STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
December 14, 2023
Colville Library

Chair Sue Poe called the regular meeting of the Stevens County Rural Library District Board of Trustees to order at 10:05. In attendance were Sue Poe, Chair; Lisa Wolfe, Vice Chair; Josie Darst, Trustee; Joann Caruso, Trustee (via Zoom); Jennifer Miller, Trustee. 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 – add January meeting to New Business

ACTION ITEMS
(1)   The minutes from the Board of Trustees Regular Meeting of November 16, 2023, were reviewed.
(2)   The minutes from the Board of Trustees Executive Session ER Meeting of November 27, 2023 were reviewed.
(3)   The minutes from the Board of Trustees Conference Call of December 6, 2023, were reviewed.
(4)   The following vouchers and warrants were approved for payment:
Accounts Payable 11/08/23-12/07/23 - 68 Vouchers total $112,547.19.
Payroll Warrants October 2023 – 31 Direct Deposits for a total of $92,235.49.
(5)   Detailed Revenue & Budget Status Reports for November 2023.
(6)   The Director's November 2023 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.
> Motion made: Lisa
> Motion seconded: Jennifer
> All in favor: Unanimous

UNFINISHED BUSINESS
(1)   **Library Capital Improvement Project (LCIP) Update** –
  a.   Report from OAC (during public comment) –
    • Amy talked through some comments that were made on the idea-board she left last week. Trustees asked questions and shared feedback.
    • Need to start planning for public meetings.
  b.   21-2023 – Loon Lake, Colville, Chewelah, and Northport – see above. Amanda reported that our bid for the bookmobile from East Bonner County Library was accepted. This purchase should help us to allow total access to Northport and Chewelah during the remodel. The City of Colville has hired a new engineer and they hope to be moving forward with the library project soon after the first of the year.
  c.   2023-2025 – Hunters – nothing new this month.

(2)   **Advocacy to State Legislature** – Commerce Director Mike Fong announced an additional $1.2 billion in revenue was made available to the state. Of that, approximately, $15 million will be allocated to the

State Broadband Office "to support communities in need of broadband and digital access." There is a possibility that more funds will be made available for digital navigation.

(3)   **Capital Campaign** – Amanda and Sue shared that the committee is working on a spreadsheet of potential donors. Jennifer is working on a case statement.

(4)   **Staff Reorganization** – Amanda completed all the manager evaluations and got feedback from them about the reorg. Still working on the job descriptions for the new positions. Trustees will review those new job descriptions when they are complete.

(5)   **Board Retreat – January 10, 2024, 10:30-2:30 at Sue Poe's home in Loon Lake** – Joann volunteered to make a baked potato bar. Sue will take care of all the fixings.

NEW BUSINESS

(1)   **2024 Trustee Board Executive Elections** – Trustees discussed and called for a vote. Discuss further at the Board Retreat and decide who will go.

Motion made to accept Sue Poe as Chair and Josie Darst as Vice-Chair for 2024.
        Motion made: Lisa
        Motion seconded: Jennifer
        All in favor: Unanimous

(2)   **2024 Library Legislative Day** – Library Legislative Day will be Wednesday, February 14th in Olympia. Sue has a car that can carry everyone.

(3)   **January Meeting** – Amanda would like to change the January meeting. Trustees agreed that Wednesday, January 17th at 10 in Chewelah will work. *(While reviewing the meeting recording for compiling the minutes, staff realized that the board forgot to make a motion and did not take a vote to change this meeting date. Staff will send out an email to the board to request a motion and vote.)* By email vote of 5 Yea and 0 Nay, on 1/12/24, the Trustees all agreed to move the January meeting from Thursday, January 18th, to Wednesday, January 17th.

REPORTS

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

The regular meeting of the Board of Trustees adjourned at 12:21 pm for Executive Session ending at 1:30 pm.

EXECUTIVE SESSION – Library Director's Evaluation – The Board adjourned to Executive Session beginning at 12:21 pm ending at 1:30 pm. 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 1:30 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date 1.18.24

Amanda Six

Amanda Six, Secretary, SCRLD

Sue Poe

Sue Poe, Board Chair

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Executive Session Re: Library Director's Evaluation
November 27, 2023
Zoom

An emergency executive session of the Stevens County Rural Library District Board of Trustees was called to order at 11:03 am by Chair Sue Poe. In attendance were Sue Poe, Chair; Lisa Wolfe, Vice Chair; Joann Caruso, Trustee; Josie Darst, Trustee and Jennifer Miller, Trustee.
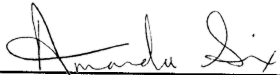
EXECUTIVE SESSION – Library Director's Evaluation – The session was held to review and evaluate the performance of a public employee (Library Director) per RCW 42.30.110.g. No items were voted on during the Executive Session.
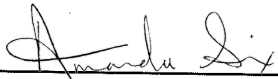
ADJOURNMENT
The meeting of the Board of Trustees was adjourned at 11:45 am.

