

**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Regular Meeting**  
**July 18, 2024**  
**Loon Lake Library**

Chair Sue Poe called the regular meeting of the Stevens County Rural Library District Board of Trustees to order at 10:02 am. In attendance were Sue Poe, Chair; Josie Darst, Vice-Chair; Joann Caruso, Trustee; Lisa Wolfe, Trustee (via Zoom); 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** – Amy Browne-Minden from Design West joined the meeting via Zoom.

**GREETINGS** – Sue welcomed everyone.

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

**AGENDA CHANGES** – none

**ACTION ITEMS**

- (1) The minutes from the Board of Trustees Regular Meeting of June 20, 2024, were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of July 10, 2024, were reviewed.
- (3) The following vouchers and warrants were approved for payment:  
Accounts Payable 6/19/24-7/3/24 - 39 Vouchers total \$68,970.02.  
Payroll Warrants June 2024 – 34 Direct Deposits for a total of \$94,109.39.
- (4) Detailed Revenue & Budget Status Reports for June 2024.
- (5) The Director’s June 2024 timesheets and accumulated vacation & sick hours were reviewed.

**Motion made to accept the Consent Agenda.**

Motion made: Joann

Motion seconded: Josie

All in favor: Unanimous

**UNFINISHED BUSINESS**

- (1) **Building Project Updates & Snapshot** –
  - a. Report from OAC (during public comment) – Chewelah staff moved shelves and items around, clearing space for construction, in the library and are also storing some in the City of Chewelah Civic Center. WM Welch Corp should be starting in Chewelah on Monday July 22<sup>nd</sup>. Currently, the work plans is that when items arrive for the Northport project, Welch will complete things in Northport, and then come back to finish Chewelah. Pre-bid walkthrough for Loon Lake is happening Thursday, July 25<sup>th</sup>. Amy is receiving calls and questions every day with a good amount of interest. Bids will be read aloud at the Loon Lake Library Thursday, August 8<sup>th</sup>.
  - b. 21-2023 – Loon Lake, Colville, Chewelah, and Northport – The City of Colville met with Rick Rose & Koni Reynolds from USDA to discuss CDS funds paperwork. Paperwork was not approved in time to be exempt from BABA (June 19<sup>th</sup> deadline). Completed paperwork for CDBG funds for Loon Lake and received our Release of Funds letter. Groundbreaking for Loon Lake is scheduled for Thursday, August 22<sup>nd</sup>.
  - c. 2023-2025 – Hunters – Move forward with inviting some Hunters citizens to the August Board meeting. Amanda will send out an email to Riley, Jessica, Sue and others asking if there is anyone else to include in the invitation. Include Don Dashiell, Leah Schuldheisz, Mick Schwartz and Kitty Burton to start. We can take drawings and boards from Loon Lake for examples. Start getting community involvement and feedback. We need land. Sue is happy to help invite. Possibly have a

flyer with information about the grant at the fair for Riley to hand out. The flyer could include an invite for public to the Board Meeting the following week.

- (2) **Advocacy to State Legislature** – We have not heard back from Shelly Short’s office yet. Becca and Amanda will reach out again.
- (3) **Capital Campaign/Legacy Project** – Amanda and Linda Shaw met with Ron Rehn from Providence. It was a positive meeting. There is a Providence Community Fund for larger donations and Ron was going to share the request with them. Working on the packet of materials and hope to have that finalized soon. The City of Colville is not interested in participating in naming rights for rooms or the elevator. Catharine is headed back to Portugal for 8 months and working to find a new co-chair for the Foundation.
- (4) **Staff Reorganization** – Amanda felt good that she had backups in place to be on vacation. Jessica is meeting weekly with the specialists. They have each received a laptop which is helping them streamline their duties and work off desk. Brooke, Amanda and Jessica met to discuss and set some short-term and long-term goals for the year and will continue to meet (weekly Executive Leadership Meeting).
- (5) **2023 Trustees Year in Review** – Good to go Becca and Sue will coordinate getting it out.
- (6) **Retool Library Director’s Evaluation/Staff Survey** – Trustees discussed Joann and Josie’s suggestions for changes to the Library Director’s Evaluation at length. They are going to take a second look using the updated Director’s Job Description for reference and talk to Jeanne Williams from the Washington State Library. The Board will review again in August.
- (7) **Policy/Procedure Review**
  - Social Media – Trustees reviewed the draft. Amanda and Becca will have this cleaned up after the Management Team meeting and ready for a vote at the August meeting, possibly the Conference Call.
  - Reconsideration Form – this form will be completed after the Management Team meeting and ready to put into practice.
  - Reconsideration Procedure – this form will be completed after the Management Team meeting and ready to put into practice.
  - Board Meetings Policy – Becca will clean up this policy with Melinda’s suggested edits and have it available for the Trustees to review and edit.
  - 0014 Collection Development Policy – Trustees reviewed the policy with suggested edits and called for a vote.

