

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
August 24, 2023
Northport Library

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:05 am by Chair Sue Poe. In attendance were Sue Poe, Chair (via Zoom); Lisa Wolfe, Vice Chair (via Zoom); Josie Darst, Trustee; Joann Caruso, Trustee (via Zoom); Jennifer Miller, Trustee. Amanda Six, District Director; Janet Eide, Business Manager; Clifford Ward, Library Assistant II Northport and Becca Moore, Office Manager were also present. Sue had to leave at 12:30 and Lisa took over running the meeting.

VISITORS – none

GREETINGS – Sue welcomed everyone.

PUBLIC COMMENT – Damon and Cynthia from OAC joined the meeting and shared updates on the Facility Building Projects.

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of July 20, 2023 were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of August 9, 2023 were reviewed. -*Dates noted for Library closures on these minutes did not happen due to a delay in computer installation*
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 7/19/23-8/9/23 - 61 Vouchers total \$115,256.00.
Payroll Warrants July 2023 – 42 Direct Deposits for a total of \$102,124.15
- (4) Detailed Revenue & Budget Status Reports for July 2023.
- (5) The Director’s July 2023 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

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

UNFINISHED BUSINESS

- (1) **Library Capital Improvement Project (LCIP) Update –.**
 - a. Report from OAC (during public comment) - Design West is working on due diligence for the Chewelah and Northport projects for grant requirements. Working on programming and space layouts as a starting point for the Loon Lake project. Report came back and said we can work with the foundation in Loon Lake. Behind the scenes working on CEPA & NEPA (environmental) as well as Historical Cultural Survey. OAC, Design West, and Amanda will be meeting with Vaagen’s lumber in September to discuss what services they might be willing to provide at cost, donate, or in-kind; including their Cross Laminated Timber (CLT). After that meeting, and when Design West provides with a budget for each project, the Capital Campaign Committee will have a clearer sense of what funds we still need to raise. Around the same time, staff and the architect will be finalizing plans and then we will plan for public input. Trustees asked about feedback from staff and themselves and encouraged Amanda to get feedback when the time is right. Cynthia is working with the City of Colville – working on behind the scenes items for the grant requirements. Checking in monthly to make sure we are moving forward. Received the exemption for the Loon Lake CDBG grant and will be able to submit for reimbursement starting now.

- b. 2021-2023 – Loon Lake, Colville, Chewelah, and Northport – update above.
- c. 2023-2025 – Hunters – nothing new this month.

- (2) **Digital Navigation Grant** – Becca shared the final report for the completed DN Grant via email. Amanda shared info about the new grant. The primary applicant is the Washington State Library (\$7 Million) in partnership with the Washington State Department of Veterans Affairs (\$4 Million) and Goodwill of the Pacific Northwest (\$4 Million). A minimum of 3 entities had to apply together. Libraries within the state applied as subrecipients. Amanda applied for \$750,000 for Stevens County.
- (3) **Advocacy to State Legislature** – Amanda is part of the Public Libraries of Washington Committee that will be compiling a report about the impact of Digital Navigation Funds in public libraries to share with legislators.
- (4) **Capital Campaign** – Do not have a tagline finalized yet. Next steps: brainstorming questions/objections that the public might have and coming up with responses. The Committee will compile those and have answers ready. Sue will send out a reminder to Trustees and the committee to submit responses. Sue reported that they are developing a database with the help of Mark Pond from Spokane Library District. He has access to databases that will help us target businesses within Stevens County that have a certain number of employees or give to public radio or school levy's. Amanda will share the login info with the Trustees. Lisa suggested it might be useful to have him present to the Board again like he did a few years ago.

