STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Public Regular Meeting
December 19, 2024
Colville Library

Chair Sue Poe 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; Josie Darst, Vice-Chair; Joann Caruso, Trustee; Lisa Wolfe, Trustee; Jennifer Miller, Trustee; Amanda Six, District Director; Jessica Varang, Deputy Director and Janet Eide, Business Manager were also present. Office Manager Becca Moore was absent.

The regular meeting of the Board of Trustees adjourned to Executive Session at 10:01 ending at 11:06 am.

EXECUTIVE SESSION – Library Director's Evaluation – The Board adjourned to Executive Session beginning at 10:01 am ending at 11:06 am. The session was held to review and evaluate the performance of a public employee (Library Director) per RCW 42.30.110.g. No items were voted on during the Executive Session.

VISITORS – At 11:30 Anne Lawson, Colville Library Board member, joined the meeting.

GREETINGS – Sue welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – Add Kettle Falls Shed & Trustee Terms to New Business

ACTION ITEMS
(1)   The minutes from the Board of Trustees Regular Meeting of November 21, 2024, were reviewed. – Edits were made to clarify the minutes.
(2)   The minutes from the Board of Trustees Conference Call of December 11, 2024, were reviewed.
(3)   The following vouchers and warrants were approved for payment:
        Accounts Payable 11/14-12/4/24 - 45 Vouchers total $180,084.39.
        Payroll Warrants November 2024 – 34 Direct Deposits for a total of $96,796.04.
(4)   The Director's November 2024 timesheets and accumulated vacation & sick hours were reviewed.
(5)   Detailed Revenue & Budget Status Reports for November 2024.

Motion made to accept the Consent Agenda.
        Motion made: Jennifer
        Motion seconded: Joann
        All in favor: Unanimous

UNFINISHED BUSINESS
(1)   **Building Project Updates & Snapshot –**
        a. Report from OAC – none today
        b. 2021-2023 – Loon Lake, Chewelah, and Northport – Gene Sementi from OAC sent some pictures of the Loon Lake site to share during the meeting. Amanda shared an update that the concrete pad had been poured and metal framing is happening. Chewelah opened with a "soft opening" on Monday and so far they've received many positive comments. Staff and volunteers worked hard to get the library set up and ready to open. There are several items that are not complete: walk off carpet, bathroom flooring and walls, as well as ADA door openers. This has been a very frustrating process with the contractor WM Welch. The Trustees want to make sure they are held accountable and that all the issues are being documented. Northport still has about a week of work left once all

1

the necessary supplies have arrived. There are currently plans to have the Chewelah Library Grand Opening on Saturday, February 8th in order to coordinate with WinterFest in Chewelah..

   c. 2021-2023 – Colville – The City of Colville is worried that the LCIP funds will not be reallocated for 2026/2027. Until they have confirmation of that renewal they will not be moving forward. There should be a draft of the new governor's budget soon. It is not a guarantee it will be renewed but most likely should be. Amanda suggested a meeting with the stakeholders. Anne is happy to attend or speak wherever she is needed. The Trustees are also willing to participate in a meeting or contact anyone needed to keep this project moving forward.
   d. 2023-2025 – Hunters – No updates for Hunters this month.

(2)   **Advocacy to the State Legislature** – Amanda shared that Wednesday, February 5th, is the date for WLA Library Legislative Day. Trustees can talk about attending. Josie suggested setting up meetings for Trustees to meet the legislators. Discuss talking points like renewing LCIP, Broadband, 1% to 3%, and Cybersecurity. WLA will offer their own talking points as well and have scheduled a meeting for early January to discuss this. The board agreed to use the January Conference Call to confirm planning details. Sue would be happy to drive. Amanda will go separately because she has a Director's meeting the two days after.

(3)   **Capital Campaign/Legacy Project** – The Capital Campaign received $10,000 from STCU. Amanda and Rick met with them in Colville and were surprised with the donation! There is still a grant application for a larger amount with STCU, but we don't anticipate hearing anything until after the new year. Sue reported that posts to the Foundation Facebook and Instagram pages are up and running, and that both platforms are now linked. Rick is meeting with Innovia and the Chewelah Chamber of Commerce next week. Sue has a spreadsheet tracking donations and acknowledgements as they happen. The next CCC meeting is January 6th in person in Chewelah to plan the Chewelah Grand Opening.

