

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**July 20, 2023**  
**Loon Lake Library**

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:11 am by Chair Sue Poe. In attendance were Sue Poe, Chair; Lisa Wolfe, Vice Chair; Josie Darst, Trustee; Joann Caruso, Trustee; Jennifer Miller (via Zoom), Trustee. Amanda Six, District Director; Janet Eide, Business Manager; Jessica Varang, Technology/Education & Loon Lake Library Manager and Becca Moore, Office Manager were also present.

**VISITORS** – none

**GREETINGS** – Sue welcomed everyone.

**PUBLIC COMMENT** – none

**AGENDA CHANGES** – add August meeting date to New Business

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of June 14, 2023 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of July 12, 2023 were reviewed.
- (3) The minutes from the Board of Trustees Emergency Meeting of June 29, 2023 were reviewed.
- (4) The following vouchers and warrants were approved for payment:  
Accounts Payable 6/15/23-7/12/23 - 84 Vouchers total \$184,294.30.  
Payroll Warrants June 2023 – 42 Direct Deposits for a total of \$108,470.35
- (5) Detailed Revenue & Budget Status Reports for June 2023.
- (6) The Director’s June 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 will send an updated snapshot after our meeting with Design West this afternoon. Damon joined the meeting via Zoom. Survey and Geotech have been on site - dug some holes and took some samples. Report should be ready in 3-4 weeks. It will have a lot of detailed information for the structural engineers. Haley & Aldrich will perform SEPA (State Environmental Policy Act) & NEPA (National Environmental Policy Act) site visit this Friday no disruption just boots on the ground to evaluate trees, grass, wetlands, vegetation. Next will be cultural survey with site visit. Design West meeting will be the kickoff for design on all projects. Hope to have everything ready for bid by the end of the year. Hope to have a dried in building by winter of next year. Completion date on master schedule is currently 12/31/24 but that is up to everything falling into place.
  - a. 2021-2023 – Loon Lake, Colville, Chewelah, and Northport – Meeting with Architect Design West this afternoon for a kick off meeting. Geotech happened at Loon Lake this week.
  - b. 2023-2025 – Hunters – Still do not have official confirmation but have had verbal confirmation. Amanda needs to talk to Erik Johansen...
- (2) **Digital Navigation Grant** – New grant will not be an RFP but will be an actual grant. It opened last Friday with new requirements. \$14.6 million (last time there was \$30 million) is available. Applicants must be

part of a coalition of a minimum of three entities with a statewide presence and can apply for all of the money. Amanda, Cody and Debra have talked with the State Library about applying and have entities apply as sub-recipients. This is a work in progress but pitched that groups would need to apply with their local public library. Amanda met with Goodwill Industries and they have agreed to go in with the State Library. Possibly Goodwill, Health Org and State Library. Application deadline is August 13<sup>th</sup>. Trustees would like to see a sharable report with information on how the money from the previous Digital Navigator grant was spent. The board agreed this would also be good information for the state legislature as well.

- (3) **Advocacy to State Legislature** – Nothing new at this time.
- (4) **Policy Review: 0015-500.000 Disciplinary Action** – Nothing new at this time.
- (5) **Policy Review: 0015-500.400 Retirement** – Nothing new at this time.
- (6) **Policy Review: 0015-500.500 Resignation, Layoff, Exit Interview** – Nothing new at this time.
- (7) **Capital Campaign** – Next meeting is August 14<sup>th</sup> at 9am. Working on a slogan for the Library District then will use that to inform what the Capital Campaign is about.

**NEW BUSINESS**

- (1) **August 17<sup>th</sup> Board Meeting Date** – Amanda will be on vacation the week of the next scheduled Board Meeting and Becca will also be off that day. Trustees discussed moving the meeting one week and called for vote.

