

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
September 19, 2024
Lakeside Library

Vice-Chair Josie Darst called the regular meeting of the Stevens County Rural Library District Board of Trustees to order at 10:00 am. In attendance were Josie Darst, Vice-Chair; Joann Caruso, Trustee; Lisa Wolfe, Trustee (via Zoom); Jennifer Miller, Trustee (via Zoom); Amanda Six, District Director; Jessica Varang, Deputy Director; Janet Eide, Business Manager and Becca Moore, Office Manager (via Zoom) were also present. Chair Sue Poe was absent from the meeting.

VISITORS – Senator Shelly Short joined the meeting via Zoom. Cynthia Balzarini and Jeff Jurgensen from OAC joined the meeting at 10:45 via Zoom.

GREETINGS – Josie welcomed everyone.

PUBLIC COMMENT – Senator Short listened and shared feedback on Advocacy to State Legislature (Unfinished Business #2). Cynthia 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 August 21, 2024, were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of September 11, 2024, were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 8/14/24-9/3/24 - 47 Vouchers total \$153,347.73.
Payroll Warrants August 2024 – 34 Direct Deposits for a total of \$103,144.49.
- (4) Detailed Revenue & Budget Status Reports for August 2024.
- (5) The Director’s August 2024 timesheets and accumulated vacation & sick hours were reviewed.

Motion made to accept the Consent Agenda.

Motion made: Joann

Motion seconded: Lisa

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Building Project Updates & Snapshot** –
 - a. Report from OAC (during public comment) – Cynthia shared some updates. Chewelah hopes to be completed by the “end of the month”. Northport will start after the Chewelah carpet comes in and Northport ramp arrives. Joann asked if the floor plan for Loon Lake had been reconsidered with the addition of a staff bathroom and additional exit from the admin office. Amanda shared that Amy is working on that change order to be added.
 - b. 21-2023 – Loon Lake, Colville, Chewelah, and Northport – No updates for Colville this month.
 - c. 2023-2025 – Hunters – No updates for Hunters this month. Lisa recommends contacting the suggested Hunters folks and possibly using the Capital Campaign Committee to help.
- (2) **Advocacy to State Legislature** – Senator Shelly Short joined the meeting. Amanda shared information and a thank you with Senator Short about our Library Capital Improvement Program (LCIP) grants, and CDBG funds that came through the Washington State Department of Commerce for facility improvements. Senator Short would like to have a follow-up conversation with Amanda regarding digital equity and funding in eastern Washington. Amanda shared a presentation to talk about the 1%

Property Tax Cap for Small Taxing Districts. Senator Short had previously shared information about an increase to 3% tripling taxes for constituents. Amanda explained how increasing from 1 % to 3% still results in a decrease in taxes from 2023 to 2024. Amanda presented a graph showing the math for assessed value, increases of 1% vs 3%, combined with the levy rate. Senator Short expressed her caution when it comes to taxing property. She would like to look at the document Amanda created and investigate further. Senator Short asked how many library districts there are statewide. Lisa also shared her thoughts about how the 1% increase we currently receive does not even cover the inflation of benefits. Senator Short asked what we would need to fully fund the library. Lisa would like to share that with her and asked Amanda to put a pen to paper to explain the details. Senator Short doesn't want small libraries to lose access. Library Districts are different than City Libraries. About 50-52 library systems in Washington include both districts and cities through partnerships and inter-local agreements. Amanda will get exact details. Libraries are serving more people now, in part to rapid change of technology and growth in rural areas. Amanda discussed the North Central Tech Alliance and will send that info to Senator Short, along with communications with the Office of Equity. Amanda also touched on Public Records Requests and the burden it has recently been on Library Districts. House Bill 2307 - better guardrails are needed to help with efficiency and validity of requests. Senator Short thanked the Board for what they are doing in Stevens County. Amanda will follow up with Senator Short after her Director's Retreat. Set up another meeting after the Director's Meeting – could even be just Amanda.

