STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
November 16, 2023
Chewelah Library

Chair Sue Poe called the regular meeting of the Stevens County Rural Library District Board of Trustees to order at 10:08. In attendance were Sue Poe, Chair; Lisa Wolfe, Vice Chair; Josie Darst, Trustee (via Zoom); 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 October 19, 2023, were reviewed.
(2)   The minutes from the Board of Trustees Conference Call of November 8, 2023, were reviewed.
(3)   The following vouchers and warrants were approved for payment:
        Accounts Payable 10/19/23-11/06/23 - 45 Vouchers total $76,272.85.
        Payroll Warrants October 2023 – 31 Direct Deposits for a total of $88,548.19.
(4)   Detailed Revenue & Budget Status Reports for October 2023.
(5)   The Director's October 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) –
            • Phil reported that we have Northport and Chewelah on track with plans and budget.
            • Working on aligning the vision for Loon Lake and making progress. Have softened up the look of the design, added some natural stone and added some wood look to the ceiling.
            • CDBG has agreed to go up to $2 million if needed after bids come in.
            • Amy shared the latest drawings and updated budgets for Northport, Chewelah & Loon Lake. She is working on material boards to share with physical samples.
            • Will be requesting bids for both the Northport and Chewelah projects together. Amy has put the budgets together with bid alternates for extras that are wanted if possible. Looking at 6 months total for both projects but not 6 months at each location and it won't be necessary to be closed the whole time.
            • Amanda asked about including CLT for Loon Lake. Would the extra cost be offset by savings in operating costs? Delta Dental facilities manager in Colville is willing to share info on their cost

savings using CLT. Phil is curious how much CLT they used. Amanda shared the contact information at Delta Dental with Phil. The plans will be taken to permit as a steel roof, if enough money was raised for CLT we would need to rely on Vaagen's for the $20,000 re-engineering.

- Phil doesn't want to have a crazy list of bid alternates but if there are certain things that are on the wish list to include as bid alternates we need to provide that list. As part of the initial build they can provide pathways for those to be put in later if money isn't available at the time. Examples: a fireplace or a presentation screen in the meeting room or in the library. Are there other items? Need to get a list to Phil and Amy.
- Clayton brick – Amy is looking into that as an option.
- Cynthia reported that the DAHP consultations are back for Northport and Chewelah and need no further work. Working on the readiness survey.
- Loon Lake Historical Cultural Report should be available by the end of the week for NEPA and CEPA. Then can move forward with consultation with the Tribes and Section 106.
- Colville is still working on the proposal for 2 reports needed to get started. They are currently interviewing for Engineers and then will get those proposals to the City for approval. Hopefully by the beginning of the year.
- Need to start planning for a public meeting.

b. 21-2023 – Loon Lake, Colville, Chewelah, and Northport – see above. Amanda also brought up the possibility of purchasing a bookmobile that is for sale from East Bonner County. Might be a good option to use during the building projects to offer services. Amanda has many questions about it but wanted to share the possibility with the Trustees. Could sell it after construction is complete. Trustees asked what the plans are for closures during construction. Amanda shared that it hasn't been decided yet but we hope to offer services of some sort as much as possible. Trustees asked if the timeline for construction might be reduced significantly if they have access to the whole building? Trustees agreed it is a good idea to look into.

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

(2) **Advocacy to State Legislature** – Lisa sent a thank you to Shelly Short and she responded. The Trustees and Amanda thanked Lisa for doing that. She is happy to do it again when needed. Amanda shared that the head of the State Broadband Office, Mark Vasconi is resigning at the end of the year.

(3) **Capital Campaign** – Amanda shared the Capital Campaign draft logos from graphic designer Chelsea Phillips. Trustees made comments and discussed.

(4) **Staff Reorganization** – Amanda shared the list of responsibilities, org chart and wage scale with staff for feedback. Starting "Coffee with Amanda" this Friday where staff can have an opportunity to ask questions and visit. Anja has started meeting with staff one one-on-one to discuss their knowledge inventory.

