

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
April 18, 2024
Lakeside Library

Trustee Lisa Wolfe called the regular meeting of the Stevens County Rural Library District Board of Trustees to order at 10:03. In attendance were Lisa Wolfe, Trustee; Joann Caruso, Trustee and Jennifer Miller, Trustee (via Zoom). Amanda Six, District Director; Janet Eide, Business Manager and Becca Moore, Office Manager were also present. Chair Sue Poe and Vice Chair Josie Darst were absent from the meeting.

VISITORS – Cynthia Balzarini from OAC and Amy Browne-Minden from Design West joined the meeting via Zoom.

GREETINGS – Lisa welcomed everyone.

PUBLIC COMMENT – Amy and Cynthia shared updates on the Facility Building Projects (Unfinished Business #1).

AGENDA CHANGES – add to Unfinished Business – 1.d. Standards of Conduct and add Broadband Equity, Access & Deployment (BEAD) Challenge to New Business.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of March 21, 2024, were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of April 10, 2024, were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 3/14/24-4/10/24 - 59 Vouchers total \$114,909.51.
Payroll Warrants March 2024 – 33 Direct Deposits for a total of \$94,423.59.
- (4) Detailed Revenue & Budget Status Reports for March 2024.
- (5) The Director’s March 2024 timesheets and accumulated vacation & sick hours were reviewed.

****Becca will add a monthly account total for Amazon to the A/P Packet starting next month.****

Motion made to accept the Consent Agenda.

Motion made: Joann

Motion seconded: Jennifer

All in favor: Unanimous

UNFINISHED BUSINESS

(1) Building Project Updates & Snapshot –

- a. Report from OAC (during public comment) – Northport and Chewelah bids were discussed. We received bids from two different construction contractors; both came in over budget. We have 45 days to accept a bid. We have applied for a loan from the Tri-County Economic Development District (TEDD) to help with the overage, and with future cash flow issues. The plan is to eventually use Capital Campaign Funds to cover the overage and funds needed from the TEDD Loan. Loon Lake is waiting on the DAHP form. It will require a 15-day waiting period to release the funds at which point Loon Lake can then go to bid.
- b. 21-2023 – Loon Lake, Colville, Chewelah, and Northport – Loon Lake had a public meeting on April 16, 2024, to discuss the new library. There were about 40 people in attendance. Amy presented and took questions. Joann really liked the Capital Campaign Committee handout. Colville is working on the PAR (Preliminary Architectural Report). They need to have the project funded by June 19th to keep the BABA Waiver (Buy America Build America).

- c. 2023-2025 – Hunters – nothing new to report this month. Lisa will contact Megan Bush about any land ideas in Hunters.
- d. Standards of Conduct – The Board reviewed and concurred to abide by this document for the CDBG funds.

Motion made to accept the TEDD Loan for cash flow and shortfall of building projects.

Motion made: Joann

Motion seconded: Jennifer

All in favor: Unanimous

Motion made to accept the contract bid from WM Welch including bid alternate #1.

Motion made: Joann

Motion seconded: Jennifer

All in favor: Unanimous

(2) Advocacy to State Legislature –

- Amanda is sorting through the information about the new law regarding guns in libraries. Signage in the library and language has been put together by WLA.
- Response letter to Shelly Short: Revisit in May – schedule meeting for the summer.

(3) Capital Campaign – The donor packet is ready in draft form. Amanda shared the website via email. Lisa is concerned with burning staff out with CCC tasks. She asked that the Committee be very cautious of using staff for help.

(4) Staff Reorganization – Amanda shared that interviews are complete. We had at least one applicant for each position and everyone that was offered has accepted a position. Anja is working on a training schedule for the new positions. Lisa suggested publicizing the reorg – Amanda hadn't thought about it. Share that we are always looking at how we can make our library system better. Hoping it allows us to expand how we serve our community.

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

(6) 2023 Trustees Year in Review – Nothing new to report from Lisa and Josie this month.

(7) Retool Library Director's Evaluation/Staff Survey – Nothing new to report from Joann and Josie this month.

