

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
March 21, 2024
Colville 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 from OAC and Amy Browne-Minden from Design West joined the meeting via Zoom.

GREETINGS – Sue welcomed everyone.

PUBLIC COMMENT – Phil 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 February 15, 2024, were reviewed.
- (2) The minutes from the Board of Trustees Conference Call Meeting of March 13, 2024, were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 2/14/24-3/6/24 - 44 Vouchers total \$76,928.
Payroll Warrants February 2024 – 31 Direct Deposits for a total of \$90,133.29.
- (4) Detailed Revenue & Budget Status Reports for February 2024.
- (5) The Director’s February 2024 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

Motion made: Lisa

Motion seconded: Joann

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Library Capital Improvement Project (LCIP) Update –**
 - Report from OAC (during public comment) – Northport and Chewelah have been advertised as one combined project and are out for bid. Bid period is open until 3/28. There was a pre-bid walkthrough and 5 contractors showed up. We expect 2-4 bids. Because of the funding sources we are legally obligated to accept the lowest bid. The Loon Lake project was submitted for plan review last week in time to get in before the new Washington State Energy Code goes into effect. Final review with the engineering team is happening while waiting for plan review to be completed. Then will have the final set of bid drawings. Hoping to go to bid around April 7th. Community Meeting is April 16th in Loon Lake – Amy will come with a PowerPoint presentation and be available to answer questions. Amy will send a draft before the meeting.
 - 21-2023 – Loon Lake, Colville, Chewelah, and Northport – Colville City Council has approved moving forward with PAR and Environmental Review. Need to clarify the scope of work for Colville. Amanda is working on applications for more LCIP funds for Northport and possibly Colville.
 - 2023-2025 – Hunters – Mara from Commerce asked Amanda if she thought about applying for more LCIP money for Hunters. She is considering it.
- (2) **Advocacy to State Legislature –**

- Amanda shared information from her latest legislative committee meeting. A lot of changes with people retiring or running for other offices. Bill 5444 banning (open carry) guns in sensitive areas passed. It requires that we post signs in the Libraries but does not require enforcement. There is a new procedural update to state law that says when you post for public comment you are now required to have an end date. The State of Washington has created an artificial intelligence (AI) task force. Libraries are keeping up with AI developments because of the impact of information access, creation, and organization. TIF (tax exemption in new developments) to encourage development – not sure that it will impact Stevens County.
- Response letter to Shelly Short: Gather some other voices to share an accurate message. A 3% increase is not triple the taxes. It is an increase from 1% to 3% which for us only equals \$30,000+ in our budget. Set up a meeting with Shelly since Joel and Jacquelyn are leaving. Could be a Zoom. Aim for summertime. Perhaps get Mike Bucy (Fire), Wes McCart (Commissioners), James Caruso (Chewelah City Manager) to join. Maybe Mayor Jessie from Kettle Falls, Lisa will ask. Aim for July or August.

(3) **Capital Campaign** – Amanda shared the CCC is working on the case statement. Catharine wants to reach out to libraries that recently built new buildings and find out how they handled naming rights and donation amounts. Amanda shared some contacts with her. They have created the names of the donor levels and will use river rock, Legos, possibly picture frames (example from Josie) to name/recognize donors. Lisa would like to make sure all libraries are included in fundraising benefits. Amanda encouraged Lisa to reach out to Rick and Catharine to share her concerns.

(4) **Staff Reorganization** – Amanda shared the email she sent to all staff regarding the reorg, new job descriptions and applying for those positions. Lisa wants to make sure that rules are in place for how to deal with familial relationships within the staff. Amanda assured her that there are.

- Process for monitoring – Amanda shared the Reorganization Survey that went out to all staff. Lisa suggested adding a question: Is there anything that you do but don't think needs to be done? This suggestion will be passed along to the Staff Support Specialist.