**Motion made to move the August Board Meeting from August 17<sup>th</sup> to August 24<sup>th</sup> at 10 am in Northport.**

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

**REPORTS**

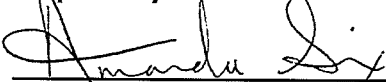
- (1) **Director's Report:**
  - a. **Library Happenings (attached)** – Restructuring is still in planning stages, working to distribute more responsibilities, possibly 2 managers, branch leads, staff support specialist. Lisa suggested adding this to New Business for next month.
  - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report**
- (3) **Others:** none

**ADJOURNMENT**

The meeting of the Board of Trustees was adjourned at 11:50 am.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

Date 8.24.23


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

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

**AGENDA**

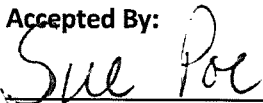
- **OPENING** – Sue welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
  - **July 20<sup>th</sup> – Regular Board Meeting – Agenda Changes** – none
  - **LCIP & CDBG & Construction Project Updates** – We have scheduled a kickoff meeting with Design West Architecture on Thursday, July 20th. Met with the City of Colville and Cynthia from OAC to discuss CDS/Rural Development Grant. Capital Campaign Committee has had a couple of meetings and are currently working on a slogan.
  - **10-minute Board training** – No training today. Discussed using this time in future months to talk about 3<sup>rd</sup> Thursday Trustee Trainings put on by the State Library. Jennifer will be attending the Training this month and will report back.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – Meeting was adjourned at 9:26 am.

Respectfully submitted:



\_\_\_\_\_  
Amanda Six, Secretary, SCRLD

Accepted By:



\_\_\_\_\_  
Sue Poe, Board Chair

7.20.23

\_\_\_\_\_  
Date

# District Status Report - Director's & Tech/Educ

Submitted By	Month/Year
Amanda Six	2023 June

**District Highlights**

LOSC is being very active in pursuing the new Digital Navigator Funds for Fiscal Year (FY) 2024. Amanda has reached out to the Washington State Library (WSL) to encourage them to be the applicant, for the full amount of \$14.6 million dollars. She is taking the lead on the initial draft of the application to share with libraries and the WSL for additional input. We also continue to work on the reorganization plan for the Library District.

Submitted By	Month/Year
Jessica Varang	2023 June

**Tech/Educ Highlights**

Thanks to the Digital Navigator Grants, we've been uber busy receiving shipments. A few things I am excited to implement into the district are new computers throughout the district (Sept), Square cash registers that will allow us to take cards for lost items, fees, etc. (BIG THANKS to Janet for helping us integrate with the Stevens County system!), new receipt printers that are lickety-split fast & clean & have an automatic cutter, new barcode scanners, and new sticker printers that allow us to easily replace Spine Labels, allow Becca and Melinda to print shipping labels, and more. Many of these - while not expensive (\$100-150ish ea) - are wishlist items for me that are finally coming true. Those Square registers will be game changers for us and put us in a better position for customer service. They will be consistent in look from branch to branch and you've probably encountered them at a local coffee shop or barber/hair salon. They have a cash drawer, iPad with touch screen (with pre-labeled items & icons for staff ease), and receipt printing. Janet will be able to download reports as needed and funds will auto transfer to the county bank account under SCRLD so they are appropriated to our monies. We are waiting to install the new computers until closer to end of summer/ early fall just due to staff stress. It is hard when there are multiple vacations, busy branches, and special programs to then also implement new computers - even those running the same software as previously. We will likely do a "test" batch at Loon Lake, simply because the branch is closed on Wed and is fairly small while still retaining many features/needs of the larger branches.

# Branch Status Report

Branch	Submitted By	Month/Year
<b>CHEWELAH</b>		<b>2023</b> <b>June</b>

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

Summer reading has Started and so far we have had a great turn out of patrons signing up and coming out to our first 2 programs.

## Statistics to Report

	Notes:
Head Count/Door Count:	1820
Avg Daily Visitor Count:	86.7
Ref Questions:	109
Tech Ref Questions:	68
Tech Reference - Libby:	13
Circulation Stats:	3000
New Library Cards:	16
Take Home KITS Given Out:	
CH Kits:	40
TN Kits:	15
AD Kits:	15
<i>Total:</i>	70

	Notes:
Computer Sessions:	363
Length of All Sessions:	267:31:0
WIFI Stats - Users:	499
WIFI Stats - Total Data Used:	528.47
Locker Deliveries @	
Locker Deliveries @	
Locker Deliveries @	
Locker Deliveries @	

