

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Public Hearing & Regular Meeting
October 17, 2024
Kettle Falls Library

PUBLIC HEARING – 2025 Preliminary Budget, Levy Rate and Revenue by Sources, 10:00 am

At 10:03 am Sue Poe, Chair, opened the Public Hearing. The general operating fund revenue by source handout, proposed 2025 expenditures and 2024 levy rate were made available to the public. No members of the public attended.

There being no public comment, the hearing was closed at 10:04 am.

REGULAR MEETING

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

VISITORS – Amy Browne-Minden from Design West as well as Jeff Jurgensen, Cynthia Balzarini, and Gene Sementi from OAC joined the meeting and shared updates on the Facility Building Projects.

GREETINGS – Sue welcomed everyone.

PUBLIC COMMENT – Amy, Jeff and 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 September 19, 2024, were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of October 9, 2024, were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 9/11/24-10/3/24 - 51 Vouchers total \$217,650.23.
Payroll Warrants August 2024 – 35 Direct Deposits for a total of \$99,737.71.
- (4) Detailed Revenue & Budget Status Reports for September 2024.
- (5) The Director’s September 2024 timesheets and accumulated vacation & sick hours were reviewed. -
*Will be part of AP packet starting in November and include an updated timesheet for September for Amanda.

Motion made to accept the Consent Agenda.

Motion made: Lisa

Motion seconded: Josie

All in favor: Unanimous

UNFINISHED BUSINESS

(1) Building Project Updates & Snapshot –

- a. Report from OAC (during public comment) – Amy shared updates. She confirmed with Welch last night that construction in Northport is scheduled to start on Monday (10/21). Chewelah is waiting for carpet to arrive, they are repairing some plumbing issues and waiting for casework to be complete. They hope to be finished by November 21st. Loon Lake is waiting on the release of the permit after approval from Tri-County Health for the septic system. Amy shared some renderings for

Loon Lake for the fireplace, new exit door and prep for a 3rd bathroom. Cynthia shared updates about grants and reimbursements. We have received the first LCIP reimbursements for all three projects as well as our third CDBG reimbursement.

- b. 21-2023 – Loon Lake, Colville, Chewelah, and Northport – Colville heard from USDA this week regarding CDS Funding. We will meet to discuss the CDS Letter of Conditions on October 30th.
- c. 2023-2025 – Hunters – No updates for Hunters this month.

- (2) **Advocacy to the State Legislature** – Amanda will follow up with Senator Short sharing her presentation from last month. Lisa wants to make sure Amanda includes the ideal budget needed to fund the library (without bells and whistles) versus what we have to work with currently. Also, include a graph to show how taxes are staying the same or falling with the levy rate over the last 20 years. That visual is very powerful!
- (3) **Capital Campaign/Legacy Project** – Sue is reviewing any donations through Little Green Light, specifically for the Legacy Project. The Capital Campaign Committee wants to make sure all donations are acknowledged and accounted for in the right project. Sue will create a spreadsheet for naming rights. Amanda shared that a lot is happening! Committee members met with Innovia. A grant application for Providence and STCU as well as Avista are being worked on.
- (4) **Staff Reorganization** – Jessica shared information about the specialists. There is a lot of behind the scenes work that they are working through and most specialist staff are part-time. Programs are going well, big impact, working through bumps making the most of the hours they are available.
- (5) **Policy/Procedure Review** – nothing to review today
- (6) **2025 Draft Budget** – Trustees reviewed and discussed the draft budget. Next month the 2025 budget will be approved. Trustees will reach out if they have further questions before the meeting.

NEW BUSINESS - none

REPORTS

- (1) **Director's Report:**
 - a. **Library Happenings (attached)**
 - b. **Statistics and Reporting**
- (2) **Trustee/Liaison Report:** Jennifer compiled the management team survey results and shared them with the Trustees this morning. Lisa shared that the next meeting for the Kettle Falls Friends is November 4th. They are starting to plan the tea for next year. Sue reminded everyone that a chair and vice-chair will be elected at the December meeting. Becca will send out an email to ask you to consider if you are willing to serve, want to serve, don't want to serve, or are willing if needed to fulfill the role of Chair or Vice-Chair for 2025.
- (3) **Others:** none

ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 11:36 am.