(5) **Board Retreat – May 8th 10:30-2:30, Sue Poe's Loon Lake** – We are still on for May 8th at Sue's.

(6) **2024 Trustees Year in Review** – Nothing new to report from Lisa and Josie this month.

(7) **Retool Library Director's Evaluation/Staff Survey** – Sue suggests that a sub-committee work on the questions that should be asked to staff. Perhaps create a 360 degree questionnaire for the management team and other questions to ask all staff. Joann and Josie will be a subcommittee to discuss. Trustees think it is a good idea to have the Director submit their self-evaluation in early September.

NEW BUSINESS

(1) **Spring All Staff Day** – Trustees discussed and called for a vote. Adjust the agenda to have things for Trustees around lunchtime in case they don't want to stay all day. Sue will speak, and introduce the Trustees. Joann would like to Pinterest a "thank you" for staff and Jennifer volunteered to help.

Motion made to accept closing all branches May 7th for All Staff Training Day.

Motion made: Joann

Motion seconded: Lisa

All in favor: Unanimous

- (2) **Colville Interlocal Agreement** – Amanda shared suggested changes from the City of Colville for the Interlocal Agreement. These are just two changes in language clarity. Trustees discussed and called for a vote.

Motion made to accept suggested changes to the Colville Interlocal Agreement.

Motion made: Joann

Motion seconded: Josie

All in favor: Unanimous

- (3) **Upper Columbia Super Fund Site** – Lisa asked that we add this to the agenda because issues regarding the pollution have impacted the Northport Public Library in the past. The Colville Library is a Government Documentation Depository. Certain government files must be kept for a period of time. Amanda will ask Clifford if he knows anything new.

REPORTS

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

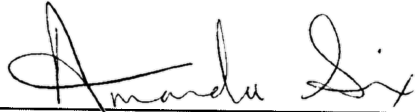
ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:56 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date 4.18.24



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

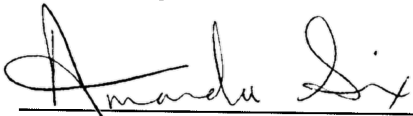
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
March 13, 2023

The meeting was called to order at 9:10 a.m. by Sue Poe. Present were Sue Poe, Chair; Josie Darst, Vice-Chair; Joann Caruso, Trustee; Lisa Wolfe, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Office Manager. Trustee Jennifer Miller joined the meeting at 9:17.

AGENDA

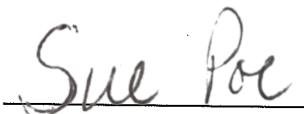
- **OPENING** – Sue welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **March 21st – Regular Board Meeting – Agenda Changes** – none
 - **Board Retreat Scheduled for April 10th** – Josie will be out of town. Trustees discussed and decided to reschedule the retreat to the May Conference Call date, May 8th, same place and time – Sue’s house, 10:30-2:30.
 - **Retool Library Director Evaluation/Staff Survey** – Trustee’s asked if Amanda had received any feedback from other libraries. Amanda reported that most do not survey their staff. She gave several examples from other Directors around the state. Josie requested that Amanda send a compilation of the information she received from other libraries. She agreed to do that and include it in the Board Packet. Joann and Lisa feel like it is important to continue to receive feedback from staff but rework the questions. Amanda suggested that a starting point might be the reorganization survey questions that she and Anja are working on. Lisa asked that we save the rest of this conversation for the regular meeting.
 - **10 minute Board training** – No training today.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – Meeting was adjourned at 9:31 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

3.21.24

Date

District Status Report - Director's & Tech/Educ & Staff Support Specialist

Submitted By	Month/Year
Amanda Six	2024 February

District Highlights

Attended part of the Washington Library Association (WLA) conference in Spokane, along with a total of 14 LOSC employees. Thanks to a \$6000 grant from the Washington State Library, we were able to send so many staff to trainings at WLA. (Many thanks to Anja and Becca for applying for and managing that grant). I also attended the bi-annual Library Directors' retreat in Burien, WA. Topics included: "Trauma in the Library: Symptoms of PTSD Among Staff and Methods for Ensuring Trauma-Informed Care" and artificial intelligence as it relates to knowledge management. I also continue to represent rural communities and libraries on the statewide Digital Equity Forum, the Public Libraries of Washington Legislative Committee, and the Digital Equity Work Group (coordinated by WSL). Jessica and I met with representatives from Molina Insurance, the Stevens County Jail and Walla Walla State Prison to develop a pilot project (statewide) to help recently released inmates get access to support services via online resources.

