

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Regular Meeting
November 21, 2024
Chewelah – Providence Dominican House

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 Sue Poe, Chair (via Zoom); 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. Anja Johnson, Staff Support Specialist joined the meeting via Zoom at 11:20 am for about 20 minutes.

VISITORS – none

GREETINGS – Josie welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – none

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of October 17, 2024, were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of November 13, 2024, were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 10/11-11/8/24 - 81 Vouchers total \$157,866.02.
Payroll Warrants October 2024 – 34 Direct Deposits for a total of \$106,211.93.
- (4) The Director's October 2024 timesheets and accumulated vacation & sick hours were reviewed.
- (5) Detailed Revenue & Budget Status Reports for October 2024.

Motion made to accept the Consent Agenda.

Motion made: Lisa

Motion seconded: Jennifer

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Building Project Updates & Snapshot** –
 - a. Report from OAC – none today
 - b. 21-2023 – Loon Lake, Colville, Chewelah, and Northport – Amanda shared an update. Met with Welch and OAC this morning. Welch reported that we can start moving back into Chewelah on December 2nd with hopes it will be available to the public on December 9th. There will still be some incomplete items: the walk-off carpet is on back-order and some plumbing needs to be completed. Northport can open, without a finished bathroom, the first week of December. Door parts are on backorder for 60 days. Loon Lake is moving and changing daily – exciting! A 3rd well was found on the property which will need to be taken care of. The Department of Ecology is coming to the site on Monday. Colville is still in flux waiting on paperwork to be completed and questions about the extension of LCIP funds to be answered. Trustees want to ensure that we pursue through OAC documenting any contractor failings and district contract credits.
 - c. 2023-2025 – Hunters – No updates for Hunters this month.
- (2) **Advocacy to the State Legislature** – Amanda shared info regarding the 1% vs 3% increase cap with the Public Libraries of Washington group. Sue would like to make sure we reach out to the new Commissioner Monty Stobart and discuss the 3% vs 1% increase and support of the Library District.

Amanda has been focusing on digital equity and is part of a group that includes Representative Mia Gregerson and David Keyes, former head of IT at King County. They are looking for sustainable funding and are writing a bill that would impose a \$2 tax on digital devices purchased in Washington State. Lisa wants to ensure Amanda shares the information with Senator Short about the actual funding a well-functioning library district should have.

- (3) **Capital Campaign/Legacy Project** – The committee is having a meeting tomorrow in Colville to discuss 2025 marketing. There are a couple of grants in progress. Sue shared that she is setting up a spreadsheet to organize acknowledgments and confirm how contributors want to be acknowledged on legos, rocks etc. as well as setting up acknowledgments on social media.
- (4) **Staff Reorganization** – Anja joined the meeting to share about the staff reorg so far as well as answer questions the Trustees might have from the survey results she shared. Lisa and Joann shared what they are looking for in a follow-up survey. Examples included: Do you feel safe? Do you feel heard? Not just are you happy. Maybe add an open-ended question to the pre-reorg survey and send that out before the end of the year so Trustees have that feedback before the director's evaluation in January. Possibly send that out Friday, 11/22 with a two-week return window and Trustees could receive the information before their executive session on 12/19. Lisa would like to see something in addition to this before next year's evaluation. Lisa is also concerned that related employees at high levels will undermine our structure organization. Amanda shared that there are mechanisms in place to handle that situation. In small organizations or small communities, it is common to have family members working together. Amanda has spoken to the lawyer about this situation before and will confirm that procedures are in place.
- (5) **Policy/Procedure Review** –
 - a. Dress and Grooming Draft Policy – Trustees began reviewing this policy. Lisa would like to add some comments. Will revisit this with the Management Team and bring back to the December meeting.
 - b. Photography and Video Recording Draft Policy – This is a new policy for our District. Trustees reviewed and edited this draft and called for a vote. A note was made to add a link in the new meeting room policy.

Motion made to accept Policy 0035 Photography and Video Recording Policy.

Motion made: Joann

Motion seconded: Sue

All in favor: Unanimous

- (6) **2025 Draft Budget** – Trustees took a final look at the 2025 Budget.

