

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
February 15, 2024
Loon Lake Library

Chair Sue Poe called the regular meeting of the Stevens County Rural Library District Board of Trustees to order at 10:03. In attendance were Sue Poe, Chair; Josie Darst, Vice Chair; Joann Caruso, Trustee; Jennifer Miller, Trustee (via Zoom) and Lisa Wolfe, 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 – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of January 17, 2024, were reviewed.
- (2) The following vouchers and warrants were approved for payment:
Accounts Payable 1/17/24-2/7/24 - 60 Vouchers total \$119,614.42.
Payroll Warrants January 2024 – 31 Direct Deposits for a total of \$97,490.00.
- (3) Detailed Revenue & Budget Status Reports for 13th Month 2023.
- (4) Detailed Revenue & Budget Status Reports for January 2024.
- (5) The Director’s January 2024 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) – Northport and Chewelah are in plan review with their cities. Those will go out to bid as one project by the end of this month. The readiness survey and DAHP are complete and have been sent to the Department of Commerce. Amy shared some updates for Loon Lake: a site plan, trees on the property, and updated material board. She also answered some questions for the Trustees. Trustees discussed public meetings. There is a concern that we have not gotten the public input they were expecting to get. There will be a public meeting or information sharing in the libraries about what is coming but Trustees feel the public should have had time early on to give their opinion. They suggested that happens for Hunters before it goes too far into planning. The City of Colville is working with their new engineering firm and the same architecture firm from last year. Concerns about the cost and budget have been discussed. Amanda and Cynthia have a meeting with the City of Colville this week.
 - b. 21-2023 – Loon Lake, Colville, Chewelah, and Northport – see above.
 - c. 2023-2025 – Hunters – Sue encouraged Amanda to have an initial public meeting in Hunters before the project gets too far down the road.

- (2) **Advocacy to State Legislature** – Amanda shared information from Lobbyist Abby Moore. The bill that was proposing the increase of the 1% annual budget increase to 3% was pulled by the Democrats. A bill regarding Tax Increment Financing (TIF) is still working its way through the process. It would allow some ports, cities, etc., to create areas that would be exempt from property taxes. Some special taxing districts (e.g. fire) are exempt, libraries are lobbying to also be exempt. Sustainable funding for digital equity projects appears to be moving forward, though with many changes. Amanda would like to reframe the letter to Senator Shelly Short from the Board regarding the 1% vs 3% increase. Lisa stated that she would work on a new draft.
- (3) **Capital Campaign** – Sue shared the logo that has been selected. Jessica put together a sample packet that could be shared with major donors. The CCC is working to refine that with Jessica. They are working on major donor list, how donors will be recognized/named and the dollar amount they would like to raise.
- (4) **Staff Reorganization** – Amanda shared where we are with the reorg. Currently fine-tuning the job descriptions and tasks/duties.
 - a. Process for monitoring – Lisa asked how the process for monitoring is going. Amanda shared that Anja is developing a survey with pre and post questions to help gauge how the reorg is going. The plan is to give the survey to staff about every 6 months over several years.
- (5) **Board Retreat – April 10th 10:30-2:30, Sue Poe’s Loon Lake** – The focus for the Board Retreat will be book challenges and meeting management. Amanda also suggested updating the board’s bylaws to address meeting management.
- (6) **2024 Trustees Year in Review** – Nothing new to report this month.

NEW BUSINESS

- (1) **Resolution 02-2024 Amendment to 2023 Budget** – Trustees discussed and called for a vote.

Motion made to accept Resolution 02-2024 Amendment to 2023 Budget.

Motion made: Lisa

Motion seconded: Joann

All in favor: Unanimous

- (2) Joann would like to talk about retooling the staff survey for the Director’s Evaluation. Trustees agreed and talked about possibly having a separate set of questions for managers vs the rest of the staff. The Board asked Becca to add this discussion to the March Conference Call agenda and share the current questions for review with the agenda before the meeting. Amanda will ask the State Library and the Library Director Listserv for any information they can share.

