STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
October 19, 2023
Kettle Falls Library

Public Hearing – 2024 Preliminary Budget, Levy Rate and Revenue by Sources, 10:00 am

At 10:07 am Sue Poe, Chair, opened the Public Hearing. The general operating fund revenue by source handout, proposed 2024 expenditures and 2023 levy rate were made available to the public. No members of the public attended.

There being no public comment, the hearing was closed at 10:08 am.

The regular meeting of the Stevens County Rural Library District Board of Trustees was called to order at 10:09 by Chair Sue Poe. In attendance were Sue Poe, Chair; Lisa Wolfe, Vice Chair; Josie Darst, Trustee; Joann Caruso, Trustee; Jennifer Miller, Trustee (via Zoom). Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Office Manager were also present.

VISITORS – Phil Johnson & Cynthia Balzarini from OAC and Amy Browne-Minden from Design West joined the meeting via Zoom.

GREETINGS – Sue welcomed everyone.

PUBLIC COMMENT – Phil, Cynthia, and Amy shared updates on the Facility Building Projects (Unfinished Business #1).

AGENDA CHANGES – none

ACTION ITEMS
(1)   The minutes from the Board of Trustees Regular Meeting of September 21, 2023, were reviewed.
(2)   The minutes from the Board of Trustees Conference Call of October 11, 2023, were reviewed.
(3)   The following vouchers and warrants were approved for payment:
        Accounts Payable 9/14/23-10/10/23 - 65 Vouchers total $119,306.16.
        Payroll Warrants September 2023 – 31 Direct Deposits for a total of $86,490.02.
(4)   Detailed Revenue & Budget Status Reports for September 2023.
(5)   The Director's September 2023 timesheets and accumulated vacation & sick hours were reviewed.

*Change to the September 2023 minutes:
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; specifically, clarification about the supervision hierarchy and which positions will have supervisory authority. Perhaps job descriptions. Amanda will share that information with the Conference Call agenda.
*Janet will send an email to the auditor to ask about the need for a budget resolution before the beginning of the year.

Motion made to accept the Consent Agenda.
        Motion made: Lisa

Motion seconded: Joann

All in favor: Unanimous

UNFINISHED BUSINESS

(1)   **Library Capital Improvement Project (LCIP) Update** – Amanda shared an updated Library Facility Project Snapshot.

     a.   Report from OAC (during public comment) –

- Amy shared the latest drawings and updates for Northport, Chewelah & Loon Lake.
- Amy stated that we are ready to start planning for a public meeting. She suggested posting something on the website, having drawings and info in the branch beforehand and then hosting a meeting. Amanda would like Amy and Phil to be present at the public meetings.
- Trustees would like to see all the bid alternate numbers before the public meeting.
- Need to decide what to do about the Forest Service Wood Innovation Grant. Phil brought up the fact that neither one will pay for construction. We should not wait for this grant if the benefit does not outweigh the time delay. Talk to Vaagens Timber about how best to write this grant and get the most out of it.
- After a review of cash flow and the way the grant reimbursements work, we have decided we do not need to apply for the TEDD Loan at this time. If needed, we will complete the application process later in the process.

     b.   2021-2023 – Loon Lake, Colville, Chewelah, and Northport – see above.

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

(2)   **Advocacy to State Legislature** – Amanda met with Shelly Short and Mark Vasconi, Director of the Washington State Broadband Office (WSBO), Lisa Heaton, Digital Equity Director, WSBO, and Debra Hansen, Stevens County WSU Extension Director. Senator Short ran the meeting and did a great job! Lisa will send a thank you from the Board to Shelly. Amanda shared with the Library Directors about an open comment period for the Digital Equity Plan. She will share that same information with the Trustees as well. The more comments from rural areas, and Stevens County in particular, the better.

(3)   **Capital Campaign** – "Preserving the Past, Forging the Future" tagline for all. Each project will also have a separate branch specific tagline. The "fill in the blank" Legacy Project (e.g. The Loon Lake Legacy Project). Amanda met with Graphic Designer Chelsea Phillips about creating a graphic/logo for the legacy projects. They talked through ideas and scheduled a follow-up meeting for November 3rd. Amanda will invite a trustee representative, as well as Capital Campaign Committee members to the meeting. Next Capital Campaign Committee meeting is Monday, November 13th.

