

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**January 17, 2024**  
**Zoom**

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; Josie Darst, Vice Chair; Joann Caruso, Trustee; Lisa Wolfe, Trustee. Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Office Manager were also present. Trustee Jennifer Miller joined the meeting at 11:15.

**VISITORS** – none

**GREETINGS** – Sue welcomed everyone.

**PUBLIC COMMENT** – none

**AGENDA CHANGES** – none

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of December 14, 2023, were reviewed.
- (2) The following vouchers and warrants were approved for payment:  
Accounts Payable 12/15/23-1/10/24 - 61 Vouchers total \$113,336.40.  
Payroll Warrants December 2023 – 31 Direct Deposits for a total of \$90,672.29.
- (3) Detailed Revenue & Budget Status Reports for December 2023.
- (4) The Director’s December 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 via Amanda – Moving forward with getting building permits for Northport and Chewelah. Finalizing info about the Loon Lake existing foundation. Colville has hired a new engineer; Welch Comer and they are getting started. The City of Colville is hoping to go to bid by the 4<sup>th</sup> quarter of 2024.
  - b. 21-2023 – Loon Lake, Colville, Chewelah, and Northport – Lisa asked about public meetings. Amanda said they can happen anytime now in a number of ways. Trustees discussed. One suggestion from Cynthia with OAC is to put out boards in the branches with different options and allow patrons to put dots on the items they like, or vote for, as well as have sticky notes for extra feedback.
  - c. 2023-2025 – Hunters – nothing new this month.
- (2) **Advocacy to State Legislature** – Amanda is part of the Legislative Committee for Public Libraries of Washington. Their first meeting of the year was last Wednesday. 700 new bills have already been submitted. Amanda can summarize these notes and send them out to the Trustees. There is a Senate Bill to request legislation that will increase the percentage of people needed to sign a petition to dissolve a library district. Right now, it takes 10% of all the registered voters in a district to sign a petition to get it on a ballot. They’d like to move that to 35%. Shelly Short’s newsletter states that that if the 1% cap were to move to 3% that property taxes will triple; this is inaccurate. Amanda explained that in library land they say misinformation is when you make a mistake vs disinformation which is

intentionally giving the wrong information for an expected result. At the committee meeting, Abby Moore, Library Lobbyist, shared that there is a lot of motivation to increase the 1% tax cap. Additional bills are being discussed, that concern the makeup of a system's Library Board Trustees, improving public records act, firearms in libraries. Sue sent the Shelly Short e-newsletter to the Trustees.

- (3) **Capital Campaign** – Work on the logo continues. January 23<sup>rd</sup> meeting they will decide on the logo. Becca would be happy to help create a survey for voting. Jennifer will contact Becca about getting that set up. Holly Shamburger is doing research to name the levels of donors. Sue Poe is working on the database of businesses for volunteers to use when going out in the community.
- (4) **Staff Reorganization** – Amanda shared and discussed the latest schematic for the reorg. Lisa wants to make sure we keep facilities management at the front of our minds, noting that it is going to be a big job and bigger with new buildings.
  - a. Process for monitoring – Lisa requested that a process for monitoring the success of the staff reorganization be discussed. Amanda shared an article as a starting point for what questions we should be asking. What are some things we want to see in 6 months to decide success or failure in the reorg? Qualitative vs quantitative, use SWOT (strengths, weaknesses, opportunities, threats) analysis. Lisa recommends looking at the problems we saw before and whether we are fixing those with this reorg. Identify those and evaluate from there. Create a way/method to compile and address things as they come up.
- (5) **2024 Library Legislative Day, Wednesday, February 14<sup>th</sup>, Olympia** – Amanda asked if Trustees want to go in person. Going in person is the most effective way to make an impact, but the board discussed that the distance involved is considerable. Should they schedule a Zoom with Shelly Short? Lisa will draft an email to send to her. Trustees believe they should also set up a meeting. Perhaps include other taxing districts. Ask what solution does Senator Short see if not a tax increase? Becca has reserved hotel rooms just in case. Lisa suggests that Trustees set up a Zoom with Senator Short for sure and possibly others. Amanda has a meeting today and will see what Abby Moore suggests. She will let Trustees know after her meeting if she thinks should attend Legislative Day.