**Motion made to accept Policy 0014 Collection Development with revisions.**

Motion made: Lisa

Motion seconded: Josie

All in favor: Unanimous

## **NEW BUSINESS**

### **REPORTS**

- (1) **Director’s Report:**
  - a. **Library Happenings (attached)**

**b. Statistics and Reporting**

- (2) **Trustee/Liaison Report:** Trustees discussed the letter of Concern from the Colville City Council regarding the online Author Talk by Tiffany Jewel. It was also reported in the Colville paper. Trustees agreed that a response is not necessary because representatives of the library, which included members of the Colville Library Board and Amanda, communicated the policies of the library. Kettle Falls Library Advisory Board is looking for members. Kettle Falls Friends are hosting an Ice Cream Social after storytime and will offer free books for the kids. They also have added an honor system shelf of books for sale in the library as an additional way to raise money.
- (3) **Others:** none

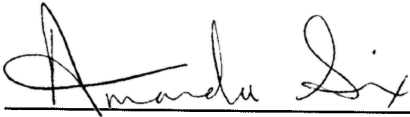
**ADJOURNMENT**

The meeting of the Board of Trustees was adjourned at 1:33 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date 08.21.2024



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

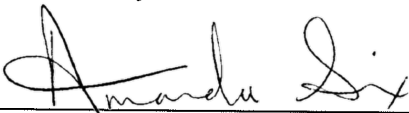
**STEVENS COUNTY RURAL LIBRARY DISTRICT**  
**Board of Trustees Conference Call**  
**July 10, 2024**

The meeting was called to order at 9:02 a.m. by Josie Darst. Present were Josie Darst, Vice-Chair; Joann Caruso, Trustee; Jennifer Miller, Trustee; Jessica Varang, Deputy Director; Janet Eide, Business Manager and Becca Moore, Office Manager. Trustees Sue Poe and Lisa Wolfe, and Library Director Amanda Six were absent from the meeting.

**AGENDA**

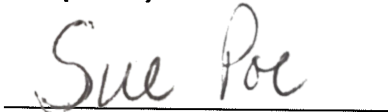
- **OPENING** – Josie welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – Add Providence meeting recap to Discussions.
- **ACTION ITEMS** – none
- **DISCUSSIONS**
  - **July 18<sup>th</sup> – Regular Board Meeting – Agenda Changes** – none
  - **Policies/Procedures** – Trustees did not have any new questions but will review these before the regular meeting.
    - Social Media
    - Reconsideration Form
    - Reconsideration Procedure
  - **10 minute Board training** – No training today.
  - **Legacy Project Providence Fundraising Meeting** – Josie asked for a meeting recap. Amanda is not here to report but can talk about it at the regular meeting. Jennifer shared that she was not a part of the meeting but heard it was very positive.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – Meeting was adjourned at 9:11 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

07.18.2024

Date

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

Submitted By	Month/Year
Amanda Six	2024 June

## District Highlights

I attended a Colville City Council meeting on June 25th to respond to concerns Mayor Jack Smith had regarding an online-author talk that was advertised in our Summer Reading mailer that went to all 26,000 + box-holders in Stevens County. Mayor Smith was concerned that the author "targets vulnerable children." I explained that, as with all constitutionally protected material, the library leaves content-driven choices up to parents and care-givers. Families who feel that the author's discussion does not align with their family's values, would choose not to participate in that author talk. The City Council chose to send a letter of "concern" to the Library District Board.

Submitted By	Month/Year
Jessica Varang	2024 June

## Tech/Educ Highlights

June was rough! I had some health things come up that were preventing some things from getting done. However, I was able to attend a meeting with Welch Construction alongside Amy Browne-Minden and Matt to discuss upcoming reno at CH and NP. It was a great meeting and helped us create some action items and timelines for internal movements. We are sad to see Phil leaving the OAC team, but Cynthia is dynamite and we know nothing will fall through the cracks.