NEW BUSINESS

(1) Broadband Equity, Access & Deployment (BEAD) Challenge – Lisa shared an email with information on how to challenge the broadband access map. Amanda said this has been in the works for a while and was expected to come out some time ago. Anyone can go online from their home or business to create a challenge. Stevens County and a county in rural Maine were the pilots for the mapping software used by the National Telecommunications and Information Administration (NTIA) over the last few years. Because of that, Stevens County has already done a lot of the "challenge" process.

REPORTS

- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report:** Lisa shared that Kettle Falls Friends donated pizza for a pizza storytime at the Kettle Falls Library. The Kettle Falls Early Learning Center will be bringing more kids over for storytime with sensory items being included in storytime. Meghan is working on landscaping in Kettle Falls and preparing for the Friends Tea. Friends are going to be applying for grants to provide snacks for the KF kids. Amanda suggested that Lisa also contact the regional Hunger Coalition to see if they are aware of any possible funding sources.

Lisa asked if the board would like to consider rethinking in-person Board Meetings. A suggestion was made not to drop branch meetings totally, but perhaps visit each branch once a year and Zoom the other times. The suggestion stems from a desire to decrease travel; both for environmental and financial reasons.

- (3) **Others:** none

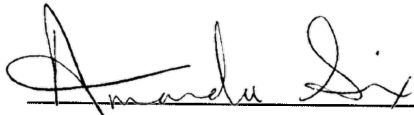
ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:10 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date 5.16.24



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

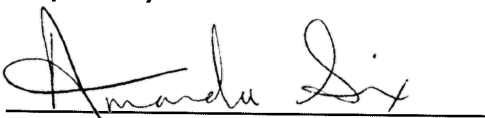
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
April 10, 2023

The meeting was called to order at 9:05 a.m. by Sue Poe. Present were Sue Poe, Chair; Joann Caruso, Trustee; Jennifer Miller, Trustee; Lisa Wolfe, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Office Manager. Vice-Chair Josie Darst, Vice-Chair was absent from the meeting.

AGENDA

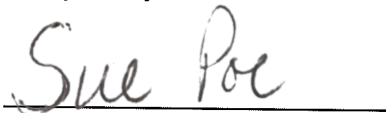
- **OPENING** – Sue welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – add Northport and Chewelah Bids to Discussions
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **April 18th – Regular Board Meeting – Agenda Changes** – none
 - **Northport and Chewelah Bids** – We received bids from two different contractors for the combined projects of Northport and Chewelah. Both of the bids came in over our anticipated budget. Our architect and project manager have advised us against rejecting the bids. Historically, sending out for a second bid notice is not successful in bringing in lower bids. One solution would be to apply for the TEDD (Tri-County Economic Development District) Loan to cover the shortage and use raised Capital Campaign funds to repay the loan. Amanda will share more information in the Board packet and the Trustees will have a chance to talk to Phil (Project Manager) and Amy (Architect) at the meeting next week to ask questions.
 - **10 minute Board training** – No training today.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – Meeting was adjourned at 9:15 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

4.18.24

Date

District Status Report - Director, Deputy Director & Staff Support Specialist

Submitted By	Month/Year
Amanda Six	2024 March

District Highlights

Fourteen staff members attended WLA (I believe that's a record for our system). I am so glad that many of our staff were able to attend and that so many new staff attended. I was honored to receive the WLA Outstanding Librarian of the Year award. We conducted interviews at the Chewelah Library for a Library Assistant 2 position. We had such a great pool that we decided to hire two people! We advertised, internally, for our first two phases of the Reorganization.

Submitted By	Month/Year
Jessica Varang	2024 March

Deputy Director Highlights

-Created and continued support for Molina Healthcare/Stevens County Reentry Resources, created and continued support of LOSC Capital Campaign materials, helped host LL Community Meeting for new library facilities, assisted with interviews for internal specialist positions, continual support of Loon Lake, lead marketing efforts, provided help for Friends of Loon Lake Library, discussed billing and ticket logistics with ExBabylon, The Library Corporation, etc. Accepted Deputy Director role. Thank you, Amanda + Board for this opportunity!

Submitted By	Month/Year
Anja Johnson	2024 March

Staff Support Specialist Highlights

WSL Group Grant - Becca and I completed the final step and submitted the financial breakdown and group report for the WSL group grant and it was approved. Our reimbursement should be on the way directly. The grant specialist at WSL loved the spreadsheet we created to show the financial breakdown so much that she said she's going to use it as a tool for future group applicants!

