STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
August 21, 2024
Hunters Library

Chair Sue Poe called the regular meeting of the Stevens County Rural Library District Board of Trustees to order at 10:11 am. In attendance were Sue Poe, Chair; Josie Darst, Vice-Chair; Joann Caruso, Trustee; Lisa Wolfe, Trustee; Jennifer Miller, Trustee (via Zoom); Amanda Six, District Director; Jessica Varang, Deputy Director; Janet Eide, Business Manager and Becca Moore, Office Manager were also present.

VISITORS – none

GREETINGS – Sue welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – none

ACTION ITEMS
(1) The minutes from the Board of Trustees Regular Meeting of July 18, 2024, were reviewed.
(2) The minutes from the Board of Trustees Conference Call of August 7, 2024, were reviewed.
(3) The following vouchers and warrants were approved for payment:
   Accounts Payable 7/10/24-8/7/24 - 71 Vouchers total $68,970.02.
   Payroll Warrants July 2024 – 34 Direct Deposits for a total of $105,098.09.
(4) Detailed Revenue & Budget Status Reports for July 2024.
(5) The Director's July 2024 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.
   Motion made: Josie
   Motion seconded: Lisa
   All in favor: Unanimous

UNFINISHED BUSINESS
(1) **Building Project Updates & Snapshot** –
   a. Report from OAC (during public comment) – No report from OAC today because the district's regularly scheduled meeting with OAC is held on Thursdays.
   b. 21-2023 – Loon Lake, Colville, Chewelah, and Northport – The asbestos abatement and mold cleanup are finished today. City of Chewelah's insurance should cover the cost of mold removal and clean-up due to the fact that their sprinklers caused the damage. This has caused at least a 2 week delay in the schedule.
   c. 2023-2025 – Hunters – Though the Trustees were hoping for some public to join the meeting today we did not have any. Group discussed the possibility of sharing a space with other entities like NEWA or a clinic etc. Talking to Desiree Sweeney is a good idea. Also, talked about hosting a public information meeting in Hunters. Riley encouraged us to reach out to John Steele about a donation or low cost sale of land. Trustees discussed several ideas about land, location and the best way to move forward.

(2) **Advocacy to State Legislature** – We reached out to Senator Short's office to request a meeting, heard back requesting future meeting dates, responded with those dates and are waiting for a reply. Becca will send a follow up email.

(3) **Capital Campaign/Legacy Project** – Amanda shared that after the meeting yesterday the brochure is ready to share. Debra Hansen is working on a press release. Tomorrow at the Loon Lake Library Groundbreaking, the Legacy Campaign kickoff will be announced. The committee is working on contacting and meeting with large donors – currently Innovia and STCU.

(4) **Staff Reorganization** – Amanda shared that the District has received a couple of Public Records Requests. We are working with our lawyer to handle these requests. One of the requests has required involvement of all staff and having Anja as the Staff Support Specialist has been a great asset. Meghan has done a great job with fair season, across the county, as the Community Outreach Specialist. It has been so beneficial to have one person coordinating efforts!

(5) **Retool Library Director's Evaluation/Staff Survey** – Joann and Josie talked to Jeanne Williams from the State Library. Jeanne shared some great information and said she thinks our way of evaluating looks good. The Trustees agreed that the current "all staff survey" should just be sent to the Management Team with a few suggested changes. The hope with sending to the Management Team is that it will limit the "n/a" responses of staff who do not work directly with the Director. Jeanne shared some questions that Anja could potentially use for her ongoing reorg surveys. Becca will send Jennifer the question edits for survey monkey and Jennifer will send the link back to Becca. Becca will send the email to the Management Team September 5th. Becca emailed Trustees the meeting ground rules, created by Rick Moore. Becca will talk to Anja about sharing data from her reorg survey with Trustees for the staff information part of their Director Evaluations before their evaluations go out. Anja does not need to include names and identifying specifics can be omitted.

(6) **Policy/Procedure Review**
- <u>Public Comment Policy</u> – Trustees discussed edits and additions. This policy will be called Public Participation at Library Board Meetings. Trustees would like to add a sentence to their bylaws referencing this new policy. Becca and Amanda will add the suggested edits and send to the Trustees for review at least a week before the September Conference Call for possible approval on the call.

