				0	0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):				0	0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	1	1		
Program: Baby Storytime 2/2	10				9	Y / N	CH/TN/AD/GEN
Program: Things with Strings 2/4		4	5	2	11	Y / N	CH/TN/AD/GEN
Program: Things with Strings 2/11		2	5	2	9	Y / N	CH/TN/AD/GEN
Program: Things with Strings 2/18		4	5	2	11	Y / N	CH/TN/AD/GEN
Program: Things with Strings 2/25		5	7	2	14	Y / N	CH/TN/AD/GEN
Program: Every Child an Artist 2/3		26	2	5	33	Y / N	CH/TN/AD/GEN
Program: Every Child an Artist 2/10		44	2	6	52	Y / N	CH/TN/AD/GEN
Program: Every Child an Artist 2/17		36	2	7	45	Y / N	CH/TN/AD/GEN
Program: Every Child an Artist 2/24		47	2	9	58	Y / N	CH/TN/AD/GEN
Program: Movie and Crafternoon 2/20		17	2	4	23	Y / N	CH/TN/AD/GEN
Program: Milk Jug Gardening				12	12	Y / N	CH/TN/AD/GEN
Program: Reading Dragons Card Tournament		5	1	1	7	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Outreach Events - Name of Event + # visitors							
Outreach Event:					0	Y / N	CH/TN/AD/GEN
Outreach Event:					0	Y / N	CH/TN/AD/GEN
TOTALS:	115	190	33	77	415		<i>**Please circle or bold**</i>

Branch Status Report

Branch Lakeside	Submitted By Melissa Searle	Month/Year 2026 FEB
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Branch Highlights - things to share, shout-outs, etc *(can include stories to share/quotes/tidbits/photos)*

I have been enjoying my time at Lakeside! And we have all been loving having Lydia here, she is a great addition to the team- she has picked everything up so quickly, provides stellar customer service and is always looking for ways to make the library even better. She's a perfect fit. I also want to give major kudos to Mary who has been providing storytime to the Lakeside branch as well as Loon Lake during this transitional time. While I haven't been able to attend one of her storytimes yet I'm told she does an incredible job, the kids love her storytimes, and we are so grateful for her efforts- storytime is back up to 15-22 kids + their adults. We also have three 10 year old patrons who have joined our Knitters and Knotters group (the rest of the group is retired women) The elder patrons have been helping the girls with crochet techniques and answering any questions they have or requests for help. Such a great example of libraries bringing community members together!

Statistics to Report

Notes:		Notes:	
Head Count/Door Count:	1218	Computer Sessions:	78
Avg Daily Visitor Count:	64.11	Length of All Sessions:	35.08
Ref Questions:	155	WIFI Stats - Users:	226
Tech Ref Questions:	58	WIFI Stats - Total Data Used:	286.3703934
Tech Reference - Libby:	20	Locker Pickups @	
Circulation Stats:	2,138	Lakeside	28
New Library Cards:	20	Swenson	16
Take Home KITS Given Out:	<i># Received</i>		
TNMake Kits:	45		45
STEM Kits:	0		
TNCreate:	63		63
TNTry Kits:	0		
<i>Total:</i>		<i>WiFi Stats by Month from ExBabyLion</i>	
<i>Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month</i>		<i>Circ Stats & New Library Cards from Becca's Circ Stats Sheet</i>	

Program Specific Stats

<u>Programming Spreadsheet 2026</u>	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/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	8	0	0	7	15	Y / N	CH/TN/AD/GEN
Storytime Week 2:	16			12	28	Y / N	CH/TN/AD/GEN
Storytime Week 3:	15	1		10	26	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	22			16	38	Y / N	CH/TN/AD/GEN
TOTALS:	61	1	0	45	107		
Tech Help with LOSC Week 1:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program: Advanced Beekeeping	0	0	0	3	3	Y / N	CH/TN/AD/GEN
Program: Dragon Card Tournament	0	0	0	0	0	Y / N	CH/TN/AD/GEN
Program: Permaculture	0	0	0	3	3	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Outreach Events - Name of Event + # visitors							
Outreach Event:					0	Y / N	CH/TN/AD/GEN
Outreach Event:					0	Y / N	CH/TN/AD/GEN
TOTALS:	61	1	0	51	113		**Please circle or bold**

Branch Status Report

Branch	Submitted By	Month/Year	2026
Loon Lake		FEB	

Branch Highlights - things to share, shout-outs, etc *(can include stories to share/quotes/tidbits/photos)*

The Milk Jug Greenhouse program brought in several people that we have not seen in the library before so that was really cool to have some people who don't usually come here to come in and see the new library along with the program.

The winter reading continued to be a big hit and the scavenger hunt for the special Waldo trading cards was constantly being played. We re-hid all of the dragons every couple of days which kept the kids on their toes about where the dragons were that time.

We had a decent turnout for the Advanced Beekeeping class, but I think the word Advanced was a little intimidating for some people which I think is why we had a smaller turnout than usual for events about bees.