Chair adjourned the meeting.

Respectfully submitted:

_____
Amanda Six, Secretary, SCRLD

_____
Sue Poe, Board Chair

_____
Date

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STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
December 6, 2023

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The meeting was called to order at 9:04 a.m. by Sue. Present were Sue Poe, Chair; Lisa Wolfe, Vice-Chair; Joann Caruso, Trustee; Jennifer Miller, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Office Manager. Trustee Josie Darst was absent from the meeting.

AGENDA

○ **OPENING** – Sue welcomed everyone.

○ **PUBLIC COMMENT** – none

○ **AGENDA CHANGES** – none

○ **ACTION ITEMS** – none

○ **DISCUSSIONS**

- **December 14th – Regular Board Meeting – Agenda Changes** – none
- **Change time of Conference Call for January since it will be the Board Retreat?** – The Trustees will have a Board retreat on January 10th and called for a vote to cancel the Conference Call.

Motion made to cancel the January 10th Conference Call.
   Motion made: Lisa
   Motion seconded: Jennifer
   All in favor: Unanimous
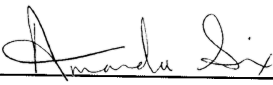
- **10 minute Board training** – No training today. Instead, the Trustees discussed and gave feedback about last week's staff day. Joann shared that she really liked the table setup and being able to see everyone. Sue and Jennifer agreed. Trustees would like to have a time during future staff days for introductions, acknowledging staff, sharing appreciation (ex: a candy bar), questions from staff and an opportunity to share info on what the board has been up to. They liked mixing seating up at lunch so they talked to new people. Amanda appreciated the feedback and shared that staff really like having the Trustees in attendance.

○ **NEW BUSINESS** – none

○ **ADJOURNMENT** – Meeting was adjourned at 9:31 am.

Respectfully submitted:

_____
Amanda Six, Secretary, SCRLD

Accepted By:

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

District Status Report - Director's & Tech/Educ

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

Highlights

I was asked to part of the Executive Steering Committe for the statewide Digital Equity Forum. I've been meeting twice a month for several months with the Washington State Broadband Office (WSBO) to assist with the state's requirements (documentation) to access the federal BEAD (broadband) funds. I'm honored to have been asked and am glad to be able to represent public libraires and rural areas. I've completed evaluations for five managers. I presented several topics at the autumn All Staff Day in November, including: information about the reorganization and intellectual freedom. I met with the Library Directors from Asotin and Whitman Counties to discuss the possibility of creating a Digtial Navigation co-hort in eastern Washington. I am continuing to work on the staff reorganization and hope to have job descriptions more fully developed, soon.

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

Tech/Educ Highlights

- Amanda and I completed my evaluation this year and discussed some highlights and areas for improvement in the coming year.
- We have been able to install computers at four branches so far. Colville went very smoothly compared to the others. We are still working out some bumps with Northport and Lakeside (which should be resolved this Friday, next Wednesday at the latest).
- Kanopy is doing SO well in our district! Brooke had the idea to gift an additional five viewing tickets for the month of December, which is brilliant because it only costs us if they use all of those tickets. We have 35 new accounts this month, plus 170 last month (which was the first month). People love it! I'd love to hear your feedback.
- Loon Lake is doing well and we are starting to see the slowdown from summer happening.
- I was on vacation and then sick for almost a week in November/Dec. I am playing catchup and Nellie has been wonderful to keep me going!
- I am excited to see the progress with the new Library (LL3)! I think it is very encouraging to our Friends as well, who work so tirelessly to support the library and the community.
- Friends of Loon Lake Library have a fun Santa & Books event on Saturday, Dec 16 from 10am-2pm if anyone has a family/kids/grandkids who need FREE Santa pictures. So fun and the community just loves it. SCFD1 graciously lets us use the space.