REPORTS

- (1) **Director’s Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report** – Lisa shared that Kettle Falls is going to have a mural painted in the children’s section. The Kettle Falls Book Nook reported that some people came through and visited all the booksales in the county the Saturday that Friends Groups hosted booksales in Kettle Falls, Colville and Loon Lake. The Kettle Falls Friends received the last of a bequest left to them - \$3,500.

(3) Others: none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:32 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date 3/21/24

A handwritten signature in cursive script, appearing to read "Amanda Six", is written over a solid black rectangular background. A horizontal line extends to the right from the end of the signature.

Amanda Six, Secretary, SCRLD

A handwritten signature in cursive script, appearing to read "Sue Poe", is written above a horizontal line.

Sue Poe, Board Chair

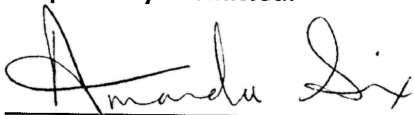
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
February 7, 2023

The meeting was called to order at 9:10 a.m. by Josie. Present were Josie Darst, Vice-Chair; Lisa Wolfe, Trustee; Jennifer Miller, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Office Manager. Trustees Sue Poe and Joann Caruso were absent from the meeting.

AGENDA

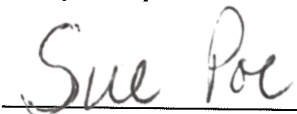
- **OPENING** – Josie welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **February 15th – Regular Board Meeting – Agenda Changes** – none
 - **2024 Library Legislative Day** – Trustees have decided not to go in person. Becca will cancel the hotel rooms. Lisa reported that Jacquelin Maycumber sent out an email that talked about supporting libraries. Trustees should follow up with her. Lisa voiced encouragement that we need to consistently be talking to our representatives. Josie asked where we are with the Shelly Short letter. Amanda will work on the response. She reported that Wes McCart is in support of the 3% increase. She will send him an email and see if he has any insight regarding Senator Short’s perspective. The message of the letter to Shelly Short could change depending on that. Trustees would like to ask Shelly why she is against it. It is inaccurate to say it is tripling property taxes. The Trustees decided to have Becca try to see if she can set up a Zoom meeting with the representatives since they are not attending Legislative Day.
 - **10 minute Board training** – No training today.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – Meeting was adjourned at 9:22 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

2/15/24

Date

District Status Report - Director's & Tech/Educ

Submitted By	Month/Year	2024
Amanda Six	January	

District Highlights

I continue to represent the library district on a variety of statewide groups (Digital Equity Forum, Public Libraries of Washington legislative committee) and was also recently asked to join the Digital Equity in Washington (DEWA) that is now being coordinated by the Washington State Library. This has been a busy month with legislative efforts that could impact libraries and digital equity. I sent a letter to the FCC, on behalf of the library district, in support of some legislation regarding e-rate for hotspots.

Submitted By	Month/Year	2024
Jessica Varang	January	

Tech/Educ Highlights

Loon Lake Fun: We had two patrons volunteer to sweep/shovel our sidewalk because they wanted to do the fun activity course. This is well-loved by our community and something I hope we can implement in the new building. Friends had an AMAZING Feb book sale and many fun upcoming sales. They recently purchased two sets (50 books) of Who Was/What Was/Who Is/What Is books, which are in demand for book reports and non-fiction juvenile lovers.

Tech: The last computer installation will be in Chewelah on Monday, Feb 19. I hope we are able to complete the installation in one day with the ExBabylon team. ExBabylon, TLC, Overdrive, and myself are still working to discover what the issue is behind Libby. The dropped authentication happens without warning and with no indication on the server side. There is a service that should indicate stopped or paused; it says Running, which indicates all things are normal, even when they aren't. The bandaid is to restart this service automatically ever four hours. Unfortunately, this also clears to logs that may indicate where the errors lie.

CONGRATS: Amanda has won the Washington Library Association Outstanding Service Award for her dedication to library services, digital equity, and advocacy efforts.