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

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
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							Children/Teen/ Adult/General Int
Storytime Week 1:	11			7	18	N	CH
Storytime Week 2:	8			4	12	N	CH
Storytime Week 3:	9			5	14	N	CH
Storytime Week 4 (&5):	15			10	25	N	CH
<b>TOTALS:</b>	43	0	0	26	69		
Tech Help with LOSC Week 1:				2	2	N	AD
Tech Help with LOSC Week 2:				2	2	N	AD
Tech Help with LOSC Week 3:				2	2	N	AD
Tech Help with LOSC Week 4 (&5):				2	2	N	AD
<b>TOTALS:</b>	0	0	0	8	8		
Program: Brick Builders	2	4		4	10	N	CH
Program: SA Stevens County Recues Tear	2	2	6	8	18	N	GEN
Program: Voices of the Forest	4	4	9	10	27	N	GEN
Program: RW- Postcard Making	27	27	27		81	N	CH
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
<b>TOTALS:</b>	78	37	42	56	213		**Please circle or bold**

# Branch Status Report



Branch	Submitted By	Month/Year
<b>COLVILLE</b>		<b>2023</b> <b>June</b>

## Branch Highlights

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

At the Rural Resources Health Fair 3 separate individuals mentioned how important the hotspots have been to them or their loved ones. "absolutely a life-saver when we first moved here", "couldn't believe the library provided internet at my house!"  
 Created a card for a new patron, and took some time to show her how to use our online catalogue. She was extremely grateful  
 Patron gave me a big hug for emailing information from the scanner. "I want to give you a hug--you saved my life."  
 "Looks better than it has in years!" big thanks to Debbi's gardening/lanscaping hands  
 A man sought me out today and asked if I was in charge. He wanted to share how amazing our staff are when he comes in occationally. We are very helpful, patient and kind.

## Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	6,471	Computer Sessions:	523
Avg Daily Visitor Count:	308 21 days	Length of All Sessions:	282.2 hours
Ref Questions:	63	WIFI Stats - Users:	1026
Tech Ref Questions:	136	WIFI Stats - Total Data Used:	1647.92
Tech Reference - Libby:	42	Locker Deliveries @	
Circulation Stats:	6,463	Locker Deliveries @	
New Library Cards:	60	Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	90		
TN Kits:	-		
AD Kits:	70		

Total: 160

Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month 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
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							Children/Teen/ Adult/General Int
Storytime Week 1:	8			4	12	Y / N	CH/TN/AD/GEN
Storytime Week 2: (x2)	29			21	50	Y / N	CH/TN/AD/GEN
Storytime Week 3: (x2)	31	12		16	59	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5): (x2)	51	22		38	111	Y / N	CH/TN/AD/GEN
<b>TOTALS:</b>	119	34	0	79	232		
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
<b>TOTALS:</b>	0	0	0	0	0		
Program: NPS Outreach Trailer	55	45		17	117	Y / N	CH/TN/AD/GEN
Program: Outreach - Buena Vista (x2)				3	3	Y / N	CH/TN/AD/GEN
Program: Outreach - Parkview (x5)				8	8	Y / N	CH/TN/AD/GEN
Program: Voices of the Forest	12	12		8	32	Y / N	CH/TN/AD/GEN
Program: Search and Rescue	5	4	2	13	24	Y / N	CH/TN/AD/GEN
Program: Outreach - Summerfest	101	20		30	151	Y / N	CH/TN/AD/GEN
Program: Writing for Fun				2	2	Y / N	CH/TN/AD/GEN
Program: Interactive Encanto	6			4	10	Y / N	CH/TN/AD/GEN
Program: Rock Painting				2	2	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
<b>TOTALS:</b>	<b>298</b>	<b>115</b>	<b>2</b>	<b>166</b>	<b>581</b>		<b>**Please circle or bold**</b>



# Branch Status Report



Branch <b>HUNTERS</b>	Submitted By	Month/Year <b>2023</b> <b>June</b>
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## Branch Highlights

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

A sad month as we said goodbye to our Hunters employee, Megan. Riley and Ella from the Colville branch have stepped in to learn and train in all things concerning pick-up lockers, bookdrop pick-ups, school deliveries and branch tasks.

Our Search and Rescue program drew in 19 participants!