Chair adjourned the meeting.

Respectfully submitted:

Date 11.21.24


Amanda Six, Secretary, SCRLD


Sue Poe, Board Chair

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
October 9, 2024

The meeting was called to order at 9:04 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** – none
- **DISCUSSIONS**
 - **October 17th – Regular Board Meeting – Agenda Changes** – none
 - **State Board training** – Check-in – Sue has completed it, Jennifer is working on it and creating a handbook she will share and the other Trustees appreciated the reminder.
 - **2025 Draft Budget** – Shared updated draft budget and asked Trustees to review and submit any questions before next week's meeting. Next Thursday we will present the budget to any public that attend the meeting.
 - **Director's Evaluation & November Executive Session** – Sue will be unable to attend the November meeting for the planned Executive Session. Josie believes everyone should be present for that session. Amanda suggested that they could move it to December and present the Director's Evaluation in January. The Trustees agreed that moving it to January is a good idea. The Trustees will meet before the December meeting at 9:00 am for an Executive Session to discuss the Director's Evaluation and then meet in Executive Session after the January meeting to present the Evaluation. Evaluations will go out as planned on October 31st.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – Meeting was adjourned at 9:21 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

10.17.24

Date

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

Submitted By	Month/Year	2024
Amanda Six	September	

District Highlights

Submitted By	Month/Year	2024
Jessica Varang	September	

Tech/Educ Highlights

This month focused on 1) installing a new reservation software at several branches (CloudNine, which replaces PC Reservation- both under parent company Envisionware) 2) Personnel situations, including hiring for Colville and staff support 3) Summer Reading wrap ups 4) transitioning of duties/responsibilities (continued) for programming, marketing, and outreach 4) staff day assistance 5) Construction/ Renovation / Strategy (catching errors, supporting meetings as needed, on-site visits, communication between staff and contractors, etc)

Submitted By	Month/Year	2024
Anja Johnson	September	

Staff Support Specialist

Branch Status Report



Branch CHEWELAH	Submitted By	Month/Year 2024 September
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Branch Highlights *(can include stories to share/quotes/tidbits)*

Chew Crew is doing an amazing job throughout this whole project. With all the twists and turns and delays we have had, I am very impressed with how they are all holding up.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	619		Computer Sessions: -
Avg Daily Visitor Count:	31		Length of All Sessions: -
Ref Questions:	31		WIFI Stats - Users: 424
Tech Ref Questions:	26		WIFI Stats - Total Data Used: 135.39
Tech Reference - Libby:			Volunteer Hours -
Circulation Stats:	1,663		Locker Deliveries @ - Addy 4
New Library Cards:	3		Locker Deliveries @ -
Take Home KITS Given Out:			Locker Deliveries @ -
CH Kits:			Locker Deliveries @ -
TN Kits:			Locker Deliveries @ -
AD Kits:			
	Total: 0		

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)	12			8	20	N	CH
Storytime Week 2:	8			5	13	N	CH
Storytime Week 3:	8			7	15	N	CH
Storytime Week 4 (&5):	11			10	21	N	CH
TOTALS:	39	0	0	30	69		
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
TOTALS:	39	0	0	30	69		**Please circle or bold**

Branch Status Report



Branch COLVILLE	Submitted By Lisa Vos	Month/Year 2024 September
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Branch Highlights *(can include stories to share/quotes/tidbits)*

