STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
September 21, 2023
Zoom

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:03 am by Vice Chair Lisa Wolfe, Sue Poe Chair joined at 10:10 and took over the meeting. In attendance were Sue Poe, Chair; Lisa Wolfe, Vice Chair; Josie Darst, Trustee; Joann Caruso, Trustee; Jennifer Miller, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Office Manager were also present.

VISITORS – none

GREETINGS – Lisa welcomed everyone.

PUBLIC COMMENT – Cynthia Balzarini from OAC and Amy Browne-Minden from Design West joined the meeting and shared updates on the Facility Building Projects.

AGENDA CHANGES – add All Staff Day to Unfinished Business.

ACTION ITEMS
(1)   The minutes from the Board of Trustees Regular Meeting of August 24, 2023, were reviewed.
(2)   The minutes from the Board of Trustees Special Meeting of August 28, 2023, were reviewed.
(3)   The minutes from the Board of Trustees Conference Call of September 13, 2023, were reviewed.
(4)   The following vouchers and warrants were approved for payment:
       Accounts Payable 8/17/23-9/6/23 - 48 Vouchers total $76,836.04.
       Payroll Warrants August 2023 – 34 Direct Deposits for a total of $95,115.51.
(5)   Detailed Revenue & Budget Status Reports for August 2023.
(6)   The Director's August 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 –.**
       a.   Report from OAC (during public comment) – Cynthia reported that the land survey, geotech and initial inspections are complete in Loon Lake. Environmental is also complete. Still in progress: SEPA & NEPA and cultural assessment. The first claim for reimbursement is ready to go out for the CDBG grant. The City of Colville is working on the preliminary architect report, scope of work and other documents for the grants. Amy introduced herself and shared plans for Northport, Chewelah and Loon Lake. She took feedback and answered questions from the Trustees. She also reported on the meeting with Vaagen's. The plan is to have a shed roof which if within budget could work with Vaagen products. Amy and the structural engineer, Larry Harris, will begin work on construction documents next week.

       b.   2021-2023 – Loon Lake, Colville, Chewelah, and Northport – update above plus more from Amanda. Amanda shared more about the meeting with Vaagen's Timber. They learned about the different products Vaagen's offers. No word yet on what Vaagen's can offer but their product could save 4-6 weeks of labor since they are prefab. Learned about a Community Investment Fund through the US

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Forest Service with up to a $250,000 grant for wood innovation. Russ and Tom would help us write the grant. Lisa said she will reach out to her contacts for more information.

    c. 2023-2025 – Hunters – nothing new this month.

(2)   **Advocacy to State Legislature** – Amanda sent emails to Senator Shelly Short, Representative Jacquelin Maycumber, and Representative Joel Kretz regarding the frustration of not receiving digital navigation funds while we have a significant need in our part of the state. Amanda spoke with Senator Short on the phone. Amanda will share the hotspot handout she created to answer questions about the program, with the board.

(3)   **Capital Campaign** – Tagline selected: "Preserving the Past, Forging the Future." The Board expressed a little confusion on the logo. It will be the tagline for the library district and the building projects. Trustees have questions. Amanda will ask Catharine to write up a summary of where the committee is and/or attend the Conference Call to explain and answer questions. The committee is working on a document for objections with replies. The list of business owners, to reach out to, is also in the works. Sue will follow up with Jessica and Jennifer to work on that list further.

(4)   **Staff Reorganization** – Posted the new Staff Support Specialist position internally and had one applicant. The entire management team was involved in the interview and Anja Johnson was hired. This position will be remote with travel to various branches depending on the need daily. Staff are excited for Anja to get started. Trustees are concerned about the position having a library home base for mileage reasons. Amanda explained that they are working out those details.

(5)   **Board Retreat** – Currently there is not a good date for everyone. Trustees discussed what would work best for a retreat and what should be discussed - Intellectual freedom and a lid lift conversation are important. Amanda has a Director's Retreat next week and will bring some ideas to the October Conference Call. At that time Trustees can decide if they want to fit a retreat in before the years end or plan for the beginning of 2024.

(6)   **2024 Draft Budget** - Amanda shared the draft budget and staff wage scale (new business) and talked through it with the Trustees. Janet will update the Budget, so the labels match the Wage Scale. Amanda will have everything ready to go out with the Conference Call agenda so it can be discussed, and questions can be asked before the public meeting in October.