#### **NEW BUSINESS**

- (1) **2024 Mileage Reimbursement Rate - \$.67 (up from \$.65.5)** – Trustees discussed and called for a vote.

**Motion made to accept the 2024 IRS Mileage Reimbursement Rate of \$.67/per mile.**

Motion made: Lisa

Motion seconded: Jennifer

All in favor: Unanimous

- (2) **2023 Trustees Year in Review** – Josie and Lisa will take this on again this year.
- (3) **Discuss adding Executive Sessions before meetings instead of after** – Sue brought this up mainly for the November Executive Session to discuss the Director's Evaluation. Trustees agreed to try this and use the 1<sup>st</sup> hour of the November meeting in 2024 for the Executive Session at 10:00 and have the regular meeting start at 11:00. Becca will make sure to say that in the press release for the November meeting.
- (4) **Resolution 01-2024 Amendment to 2024 Budget** – This amendment is for the match for the Chewelah and Northport Building Projects for the LCIP grant. These funds are being moved from the fund balance

into the budget. The hope is that these funds will be raised by the Capital Campaign and returned to the fund balance.

**Motion made to accept Resolution 01-2024 Amendment to 2024 Budget.**

Motion made: Josie

Motion seconded: Joann

All in favor: Unanimous

- (5) **Approval of new job descriptions** – Amanda has created job descriptions for the new positions with the reorganization. Trustees agree they would like to see them but don't feel they need to vote on them. Amanda will share for comments. She hopes to open these positions ASAP.

**REPORTS**

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

a. **Library Happenings (attached)**

b. **Statistics and Reporting**

- (2) **Trustee/Liaison Report** – Lisa talked about the Kettle Falls Book Nook. They are trying something new and will be opening one Saturday a month.

- (3) **Others:** none

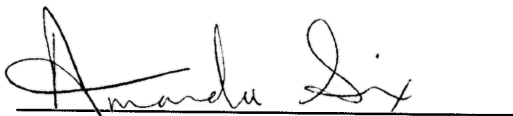
**ADJOURNMENT**

The meeting of the Board of Trustees was adjourned at 12:06 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date 2/15/24



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

# District Status Report - Director's & Tech/Educ

Submitted By	Month/Year
Amanda Six	2023 December

## Highlights

This month, I attended the Colville Library Advisory Board meeting, the Capital Campaign Committee meeting, the Libraries of Stevens County Foundation meeting, and the Colville Improvement Club meeting. The Kettle Falls Advisory Board meeting was rescheduled to January 29th.

Submitted By	Month/Year
Jessica Varang	2023 December

## Tech/Educ Highlights

December has seen a slew of issues with technology. I was able to supervise computer installs alongside ExBabylon at Colville, Hunters, and Kettle Falls. Colville went the smoothest, thankfully. Kettle Falls and Hunters have had some hiccups and we've tried to be good communicators and document issues with our IT support company along the way. We've seen wild success with Kanopy and may need to increase our amount spent monthly, as it is gaining popularity. I have been able to teach Nellie some social media scheduling and postings, so she is taking over a bit of those duties. I also implemented several automated messages based on keywords (for example: Print - responds with "Hello! Our automated system may be able to help you. Printing is available at all library locations. The first 10 pages are free; 15cents per page after. Color printing is \$1 per page. Please call or visit your library for more information.) or using the word "hours" responds with a link to the Locations page on our website so they can easily find the library contact info and business hours. I took some time off in December and it was very helpful to decompress. Loon Lake's renovations to the public bathroom (asbestos abatement required closures) and the staff break room/kitchen went smoothly. A big thanks to Janet and Becca for keeping things on track and sane with the crews that came in. A big thanks to Nellie for reorganizing the storage room, as it was not quite put back together properly. We do have really nice new vinyl waterproof, textured flooring that will be a good selling point for this building. Speaking of, Chief Bucy at SCFD1 is interested in this building for the Deer Park Ambulance headquarters for their office team and is interested in purchasing (or leasing or whatever we decide to do) the building once up for sale.