Submitted By	Month/Year	2024
Anja Johnson	January	

Staff Support Specialist

The WLA conference is in Spokane this year. The close proximity seemed like a great opportunity to provide our large number of new staff with a library conference experience and all the wonderful training that provides! Becca and I applied for and were fortunate enough to win a \$6,000 dollar group training grant from WSL. This is allowing us to bring a group of 15 people total to the WLA conference. Our group that will attend seems really excited! Becca and I have worked hard to effectively streamline and coordinate the whole process. We're even coordinating an optional group dinner before the welcome reception so we can get excited together and new staff can have the moral support of arriving together. We hope the experience will be a wonderful opportunity for all staff - but especially brand new staff - to get a fuller picture of the library world, learn lots of new things, renew enthusiasm, and find ideas and resources that they can bring back and tailor to our library system.

I signed up for a class on conflict mediation through SHRM. I am looking forward to upgrading my "toolkit" in this area. I believe this will fit well with my role of being the first touchpoint for HR issues and our goal of easing conflict at the start instead of having things simmer and grow into significant problems later. We have already been working on this and are seeing good results. I am hoping this class will allow us to continue improving staff morale by addressing issues right away and also continue to save staff time and distress by allowing these issues to be solved much more quickly.

The second benefit to this class is it allowed me to get a SHRM membership. This gives us 15 free consultations annually with an HR advisor at SHRM. Again, since the HR part of my role is just as the first touchpoint, this is an incredibly helpful opportunity to get professional advice and guidance in the trickier parts of HR.

I've been networking with some library trainers from other library systems in Washington state. We decided to set up a small cohort for the purpose of sharing resources, ideas, and helping each other brainstorm training challenges. We decided to do this under the umbrella of WLA's WALT (Washington State Library Trainers) steering committee. I've been appointed Vice-Chair and am looking forward to the help and resources this group will provide.

Branch Status Report



Branch COLVILLE	Submitted By Lisa Vos	Month/Year 2024 January
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Branch Highlights

(can include stories to share/quotes/tidbits)

Patron commented on the way to the restroom, "I'm so thankful for you all. This is a safe place."
 "I love this selection!" comment on the "Books you pretended to read" display
 Patron stopped to comment that he can be grumpy about paying property tax and that he uses the library to get some of his money back, but that when he saw the storytime kids being read to it "helped him be less grumpy". He remembers being a kid and having a patient adult read to him and that it was very meaningful.

Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	4,866	Computer Sessions:	375
Avg Daily Visitor Count:	256 19 days open	Length of All Sessions:	200.75 hours
		WIFI Stats - Users:	895
Ref Questions:	26	WIFI Stats - Total Data Used:	779.5 GB
Tech Ref Questions:	96		
Tech Reference - Libby:	88	Volunteer Hours	134.2
Circulation Stats:	6,285		
New Library Cards:	34		
		Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	90	Locker Deliveries @	
TN Kits:	90	Locker Deliveries @	
AD Kits:	0		
Total:	180		

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	8	3		7	18	Y / N	CH/TN/AD/GEN
Storytime Week 2:	11			8	19	Y / N	CH/TN/AD/GEN
Storytime Week 3:	5			6	11	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	5	1		4	10	Y / N	CH/TN/AD/GEN
TOTALS:					58		
Tech Help with LOSC Week 1:				2	2	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				1	1	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:				1	1	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):				3	3	Y / N	CH/TN/AD/GEN
TOTALS:					7		
Program: Discoverable: Mold Growth					25	Y / N	CH/TN/AD/GEN
Program: Scavenger Hunt: Germs					32	Y / N	CH/TN/AD/GEN
Program: Book Club				8	8	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: Outreach- Jail				50	50	Y / N	CH/TN/AD/GEN
Program: Outreach - Parkview (x4)				9	9	Y / N	CH/TN/AD/GEN
Program: Outreach - Buena Vista (x2)				3	3	Y / N	CH/TN/AD/GEN
Program: Outreach - Other				1	1	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	77	199		**Please circle or bold**

Branch Status Report



Branch CHEWELAH	Submitted By	Month/Year 2024 January
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Branch Highlights	<i>(can include stories to share/quotes/tidbits)</i>