WLA - Thanks to the group grant Becca and I got from WSL, 14 of our staff were able to attend the WLA conference in Spokane this year! The staff takeaways were wonderful and many staff are already implementing things they've learned. Each staff member wrote a brief summary of what they were most excited about from WLA and how they planned to implement that in their library. (This was for the WSL group report I submitted) My grant contact at the Washington State Library said she loved the quotes so much that she shared a number of them with her colleagues at WSL.

Onboarding - We hired two new, excellent employees in March. I created an onboarding curriculum using resources I got from the WALT group. I spent three days at the Chewelah library doing initial onboarding with both the new hires and I think it was very successful. Both new staff members caught on really quickly and seem like they will fit in wonderfully on the team. I think the onboarding curriculum will give them a solid, well-rounded foundation for the library world in general and LOSC specifically.

I spent three days the following week training one of the new hires at the Colville Library since the manager was away at a library conference that week. The goal was to take the extra pressure of training off the Colville staff and to make it a smooth start for our new hire.

Reorg - I had the privilege of assisting with the interviews for the internal positions with the reorganization. I'm excited to see my wonderful colleagues in these great, new roles!

Branch Status Report



Branch	Submitted By	Month/Year	2024
CHEWELAH		March	

Branch Highlights

(can include stories to share/quotes/tidbits)

We hired Lindsey this month! She started 3/25/24

Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	1497	Computer Sessions:	206
Avg Daily Visitor Count:	74.85	Length of All Sessions:	125:21:00
Ref Questions:	52	WIFI Stats - Users:	471
Tech Ref Questions:	64	WIFI Stats - Total Data Used:	896.45
Tech Reference - Libby:	3	Volunteer Hours	
Circulation Stats:	3,083	Locker Deliveries @ Addy	3 visits
New Library Cards:	26	Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	80	Locker Deliveries @	
TN Kits:	60	Locker Deliveries @	
AD Kits:			
Total:	140		

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: 3/5	5			4	9	N	CH
Storytime Week 2: 3/12	5			4	9	N	CH
Storytime Week 3: 3/19	8			5	13	N	CH
Storytime Week 4 (&5): 3/26	10			6	16	N	CH
TOTALS:	28	0	0	19	47		
Tech Help with LOSC Week 1: 3/6				2	2	N	AD
Tech Help with LOSC Week 2: 3/13				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	3	3		
Program: Sensory Storytime	6			5	11	N	CH
Program: Dairy Delights		2		10	12	N	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:	34	2	0	37	73		**Please circle or bold**

Branch Status Report



Branch	Submitted By	Month/Year	2024
COLVILLE	Lisa Vos	March	

Branch Highlights

(can include stories to share/quotes/tidbits)

Helped a patron set up her new tablet. She thanked me profusely and said "you're amazing! this would have taken me 3 months alone!"
 Patron brought a large pack of muffins for the library staff
 Anja and Debbi worked together to provide some excellent resources and information for a veteran patron. He was extremely appreciative to both of them

Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	4,759	Computer Sessions:	0 data wiped w/update
Avg Daily Visitor Count:	227 21 days open	Length of All Sessions:	0 data wiped w/update
Ref Questions:	34	WIFI Stats - Users:	812
Tech Ref Questions:	148	WIFI Stats - Total Data Used:	651.3 GB
Tech Reference - Libby:	22	Volunteer Hours	117.3
Circulation Stats:	5,603		
New Library Cards:	43		
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	120	Locker Deliveries @	
TN Kits:	90	Locker Deliveries @	
AD Kits:	0	Locker Deliveries @	
<i>Total:</i>	210		

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			7	14	Y / N	CH/TN/AD/GEN
Storytime Week 2:	6			5	11	Y / N	CH/TN/AD/GEN
Storytime Week 3:	5	1	1	7	14	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	15	1		10	26	Y / N	CH/TN/AD/GEN
TOTALS:	33	2	1	29	65		
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 Fairy Houses					65	Y / N	CH/TN/AD/GEN
Program: Bright Beginnings Storytime	30			14	44	Y / N	CH/TN/AD/GEN
Program: Book Club				8	8	Y / N	CH/TN/AD/GEN
Program: VR appointments			3		3	Y / N	CH/TN/AD/GEN
Program: Sensory & Stories with Seuss	6	2	4	5	17	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program: Outreach - Parkview (x5)				15	15	Y / N	CH/TN/AD/GEN
Program: Outreach - Buena Vista (x2)				4	4	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	69	4	8	75	221		**Please circle or bold**