**2023 Wifi Cumulative Stats. Check out the 24,000+ connections!**

2023			
Branch	Unique Users	Largest Transfer -GB	Total GB Used
Chewelah	5178	613.2586972	6145.153239
Colville	10621	691.2723542	8390.605875
Hunters	426	35.49134422	850.8832872
Kettle Falls	3234	153.2552786	4596.063778
Lakeside	1805	401.9038242	4043.350441
Loon Lake	1751	109.4496204	3494.556408
Northport	378	52.54395993	460.6886646
Onion Creek	685	12.12941659	226.9481617
<b>Total:</b>	<b>24078</b>	<b>2069.304495</b>	<b>28208.24985</b>

Submitted By	Month/Year
Anja Johnson	2023 December

## Staff Support Specialist

Completed the final 1:1 staff meeting. The 1:1 meetings provided helpful insight and information on how I can specifically help various staff members with their professional training goals, finding additional support in their roles, communication assistance, etc. I'm working through follow up to provide resources and assistance that we discussed in the meetings. I began the prep work and organizing to apply for a WSL group grant to send as many staff as possible to the 2024 WLA conference, which is being held in Spokane this year. Becca has been an enormous help and a great teammate on the conference and grant project.

# Branch Status Report



Branch	Submitted By	Month/Year
<b>CHEWELAH</b>	<b>Matt</b>	<b>2023 December</b>

## Branch Highlights

(can include stories to share/quotes/tidbits)

## Statistics to Report

Head Count/Door Count:	1344	Notes:	Computer Sessions:	236	Notes:
Avg Daily Visitor Count:	70.74		Length of All Sessions:	137:34:00	
Ref Questions:	48		WIFI Stats - Users:	426	
Tech Ref Questions:	40		WIFI Stats - Total Data Used:	637.5	
Tech Reference - Libby:	19				
Circulation Stats:	2842				
New Library Cards:	19				
Take Home KITS Given Out:			Locker Deliveries @		
CH Kits:	40		Locker Deliveries @		
TN Kits:			Locker Deliveries @		
AD Kits:	50		Locker Deliveries @		
<i>Total:</i>	90				

Ref Q, Tech Ref: record two days - add together, then times by # of days open in month      Circ Stats & New Library Cards from Becca's Circ Stats Sheet

## Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y/N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							Children/Teen/Adult/General Int
Storytime Week 1:	13			9	22	N	CH
Storytime Week 2:					0	Y/N	
Storytime Week 3:	9			5	14	N	CH
Storytime Week 4 (&5):					0	Y/N	
<b>TOTALS:</b>	22	0	0	14	36		
Tech Help with LOSC Week 1:					0	Y/N	
Tech Help with LOSC Week 2:				1	1	N	AD
Tech Help with LOSC Week 3:				4	4	N	AD
Tech Help with LOSC Week 4 (&5):					0	Y/N	
<b>TOTALS:</b>	0	0	0	5	5		
Program: Seasonings Screenings 4 weeks:	13			15	28	N	GEN
Program: City Sidewalks	20	20		80	120	Y	GEN
Program: Getting Started with Bees	3			10	13	N	GEN
Program: Sweetest Home Showdown	5	21		9	35	N	CH
Program:					0	Y/N	
Program:					0	Y/N	
Program:					0	Y/N	
Program:					0	Y/N	
Program:					0	Y/N	
Program:					0	Y/N	
Program:					0	Y/N	
Program:					0	Y/N	
Program:					0	Y/N	
<b>TOTALS:</b>	63	41	0	133	237		**Please circle or bold**

# Branch Status Report



Branch <b>COLVILLE</b>	Submitted By Lisa Vos	Month/Year <b>December 2023</b>
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## Branch Highlights

(can include stories to share/quotes/tidbits)

Patron recently lost her home and expressed thankfulness for a safe, warm space to spend her days, access services, and use our Wi-Fi and restrooms. She was also very happy to find we had extra reading glasses for her to use!  
Summit Valley Preschool says "Thanks!" to all the staff who helped pick out books about tubes and tunnels to enhance their curriculum. The kids loved all the books we sent and they plan to ask for help finding books for reading aloud in the future.