(5) **Board Retreat** – Trustees agreed that January 10th, 10:30-2:30, at Sue's House would be a good day for the Board Retreat. Focus on policies and procedures regarding book challenges and good meeting management in case a challenge comes about.

(6) **2024 Draft Budget** – Received the official numbers from the County for real and personal property taxes and have updated the budget. Trustees reviewed the draft budget and discussed.

(7) **Reclassify Some Exempt Positions** – The minimum salary threshold in Washington, to be considered an exempt employee, is increasing again for 2024. The only position, for all steps, within that threshold is the Director. All other positions need to be re-classified as non-exempt. Trustees discussed the differences in our system between exempt and non-exempt employees. One difference is vacation accrual and they discussed making the change to a single system for vacation accrual, the current system used for non-exempt employees, while grandfathering in the 4 current employees who are treated as exempt – Amanda, Brooke, Jessica and Janet.

Motion made to move all positions to the same vacation accrual schedule – the non-exempt schedule.
> Motion made: Lisa
> Motion seconded: Joann
> All in favor: Unanimous

Motion made that the four current employees who are on the exempt vacation accrual schedule remain on that schedule until they leave the library system.
> Motion made: Lisa
> Motion seconded: Joann
> All in favor: Unanimous

Motion made to move all current positions, except the Director position to non-exempt.
> Motion made: Lisa
> Motion seconded: Joann
> All in favor: Unanimous

NEW BUSINESS

(1) **Resolution #02-2023 Increase in Regular Property Tax Levy – 2024** - By state law, the Library District may take up to a 1% increase in property tax revenue over the previous year unless State inflation is below 1%. The law states that the Library may take either 1%, or the rate of inflation, whichever is lowest. This year, the Library District can ask for 1%. This amount reflects a real dollar increase of $16,218.64 bringing the total actual levy amount for 2024 to $1,621,863.52. The Trustees reviewed the resolution and called for a vote.

Motion made to accept Resolution #02-2023 Increase in Regular Property Tax Levy – 2024.
> Motion made: Lisa
> Motion seconded: Josie
> All in favor: Unanimous

(2) **Levy Certificate** – Amanda explained that this amount is filed with the County Assessor's office so that the Library can collect levied taxes. Amanda stressed that this amount is intentionally set at a high mark ($6,000,000) in order to accommodate the unknown amounts of revenue separate from property taxes. The Trustees reviewed the Levy Certificate and Amanda signed.

(3) **Resolution #03-2023 Salary & Wage Scale for 2024** – Trustees discussed and called for a vote.

Motion made to accept Resolution #03-2023 Salary & Wage Scale for 2024 as amended.
> Motion made: Lisa
> Motion seconded: Joann
> All in favor: Unanimous

(4)   Resolution #04-2023 Set Meeting Dates & Locations – The Trustees reviewed the resolution and called for a vote.

Motion made to accept Resolution #04-2023 Set Meeting Dates & Locations for 2024.
    Motion made: Lisa
    Motion seconded: Joann
    All in favor: Unanimous

(5)   Resolution #05-2023 Final Budget 2024 – The Trustees reviewed the resolution and called for a vote.

Motion made to accept Resolution #05-2023 Final Budget 2024 with amended exhibit A.
    Motion made: Lisa
    Motion seconded: Jennifer
    All in favor: Unanimous

REPORTS
(1)   Director's Report:
    a. **Library Happenings (attached)**
    b. **Statistics and Reporting**
(2)   Trustee/Liaison Report – Lisa reported that she is now the president of the Kettle Falls Friends.
(3)   Others: none

The regular meeting of the Board of Trustees adjourned at 1:00 pm for Executive Session ending at 2:12 pm.
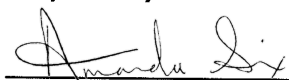
EXECUTIVE SESSION – Library Director's Evaluation – The Board adjourned to Executive Session beginning at 1:00 ending at 2:12. The session was held to review and evaluate the performance of a public employee (Library Director) per RCW 42.30.110.g. No items were voted on during the Executive Session.