NEW BUSINESS -

- (1) **Resolution #05-2024 Increase in the Regular Property Tax Levy – 2025** - By state law, the Library District may take up to a 1% increase in property tax revenue over the previous year unless State inflation is below 1%. The law states that the Library may take either 1%, or the rate of inflation, whichever is lowest. This year, the Library District can ask for 1%. This amount reflects a real dollar increase of \$16,722.23 bringing the total actual levy amount for 2025 to \$1,672,223.11. The Trustees reviewed the resolution and called for a vote.

Motion made to accept Resolution #05-2024 Increase in Regular Property Tax Levy – 2025.

Motion made: Joann
Motion seconded: Lisa
All in favor: Unanimous

- (2) **Levy Certificate** - Amanda explained that this amount is filed with the County Assessor's office so that the Library can collect levied taxes. Amanda stressed that this amount is intentionally set at a high mark (\$6,000,000) in order to accommodate the unknown amounts of revenue separate from property taxes. The Trustees reviewed the Levy Certificate and Amanda signed.
- (3) **Resolution #06-2024 Salary & Wage Scale for 2025** - The Trustees reviewed the resolution and called for a vote. The only change this year was an increase in the state minimum wage to \$16.66/hour.

Motion made to accept Resolution #06-2024 Salary & Wage Scale for 2025.

Motion made: Lisa
Motion seconded: Joann
All in favor: Unanimous

- (4) **Resolution #07-2024 Set Meeting Dates & Locations for 2025** - The Trustees reviewed the resolution and called for a vote.

Motion made to accept Resolution #07-2024 Set Meeting Dates & Locations for 2025.

Motion made: Lisa
Motion seconded: Joann
All in favor: Unanimous

- (5) **Resolution #08-2024 Final Budget 2025** - The Trustees reviewed the resolution and called for a vote.

Motion made to accept Resolution #08-2024 Final Budget 2025.

Motion made: Jennifer
Motion seconded: Sue
All in favor: Unanimous

- (6) **Library Foundation MOU** – Trustees reviewed the MOU between the Library Foundation and the Library District. The Foundation has approved the draft. Trustees called for a vote.

Motion made to accept the MOU between the Library and the Foundation.

Motion made: Lisa
Motion seconded: Jennifer
All in favor: Unanimous

REPORTS

- (1) **Director's Report:**
a. **Library Happenings (attached)**
b. **Statistics and Reporting**

- (2) **Trustee/Liaison Report:** Loon Lake and Kettle Falls are moving forward with the coffee fundraiser. Kettle Falls Advisory Board elections were held, Lisa will be the Chair for 2025. They are planning the annual Tea for March or April and Bingo in April. The Kettle Falls Food Bank donates snacks when appropriate food donations are made for the afterschool kids in Kettle Falls. This program is being run by an STCU grant.
- (3) **Others:** none

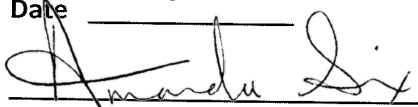
ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 12:50 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date 12.19.24



Amanda Six, Secretary, SCRLD



Sue Poe, Board Chair

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
November 13, 2024

The meeting was called to order at 9:03 a.m. by Sue Poe. Present were Sue Poe, Chair; Josie Darst, Vice-Chair; Jennifer Miller, Trustee; Lisa Wolfe, Trustee; Jessica Varang, Deputy Director; Janet Eide, Business Manager and Becca Moore, Office Manager. Trustee Joann Caruso and Library Director Amanda Six were absent from the meeting.

AGENDA

- **OPENING** – Sue welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS**
 - **Holiday/PLD Schedule 2025** – Trustees discussed the results of surveying the staff (the majority of staff voted for Friday, December 26th as the floating holiday) and called for a vote for the 2025 Holiday Schedule.

Motion made to accept the 2025 suggested holidays to include December 26th as the floating holiday.

Motion made: Josie

Motion seconded: Jennifer

All in favor: Unanimous

- **Conference Call Schedule 2025** – Trustees reviewed and discussed the proposed Conference Call schedule for 2025.

Motion made to accept 2025 Conference Call schedule.

Motion made: Josie

Motion seconded: Jennifer

All in favor: Unanimous

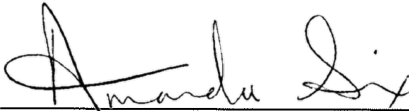
▪ **DISCUSSIONS**

- **November 21st – Regular Board Meeting – Agenda Changes** – none
- **December 19th – Regular Board Meeting – Executive Session** – Trustees discussed and decided to have the Executive Session in December before the Board Meeting. The Executive Session will begin at 10 am to review and evaluate the performance of a public employee (Library Director) per RCW 42.30.110.g. and the Regular Meeting will begin at 11 am.
- **State Board training – Check-in** – Sue has completed it, Josie is almost complete and Jennifer is working on it.
- **2025 Draft Budget** – Trustees reviewed and did not have additional questions.