(7)   **Autumn All Staff Day** – The original day of October 6th needed to be rescheduled. A new date of November 28th will be better for planning and staff. Amanda shared that staff day will include Intellectual Freedom training. Trustees amended the previous closure date and voted to close the libraries for the new date. The libraries will be open for regular business on the previously agreed upon date of October 6th.

Motion made to close all Libraries for All-Staff Day, Friday, November 28th, 2023, and cancel the previous vote of closure for October 6th – libraries will remain open for normal business that day.
    Motion made: Josie
    Motion seconded: Jennifer
    All in favor: Unanimous

NEW BUSINESS
(1)   **2024 Staff Wage Scale** – This was shared and discussed along with the draft budget in unfinished business. Lisa requested more information on the additional functions/specializations for certain

positions that will be paid more. Perhaps job descriptions. Amanda will share that information with the Conference Call agenda.

(2) **Vote to reclassify positions impacted by the increase in the threshold for exempt employees** – The salary threshold for 2024 exempt employees will be raised January 2024 to $66,560. With that salary, all positions except the Director will need to be moved to non-exempt. We will revisit this at the October meeting.

REPORTS
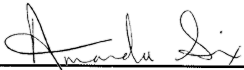**(1)** **Director's Report:**
    a. **Library Happenings (attached)**
    b. **Statistics and Reporting**
(2) **Trustee/Liaison Report**   -.
(3) **Others:** none

ADJOURNMENT
The meeting of the Board of Trustees was adjourned at 1:47 pm.

Chair adjourned the meeting.

Respectfully submitted:

Amanda Six, Secretary, SCRLD

Sue Poe, Board Chair

Date   10.19.23

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STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Special Meeting
August 28, 2023
Zoom

The special meeting of the Stevens County Rural Library District Board of Trustees was called to order at 9:03 am by Chair Sue Poe. In attendance were Sue Poe, Chair; Lisa Wolfe, Vice Chair; Josie Darst, Trustee; Joann Caruso, Trustee; Jennifer Miller, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Office Manager were also present.

AGENDA

ACTION ITEMS & DISCUSSIONS

(1)   **New Job Description – Staff Support Specialist** – Trustees discussed the proposed new job description and asked questions and asked for clarification where needed. After discussion the Trustees called for a vote.

Motion made to accept the Staff Support Specialist job description and add it to our Library Team.
        Motion made: Joann
        Motion seconded: Jennifer
        All in favor: 4
        Opposed: 1

ADJOURNMENT
The meeting of the Board of Trustees was adjourned at 9:45 am.

Chair adjourned the meeting.

Respectfully submitted:

Amanda Six

Amanda Six, Secretary, SCRLD

Sue Poe

Sue Poe, Board Chair

Date   10.19.23

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STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
September 13, 2023

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

AGENDA

o **OPENING** – Sue welcomed everyone.

o **PUBLIC COMMENT** – none

o **AGENDA CHANGES** – none

o **ACTION ITEMS**
   • **Autumn All-Staff Day – October 6, 2023** - Trustees discussed and called for a vote.

Motion made to close all Libraries for All-Staff Day, Friday, October 6, 2023.
>   Motion made: Josie
>   Motion seconded: Joann
>   All in favor: Unanimous
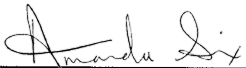
o **DISCUSSIONS**

   • **September 21ˢᵗ – Regular Board Meeting – Agenda Changes** – none
   • **LCIP & CDBG & Construction Project Updates –**
      o The Capital Campaign has chosen their tagline: Preserving the Past, Forging the Future.
      o We have a few new drawings from the Architect for Loon Lake. Amanda shared and the Trustees discussed.
      o Working on the MOU between the City of Colville and the Foundation – hope to have that finalized this month.
      o Amanda, OAC and the Architect will meet with Vaagens' Timber next week to see what they offer for the library facility projects.
   • **Board Retreat** – The first set of dates did not work for everyone. Becca will send out a new Doodle Poll with more dates.
   • **10-minute Board training** – no training today
   • Amanda shared that the library did not receive the next round of Digital Navigation Funds. This is very disappointing and without these funds we will have to cancel our hotspots. Amanda has reached out to several groups hoping to acquire other funding and is waiting to hear. Amanda may call on the Trustees for letters and support soon.

o **NEW BUSINESS** – none

o **ADJOURNMENT** – Meeting was adjourned at 9:53 am.