Submitted by	Month/Year	2023
Anja Johnson	**November**	

Staff Support Specialist

- Completed all branch visits for 1:1 meetings with staff. This was a wonderful opportunity to "take the temperature," so to speak, at each branch, find out how people are doing and how to best support them. The meetings were very productive and I'm working my way through a list of follow up support and resources.
- Completed a district-wide Knowledge Inventory to assess where staff interests lie and where training would be helpful.
- Started Coffee with Amanda - once a month, optional, 30 minute zoom meeting where people have the opportunity to ask Amanda pressing questions or just visit and catch up. Bonus - this is also a nice opportunity for colleagues across the district to get to know each other better.
- Staff Day - this was the first staff day that I helped to plan and where I presented. Becca still did a lot of the legwork and took me under her wing to show me the process. We also did a survey after staff day to ask for feedback on what resonated with people, what didn't as much, and what staff would like to see at future staff days. The feedback was really helpful and I'm already getting ideas ready for our Spring 2024 staff day!

Branch Status Report

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

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

Statistics to Report

		Notes:				Notes:	
Head Count/Door Count:	1438			Computer Sessions:	278		
Avg Daily Visitor Count:	79.89			Length of All Sessions:	172:24:00		
				WIFI Stats - Users:	439		
Ref Questions:	50			WIFI Stats - Total Data Used:	511.85		
Tech Ref Questions:	38						
Tech Reference - Libby:	8						
Circulation Stats:	2821						
New Library Cards:	18						
				Locker Deliveries @			
Take Home KITS Given Out:				Locker Deliveries @			
CH Kits:	100			Locker Deliveries @			
TN Kits:				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:	8			5	13	n	ch
Storytime Week 2:	12			7	19	n	ch
Storytime Week 3:	10			5	15	n	ch
Storytime Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	30	0	0	17	47		
Tech Help with LOSC Week 1:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				1	1	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	1	1		
Program: Brick Builders	2	3		3	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
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	32	3	0	21	56	**Please circle or bold**	
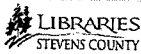
Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

"We love these programs!" after taking 2 STEM leaf kits
Spectrum is down, 2nd person called to see if our internet is working. Both very happy to hear they could come use our Wi-Fi.
"This is fantastic." after Debbi helped a family get books, told them about Libby, gave them crafts & STEM Kits

Statistics to Report

		Notes:				Notes:
Head Count/Door Count:	4062			Computer Sessions:	331	
Avg Daily Visitor Count:	225.7	18 days open		Length of All Sessions:	173.22 hours	
				WIFI Stats - Users:	944	
Ref Questions:	21			WIFI Stats - Total Data Used:	731.65 GB	
Tech Ref Questions:	109					
Tech Reference - Libby:	26			Volunteer Hours	145.05 hours	
Circulation Stats:	5,532					
New Library Cards:	28					
				Locker Deliveries @		
Take Home KITS Given Out:				Locker Deliveries @		
CH Kits:	90			Locker Deliveries @		
TN Kits:	90			Locker Deliveries @		
AD Kits:	-					
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:	6	2		3	11	Y / N	CH/TN/AD/GEN
Storytime Week 2:	11	2		6	19	Y / N	CH/TN/AD/GEN
Storytime Week 3:	5	0		4	9	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	6	2		5	13	Y / N	CH/TN/AD/GEN
TOTALS:	28	6	0	18	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: Discoverable- Dino footprints					0	Y / N	CH/TN/AD/GEN
Program: Scavenger Hunt		25			25	Y / N	CH/TN/AD/GEN
Program: Reading With a Ranger	11	2	0	6	19	Y / N	CH/TN/AD/GEN
Program: VR Appointments			1	1	2	Y / N	CH/TN/AD/GEN
Program: Outreach - Parkview (x5)				10	10	Y / N	CH/TN/AD/GEN
Program: Outreach - Buena Vista (x2)				5	5	Y / N	CH/TN/AD/GEN
Program: Bright Beginning Outreach AM	16			7	23	Y / N	CH/TN/AD/GEN
Program: Bright Beginning Outreach PM	9			4	13	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:	64	33	1	51	149	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

A few new patrons came in today and were excited to discover our small library, they explained that they had just moved into the area and the library would be an amazing resource for them.