▪ **NEW BUSINESS** – none

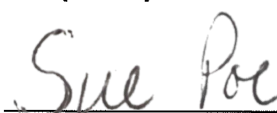
▪ **ADJOURNMENT** – Meeting was adjourned at 9:18 am

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Sue Poe, Board Chair

11.21.24

Date

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

Submitted By	Month/Year
Amanda Six	2024 October

District Highlights

Brooke Golden, Lakeside Branch and Collection Development Manager, retired at the end of October after 19 years of service. We wish her well in the next chapter of her life. I have been very busy with Digital Equity efforts at the state level, both new legislation and the federal BEAD fund applications that are coming soon. We also received a couple more public record requests and are managing those. Capital Improvements continue, though the pace in October has been under-whelming.

Submitted By	Month/Year
Jessica Varang	2024 October

Tech/Educ Highlights

In October, we interviewed for an LA1 at Colville and hired Chelsea, with Gennasey as a sub for the north. This seems to be working out well! Outreach with Meghan is going well - she is focusing on reaching out and discussing possible relationships with assisted living, nursing homes, and adult care homes in Stevens County. She is also working on ECEAP, sensory storytimes, and school relations. I've been involved in most of the OAC/Construction meetings - October saw some good progress and some communication, but we've flat-lined recently. The CH/NP staff are pretty disappointed and frustrated. Brooke retired! We will miss her and wish her all the best moving forward. We interviewed and selected Amanda Smith as the replacement lead for Lakeside. I am encouraged and excited to see fresh ideas and perspective from Amanda for Lakeside. She's already inquired about SO many things that show her inquisitive mind and nimble skills are perfect for the transition. With the LS transition, we are now looking for a new Programming Specialist. Christine (North Specialist) is doing a great job working on managing things until a new South Specialist can be found. November and December will be more passive programs at a district-wide level; individual branches are able to still plan and implement their own programs for their patrons.

Submitted By	Month/Year
Anja Johnson	2024 October

Staff Support Specialist

-We had our first All-Staff Safety Training Day! There were some adventures during the planning process. We'd planned to hold this at the newly-renovated Chewelah library, but had to change plans due to construction delays. We were able to hold the training at the Loon Lake Fire station, instead. Staff response has been extremely positive in the post-staff day survey. People seemed to enjoy adding variety to staff day and appreciated the opportunity to learn this information. Everyone who attended passed the test and is now CPR certified!

-October had some big staffing changes. After several years of consideration, Brooke Golden decided to retire. Amanda Six, Jessica, Becca, Janet, and I worked hard to support Brooke and the Lakeside team through the transition. We'll continue to support Amanda Smith as she moves forward in a leadership role as the interim branch lead. The remaining Lakeside team has expressed a lot of gratitude for our support during this time.

-I got to onboard two new LOSC employees in October. This was the second time I was able to use the onboarding procedure I developed with the help of resources shared by the WALT committee. I'm so happy to be able to set up the new hires and the LOSC team for success by giving new hires a solid foundation.

-After serving as vice-chair for the WALT committee in 2024, I was elected chair for 2025. I'm looking forward to continued collaboration and resource sharing with this great group of library trainers.

Branch Status Report



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

We are getting closer! The remodel has taken a long time and the Civic Center is getting cold, but we are doing ok here. We have built bunkers with heaters to keep us warm. Looking forward to reopening and getting back to normal. Lindsey, Kristen, and Sarah went to Boofest and handed out candy, just counting the kids they saw 667 people!!