ADJOURNMENT
The meeting of the Board of Trustees was adjourned at 2:12 pm.

Chair adjourned the meeting.

Respectfully submitted:

Amanda Six, Secretary, SCRLD

Sue Poe, Board Chair

Date 12.14.23

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
November 8, 2023

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

AGENDA

o **OPENING** – Sue welcomed everyone.

o **PUBLIC COMMENT** – none

o **AGENDA CHANGES** – none

o **ACTION ITEMS**
- **Holiday/PLD Schedule 2024** – Trustees discussed the results of surveying the staff (the majority of staff voted for December 24 as the floating holiday) and called for a vote for the 2024 Holiday Schedule.

Motion made to accept the 2024 suggested holidays to include December 24th as the floating holiday.
> Motion made: Lisa
> Motion seconded: Jennifer
> All in favor: Unanimous

- **Conference Call Schedule 2024** – Trustees reviewed and discussed the proposed Conference Call schedule for 2024.

Motion made to accept 2024 Conference Call schedule.
> Motion made: Lisa
> Motion seconded: Jennifer
> All in favor: Unanimous

o **DISCUSSIONS**
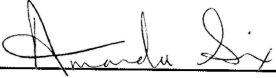
- **November 16th – Regular Board Meeting – Agenda Changes** – none
- **LCIP & CDBG & Construction Project Updates –**
  - The DAHP Form has been completed for Chewelah and Northport. Amanda, Becca and Janet are meeting with Phil and Cynthia from OAC to talk about why the price to build keeps going up with the architect. Sue asked for the pricing on the aesthetic parts. She'd like an idea of what needs to be raised to get certain things in the build. Everyone wants it to be a building they are proud of people want to visit. Lisa suggested just picking a number and starting the fundraising. We are losing time by not getting started. Sue really liked that idea.
  - Lisa asked about the Wood Innovation Grant and where we stand. We are waiting to hear back from Vaagens. Lisa suggested asking Terrie about other funds the Forest Service might have? She will reach out to her contacts. Amanda will send another email to Vaagens to ask "Have you done this before and if so what did you learn and do you think this is a good fit for our project?" Northeast Washington Medical as well as Delta Dental used Vaagens Timber and Amanda is curious if they had any special funds for those.
  - Lisa shared some information she came across about fundraising and marketing - Ideas to reward donors and public library marketing.

- o The City of Spokane and Spokane County have both built a new Library in the recent past. The City used a bond but Amanda has two contacts from the County, Jane and Jill, she will send an email to virtually introduce them to the Capital Campaign Committee.
  - o Sue asked about including Jessica in conversations about fundraising. Amanda said "yes" that would be good if she has the time.
- **10-minute Board training** – no training today

o **NEW BUSINESS** – none

o **ADJOURNMENT** – Meeting was adjourned at 9:36 am.

Respectfully submitted:

Amanda Six (signature)

Amanda Six, Secretary, SCRLD

Accepted By:

Sue Poe (signature)   11.16.23

Sue Poe, Board Chair   **Date**

District Status Report - Director's & Tech/Educ

Submitted By	Month/Year	2023
Amanda Six	October	

Highlights

Submitted By	Month/Year	2023
Jessica Varang	October	

Tech/Educ Highlights

- ExBabylon, Janet, and I have been working on getting the CenturyLink connection disconnected. They have been on Starlink for over a year and we no longer need the backup.

- Loon Lake is navigating some building difficulties. We may have to shut down for a few days to a week due to Asbestos in the building. Timing will depend on the Asbestos team.

- We have scheduled branch tech upgrades throughout the next several weeks. We are hoping to get the far branches done before the snow is really here.

- We are migrating our servers from Windows 2012 OS to 2019. This will hopefully happen easily and before the end of the year. ExBabylon has assigned a person and he is working with TLC.