(4)   **Staff Reorganization** – Amanda shared where we are in the process. Anja has hit the ground running with meetings, training, and planning - it's going great! After the approval of the wage scale at next month's Board Meeting Amanda hopes to present the reorg job responsibilities along with the wage scale to staff. Joann asked why the Board has to approve job descriptions. Amanda thinks there is an RCW about it or it could be in the Board bylaws or a library policy. Staff will investigate and report at the November meeting.

(5)   **Board Retreat** – Trustees discussed what topics would be beneficial for a Board Retreat. Though we need it, it doesn't seem like a good year to try a lid lift. Book Banning education and how our District handles it would be helpful. Also, handling public comment procedures. Lisa will let Becca know the week in January that doesn't work for her then Becca will send out a doodle for other possible dates in January. Possibly January 10th combined with the Conference Call. Sue volunteered to host. Lisa

suggested a second Retreat next year potentially inviting representatives of other special taxing districts all get together to talk about educating on how taxes fund our organizations. Amanda mentioned that the State Department of Revenue could provide this training. Lisa suggested that the library host and organize this training.

(6)   **2024 Draft Budget** – Trustees reviewed draft budget and discussed. We have not received an official response from the County about whether they will continue to process payroll for free. Lisa asked about increasing the Professional Services Budget to show more accurately what is spent. What is the story we are trying to tell? We value quality staff. Amanda let the Board know that staff are re-evaluating database subscriptions in order to make better decisions about which ones to keep since several of them are expensive.

(7)   **2024 Staff Wage Scale** – Trustees reviewed and discussed the updated wage scale. They will vote on this next month.

(8)   **Reclassify Some Exempt Positions** – table until November

NEW BUSINESS
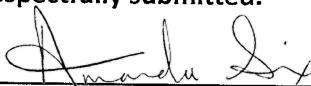
REPORTS
(1)   **Director's Report:**
        a. **Library Happenings (attached)**
        b. **Statistics and Reporting**
(2)   **Trustee/Liaison Report** – Lisa reported that the Kettle Falls Friends got their 3rd author, Jack Nisbet, for their Annual Fundraising Tea which will be held May 11th.
(3)   **Others:** none

ADJOURNMENT
The meeting of the Board of Trustees was adjourned at 1:42 pm.

Chair adjourned the meeting.

Respectfully submitted:

_____
Amanda Six, Secretary, SCRLD

_____
Sue Poe, Board Chair

Date 11.16.23

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
October 11, 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; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Office Manager. Trustee Jennifer Miller was absent from the meeting.

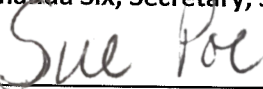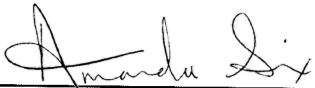**AGENDA**
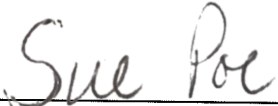
o **OPENING** – Sue welcomed everyone.

o **PUBLIC COMMENT** – none

o **AGENDA CHANGES** – none

o **ACTION ITEMS** – none

o **DISCUSSIONS**

- **October 19th – Regular Board Meeting – Agenda Changes** – none
- **LCIP & CDBG & Construction Project Updates –**
  o Amanda shared some information about the upcoming City of Chewelah Facilities projects. The City of Chewelah has received a $1.5 million Community Development Block Grant and is meeting with the library to discuss coordinating efforts in their building projects. The Library and the City facility share a roofline and two walls.
  o Other projects do not have any new changes and are moving forward with behind the scenes work.
- **10-minute Board training** – no training today

o **NEW BUSINESS** – none

o **ADJOURNMENT** – Meeting was adjourned at 9:47 am.