Motion made to accept Policy 0034 Public Participation at Library Board Meetings.
    Motion made: Lisa
    Motion seconded: Jennifer
    All in favor: Unanimous

NEW BUSINESS
(1) **New Loon Lake Library Bids** – Trustees discussed the bids and draft contract and called for a vote. By law we are required to go with the lowest bid, unless there are extenuating circumstances, and there were not. In total we had 9 bids. The lowest bid came from Darden Enterprises. We have 45 days to accept bid alternates. We have decided to wait on the alternates until we raise more funds.

Motion made to accept the base bid with Darden for the new Loon Lake Library.
    Motion made: Lisa
    Motion seconded: Joann
    All in favor: Unanimous

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

    a. **Library Happenings (attached)**

    b. **Statistics and Reporting**

(2)   **Trustee/Liaison Report:** Lisa shared that 395 Coffee approached her about fundraising for the Friends groups and Foundation. They would create a line of coffee that would be sold and Friends would get 20% of the profits. Kettle Falls Friends are hosting a yard sale and cake sale September 21st.

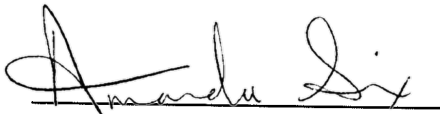**(3)**   **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:41 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date 9.19.24

Amanda Six, Secretary, SCRLD

Sue Poe, Board Chair

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
August 7, 2024

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; Jennifer Miller, Trustee; Lisa Wolfe, Trustee; Amanda Six, Library Director; Jessica Varang, Deputy Director; Janet Eide, Business Manager and Becca Moore, Office Manager.

AGENDA

o **OPENING** – Sue welcomed everyone.

o **PUBLIC COMMENT** – none

o **AGENDA CHANGES** – none

o **ACTION ITEMS** – none

o **DISCUSSIONS**

- **August 21st – Regular Board Meeting – Agenda Changes** – none
- **Policies/Procedures –**
    - Social Media – Trustees discussed edits to the draft and called for a vote.

    Motion made to accept Policy 0033 Social Media.
    Motion made: Josie
    Motion seconded: Joann
    All in favor: 4
    Nay: 1
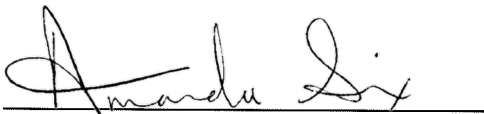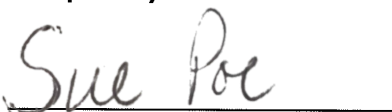
    - Public Comment Policy (previously Board Meetings Policy) - Trustees will review the draft and make comments and suggested edits before the regular meeting.

- **10 minute Board training** – No training today.
- Amanda shared an update on the Chewelah renovation project. Asbestos was found in the floor tiles and most recently black mold was also found on some lower parts of walls. The black mold is believed to have been caused by the City sprinklers leaking through the wall. Luckily, we have the bookmobile and were able to move all library materials into the City of Chewelah's Civic Center. Staff are working out of the civic center and the bookmobile and are offering regular hours.

o **NEW BUSINESS** – none

o **ADJOURNMENT** – Meeting was adjourned at 9:39 am.

Respectfully submitted:

Amanda Six, Secretary, SCRLD

Accepted By:

Sue Poe, Board Chair   8.21.24

                                  Date

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

Submitted By	Month/Year	2024
Amanda Six	July	

District Highlights

Construction at Chewelah got underway, despite some setbacks with asbestos and black mold. Staff have also been addressing some public records requests over the past month.

Submitted By	Month/Year	2024
Jessica Varang	July	

Tech/Educ Highlights

Submitted By	Month/Year	2024
Anja Johnson	July	

Staff Support Specialist

July included a lot of varied staff support projects including:
-Coordinating training for Brooke and Matt to take an ALA collection development course. After the course is finished, they plan to create an LOSC-specific training on collection development to share with the management team.
-Providing support during a situation with a patron experiencing a mental health crisis.
-Continuing to help staff get resources and support as they settle into their new roles.
-Helping Becca establish the evaluation responsibility chart.
-Working on the Fall All-Staff Safety Training Day. We're still solidifying the date, but it will be held in the newly remodeled Chewelah Library!
-Working on the district-wide Standard Operating Procedure document
-I also spent some time out of the office this month.

