STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
June 20, 2024
Northport Library

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

VISITORS – Catharine Whitby, Capital Campaign Committee Co-Chair and previous Trustee attended the meeting. Cynthia Balzarini and Phil Johnson from OAC and Amy Browne-Minden from Design West joined the meeting via Zoom. Clifford Ward, Small Branch Lead at Northport, popped in and out.

GREETINGS – Sue welcomed everyone.

PUBLIC COMMENT – Amy, Phil and Cynthia shared updates on the Facility Building Projects (Unfinished Business #1). Catharine shared during the Capital Campaign update (Unfinished Business #3).

AGENDA CHANGES – none

ACTION ITEMS
(1)   The minutes from the Board of Trustees Regular Meeting of May 16, 2024, were reviewed.
(2)   The minutes from the Board of Trustees Conference Call of June 12, 2024, were reviewed.
(3)   The following vouchers and warrants were approved for payment:
         Accounts Payable 5/6/24-6/12/24 - 88 Vouchers total $155,579.71.
         Payroll Warrants May 2024 – 34 Direct Deposits for a total of $105,327.50.
(4)   Detailed Revenue & Budget Status Reports for May 2024.
(5)   The Director's May 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)   **Building Project Updates & Snapshot** –
         a. Report from OAC (during public comment) – Waiting for final confirmation from WM Welch Corp but should be starting construction project for Northport and Chewelah July 12th. Bid advertisement for Loon Lake will be posted in the Chewelah Independent, Spokesman Review and on the OMWBE website on Thursday, June 27th and again Thursday, July 4th. Bids will be read aloud at the Loon Lake Library Thursday, August 8th.
         b. 21-2023 – Loon Lake, Colville, Chewelah, and Northport – The City of Colville and the Library Foundation submitted the paperwork to USDA for CDS funds June 7th. The deadline for BABA was June 19th but we have not heard back from Rick and Koni with USDA yet.
         c. 2023-2025 – Hunters – Amanda would like to invite a few local stakeholders from Hunters to the meeting in August to share about the project and address any concerns. Perhaps Lee and Becky Dale, Ed Dashiell and Dr. Erickson and his wife Doris. The Hunters Fair is August 17th and Riley will be there. Possibly have info for her to share about the new library project? Trustees feel strongly that more community engagement should happen in Hunters than has occured in the previous projects.

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(2) **Advocacy to State Legislature** – Amanda emailed Shelly Short and her assistant will get back to us with possible availability after Shelly is back in the office in late June.

(3) **Capital Campaign/Legacy Project** – Catharine shared that the Foundation has $22,000 in LCIP funds, so far, with more allocated but not yet moved into that account. Rick and Catharine met with the President of the Improvement Club and they are interested in participating in the Legacy Project and understand funds raised will be distributed throughout the County. There are four Team Leaders working to set up meetings with the Innovia Foundation, Providence, STCU and Haney's Lumber in Colville. If anyone has ideas of others they should be talking to, let the committee know. The plan is to roll out the campaign in various stages: first, approach large donors in the region (Amanda will attend all of these, if possible), then move on to public phase with a public relations campaign toward the end of summer with the intention of getting either a face to face meeting, or a capital campaign information sheet, to every business and organization in Stevens County. Project timelines still need to be updated in the current draft; Jessica will work on that. Amanda will share the objections document with the Trustees. Sue is creating a google form so that the teams can share feedback from their meetings. There is interest in doing a "test run" of the roll out in Loon Lake before the summer people leave.

(4) **Staff Reorganization** – Things are going well, adjusting to new responsibilities and schedules. Amanda has received a lot of positive feedback from staff.

(5) **2023 Trustees Year in Review** – Trustees shared their feedback with Lisa and Josie via email. Discussed adding a hyperlink to the final report from the Digital Navigators. Becca will send the link to Lisa. Once it is finalized Sue and Becca will disperse.

(6) **Retool Library Director's Evaluation/Staff Survey** – Joann shared what she is thinking for changes to the evaluation and survey. Perhaps use the management team and Anja's reorg survey instead of using the previous staff survey. Relook at Amanda's self-evaluation, the Trustee's evaluation and the staff survey. Lisa suggested looking at a 360-degree evaluation. Amanda will put Joann and Josie in touch with Jeanne Williams from the Washington State Library. She might have some resources to share.

