STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
May 16, 2024
Kettle Falls Library

Chair Sue Poe called the regular meeting of the Stevens County Rural Library District Board of Trustees to order at 10:05 am. In attendance were Sue Poe, Chair; Josie Darst, Vice-Chair; Lisa Wolfe, Trustee; Amanda Six, District Director and Janet Eide, Business Manager were also present. Trustees Joann Caruso and Jennifer Miller joined via Zoom. Becca Moore, Office Manager was absent from the meeting.

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

GREETINGS – Sue welcomed everyone.

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

AGENDA CHANGES – Add New Policies/Procedures to New Business. Add Capital Campaign Naming Rights to the Capital Campaign line item in Unfinished Business.

ACTION ITEMS
(1)   The minutes from the Board of Trustees Regular Meeting of April 18, 2024, were reviewed.
(2)   The minutes from the Board of Trustees Retreat/Conference Call of May 8, 2024, were reviewed.
(3)   The following vouchers and warrants were approved for payment:
       Accounts Payable 4/17/24-5/1/24 - 34 Vouchers total $76,707.12.
       Payroll Warrants April 2024 – 34 Direct Deposits for a total of $99,393.
(4)   Detailed Revenue & Budget Status Reports for April 2024.
(5)   The Director's April 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)   **Building Project Updates & Snapshot –**
       a.   Report from OAC (during public comment) – Amy reported that the bid contracts are almost complete and the contractor WM Welch Corp. will be starting on Northport and Chewelah soon. We do not yet know which location the contractor will start with. A public notice for Loon Lake will be posted Wednesday, May 22. There is a 15-day waiting period after posting plus an additional day then a release of funds around June 7th. This will allow us to run the advertisement for bid around the 2nd week of June with about a 6-week bid period. The hope is to have the Loon Lake building dried in before November. Cynthia reported that Stevens County is officially posting for the NEPA. Chewelah LCIP should be executed by the end of this week. Tri-County Economic Development District (TEDD) Loan should be finalized by the end of May.
       b.   21-2023 – Loon Lake, Colville, Chewelah, and Northport – Cynthia and Amanda had a meeting with the City of Colville. Not sure they will have everything needed complete by June 19th to be exempt from BABA. The City is moving forward with their original plan and has said they will be able to cover the shortage of funds.

1

c. 2023-2025 – Hunters – Amanda learned a lot about community involvement and engagement at the Library Design Conference that she would like to include when planning for Hunters. Looking into possible locations.

(2) **Advocacy to State Legislature** – Trustees want to hear from Shelly Short. They would like for her to answer their questions about her stance on funding and taxes. Amanda and/or Becca will invite Shelly to a meeting this summer. Perhaps set up a meeting with other small taxing districts after this initial meeting.

(3) **Capital Campaign** – The Committee is setting up meetings with potential large donors STCU, Providence and Innovia to start as well as Haney for a local company. Amanda will attend all the meetings along with a team leader and other friends or committee members. Sue asked about naming rights for the projects. Who decides whose name goes where or how the naming rights occur. Amanda stated that those decisions will be up the committee and are not something that will be decided on by the Library or the Board. After more discussion and questions from the Trustees Amanda stated that she will email Spokane County Library to ask some of these questions and ask what they did in this situation.

(4) **Staff Reorganization** – A lot of trainings are happening. Trustees observed that staff were feeling good about the reorg at Staff Day.

(5) **2023 Trustees Year in Review** – Trustees need to review the draft and let Lisa and Josie know about any comments.

(6) **Retool Library Director's Evaluation/Staff Survey** – Nothing new to report from Joann and Josie this month. They are hoping to put something more meaningful together for the staff portion of the survey. Amanda will resend the information she got from other Library Districts. Amanda will complete her portion of the evaluation earlier this year, in September possibly, then the Trustees will have both the staff survey and Amanda's self-evaluation before completing their portion.

NEW BUSINESS

(1) **New Policies/Procedures –**
a. Using the list of policies and procedures from Board Retreat – Amanda would like to use Google Docs for the management team and Board to comment on. She would like to pick 2 or 3 per month that come out with the conference call agenda. Trustees could bring comments to discuss for a few minutes then add them to the regular meeting agenda to discuss and vote. Becca will upload to Google Docs and notify Trustees they are available for comments. Amanda would like to start with the Social Media Policy from Pierce County and the Reconsideration Form and Procedure from Lopez Island.
b. Guns in Libraries – In the last legislative session, <u>Senate Bill 5444</u>, which bans open-carry of weapons in libraries, passed and will be law, effective Thursday, June 6, 2024. The District will need to post signs at all entrances to our buildings. Information signs that also include no-smoking within 25 feet will be sent to the Branches. Library Staff will not be asking about permits they will simply explain the new law and ask that the patron not open carry in the library. Amanda also noted you can conceal carry in Washington State.