Respectfully submitted:

Amanda Six (signature)

_____
Amanda Six, Secretary, SCRLD

Accepted By:

Sue Poe (signature)

_____   10.19.23
Sue Poe, Board Chair   **Date**

District Status Report - Director's & Tech/Educ

Submitted By	Month/Year	2023
Amanda Six	September	

Highlights

Submitted By	Month/Year	2023
Jessica Varang	September	

Tech/Educ Highlights

Technology has been frustrating lately. We've seen quite a few bugs and setbacks with our new computers for the public side. We are still determining the best course of action for these moving forward. On a positive note, we have been able to install Square registers at all branches, streamlining processes and implementing the ability to take credit/debit cards to process transactions. Janet is able to access detailed reports for all branches and we are smoothing out the process for branches to submit deposits and fines waived.

Due to end of life support for Windows Server 2012, we will be migrating to a different server software in the next few weeks. We put a ticket in this past July to do so, but ExBabylon has experienced some complications and delays. We should be migrating in the near future and it should not result in any downtime or issues for the library, according to TLC and ExBabylon.

We are schedule to upgrade our internet at both the Colville and Chewelah locations via the K20 network to 1GB of bandwidth for each branch. K20 has chosen CenturyLink/Lumen as the provider for CH and Ziply for CV. CH should complete by early November, CV is slated for early spring due to permitting issues. LLJV 10132023

Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	1408		Computer Sessions:	313
Avg Daily Visitor Count:	73.6		Length of All Sessions:	169:23:00
			WIFI Stats - Users:	499
Ref Questions:	60		WIFI Stats - Total Data Used:	664.48
Tech Ref Questions:	47			
Tech Reference - Libby:	5			
Circulation Stats:	2864			
New Library Cards:	107			
			Locker Deliveries @	
Take Home KITS Given Out:			Locker Deliveries @	
CH Kits:	40		Locker Deliveries @	
TN Kits:	60		Locker Deliveries @	
AD Kits:				
Total:	100			

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:	9			7	16	N	CH
Storytime Week 2:	5			3	8	N	CH
Storytime Week 3:	10			5	15	N	CH
Storytime Week 4 (&5):	8			5	13	N	CH
TOTALS:	32	0	0	20	52		
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: Brick Builders		8		4	12	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
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:	32	8	0	24	64	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

*Patron: We sure are thankful for you all in here. We think we have the BEST librarians
a gentleman requested copies. after some false starts i got him printed and he thanked me profusely. Another patron spoke up and told him. "The libraries give the best customer service around and This library gives the best of all of them!!

*Patrons came in to check out books and told me how great it was to check out the hotspots and determine that they both worked. They have now purchased their own!!! Winner winner corndog dinner!

*Patron asked for the bathroom and told me what a beautiful library we have--said she loves it. I told her we do too.

*We have a lovely new family visiting the ibrary after school every day. I brought the craft cart out for the young daughter and she stayed very busy. Before they left she came up and gave me a hug spontaneously. It was the best part of my day.

*Helped a patron snip, format, and print an image. He was extremely gratetful and donated 4 dollars

*Lisa had referred a patron to KF to sign up for the DN program and get a free laptop. He came back and told her it went well and thanked her for the referral

*Lady came in looking for Russian books so I took her back to our Cyrillic section and told her to help herself. Before she left she asked me to write down my name for her and I did. I wished her a pleasant visit in our area and she left. !!She returned with her husband, a lovely calendar and two pens with my name inscribed on them. She loves libraries and says she looks for them in every town they visit, even the villages, where she says there is always a library. Sometimes a tiny one, but always there. "Librarians are special people." Made me smile!!