Respectfully submitted:

_____
Amanda Six, Secretary, SCRLD

Accepted By:

_____   9.21.23
Sue Poe, Board Chair   **Date**

District Status Report - Director's & Tech/Educ

Submitted By	Month/Year	2023
Amanda Six	**August**	

Highlights

After learning in late August that we didn't recieve the Digital Navigator Grant from the Washington State Broadband Office (WSBO), I've speant a large amount of time trying to secure funding for the hotspot project. Currently, I have been reaching out to Lumen, AT&T, and Verizon. I have also been working on the FY 2024 budgets for the District, Colville, and Chewelah.

Submitted By	Month/Year	2023
Jessica Varang	**August**	

Tech/Educ Highlights

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2023
CHEWELAH	**Matt**	**August**	

Branch Highlights

(can include stories to share/quotes/tidbits)

Statistics to Report

		Notes:			Notes:
Head Count/Door Count:	1942		Computer Sessions:	352	
Avg Daily Visitor Count:	84.43		Length of All Sessions:	248:37:00	
			WIFI Stats - Users:	557	
Ref Questions:	102		WIFI Stats - Total Data Used:	645.28	
Tech Ref Questions:	75				
Tech Reference - Libby:	12				
Circulation Stats:	3396				
New Library Cards:	33				
			Locker Deliveries @		
Take Home KITS Given Out:			Locker Deliveries @		
CH Kits:			Locker Deliveries @		
TN Kits:			Locker Deliveries @		
AD Kits:	30				
Total:	30				

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:	17			9	26	N	CH/TN/AD/GEN
Storytime Week 2:	13			6	19	N	CH/TN/AD/GEN
Storytime Week 3:	18			6	24	N	CH/TN/AD/GEN
Storytime Week 4 (&5):	22			13	35	N	CH/TN/AD/GEN
TOTALS:	70	0	0	34	104		
Tech Help with LOSC Week 1:				3	3	N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				1	1	N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:				2	2	N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):				2	2	N	CH/TN/AD/GEN
TOTALS:	0	0	0	8	8		
Program: Pen to Paper				7	7	N	CH/TN/AD/GEN
Program: Mobius Science Center	5	12		6	23	N	CH/TN/AD/GEN
Program: RW Spin Drum	50				50	N	CH/TN/AD/GEN
Program: Brick Builders	2	2		2	6	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:	127	14	0	57	198		***Please circle or bold***

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2023
COLVILLE	Lisa Vos	**August**	

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

A little patron recognized Lisa today from the bear hunt video! Then they acted it out together
This is my favorite place in all of Colville. Thank you for all you do
Patron bought us pizza and had it delivered because we are amazing!!

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	6,513		**Computer Sessions:**	547
Avg Daily Visitor Count:	283 23 days open		**Length of All Sessions:**	291 hours
			WIFI Stats - Users:	1077
Ref Questions:	19		**WIFI Stats - Total Data Used:**	1001 GB
Tech Ref Questions:	212			
Tech Reference - Libby:	32		**Volunteer Hours**	114.15
Circulation Stats:	6,513			
New Library Cards:	80			
			Locker Deliveries @ -	
Take Home KITS Given Out:			**Locker Deliveries @ -**	
CH Kits:	-		**Locker Deliveries @ -**	
TN Kits:	-		**Locker Deliveries @ -**	
AD Kits:	65			
Total:	65			