REPORTS

(1)   **Director's Report:**
    a.   **Library Happenings (attached)**
    b.   **Statistics and Reporting**

(2)   **Trustee/Liaison Report:** Lisa reported that the Kettle Falls Tea went well and they raised $2,500. Kettle Falls will be talking about annexation again at their next meeting. Sue shared that Loon Lake Friends are selling tomato plants several days over the next few weeks along with their book sales.

(3)   **Others:** none
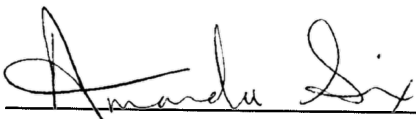

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:57 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date ___6.20.24___

_____

Amanda Six, Secretary, SCRLD

_____

Sue Poe, Board Chair

The meeting was called to order at 10:50 a.m. by Sue Poe. Present were Sue Poe, Chair; Josie Darst, Vice-Chair; Joann Caruso, Trustee; Jennifer Miller, Trustee; Lisa Wolfe, Trustee; Amanda Six, Director; Janet Eide, Business Manager and Becca Moore, Office Manager.

AGENDA

- ❑ **OPENING** – Sue welcomed everyone.

- ❑ **PUBLIC COMMENT** – none

- ❑ **AGENDA CHANGES** – none

- ❑ **ACTION ITEMS** – none

- ❑ **DISCUSSIONS**

    - • **May 16th – Regular Board Meeting – Agenda Changes** – none
    - • **Partnership with North Central Washington Library - update** – Discussed a possible partnership with North Central Washington Libraries and service to Ferry County residents.
    - • **Review our Mission, Vision & Values for suggested updates** – Amanda would like to add equity of services to our Values. "Equality and equity of access."

        Motion made to add "Equity" to our Mission, Vision & Values.
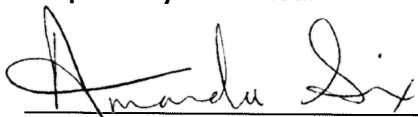   - ○ Motion made: Lisa
        - ○ Motion seconded: Joann
        - ○ All in favor: Unanimous

    - • **Policy Update Considerations:**
        - ○ Gift and Donations (review <u>Timberland Regional Library's policy</u> in contrast). As we head into our facility projects and the possibility that donations will be made directly to the library district (our goal is to point most donations directly to the Foundation.) – Amanda would like to update our gift and donation policy. She will create a draft to share with the Trustees at a future meeting.
    - • **Policies we don't currently have, but should perhaps consider:** Trustees discussed. Amanda will create some drafts of needed policies to share at future meetings:
        - ○ <u>Facility Use for Political Purposes</u> – from the Timberland Regional Library
        - ○ <u>Meeting Room Use Policy</u> - from the Timberland Regional Library – need one since we will have a meeting room in Loon Lake
        - ○ <u>Interlibrary Loan Policy</u> – from the Timberland Regional Library, or add it to our <u>Collection Development Policy</u> as <u>Port Townsend Library</u> has done.
        - ○ <u>Membership in Community Organizations</u> Policy – Jefferson County Library
        - ○ <u>Special Use of Library Facilities and Grounds Policy</u> – Timberland Regional – perhaps need this for Loon Lake, Kettle Falls – have in place before it's needed
        - ○ <u>Volunteer Policy</u> – Spokane County Rural Library – needed
        - ○ <u>Taking Photos and Videos for Library</u> Use – Whatcom County Library
        - ○ <u>Video Security Monitoring Policy</u> – Whatcom County Library
        - ○ <u>Community Partnerships</u> – Pierce County Library
        - ○ <u>Social Media</u> – Pierce County Library
    - • **Procedures related to material challenges to consider:**