Patron loves the themed monthly displays. Go Ella!!
 Last week, I had several small and inconsequential, but still very positive and polite, interactions with Peter. Peter is the homeless gentleman who threatened to punch me a few months ago. Pennies in that cup!
 A couple came in with a request for help getting their emails from an iPad to a thumb drive. Devin was able to help them find the fastest way, and they were so pleased with the assistance that they left a donation on their way out.
 A patron arrived looking for legal forms, I found them, printed them and she pulled out her wallet I told her she was good to go—we only charge after the first 10 pages—she was so touched she nearly cried!!
 I was outside and a van pulled up to the curb, a couple little girls jumped out and one of them ran to the book drop, arms wide and hugged it exclaiming "I love the library"!!! They were delightful!
 a gentleman spent most of the day in the library using the internet and working on something at a table, as he left he thanked Devin and I for all the excellent help and said he loves the library.
 a gentleman who uses the library on a nearly daily basis told us that he "just gets chatty" when he comes to the library cause he likes us so much.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	5,075		Computer Sessions: 0
Avg Daily Visitor Count:	241 21 days open		Length of All Sessions: 0
Ref Questions:	36		WIFI Stats - Users: 874
Tech Ref Questions:	140		WIFI Stats - Total Data Used: 847.5 GB
Tech Reference - Libby:	58		Volunteer Hours: 118.4
Circulation Stats:	5,064		
New Library Cards:	38		
Take Home KITS Given Out:			Locker Deliveries @ -
CH Kits:	120		Locker Deliveries @ -
TN Kits:	90		Locker Deliveries @ -
AD Kits:			Locker Deliveries @ -
	Total: 210		

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

Program Specific Stats	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<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:	15	2		8	25	Y / N	CH/TN/AD/GEN
Storytime Week 2:	10	1		8	19	Y / N	CH/TN/AD/GEN
Storytime Week 3:	16	1		8	25	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	11	4		9	24	Y / N	CH/TN/AD/GEN
TOTALS:	52	8	0	33	93		
Tech Help with LOSC Week 1:				0	0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				1	1	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:				2	2	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):				0	0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	3	3		
Program: Discoverable					34	Y / N	CH/TN/AD/GEN
Program: Scavenger Hunt					42	Y / N	CH/TN/AD/GEN
Program: Book Club				10	10	Y / N	CH/TN/AD/GEN
Program: VR appointments			3	3	6	Y / N	CH/TN/AD/GEN
Program: Outreach - Parkview (x4)					12	Y / N	CH/TN/AD/GEN
Program: Outreach - Buena Vista (x2)					4	Y / N	CH/TN/AD/GEN
Program: Jazz & Stories w/Clifford				7	7	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:	52	8	3	56	211		**Please circle or bold**

Branch Status Report



Branch HUNTERS	Submitted By Riley J Brunson	Month/Year September 2024
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Branch Highlights *(can include stories to share/quotes/tidbits)*

This month I got to train Lindsey to work out at Hunters, she did great and every one of our patrons was super nice to her. I got a super sweet surprise from our building manager Kitty Burton, she made me a Dr. Seuss quilt to hang up in the Hunters Library. An older patron came in to the library and needed help breaking back into the work force, she wanted to create a resume and figure out where she could find and apply for jobs. I was able to sit down with her for a while and help her figure out how to find jobs on one of our public computers. She was very thankful for my help and happy that we have a library so close to her home.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	61	Open 7 Days.	Computer Sessions: 5
Avg Daily Visitor Count:	9		Length of All Sessions: 95 Min
Ref Questions:	3		WIFI Stats - Users:
Tech Ref Questions:	2		WIFI Stats - Total Data Used:
Tech Reference - Libby:			Volunteer Hours: 0
Circulation Stats:	75		
New Library Cards:	3		Locker Deliveries @ Hunters: 3
Take Home KITS Given Out:			Locker Deliveries @ Gifford: 10
CH Kits:	5		Locker Deliveries @ Fruitland: 7
TN Kits:	5		Locker Deliveries @
AD Kits:	5		
Total:		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
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1: (x2)					0	Y / N	CH/TN/AD/GEN
Storytime Week 2:					0	Y / N	CH/TN/AD/GEN
Storytime Week 3:					0	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Tech Help with LOSC Week 1:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		
Program:					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