(4)   **Staff Reorganization** – Amanda Smith applied for the Lakeside Lead, interviewed and accepted the position. Amber Williamson, also in Lakeside, applied for the Programming Specialist position, formerly held by Amanda Smith, interviewed and accepted that position as well. The Lakeside staff took a field trip to visit other branches in the county and see how each branch is run, gather ideas and network.

(5)   **Policy/Procedure Review** –
   a. Dress and Grooming Draft Policy – Table until January.
   b. Policy 0023 Confidentiality of Library Patron Information – Trustees discussed edits to the policy and called for a vote.

   Motion made to accept edits to Policy 0023 Confidentiality of Library Patron Information.
   > Motion made: Jennifer
   > Motion seconded: Josie
   > All in favor: Unanimous

NEW BUSINESS -
(1)   **2025 Trustee Board Executive Elections** – Trustees completed a survey sharing if they would be willing to serve. Trustees discussed the results and suggested a possible chair and vice-chair.

Motion made to accept Lisa Wolfe as Chair and Josie Darst as Vice-Chair for 2025 Library Board of Trustees.
   > Motion made: Lisa
   > Motion seconded: Josie

All in favor: Unanimous

(2)   **2025 Library Legislative Day** – See above Advocacy to State Legislature – Old Business, #2.

(3)   **Kettle Falls Shed** – The shed in Kettle Falls is in need of a new roof. It turns out it is a District Asset that was donated to the Library from the Kettle Falls Chamber of Commerce years ago. Amanda has suggested "selling" it to the Friends so they can take care of the new roof. Lisa will initiate an email to the Friends and check with City Hall since it is on their property.

(4)   **Trustee Terms** – Sue would like clarification on Trustee terms. The terms are set up so one trustee's term ends every year and we don't have more than one Trustee with a term ending in the same year. RCW 27.12.190 states: The first appointments for boards should be five trustees who shall be for terms of one, two, three, four, and five years respectively, and thereafter a trustee shall be appointed annually to serve for five years. No person shall be appointed to any board of trustees for more than two consecutive terms. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the board are regularly chosen. There was some confusion a couple of years ago but everything has been squared away as of this spring and the website lists the current and correct terms for the Library Board of Trustees. thelosc.org/about-us/board-of-trustees/

REPORTS
(1)   **Director's Report:**
    a. **Library Happenings (attached)**
    b. **Statistics and Reporting**
(2)   **Trustee/Liaison Report:** Lisa attended the Colville Library Improvement Club Luncheon along with Josie. Kettle Falls Friends are hosting Friday night movie nights. Joann reported on the Friends of Loon Lake Library and their Santa event – 92 families attended.
(3)   **Others:** none
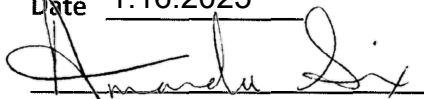
ADJOURNMENT
The meeting of the Board of Trustees was adjourned at 12:59 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date 1.16.2025

Amanda Six, Secretary, SCRLD

~~Sue Poe, Board Chair~~   Lisa Wolfe, Board Chair
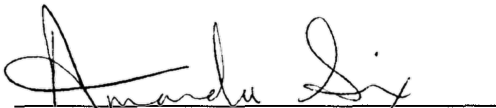
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
December 11, 2024

The meeting was called to order at 9:01 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; Janet Eide, Business Manager and Becca Moore, Office Manager. Jessica Varang, Deputy Director was absent from the meeting.

AGENDA

o   **OPENING** – Sue welcomed everyone.

o   **PUBLIC COMMENT** – none

o   **AGENDA CHANGES** – none

o   **ACTION ITEMS** – none

o   **DISCUSSIONS**

- **December 19th – Regular Board Meeting – Agenda Changes** – none
- **State Board training** – Check-in – Joann will work on completing before the end of the year.

o   **NEW BUSINESS** – none

o   **ADJOURNMENT** – Meeting was adjourned at 9:16 am.