- Matt attended TLCU, our library software conference, to find more information about a new cataloging procedure

-We have launched Kanopy and have seen good interest in this service! Staff are also enjoying this service.

- the Loon Lake team is greatly enjoying Anja in her new position and her visits to our branch. The one on one visits were helpful in talking out library life.

Branch Status Report
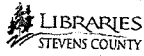
Branch	Submitted By	Month/Year	2023
CHEWELAH		**October**	

Branch Highlights

(can include stories to share/quotes/tidbits)

Kristen and Matt set up a booth at Boofest this year at Napa. In about an hour they handled out 20lbs of candy, 80 Ickabod books, 100 water bottles, along with a bunch of stickers and pencils.

Statistics to Report

		Notes:
Head Count/Door Count:	1721	
Avg Daily Visitor Count:	78	
Ref Questions:	62	
Tech Ref Questions:	59	
Tech Reference - Libby:	4	
Circulation Stats:	2949	
New Library Cards:	54	

		Notes:
Computer Sessions:	319	
Length of All Sessions:	198:30:00	
WIFI Stats - Users:	494	
WIFI Stats - Total Data Used:	537.94	

Take Home KITS Given Out:

CH Kits:	40
TN Kits:	
AD Kits:	25
Total:	65

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:	13			8	21	N	CH
Storytime Week 2:	20			13	33	N	CH
Storytime Week 3:	10			6	16	N	CH
Storytime Week 4 (&5):	19			14	33	N	CH
TOTALS:	62	0	0	41	103		
Tech Help with LOSC Week 1:					0	Y/N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				4	4	N	AD
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	4	4		
Program: Brick Builders		6		2	8	N	CH
Program: Too Good Too Waste	1			7	8	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
TOTALS:	63	6	0	54	123	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

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

Branch Highlights

(can include stories to share/quotes/tidbits)

A mother turned in her hotspot and asked to get another on hold. We let her know the program was ending and gave her information about ACP. She was devistated. They had been using them for homeschooling and her small business.

A regular patron that we see multiple times a week, who works in the school district, told me "coming in here always makes my day better." We like her too.

I feel like, from my observations, that the library has become a safe place for LGBT teens to come hang out. I love it and am grateful they can come here and be themselves.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	5,305		**Computer Sessions:**	511
Avg Daily Visitor Count:	241.1 22 open days		**Length of All Sessions:**	260.6 hours
			WIFI Stats - Users:	1045
Ref Questions:	9		**WIFI Stats - Total Data Used:**	1151.34 GB
Tech Ref Questions:	105			
Tech Reference - Libby:	29		**Volunteer Hours**	118.75 hours
Circulation Stats:	5,514			
New Library Cards:	39			
			Locker Deliveries @	
Take Home KITS Given Out:			**Locker Deliveries @**	
CH Kits:	90		**Locker Deliveries @**	
TN Kits:	-		**Locker Deliveries @**	
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
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			7	14	Y / N	CH/TN/AD/GEN
Storytime Week 2:	5			4	9	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:	12	0	0	11	23		
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:				1	1	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	3	3		
Program: Book Club				8	8	Y / N	CH/TN/AD/GEN
Program: Outreach - disABILITIES fair		5	2	60	67	Y / N	CH/TN/AD/GEN
Program: Special Storytime visit Bright Beg	28			13	41	Y / N	CH/TN/AD/GEN
Program: Outreach - Parkview (x4)				8	8	Y / N	CH/TN/AD/GEN
Program: Outreach - Buena Vista (x2)				5	5	Y / N	CH/TN/AD/GEN
Program: Discoverable Lunar Rover	15	15	10	10	50	Y / N	CH/TN/AD/GEN
Program: Composting 101	1			16	17	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:	56	20	12	134	222	**Please circle or bold**	
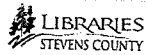
Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2023
HUNTERS		**October**	

Branch Highlights

(can include stories to share/quotes/tidbits)

A paron came in to ask if we wer still doing the hotspot program, I informed him that we were not and offered information about the ACP. He explained that the hotspot program was a wonderful service and a huge help to him and his family. He hopes that we restart the program again in the near future.