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
example: Storytime 1	*5*	*2*	*0*	*4*	*11*	*Y / N*	*CH/TN/AD/GEN*
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1: (x2)	34	6		17	57	Y / N	CH/TN/AD/GEN
Storytime Week 2: (x2)	36	5		25	66	Y / N	CH/TN/AD/GEN
Storytime Week 3: (x2)	42	6		21	69	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5): (x2)	64	8		31	103	Y / N	CH/TN/AD/GEN
TOTALS:	176	25	0	94	295		
Tech Help with LOSC Week 1:				2	2	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:				1	1	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):				2	2	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	6	6		
Program: VR (x3)			7		7	Y / N	CH/TN/AD/GEN
Program: Rock Painting		6		2	8	Y / N	CH/TN/AD/GEN
Program: Mobius	5	11	5	8	29	Y / N	CH/TN/AD/GEN
Program: Outreach - Parkview (x5)				11	11	Y / N	CH/TN/AD/GEN
Program: Outreach - Buena Vista (x2)				4	4	Y / N	CH/TN/AD/GEN
Program: Pen to Paper				20	20	Y / N	CH/TN/AD/GEN
Program: Outreach - NEWA Fair					712	Y / N	CH/TN/AD/GEN
Program: 4th Friday Partnership	10	6	0	11	27	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:	191	48	12	156	1119	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2023
HUNTERS	Lisa Vos	**August**	

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

2 new patrons came to join the library because they've "read everything in the church library." They were happy to leave with 2 bags of books to read, and were excited to hear that we could order books from our other locations.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	105		Computer Sessions:	8
Avg Daily Visitor Count:	12 9 open days		Length of All Sessions:	2.8 hours
			WIFI Stats - Users:	42
Ref Questions:	2		WIFI Stats - Total Data Used:	116.4 GB
Tech Ref Questions:	8			
Tech Reference - Libby:	0			
Circulation Stats:	177			
New Library Cards:	4			
			Locker Deliveries @ Gifford	8
Take Home KITS Given Out:			Locker Deliveries @ -	
CH Kits:	-		Locker Deliveries @ -	
TN Kits:	-		Locker Deliveries @ -	
AD Kits:	5			
Total:	5			

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	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: Mobius	2	14		4	20	Y / N	CH/TN/AD/GEN
Program: Valley Fair Outreach					161	Y / N	CH/TN/AD/GEN
Program: Hunters Fair Outreach					173	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:	**2**	**14**	**0**	**4**	**354**	***Please circle or bold***	

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2023
KETTLE FALLS	mfk	**August**	

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

It has been noticeably and consistently busier in Kettle Falls since the first week of August.

Our FOL group had an ice cream social in mid-August to celebrate the new additions to our courtyard and talk about future plans for walkways and plantings. About 60 people attended.

We managed to identify a scam attempt against one of our patrons as we were helping him print some documents that "appeared" to be from Norton antivirus; they looked very suspicious, so we talked with him about our concerns. We may not have been able to catch it in time, but he and his wife were able to confirm that it definitely was a scam and they are taking more steps to protect themselves from now on.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	1712	23 open days	**Computer Sessions:**	453
Avg Daily Visitor Count:	74		**Length of All Sessions:**	288:42:00
			WIFI Stats - Users:	309
Ref Questions:	138		**WIFI Stats - Total Data Used:**	274.09
Tech Ref Questions:	12			
Tech Reference - Libby:	4			
Circulation Stats:	1964			
New Library Cards:	23			
			Locker Deliveries @	
Take Home KITS Given Out:			**Locker Deliveries @**	
CH Kits:			**Locker Deliveries @**	
TN Kits:	30	stitched letters	**Locker Deliveries @**	
AD Kits:				
Total:	30			

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: Aug 1	3			3	6	N	CH
Storytime Week 2: Aug 8	4			4	8	N	CH
Storytime Week 3: Aug 15	36	3		5	44	N	CH
Storytime Week 4 (&5): Aug 22 & 29	20			6	26	N	CH
TOTALS:	63	3	0	18	84		
Tech Help with LOSC Week 1:	0				0	N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:	0				0	N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:	2				2	N	GEN
Tech Help with LOSC Week 4 (&5):	2				2	N	CH/TN/AD/GEN
TOTALS:	4	0	0	0	4		
Program: Mobius Aug 2	1	4	8	6	19	N	TN
Program: LiBrewery Trivia		2	1	32	35	N	AD
Program: Writer's Workshop Aug 16				5	5	Y	AD
Program: Breakout Box Aug 23		3	1	1	5	TN	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:	68	12	10	62	152	****Please circle or bold****	
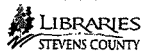
Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year 2023
LAKESIDE	Anja	**August**

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

We have a highschool-aged patron who has been coming in regularly for a while to study and meet with friends. She is involved with the theater and drama club at her school and has come in before for advice on storytimes because she lead a storytime for kids at a drama camp where she volunteered. She came in recently and shared that her highschool is putting on a play that she wrote - she was really excited! She said that a lot of it was written on our computers because she loves the atmosphere at the library and found it was a good place for her to be able to be creative and write. So fun!