NEW BUSINESS

(1) **Review Colville Interlocal Agreement** – The Interlocal Agreement states that a review is to happen every two years with the first being June 2024. Trustees reviewed and discussed and are happy with it as is.

Motion made to accept the Colville Interlocal Agreement as is with no changes.
> Motion made: Lisa
> Motion seconded: Joann
> All in favor: Unanimous

(2) **Policy/Procedure Review**
> a. Programs and Presenters – Trustees reviewed the draft and suggested edits before calling for a vote.

Motion made to accept the new policy Programs and Presenters.
> Motion made: Joann
> Motion seconded: Lisa
> All in favor: Unanimous

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    b. Social Media – Trustees reviewed the draft and suggested some edits. They will review and make more comments in the document before next month's meeting.

    c. Reconsideration Form

    d. Reconsideration Procedure

(3)   **August Board Meeting** – Amanda and Sue will be unavailable for the August 14th meeting in Hunters. Trustees would like to invite a few Hunters stakeholders to that meeting and discussed moving the meeting to another date.

Motion made to move the August meeting from August 14th to August 21st at the Hunters Library.

    Motion made: Lisa

    Motion seconded: Josie

    All in favor: Unanimous

REPORTS

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

    a. **Library Happenings (attached)**

    b. **Statistics and Reporting**

(2)   **Trustee/Liaison Report:** Sue asked about the Washington Anytime Library – why aren't we a part of it? We were an early adopter of Overdrive. If we were to join now it would be much more expensive (ex. $80,000) and waitlists are very long! Different collection development policies since they are a consortium. We have one of the lowest holds ratio. Sue also asked about the possibility of staggered hours with some late night times? This could be discussed more if a levy is passed in the future. Currently, one of our solutions is the lockers for pickup. Lisa reported about Melinda Keeley, Kettle Falls Manager, receiving the Vinson Funds for the "Things with Strings" musical program at the library. She also reported about the meeting with the Broadband Action Team happening tonight.
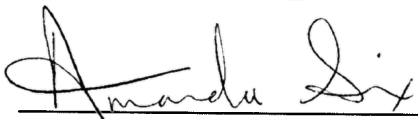
(3)   **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 1:58 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date 7.18.24

Amanda Six, Secretary, SCRLD

Sue Poe, Board Chair

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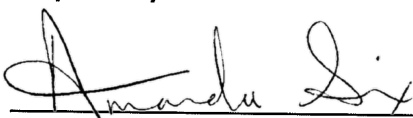<div align="center">

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
June 12, 2024

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The meeting was called to order at 9:03 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 was absent from the meeting.
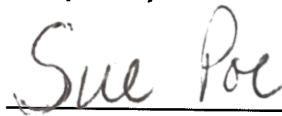
AGENDA

○ **OPENING** – Sue welcomed everyone.

○ **PUBLIC COMMENT** – none

○ **AGENDA CHANGES** – Add Programs and Presenters Policy to the agenda.

○ **ACTION ITEMS** – none

○ **DISCUSSIONS**

- **June 20th – Regular Board Meeting – Agenda Changes** – Add "Programs and Presenters" to the Policy portion of the agenda.
- **Policies/Procedures** – Introducing a review of the following policies. The Programs and Presenters policy will be our first priority with the others to follow. Amanda asked the Trustees to take time to review, comment and suggest edits before the regular meeting next week. The managers will be reviewing, commenting and suggesting edits as well. Colville City Mayor Jack Smith spoke last week at a Colville Library Advisory Board meeting (June 5) and again at the Colville City Council meeting (June 11) about concerns he has with one of the Author Talks that the Library District is hosting this summer. Sue and Amanda will work on a response. Amanda will share her initial email response to the Mayor's comments after the City Board meeting. Sue suggested that Trustees might reach out to the City Council.
    - Programs and Presenters
    - Social Media
    - Reconsideration Form
    - Reconsideration Procedure
- **10 minute Board training** – No training today.

○ **NEW BUSINESS** – none

○ **ADJOURNMENT** – Meeting was adjourned at 9:42 am.