## Statistics to Report

	Notes:
Head Count/Door Count:	124
Avg Daily Visitor Count:	16
Ref Questions:	8
Tech Ref Questions:	15
Tech Reference - Libby:	3
Circulation Stats:	152
New Library Cards:	2
Take Home KITS Given Out:	
CH Kits:	5
TN Kits:	
AD Kits:	15

	Notes:
Computer Sessions:	0 Envisionware not used
Length of All Sessions:	0
WIFI Stats - Users:	52
WIFI Stats - Total Data Used:	104.4241639

Locker Deliveries @ Fruitland	0
Locker Deliveries @ Gifford	1
Locker Deliveries @ Hunters	14
Locker Deliveries @	

Total: 20

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

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
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							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
<b>TOTALS:</b>	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
<b>TOTALS:</b>	0	0	0	0	0		
<b>Program: Search &amp; Rescue 6/28</b>	3	10	1	5	19	Y / N	CH/TN/AD/GEN
<b>Program: Forest Service 6/30</b>	3	2		1	6	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
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
<b>TOTALS:</b>	6	12	1	6	25		<b>**Please circle or bold**</b>

# Branch Status Report



Branch <b>KETTLE FALLS</b>	Submitted By mfk	Month/Year <b>2023</b> <b>January</b>
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<b>Branch Highlights</b>	<i>(can include stories to share/quotes/tidbits)</i>

Statistics to Report	
Head Count/Door Count:	Notes: 1020
Avg Daily Visitor Count:	51
Ref Questions:	
Tech Ref Questions:	
Tech Reference - Libby:	
Circulation Stats:	1958
New Library Cards:	36
Take Home KITS Given Out:	
CH Kits:	80
TN Kits:	40
AD Kits:	
Computer Sessions:	Notes: 398
Length of All Sessions:	240:41:00
WIFI Stats - Users:	247
WIFI Stats - Total Data Used:	195.2654263
Locker Deliveries @	
Locker Deliveries @	
Locker Deliveries @	
Locker Deliveries @	

Total: 120

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

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
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							Children/Teen/Adult/General Int
Storytime Week 1:	2			1	3	N	CH
Storytime Week 2:	24			8	32	N	CH
Storytime Week 3:	18			5	23	N	CH
Storytime Week 4 (&5):	47			14	61	N	CH
<b>TOTALS:</b>	91	0	0	28	119		
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
<b>TOTALS:</b>	0	0	0	0	0		
Program: Art / Jan 10		31		9	40	N	CH
Program: Holocaust documentary / Jan 11				12	12	N	AD
Program: Art / Jan 17		22		5	27	N	CH
Program: Ozobots / Jan 19		7		2	9	N	GEN?
Program: Art / Jan 24		24		5	29	N	CH
Program: Cozy Cocoa storytime / Jan 25	3			2	5	N	CH
Program: Art / Jan 31		37		7	44	N	CH
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
<b>TOTALS:</b>	94	121	0	70	285		**Please circle or bold**

# Branch Status Report



Branch <b>LAKESIDE</b>	Submitted By <b>Anja</b>	Month/Year <b>2023</b> <b>June</b>
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## Branch Highlights

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

## Statistics to Report

	Notes:
Head Count/Door Count:	1180
Avg Daily Visitor Count:	56
Ref Questions:	50
Tech Ref Questions:	38
Tech Reference - Libby:	20
Circulation Stats:	2480
New Library Cards:	34
Take Home KITS Given Out:	
CH Kits:	55
TN Kits:	
AD Kits:	25
<i>Total:</i>	80

	Notes:
Computer Sessions:	84
Length of All Sessions:	1922
WIFI Stats - Users:	194
WIFI Stats - Total Data Used:	437.580099

Locker Deliveries @
Locker Deliveries @
Locker Deliveries @
Locker Deliveries @

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

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
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							Children/Teen/ Adult/General Int
Storytime Week 1:	13			9	22	Y / N	CH/TN/AD/GEN
Storytime Week 2:	14			9	23	Y / N	CH/TN/AD/GEN
Storytime Week 3:	21			9	30	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	16			8	24	Y / N	CH/TN/AD/GEN
<b>TOTALS:</b>	64	0	0	35	99		
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
<b>TOTALS:</b>	0	0	0	0	0		
Program: Stevens County Rescue Teams		12	6	13	31	Y / N	CH/TN/AD/GEN
Program: Voices of the Forest	5	18	4	14	41	Y / N	CH/TN/AD/GEN
Program: Interactive Movie Night	3	10		8	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
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
<b>TOTALS:</b>	72	40	10	70	192		<b>**Please circle or bold**</b>