I had one patron come in and sign up for a library card, he explained that he has lived next to the library for years and was very excited to finally sign up for a library card. He checked out his first book from the library and seemed very happy to read it

A group of kids came into the library and were very excited to discover that we had a scavenger hunt. When all of the kids finished the scavenger hunt they came to get a prize and were filled with joy.

Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	88	**Computer Sessions:**	9
Avg Daily Visitor Count:	11 8 days open	**Length of All Sessions:**	195 minutes
		WIFI Stats - Users:	41
Ref Questions:	8	**WIFI Stats - Total Data Used:**	65.05
Tech Ref Questions:	2		
Tech Reference - Libby:	-		
Circulation Stats:	183		
New Library Cards:	4		
		Locker Deliveries @ Gifford	7
Take Home KITS Given Out:		**Locker Deliveries @ Fruitland**	1
CH Kits:	5	**Locker Deliveries @ Columbia Schc**	1
TN Kits:	-	**Locker Deliveries @**	
AD Kits:	10		
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: Composting					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:	0	0	0	0	0		**Please circle or bold**

Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

We have had more interest than ever for National Novel Writing Month. Each Thursday during "Preptober" we saw more people than we did the week before. We're looking forward to getting to work and writing novels alongside our patrons during November.   KF joined the Colville library in celebrating Di-November with library scavenger hunts, dino facts, storytime, and crafts. Very fun!

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	2236 22 open days	Computer Sessions:	641	
Avg Daily Visitor Count:	102	Length of All Sessions:	371.17	
		WIFI Stats - Users:	327	
Ref Questions:	99	WIFI Stats - Total Data Used:	512.379475	
Tech Ref Questions:	31			
Tech Reference - Libby:	7			
Circulation Stats:	1967			
New Library Cards:	40			
Take Home KITS Given Out:		Locker Deliveries @		
CH Kits:	60 received 60	Locker Deliveries @		
TN Kits:		Locker Deliveries @		
AD Kits:	35 received 35	Locker Deliveries @		
Total:	95			

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:	26			7	33	N	CH
Storytime Week 2:	25			5	30	N	CH
Storytime Week 3:	29			8	37	N	CH
Storytime Week 4 (&5):	32			8	40	N	CH
TOTALS:	112	0	0	28	140		
Tech Help with LOSC Week 1:	0				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:	1				1	N	GEN
Tech Help with LOSC Week 4 (&5):	0				0	Y / N	CH/TN/AD/GEN
TOTALS:	1	0	0	0	1		
Program: NaNo Oct 5				4	4	N	AD
Program: NaNo Oct 12				6	6	N	AD
Program: Solar eclipse Oct 14	14	15	2	32	63	N	GEN
Program: Composting 101 Oct 18				6	6	N	AD
Program: NaNo Oct 19				7	7	N	AD
Program: NaNo Oct 26				9	9	N	AD
Program: ART Oct 3		30	9	8	47	N	CH
Program: ART Oct 10		18	2	6	26	N	CH
Program: ART Oct 17		29	3	10	42	N	CH
Program: ART Oct 24		37	3	12	52	N	CH
Program: LiBrewery Trivia Oct 28		3		39	42	Y	AD
Program: ART Oct 31		14		6	20	N	CH
TOTALS:	127	92	16	116	351		**Please circle or bold**

Branch Status Report

LIBRARIES STEVENS COUNTY

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

Branch Highlights

(can include stories to share/quotes/tidbits)

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	924	Computer Sessions:	53	
Avg Daily Visitor Count:	42	Length of All Sessions:	24:14:00	
		WIFI Stats - Users:	149	
Ref Questions:	52	WIFI Stats - Total Data Used:	490.960378	
Tech Ref Questions:	31			
Tech Reference - Libby:	8			
Circulation Stats:	2306			
New Library Cards:	21			
Take Home KITS Given Out:		Locker Deliveries @		
CH Kits:	55	Locker Deliveries @		
TN Kits:	0	Locker Deliveries @		
AD Kits:	20	Locker Deliveries @		
Total:	75			