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	709		Computer Sessions: -
Avg Daily Visitor Count:	32.23		Length of All Sessions: -
Ref Questions:	21		WIFI Stats - Users: 433
Tech Ref Questions:	21		WIFI Stats - Total Data Used: 98.59
Tech Reference - Libby:			Volunteer Hours
Circulation Stats:	1,641		
New Library Cards:	9		
Take Home KITS Given Out:			Locker Deliveries @ Adyy 12
CH Kits:	85		Locker Deliveries @
TN Kits:	40		Locker Deliveries @
AD Kits:	25		Locker Deliveries @
<i>Total:</i>	150		

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: 10/1 Handbells With Su	10			8	18	N	CH
Storytime Week 2: 10/8	8			4	12	N	CH
Storytime Week 3: 10/15	6			5	11	N	CH
Storytime Week 4 (&5): 10/22 & 10/29	8			5	13	N	CH
TOTALS:	32	0	0	22	54		
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: Creepy Crawlies	6			8	14	N	GEN
Program: Boofest	223	222	222		667	Y	CH/TN
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:	261	222	222	30	735		**Please circle or bold**

Branch Status Report



Branch COLVILLE	Submitted By Lisa Vos	Month/Year 2024 October
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Branch Highlights

(can include stories to share/quotes/tidbits)

tech help - A patron expressed thankfulness for the copier, and took the time to say she saw us helping others with tech needs and we were "patient and helpful".
 tech failure - After helping a patron try to file a claim online and failing twice, we printed him a paper form, gave him an envelope and told him to get it post marked today: "Thank you so much, I would not have been able to do this without you"
 prints - A patron came to pay for prints and said this library is helping me pass my class :)
 WiFi - I stepped outside early to clean up after Dr. P and a gentleman, sitting on the coooold cement outside, told me 3 times that the library wifi has "saved my bacon" countless times.

Statistics to Report

	Notes:
Head Count/Door Count:	5,351
Avg Daily Visitor Count:	243.2 22 days open
Ref Questions:	41
Tech Ref Questions:	143
Tech Reference - Libby:	38
Circulation Stats:	5,465
New Library Cards:	39
Take Home KITS Given Out:	
CH Kits:	120
TN Kits:	90
AD Kits:	100
<i>Total:</i>	310

	Notes:
Computer Sessions:	536
Length of All Sessions:	233.15 hours
WiFi Stats - Users:	990
WiFi Stats - Total Data Used:	2180.7 GB
Volunteer Hours	116.85

Locker Deliveries @ Colville	4
Locker Deliveries @	
Locker Deliveries @	
Locker Deliveries @	

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<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:	12	1		8	21	Y / N	CH/TN/AD/GEN
Storytime Week 2:	15			9	24	Y / N	CH/TN/AD/GEN
Storytime Week 3:	13			9	22	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	23	3		16	42	Y / N	CH/TN/AD/GEN
TOTALS:	63	4	0	42	109		
Tech Help with LOSC Week 1:				2	2	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:				5	5	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	8	8		
Program: Discoverable					54	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				3	3	Y / N	CH/TN/AD/GEN
Program: Outreach - Parkview (x4)				12	12	Y / N	CH/TN/AD/GEN
Program: Outreach - Buena Vista (x2)				4	4	Y / N	CH/TN/AD/GEN
Program: Food Preservation Workshop				12	12	Y / N	CH/TN/AD/GEN
Program: Handbells with Sue	15			9	24	Y / N	CH/TN/AD/GEN
Program: Crawlies That Aren't Creepy	13	9	6	21	49	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:	91	13	6	119	318		**Please circle or bold**

Branch Status Report



Branch HUNTERS	Submitted By	Month/Year 2024 October
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Branch Highlights	<i>(can include stories to share/quotes/tidbits)</i>

Statistics to Report			
Head Count/Door Count:	Notes: 71 Open 8 Days	Computer Sessions:	Notes: 3
Avg Daily Visitor Count:	9	Length of All Sessions:	90 Min.
Ref Questions:	7	WIFI Stats - Users:	
Tech Ref Questions:	3	WIFI Stats - Total Data Used:	
Tech Reference - Libby:		Volunteer Hours	
Circulation Stats:	132	Locker Deliveries @ Hunters	
New Library Cards:		Locker Deliveries @ Gifford	
Take Home KITS Given Out:		Locker Deliveries @ Fruitland	
CH Kits:	5	Locker Deliveries @	
TN Kits:	5		
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:					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
Program:					0	Y/N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0		**Please circle or bold**

Branch Status Report



Branch KETTLE FALLS	Submitted By mfk	Month/Year 2024 OCT
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Branch Highlights

(can include stories to share/quotes/tidbits)

We brought in a new volunteer shelver to help us while Marilyn is down South for the winter. Jane will be shelving on Tuesday mornings. Writers group is holding steady at about 8 to 9 attendees, but we already have 12 people signed up for NaNoWriMo- attempting to write a novel in November; 50,000 words in 30 days. I handed out candy to 135 Trick or Treaters on Halloween. We've had 4 new people at our music program learning to play the guitar. Sensory sensitive story time is going strong with anywhere from 26 to 40 kids- Meghan's stories, songs and crafts are very popular and everyone seems to enjoy the low lighting she uses in the room.