Branch Status Report

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

LIBRARIES STEVENS COUNTY

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

The remodel is under way! We had to move out of the library 8/1 & 8/2 for Asbestos abatement. The CH staff is getting settled in with the bookmobile and figuring growing pains for the remainder of the remodel.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	1,615		Computer Sessions: N/A	
Avg Daily Visitor Count:	80.75		Length of All Sessions: N/A	
			WIFI Stats - Users:	523
Ref Questions:	65		WIFI Stats - Total Data Used:	839.7
Tech Ref Questions:	57			
Tech Reference - Libby:	7		Volunteer Hours	
Circulation Stats:	3,128			
New Library Cards:	36			
			Locker Deliveries @ Addy 3	
Take Home KITS Given Out:			Locker Deliveries @	
CH Kits:	60		Locker Deliveries @	
TN Kits:	40		Locker Deliveries @	
AD Kits:				
Total:	100			

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: 7/2/24	22			12	34	N	CH
Storytime Week 2: 7/9/24	6			5	11	N	CH
Storytime Week 3: 7/16/24	cancelled				0	Y / N	CH/TN/AD/GEN
Storytime Week 4: 7/23/24 &7/30/24	38			25	63	N	CH
TOTALS:	66	0	0	42	108	N	CH
Tech Help with LOSC Week 1: 7/31/24				3	3	N	AD
Tech Help with LOSC Week 2: 7/17/24				3	3	N	AD
Tech Help with LOSC Week 3: 7/24/24				3	3	N	AD
Tech Help with LOSC Week 4:					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	9	9		
Program: Brick Builders	2	3		2	7	N	CH
Program: Forest Discovery	2	1	1	4	8	N	GEN
Program: Leave no Trace	2	4		2	8	N	GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	72	8	1	59	140		**Please circle or bold**

Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

"Hopefully, you can eliminate the stench in the lavitory" Us too, patron, us too!

A corndog was found in the bookdrop this morning. It gave us all a good laugh

A couple came in and made a point of telling Riley and I that they were happy that the library is an inclusive place that welcomes all and that they support ALL our programming regardless of gender, color etc of the author, or topic. They apparently heard something about the resistance we are getting from city hall. I've never seen them before and they were bringing national geographics for the mag rack. Nice people.

"You've been an oasis to many people in the community. We are thankful you are here" I overheard a patron saying to front desk staff.

Patron came in and said how awesome we are and that she read the article in the newspaper about the city trying to censor our programming. She said "don't take it to heart, it's not you, it's them"

A young mom and her savyyy 12 year old daughter came in for library cards. Mom was a patron a long time ago—her original card expired in 2012. I loved waiving the fines from when she was a youth and seeing how excited her daughter was to have a card!!! Hurray

Statistics to Report

		Notes:				Notes:
Head Count/Door Count:	6,032			Computer Sessions:	530	
Avg Daily Visitor Count:	287.2	21 days open		Length of All Sessions:	283.33 hours	
				WIFI Stats - Users:	889	
Ref Questions:	19			WIFI Stats - Total Data Used:	1076.4 GB	
Tech Ref Questions:	115					
Tech Reference - Libby:	32			Volunteer Hours	102.45	
Circulation Stats:	6,518					
New Library Cards:	43					
				Locker Deliveries @		
Take Home KITS Given Out:				Locker Deliveries @		
CH Kits:	120			Locker Deliveries @		
TN Kits:	90			Locker Deliveries @		
AD Kits:	0					
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:	7	5		6	18	Y / N	CH/TN/AD/GEN
Storytime Week 2: (x2)	10	3		6	19	Y / N	CH/TN/AD/GEN
Storytime Week 3: (x2)	18	8		11	37	Y / N	CH/TN/AD/GEN
Storytime Week 4: (x2)	8	6		7	21	Y / N	CH/TN/AD/GEN
TOTALS:	43	22	0	30	95		
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:					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program: Discoverable: Scraps Weaving					40	Y / N	CH/TN/AD/GEN
Program: Scavenger Hunt: Plants					20	Y / N	CH/TN/AD/GEN
Program: Book Club				8	8	Y / N	CH/TN/AD/GEN
Program: VR appointments			3		3	Y / N	CH/TN/AD/GEN
Program: 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: Forest Discovery	2	3		5	10	Y / N	CH/TN/AD/GEN
Program: UnBEARable	12	13	2	27	54	Y / N	CH/TN/AD/GEN
Program: Fourth Fridays Family Art	5	7	3	6	21	Y / N	CH/TN/AD/GEN
Program: Dementia Friends					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:	62	45	8	95	270	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2024
HUNTERS		**July**	