Submitted By	Month/Year
Jessica Varang	2024 February

Tech/Educ Highlights

- Worked with Amanda and Janet (and Mgrs) to define new roles for Reorg, continual maintenance of social media resources with Nellie's assistance, SOLVED the ongoing Libby issue in partnership with ExBabylon and TLC -(TLC's error - I have asked them to cover the ExBabylon invoice for time invested in solving this issue). Coordinating the server switchover for self-check software and computers. Took part in the LA2 Interviews for CH and I'm excited about these new staff members! Participated in Narcan training for LL staff and coordinated associated FREE Ryan Dowd Training for LL Staff . Attended WLA and thoroughly enjoyed the event, but especially the Justina Chen after-session. I passed info along to Anja to potentially ask Justina to come for future staff training. Ella, Riley, and I all took part and I felt the room was very raw and healing after such a tumultuous five years for public service workers.

Submitted By	Month/Year
Anja Johnson	2024 February

Staff Support Specialist

Naloxone (Narcan) training - We're working on creating a regular schedule for staff safety training. I reached out to the Northeast Tri-County Health Department and found out that they offer free, thirty minute Naloxone (Narcan) training sessions and are willing to travel. I was able to coordinate getting in-person training scheduled at each of the major five branches. We've had two so far and they have been excellent! The training was very informative and we now feel prepared should an overdose emergency happen in the library. Tri-County Health also supplied us with Naloxone kits for each of us personally and several to have on hand in each branch.

Reorg survey - Amanda shared that the board was hoping for a way to measure the success of the reorganization project. I worked with Amanda to create a survey by defining the "problems" we're trying to solve with the reorg and then creating questions that could help measure them. I'm hoping this will be a helpful way to measure success or spot challenge areas where we might need to continue to brainstorm and pivot. I also hope this will be a good way to touch base with staff and make sure everyone is heard during this process.

WALT Meeting - We had the first WALT meeting (Washington State Library Trainers). I gained so many helpful resources in just the first meeting! The other members of the committee have been so generous in sharing training resources, onboarding procedures, etc, that they've had good success with. One of my next big projects is creating an official onboarding procedure and this has given me so many good tools and resources to get that project off to an excellent start.

Branch Status Report



Branch	Submitted By	Month/Year
CHEWELAH		2024 February

Branch Highlights	<i>(can include stories to share/quotes/tidbits)</i>
Chewelah got their computer upgrade in February.	

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	1543		Computer Sessions: 68 numbers are off, we got new computers this month.
Avg Daily Visitor Count:	77.15		Length of All Sessions: 34:44:00 numbers are off, we got new computers this month.
Ref Questions:	37		WIFI Stats - Users: 440
Tech Ref Questions:	36		WIFI Stats - Total Data Used: 419.55
Tech Reference - Libby:	2		Volunteer Hours
Circulation Stats:	3,234		Locker Deliveries @ Addy 1
New Library Cards:	21		Locker Deliveries @
Take Home KITS Given Out:			Locker Deliveries @
CH Kits:	80		Locker Deliveries @
TN Kits:			
AD Kits:	25		
	Total: 105		