Statistics to Report

		Notes:				Notes:
Head Count/Door Count:	5,411			Computer Sessions:	461	
Avg Daily Visitor Count:	271	20 days open		Length of All Sessions:	238 hours	
				WIFI Stats - Users:	996	
Ref Questions:	21			WIFI Stats - Total Data Used:	310.64 GB	
Tech Ref Questions:	116					
Tech Reference - Libby:	39			Volunteer Hours	108.7 hours	
Circulation Stats:	5,264					
New Library Cards:	26					
				Locker Deliveries @ -		
Take Home KITS Given Out:				Locker Deliveries @ -		
CH Kits:	90			Locker Deliveries @ -		
TN Kits:	90			Locker Deliveries @ -		
AD Kits:	0					
Total:	180					

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)	5	2		5	12	Y / N	CH/TN/AD/GEN
Storytime Week 2:	8	1		8	17	Y / N	CH/TN/AD/GEN
Storytime Week 3:	9			5	14	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	3			2	5	Y / N	CH/TN/AD/GEN
TOTALS:	25	3	0	20	48		
Tech Help with LOSC Week 1:				1	1	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:				1	1	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	4	4		
Program: Writing Is Fun!	1	2	1	2	6	Y / N	CH/TN/AD/GEN
Program: Book Club				8	8	Y / N	CH/TN/AD/GEN
Program: 4th Friday partnership	4	7		2	13	Y / N	CH/TN/AD/GEN
Program: Outreach - Parkview (x4)				9	9	Y / N	CH/TN/AD/GEN
Program: Outreach - Buena Vista (x2)				6	6	Y / N	CH/TN/AD/GEN
Program: Bright Beginnings special storytin	22			6	28	Y / N	CH/TN/AD/GEN
Program: Discoverable- Library Scavenger Hunt					45	Y / N	CH/TN/AD/GEN
Program: National Literacy Month: Ickabog					560	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:	52	12	1	57	727	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

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

Branch Highlights

(can include stories to share/quotes/tidbits)

"Thanks for the hotspots while you had them! and thank you for this ACP information." Patron came who lost their home in the Elk fire. They own property here in Fruitland and were so thankful to have internet access and books for their kids.
One patron came in to return a hotspot and was informed tht the program was ending, thay had many thanks to give and were very hopeful that the program will take place again in the future.
One patron came in to print some pages off the computer, he explained that he printed out images and used them to trace and etch onto his custom mirrors that he sells, he explained how helpful the library is to his business.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	86		Computer Sessions:	7
Avg Daily Visitor Count:	9.5 9 days open		Length of All Sessions:	4.08 hours
			WIFI Stats - Users:	44
Ref Questions:	10		WIFI Stats - Total Data Used:	60.53 GB
Tech Ref Questions:	7			
Tech Reference - Libby:	-			
Circulation Stats:	146			
New Library Cards:	1			

Take Home KITS Given Out:			Locker Deliveries @ Hunters	2
CH Kits:	5		Locker Deliveries @ Gifford	16
TN Kits:	10		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	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: National Literacy Month: Ickabog					40	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	0	0	0	40	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2023
KETTLE FALLS		**September**	

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

Our after-school art program began for the school year with the usual great turn-out!

Statistics to Report

		Notes:			Notes:
Head Count/Door Count:	1867	20 open days	Computer Sessions:	378	
Avg Daily Visitor Count:	93		Length of All Sessions:	205:17:00	
			WIFI Stats - Users:	312	
Ref Questions:	94		WIFI Stats - Total Data Used:	563.45	
Tech Ref Questions:	14				
Tech Reference - Libby:	6				
Circulation Stats:	1797				
New Library Cards:	19				
			Locker Deliveries @		
Take Home KITS Given Out:			Locker Deliveries @		
CH Kits:	60		Locker Deliveries @		
TN Kits:	48		Locker Deliveries @		
AD Kits:	na				
Total:	108				

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:	9			4	13	N	CH
Storytime Week 2:	25			6	31	N	CH
Storytime Week 3:	25			6	31	N	CH
Storytime Week 4 (&5):	21			5	26	N	CH
TOTALS:	80	0	0	21	101		
Tech Help with LOSC Week 1:	0					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	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program: Art Sep 12		32		16	48	N	TN
Program: Art Sep 19		22		5	27	N	TN
Program: Art Sep 26		27		5	32	N	TN
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:	80	81	0	47	208		*"Please circle or bold"*

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year 2023
LAKESIDE	Amanda Smith	**September**