NEW BUSINESS

- (1) **Review Staff Survey for Director's Evaluation** – Trustees reviewed and agreed to this year's timeline. Jennifer volunteered to compile results from the staff survey. Sue will meet with her to help set it up. They will send it to Becca to send out to staff.
- (2) **Review Trustee & Director's Evaluations of Director** – Trustees reviewed and Jennifer volunteered to compile these results as well.
- (3) **Staff Reorganization** - Amanda shared a presentation of reorganization ideas and a new position – Staff Support Specialist. This has come from staff conversations and feedback as well as looking for gaps in staffing needs. Amanda shared a draft of a proposed job description and the Board discussed at length. Lisa is concerned about the big picture and how this will work financially. She would like to see something more concrete. After some discussion she suggested a solution might be a base salary for some positions with additional \$ for added responsibilities. Trustees discussed the pros and cons and what obstacles need to be overcome to make this happen.
 - a. **New Job Description Approval – Staff Support Specialist** – This would be a new position and Amanda feels it will be important to fill in order to move forward. Trustees requested more time to review the job description. Trustees agreed to a special meeting on Monday to ask questions and call for a vote.
- (4) **2024 Draft Budget** – Reviewed the first draft of the 2024 budget. It needs work to balance and work for our 2024 needs. Please send Amanda any questions you have. An updated version will come next month.

REPORTS

- (1) **Director's Report:**

a. **Library Happenings (attached)**

b. **Statistics and Reporting**

(2) **Trustee/Liaison Report** - Kettle Falls Friends had an ice cream social to celebrate the new outdoor space! Looks great!! Lisa is helping out at the Info Center in Kettle Falls – a couple from South Dakota came in and had great things to say about the Library in Kettle Falls. Loon Lake Historical Society had a festival. Loon Lake Friends gave out books and Jessica was there to make new library cards and talk about the new Library.

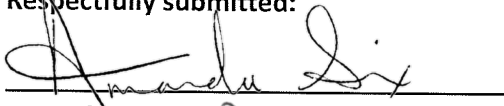
(3) **Others:** none

ADJOURNMENT

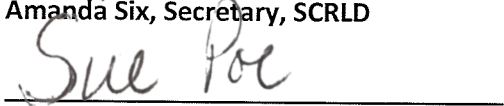
The meeting of the Board of Trustees was adjourned at 12:56 pm.

Chair adjourned the meeting.

Respectfully submitted:



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

Date 9.21.23

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
August 9, 2023

The meeting was called to order at 9:05 a.m. by Sue. Present were Sue Poe, Chair; Lisa Wolfe, Vice-Chair; Joann Caruso, Trustee; Josie Darst, Trustee; Jennifer Miller, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Office Manager.

AGENDA

- **OPENING** – Sue welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS**
 - **Library Closures for Tech Upgrades:** The District was able to purchase all new staff and patron computers with Digital Navigator Grant Funds. In order to install these new computers, we need to close branches on install day.
 - 8/16 Hunters
 - 8/17 Lakeside
 - 8/18 Colville & Loon Lake
 - 8/21 Chewelah
 - 8/22 Northport
 - 8/24 Kettle Falls

Motion made to close branches on days specified for Tech upgrades.

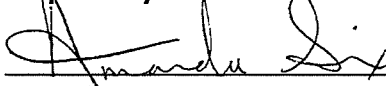
Motion made: Josie

Motion seconded: Jennifer

All in favor: Unanimous

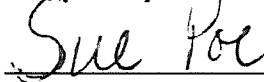
- **DISCUSSIONS**
 - **August 24th – Regular Board Meeting – Agenda Changes** – none
 - **LCIP & CDBG & Construction Project Updates** – Moving forward with all projects. Working on SEPA and NEPA for Loon Lake. Architects visited Chewelah for walk through. Met with City of Colville and they are reviewing an MOU between the City and Foundation.
 - **10-minute Board training** – Amanda forwarded an email from The Secretary of State, Steve Hobbs. It was a statement of support for libraries and talked about how residents within the Columbia County Rural Library District have collected enough signatures for a ballot measure this fall that would dissolve their local library over their objections to book content as well as other book bans in the State of Washington. Trustees discussed.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – Meeting was adjourned at 9:38 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

8.24.23

Date

District Status Report - Director's & Tech/Educ

Submitted By	Month/Year	2023
Amanda Six	July	

Highlights

Amanda assisted in the statewide Digital Navigation Grant application for FY24. The Washington State Library was the official applicant, in partnership with the Washington State Department of Veteran Affairs and Goodwill Industries of the Pacific Northwest. The Libraries of Stevens County asked for \$750,000, as a sub-recipient in partnership with the Spokane Tribe of Indians. Grant awardees will be announced in September.