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: 2/6	9			6	15	N	CH
Storytime Week 2: 2/13	12			7	19	N	CH
Storytime Week 3: 2/20 Wake up Roosevelt	19			13	32	N	CH
Storytime Week 4 (&5): 2/27	13			9	22	N	CH
TOTALS:	53	0	0	35	88		
Tech Help with LOSC Week 1: 2/7				1	1	N	AD
Tech Help with LOSC Week 2: 2/14				1	1	N	AD
Tech Help with LOSC Week 3: 2/21				4	4	N	AD
Tech Help with LOSC Week 4 (&5): 2/28				1	1	N	AD
TOTALS:	0	0	0	7	7		
Program: Brick Builders		8		4	12	N	CH
Program: Take Your Child to the Library Day		5			5	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:	53	13	0	46	112		**Please circle or bold**

Branch Status Report



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

Some artistically minded individual left several balanced stacks of rocks around the front of the Library and alley
 The Blind Date with a Book displays was great!
 Love love love the children's take home crafts
 Patron wishes we would get hotspots back

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	4,995	Computer Sessions:	463
Avg Daily Visitor Count:	250 20 open days	Length of All Sessions:	241.43 hours
Ref Questions:	57	WIFI Stats - Users:	824
Tech Ref Questions:	125	WIFI Stats - Total Data Used:	761.1 GB
Tech Reference - Libby:	44	Volunteer Hours	122.75
Circulation Stats:	6,370	Locker Deliveries @	
New Library Cards:	36	Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	120	Locker Deliveries @	
TN Kits:		Locker Deliveries @	
AD Kits:	75	Locker Deliveries @	
Total:			

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:	6	4		7	17	Y / N	CH/TN/AD/GEN
Storytime Week 2:	6			5	11	Y / N	CH/TN/AD/GEN
Storytime Week 3:	5	1		5	11	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	9			7	16	Y / N	CH/TN/AD/GEN
TOTALS:	26	5	0	24	55		
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):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	3	3		
Program: Discoverable				47	47	Y / N	CH/TN/AD/GEN
Program: A Book I Love...					23	Y / N	CH/TN/AD/GEN
Program: Book Club				8	8	Y / N	CH/TN/AD/GEN
Program: VR appointments					0	Y / N	CH/TN/AD/GEN
Program: Take Your Child to the Library Da	3	10			13	Y / N	CH/TN/AD/GEN
Program: Seed Swap					0	Y / N	CH/TN/AD/GEN
Program: Wake Up, Roosevelt!	16	7	2	15	40	Y / N	CH/TN/AD/GEN
Program: Outreach - Parkview (x4)				3	3	Y / N	CH/TN/AD/GEN
Program: Outreach - Buena Vista (x2)				3	3	Y / N	CH/TN/AD/GEN
Program: Inreach visit- Springdale Elementary		75		5	80	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:	45	97	2	108	275		**Please circle or bold**

Branch Status Report



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

One patron came in to the library and was unable to use Libby, I was able to help her sort out the issue in a couple of minutes. She expressed gratitude and explained how thankful she was for our little library.

I had a family come in and check out a few books, they are regular patrons and wanted to let me know that since their kids are in home school that the library is a constant asset to them and really opens up opportunities for them and their children.

After refreshing all of the displays and bringing some new books out to HN I had one patron tell me that she thought the place looked lovely and that she loves how the selection of books has been changing, "I love seeing new things in our library" she said.

I had a patron come in needing copies, he received his pages and then said "Im so glad we have this place here, you saved me a two hour drive to do this."