Respectfully submitted:

Amanda Six

Amanda Six, Secretary, SCRLD

Accepted By:

Sue Poe

Sue Poe, Board Chair

6.20.24

Date

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

Submitted By	Month/Year	2024
Amanda Six	**May**	

District Highlights

May was a very busy month! We has our All-Staff Day on the 7th, the Board Retreat on the 8th, and several staff (including me) attended the Library Journal Design Institute on the 9th. We made a lot of progress with the reorganization (most people started their new role on May 1) and provided a lot of training and staff support. We are also moving forward with the Legacy Project (capital campagin) and the LCIP projects. Construction at Northport and Chewelah may begin as early as late June. I have been asked to be part of an interview pannel for the Washington State Broadband Office for a Digital Navigator Project Coordinator and will be doing interviews for that position in June.

Submitted By	Month/Year	2024
Jessica Varang	**May**	

Tech/Educ Highlights

May was a whirlwind for me. Staff Day felt very positive and energetic - staff are appreciating the direction and communication. I was able to complete and send out the annual mailer, featuring Summer Reading primarily with blurbs about the renovation projects, Kanopy database (which has great usage, btw), and upcoming author talks, including a kid series. The Legacy Project CC materials are also in the final stages. Matt and I did a walkthrough of the Chewelah renovations with Will and Bill Welch (contractors) and Amy from DWA. It was helpful all around. Amy is worth every penny (as you already know). The Design Institute workshop at Spokane Public was interesting and will be helpful in shaping Hunters and other projects; I think it was "too late" for the projects currently underway, but did confirm we are thinking in the right directions. The Spokane Library tour helped to frame a few things that we could easily implement or possibly circle back to in future discussions; it also showed us what wouldn't work for some of our communities comparatively. The Evaluations training was great - it was taught by a lawyer and really helped solidify the "why" behind evaluations - both to morale and productivity but also to cover your butt on some pieces that could be legally difficult when the correct steps are not implemented. I did start a weekly communication newsletter to All Staff that helps bring up the "bits" that get lost in the day to day or helps explain the "why" behind a procedure. It has been well received so far. Programming and Outreach meetings are happening - it is fun to see their paths and their excitement mount as they get to delve in a bit more. Nellie is rocking her role in Marketing, but I am still assisting with all major pieces, such as the History of the Library for our local historical society, the mailer, and the CC materials - these all require a LOT of background to put together the full picture (not that I get it right alone, either!).

Submitted By	Month/Year	2024
Anja Johnson	**May**	

Staff Support Specialist

Staff Day was the most exciting part of my work in May! We worked hard to implement the feedback from the previous post-staff day surveys, which staff seemed to appreciate. I was thrilled to have so many staff presenting and felt that staff engagement with the presentations was great. I was also happy to see how engaged staff were with the strategic planning process. The post-staff day survey feedback was excellent. One staff member remarked that their least favorite part of staff day this year was "when it ended and I had to leave my coworkers."

Finished SHRM Conflict Mediation Class - This class was so helpful, practical, and actionable. I have already implemented a number of the tools I've learned and found them extremely helpful. I also have access to the recordings for a year, which is so helpful for referencing as needed.

Programming Summit and Small Branch Lead Summit - We're working to be as supportive as possible with training plans for our staff in new roles. I enjoyed getting to participate in both the programming and small branch lead summits. I am continuing to check in with staff in new roles to see how things are going and if there is more support we can offer.

Effective evaluation training - A small group of us attended a training on effective evaluations. It was very informative and helpful.

Branch Status Report

LIBRARIES STEVENS COUNTY

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

Branch Highlights

(can include stories to share/quotes/tidbits)

We are all getting excited [and a little nervous, if we are being honest] about our renovation coming up. We have a "dream board" of things we would like to see in our spaces [Childrens, youth, and adult] afterwards and how we would like to decorate. The exciting part is the buy by staff and the community with this whole project, even with the acknowledgement of temporary stress.

Statistics to Report

Notes:

Head Count/Door Count:	1,588	Computer Sessions:	230
Avg Daily Visitor Count:	75.62	Length of All Sessions:	130:58:00
		WIFI Stats - Users:	487
Ref Questions:	53	WIFI Stats - Total Data Used:	580.62
Tech Ref Questions:	47		
Tech Reference - Libby:	10	Volunteer Hours	
Circulation Stats:	3,212		
New Library Cards:	19		
		Locker Deliveries @ Addy	3
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
example: Storytime 1	5	2	0	4	11	Y/N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1: 5/7 Staff Day	0			0	0	N	CH
Storytime Week 2: 5/14	18			10	28	N	CH
Storytime Week 3: 5/21	18			7	25	N	CH
Storytime Week 4: 5/28	8			5	13	N	CH
TOTALS:	44	0	0	22	66		
Tech Help with LOSC Week 1: 5/1				0	0	N	AD
Tech Help with LOSC Week 2: 5/8				4	4	N	AD
Tech Help with LOSC Week 3: 5/15				1	1	N	AD
Tech Help with LOSC Week 4 (&5): 5/22 & 29				1	1	N	AD
TOTALS:	0	0	0	6	6		
Program: Brick Builders		7	1	2	10	N	CH/TN
Program: Smokey Bear [Cancelled]					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:	44	7	1	30	82	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2024
COLVILLE	Lisa Vos	**May**	

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

Checked a young lady out for her first time. Held Grumpy Monkey up beside my face and asked her "does this really look like me??" She laughed and laughed. (However she did Not say I'm better looking than grumpy monkey.)

One of our smaller patrons brought in a bag of shiny rocks he had collected as a gift for "all the people who help"

Little patron brought her brand new, first time library card up to check out. I held Grumpy Monkey up beside my face and told her "some people say this looks like me, what do you think?" For the first time I got a huge laugh from the child!!!! Loved it! (usually the parent laughs and the child just looks confused. It was GREAT@@!

Patrons needed help completing the legally required gun safety class online. I sat with them and helped them scroll and click when needed, as they were struggling and clearly frustrated. After 20 mins of help they both got the certificate they needed and said on the way out, "Thank you so much, we couldn't have done that without you!"
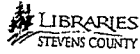
Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	4,898	Computer Sessions:	404	
Avg Daily Visitor Count:	233 21 days open	Length of All Sessions:	22.65 hours	
		WIFI Stats - Users:	856	
Ref Questions:	19	WIFI Stats - Total Data Used:	1097 GB	
Tech Ref Questions:	162			
Tech Reference - Libby:	39	Volunteer Hours	136.45	
Circulation Stats:	5,134			
New Library Cards:	34			
Take Home KITS Given Out:		Locker Deliveries @		
CH Kits:	120	Locker Deliveries @		
TN Kits:	90	Locker Deliveries @		
AD Kits:		Locker Deliveries @		
Total:	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
example: Storytime 1	*5*	*2*	*0*	*4*	*11*	*Y / N*	*CH/TN/AD/GEN*
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1: (x2)	28	8		16	52	Y / N	CH/TN/AD/GEN
Storytime Week 2: (x2)	20	4		9	33	Y / N	CH/TN/AD/GEN
Storytime Week 3: (x2)	9			6	15	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5): (x2)	7	3		8	18	Y / N	CH/TN/AD/GEN
TOTALS:	64	15	0	39	118		
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 Pet Rock					85	Y / N	CH/TN/AD/GEN
Program: Scavenger Hunt					30	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: Bright Beginnings Storytime	31			14	45	Y / N	CH/TN/AD/GEN
Program: Fire Safety With Smokey	6	10	2	13	31	Y / N	CH/TN/AD/GEN
Program: Outreach – Parkview (x4)				16	16	Y / N	CH/TN/AD/GEN
Program: Outreach – Buena Vista (x2)				5	5	Y / N	CH/TN/AD/GEN
Program: Dementia Friends				2	2	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:	101	25	8	97	346	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2024
HUNTERS	Riley Brunson	**May**	

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

The Smokey Bear program was very fun! A local family came and the children loved seeing Smokey Bear and Roosevelt! A patron brought their children to the library for the first time and said the kids had a wonderful time. A homeschool family came in to get some books as well as our take–n–try kits. They seemed very happy with the craft and educational information.