Statistics to Report

Head Count/Door Count:	2230	Notes:	Computer Sessions:	592	Notes:
Avg Daily Visitor Count:	101	22 open days	Length of All Sessions:	256.53	
Ref Questions:	37		WIFI Stats - Users:	365	
Tech Ref Questions:	45		WIFI Stats - Total Data Used:	494	
Tech Reference - Libby:	6		Volunteer Hours	103 art, music, shelving	
Circulation Stats:	1,807		Community service hours		
New Library Cards:	50		Locker Deliveries @		
Take Home KITS Given Out:			Locker Deliveries @		
CH Kits: make	80	80	Locker Deliveries @		
TN Kits: create	60	60	Locker Deliveries @		
AD Kits: try	25	25	Locker Deliveries @		
Total:	165				

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:	28			5	33	N	CH
Storytime Week 2:	29			5	34	N	CH
Storytime Week 3: HANDBELLS	28			9	37	N	CH
Storytime Week 4 (&5):	59			13	72	N	CH
TOTALS:	144	0	0	32	176		
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: Art 10/1	8	31	7	12	58	N	CH
Program: Art 10/8	6	42	6	10	64	N	CH
Program: Art 10/15	5	39	6	14	64	N	CH
Program: Art 10/22	6	39	5	10	60	N	CH
Program: Art 10/29 Pumpkin carving	5	28	7	16	56	N	CH
Program: Music 10/2		2	2	1	5	N	GEN
Program: Music 10/9		3	2	2	7	N	GEN
Program: Music 10/16		3	2	2	7	N	GEN
Program: Music 10/23		6	5	2	13	N	GEN
Program: Music 10/30		6	5	5	16	N	GEN
Program: Writers group 10/10			1	8	9	N	AD
Program: Writers group PREPTOBER 10/21				8	8	N	AD
Program: Food preservation 10/7				9	9	N	AD
Program: Bugs 10/28	7	10	4	8	29	N	CH
TOTALS:	181	209	52	141	583		**Please circle or bold**

Branch Status Report



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

Both kids and parents loved the handbell ringing program. Many of the parents participated also. They enjoyed how the program was structured, and how the kids still got to be a little wild. The kids enjoyed the opportunity to be intentionally loud in the library.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	1,254		Computer Sessions: 139
Avg Daily Visitor Count:	57		Length of All Sessions: 43.47
Ref Questions:	48.4		WIFI Stats - Users: 190
Tech Ref Questions:	35.2		WIFI Stats - Total Data Used: 291.0255608
Tech Reference - Libby:	26.4		Volunteer Hours: 6
Circulation Stats:	2145		
New Library Cards:	14		
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
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1:	7	0	1	5	13	Y / N	CH/TN/AD/GEN
Storytime Week 2:	5	0	0	5	10	Y / N	CH/TN/AD/GEN
Storytime Week 3:	8	0	0	5	13	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	7	0	0	6	13	Y / N	CH/TN/AD/GEN
TOTALS:	27	0	1	21	49		
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: Food Preservation Workshop	0	0	0	1	1	Y / N	CH/TN/AD/GEN
Program: Handbells With Sue	5	0	0	5	10	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	32	0	1	27	60		**Please circle or bold**

Branch Status Report



Branch LOON LAKE	Submitted By Mary Klabenes	Month/Year 2024 October
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Branch Highlights

(can include stories to share/quotes/tidbits)

The Candy Monster that is collecting unopened bags of candy for the Trunk or Treat is super popular with the kids who are excited to check to see how full it is every time they come into the library. The Handbell Storytime was a great success and all of the children and their mothers loved it and were very excited to find out that the handbells will be available to check out in the next couple of months. Several people have commented on how happy and or nice it is that we have someone from Rural Resources Victims Unit coming in on a regular basis and the Dementia Help, though not too many people have been coming to the actual Dementia Help meetings. The Dementia Help meetings will be moving online to Zoom at least until the beginning of next year. Trunk or Treat was very successful. We did a ring toss game and handed out candy and prizes. We had at least 184 kids play at our table.