Statistics to Report

		Notes:			Notes:
Head Count/Door Count:	1,472		Computer Sessions:	66	
Avg Daily Visitor Count:	64		Length of All Sessions:	26:29:00	
			WIFI Stats - Users:	178	
Ref Questions:	50		WIFI Stats - Total Data Used:	436.7570608	
Tech Ref Questions:	31				
Tech Reference - Libby:	13				
Circulation Stats:	2,950				
New Library Cards:	34				
			Locker Deliveries @	0	
Take Home KITS Given Out:			Locker Deliveries @	0	
CH Kits:	0		Locker Deliveries @	0	
TN Kits:	0		Locker Deliveries @	0	
AD Kits:	25				
Total:	25				

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:	10			6	16	Y / N	CH/TN/AD/GEN
Storytime Week 2:	8			4	12	Y / N	CH/TN/AD/GEN
Storytime Week 3:	24			10	34	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	18			9	27	Y / N	CH/TN/AD/GEN
TOTALS:	60	0	0	29	89		
Tech Help with LOSC Week 1:				5	5	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				3	3	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:				4	4	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):				19	19	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	31	31		
Program: Pen to Paper				3	3	Y / N	CH/TN/AD/GEN
Program:Roosevelt's workbench, sticker making		29	3		32	Y / N	CH/TN/AD/GEN
Program: RW, spin drum	5	25	5		35	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:	65	54	8	63	190		**Please circle or bold**

Branch Status Report

Branch	Submitted By	Month/Year	2023
LOON LAKE		**August**	

LIBRARIES
STEVENS COUNTY

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

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	1084	Computer Sessions:	117	
Avg Daily Visitor Count:	60	Length of All Sessions:	43.52	
		WIFI Stats - Users:	215	
Ref Questions:		WIFI Stats - Total Data Used:	502.2801991	
Tech Ref Questions:				
Tech Reference - Libby:				
Circulation Stats:	2166			
New Library Cards:	28			
		Locker Deliveries @		
Take Home KITS Given Out:		Locker Deliveries @		
CH Kits:		Locker Deliveries @		
TN Kits:		Locker Deliveries @		
AD Kits:				
Total:	0			

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:	7			4	11	Y / N	CH/TN/AD/GEN
Storytime Week 2:	6			3	9	Y / N	CH/TN/AD/GEN
Storytime Week 4: 3 was canceled	4			1	5	Y / N	CH/TN/AD/GEN
Storytime Week 5:	7			2	9	Y / N	CH/TN/AD/GEN
TOTALS:	24	0	0	10	34		
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: Mobius	7	8		13	28	Y / N	CH/TN/AD/GEN
Program: KS Brooks			2	17	19	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
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	31	8	2	46	87		***Please circle or bold***

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2023
NORTHPORT	Wright Halbert	**August**	

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

During the heatwave we had a group of seldom-seen teens and some adults use the library as a cooling center. Northport library proudly hosted the board meeting. We had a generous patron reach out to a local teen with the gift of a chromebook. Many patrons parked outside just to use the free wi-fi.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	261		**Computer Sessions:**	65
Avg Daily Visitor Count:	18.6 open 14 days		**Length of All Sessions:**	35:52:00
			WIFI Stats - Users:	34
Ref Questions:	25		**WIFI Stats - Total Data Used:**	62.07
Tech Ref Questions:	18			
Tech Reference - Libby:	0			
Circulation Stats:	439			
New Library Cards:	1			
			Locker Deliveries @ Onion Creek	29
Take Home KITS Given Out:			**Locker Deliveries @ Echo/Evans**	16
CH Kits:			**Locker Deliveries @**	
TN Kits:			**Locker Deliveries @**	
AD Kits:	15	stitched letters		
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	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: Mobius Aug 4		2		1	3	N	TN
Program: Pen to Paper Aug 17				2	2	N	AD
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	0	3	5	****Please circle or bold****	