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	105		Computer Sessions: 11
Avg Daily Visitor Count:	13	8 days open	Length of All Sessions: 225 minutes
Ref Questions:	17		WIFI Stats - Users: 30
Tech Ref Questions:	5		WIFI Stats - Total Data Used: 99.3 GB
Tech Reference - Libby:	0		Volunteer Hours
Circulation Stats:	167		
New Library Cards:	0		
			Locker Deliveries @ Hunters 3
			Locker Deliveries @ Gifford 10
			Locker Deliveries @ Fruitland
			Locker Deliveries @
Take Home KITS Given Out:			
CH Kits:	10		
TN Kits:			
AD Kits:	5		
	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	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:					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



Branch	Submitted By	Month/Year
KETTLE FALLS		2024 February

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

Roosevelt Storytime brought in 10 extra kids than don't usually attend our regular storytimes. They all got a chance to have their pictures taken with Roosevelt in front of our new childrens-area mural! Christine's Blind Date book display turned into a mini-program; she had "rate your date" cards where patrons could write a short review, then placed the review into a drawing box. Prizes were a box of chocolates, dinner for two, and coffee for two paid for by the KF FOL. It was a lot of fun.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	1831	20 open days	Computer Sessions: 424
Avg Daily Visitor Count:	92		Length of All Sessions: 274:14:00
Ref Questions:	100		WIFI Stats - Users: 320
Tech Ref Questions:	130		WIFI Stats - Total Data Used: 474.28
Tech Reference - Libby:	15		Volunteer Hours: 62
Circulation Stats:	1,806		Locker Deliveries @
New Library Cards:	19		Locker Deliveries @
Take Home KITS Given Out:			Locker Deliveries @
CH Kits:	74	/80	Locker Deliveries @
TN Kits:	25	/25	Locker Deliveries @
AD Kits:	-		Locker Deliveries @
Total:		99	

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: 2/6	27			4	31	N	CH/TN/AD/GEN
Storytime Week 2: 2/13	18			5	23	N	CH/TN/AD/GEN
Storytime Week 3: 2/20	20			7	27	N	CH/TN/AD/GEN
Storytime Week 4 (&5): 2/27 Roosevelt	31			9	40	N	CH/TN/AD/GEN
TOTALS:	96	0	0	25	121		
Tech Help with LOSC Week 1:				1	1	N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				0	0	N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:				1	1	N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):				2	2	N	CH/TN/AD/GEN
TOTALS:	0	0	0	4	4		
Program: Art 2/6		27		9	36	N	CH/TN/AD/GEN
Program: Writers Group 2/8				6	6	N	CH/TN/AD/GEN
Program: Art 2/13		27		8	35	N	CH/TN/AD/GEN
Program: Art 2/20		30		12	42	N	CH/TN/AD/GEN
Program: Art 2/27		31		11	42	N	CH/TN/AD/GEN
Program:				0	0	Y/N	CH/TN/AD/GEN
Program:				0	0	Y/N	CH/TN/AD/GEN
Program:				0	0	Y/N	CH/TN/AD/GEN
Program:				0	0	Y/N	CH/TN/AD/GEN
Program:				0	0	Y/N	CH/TN/AD/GEN
Program:				0	0	Y/N	CH/TN/AD/GEN
Program:				0	0	Y/N	CH/TN/AD/GEN
TOTALS:	96	115	0	75	286		**Please circle or bold**

Branch Status Report



Branch LAKESIDE	Submitted By Amanda Smith	Month/Year 2024 February
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Branch Highlights *(can include stories to share/quotes/tidbits)*

1) Roosevelt Bear paid a visit to Lakeside storytime and delighted the kiddos by sitting and listening to the stories and later giving high-fives and taking photos with the group.
 2) Brooke is planning another storytime at the fire station on March 20th. This will be the fifth storytime she has presented at the fire station. The crew is always great about letting the kiddos climb all over the trucks after stories. It is always very memorable.
 3) The Friends of Lakeside Library have a spring book sale planned for mid April. It will coincide with the craft show, which always brings extra shoppers to the book sale.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	1250	Computer Sessions:	56
Avg Daily Visitor Count:	62.5	Length of All Sessions:	20:14
Ref Questions:	64	WIFI Stats - Users:	191
Tech Ref Questions:	33	WIFI Stats - Total Data Used:	290.797001
Tech Reference - Libby:	40	Volunteer Hours	8
Circulation Stats:	2,300	Locker Deliveries @	
New Library Cards:	14	Locker Deliveries @	
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, 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:	18	1	0	13	32	Y / N	CH/TN/AD/GEN
Storytime Week 2:	12	0	0	10	22	Y / N	CH/TN/AD/GEN
Storytime Week 3: Wake Up Roosevelt	14	2	0	12	28	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	16	0	0	12	28	Y / N	CH/TN/AD/GEN
TOTALS:	60	3	0	47	110		
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: Take your kid to the library day	1	3	1	1	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
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:	61	6	1	48	116		**Please circle or bold**