- (3) **Capital Campaign/Legacy Project** – Debra Hansen and Catharine Whitby have applied for funds from Avista. Legacy Project Brochures are circulating. The Capital Campaign Committee will resume their monthly meetings in October. Lisa would like to make sure that the branches without building projects going on also have a wish list for Capital Campaign Funds. Jessica shared that the library district has plans for new collections and furniture etc for those branches as raised funds allow. Lisa is concerned that is not being advertised by the Capital Campaign. Amanda reiterated that any ideas or concerns should be shared with the Capital Campaign Committee.
- (4) **Staff Reorganization** – Amanda shared that things are going well! There are growing pains as new responsibilities are learned but we notice that previous gaps we weren't necessarily aware of are being filled.
- (5) **Policy/Procedure Review**
 - 0029 Public Records Policy Draft – Trustees discussed edits and additions.

Motion made to accept Policy 0029 Public Records policy as amended.

Motion made: Lisa

Motion seconded: Joann

All in favor: Unanimous

NEW BUSINESS

- (1) **Resolution #03-2024 A Resolution to Declare Public Disclosure Indexing as Unduly Burdensome as Required by RCW 42.56** – Trustees discussed and called for a vote.

Motion made to accept Resolution #03-2024.

Motion made: Joann

Motion seconded: Lisa

All in favor: Unanimous

- (2) **Resolution #04-2024 A Resolution Relating to Charging Fees for Public Records** – Trustees discussed and called for a vote.

Motion made to accept Resolution #04-2024.

Motion made: Lisa

Motion seconded: Joann

All in favor: Unanimous

- (3) **2025 Draft Budget** – Amanda shared the first draft of the 2025 Budget. Trustees asked questions and discussed the draft. Amanda and Janet will bring back a balanced budget in October for the Public Meeting.

REPORTS

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

a. **Library Happenings (attached)**

b. **Statistics and Reporting**

- (2) **Trustee/Liaison Report:** Lisa reported that the Kettle Falls City Advisory Board now has a third member. Lisa applied for a couple of grants to fund after-school snacks for Kettle Falls students at the Library. They received a \$2,000 grant from STCU. Yard and cake sale is this weekend. Deer Park Library Friends opened their storage shed to other local Friends Groups to come pick up books. Lisa talked to John (?) more about the coffee fundraiser. Workday in the courtyard at Kettle Falls coming up. Lakeside Friends have their booksale this weekend.

- (3) **Others:** none

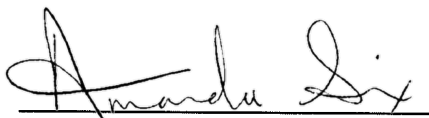
ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:54 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date 10.17.24



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
September 11, 2024

The meeting was called to order at 9:02 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

- **OPENING** – Sue welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS**
 - **Board Bylaws** – Trustees discussed the suggested edits and additions to the current Board Bylaws.

Motion made to accept the Board Bylaws as amended.

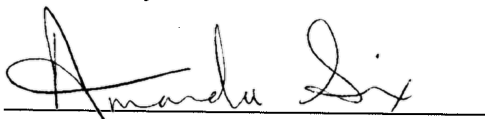
Motion made: Josie

Motion seconded: Joann

All in favor: Unanimous


- **0029 Public Records Policy Draft** – Amanda shared the current policy with some suggested additions and edits. Trustees will review before the regular board meeting on September 19, 2024.
- **DISCUSSIONS**
 - **September 19th – Regular Board Meeting – Agenda Changes** – none
 - **State Board training** – The Office of the Attorney General of Washington requires Trustees to complete Open Government Training. Becca will send an email with the link for the training and asking Trustees to complete the training by the beginning of December 2024.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – Meeting was adjourned at 9:28 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

9.19.24

Date

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

Submitted By	Month/Year
Amanda Six	2024 August

District Highlights

The library facility projects have been making a lot of momentum: bids were opened for Loon Lake (13 companies applied!) and Dardan Construction was awarded the bid. Chewelah encountered both black mold and asbestos and the abatement of those stalled the project by nearly a month. Northport will now start in September. I've been working with the Office of Equity and the Washington State Library to apply for a digital equity grant from NTIA. The goal is to create a tech alliance with all of the libraries in far-eastern Washington State. We have also been busy this month with public record requests.