Statistics to Report

		Notes:			Notes:
Head Count/Door Count:	118	Open 10 days	Computer Sessions:	9	
Avg Daily Visitor Count:	12		Length of All Sessions:	223 Min.	
			WIFI Stats - Users:	37	
Ref Questions:	14		WIFI Stats - Total Data Used:	130.2	
Tech Ref Questions:					
Tech Reference – Libby:			Volunteer Hours		
Circulation Stats:	102				
New Library Cards:	1				
			Locker Deliveries @ Hunters	3	
Take Home KITS Given Out:			Locker Deliveries @ Gifford		
CH Kits:	5		Locker Deliveries @ Fruitland	23	
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: (x2)					0	Y / N	CH/TN/AD/GEN
Storytime Week 2: (x2)					0	Y / N	CH/TN/AD/GEN
Storytime Week 3: (x2)					0	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5): (x2)					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: Smokey Bear Storytime		1	1	3	5	N	CH/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	1	1	3	5		**"Please circle or bold"**

Branch Status Report

LIBRARIES STEVENS COUNTY

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

Branch Highlights

(can include stories to share/quotes/tidbits)

Clifford says: I have been privileged to help out some with the new program at KF teaching the littles the basics of playing a ukulele. RD brings in a bunch of ukes and has been teaching. It's been fairly chaotic, but rewarding seeing the youngsters actually starting to learn to play an instrument and how much fun some of them are having by hearing themselves making music. WARNING!!! We have thoughts of expansion......KF also hosted our biannual All Staff Training and received many kudos for our wonderful library.

Melinda: Loresa created some great signage displays over our Juvenile and Young Adult Fiction shelves, and the area now looks fun and inviting.

Statistics to Report

		Notes:
Head Count/Door Count:	2,397	21 open days
Avg Daily Visitor Count:	114	
Ref Questions:	46	
Tech Ref Questions:	51	
Tech Reference – Libby:	15	
Circulation Stats:	1,776	
New Library Cards:	19	

Take Home KITS Given Out:

CH Kits:	65	/65
TN Kits:	50	/50
AD Kits:		
Total:	115	

		Notes:
Computer Sessions:	482	
Length of All Sessions:	29157:00:00	
WIFI Stats – Users:	328	
WIFI Stats – Total Data Used:	571.383175	
Volunteer Hours	36	
community svc hours	16	
Locker Deliveries @		
Locker Deliveries @		
Locker Deliveries @		
Locker Deliveries @		

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	N	CH
ALL PROGRAMS:							CH
Storytime Week 1: (x2)	staff day				0	N	CH
Storytime Week 2: (x2)	26			4	30	N	CH
Storytime Week 3: (x2) special seatbelt ST	32			8	40	N	CH
Storytime Week 4 (&5): (x2)	30			6	36	N	CH
TOTALS:	88	0	0	18	106		
Tech Help with LOSC Week 1:					0	N	GEN
Tech Help with LOSC Week 2:					0	N	GEN
Tech Help with LOSC Week 3:				1	1	N	GEN
Tech Help with LOSC Week 4 (&5):					0	N	GEN
TOTALS:	0	0	0	1	1		
Program: music 5/1	1	7	5	4	17	N	CH/GEN
Program: music 5/8	1	8	7	6	22	N	CH/GEN
Program: writers group 5/9			1	3	4	N	AD
Program: music 5/15	1	4	6	3	14	N	CH/GEN
Program: music 5/22		2	4	2	8	N	CH/GEN
Program: music 5/29		1	5	3	9	N	CH/GEN
Program: Smokey fire safety	4	10		6	20	N	CH
Program:					0	N	CH/TN/AD/GEN
Program:					0	N	CH/TN/AD/GEN
Program:					0	N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	95	32	28	46	201	****Please circle or bold****	

Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

The kids had a blast taking photos with Smokey Bear and getting to spray the fire hose with the firemen at the fire safety program.

Statistics to Report

Notes:

			Notes:
Head Count/Door Count:	1,276	Computer Sessions:	52
Avg Daily Visitor Count:	58	Length of All Sessions:	14:04
		WIFI Stats - Users:	187
Ref Questions:	44	WIFI Stats - Total Data Used:	177.463457
Tech Ref Questions:	22		
Tech Reference - Libby:	9	Volunteer Hours	8
Circulation Stats:	2,308		
New Library Cards:	18		
		Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	90	Locker Deliveries @	
TN Kits:		Locker Deliveries @	
AD Kits:			

Total: 90

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:	12	0	0	10	22	Y / N	CH/TN/AD/GEN
Storytime Week 2:	8	0	0	7	15	Y / N	CH/TN/AD/GEN
Storytime Week 3:	12	0	0	10	22	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	19	3	0	15	37	Y / N	CH/TN/AD/GEN
TOTALS:	51	3	0	42	96		
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: Smokey Bear Fire Safety				11	11	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:	51	3	0	53	107	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year 2024
LOON LAKE	Mary Klabenes	**May**

Branch Highlights

(can include stories to share/quotes/tidbits)

The Dementia Friends had two people come in and they really liked the program. People are starting to get excited about the upcoming Summer Reading.