Statistics to Report

		Notes:				Notes:
Head Count/Door Count:	81			Computer Sessions:	9	No envisionware
Avg Daily Visitor Count:	10.1	8 open days		Length of All Sessions:	230	minutes
				WIFI Stats - Users:	32	
Ref Questions:	10			WIFI Stats - Total Data Used:	43.8	GB
Tech Ref Questions:	1					
Tech Reference - Libby:	-					
Circulation Stats:	132					
New Library Cards:	2					
				Locker Deliveries @ -		
Take Home KITS Given Out:				Locker Deliveries @ -		
CH Kits:	5			Locker Deliveries @ -		
TN Kits:	10			Locker Deliveries @ -		
AD Kits:	-					
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: Reading with a Ranger	6	2		3	11	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:	6	2	0	3	11		***Please circle or bold***

Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

Meghan Schroeder ran our Dino-vember scavenger hunt and activities. We had activities for very little kids as well as our older kids; it was a lot of fun.

Christine has created a very successful NaNoWriMo program. We have had about 10 aspiring novelists attend on Thursday nights. Christine used to run this as a volunteer, nut now that she is on staff she is really able to market it, identify patrons who might be interested, and immerse the KF library into November Novel-Writing Month!
Volunteer hours: 14 shelving, 30 Art program.

Statistics to Report

		Notes:				Notes:
Head Count/Door Count:	1710	18 open days		**Computer Sessions:**	389	
Avg Daily Visitor Count:	95			**Length of All Sessions:**	259:19:00	
				WIFI Stats - Users:	291	
Ref Questions:	8	72		**WIFI Stats - Total Data Used:**	269.4727202	
Tech Ref Questions:	69					
Tech Reference - Libby:	5					
Circulation Stats:	1871					
New Library Cards:	14					
				Locker Deliveries @		
Take Home KITS Given Out:				**Locker Deliveries @**		
CH Kits: takenmake	60	60		**Locker Deliveries @**		
TN Kits: leaf stem	36	50		**Locker Deliveries @**		
AD Kits:						
Total:	96					

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:	29			6	35	N	CH
Storytime Week 2:	21			4	25	N	CH
Storytime Week 3: Special Ranger Storytim	19			5	24	N	CH
Storytime Week 4 (&5): closed					0	N	CH
TOTALS:	69	0	0	15	84		
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):				2	2	N	AD
TOTALS:	0	0	0	2	2		
Program: NaNoWriMo Nov 2			1	8	9	N	AD
Program: Art Nov 7		20	7	5	32	N	CH
Program: NaNoWriMo Nov 9			1	9	10	N	AD
Program: Art Nov 14		30	6	5	41	N	CH
Program: USFS Resume workshop Nov 15				2	2	N	AD
Program: NaNoWriMo Nov 16			1	6	7	N	AD
Program: Art Nov 21		19	2	4	25	N	CH
Program: NPS resume workshop Nov 30				0	0	N	AD
Program: NaNoWriMo Nov 30			1	8	9	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
TOTALS:	69	69	19	64	221		**Please circle or bold**

Branch Status Report

LIBRARIES STEVENS COUNTY
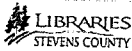
Branch	Submitted By	Month/Year	2023
LAKESIDE	Amanda Smith	**November**	

Branch Highlights

(can include stories to share/quotes/tidbits)

—Lakeside staff helped a couple new to the area make copies of some important documents, and received a big hug from the lady and pastries from the gentleman the next day.

—A patron who has treated us to goodies for the holidays in the past outdid himself this year and gave us a huge box of chocolate, a beautiful poinsettia, and a gift pack of squishmallow animal christmas ornaments. I had no idea what they were and that they are all the rage, but they ARE cute!

—We don't see too many homeless people out here in Suncrest (probably because too far away from Spokane and not a city or town really), but there was a young man who clearly needed someplace to be and stay warm one entire day in early December, and we were able to be that for him.

—The Knitters and Knotters group has been meeting at the Lakeside Library weekly for something like 6 years now. Every year around the holidays they put aside their personal projects and knit hats for one of the group member's charities. Word got out this year, and people from outside the group brought several large bags of hats to contribute.

—One of the members of the Knitting group, who was a retired high school English teacher at Lakeside, recently passed away. The group is planning to do something for the library in her honor.

—A Lakeside patron, who as it turns out is an artist, gave each of the Lakeside staff a cross that he made out of horseshoe nails (very pretty actually!). He told us he has made thousands of these over the years and given them to people all over in honor of the holidays. How lovely!

—I haven't come up with a Christmas gift for the business next door who are always so helpful and kind to us (and they give us killer gift baskets every year, to boot!), so last weekend when we had a good amount of snow, my husband and I came down to the library and shoveled our entire buildling's walkways. Merry Christmas, Lakeside Licensing!