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	1558	Computer Sessions:	243
Avg Daily Visitor Count:	73.95	Length of All Sessions:	121:53:00
Ref Questions:	94	WIFI Stats - Users:	440
Tech Ref Questions:	53	WIFI Stats - Total Data Used:	419.55
Tech Reference - Libby:	21	Volunteer Hours	
Circulation Stats:	3,498	Locker Deliveries @	
New Library Cards:	18	Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	80	Locker Deliveries @	
TN Kits:		Locker Deliveries @	
AD Kits:		Locker Deliveries @	
<i>Total:</i> 80			

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
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	3			2	5	N	CH
Storytime Week 2:					0		
Storytime Week 3:					0		
Storytime Week 4 (&5):	19	11			30	N	CH
TOTALS:					35		
Tech Help with LOSC Week 1:				1	1	N	AD
Tech Help with LOSC Week 2:				1	1	N	AD
Tech Help with LOSC Week 3:				1	1	N	AD
Tech Help with LOSC Week 4 (&5):				2	2	N	AD
TOTALS:					5		
Program: Brick Builders	2	4		3	9	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
TOTALS:	2	4	0	3	49		

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

Branch Status Report



Branch HUNTERS	Submitted By Lisa Vos	Month/Year 2024 January
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Branch Highlights *(can include stories to share/quotes/tidbits)*

One of our regular patrons came in and needed help placing an online order, she was very thankful that I was able to help her as she does not have a computer at home.

One of our new patrons came in and she wanted to discuss ways of keeping her house warm in the event of a power outage, after our discussion she said that she would decide how she wanted to approach the situation but she felt much better knowing that there were ways to keep her home warm.

A local family came in to the library, they stated that they had not been to the library in a while but it looked absolutely stunnig, they wanted to express their gratitude for bringing in new books and always having a place that felt warm and welcoming in the Hunters community.

2 of my regular patrons came in, they were having issues with their landline at home, they needed to use the library phone since they do not have a cell phone or internet. They were very grateful and expressed much appreciation for our library.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	84		Computer Sessions: 6
Avg Daily Visitor Count:	9.33	9 open days	Length of All Sessions: 125 minutes
Ref Questions:	15		WIFI Stats - Users: 37
Tech Ref Questions:	1		WIFI Stats - Total Data Used: 61.8 GB
Tech Reference - Libby:	1		Volunteer Hours
Circulation Stats:	113		
New Library Cards:	2		
Take Home KITS Given Out:			Locker Deliveries @ Hunters: 3
CH Kits:	5		Locker Deliveries @ Gifford: 6
TN Kits:	10		Locker Deliveries @ Fruitland: 1
AD Kits:	0		Locker Deliveries @
Total:	15		

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
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		
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		
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



Branch KETTLE FALLS	Submitted By	Month/Year 2024 January
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Branch Highlights *(can include stories to share/quotes/tidbits)*

We have had a highschooler doing community service with us for a few hours on Monday afternoons to fulfill his high school graduation requirement. It has been nice to have him, he is a good shelper and works hard.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	1764	21 open days	Computer Sessions: 388
Avg Daily Visitor Count:	84		Length of All Sessions: 278.55
Ref Questions:	42		WIFI Stats - Users: 275
Tech Ref Questions:	52.5		WIFI Stats - Total Data Used: 195.3598597
Tech Reference - Libby:	46		Volunteer Hours 54
Circulation Stats:	1,854		Included community service hours.
New Library Cards:	9		Locker Deliveries @
Take Home KITS Given Out:			Locker Deliveries @
CH Kits:	66		Locker Deliveries @
TN Kits:	60		Locker Deliveries @
AD Kits:			Locker Deliveries @
Total: 126			

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
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	0			0	0	N	CH
Storytime Week 2:	1			1	2	N	CH
Storytime Week 3:	22			5	27	N	CH
Storytime Week 4 (&5):	50			11	61	N	CH
TOTALS:					90		
Tech Help with LOSC Week 1:	1				1	N	AD
Tech Help with LOSC Week 2:	0				0	N	AD
Tech Help with LOSC Week 3:	0				0	N	AD
Tech Help with LOSC Week 4 (&5):	2				2	N	AD
TOTALS:					3		
Program: art canceled 1/2/24					0	N	CH
Program: Art 1/9/24		32		7	39	N	CH
Program: Writers' group 1/11/24				7	7	N	AD
Program: Art 1/16/24		32		7	39	N	CH
Program: Art 1/23/24		33		6	39	N	CH
Program: Art 1/30/24		36		7	43	N	CH
TOTALS:	0	133	0	34	260		**Please circle or bold**