Respectfully submitted:

Amanda Six (signature)

Amanda Six, Secretary, SCRLD

Accepted By:

Sue Poe (signature)   12.19.2024

Sue Poe, Board Chair   **Date**

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

Submitted By	Month/Year	2024
Amanda Six	**December**	

District Highlights

It was a thrill to finally open the Chewelah Library (soft-opening). Overall, comments from the public have been very positive. The grand opening will be February 8th (aa Saturday). I have been working on statewide digital equity efforts: one to secure funding for DE via a device tax, and with ongoing participation in the Digital Equity Forum. I took some time off to help my mom before and after a surgery and to spend some time with family over the holidays.

Submitted By	Month/Year	2024
Jessica Varang	**December**	

Tech/Educ Highlights

December kept us busy with the reopening of the Chewelah Library. I was able to visit five warehouses office surplus stores in the Seattle area and procur numerous great pieces for our remodeled and new libraries. Two people will be headed over at the end of January to pick up the pieces, drive the trucks over, and then we'll be ready for the Grand Opening at Chewelah. The lack of winter has allowed so much progress on the Loon Lake building, it's fantastic! The community is so excited, especially the Friends and avid visitors. I took some vacation time in December after all the soft opening commotion calmed down. Matt was on the radio promoting the library, which was great! Programmers are working with WSU extension and some outside orgs for Q1 programming. Outreach has been a little slower for the of year, so we are focusing on Nursing Home facilities, schools, and trying to define branch and specialist duties. We are hoping to revisit the initial agreements with NCWL and SCLD early in 2025.

Submitted By	Month/Year	2024
Anja Johnson	**December**	

Staff Support Specialist

In December, I sent out the survey to gather staff thoughts on the effectiveness of the reorganization after 7 months. I compiled and shared the information with you all. I hope it was helpful and what you were looking for!

I took extra time to focus on the district-wide SOP project in December. This project is important, but has had to take a back seat to more pressing things much of the year. I was excited to be able to take a huge step forward on this in December! This is still in progress, but we now have most of our standard procedures covered, along with a section for personnel and workplace safety.

We were excited to interview and welcome Amber Williamson (Lakeside) as the new Programming Specialist South!

Community Outreach Specialist - Meghan Schroeder - Outreach Events Stats for 2024

This accounts for the events that occured after I created the template, in early June, so there are more people reached than is represented, but not by much.

The LOSC Event booth, by the numbers:

2235 people visited our booth

73 new library cards issued

24 library cards renewed

Kettle Falls also served 769 (!!!) after school snacks from September 11th, 2024- December 31st, 2024 as part of a grant awarded from STCU, written for by The Friends of the Kettle Falls Library.

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch **CHEWELAH**	Submitted By **Matt**	Month/Year **2024** **December**

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

WE'RE BACK IN THE LIBRARY!!! On December 16th, Chewelah had a soft opening. The response so far from patrons is how amazed they are for how much bigger the space looks. We still have some things to do to get the library finished, but all in all we are very happy with how it turned out.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	524		Computer Sessions:	
Avg Daily Visitor Count:	48		Length of All Sessions:	
			WIFI Stats - Users:	360
Ref Questions:	20		WIFI Stats - Total Data Used:	460
Tech Ref Questions:	11			
Tech Reference - Libby:	2		Volunteer Hours	
Circulation Stats:	1,348			
New Library Cards:	6			
			Locker Deliveries @ Addy- 6	
Take Home KITS Given Out:			Locker Deliveries @ CH- 15	
CH Kits:	85		Locker Deliveries @	
TN Kits:	40		Locker Deliveries @	
AD Kits:				
Total:	125			

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	*5*	*2*	*0*	*4*	*11*	*Y / N*	*CH/TN/AD/GEN*
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1:					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

LIBRARIES STEVENS COUNTY

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

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

"I always love to come to the library. It's the best vibe in town. And you're part of that!" The comment was so genuine with the best tone.

New patron had created an on-line card. We briefly finished the process at her first visit into the library. She said "such great service, we will be back"

Patron came in frustrated that we are downsizing out ABCD collection and we have limited selections on Libby. She would like more collaboration between library systems in the state/country. I directed her to sno-isle for an online card. She was elated!