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

One of our regular patrons (and storytime grandparents) brought in her phone because Libby was just a frozen, completely red screen when she opened it. I troubleshoot a little bit, but all that needed to happen was to restart her phone and reinstall Libby. Once we did that, it worked great! She felt like it was a big deal and was so grateful that she brought in homemade apple spice muffins on the next storytime day as a thank you. :)

Statistics to Report

		Notes:
Head Count/Door Count:	1118	
Avg Daily Visitor Count:	56	
Ref Questions:	50	
Tech Ref Questions:	35	
Tech Reference - Libby:	11	
Circulation Stats:	2135	
New Library Cards:	23	

		Notes:
Computer Sessions:	66	
Length of All Sessions:	31:01:00	
WIFI Stats - Users:	162	
WIFI Stats - Total Data Used:	585.245804	

Take Home KITS Given Out:

CH Kits:	90
TN Kits:	
AD Kits:	
Total:	90

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
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	1		8	16	Y/N	CH/TN/AD/GEN
Storytime Week 2:	12	1		10	23	Y/N	CH/TN/AD/GEN
Storytime Week 3:	13			9	22	Y/N	CH/TN/AD/GEN
Storytime Week 4 (&5):	6			7	13	Y/N	CH/TN/AD/GEN
TOTALS:	38	2	0	34	74		
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: TEDD in the Library	0	0	0	0	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
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
TOTALS:	38	2	0	34	74		***Please circle or bold**

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year 2023
LOON LAKE	**Mary Klabenes**	**September**

Branch Highlights

(can include stories to share/quotes/tidbits)

*Gave out 24 Ickabog books.

*We had at least 3 patrons who told the library staff how grateful they were that when they had a technology question such as help with their phone or email, they knew they could come to the library for help.

*One little patron told us that she had been afraid of spiders, but by checking out a lot of books about spiders, she has conquered her fear of them!

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	728		Computer Sessions:	69
Avg Daily Visitor Count:	45		Length of All Sessions:	22.29
			WIFI Stats - Users:	
Ref Questions:	70		WIFI Stats - Total Data Used:	
Tech Ref Questions:	132			
Tech Reference - Libby:	4			
Circulation Stats:	1450			
New Library Cards:	11			
			Locker Deliveries @	
Take Home KITS Given Out:			Locker Deliveries @	
CH Kits:	40		Locker Deliveries @	
TN Kits: Stem kits	24		Locker Deliveries @	
AD Kits:				
Total:	64			

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: Canceled					0	Y/N	CH/TN/AD/GEN
Storytime Week 2:	3			2	5	Y/N	CH/TN/AD/GEN
Storytime Week 3:	9			4	13	Y/N	CH/TN/AD/GEN
Storytime Week 4 (&5):	8			3	11	Y/N	CH/TN/AD/GEN
TOTALS:	20	0	0	9	29		
Tech Help with LOSC Week 1:					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	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	3	3		
Program: Friend's Meeting				9	9	Y/N	CH/TN/AD/GEN
Program: Book Club				4	4	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:	20	0	0	25	45	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year 2023
NORTHPORT	Wright	**September**

Branch Highlights

(can include stories to share/quotes/tidbits)

It was great to start the Onion Creek library outreach program again, the children's enthusiasm is truly inspiring. I am grateful for the experience.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	232 Open 13 days	Computer Sessions:	44	
Avg Daily Visitor Count:	18	Length of All Sessions:	26:37:00	
		WIFI Stats - Users:	36	
Ref Questions:	16	WIFI Stats - Total Data Used:	33.61	
Tech Ref Questions:	8			
Tech Reference - Libby:	0			
Circulation Stats:	430			
New Library Cards:	1			
		Locker Deliveries @	21 O.C.	
Take Home KITS Given Out:		Locker Deliveries @	7 Evans	
CH Kits:	10	Locker Deliveries @		
TN Kits:	15	Locker Deliveries @		
AD Kits:	na			
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:					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: Outreach/Storytime OC 9/27	17			1	18	Y	CH
Program: Breakout Box				2	2	N	TN/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
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	17	0	0	3	20	**Please circle or bold**	