Branch Status Report



Branch LOON LAKE	Submitted By Mary Klabenes	Month/Year February 2024
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Branch Highlights

(can include stories to share/quotes/tidbits)

People continue to show interest in when the new library will break ground. The Roosevelt Storytime was a hit, the kids really liked wearing pajamas and getting to meet Roosevelt the bear. We also set up a craft table the day before Valentine's Day and the kids and their parents really loved getting to make different kinds of Valentine crafts.

Statistics to Report

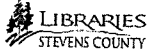
Head Count/Door Count:	642	Notes:	Computer Sessions:	69	Notes:
Avg Daily Visitor Count:	40		Length of All Sessions:	22.18	
Ref Questions:	56		WIFI Stats - Users:	126	
Tech Ref Questions:	75		WIFI Stats - Total Data Used:	341.226736	
Tech Reference - Libby:	8		Volunteer Hours		
Circulation Stats:	1,705		Locker Deliveries @		
New Library Cards:	18		Locker Deliveries @		
Take Home KITS Given Out:			Locker Deliveries @		
CH Kits: Polar Bear Puppet	40		Locker Deliveries @		
TN Kits:	20		Locker Deliveries @		
AD Kits: Lentil's			Locker Deliveries @		
	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:	11	3		6	20	Y / N	CH/TN/AD/GEN
Storytime Week 2:	12	2		7	21	Y / N	CH/TN/AD/GEN
Storytime Week 3:	3	1		2	6	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	6	2		4	12	Y / N	CH/TN/AD/GEN
TOTALS:	32	8	0	19	59		
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: Valentine Craft Table	2	7	1	7	17	Y / N	CH/TN/AD/GEN
Program: Rural Resources				5	5	Y / N	CH/TN/AD/GEN
Program: Roosevelt Storytime	12	3		8	23	Y / N	CH/TN/AD/GEN
Program: Early Head Start	0			3	3	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:	46	18	1	42	107		**Please circle or bold**

Branch Status Report



Branch NORTHPORT	Submitted By Wright Halbert	Month/Year 2024 February
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Branch Highlights

(can include stories to share/quotes/tidbits)

We are working on getting the solar charging station working again (thank you Becca for the new batteries and cables!). We talked with some of the local teens and they promised THEY would not abuse it, so we are hoping for the best with this cool resource for our community. Rural resources made another visit and talked with a few patrons.

Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	261	Computer Sessions:	44
Avg Daily Visitor Count:	20 13 Days Open	Length of All Sessions:	34:03:00
Ref Questions:	29	WIFI Stats - Users:	39
Tech Ref Questions:	18	WIFI Stats - Total Data Used:	49.07
Tech Reference - Libby:	2	Volunteer Hours	
Circulation Stats:	448	Locker Deliveries @ OC	50
New Library Cards:	5	Locker Deliveries @ Echo/Evans	0
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	10	Locker Deliveries @	
TN Kits:			
AD Kits:	5		
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: OC Grades 3-5		17		1	18	Y	CH
Storytime Week 2: OC K-2		11		2	13	Y	CH
Storytime Week 3: OUT SICK					0	Y	CH
Storytime Week 4 (&5): OC 3-5		16		1	17	Y	CH
TOTALS:	0	44	0	4	48		
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
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
TOTALS:	0	44	0	4	48		**Please circle or bold**