Branch Status Report



Branch	Submitted By	Month/Year
HUNTERS	Lisa Vos	2024 March

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

We had one new patron come and sign up for a library card this month, she was delighted to find out that there was a small library in hunters. Our mobius passes were both checked out this month, the patrons that checked them out were very excited to finally take advantage of that program and stated that they had a fantastic time and were able to learn a lot. One of our regular patrons said that she really appreciated having access to the lockers, in case she was not able to make it to the library on Wednesday or Friday. A family came in, they are regular patrons, and the mom told me that she wants to start homeschooling and will be using the library for a lot of our resources.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	91	Computer Sessions:	12
Avg Daily Visitor Count:	11.4 8 days open	Length of All Sessions:	315 minutes
Ref Questions:	8	WIFI Stats - Users:	41
Tech Ref Questions:	0	WIFI Stats - Total Data Used:	81.1 GB
Tech Reference - Libby:	0	Volunteer Hours	0
Circulation Stats:	142	Locker Deliveries @ Hunters	4
New Library Cards:	2	Locker Deliveries @ Gifford	2
Take Home KITS Given Out:		Locker Deliveries @ Fruitland	0
CH Kits:	10	Locker Deliveries @	
TN Kits:	10		
AD Kits:			
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:					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	2024
KETTLE FALLS		March	

Branch Highlights

(can include stories to share/quotes/tidbits)

KF and NP staff had Narcan training on the 27th. We had 16 to 18 kiddos for Sensory Seuss; it was total mayhem but the good kind. Everyone had fun (and pizza) at Meghan's pizza storytime; FOL paid for the pizza.

Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	1905 21 open days	Computer Sessions:	495
Avg Daily Visitor Count:	91	Length of All Sessions:	327.37
Ref Questions:	74	WIFI Stats - Users:	337
Tech Ref Questions:	58	WIFI Stats - Total Data Used:	244.3648492
Tech Reference - Libby:	5	Volunteer Hours	56
Circulation Stats:	1,830	Community service hours	9
New Library Cards:	18	Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	71 /80	Locker Deliveries @	
TN Kits:	46 /50	Locker Deliveries @	
AD Kits:			
Total:	117		

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: 3/5	27			9	36	N	CH
Storytime Week 2: 3/12	24			5	29	N	CH
Storytime Week 3: Pizza storytime 3/19	25			5	30	N	CH
Storytime Week 4 (&5): 3/26	24			4	28	N	CH
TOTALS:	100	0	0	23	123		
Tech Help with LOSC Week 1:				1	1	N	GEN
Tech Help with LOSC Week 2:				2	2	N	GEN
Tech Help with LOSC Week 3:				0	0	N	GEN
Tech Help with LOSC Week 4 (&5):				0	0	N	GEN
TOTALS:	0	0	0	3	3		
Art 3/5		37		9	46	N	CH
Art 3/12		45		14	59	N	CH
Art 3/19		35		9	44	N	CH
Art 3/26		47		11	58	N	CH
Writers Group 3/14			2	8	10	N	AD
Sensory Seuss 3/15	10	6	2	6	24	N	CH/GEN
Milkjug Greenhouse 3/21		11		8	19	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
TOTALS:	110	181	4	91	386		**Please circle or bold**

Branch Status Report



Branch LAKESIDE	Submitted By Amanda Smith	Month/Year 2024 March
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Branch Highlights

(can include stories to share/quotes/tidbits)

We had a little boy, who has hyperacusis (overly sensitive to sounds), come to our storytime at the fire station. After storytime was over and most of the families had left, the boy and his little sister were able to get a personal tour of the firetrucks by one of the firefighters on staff. This gave him the opportunity to become more comfortable with something that had previously scared him due to the noise it produces.