Patron came back to the office and stated how wonderful the crew is here these days. He noticed how we have been much happier and light hearted in the past couple of months.

A patron needed help finding a list of the numbers 1-90 written out so that he can write checks without errors. Devin efficiently located and printed this for him and he left grateful.

Statistics to Report

		Notes:				Notes:
Head Count/Door Count:		4,463 counter malfuncion 12/11		Computer Sessions:	501	
Avg Daily Visitor Count:		223.2 20 days open		Length of All Sessions:	246.9 hours	
				WIFI Stats - Users:	794	
Ref Questions:	41			WIFI Stats - Total Data Used:	587.6 GB	
Tech Ref Questions:	13					
Tech Reference - Libby:	29			Volunteer Hours	85.65	
Circulation Stats:	6,831					
New Library Cards:	24					
				Locker Deliveries @ Colville	15	
Take Home KITS Given Out:				Locker Deliveries @		
CH Kits:	120			Locker Deliveries @		
TN Kits:	90			Locker Deliveries @		
AD Kits:	0					
Total:	210					

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	*5*	*2*	*0*	*4*	*11*	*Y / N*	*CH/TN/AD/GEN*
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1:	9			7	16	Y / N	CH/TN/AD/GEN
Storytime Week 2:	11	1		7	19	Y / N	CH/TN/AD/GEN
Storytime Week 3:	10			8	18	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	30	1	0	22	53		
Tech Help with LOSC Week 1:				1	1	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 2:				2	2	Y / N	CH/TN/AD/GEN
Tech Help with LOSC Week 3:				2	2	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	6	6		
Program: Discoverable: Send Kindness					24	Y / N	CH/TN/AD/GEN
Program: Scavenger Hunt					45	Y / N	CH/TN/AD/GEN
Program: Book Club				9	9	Y / N	CH/TN/AD/GEN
Program: VR appointments			1		1	Y / N	CH/TN/AD/GEN
Program: Outreach - Parkview (x4)				12	12	Y / N	CH/TN/AD/GEN
Program: Outreach - Buena Vista				2	2	Y / N	CH/TN/AD/GEN
Program: Outreach - Cascadia				8	8	Y / N	CH/TN/AD/GEN
Program: Winter Haiku				8	8	Y / N	CH/TN/AD/GEN
Program: Gingerbread decorating contest					20	Y / N	CH/TN/AD/GEN
Program: Ugly Sweaters					24	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:	30	1	1	67	212	***Please circle or bold***	

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2024
HUNTERS	Riley Brunson	**December**	

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

We had a family come in that has visited the library a few times. Their kid hadn't checked out many books so I decided to ask them what they like to read. They told me that they didnt really like to read much so I asked if they had ever seen a graphic novel. I was able to show them a graphic novel that they seemed interested in and hopefully that will spark some excitement to read!
One patron came into the library that had a specific interest in the history of Hunters and Stevens county, I was able to help them find many books on the subject as well as some articles I found online. He was very grateful for the resources as well as my help.
We had a patron come in that is currently remodeling their home. She asked me about home improvement ideas as well as decorating ideas for the new space in her home. I was able to provide her with a list of books to help inspire her. She was sincerely grateful for my help.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	42 Open 6 Days		Computer Sessions:	5
Avg Daily Visitor Count:	7		Length of All Sessions:	185 Min.
			WIFI Stats - Users:	32
Ref Questions:	4		WIFI Stats - Total Data Used:	58.99
Tech Ref Questions:				
Tech Reference - Libby:			Volunteer Hours	0
Circulation Stats:	38			
New Library Cards:				
			Locker Deliveries @ Hunters	4
			Locker Deliveries @ Gifford	7
Take Home KITS Given Out:			Locker Deliveries @ Fruitland	0
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
example: Storytime 1	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
TOTALS:	0	0	0	0	0		**Please circle or bold**

Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

Attendance at movie nights was dissapointing for the first two weeks, but patrons had expressed dissapointment in the events later start time of 6:30 pm. After a change to start the movies at 5:30, patron attendance increased greatly. Our storytime kids got a very special Christmas themed storytime with a special guest, Meghan's husband dressed to the nines as Santa! The holiday festivities continued into the rest of the library, with a tree ornament themed scavenger hunt throughout the month of December with sparkly ornaments as a prize. The scavenger hunt wouldn't have been possible without one of our regular young patrons, who gave us both the theme and prize idea.