Submitted By	Month/Year
Jessica Varang	2024 August

Tech/Educ Highlights

August was busy - the highlights were: 1) ExBabylon was able to wrap up two of three lingering issues - hurray! Casey, our technician that comes onsite, is learning our system and doing much better understanding and communicating library needs/requests now that he is almost a year into the job. Libraries are much more complex than we are given credit for - and that definitely includes the technology! 2) Outreach was BUSY in August, with at least 1-2 events every weekend and 3 additional during the week. Meghan is doing a great job coordinating and has created (alongside Becca!) some nice displays to have consistent information across the county. 3) Programming Specialists are taking the lead on their duties, with Summer Reading ending. They have plans for table-top role playing games, a special handbell storytime with the famous Sue Poe, some canning classes from WSU, and several passive programs (such as voter registration). They are feeling more confident in their roles, but also understanding the demands of being a specialist. 4) Marketing has been going well! Please feel free to go see the great graphics and design elements (as well as all the programs and library features!) 5) Some changes are being made to our Envisionware software, which is the PC control software that allows patrons to log into a computer with their library card and allows staff to monitor available computers, messaging, etc. 6) Most important are the important pieces of progress for Chewelah and Loon Lake building projects. Chewelah has abated, removed drywall, and began construction on the interior, including framing of the new meeting space and the janitorial closet, finalized cabinetry for the circulation desk with Amy, and have updated electrical in several areas. For Loon Lake, we selected a bid, hosted the groundbreaking, and celebrated! Amy from Design West has been SO wonderful throughout this process.

Submitted By	Month/Year
Anja Johnson	2024 August

Staff Support Specialist

-I've been working on finding what safety trainings are required and how often we need to do them. I'm working on creating a two-year safety training schedule. The goal is to make sure staff are supported and prepared to confidently navigate any job hazard and also for us to document that we are complying with all regulations. As part of this project, I finalized and shared our new heat safety procedures to make us compliant with L&I and OSHA regulations.

-We had a WALT meeting in August. Once again, this was such a helpful opportunity to find new resources and brainstorm training ideas with other library trainers across the state.

-I'm continuing to work on the district-wide standard operating procedure (SOP) project. This is a slowly-but-surely project. On the same topic of cohesive standards (and in response to a staff request), I created a "phone phrases for difficult conversations" document.

-I found out my SHRM membership gives me free membership to their local chapter, INSHRM. I joined and attended a helpful webinar on Workplace Mental Health and the Role of Managers and Supervisors.

-I assisted the leadership team on the PRR project. Becca and I traveled to each of the branches together on the day we announced the records request to all staff. We explained the process and took time to answer any questions. We also tried to soften any potential stress by bringing donuts. :) Staff seemed to appreciate the visits. I think this was a helpful way to head off potential panic spirals at the pass.

Branch Status Report



Branch	Submitted By	Month/Year
CHEWELAH	Matt	2024 August

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

On August 5h and 6th we closed the library to move completely out of the building due to asbestos abatement we had to do. We moved all of our materials into the Chewelah Civic Center and into our Bookmobile. While this has for sure has required lots of adjusting on ours and our patrons part, we are making the best of the situation. Lindsey brought her walkie talkies here to help with communcations between bookmobile and civic center, Lindsey and Sarah made a quick video for social media showing our followers the new bookmobile. I have actually been impressed with the numbers we turned out in August and am proud of the team we have here in Chewelah. We are all very excited about our new space that we get to work in here soon! Thank you board for all of the support you've given.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	696	Computer Sessions:	25
Avg Daily Visitor Count:	34.8	Length of All Sessions:	n/a
Ref Questions:	65	WIFI Stats - Users:	455
Tech Ref Questions:	25	WIFI Stats - Total Data Used:	233.99
Tech Reference - Libby:	14	Volunteer Hours	
Circulation Stats:	1,722	Locker Deliveries @ Addy 5 patrons/26 holds	
New Library Cards:	7	Locker Deliveries @ -	
Take Home KITS Given Out:		Locker Deliveries @ -	
CH Kits:	80	Locker Deliveries @ -	
TN Kits:	40		
AD Kits:	50		
<i>Total:</i>	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
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1: 8/6	15			10	25	N	CH
Storytime Week 2: 8/13	12			8	20	N	CH
Storytime Week 3: 8/20	14			10	24	N	CH
Storytime Week 4 (&5): 8/27	8			4	12	N	CH
TOTALS:	49	0	0	32	81		
Tech Help with LOSC Week 1:					0	Y/N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:					0	Y/N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y/N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y/N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
TOTALS:	49	0	0	32	81		<i>**Please circle or bold**</i>