We have a patron, who doesn't have access to internet at his home. He let us know that he is so grateful for access to our wi-fi, because it allows him to stay in contact with people from his 1972 graduating class from a remote town in Alaska.

Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	1153	Computer Sessions:	40
Avg Daily Visitor Count:	55	Length of All Sessions:	16:33
Ref Questions:	81	WIFI Stats - Users:	174
Tech Ref Questions:	29	WIFI Stats - Total Data Used:	282.0787399
Tech Reference - Libby:	7	Volunteer Hours	8
Circulation Stats:	2,404		
New Library Cards:	15		
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	87	Locker Deliveries @	
TN Kits:	0	Locker Deliveries @	
AD Kits:	0	Locker Deliveries @	
Total:	87		

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:	19	0	0	17	36	Y / N	CH/TN/AD/GEN
Storytime Week 2:	15	0	0	10	25	Y / N	CH/TN/AD/GEN
Storytime Week 3:	32	3	0	28	63	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	12	3	0	10	25	Y / N	CH/TN/AD/GEN
TOTALS:	78	6	0	65	149		
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
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	78	6	0	65	149		**Please circle or bold**

Branch Status Report



Branch LOON LAKE	Submitted By Mary Klabenes	Month/Year March 2024
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Branch Highlights	<i>(can include stories to share/quotes/tidbits)</i>
Everyone we talk to are very excited about the meeting for the new building.	

Statistics to Report			
Head Count/Door Count:	616	Notes:	Notes:
Avg Daily Visitor Count:	39	Computer Sessions:	83
Ref Questions:	120	Length of All Sessions:	28.4
Tech Ref Questions:	134	WIFI Stats - Users:	128
Tech Reference - Libby:	9	WIFI Stats - Total Data Used:	274.0682251
Circulation Stats:	1,594	Volunteer Hours	
New Library Cards:	18	Locker Deliveries @ Loon Lake	4
Take Home KITS Given Out:		Locker Deliveries @ Springdale	1
CH Kits: Chick's	40	Locker Deliveries @	
TN Kits: STEM Scavenger Hunt	15	Locker Deliveries @	
AD Kits:			
	Total: 55		
<i>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</i>			

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	2		3	11	Y / N	CH/TN/AD/GEN
Storytime Week 2:	8	2		8	18	Y / N	CH/TN/AD/GEN
Storytime Week 3:		2		1	3	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	5	1		3	9	Y / N	CH/TN/AD/GEN
TOTALS:	19	7	0	15	41		
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: Cat in the Hat Storytime	1			1	2	Y / N	CH/TN/AD/GEN
Program: Rural Resources				3	3	Y / N	CH/TN/AD/GEN
Program: Literacy Night @ LL Elementary School		12	7	9	28	Y / N	CH/TN/AD/GEN
Program: Friends Meeting				9	9	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:	20	19	7	37	83		**Please circle or bold**

Branch Status Report



Branch NORTHPORT	Submitted By Wright Halbert	Month/Year 2024 March
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Branch Highlights *(can include stories to share/quotes/tidbits)*

Wright had a great time visiting the branches as the Cat in the Hat for the Senory Suess storytime, and it was especially fun to hear and see the surprised reaction of his regular Onion Creek kids to him coming in costume.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	278		Computer Sessions: 61
Avg Daily Visitor Count:	21.4 13 days open		Length of All Sessions: 42:21:00
Ref Questions:	39		WIFI Stats - Users: 33
Tech Ref Questions:	21		WIFI Stats - Total Data Used: 24.55
Tech Reference - Libby:	1		Volunteer Hours
Circulation Stats:	472		
New Library Cards:	4		
Take Home KITS Given Out:			Locker Deliveries @ OC Locker 61
CH Kits:	10		Locker Deliveries @ Echo/Evans 1
TN Kits:	15		Locker Deliveries @
AD Kits:			Locker Deliveries @
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 3/6		11		2	13	Y	CH
Storytime Week 2: OC 3/13		15		1	16	Y	CH
Storytime Week 3: OC 3/20		12		2	14	Y	CH
Storytime Week 4 (&5): OC 3/27		16		2	18	Y	CH
TOTALS:	0	54	0	7	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	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
TOTALS:	0	54	0	7	61		**Please circle or bold**