Statistics to Report

		Notes:
Head Count/Door Count:	2,297	
Avg Daily Visitor Count:	115 Open 20 days	
Ref Questions:	55	
Tech Ref Questions:	84	
Tech Reference - Libby:	2	
Circulation Stats:	1,495	
New Library Cards:	14	
Take Home KITS Given Out:		
CH Kits:	80	
TN Kits:	30	
AD Kits:		
Total:	110	

		Notes:
Computer Sessions:	486	
Length of All Sessions:	203hr 11min	
WIFI Stats - Users:	320	
WIFI Stats - Total Data Used:	258.0007923	
Volunteer Hours	85	
Community service hours		
Locker Deliveries @		
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
example: Storytime 1	5	2	0	4	11	Y / N	CH/TN/AD/GEN
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1:	31			4	35	N	CH
Storytime Week 2:	28			5	33	N	CH
Storytime Week 3:	31			7	38	N	CH
Storytime Week 4 (&5):	20			7	27	N	CH
TOTALS:	110	0	0	23	133		
Tech Help with LOSC Week 1:				1	1	N	GEN
Tech Help with LOSC Week 2:				1	1	N	GEN
Tech Help with LOSC Week 3:					0	N	GEN
Tech Help with LOSC Week 4 (&5):					0	N	GEN
TOTALS:	0	0	0	2	2		
Program: Art 12/3	5	35	6	10	56	N	CH
Program: Art 12/10	7	34	7	10	58	N	CH
Program: Art 12/17	5	28	3	9	45	N	CH
Program: Music 12/4		5	6	2	13	N	GEN
Program: Music 12/11		4	9	6	19	N	GEN
Program: Music 12/18		5	7	4	16	N	GEN
Program: Writer's Group 12/12				5	5	N	AD
Program: Season's Screenings 12/6		5		3	8	N	GEN
Program: Season's Screenings 12/13		3		2	5	N	GEN
Program: Season's Screenings 12/20		18	2	7	27	N	GEN
Program: Season's Screenings 12/27		11		6	17	N	GEN
Program:					0	Y / N	CH/TN/AD/GEN
Program:					0	Y / N	CH/TN/AD/GEN
TOTALS:	127	148	40	89	404		**Please circle or bold**

Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

One of our Lakeside patrons won the drawing for the Kindle at the end of the 2024 Summer Reading Program. The other day she came in and told us, "Thank you so much for the kindle! Ever since I had kids I stopped reading for pleasure. I read books aloud to the kids, I read stuff for homeschool, but it's been years since I've read anything for myself just because I wanted to. Ever since I won that kindle, I've read so many books. I just download a book on Libby and put it in my purse. I can take it with me to doctor appointments, dentist appointments, sports practices. I take it with me everywhere. And one of the best parts is that I can turn on that blue light filter and it doesn't hurt my eyes."

Statistics to Report

		Notes:			Notes:
Head Count/Door Count:	794		Computer Sessions:	67	
Avg Daily Visitor Count:	41.8		Length of All Sessions:	19:17	
			WIFI Stats - Users:	183	
Ref Questions:	57		WIFI Stats - Total Data Used:	265.5621895	
Tech Ref Questions:	50				
Tech Reference - Libby:	17		Volunteer Hours	6	
Circulation Stats:	1,798				
New Library Cards:	18				
			Locker Deliveries @ Lakeside	21	
Take Home KITS Given Out:			Locker Deliveries @		
CH Kits:	54		Locker Deliveries @		
TN Kits:	37		Locker Deliveries @		
AD Kits:	0				
Total:	91				