Nellie and Becca were able to take over several of the Capital Campaign materials to provide edits and things for the CC team. Sue Poe is also now the lead on the CC Facebook page. I only provided a few marketing pieces while Nellie was on her honeymoon - she did a wonderful job "stacking" the social media accounts with scheduled content. Nellie and I have a Marketing Summit scheduled for August 5th to go over best practices, color schemes, etc.

The tech Surplus Sale will be held in Colville on August 1 & 2. Loon Lake is VERY excited about this. We tried to do a virtual option but it was getting too cumbersome. We haven't had a sale in years, so there will be a robust list of items for sale.

Submitted By	Month/Year
Anja Johnson	2024 June

## Staff Support Specialist

My June was full of reorg transition support for staff:

-I enjoyed getting to join the programming summit meeting. Jessica, Matt, and Lisa did a great job of collaborating to get the new programming specialists the information they needed to start their new roles well.

-Amanda, the rest of the leadership team, and I had several meetings to see how staffing levels feel across the district now that people are settling into their new roles. We were able to find some good solutions to support staff with their new workloads.

-I've been checking in regularly with staff in new roles to see how things are going, how their stress levels are, and if there is additional support or training that would be helpful.

The WALT chairperson was not available in June, so, as vice-chair, I stepped up and led the WALT (Washington State Library Trainers) meeting. This group has been such a great resource for training and procedure information.

I've been researching L&I heat requirements, which have changed recently. We're almost done with our updated procedure to make sure staff and patrons stay safe and legal in these hot summer months.

# Branch Status Report



Branch	Submitted By	Month/Year
<b>CHEWELAH</b>	Matt	2024 <b>June</b>

## Branch Highlights

(can include stories to share/quotes/tidbits)

We are in the process of getting our building ready for the renovation!! We are excited and ready to go!!

## Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	1,638	Computer Sessions:	232
Avg Daily Visitor Count:	86.21	Length of All Sessions:	142:05:00
Ref Questions:	59	WIFI Stats - Users:	533
Tech Ref Questions:	41	WIFI Stats - Total Data Used:	606.91
Tech Reference - Libby:	11	Volunteer Hours	
Circulation Stats:	3,174	Locker Deliveries @	7
New Library Cards:	27	Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	80	Locker Deliveries @	
TN Kits:	50	Locker Deliveries @	
AD Kits:	50		
<i>Total:</i>	180		

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

## Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							Children/Teen/Adult/General Int
Storytime Week 1:	19			12	31	N	CH
Storytime Week 2: (x2)	12			6	18	N	CH
Storytime Week 3: (x2)	20			10	30	N	CH
Storytime Week 4 (&5): (x2)	21			13	34	N	CH
<b>TOTALS:</b>	72	0	0	41	113		
Tech Help with LOSC Week 1:				1	1	N	AD
Tech Help with LOSC Week 2:				1	1	N	AD
Tech Help with LOSC Week 3:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
<b>TOTALS:</b>	0	0	0	2	2		
Program: Brick Builders	4	4		3	11	N	CH
Program: SRP UnBearable		3	3	8	14	N	GEN
Program: SRP Signing with Success	2	2	1	6	11	N	GEN
Program: Smokey Bear [reshedule]	3	3		5	11	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
<b>TOTALS:</b>	81	12	4	65	162		**Please circle or bold**

# Branch Status Report



Branch	Submitted By	Month/Year
<b>COLVILLE</b>	Lisa Vos	2024 <b>June</b>

## Branch Highlights

(can include stories to share/quotes/tidbits)

One of our regular patrons chatted with me about our old friend from last year who is back. He is unhouseed and has some obvious mental health issues that require patience and discernment to deal with. Our patron congratulated me on how kind and patient we all are to him and everyone. She was happy that there was a place for him to feel safe and accepted. It was a pleasant change from patrons who ask "can't you do something about him?"

One of our usual patrons approached me in the yard and handed me a stack of photos of our flowers she had taken. It's always heart warming to realize that our patrons think of us outside the library walls. She always comments on the flowers when I'm outside.

A family came in to take a homeschool grade level entry test. I was able to set up their younger child with some coloring and games, and get their family set up for testing with headphones. The mother was very appreciative and thanked me many times. They also signed up for a library card and summer reading!