Submitted By	Month/Year	2023
Jessica Varang	July	

Tech/Educ Highlights

July has been a busy month. With the influx of new technology equipment, I have been busy coordinating schedules, branch closures, and IT company coordination. Unfortunately, we've run into a few issues with some of the softwares we use (particularly, SmartShield for hard drive protection and Envisionware for patron login/timed session) having issues interacting together and freezing machines mid-use. We ran into this issue in the past and were able to successfully solve it. The tech who was able to resolve it has since moved on to another position and the current team is struggling to get things going. Due to that, we have postponed installs to prevent staff stress. For Marketing, Anja and I have been working on templates for our reoccurring programs for a more consistent look and feel. We will have a style guide for LOSC that helps branches remain consistent in the look and feel of the LOSC brand - programs, promos, and signs. Hotspot funding is due to end on August 30. Mary has done a good job at keeping this program running in the background. Nellie is also helping update, label, coordinate some of the new tech equipment and clearing out the old stuff.

Branch Status Report



Branch	Submitted By	Month/Year
CHEWELAH	Matt	2023 July

Branch Highlights

(can include stories to share/quotes/tidbits)

Patrons are starting to finish their Summer Adventures and collecting all their badges and ice cream tokens.

Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	1652	Computer Sessions:	329
Avg Daily Visitor Count:	82.6	Length of All Sessions:	243:10:00
Ref Questions:	86	WIFI Stats - Users:	475
Tech Ref Questions:	51	WIFI Stats - Total Data Used:	263.98
Tech Reference - Libby:	7		
Circulation Stats:	2892		
New Library Cards:	33		
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:		Locker Deliveries @	
TN Kits:	60	Locker Deliveries @	
AD Kits:		Locker Deliveries @	
Total:	60		

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
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1:					0	Y / N	CH/TN/AD/GEN
Storytime Week 2:	8		7		15	N	CH
Storytime Week 3:	8		6		14	N	CH
Storytime Week 4 (&5):	4		2		6	N	CH
TOTALS:	20	0	15	0	35		
Tech Help with LOSC Week 1:				1	1	N	AD
Tech Help with LOSC Week 2:				1	1	N	AD
Tech Help with LOSC Week 3:				1	1	N	AD
Tech Help with LOSC Week 4 (&5):				2	2	N	AD
TOTALS:	0	0	0	5	5		
Program: Brick Builders	0	0	0	0	0	N	CH
Program: Encanto Movie Night	9	3	3	6	21	N	GEN
Program: Signing with Success	12	3	4	8	27	N	GEN
Program: Chicka Chicka Boom Boom Craft	30	20			50	N	CH
Program: What I Love About Me craft	30	20			50	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
TOTALS:	101	46	22	19	188		**Please circle or bold**

Branch Status Report



Branch	Submitted By	Month/Year
COLVILLE	Lisa Vos	2023 July

Branch Highlights

(can include stories to share/quotes/tidbits)

- *A patron working on a computer told me I did a wonderful job handling an upset man. She said she took trainings for that and I was spot on!
- *Patron drew a beautiful picture for us. "Sometimes I wish life was like a book..."
- *Yesterday, Bo (not his real name) who slept on the basement ramp requested a broom and dustpan to clean up after himself. It was a nice change.
- *Long time patron came in and told us how wonderful we are and how much she appreciates how we go above and beyond
- *Patron thanked us profusely for the story time with guitar (Wright)

Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	5,723	Computer Sessions:	489
Avg Daily Visitor Count:	286.2 20 open days	Length of All Sessions:	260.25 hours
Ref Questions:	36	WIFI Stats - Users:	1044
Tech Ref Questions:	103	WIFI Stats - Total Data Used:	372.3 GB
Tech Reference - Libby:	51		
Circulation Stats:	5,432		
New Library Cards:	37		
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	0	Locker Deliveries @	
TN Kits:	89	Locker Deliveries @	
AD Kits:	0	Locker Deliveries @	
<i>Total:</i>	89		

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
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1: (x2)	9	6		8	23	Y / N	CH/TN/AD/GEN
Storytime Week 2: (x2)	42	13		22	77	Y / N	CH/TN/AD/GEN
Storytime Week 3: (x2)	31	7		21	59	Y / N	CH/TN/AD/GEN
Storytime Week 4: (x2)	21	8	1	15	45	Y / N	CH/TN/AD/GEN
TOTALS:	103	34	1	66	204		
Tech Help with LOSC Week 1:				0	0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				1	1	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:				1	1	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	2	2		
Program: Rock Painting				2	2	Y / N	CH/TN/AD/GEN
Program: Writing for Fun				2	2	Y / N	CH/TN/AD/GEN
Program: Signing with Success	12	12	7	14	45	Y / N	CH/TN/AD/GEN
Program: Outreach - Parkview (x4)				8	8	Y / N	CH/TN/AD/GEN
Program: Outreach - Buena Vista (x2)				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
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	115	46	8	96	265		**Please circle or bold**

Branch Status Report



Branch HUNTERS	Submitted By Lisa Vos	Month/Year 2023 July
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Branch Highlights <i>(can include stories to share/quotes/tidbits)</i>
<p>**hotspots have been a lifeline, thank you for all the work to try and keep them paid for**.</p> <p>*A patron came in needing help printing templates for his mirror etching business. I was able to get him 10 images printed and he said that will help his business get back up and running.</p> <p>*Patron came in to print from a laptop, said their printer at home wasn't working. I showed them how to download new drivers onto their laptop, they called back from home saying their printer works again! They were very thankful.</p> <p>*Genealogy question answered with the help of CV staff, patron was very thankful for access to the Ancestry resource, even if he couldn't use it here in HN.</p>

Statistics to Report	
Head Count/Door Count: 91	Notes: Computer Sessions: 9 envisionware not used
Avg Daily Visitor Count: 11.4 8 open days	Length of All Sessions: 323 minutes
Ref Questions: 5	WIFI Stats - Users: 41
Tech Ref Questions: 18	WIFI Stats - Total Data Used: 74.8 GB
Tech Reference - Libby: 0	
Circulation Stats: 138	
New Library Cards: 1	
Take Home KITS Given Out:	Locker Deliveries @ Gifford 10
CH Kits:	Locker Deliveries @ Hunters 1
TN Kits: 15	Locker Deliveries @
AD Kits:	Locker Deliveries @
Total: 15	
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
example: Storytime 1	5	2	0	4	11	Y/N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	0				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: Signing with Success		2	1		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
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
TOTALS:	0	2	1	0	3		**Please circle or bold**

Branch Status Report



Branch	Submitted By	Month/Year	2023
KETTLE FALLS		July	

Branch Highlights	<i>(can include stories to share/quotes/tidbits)</i>

Statistics to Report	
Head Count/Door Count:	Notes: 1332 20 open days
Avg Daily Visitor Count:	67
Ref Questions:	90
Tech Ref Questions:	21
Tech Reference - Libby:	5
Circulation Stats:	1805
New Library Cards:	20
Take Home KITS Given Out:	
CH Kits:	0
TN Kits:	47
AD Kits:	0
	Total: 47
Computer Sessions:	Notes: 357
Length of All Sessions:	239.03
WIFI Stats - Users:	262
WIFI Stats - Total Data Used:	100.511624
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
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1: HOLIDAY					0	N	CH
Storytime Week 2: 7/11/23	4			4	8	N	CH
Storytime Week 3: 7/18/23	5			4	9	N	CH
Storytime Week 4 (&5): 7/25/23	4	7		3	14	N	CH
TOTALS:	13	7	0	11	31		
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):				1	1	N	CH/TN/AD/GEN
TOTALS:	0	0	0	1	1		
Program: Movie night 7/14/23	2	3	1	4	10	N	GEN
Program: ASL 7/19/23	0	4	5	6	15	N	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
TOTALS:	15	14	6	22	57		**Please circle or bold**