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

I had a patron come in wanting to work on a tech problem, I was able to set her up on one of our public compuers and help her resolve her tech issues, she was very thankful.   One of our regular patrons came in and needed to type up a letter, she wanted to let me know that she was so happy we had a computer that she could use.   One patron came in needing help to make a flyer for a lost dog that she found, I was able to quickly type up a flyer and add a photo of the dog. The patron was so happy to have a flyer that she could post.

Statistics to Report

		Notes:				Notes:
Head Count/Door Count:	106			Computer Sessions:	9	
Avg Daily Visitor Count:	13	Only open 8 days.		Length of All Sessions:	300 Minutes	
				WIFI Stats - Users:		
Ref Questions:	9			WIFI Stats - Total Data Used:		
Tech Ref Questions:	0					
Tech Reference - Libby:	0			Volunteer Hours		
Circulation Stats:	144					
New Library Cards:	1					
				Locker Deliveries @ Hunters		
				Locker Deliveries @ Gifford	7	
Take Home KITS Given Out:				Locker Deliveries @ Fruitland	10	
CH Kits:	5			Locker Deliveries @		
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
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: (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:					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		***Please circle or bold***

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year 2024
KETTLE FALLS	mfk	**JULY**

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

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	1924 21 open days		Computer Sessions:	567
Avg Daily Visitor Count:	92		Length of All Sessions:	371.59
			WIFI Stats - Users:	342
Ref Questions:	98		WIFI Stats - Total Data Used:	399.8568
Tech Ref Questions:	56			
Tech Reference - Libby:	8		Volunteer Hours	29
Circulation Stats:	2,067		Community service hours	8.5
New Library Cards:	17			
			Locker Deliveries @	
Take Home KITS Given Out:			Locker Deliveries @	
CH Kits: taken make	78	80	Locker Deliveries @	
TN Kits: taken create	58	60	Locker Deliveries @	
TN STEM:	69	70		
AD Kits:	-	-		
Total:				

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1:	18			8	26	N	CH
Storytime Week 2:	18			6	24	N	CH
Storytime Week 3:	24			9	33	N	CH
Storytime Week 4 (&5):	48			18	66	N	CH
TOTALS:	108	0	0	41	149		
Tech Help with LOSC Week 1:					0	N	GEN
Tech Help with LOSC Week 2:					0	N	GEN
Tech Help with LOSC Week 3:					0	N	GEN
Tech Help with LOSC Week 4 (&5):				1	1	N	GEN
TOTALS:	0	0	0	1	1		
Program: music 7/3		7	4	4	15	N	CH
Program: music 7/10		8	8	5	21	N	CH
Program: music 7/17		5	4	3	12	N	CH
Program: music 7/24		3	3	3	9	N	CH
Program: music 7/31		5	7	4	16	N	CH
Program: unbearable 7/11	3	6		5	14	N	CH
Program: writers group 7/11			1	3	4	N	AD
Program: forest discovery 7/24		11	3	6	20	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
TOTALS:	111	45	30	75	261		***Please circle or bold***

Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

The Lakeside branch assembled and delivered 100 goodie bags for the local Kindergarten Experience. This is done as a partnership between the Lakeside Library branch, Friends of the Lakeside Library and our two local elementary schools to encourage kids (especially our storytime kids who are starting kindergarten) in their new adventure. The goodie bags include bookmarks, a box of crayons, a "ready for kindergarten" reading list, a library card application, and of course a book! (all items donated by Friends of the Lakeside Library).