I was able to help a patron calling in for Avista's phone number recognize and avoid a scam. She said "I knew it wasn't right, but it can be so hard to tell. Thank you!"

One of our little wrote us a thank you note with soem nice drawings for all the help we give her

I overheard a patron telling Debbi "The garden looks so good! You can see a lot of hard work there, Debbi"

"Thank you for doing this, this is really the highlight of their day." (take home kits)

## Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	5,014	Computer Sessions:	390
Avg Daily Visitor Count:	264 19 days open	Length of All Sessions:	194.83 hours
Ref Questions:	25	WIFI Stats - Users:	837
Tech Ref Questions:	137	WIFI Stats - Total Data Used:	1250 GB
Tech Reference - Libby:	22	Volunteer Hours	88.6
Circulation Stats:	5,228		
New Library Cards:	52		
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	120	Locker Deliveries @	
TN Kits:		Locker Deliveries @	
AD Kits:	50	Locker Deliveries @	
	Total: 170		

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
<b>ALL PROGRAMS:</b>							Children/Teen/Adult/General Int
Storytime Week 1:	15	3		13	31	Y / N	CH/TN/AD/GEN
Storytime Week 2: (x2)	14			12	26	Y / N	CH/TN/AD/GEN
Storytime Week 3: (x1)	9	6	2	8	25	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5): (x2)	9	4		12	25	Y / N	CH/TN/AD/GEN
<b>TOTALS:</b>	47	13	2	45	107		
Tech Help with LOSC Week 1:				1	1	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				2	2	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:				1	1	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):				1	1	Y / N	CH/TN/AD/GEN
<b>TOTALS:</b>	0	0	0	5	5		
Program: Discoverable: Garbage Garden					35	Y / N	CH/TN/AD/GEN
Program: Scavenger Hunt					35	Y / N	CH/TN/AD/GEN
Program: Book Club				8	8	Y / N	CH/TN/AD/GEN
Program: VR appointments			4		4	Y / N	CH/TN/AD/GEN
Program: Outreach - Parkview (x4)				14	14	Y / N	CH/TN/AD/GEN
Program: Outreach - Buena Vista (x2)				5	5	Y / N	CH/TN/AD/GEN
Program: Dementia Friends				4	4	Y / N	CH/TN/AD/GEN
Program: Signing With Success	1	2	2	5	10	Y / N	CH/TN/AD/GEN
Program: Leave No Trace	2	7	2	4	15	Y / N	CH/TN/AD/GEN
Program: Fourth Fridays Art	20	12	2	18	52	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
<b>TOTALS:</b>	70	34	12	108	294		**Please circle or bold**

# Branch Status Report



Branch	Submitted By	Month/Year
<b>HUNTERS</b>	Riley J. Brunson	2024 <b>June</b>

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

I introduced one of our patrons it Libby this month, she was very excited to learn that she could download books onto her tablet to read them! A patron came in and was having issues with her internet at home, she said that she was so grateful that there was a public library in Hunters, she told me that she has been coming down to the library all week to use the internet. A patron came in to use one of our public computers, she is a regular and comes in at least once a week, she said "I dont know what id do without this place."

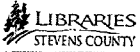
Statistics to Report		Notes:	Notes:
Head Count/Door Count:	102	Computer Sessions:	7
Avg Daily Visitor Count:	13	Length of All Sessions:	264 Min.
Ref Questions:	11	WIFI Stats - Users:	
Tech Ref Questions:	0	WIFI Stats - Total Data Used:	
Tech Reference - Libby:	0	Volunteer Hours	
Circulation Stats:	108	Locker Deliveries @ Hunters	2
New Library Cards:	0	Locker Deliveries @ Gifford	3
		Locker Deliveries @ Fruitland	4
		Locker Deliveries @	
Take Home KITS Given Out:			
CH Kits:	5		
TN Kits:			
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
<i>example: Storytime 1</i>	5	2	0	4	11	Y/N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							Children/Teen/Adult/General Int
Storytime Week 1:					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
<b>TOTALS:</b>	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
<b>TOTALS:</b>	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
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Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
<b>TOTALS:</b>	0	0	0	0	0		<i>**Please circle or bold**</i>



# Branch Status Report



Branch	Submitted By	Month/Year	2024
<b>KETTLE FALLS</b>		<b>June</b>	

## Branch Highlights

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

I signed up about 75 people for summer reading during Town & Country Days. My table was set up next to Marilyn from the FOL Book & Pie sale and we had a nice time chatting in the brief moments between customers. (Melinda)