Branch Status Report



Branch	Submitted By	Month/Year
LAKESIDE	Anja	2023 July

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

A patron with failing eyesight needed help getting Libby set up on her phone. Brooke and I got it all set up and logged in for her. We also helped her pin the audiobook filter at her request so she'd be able to easily find options that worked for her. She was SO excited and grateful and said we'd "opened up a whole new world of books for her."

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	1,088	Computer Sessions:	45
Avg Daily Visitor Count:	54.4	Length of All Sessions:	14:44
Ref Questions:	25	WIFI Stats - Users:	168
Tech Ref Questions:	90 min	WIFI Stats - Total Data Used:	157.121487
Tech Reference - Libby:	8	Locker Deliveries @	
Circulation Stats:	2,497	Locker Deliveries @	
New Library Cards:	15	Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	35	Locker Deliveries @	
TN Kits:		Locker Deliveries @	
AD Kits:			
Total:		35	

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
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1: No storytime 7/5					0	Y / N	CH/TN/AD/GEN
Storytime Week 2: 7/12/23	19			9	28	Y / N	CH/TN/AD/GEN
Storytime Week 3: 7/19/23	12			8	20	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5): 7/26/23	10			6	16	Y / N	CH/TN/AD/GEN
TOTALS:	41	0	0	23	64		
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: Movie Night	2	11		8	21	Y / N	CH/TN/AD/GEN
Program: Mobius	2	12		7	21	Y / N	CH/TN/AD/GEN
Program: Signing with Success	3	13	2	7	25	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
TOTALS:	48	36	2	45	131		**Please circle or bold**

Branch Status Report



Branch LOON LAKE	Submitted By Mary Klabenes	Month/Year 2023 July
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Branch Highlights *(can include stories to share/quotes/tidbits)*

-Adults and kids alike enjoyed the ASL program and asked us what resources we have for learning American Sign Language. We also had many kids who enjoyed coming in every couple of weeks and finding a new craft on Roosevelt's Workbench, though we had a bunch that asked specifically for the craft of the month.

-Another thing to note is we have started hearing from more people wondering if we will be getting lockers at any of the locations in Southern Stevens County. We told them that we are currently working on that, though we do not know how long it will be until we have them up and running for people to use. These patrons were very happy to hear that.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	889	Computer Sessions:	83
Avg Daily Visitor Count:	56	Length of All Sessions:	39.28
Ref Questions:	82	WIFI Stats - Users:	176
Tech Ref Questions:	110	WIFI Stats - Total Data Used:	379.810362
Tech Reference - Libby:	6		
Circulation Stats:	2009		
New Library Cards:	14		
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits: Roosevelt's Bench	35	Locker Deliveries @	
TN Kits:		Locker Deliveries @	
AD Kits:	7	Locker Deliveries @	
	Total: 42		

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
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1: No Storytime This Week					0	Y / N	CH/TN/AD/GEN
Storytime Week 2:	2			2	4	Y / N	CH/TN/AD/GEN
Storytime Week 3:	5			2	7	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	1			1	2	Y / N	CH/TN/AD/GEN
TOTALS:	8	0	0	5	13		
Tech Help with LOSC Week 1:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:	2			2	4	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:	4			2	6	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):	1			1	2	Y / N	CH/TN/AD/GEN
TOTALS:	7	0	0	5	12		
Program: ASL Signing With Success	12	19	11	20	62	Y / N	CH/TN/AD/GEN
Program: Interactive Movie Night	0	0	0	0	0	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
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	27	19	11	36	93		**Please circle or bold**