The Programming Room and the Meeting Room continue to gain popularity and more people are starting to utilize them as they learn about the spaces.

Statistics to Report

Notes:		Notes:	
Head Count/Door Count:	1007	Computer Sessions:	143
Avg Daily Visitor Count:	53 19 days open	Length of All Sessions:	75.58
Ref Questions:	335	WIFI Stats - Users:	300
Tech Ref Questions:	100	WIFI Stats - Total Data Used:	455.9877234
Tech Reference - Libby:	1		
Circulation Stats:	2,044		
New Library Cards:	22	Locker Pickups @ Loon Lake	41
Take Home KITS Given Out:	<u># Received</u> <u># Given Out</u>		
TNMake Kits: Strawberry Hearts	55		
STEM Kits:			
TNCreate: Viking Wire Wrapping	40 40		
TNTry Kits:	15		
Total:	110 40		

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 2026	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/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	5	1		7	13	Y/N	CH/TN/AD/GEN
Storytime Week 2:	10	2		5	17	Y/N	CH/TN/AD/GEN
Storytime Week 3:	6	2		3	11	Y/N	CH/TN/AD/GEN
Storytime Week 4 (&5):					0	Y/N	CH/TN/AD/GEN
TOTALS:	21	5	0	15	41		
Tech Help with LOSC Week 1:					0	Y/N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:					0	Y/N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y/N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y/N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program: Resume Help				0	0	Y/N	CH/TN/AD/GEN
Program: Milk Jug Greenhouse				6	6	Y/N	CH/TN/AD/GEN
Program: Kid's Bookclub		8		4	12	Y/N	CH/TN/AD/GEN
Program: Advanced Beekeeping				8	8	Y/N	CH/TN/AD/GEN
Program: Friends Meeting				6	6	Y/N	CH/TN/AD/GEN
Program: Board Meeting				4	4	Y/N	CH/TN/AD/GEN
Program: Reading Dragon's Card Tournament		4	2		6	Y/N	CH/TN/AD/GEN
Program: Book Club				8	8	Y/N	CH/TN/AD/GEN
Program: Tarot Card Reading				2	2	Y/N	CH/TN/AD/GEN
Program: Winter Reading Dragons Scavenger Hunt					82	Y/N	CH/TN/AD/GEN
Outreach Events - Name of Event + # visitors							
Outreach Event:					0	Y/N	CH/TN/AD/GEN
Outreach Event:					0	Y/N	CH/TN/AD/GEN
TOTALS:	21	17	2	53	175		<i>**Please circle or bold**</i>

Branch Status Report

Branch Northport	Submitted By Wright Halbert	Month/Year 2026 FEB
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Branch Highlights - things to share, shout-outs, etc *(can include stories to share/quotes/tidbits/photos)*

1. Clifford had a patron come in so happy, dancing around happy. They wanted to share that they passed their Senior Project; which they completed on becoming a librarian and he's been helping her a bit. 2. Clifford had a pretty decent showing for the Advanced Beekeeping program. The girl in a patron's family wasn't really interested in the Program, so he taught her about the Dewey Decimal system and alphabetizing and she had a real blast learning how to shelf starting with NonFicDVDs, then J Fic and then some ANF. And then did a bunch all on her own, with me checking. Fun! 3. Nellie is working on a handout that will hopefully be getting sent out with next month's NP water bills. Something like a smaller version of what we handout to new patrons. We hope this will generate some new interest and business. 4. Wright delivered all the extra TNM's from NP and KF to OC for storytime and they were made and loved. Also brought cupcakes for the K-5 classes for a special treat.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	171		Computer Sessions: 34
Avg Daily Visitor Count:	14.25 12 Days Open		Length of All Sessions: 36:43:00
Ref Questions:	36		WIFI Stats - Users: 56
Tech Ref Questions:	12		WIFI Stats - Total Data Used: 47.6
Tech Reference - Libby:	1		
Circulation Stats:	262		
New Library Cards:	0		
Locker Pickups @ Northport			36
OC Locker			31
OC School			14
Echo Locker			0
Take Home KITS Given Out:	<u># Received</u> <u># Given Out</u>		
TNMake Kits:	10 10		
STEM Kits:			
TNCreate:	10 10		
TNTry Kits:			
<i>Total:</i>			

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 2026	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/GEN Children/Teen/ Adult/General Int
ALL PROGRAMS:							
Storytime Week 1:	10			1	11	Y / N	CH/TN/AD/GEN
Storytime Week 2:	10			1	11	Y / N	CH/TN/AD/GEN
Storytime Week 3:	10			1	11	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	10			1	11	Y / N	CH/TN/AD/GEN
TOTALS:	40	0	0	4	44		
Tech Help with LOSC Week 1:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program: Advanced Beekeeping			1	8	9	Y / N	CH/TN/AD/GEN
Program: OC Outreach.Storytime Week 1		20		2	22	Y / N	CH/TN/AD/GEN
Program: OC Outreach.Storytime Week 2		18		2	20	Y / N	CH/TN/AD/GEN
Program: OC Outreach.Storytime Week 3		21		2	23	Y / N	CH/TN/AD/GEN
Program: OC Outreach.Storytime Week 4		19		2	21	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Outreach Events - Name of Event + # visitors							
Outreach Event:					0	Y / N	CH/TN/AD/GEN
Outreach Event:					0	Y / N	CH/TN/AD/GEN
TOTALS:	40	78	1	20	139		<i>**Please circle or bold**</i>