## Statistics to Report

Head Count/Door Count:	3,820	Notes:	Computer Sessions:	290	Notes:
Avg Daily Visitor Count:	225	17 open days	Length of All Sessions:	129.75	hours
Ref Questions:	15		WIFI Stats - Users:	901	
Tech Ref Questions:	85		WIFI Stats - Total Data Used:	806.5	GB
Tech Reference - Libby:	115		Volunteer Hours	106.5	
Circulation Stats:	4,944				
New Library Cards:	26				
Take Home KITS Given Out:			Locker Deliveries @		
CH Kits:	90		Locker Deliveries @		
TN Kits:	0		Locker Deliveries @		
AD Kits:	130		Locker Deliveries @		
	Total:	220			

Ref Q, Tech Ref. record two days - add together, divide by 2, then times by # of days open in month Circ Stats & New Library Cards from Becca's Circ Stats Sheet

## Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y/N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							Children/Teen/Adult/General Int
Storytime Week 1:	6			2	8	Y/N	CH/TN/AD/GEN
Storytime Week 2:	12		1	7	20	Y/N	CH/TN/AD/GEN
Storytime Week 3:	3	2		5	10	Y/N	CH/TN/AD/GEN
Storytime Week 4 (&5):	5	2		4	11	Y/N	CH/TN/AD/GEN
<b>TOTALS:</b>	26	4	1	18	49		
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:					0	Y/N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):				2	2	Y/N	CH/TN/AD/GEN
<b>TOTALS:</b>	0	0	0	5	5		
Program: Sweetest House Showdown	6	18	6	18	48	Y/N	CH/TN/AD/GEN
Program: Getting Started With Bees	1			10	11	Y/N	CH/TN/AD/GEN
Program: Book Club				8	8	Y/N	CH/TN/AD/GEN
Program: Discoverable Winter Villiage					50	Y/N	CH/TN/AD/GEN
Program: Outreach - Parkview (x4)				16	16	Y/N	CH/TN/AD/GEN
Program: Outreach - Buena Vista (x2)				6	6	Y/N	CH/TN/AD/GEN
Program: VR Appointments			6		6	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
<b>TOTALS:</b>	33	22	13	81	199		**Please circle or bold**

# Branch Status Report



Branch <b>HUNTERS</b>	Submitted By Lisa Vos	Month/Year <b>December 2023</b>
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## Branch Highlights

(can include stories to share/quotes/tidbits)

One patron came in and discovered that we had replaced the computers, they were very happy to see the new update and said that they worked great!  
 One of our regular patrons came in and requested an ILL to complete the series she was reading, she said that she was so happy we offered that service and it has really helped her out.  
 This month, one of my displays was Blind Date with a Book, I have had a few patrons take books from this display and say that it was a fun adventure.  
 One of our newer patrons came in asking for help in setting up her tablet, she was very thankful that we were here and able to help, she explained that she did not have a car or other means of regular transportation so it was very easy and nice for her to be able to come to this library to get help.

## Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	88	Computer Sessions:	7
Avg Daily Visitor Count:	9.8 9 days open	Length of All Sessions:	445 minutes
Ref Questions:	16	WIFI Stats - Users:	43
Tech Ref Questions:	4	WIFI Stats - Total Data Used:	68.8 GB
Tech Reference - Libby:	19		
Circulation Stats:	160		
New Library Cards:	0		
		Locker Deliveries @ Fruitland	1
Take Home KITS Given Out:		Locker Deliveries @ Gifford	1
CH Kits:	5	Locker Deliveries @ Hunters	2
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
<i>example: Storytime 1</i>	5	2	0	4	11	Y/N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							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
<b>TOTALS:</b>	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
<b>TOTALS:</b>	0	0	0	0	0		
Program: Getting started with Bees				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
Program:					0	Y/N	CH/TN/AD/GEN
<b>TOTALS:</b>	0	0	0	5	5		**Please circle or bold**

# Branch Status Report



Branch	Submitted By	Month/Year	2023
<b>KETTLE FALLS</b>		<b>December</b>	

## Branch Highlights

(can include stories to share/quotes/tidbits)

Approximate volunteer hours: 21 shelving, 50 movie night program, 60 after-school art program. December movie nights were messy, but successful. Meghan arranged the community room to look and feel like a movie theater. We went through 16 lbs. of popcorn and 120 packs of hot chocolate. Thanks to Christine's advocacy, a classroom from the Columbia River Christian Academy now visits the library every month to return books and discover more. There are about 14 students; we have created about 16 or 17 new library cards for the students and family members. Christine has used the interest and momentum from National Novel Writing Month and turned it into an ongoing program: Writer's Group will meet every 2nd Thursday from 6 to 8pm. We had a surprise visit from Santa Claus himself (Meghan's husband) during storytime the week before Christmas! The kids were VERY good that day.

## Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	1846	18 open days	Computer Sessions: 67
Avg Daily Visitor Count:	103		Length of All Sessions: 43:18:00
Ref Questions:	54		WIFI Stats - Users: 266
Tech Ref Questions:	34		WIFI Stats - Total Data Used: 357.672746
Tech Reference - Libby:	35		
Circulation Stats:	1471		
New Library Cards:	13		
Take Home KITS Given Out:			Locker Deliveries @
CH Kits: wooly hat take-n-make	60		Locker Deliveries @
TN Kits:	-		Locker Deliveries @
AD Kits: gnome take-n-try	35		Locker Deliveries @
<i>Total:</i>	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
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							Children/Teen/Adult/General Int
Storytime Week 1:	n/a				n/a	Y / N	CH/TN/AD/GEN
Storytime Week 2:	27			5	32	N	CH
Storytime Week 3:	33			7	40	N	CH
Storytime Week 4 (&5): Santa	23			10	33	N	CH
<b>TOTALS:</b>	83	0	0	22	105		
Tech Help with LOSC Week 1:	2				2	N	GEN
Tech Help with LOSC Week 2:	1				1	N	GEN
Tech Help with LOSC Week 3:	0				0	N	GEN
Tech Help with LOSC Week 4 (&5):	0				0	N	GEN
<b>TOTALS:</b>	3	0	0	0	3		
Program: movie	7	7	6	8	28	N	GEN
Program: bees	-	-	-	10	10	N	AD
Program: movie	9	12	8	7	36	N	GEN
Program: writers group				4	4	N	AD
Program: movie	4	11	8	6	29	N	GEN
Program: movie	3	6	-	4	13	N	GEN
Program: movie dec 29		6	4	8	18	N	GEN
Program:					0	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
<b>TOTALS:</b>	109	42	26	69	246		**Please circle or bold**



# Branch Status Report



Branch	Submitted By	Month/Year
<b>LAKESIDE</b>	Amanda Smith	2023 <b>December</b>

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

<b>Statistics to Report</b>				
Head Count/Door Count:	741	Notes: Only open to patrons for 19 days	Computer Sessions:	49
Avg Daily Visitor Count:	39		Length of All Sessions:	13:41
			WIFI Stats - Users:	180
Ref Questions:	57		WIFI Stats - Total Data Used:	149.437077
Tech Ref Questions:	75			
Tech Reference - Libby:	49			
Circulation Stats:	1869			
New Library Cards:	22			
Take Home KITS Given Out:			Locker Deliveries @	
CH Kits:	55		Locker Deliveries @	
TN Kits:	0		Locker Deliveries @	
AD Kits:	40		Locker Deliveries @	
	<i>Total:</i>	95		
<i>Ref Q, Tech Ref. record two days - add together, then times by # of days open in month      Circ Stats &amp; New Library Cards from Becca's Circ Stats Sheet</i>				

<b>Program Specific Stats</b>							
	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							Children/Teen/Adult/General Int
Storytime Week 1:	10	1	0	9	20	Y / N	CH/TN/AD/GEN
Storytime Week 2:	5	1	0	4	10	Y / N	CH/TN/AD/GEN
Storytime Week 3:	3	1	0	4	8	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	-	-	-	-	0	Y / N	CH/TN/AD/GEN
<b>TOTALS:</b>	18	3	0	17	38		
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
<b>TOTALS:</b>	0	0	0	0	0		
Program: Getting Started With Bees	1	0	0	3	4	Y / N	CH/TN/AD/GEN
Program: Gingerbread House Decorating	12	24	2	18	56	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
<b>TOTALS:</b>	31	27	2	38	98		<b>**Please circle or bold**</b>

# Branch Status Report



Branch	Submitted By	Month/Year
<b>LOON LAKE</b>	Mary Klabenes	<b>December 2023</b>

## Branch Highlights

(can include stories to share/quotes/tidbits)

One man came in and wanted us to know how much he appreciates our Consumer Reports access under the library Resource page. He says that he uses it a lot.

## Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	500	Computer Sessions:	73
Avg Daily Visitor Count:	45	Length of All Sessions:	25.29
Ref Questions:	40	WIFI Stats - Users:	123
Tech Ref Questions:	54	WIFI Stats - Total Data Used:	210.10799
Tech Reference - Libby:	2		
Circulation Stats:	1393		
New Library Cards:	15		
		Locker Deliveries @ Loon Lake	35
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits: Winter Hat	40	Locker Deliveries @	
TN Kits:		Locker Deliveries @	
AD Kits: Yarn Gnomes	40		
<b>Total:</b>	<b>80</b>		

Ref Q, Tech Ref: record two days - add together, then times by # of days open in month      Circ Stats & New Library Cards from Becca's Circ Stats Sheet

## Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>	5			1			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
<b>TOTALS:</b>	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
<b>TOTALS:</b>	0	0	0	0	0		
Program: Friends of the Loon Lake Library				7	7	Y / N	CH/TN/AD/GEN
Program:USDA FS Resume/Application Program				0	0	Y / N	CH/TN/AD/GEN
Program:Getting Started with Bees		1	5	9	15	Y / N	CH/TN/AD/GEN
Program: Gingerbread House Decorating	2	15	3	8	28	Y / N	CH/TN/AD/GEN
Program: Seasons Screening Week 1	0	0	0	0	0	Y / N	CH/TN/AD/GEN
Program: Seasons Screening Week 2	5	6		3	14	Y / N	CH/TN/AD/GEN
Program: Seasons Screening Week 3	5	1	2	2	10	Y / N	CH/TN/AD/GEN
Program: Seasons Screening Week 4- Car	0	0	0	0	0	Y / N	CH/TN/AD/GEN
Program: Seasons Screening Week 5- canceled					0	Y / N	CH/TN/AD/GEN
Program: Book Club- canceled					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
<b>TOTALS:</b>	12	23	10	29	74	Y / N	CH/TN/AD/GEN

\*\*Please circle or bold\*\*

# Branch Status Report



Branch	Submitted By	Month/Year
<b>NORTHPORT</b>	Wright Halbert	2023 <b>December</b>

## Branch Highlights

(can include stories to share/quotes/tidbits)

We had a small but very interested group for the Bees program. A few sweet patrons gave the Northport library Christmas cards and a box of pecan chocolate treats. A patron was grateful I could spend the hour or so to get a laptop cleaned off and ready to give to a family member for Christmas. Wright had a fun time with the older Onion Creek students doing a presentation on music and music history; the theme with the younger children was penguins this month.

## Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	188	Computer Sessions:	28
Avg Daily Visitor Count:	16 12 Days Open	Length of All Sessions:	21.11
Ref Questions:	34	WIFI Stats - Users:	30
Tech Ref Questions:	20	WIFI Stats - Total Data Used:	10.99
Tech Reference - Libby:	2		
Circulation Stats:	390		
New Library Cards:	1		
Take Home KITS Given Out:		Locker Deliveries @	31 Onion Creek
CH Kits: TNM Wooly Hat	10	Locker Deliveries @	5 Echo
TN Kits:		Locker Deliveries @	
AD Kits: TNT Gnome	10	Locker Deliveries @	
<i>Total:</i>	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
<i>example: Storytime 1</i>	5	2	0	4	11	Y/N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							Children/Teen/Adult/General Int
Storytime Week 1: OC K-2 12/6/23		12		1	13	Y	CH
Storytime Week 2: OC 3-5 12/13/23		15		2	17	Y	CH
Storytime Week 3: X-Mas Break					0	Y/N	CH/TN/AD/GEN
Storytime Week 4 (&5): 11/27/23 Out SICK					0	Y/N	CH/TN/AD/GEN
<b>TOTALS:</b>	0	27	0	3	30		
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
<b>TOTALS:</b>	0	0	0	0	0		
Program: Getting Started w/ BEES				3	3	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
<b>TOTALS:</b>	0	27	0	6	33		**Please circle or bold**