Branch	Submitted By	Month/Year
KETTLE FALLS	mfk	September 2024

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

Our D&D program went very well, our 8 attendees were excited about game night and want to do it again. We had players ranging in age from 10 to 17. Our evening with Clifford was a resounding success, with at least 30 people in attendance. Everyone enjoyed his music and stories. Our after-school art program brought in 52 kids during week 2. We will have to start monitoring the community room to make sure we don't exceed capacity. Our music program has a core group of enthusiastic, committed students and we are now offering free guitar lessons! The Friends of the Kettle Falls Library secured a \$2k grant for providing snacks for our after-school visitors. We are excited to be able to offer healthy snacks on a consistent basis.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	2031		Computer Sessions: 1376
Avg Daily Visitor Count:	102 20 open days		Length of All Sessions: 905:39:00
Ref Questions:	39		WIFI Stats - Users: 350
Tech Ref Questions:	49		WIFI Stats - Total Data Used: 323.848573
Tech Reference - Libby:	5		Volunteer Hours 76 art, music, shelving
Circulation Stats:	1,784		Community service hours
New Library Cards:	15		Locker Deliveries @
Take Home KITS Given Out:			Locker Deliveries @
CH Kits:	60	60	Locker Deliveries @
TN Kits: STEM	70	70	Locker Deliveries @
AD Kits:			
	Total:	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 Children/Teen/ Adult/General Int
ALL PROGRAMS:							
Storytime Week 1:	24			6	30	N	CH
Storytime Week 2:	30			8	38	N	CH
Storytime Week 3:	34			7	41	N	CH
Storytime Week 4 (&5):	66			12	78	N	CH
TOTALS:	154	0	0	33	187		
Tech Help with LOSC Week 1:					0	N	GEN
Tech Help with LOSC Week 2:					0	N	GEN
Tech Help with LOSC Week 3:				1	1	N	GEN
Tech Help with LOSC Week 4 (&5):				1	1	N	GEN
TOTALS:	0	0	0	2	2		
Program:					0	N	
Program: music 9/4		4	5	1	10	N	GEN/CH
Program: art 9/10		20	13	12	45	N	CH
Program: music 9/11		2	4	2	8	N	GEN/CH
Program: writers group			1	7	8	N	AD
Program: art 9/17		40	12	15	67	N	CH
Program: music 9/11		2	3	1	6	N	GEN/CH
Program: art 9/24		28	8	8	44	N	CH
Program: music 9/25		1	4	2	7	N	GEN/CH
Program: 9/30 An Evening with Clifford	1	3	2	27	33	N	GEN
Program: 9/18 D&D Intro pre-reg capped at 8		3	5		8	N	CH/TN
Program:					0		
Program:					0		
TOTALS:	155	103	57	110	425		**Please circle or bold**

Branch Status Report



Branch LAKESIDE	Submitted By Amanda Smith	Month/Year 2024 September
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Branch Highlights *(can include stories to share/quotes/tidbits)*

We've had several patrons this month needing technical assistance with the computer/internet/scanner. It's been a pleasure to assist them as they are so grateful for not only the help we can provide to them, but being able to use the computers and wifi here at the library. A few patrons have become regular computer users for online schooling now that fall semester has begun, and they have told us how grateful they are to have access to reliable internet.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	864		Computer Sessions: 72
Avg Daily Visitor Count:	43.2		Length of All Sessions: 21
			WIFI Stats - Users: 204
Ref Questions:	20		WIFI Stats - Total Data Used: 210.8456433
Tech Ref Questions:	8		
Tech Reference - Libby:	8		Volunteer Hours 8
Circulation Stats:	1,815		
New Library Cards:	14		
Take Home KITS Given Out:			Locker Deliveries @ -
CH Kits:	85		Locker Deliveries @ -
TN Kits:			Locker Deliveries @ -
AD Kits:			Locker Deliveries @ -
	<i>Total:</i> 85		