In Things with Strings we continue to get new faces each week along with a small core group in which there are 3 sisters. Last week they each learned the melody and chords to a song so they can jam and have fun playing together at home. We also had a newbie come with her violin who had taken lessons before, but had not played it for a while, so I was able to get her excited and reinvigorated to pick it up again. We'll see how she's doing this week. (Clifford)

I wrote and received a grant for \$3000 from the Vinson Fund for 20 ukuleles and 10 guitars to go with our new music program. One of the board members from the Fund even came to our program and played a little music with a us! Half of the instruments will be held back to use during the program sessions, the other half will be available for checkout! The Kettle Falls Friends of the Library will buy the instruction books for each instrument. (Melinda)

## Statistics to Report

<b>Head Count/Door Count:</b>	Notes:	19 open days	<b>Computer Sessions:</b>	Notes:
<b>Avg Daily Visitor Count:</b>	91	1724	<b>Length of All Sessions:</b>	
<b>Ref Questions:</b>	114		<b>WIFI Stats - Users:</b>	478
<b>Tech Ref Questions:</b>	48		<b>WIFI Stats - Total Data Used:</b>	463.852953
<b>Tech Reference - Libby:</b>	5		<b>Volunteer Hours</b>	28
<b>Circulation Stats:</b>	1,690		<b>Community service hours</b>	5
<b>New Library Cards:</b>	31			
<b>Take Home KITS Given Out:</b>				
<b>CH Kits: take make</b>	80	80		
<b>TN Kits: STEM</b>				
<b>TN Kits: take create</b>				
<b>AD Kits: take try</b>	25	25		
<b>Total:</b>	105	105		

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

## Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y/N	CH/TN/AD/GEN Children/Teen/ Adult/General Int
<b>ALL PROGRAMS:</b>							
Storytime Week 1:	16			4	20	N	CH
Storytime Week 2:	24			6	30	N	CH
Storytime Week 3:	22			7	29	N	CH
Storytime Week 4 (&5):	24			6	30	N	CH
<b>TOTALS:</b>	<b>86</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>109</b>		
Tech Help with LOSC Week 1:					0	N	Gen
Tech Help with LOSC Week 2:	1				1	N	Gen
Tech Help with LOSC Week 3:					0	N	Gen
Tech Help with LOSC Week 4 (&5):					0	N	Gen
<b>TOTALS:</b>	<b>1</b>				<b>1</b>		
Music 6/5	1	4	4	5	14	N	Gen
Music 6/12	1	3	4	4	12	N	Gen
Music 6/26	1	5	6	4	16	N	Gen
Writers group 6/13				4	4	N	AD
ASL 6/27	5	4	5	8	22	N	Gen
<b>TOTALS:</b>	<b>95</b>	<b>16</b>	<b>19</b>	<b>48</b>	<b>178</b>		<b>**Please circle or bold**</b>

# Branch Status Report



Branch	Submitted By	Month/Year	2024
<b>LAKESIDE</b>	Amanda Smith	<b>June</b>	

## Branch Highlights

(can include stories to share/quotes/tidbits)

One of our patrons picked up some take'n'make kits to take along for her grandkids to complete on their tropical family vacation. She said they were so excited because there were turtles everywhere on the beach and making the "Friendly Pet Turtle" was even more special to the kids.

A patron brought in a brand new Kindle paperwhite so she could start to use Libby. Brooke spent time helping her set up her new device and making sure she knew how to use it. The patron was incredibly grateful as she left. The next day, the patron left a very complimentary note in a book she returned, thanking Brooke for taking the time to help her get set up and she was excited to let us know that she was now able to use Libby!

## Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	1,261	Computer Sessions:	76
Avg Daily Visitor Count:	66	Length of All Sessions:	24:59:00
Ref Questions:	59	WIFI Stats - Users:	200
Tech Ref Questions:	36	WIFI Stats - Total Data Used:	282.247731
Tech Reference - Libby:	12	Volunteer Hours	10
Circulation Stats:	2,644		
New Library Cards:	24		
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits:	55	Locker Deliveries @	
TN Kits:	55	Locker Deliveries @	
AD Kits:	20	Locker Deliveries @	
<i>Total:</i>	130		