Statistics to Report

	Notes:
Head Count/Door Count:	672
Avg Daily Visitor Count:	42
Ref Questions:	102
Tech Ref Questions:	90
Tech Reference - Libby:	10
Circulation Stats:	1,548
New Library Cards:	13

Take Home KITS Given Out:

CH Kits: May-Bee	40	Total 45
TN Kits: STEM Dragon	35	Total 40
AD Kits:		
Total:	75	

	Notes:
Computer Sessions:	79
Length of All Sessions:	19.418
WIFI Stats - Users:	160
WIFI Stats - Total Data Used:	316.446941
Volunteer Hours	
Locker Deliveries @ Loon Lake	14
Locker Deliveries @ Springdale	1
Locker Deliveries @	
Locker Deliveries @	

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:							
Storytime Week 1:	3	2			7	Y/N	Children/Teen/ Adult/General Int
Storytime Week 2:	6	3		2	11	Y/N	CH/TN/AD/GEN
Storytime Week 3:	5	2		2	10	Y/N	CH/TN/AD/GEN
Storytime Week 4 (&5):	6	4		3	13	Y/N	CH/TN/AD/GEN
TOTALS:	20	11	0	10	41		CH/TN/AD/GEN
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: Dementia Program				2	2	Y/N	CH/TN/AD/GEN
Program: Katrina From Rural Resources	5	3	1	9	18	Y/N	CH/TN/AD/GEN
Program: Smokey Bear Fire Safety Program	2	3	1	4	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
TOTALS:	27	17	2	25	71	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

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
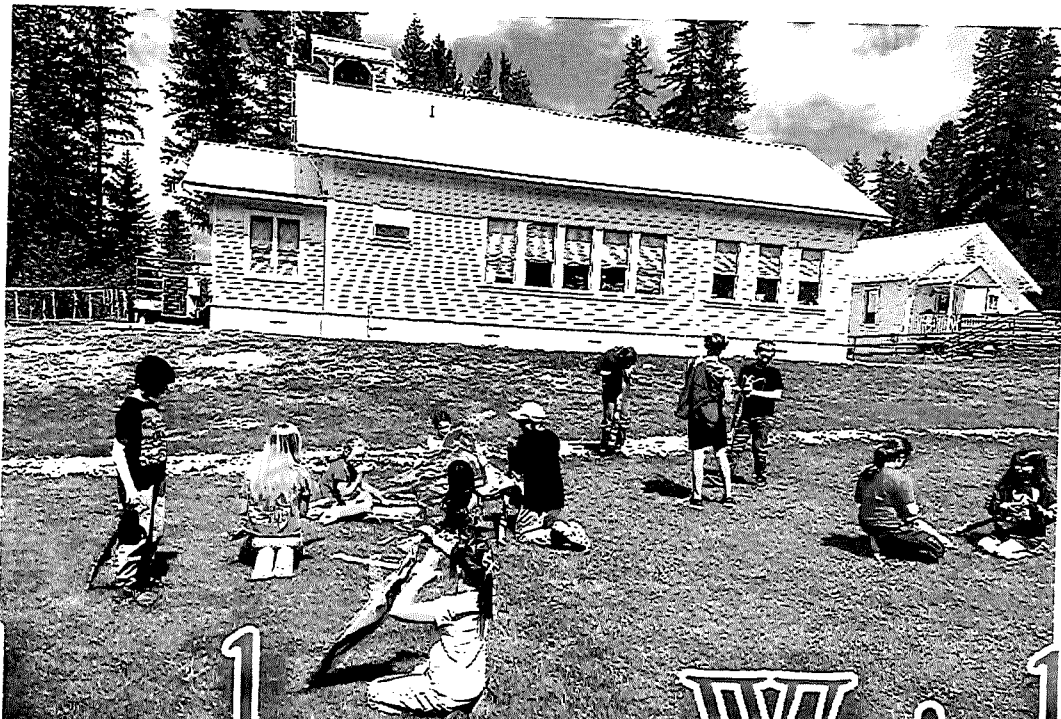
Program Specific Stats

	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*	

Thank you, Wright!

Onion Creek's Intermediate Class loves the kites!