Branch Status Report



Branch	Submitted By	Month/Year
COLVILLE	Lisa Vos	2024 August

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

The first two patrons this morning told her "thanks for your beautiful smile" and "thanks for being so kind. "We were able to help a patron get back into his gmail, and to access his 2 accounts on his new phone. We had an important member of our community visit us today. She was impressed and told me the library looked so neat and tidy!

a patron came in who had previously been given great advice by Devin. I was able to help him finish a project he needed for legal help. He said, "I've been paying taxes since 1990 and I'm finally getting to use em." We were using the CD drive and I said "maybe you bought this." and he replied "happy to do it." This patron has previously complained about property taxes and it's nice to see him getting to use the services he helps fund!

Patron needed to scan and send a court document. She was impressed by the ease of use of our system, thanked me profusely for my help in forwarding her document using her phone, and then was blown away that the service was free. She said "Thank you so much" about 12 times!

Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	5,954	Computer Sessions:	506
Avg Daily Visitor Count:	271 22 days open	Length of All Sessions:	280 hours
		WIFI Stats - Users:	918
Ref Questions:	83	WIFI Stats - Total Data Used:	1377 GB
Tech Ref Questions:	141	Volunteer Hours	122.25
Tech Reference - Libby:	51		
Circulation Stats:	6,394	Locker Deliveries @ -	
New Library Cards:	45	Locker Deliveries @ -	
		Locker Deliveries @ -	
Take Home KITS Given Out:		Locker Deliveries @ -	
CH Kits:	120		
TN Kits:	90		
AD Kits:	70		
	Total: 280		

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1: (x2)	13	1		9	23	Y / N	CH/TN/AD/GEN
Storytime Week 2: (x2)	24	8		15	47	Y / N	CH/TN/AD/GEN
Storytime Week 3: (x2)	27	7		12	46	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5): (x2)	26	10	1	13	50	Y / N	CH/TN/AD/GEN
TOTALS:	90	26	1	49	166		
Tech Help with LOSC Week 1:				1	1	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	1	1		
Program: Discoverable: Styroform Sculpture					35	Y / N	CH/TN/AD/GEN
Program: Scavenger Hunt				22	22	Y / N	CH/TN/AD/GEN
Program: Book Club				7	7	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)				4	4	Y / N	CH/TN/AD/GEN
Program: Smokey's Birthday Bash	21	16		17	54	Y / N	CH/TN/AD/GEN
Program: Dementia Friends					0	Y / N	CH/TN/AD/GEN
Program: Fourth Fridays Family Art	5	8	1	7	21	Y / N	CH/TN/AD/GEN
Program: Back to School Health Fair					0	Y / N	CH/TN/AD/GEN
Program: Smokey Passive programs					124	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	116	50	2	125	452		**Please circle or bold**

Branch Status Report



Branch HUNTERS	Submitted By Riley J. Brunson	Month/Year August 2024
--------------------------	----------------------------------	----------------------------------

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

The Unbearable Bear Safety program went well, we had one family that showed up and they were very excited to learn about bear safety! The final stretch of the summer reading program was exciting, we had a few families come and turn in their tickets, all of the kids were so excited for the chance to win a prize. Kitty came in this month to show me a new quilt that she was making, it is a gorgeous Dr. Seuss themed quilt, she said that she couldnt have done it with out my help ordering the fabric.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	108	Computer Sessions:	9
Avg Daily Visitor Count:	12	Length of All Sessions:	285
Ref Questions:	6	WIFI Stats - Users:	
Tech Ref Questions:		WIFI Stats - Total Data Used:	
Tech Reference - Libby:		Volunteer Hours	0
Circulation Stats:	82	Locker Deliveries @ Hunters	8
New Library Cards:	0	Locker Deliveries @ Gifford	18
		Locker Deliveries @ Fruitland	5
		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
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: Unbearable Bear Safety		1	1	2	4	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
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	2	4		**Please circle or bold**