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
<b>ALL PROGRAMS:</b>							Children/Teen/Adult/General Int
Storytime Week 1:	15	3	0	12	30	Y / N	CH/TN/AD/GEN
Storytime Week 2:	3	11	0	11	25	Y / N	CH/TN/AD/GEN
Storytime Week 3:	-	-	-	-	0	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	14	2	0	9	25	Y / N	CH/TN/AD/GEN
<b>TOTALS:</b>	32	16	0	32	80		
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
<b>TOTALS:</b>	0	0	0	0	0		
Program: Signing with Success	3	6	4	12	25	Y / N	CH/TN/AD/GEN
Program: Leave No Trace	0	8	0	8	16	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
Program:					0	Y / N	CH/TN/AD/GEN
<b>TOTALS:</b>	35	30	4	52	121		**Please circle or bold**

# Branch Status Report



Branch	Submitted By	Month/Year	2024
<b>LOON LAKE</b>		<b>June</b>	

## Branch Highlights

(can include stories to share/quotes/tidbits)

Kudos to Elisha from Kristy, who says she "jumped in with both feet on a crazy Monday at a new location with no hesitation". We also had several patrons come in and say, "this is such a cute library!" Many of our patrons are becoming more and more about the new library.

## Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	676	Computer Sessions:	76
Avg Daily Visitor Count:		Length of All Sessions:	38.56
Ref Questions:	137	WIFI Stats - Users:	155
Tech Ref Questions:	69	WIFI Stats - Total Data Used:	327.523849
Tech Reference - Libby:	2	Volunteer Hours	
Circulation Stats:	1,829	Locker Deliveries @ Loon Lake	6
New Library Cards:	44	Locker Deliveries @ Springdale	1
		Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
CH Kits: Friendly Pet Turtle	40		
TN Kits: Upcycled Paracord Bracelet	20		
AD Kits: Take N Try Hike & Create	20		
<i>Total:</i>	80		

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

## Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							Children/Teen/ Adult/General Int
Storytime Week 1:	8	3		4	15	Y / N	CH/TN/AD/GEN
Storytime Week 2:	6	5		4	15	Y / N	CH/TN/AD/GEN
Storytime Week 3:	2			1	3	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	2	1		2	5	Y / N	CH/TN/AD/GEN
<b>TOTALS:</b>	18	9	0	11	38		
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
<b>TOTALS:</b>	0	0	0	0	0		
Program: Dementia Program				0	0	Y / N	CH/TN/AD/GEN
Program: Signing with Success	3	7		6	16	Y / N	CH/TN/AD/GEN
Program: Loon Lake Book Club				6	6	Y / N	CH/TN/AD/GEN
Program: Bear Safety	2	10	4	9	25	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
<b>TOTALS:</b>	23	26	4	32	85		<b>**Please circle or bold**</b>

# Branch Status Report



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

Wright has been corresponding with Canadian author Michael Cone of Nelson B.C., who was looking for any information on sternwheelers (a type of steamboat) that plied the Columbia in the late 1800's. We had some books with excellent information in our collection, that were scanned and sent to him. He recently finished his article, "The Ill-fated Sternwheeler Columbia", and sent us the PDF. A patron of ours has been researching the Chinese history of Northport, possibly to write his own book; he read the article and the two have now connected to share some rare historical photos. Anyone interested in reading the article can get it from Wright.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	239		Computer Sessions: 48
Avg Daily Visitor Count:	19.92 12 Days Open		Length of All Sessions: 43:54:00
Ref Questions:	36		WIFI Stats - Users: 51
Tech Ref Questions:	18		WIFI Stats - Total Data Used: 39.96
Tech Reference - Libby:	2		WIFI O.C. - Users: 63
Circulation Stats:	342		WIFI O.C. - DATA: 27.2
New Library Cards:	4		
Take Home KITS Given Out:			Locker Deliveries @ 19 O.C.
CH Kits:	10		Locker Deliveries @ 2 ECHO
TN Kits:			Locker Deliveries @
AD Kits:	5		Locker Deliveries @
	<i>Total:</i> 15		

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

Program Specific Stats	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
<b>ALL PROGRAMS:</b>							Children/Teen/Adult/General Int
Storytime Week 1: O.C. 6/12/24		15		3	18	Y	CH
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
<b>TOTALS:</b>	0	15	0	3	18		
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
<b>TOTALS:</b>	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
<b>TOTALS:</b>	0	15	0	3	18		<b>**Please circle or bold**</b>