Statistics to Report

		Notes:				Notes:
Head Count/Door Count:	1,726			Computer Sessions:	80	
Avg Daily Visitor Count:	82			Length of All Sessions:	40:01:00	
				WIFI Stats - Users:	183	
Ref Questions:	42			WIFI Stats - Total Data Used:	144.573379	
Tech Ref Questions:	25					
Tech Reference - Libby:	12			Volunteer Hours	9	
Circulation Stats:	3,319					
New Library Cards:	17					
				Locker Deliveries @		
Take Home KITS Given Out:				Locker Deliveries @		
CH Kits:	80			Locker Deliveries @		
TN Kits:	55			Locker Deliveries @		
AD Kits:						
Total:	135					

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:	15	4	0	8	27	Y / N	CH/TN/AD/GEN
Storytime Week 2:	7	4	0	6	17	Y / N	CH/TN/AD/GEN
Storytime Week 3:	5	2	0	5	12	Y / N	CH/TN/AD/GEN
Storytime Week 4:	17	5	0	12	34	Y / N	CH/TN/AD/GEN
TOTALS:	44	15	0	31	90		
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:					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program: Forest Discovery	0	6	0	5	11	Y / N	CH/TN/AD/**GEN**
Program: Bear Safety	0	2	0	1	3	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	44	23	0	37	104		***Please circle or bold***

Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

One patron came in and said that she loves the library and one of her friend's daughters loved the SA bags we are giving out this year and said her mom never takes her to the library so she gave the bag to the little girl who hopes to make it to the library sometime.

We had several children very excited to earn their Junior Ranger badges from the National Park Service.

We have had quite a few families this month come in and tell us how excited they are that we have the Take N Makes and the STEM Kits. They say they always look forward to seeing what crafts will come out the next month.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	887		Computer Sessions:	93
Avg Daily Visitor Count:	52		Length of All Sessions:	43.41
			WIFI Stats - Users:	183
Ref Questions:	147		WIFI Stats - Total Data Used:	451.335307
Tech Ref Questions:	80			
Tech Reference - Libby:	8		Volunteer Hours	
Circulation Stats:	1,877			
New Library Cards:	26			
			Locker Deliveries @ Loon Lake	8
Take Home KITS Given Out:			Locker Deliveries @ Springdale	7
CH Kits: Snails	40		Locker Deliveries @	
TN Kits: DYI Solar Oven	40		Locker Deliveries @	
AD Kits:				
Total:	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
example: Storytime 1	*5*	*2*	*0*	*4*	*11*	*Y / N*	*CH/TN/AD/GEN*
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1: No Storytime, 4th of July					0	Y / N	CH/TN/AD/GEN
Storytime Week 2:	10	4		4	18	Y / N	CH/TN/AD/GEN
Storytime Week 3:	10	7		5	22	Y / N	CH/TN/AD/GEN
Storytime Week 4:					0	Y / N	CH/TN/AD/GEN
TOTALS:	20	11	0	9	40		
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:					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program: Dementia Program					0	Y / N	CH/TN/AD/GEN
Program: Forest Discover	2	9		4	15	Y / N	CH/TN/AD/GEN
Program: NPS Leave no Trace		4		2	6	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	22	24	0	15	61		**Please circle or bold**

Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

We had a number of Pacific NorthwestTrail hikers come in to use our facility this month, some enjoyed the picnic table, water faucet, and solar charger outside as well. People have been coming in to escape the heat, and have expressed thankfulness for our air-conditioned space. The two programs this month were well-attended and enjoyed by children and adults alike.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	263		Computer Sessions:	52
Avg Daily Visitor Count:	24 11 Days Open		Length of All Sessions:	60:17:00
			WIFI Stats - Users:	52
Ref Questions:	33		WIFI Stats - Total Data Used:	71.84
Tech Ref Questions:	11		WIFI O.C. - Users:	57
Tech Reference - Libby:	3		WIFI O.C. - DATA:	16.04
Circulation Stats:	495			
New Library Cards:	2			
			Locker Deliveries @ O.C	21
Take Home KITS Given Out:			Locker Deliveries @ Echo/Evans	26
CH Kits: take n make	10		Locker Deliveries @	
TN Kits: take n create	5		Locker Deliveries @	
AD Kits: TN Stem:	27			
Total:	42			

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: (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:					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program: 7/12/24 Leave No Trace		9		3	12	Y / N	GEN
Program: 7/23/24 Forest Discovery		7		6	13	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
TOTALS:	0	16	0	9	25		**Please circle or bold**