Branch Status Report



Branch	Submitted By	Month/Year
KETTLE FALLS	mfk	2024 August

Branch Highlights	<i>(can include stories to share/quotes/tidbits)</i>
<p>Smokey's birthday bash was a crazy and successful event, with 51 children and 15 adults attending. Christine made a giant stand-up "Boskoe B. Boggs" fire-bear, which is going to a grateful park ranger crew for future use. We had some excellent presenters for our Things With Strings program, including a harpist and a pianist. Our library had lots of littles this month, many coming straight from the newly opened public swimming pool; this led to some rule enforcement regarding wetness and clothing.</p>	

Statistics to Report	
Head Count/Door Count:	2160
Avg Daily Visitor Count:	103 21 Days Open
Ref Questions:	65
Tech Ref Questions:	66
Tech Reference - Libby:	7
Circulation Stats:	1,824
New Library Cards:	35
Take Home KITS Given Out:	
CH Kits: Take'n'Make	60 /60
TN Kits: Take'n'Create	60 /60
AD Kits: Take'n'Try Trash Audit	4 /25
<i>Total:</i>	
Computer Sessions:	653
Length of All Sessions:	399:42:00
WIFI Stats - Users:	344
WIFI Stats - Total Data Used:	314.5839893
Volunteer Hours	34
Community service hours	8
Locker Deliveries @	
Locker Deliveries @	
Locker Deliveries @	
Locker Deliveries @	
<i>Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month Circ Stats & New Library Cards from Becca's Circ Stats Sheet</i>	

Program Specific Stats							
	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y/N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	28			8	36	N	CH
Storytime Week 2:	24			9	33	N	CH
Storytime Week 3:	28			7	35	N	CH
Storytime Week 4 (&5):	6			4	10	N	CH
TOTALS:	86	0	0	28	114		
Tech Help with LOSC Week 1:					0	N	GEN
Tech Help with LOSC Week 2:					0	N	GEN
Tech Help with LOSC Week 3:				3	3	N	GEN
Tech Help with LOSC Week 4 (&5):					0	N	GEN
TOTALS:	0	0	0	3	3		
Program: Leave no trace Aug 2	2	7	4	6	19	N	CH
Program: Music Aug 7		5	4	5	14	N	CH
Program: Smokey's bday Aug 8	19	20	12	15	66	N	CH
Program: Writers group Aug 8			1	6	7	N	AD
Program: Music Aug 14		6	2	2	10	N	CH
Program: Music Aug 21		5	2	2	9	N	CH
Program: Music Aug 28		5	2	1	8	N	CH
TOTALS:	107	48	27	68	250		<i>**Please circle or bold**</i>

Branch Status Report



Branch	Submitted By	Month/Year
LAKESIDE	Amanda Smith	2024 August

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

We had a grandmother come in to return a HUGE stack of books in the last week of summer reading. She wanted to thank the library for doing the summer reading program. She said her and her grandkids all had so much fun and read way more than usual. The kids loved getting to see the prize options and choose what box to drop their cards into!

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	1,457	Computer Sessions:	97
Avg Daily Visitor Count:	66.2	Length of All Sessions:	42:05:00
Ref Questions:	22	WIFI Stats - Users:	203
Tech Ref Questions:	18	WIFI Stats - Total Data Used:	230.0558815
Tech Reference - Libby:	19	Volunteer Hours	10
Circulation Stats:	2,703		
New Library Cards:	23		
Take Home KITS Given Out:		Locker Deliveries @ -	
CH Kits:	55	Locker Deliveries @ -	
TN Kits:	55	Locker Deliveries @ -	
AD Kits:	0	Locker Deliveries @ -	
Total:		110	

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

Program Specific Stats	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	4	13	0	6	23	Y / N	CH/TN/AD/GEN
Storytime Week 2:	6	3	0	4	13	Y / N	CH/TN/AD/GEN
Storytime Week 3:	14	9	0	11	34	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	-	-	-	-	0	Y / N	CH/TN/AD/GEN
TOTALS:	24	25	0	21	70		
Tech Help with LOSC Week 1:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	24	25	0	21	70		**Please circle or bold**

Branch Status Report



Branch	Submitted By	Month/Year
LOON LAKE	Mary Klabenes	2024 August

Branch Highlights

(can include stories to share/quotes/tidbits)