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:	6	3	0	6	15	Y / N	CH/TN/AD/GEN
Storytime Week 2:	3	1	0	3	7	Y / N	CH/TN/AD/GEN
Storytime Week 3:	0	0	0	0	0	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	1	0	0	1	2	Y / N	CH/TN/AD/GEN
TOTALS:	10	4	0	10	24		
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
TOTALS:	10	4	0	10	24		<i>**Please circle or bold**</i>

Branch Status Report



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

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

The Food Preservation Workshop was a great success. We had several of our regular patrons and some people that we have never seen before come to the event. One woman who came to the event said she had not known that we existed and had paid for a temporary card through the Spokane County Library in Deer Park but after coming to this event and learning about us, she plans to start using the Stevens County Library. Kristy also set up a Candy Monster near the front desk to take unopened bags of donated candy for our Trunk or Treat that the Friends of the Loon Lake Library will be hosting on October 31st and the monster has gotten the kids very excited about it, every time they come in they have to check to see how full the monster is of candy.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	709		Computer Sessions: 104
Avg Daily Visitor Count:	44		Length of All Sessions: 34.98
Ref Questions:	120		WIFI Stats - Users: 186
Tech Ref Questions:	70		WIFI Stats - Total Data Used: 322.3369692
Tech Reference - Libby:	3		Volunteer Hours
Circulation Stats:	1,772		
New Library Cards:	13		
Take Home KITS Given Out:			Locker Deliveries @ Loon Lake 26
CH Kits: Apple Tree 45			Locker Deliveries @ Springdale 9
TN Kits: What's Binary STEM Kits 70			Locker Deliveries @ -
AD Kits:			Locker Deliveries @ -
	Total: 115		

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

Program Specific Stats	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<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:	6			3	9	Y / N	CH/TN/AD/GEN
Storytime Week 2:	2			1	3	Y / N	CH/TN/AD/GEN
Storytime Week 3:	2	1		2	5	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	3	5		5	13	Y / N	CH/TN/AD/GEN
TOTALS:	13	6	0	4	30		
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: Rural Resources		2		3	5	Y / N	CH/TN/AD/GEN
Program: Food Preservation Workshop		1	2	11	14	Y / N	CH/TN/AD/GEN
Program: Bookclub				4	4	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:	13	9	2	22	53		<i>**Please circle or bold**</i>

Branch Status Report



Branch	Submitted By	Month/Year	2024
NORTHPORT	Wright Halbert	September	

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

Clifford and Wright renewed their partnership with NP and OC schools respectively. Wright did storytime for the two classes (grades K-2 and 3-5) before missing one due to illness. It was great to meet the new K-2 teacher and kids, and see the familiar faces from last year. Wright had a great time helping put on the D&D program at KF, and Clifford showed off his immense musical talent and knowledge for the CV and KF branches.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	179		Computer Sessions: 24
Avg Daily Visitor Count:	15 12 days open		Length of All Sessions: 27:04:00
Ref Questions:	24		WIFI Stats - Users: 45
Tech Ref Questions:	12		WIFI Stats - Total Data Used: 69.32
Tech Reference - Libby:	2		WIFI O.C. - Users: 55
Circulation Stats:	347		WIFI O.C. - DATA: 17.13
New Library Cards:	5		Locker Deliveries @ Onion Creek 29
Take Home KITS Given Out:			Locker Deliveries @ -
CH Kits:	10		Locker Deliveries @ -
TN Kits: STEM Binary	15		Locker Deliveries @ -
AD Kits:			
<i>Total:</i>		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	CH
Storytime Week 2: 9/11/24		13		2	15	Y	CH
Storytime Week 3: 9/18/24		15		1	16	Y	CH
Storytime Week 4 (&5): *OUT SICK*					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	28	0	3	31		
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
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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
TOTALS:	0	28	0	3	31		<i>**Please circle or bold**</i>