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:	5	1	0	5	11	Y / N	CH/TN/AD/GEN
Storytime Week 2:	14	3	0	12	29	Y / N	CH/TN/AD/GEN
Storytime Week 3:	16	3	0	11	30	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	14	3	0	11	28	Y / N	CH/TN/AD/GEN
TOTALS:	49	10	0	39	98		
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: Too Good To Waste: Composting	0	0	0	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
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:	49	10	0	41	100	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

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

Branch Highlights

(can include stories to share/quotes/tidbits)

We have had a lot of patrons and new people passing through compliment the sidewalk paint and tell use what a good idea it is.

Statistics to Report

Notes:

				Notes:
Head Count/Door Count:	761		Computer Sessions:	
Avg Daily Visitor Count:	42		Length of All Sessions:	
			WIFI Stats - Users:	
Ref Questions:	75		WIFI Stats - Total Data Used:	
Tech Ref Questions:	109			
Tech Reference - Libby:	1			
Circulation Stats:	1523			
New Library Cards:	15			
			Locker Deliveries @ Loon Lake: 1	
Take Home KITS Given Out:			Locker Deliveries @	
CH Kits: Gold N' Fold 40	40		Locker Deliveries @	
TN Kits: Eclipse Stem Kit 40	40		Locker Deliveries @	
AD Kits:				
Total:	80			

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:	6		1	2	9	Y/N	CH/TN/AD/GEN
Storytime Week 2: Canceled					0	Y/N	CH/TN/AD/GEN
Storytime Week 3: Canceled					0	Y/N	CH/TN/AD/GEN
Storytime Week 4 (&5):					0	Y/N	CH/TN/AD/GEN
TOTALS:	6	0	1	2	9		
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: Friend's Meeting				6	6	Y/N	CH/TN/AD/GEN
Program: Composting Program				4	4	Y/N	CH/TN/AD/GEN
Program: Book Club				5	5	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:	6	0	1	17	24	****Please circle or bold****	

Branch Status Report

LIBRARIES STEVENS COUNTY

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

Branch Highlights

(can include stories to share/quotes/tidbits)

Clifford and Wright finally met NP's famous political patron Brad Owen. Brad has a place up by the border and has been here all summer. He also has a place on the west side of the state. He loves the NP area, and is currently hunting with some of his kids here. Brad is a former State Representative, former State Senator, and did his last stint in politics as our State Lt. Governor, 2nd in command, for the last 20 years. We had a nice turnout for the Composting 101 program; the patrons were very complimentary and expressed an interest in similar events.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	216		Computer Sessions:	28
Avg Daily Visitor Count:	16.6 13 days open		Length of All Sessions:	17:05
			WIFI Stats - Users:	33
Ref Questions:	38		WIFI Stats - Total Data Used:	44.07
Tech Ref Questions:	40			
Tech Reference - Libby:	1			
Circulation Stats:	427			
New Library Cards:	3			
			Locker Deliveries @ Onion Creek	21
Take Home KITS Given Out:			Locker Deliveries @ Echo/Evans	18
CH Kits: TNM Apples	10		Deliveries @ OC School (not locker)	3
TN Kits:			Locker Deliveries @	
AD Kits: TNT Sundial	10			
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
example: Storytime 1	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1: Onion Creek 10/4/23		12		2	14	Y	CH
Storytime Week 2: Onion Creek 10/11/23		15		1	16	Y	CH
Storytime Week 3: Onion Creek (out sick)					0	Y / N	
Storytime Week 4 (&5): Onion Creek 10/25/23		14		1	15	Y	CH
TOTALS:	0	41	0	4	45		
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: Composting 101 10/31/23				6	6	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
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	41	0	10	51	****Please circle or bold****	