Statistics to Report

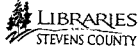
	Notes:		Notes:
Head Count/Door Count:	670	Computer Sessions:	162
Avg Daily Visitor Count:	39	Length of All Sessions:	49.8
Ref Questions:	106	WIFI Stats - Users:	172
Tech Ref Questions:	81	WIFI Stats - Total Data Used:	379.5967734
Tech Reference - Libby:	3	Volunteer Hours	
Circulation Stats:	1,653	Locker Deliveries @ Loon Lake	21
New Library Cards:	15	Locker Deliveries @ Springdale	4
Take Home KITS Given Out:		Locker Deliveries @	
CH Kit: Paper Cup Rocket	45	Locker Deliveries @	
TN Kits: Gummy Bear Keychain	40		
AD Kits: Container Diorama	20		
Total:	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
ALL PROGRAMS:							Children/Teen/Adult/General Int
Storytime Week 1: Hand Bell Storytime	3	2		3	8	Y / N	CH/TN/AD/GEN
Storytime Week 2:	4			2	6	Y / N	CH/TN/AD/GEN
Storytime Week 3:	4	1		4	9	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):	4 (&3)	(&2)		4 (&3)	16	Y / N	CH/TN/AD/GEN
TOTALS:	11	3	0	9	39		
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):				1	1	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	1	1		
Program: Hand Bell Storytime	3	2		3	8	Y / N	CH/TN/AD/GEN
Program: Rural Resources		1		4	5	Y / N	CH/TN/AD/GEN
Program: Creepy Crawley Program		8		4	12	Y / N	CH/TN/AD/GEN
Program: Dementia Program				0	0	Y / N	CH/TN/AD/GEN
Program: Friend's Meeting				9	9	Y / N	CH/TN/AD/GEN
Program: Book Club				5	5	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:	14	14	0	35	79		**Please circle or bold**

Branch Status Report



Branch NORTHPORT	Submitted By Wright Halbert	Month/Year 2024 October
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Branch Highlights

(can include stories to share/quotes/tidbits)

Northport was closed most of this month, so we have been using our locker for holds, which has gone well so far. Before closing we had the "Crawlies aren't that Creepy" program; turnout was great. Clifford volunteered to let the cockroach crawl on him which led to most of the kids following suite. Wright did a demo on songwriting for the "Things w/ Strings" program.

Statistics to Report

	Notes:
Head Count/Door Count:	92
Avg Daily Visitor Count:	15.3 6 Days Open
Ref Questions:	12
Tech Ref Questions:	4
Tech Reference - Libby:	0
Circulation Stats:	259
New Library Cards:	0
Take Home KITS Given Out:	
CH Kits: TNM	10
TN Kits: TNC	10
AD Kits: TNT	5
Total:	25

	Notes:
Computer Sessions:	Will get ASAP
Length of All Sessions:	
WIFI Stats - Users:	44
WIFI Stats - Total Data Used:	38.37
WIFI O.C. - Users:	50
WIFI O.C. - DATA:	21.86

Locker Deliveries @ Onion Creek	31
Locker Deliveries @ Echo/Evans	11
Locker Deliveries @	
Locker Deliveries @	

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<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: N.P. 10/2/24	9			2	11	Y	CH
Storytime Week 2: N.P. 10/9/24	10			2	12	Y	CH
Storytime Week 3: N.P. 10/16/24	9			2	11	Y	CH
Storytime Week 4 (&5): N.P. 10/23 & 10/30	19			4	23	Y	CH
TOTALS:	47	0	0	10	57	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 1:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:					0	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	0	0	0	0	Y / N	CH/TN/AD/GEN
Program: Crawlies Aren't Creepy		11		8	19	N	CH / GEN
Program: O.C. Outreach 10/2		12		2	14	Y	CH
Program: O.C. Outreach 10/9		14		1	15	Y	CH
Program: O.C. Outreach 10/16		12		2	14	Y	CH
Program: O.C. Outreach 10/23		14		1	15	Y	CH
Program: O.C. Outreach 10/30		11		2	13	Y	CH
Program: Food Pres: Intro to Canning		5		6	11	N	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:	47	79	0	32	158		**Please circle or bold**