Branch Status Report



Branch LAKESIDE	Submitted By Amanda Smith	Month/Year 2024 January
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Branch Highlights	<i>(can include stories to share/quotes/tidbits)</i>

Statistics to Report	
Head Count/Door Count: 1046	Notes:
Avg Daily Visitor Count: 50	Computer Sessions: 45
Ref Questions: 30	Length of All Sessions: 10:53
Tech Ref Questions: 16	WIFI Stats - Users: 186
Tech Reference - Libby: 157	WIFI Stats - Total Data Used: 231.7003663
Circulation Stats: 2,231	Volunteer Hours: 14
New Library Cards: 25	Locker Deliveries @
Take Home KITS Given Out:	Locker Deliveries @
CH Kits: 91	Locker Deliveries @
TN Kits:	Locker Deliveries @
AD Kits:	Locker Deliveries @
Total: 91	
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
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	7	0	0	7	14	Y / N	CH/TN/AD/GEN
Storytime Week 2:	9	1	0	12	22	Y / N	CH/TN/AD/GEN
Storytime Week 3:	8	0	0	5	13	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	20	0	0	17	37	Y / N	CH/TN/AD/GEN
TOTALS:	44	1	0	41	86		
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:					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:	44	1	0	41	86		**Please circle or bold**

Branch Status Report



Branch	Submitted By	Month/Year
LOON LAKE		2024 January

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

The main question we get from our patrons is about when the new library will be built. We have also had several people comment on how happy they are that we offer so many different services. People are also commenting that they love the new locker and it helps them get their items much easier since they normally travel by here after hours.

Statistics to Report		Notes:	
Head Count/Door Count:	663	Computer Sessions:	101
Avg Daily Visitor Count:		Length of All Sessions:	45.15
Ref Questions:	75	WIFI Stats - Users:	157
Tech Ref Questions:	101	WIFI Stats - Total Data Used:	253.4709551
Tech Reference - Libby:	8	Volunteer Hours	
Circulation Stats:	1,783	Locker Deliveries @ Loon Lake	25
New Library Cards:	6	Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits: Christmas Village	40	Locker Deliveries @	
TN Kits: STEM	20	Locker Deliveries @	
AD Kits:			
Total: 60			

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
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1: Canceled					0	Y / N	CH/TN/AD/GEN
Storytime Week 2:	12			7	19	Y / N	CH/TN/AD/GEN
Storytime Week 3:	4			2	6	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	10			4	14	Y / N	CH/TN/AD/GEN
TOTALS:					39		
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		
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	39		<i>**Please circle or bold**</i>

Branch Status Report



Branch	Submitted By	Month/Year
NORTHPORT	Wright Halbert	2024 January

Branch Highlights

(can include stories to share/quotes/tidbits)

Rural Resources Victim Services visited our library on the 25th and they are planning a return visit soon; hopefully someone was reached.

Statistics to Report

Head Count/Door Count:	221	Notes:	Computer Sessions:	50	Notes:
Avg Daily Visitor Count:	17	Open 13 Days	Length of All Sessions:	33:37:00	
Ref Questions:	27		WIFI Stats - Users:	23	
Tech Ref Questions:	19		WIFI Stats - Total Data Used:	44.7835	
Tech Reference - Libby:	1		Volunteer Hours		
Circulation Stats:	412		Locker Deliveries @ Onion Creek	53	
New Library Cards:	0		Locker Deliveries @ Echo/Evans	4	
Take Home KITS Given Out:			Locker Deliveries @		
CH Kits:	10		Locker Deliveries @		
TN Kits:	15				
AD Kits:					
	Total:	25			

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
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1: OC K-2		14		2	16	Y	CH
Storytime Week 2: OC K-2		16		1	17	Y	CH
Storytime Week 3: OC Grade 3-5		13		2	15	Y	CH
Storytime Week 4 (&5): OC K-2		11		2	13	Y	CH
TOTALS:					61		
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		
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
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	61		**Please circle or bold**