- o Handling material reconsiderations – Lopez Island Library (attached in email) – use this as a template for a procedure
  - o Request for reconsideration form – Lopez Island Library (attached in email) – perhaps only managers should hand them out – go through other steps first – use this as a template
- **Forms to consider:**
  - o <u>Application to volunteer</u> – from Mid-Columbia Library – we do not currently have an application to volunteer system-wide. Have it available online and in print. Include info needed for the background check. Will need a policy as well.
- **Board of Trustees policies or guidelines to consider: Create a Public Comment Policy** – Amanda will create a draft with parts of these three policies as well as a procedure. Trustees agreed commenters should give their name and no guns allowed. If participating via Zoom and they want to make a comment they need to send info to the monitor with name and address, cannot be anonymous. Leave procedures in the bylaws. Amanda will gather info from other boards about guns and managing public comment through Zoom.
  - o <u>Guidelines for Public Comment at board meetings</u> – Sno-Isle Regional Library
  - o <u>Public Comment Policy at District Board Meetings</u> – Pierce County Library
  - o <u>Public Participation at Board Meetings</u> Policy – Jefferson County Library

- ❑ **NEW BUSINESS** – none

- ❑ **ADJOURNMENT** – Meeting was adjourned at 2:36 pm.

Respectfully submitted:

Amanda Six

Amanda Six, Secretary, SCRLD

Accepted By:

Sue Poe   5.16.24

Sue Poe, Board Chair   **Date**

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

Submitted By	Month/Year	2024
Amanda Six	April	

District Highlights

Reorganization - this was a very busy month as we finished up interviews for all of the new positions. I'm extremely proud of our management team who helped me finalize job descriptions, create an organizational chart that made sense, and helped me re-vision what the Libraries of Stevens County can be. I'm also so proud of the staff who went through the application and interview processes. It made me sure, all over again, that we have one of the best library staffs in the state. The passion, enthusiasm, and knowledge just all reinforced that we're doing the right thing.

PEO – I was asked to be the guest speaker at the annual PEO Scholarship Luncheon for all high school seniors at Kettle Falls and Colville who have a 3.5 GPA or higher. It was a nice honor and great fun meeting all of those young and ambitious women.

LICP – bids came in for the Northport and Chewelah projects! We (Becca!) worked so hard to get our TEDD Loan application finalized and approved. Loon Lake should be able to be advertised by the end of May.

Digital Equity – I gave a presentation to the Digital Equity Forum, including Representative Mia Gregerson who is championing sustainable funding for DE efforts, regarding the role of public libraries.

Submitted By	Month/Year	2024
Jessica Varang	April	

Tech/Educ Highlights

This month is a doozy! And May is proving to be wild as well. In April, we have been working on transitioning some of my roles to others in the organization (yay!). We have had some tech challenges, particularly in Kettle Falls, with some software freezing the system at opening. We just received word (May 14) that we will be moving from a 100MB internet connection to a 2GB connection at the Chewelah Branch (yeehaw!) through the K20 network (via CenturyLink)- this will be finished in the next two weeks. Colville is also getting an upgraded connection but Avista is having some permit issues that affect the vendor K20 is contracted with for services. I have been working on training Nellie on marketing endeavours and best practices while also creating some of the bigger projects (Capital Campaign materials, Molina/Stevens County Sheriff/ LOSC collaborative Reentry Resources for Success), and the annual mailer (coming soon to a mailbox near you - around May 31). I did take some vacation this month as well. :)

Submitted By	Month/Year	2024
Anja Johnson	April	

Staff Support Specialist

All Staff Day Planning - April included a lot of planning for All Staff Day. Becca and Amanda were great teammates in this! I was excited to help organize a high level of staff participation - we had twelve staff (not including Amanda) who gave solo or group presentations.

Org Chart - Several staff suggested that a visual org chart would be helpful in knowing who to go to for what and where different staff were located. Now that people are in their new reorg positions, I put together a visual org chart that I'm hoping is helpful.

SHRM Conflict Mediation Class - I started the Conflict Mediation: Inspiring Positive Outcomes class through SHRM. This has been incredibly helpful! The material has been excellent and very actionable. I'm already putting it to use.

Internal reorg positions - We finished the internal interview process for the reorg positions in April. I think we're all excited to now be helping the new specialists get set up for success in their new roles!

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2024
CHEWELAH			**April**

Branch Highlights

(can include stories to share/quotes/tidbits)

Everyone is excited about starting our remodel here at CH!!