Statistics to Report

		Notes:			Notes:
Head Count/Door Count:	884	Only open to patrons for 17 days	**Computer Sessions:**	62	
Avg Daily Visitor Count:	52		**Length of All Sessions:**	27:15:00	
			WIFI Stats - Users:	167	
Ref Questions:	82		**WIFI Stats - Total Data Used:**	254.4626296	
Tech Ref Questions:	35				
Tech Reference - Libby:	9				
Circulation Stats:	2052				
New Library Cards:	22				
Take Home KITS Given Out:			**Locker Deliveries @**		
CH Kits:	83		**Locker Deliveries @**		
TN Kits:	0		**Locker Deliveries @**		
AD Kits:	0		**Locker Deliveries @**		
Total:	83				

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:	11	0	0	9	20	Y / N	CH/TN/AD/GEN
Storytime Week 2:	14	2	0	11	27	Y / N	CH/TN/AD/GEN
Storytime Week 3:	9	1	0	7	17	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	15	1	0	11	27	Y / N	CH/TN/AD/GEN
TOTALS:	49	4	0	38	91		
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: Reading with a Ranger	5	0	0	2	7	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:	54	4	0	40	98	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

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

Branch Highlights

(can include stories to share/quotes/tidbits)

We have had three families tell us that they really like the lockers and it makes it much easier for them to get their library materials. We have also had a lot of people asking when the new Library will be built.

Statistics to Report

		Notes:			Notes:
Head Count/Door Count:	549		Computer Sessions:	75	
Avg Daily Visitor Count:	42		Length of All Sessions:	34.47	
			WIFI Stats - Users:	138	
Ref Questions:	68		WIFI Stats - Total Data Used:	253.7535716	
Tech Ref Questions:	86				
Tech Reference - Libby:	5				
Circulation Stats:	1351				
New Library Cards:	7				
			Locker Deliveries @ Loon Lake	8	
Take Home KITS Given Out:			Locker Deliveries @		
CH Kits: Hedgehog	40		Locker Deliveries @		
TN Kits: Leaf Color Stem	20		Locker Deliveries @		
AD Kits:					
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
example: Storytime 1	5	2	0	4	11	Y/N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	2			1	3	Y / N	CH/TN/AD/GEN
Storytime Week 2:	4			1	5	Y / N	CH/TN/AD/GEN
Storytime Week 3: NPS Stortyime see below					0	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	6	0	0	2	8		
Tech Help with LOSC Week 1:	1				1	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):					0	Y / N	CH/TN/AD/GEN
TOTALS:	2	0	0	0	2		
Program: NPS Storytime	4			1	5	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
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	12	0	0	8	20		****Please circle or bold****

Branch Status Report

LIBRARIES STEVENS COUNTY

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

Branch Highlights

(can include stories to share/quotes/tidbits)

We had a number of patrons that normally use the Colville library visit us on their way to a ladies' retreat in Rossland. It was great to meet them and hear how much they liked our little library. Had a number of interesting tech help requests of late, including updated and installing software on an auto code reader, and learning/teaching on a new MacBook (I'm a PC person).

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	120		**Computer Sessions:**	24 AVG
Avg Daily Visitor Count:	15 8 Days Open		**Length of All Sessions:**	15.5 AVG
			WIFI Stats - Users:	22
Ref Questions:	17		**WIFI Stats - Total Data Used:**	48.01
Tech Ref Questions:	20			
Tech Reference - Libby:	0			
Circulation Stats:	328			
New Library Cards:	1			
			Locker Deliveries @ Onion Creek	31
Take Home KITS Given Out:			**Locker Deliveries @ Echo/Evans**	8
CH Kits: Take&Make	10		**Locker Deliveries @**	
TN Kits: STEM	15		**Locker Deliveries @**	
AD Kits:				
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: Onion Creek 11/1/23		16		1	17	Y	CH
Storytime Week 2: Onion Creek 11/8/23		13		2	15	Y	CH
Storytime Week 3: Onion Creek 11/15/23		14		1	15	Y	CH
Storytime Week 4 (&5): Onion Creek 11/29/23		15		2	17	Y	CH
TOTALS:	0	58	0	6	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: Reading w/a Ranger 11/17/23	0	0	0	0	0	Y / 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:	0	58	0	6	64	**Please circle or bold**	