Administration Office

3988 Hwy 292
Loon Lake, WA 99148
(509) 233-9621

Chewelah Library

311 E. Clay Avenue
Chewelah, WA 99109
(509) 935-6805

Colville Library

195 S. Oak Street
Colville, WA 99114
(509) 684-6620

Hunters Library

5014 Columbia River Road
Bldg #11
Hunters, WA 99137
(509) 722-3877

Kettle Falls Library

605 Meyers Street
Kettle Falls, WA 99141
(509) 738-6817

Lakeside Library

5919 Hwy 291, Ste 2
Nine Mile Falls, WA 99026
(509) 315-8339

Loon Lake Library

3988 Hwy 292
Loon Lake, WA 99148
(509) 233-3016

Northport Library

521 Center Avenue
Northport, WA 99157
(509) 732-8928

www.thelosc.org

Fiscal

- Approved 2026 annual budget for the Library District, allowing public comment
- Reviewed and amended mileage rate for approved travel
- Monthly, reviewed financial status report, Accounts Payable and credit card statements to ensure adherence to 2025 budget
- Approved annual resolutions setting monthly meeting and conference call dates, holiday schedule, salary, levy and an amendment to the 2024 budget.
- Kept abreast of the federal cuts affecting libraries and their impacts: Institute of Museum and Library Services (IMLS) cuts and Broadband Equity, Access and Deployment (BEAD) program funding cuts, some of which had already been awarded to local organizations
- Stayed informed of District's state accountability audit
- Approved promissory note with Stevens Co.
- Approved pursuing a levy lid lift ballot measure for 2026

Oversight of Library Director

- Conducted performance evaluation with Library Director

Facilities

- Kept current and involved in Library Capital Improvement Program (LCIP) grant projects
 - After some setbacks Chewelah and Northport libraries opened up with fabulous new amenities for patrons
 - Ahead of schedule, we opened up the new Loon Lake library. We were very happy to see complimentary articles in the Colville and Chewelah newspapers on the new Loon Lake Library.
 - Focused on contractor issue documentation for future contract work justification
 - Continued to stay informed on Colville library renovation, controlled by city
- Continue to monitor potential for Hunters LCIP grant
- Participated in and continue to work with the LOSC Foundation's Capital Campaign Committee to fund our capital improvement projects.
- Approved lease renewal for Lakeside branch

Personnel

- Continued and encouraged the practice of closing the library bi-annually for in-house staff training days.
- Continued monitoring the staff reorganization for stress points and success
- Two new managers were hired

Advocacy

- Board members attended Library Legislative Day in Olympia to discuss concerns with the library levy funding method. We met with each of our legislators.

Policy

- Ensured that schools we work with have MOUs in place for services
- Reviewed and/or amended policies
 - 0010 Credit Card Use Policy
 - 0015 Personnel 200.900 Employment: Attire & Appearance Policy
 - 0015 Personnel Policy 300.200 Compensation – Flextime, Exchange Time, Overtime Pay
 - 0015 Personnel Policy 400.100 Leave – vacation leave
 - 0015 Personnel Policy 400.130 Vacation Leave
 - 0015 Personnel Policy 400.200 Leave – Sick Leave
 - 0015 Personnel Policy 400.210 Sick Leave
 - 0015 Personnel Policy 400.300 Other Paid Leave
 - 0015 Personnel Policy 400.500 Leave without Pay
 - 0015 Personnel Policy 400.600 Shared Leave Policy
 - 0036 Meeting Room Use Policy and Fee Schedule
 - 0037 Key and Building Access Policy
- Accepted several resolutions
 - 01-2025 Supplemental Appropriations to the 2024 Budget Authorizing Amendment to 2024 Budget
 - 02-2025 Establishing Removal of Inactive Borrowers and their Library Fines
 - 03-2025 Sale of Surplus Property – Bookmobile
 - 04-2025 Approving the sale of the (old) Loon Lake Library building
 - 05-2025 Increase in the Regular Property Tax Levy
 - 06-2025 Salary and Wage Scale for 2026
 - 07-2025 Set Meeting Dates and Locations for 2026
 - 08-2025 Final Budget 2026
- Accepted schedules for 2026
 - Holiday/PLD Schedule for 2026
 - 2026 Conference Call schedule

Public Concerns

- Welcomed members of the public to our meetings and received comments and concerns from patrons

Board

- Our 2026 chair is Josie Darst; our 2026 vice-Chair is Joann Caruso