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	1746		Computer Sessions:	270
Avg Daily Visitor Count:	79.36		Length of All Sessions:	156:20:00
			WIFI Stats - Users:	484
Ref Questions:	53		WIFI Stats - Total Data Used:	520.9
Tech Ref Questions:	56			
Tech Reference - Libby:	8		Volunteer Hours	
Circulation Stats:	3,243			
New Library Cards:	21			
			Locker Deliveries @ Addy	3 visits
Take Home KITS Given Out:			Locker Deliveries @	
CH Kits:	80		Locker Deliveries @	
TN Kits:			Locker Deliveries @	
AD Kits:	35			
Total:	115			

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1:	27			14	41	N	CH
Storytime Week 2:	8			5	13	N	CH
Storytime Week 3:	19			13	32	N	CH
Storytime Week 4 (&5):	24			15	39	N	CH
TOTALS:	78	0	0	47	125		
Tech Help with LOSC Week 1:				2	2	N	AD
Tech Help with LOSC Week 2:				3	3	N	AD
Tech Help with LOSC Week 3:					0		
Tech Help with LOSC Week 4 (&5):				4	4	N	AD
TOTALS:	0	0	0	9	9		
Program: Fruiting Fungi		2		12	14	N	GEN
Program: Brick Builders		8		2	10	N	CH
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	78	10	0	70	158		**Please circle or bold**

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2024
COLVILLE		**April**	

Branch Highlights

(can include stories to share/quotes/tidbits)

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	5,000		Computer Sessions:	482
Avg Daily Visitor Count:	227.3 22 days open		Length of All Sessions:	228.5 hours
			WIFI Stats - Users:	848
Ref Questions:	39		WIFI Stats - Total Data Used:	961 GB
Tech Ref Questions:	122			
Tech Reference - Libby:	31		Volunteer Hours	130
Circulation Stats:	5,826			
New Library Cards:	29			
			Locker Deliveries @	
Take Home KITS Given Out:			Locker Deliveries @	
CH Kits:	120		Locker Deliveries @	
TN Kits:			Locker Deliveries @	
AD Kits:	75			
Total:	195			

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	5	2	0	4	11	Y/N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1:	6	2	1	6	15	Y / N	CH/TN/AD/GEN
Storytime Week 2:	10		1	9	20	Y / N	CH/TN/AD/GEN
Storytime Week 3:	6			5	11	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	8			7	15	Y / N	CH/TN/AD/GEN
TOTALS:	30	2	2	27	61		
Tech Help with LOSC Week 1:				1	1	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				1	1	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	2	2		
Program: Discoverable: DIY Fidget toys					50	Y / N	CH/TN/AD/GEN
Program: Scavenger Hunt					47	Y / N	CH/TN/AD/GEN
Program: Book Club				9	9	Y / N	CH/TN/AD/GEN
Program: VR appointments			3		3	Y / N	CH/TN/AD/GEN
Program: Fruiting Fungi	2	5		24	31	Y / N	CH/TN/AD/GEN
Program: Bright Beginnings Storytime	29			15	44	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 (x4)				15	15	Y / N	CH/TN/AD/GEN
Program: Outreach - Buena Vista (x2)				4	4	Y / N	CH/TN/AD/GEN
Program: Outreach Event - Educational Fair					51	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	61	7	5	96	317	**"Please circle or bold"**	

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2024
HUNTERS	Lisa Vos	**April**	

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

The Fruiting Fungi program went very well, everyone was so excited and ready to learn. One patron wanted to express that she loved that the Library offers programs like this, especially in such a rural area.

One patron came in and was super excited to sign up for a library card, she said that she wanted to start bringing her daughter here to get her excited about reading since she will be starting school next year.

I had a regular patron come in with her family, she told me that she wanted to start checking out more books since she was now homeschooling her children and was hoping that we had some books on math, I was happy to get an assortment of titles ordered for her. she wanted to express her gratitude for our rural library and was amazed to learn just how many resources we had that she would be able to use.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	97 8 days open		**Computer Sessions:**	15
Avg Daily Visitor Count:	12.1		**Length of All Sessions:**	470 minutes
			WIFI Stats - Users:	32
Ref Questions:	15		**WIFI Stats - Total Data Used:**	79.4
Tech Ref Questions:				
Tech Reference - Libby:			**Volunteer Hours**	
Circulation Stats:	191			
New Library Cards:	3			
			Locker Deliveries @ Hunters	31
Take Home KITS Given Out:			**Locker Deliveries @ Gifford**	8
CH Kits:	5		**Locker Deliveries @ Fruitland**	7
TN Kits:			**Locker Deliveries @**	
AD Kits:	5			
Total:	10			

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	5	2	0	4	11	Y/N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
~~Storytime Week 1:~~					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: Fruiting Fungi				5	5	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	5	5	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2024
KETTLE FALLS		**January**	

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 graduatuion requirtement. It has been nice to have him, he is a good shelver 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	
				WIFI Stats - Users:	275	
Ref Questions:	42			WIFI Stats - Total Data Used:	195.3598597	
Tech Ref Questions:	52.5					
Tech Reference - Libby:	46			Volunteer Hours	54	
Circulation Stats:	1,854			Included community service hours.		
New Library Cards:	9					
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
example: Storytime 1	5	2	0	4	11	Y/N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1:	0			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