August was busy with programs and people getting the last hot summer days from their lake cabins. Mary and the Friends group hosted a paint and sip program at Old Loon Lake Schollhouse on August 1st. They had over 20 children participate, and had to turn families away. So, we will be doing that again. The second week of August was the week of Smokey Bear's 80th birthday. We had birthday decorations, a scavenger hunt, and a table with crafts available all week. Who doesn't love Smokey?! On the evening of August 10th, Mary and Kristy represented the library (and had a great time!) at The Loon Lake Land Conservancy dinner, at sunset on the shore of Loon Lake. Saturday, August 17th was the Loon Lake Summer Festival at the Old Loon Lake Schoolhouse. Mary and Kristy manned a booth next to the Friends of the Loon Lake Library. It was a hot, and busy day, with lots of interest in our new library. We felt a lot of love from our community! People are very excited and supportive. It is (mostly!) great to see their support of Their Library.

Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	885	Computer Sessions:	94
Avg Daily Visitor Count:	49	Length of All Sessions:	48.52
Ref Questions:	123	WIFI Stats - Users:	213
Tech Ref Questions:	96	WIFI Stats - Total Data Used:	370.2042296
Tech Reference - Libby:	3	Volunteer Hours	
Circulation Stats:	1,991	Locker Deliveries @ Loon Lake	64
New Library Cards:	28	Locker Deliveries @ Springdale	49
		Locker Deliveries @ -	
		Locker Deliveries @ -	
Take Home KITS Given Out:			
CH Kits: Flower Bookmark	45		
TN Kits: Reverse Coloring kit	40		
AD Kits: Trash Audit Challenge	3		
	Total: 88		

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y/N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	0	0	0	0	0	Y/N	CH/TN/AD/GEN
Storytime Week 2:	6	3		4	13	Y/N	CH/TN/AD/GEN
Storytime Week 3:	4	2		3	9	Y/N	CH/TN/AD/GEN
Storytime Week 4 (&5):	8	2		6	16	Y/N	CH/TN/AD/GEN
TOTALS:	18	7	0	13	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
TOTALS:	0	0	0	0	0		
Program: Paint N Sip	7	10	4	8	29	Y/N	CH/TN/AD/GEN
Program: Dementia Programs				0	0	Y/N	CH/TN/AD/GEN
Program: Columbia Creamery	1	3	4	10	18	Y/N	CH/TN/AD/GEN
Program: Win-Tur Bison Farm	5	3	2	5	15	Y/N	CH/TN/AD/GEN
Program: Book Club				6	6	Y/N	CH/TN/AD/GEN
Program: Loon Lake Summer Festival	22	26	12	97	157	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:	53	49	22	139	263		**Please circle or bold**

Branch Status Report



Branch	Submitted By	Month/Year
NORTHPORT	WRIGHT	2024 August

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

Wright had the pleasure of running the library booth with Meghan on Saturday of the fair. It was nice to visit with patrons outside of the library and hear their appreciation. This month we fought an ongoing war with the spiders that seem to love infesting our front and rear exits, trying to spare the nice ones. I helped a patron recover nearly a million embroidery files from her compromised computer, as well as valuable (deleted) software that would have been very expensive to replace. It turned out to be more than expected but the outcome was happy, and a lesson hopefully learned on both ends (mine being to put acceptable limits on time spent on these types of issues).

Statistics to Report

	Notes:		Notes:
Head Count/Door Count:	282	Computer Sessions:	68
Avg Daily Visitor Count:	20.14 14 Days Open	Length of All Sessions:	77:04:00
Ref Questions:	35	WIFI Stats - Users:	46
Tech Ref Questions:	21	WIFI Stats - Total Data Used:	59.47
Tech Reference - Libby:	3	WIFI O.C. - Users:	54
Circulation Stats:	498	WIFI O.C. - DATA:	22.17
New Library Cards:	7		
Locker Deliveries @		Locker Deliveries @	35 O.C.
Locker Deliveries @		Locker Deliveries @	11 Echo
Locker Deliveries @		Locker Deliveries @	-
Locker Deliveries @		Locker Deliveries @	-
Take Home KITS Given Out:			
CH Kits:	10		
TN Kits:	10		
AD Kits:	5		
Total:	25		

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y/N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1: (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: 8/2/24 NPS Bear Safety		7		2	9	N	CH
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
Program:					0	Y/N	CH/TN/AD/GEN
TOTALS:	0	7	0	2	9		***Please circle or bold***