# Branch Status Report



Branch <b>LOON LAKE</b>	Submitted By <b>Mary Klabenes</b>	Month/Year <b>2023</b> <b>June</b>
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<b>Branch Highlights</b>	<i>(can include stories to share/quotes/tidbits)</i>

## Statistics to Report

	Notes:
Head Count/Door Count:	819
Avg Daily Visitor Count:	51
Ref Questions:	84
Tech Ref Questions:	80
Tech Reference - Libby:	3
Circulation Stats:	1921
New Library Cards:	25
Take Home KITS Given Out:	
CH Kits:	40
TN Kits:	
AD Kits:	5

	Notes:
Computer Sessions:	108
Length of All Sessions:	40.55
WIFI Stats - Users:	172
WIFI Stats - Total Data Used:	375.3078524
Locker Deliveries @	
Locker Deliveries @	
Locker Deliveries @	
Locker Deliveries @	

Total: 45

Ref Q, Tech Ref: record two days - add together, then times by # of days open in month      Circ Stats & New Library Cards from Becca's Circ Stats Sheet

<b>Program Specific Stats</b>							
	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
<b>ALL PROGRAMS:</b>							Children/Teen/ Adult/General Int
Storytime Week 1:	10			6	16	Y / N	CH/TN/AD/GEN
Storytime Week 2:	6			3	9	Y / N	CH/TN/AD/GEN
Storytime Week 3:	14			7	21	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	6			3	9	Y / N	CH/TN/AD/GEN
<b>TOTALS:</b>	36	0	0	19	55		
Tech Help with LOSC Week 1:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				2	2	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:				2	2	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
<b>TOTALS:</b>	0	0	0	4	4		
Program: Spring into Gardening: Bonsai	1	4		5	10	Y / N	CH/TN/AD/GEN
Program: Stevens County Rescue	2	10	3	9	24	Y / N	CH/TN/AD/GEN
Program: Encanto Storytime	33	6	2	14	55	Y / N	CH/TN/AD/GEN
Program: Voices of the Forest	3	8	2	7	20	Y / N	CH/TN/AD/GEN
Program: Book Club				6	6	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
<b>TOTALS:</b>	75	28	7	64	174		**Please circle or bold**



# Branch Status Report



Branch <b>NORTHPORT</b>	Submitted By <b>Wright Halbert</b>	Month/Year <b>2023</b> <b>June</b>
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<b>Branch Highlights</b>	<i>(can include stories to share/quotes/tidbits)</i>

## Statistics to Report

	Notes:
Head Count/Door Count:	273
Avg Daily Visitor Count:	19.5
Ref Questions:	28
Tech Ref Questions:	30
Tech Reference - Libby:	0
Circulation Stats:	469
New Library Cards:	2
Take Home KITS Given Out:	
CH Kits:	10
TN Kits:	
AD Kits:	10

	Notes:
Computer Sessions:	54
Length of All Sessions:	43.426
WIFI Stats - Users:	34
WIFI Stats - Total Data Used:	18.36
Locker Deliveries @ OC	33
Locker Deliveries @ ECHO	19
Locker Deliveries @	
Locker Deliveries @	

Total: 20

Ref Q, Tech Ref: record two days - add together, then times by # of days open in month      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
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>	NP			NP			Children/Teen/ Adult/General Int
Storytime Week 1:	6			2	8	Y	CH
Storytime Week 2:	6			2	8	Y	CH
Storytime Week 3:					0	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
<b>TOTALS:</b>	12	0	0	4	16		
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
<b>TOTALS:</b>	0	0	0	0	0		
Program: Stevens County Rescue Teams	3	8	4	7	22	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
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
<b>TOTALS:</b>	15	8	4	11	38		<i>**Please circle or bold**</i>