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2024
LAKESIDE	Amanda Smith	**April**	

Branch Highlights

(can include stories to share/quotes/tidbits)

At Lakeside, we have a group of about six girls that have been coming to storytime on a regular basis. Over the last few years, these girls have developed a friendship, and have been scheduling playdates after storytime is over. They will be starting kindergarten together in the fall, and even though we will miss them at storytime, we are so happy to be a place where pre-schoolers (and their moms in this case) can cultivate friendships and grow together.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	1126	Computer Sessions:	82	
Avg Daily Visitor Count:	51	Length of All Sessions:	20:45	
		WIFI Stats - Users:	185	
Ref Questions:	101	WIFI Stats - Total Data Used:	212.623596	
Tech Ref Questions:	45			
Tech Reference - Libby:	5	Volunteer Hours	8	
Circulation Stats:	2,218			
New Library Cards:	22			
		Locker Deliveries @		
Take Home KITS Given Out:		Locker Deliveries @		
CH Kits:	55	Locker Deliveries @		
TN Kits:	0	Locker Deliveries @		
AD Kits:	20			
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
example: Storytime 1	5	2	0	4	11	Y/N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1:	11	0	0	6	17	Y / N	CH/TN/AD/GEN
Storytime Week 2:	10	0	0	7	17	Y / N	CH/TN/AD/GEN
Storytime Week 3:	16	3	0	12	31	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	10	0	0	7	17	Y / N	CH/TN/AD/GEN
TOTALS:	47	3	0	32	82		
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: Fruiting Fungi	0	0	0	10	10	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:	47	3	0	42	92	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2024
LOON LAKE			**April**

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

People were excited about the meeting for the new building. People are starting to recognize the library at the Elementary School in LL and seem to be really happy about that

Statistics to Report

		Notes:			Notes:
Head Count/Door Count:	696		Computer Sessions:	104	
Avg Daily Visitor Count:	39		Length of All Sessions:	43.2	
			WIFI Stats - Users:	159	
Ref Questions:	124		WIFI Stats - Total Data Used:	366.161862	
Tech Ref Questions:	99				
Tech Reference - Libby:	10		Volunteer Hours		
Circulation Stats:	1,652				
New Library Cards:	15				
			Locker Deliveries @ Loon Lake	11	
Take Home KITS Given Out:			Locker Deliveries @ Springdale	1	
CH Kits: Pencil Pinwheel	39	45 total	Locker Deliveries @		
TN Kits: Tiny Book Take N Try	25	25 total	Locker Deliveries @		
AD Kits:					
Total:	64				

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	*5*	*2*	*0*	*4*	*11*	*Y / N*	*CH/TN/AD/GEN*
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1:	4	4		3	11	Y / N	CH/TN/AD/GEN
Storytime Week 2:		3		1	4	Y / N	CH/TN/AD/GEN
Storytime Week 3:	5	3	1	2	11	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	6	2		2	10	Y / N	CH/TN/AD/GEN
TOTALS:	15	12	1	8	36		
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: Monthly Dementia Program				0	0	Y / N	CH/TN/AD/GEN
Program: Fruiting Fungi		4		14	18	Y / N	CH/TN/AD/GEN
Program: Book Fair @ LL Elementary Schc	3	9	6	5	23	Y / N	CH/TN/AD/GEN
Program: Tax Credit Help				0	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:	18	25	7	27	77		**Please circle or bold**

Branch Status Report

Branch	Submitted By	Month/Year	2024
NORTHPORT	Wright Halbert	**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

	Notes:			Notes:
Head Count/Door Count:	221		Computer Sessions:	50
Avg Daily Visitor Count:	17 Open 13 Days		Length of All Sessions:	33:37:00
			WIFI Stats - Users:	23
Ref Questions:	27		WIFI Stats - Total Data Used:	44.7835
Tech Ref Questions:	19			
Tech Reference - Libby:	1		Volunteer Hours	
Circulation Stats:	412			
New Library Cards:	0			
			Locker Deliveries @ Onion Creek	53
Take Home KITS Given Out:			Locker Deliveries @ Echo/Evans	4
CH Kits:	10		Locker Deliveries @	
TN Kits:	15		Locker Deliveries @	
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
example: Storytime 1	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
TOTALS:	0	0	0	0	61	**Please circle or bold**	