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	*5*	*2*	*0*	*4*	*11*	*Y/N*	*CH/TN/AD/GEN*
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1: closed	0	0	0	0	0	Y/N	CH/TN/AD/GEN
Storytime Week 2:	4	0	0	4	8	Y/N	CH/TN/AD/GEN
Storytime Week 3:	10	1	0	8	19	Y/N	CH/TN/AD/GEN
Storytime Week 4 (&5): closed	0	0	0	0	0	Y/N	CH/TN/AD/GEN
TOTALS:	14	1	0	12	27		
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: Ugly Sweater Decorating	14	24	3	10	51	Y/N	CH/TN/AD/**GEN**
Program: Winter Haiku	0	2	0	3	5	Y/N	CH/TN/AD/**GEN**
Program: LEGO winter challenge	1	11	0	0	12	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:	29	38	3	25	95		**Please circle or bold**

Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

Several people have commented this month on how much they like the kids Take N Make Crafts. They look forward to them and will sometimes stop by just to pick up the crafts at the beginning of a new month. People are daily talking about how excited they are for the new library and asking when it will be open. The Gingerbread houses were a huge hit and people are hoping we will continue to do it every year.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	602		Computer Sessions:	101
			Length of All Sessions:	37.4
Avg Daily Visitor Count:	35		WIFI Stats - Users:	155
			WIFI Stats - Total Data Used:	301.7778329
Ref Questions:	256			
Tech Ref Questions:	79			
Tech Reference - Libby:	1		Volunteer Hours	
Circulation Stats:	1,485			
New Library Cards:	7			
			Locker Deliveries @ Loon Lake	27
Take Home KITS Given Out:			Locker Deliveries @ Springdale	3
Reindeer Ornaments	45		Locker Deliveries @	
TN Kits:	40		Locker Deliveries @	
AD Kits:				
Total:	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
example: Storytime 1	*5*	*2*	*0*	*4*	*11*	*Y / N*	*CH/TN/AD/GEN*
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1:	4	5		4	13	Y / N	CH/TN/AD/GEN
Storytime Week 2:	6	3		5	14	Y / N	CH/TN/AD/GEN
Storytime Week 3:	6	4		4	14	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5): Canceled					0	Y / N	CH/TN/AD/GEN
TOTALS:	16	12	0	13	41		
Tech Help with LOSC Week 1:					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:					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: Book Club				6	6	Y / N	CH/TN/AD/GEN
Program: Friends Meeting				9	9	Y / N	CH/TN/AD/GEN
Program: Gingerbread Houses	5	9	6	12	32	Y / N	CH/TN/AD/GEN
Program: Ugly Sweaters	3	3	4	6	16	Y / N	CH/TN/AD/GEN
Program: Winter Haiku				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
TOTALS:	24	24	10	51	109	****Please circle or bold****	

Branch Status Report

LIBRARIES STEVENS COUNTY

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

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

We were both jubilant to re-open the NP library, and our regular patrons echoed that sentiment. The portable restroom can be a little cold, but weather has been mild and we are just happy to be back in operation. Wright had a good time performing a winter holiday storytime at OC for the K-2 class, with cookies for everyone. We are optimistic for the New Year in the Northport library!

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	176		Computer Sessions:	42
Avg Daily Visitor Count:	14.67 12 Days Open		Length of All Sessions:	41:42:00
			WIFI Stats - Users:	50
Ref Questions:	30		WIFI Stats - Total Data Used:	48.84
Tech Ref Questions:	12		WIFI O.C. - Users:	59
Tech Reference - Libby:	2		WIFI O.C. - DATA:	16.23
Circulation Stats:	381			
New Library Cards:	3			
			Locker Deliveries @ Onion Creek	26
Take Home KITS Given Out:			Locker Deliveries @ Echo/Evans	0
CH Kits:	10		Locker Deliveries @	
TN Kits:	10		Locker Deliveries @	
AD Kits:				
Total:	20			

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

Program Specific Stats

	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	*5*	*2*	*0*	*4*	*11*	*Y / N*	*CH/TN/AD/GEN*
ALL PROGRAMS:							Children/Teen/ Adult/General Int
Storytime Week 1: O.C. 12/4/24		10		2	12	Y	CH
Storytime Week 2: O.C. 12/11/24		12		1	13	Y	CH
Storytime Week 3:					0	Y / N	CH/TN/AD/GEN
Storytime Week 4 (&5):					0	Y / N	CH/TN/AD/GEN
TOTALS:	0	22	0	3	25		
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	22	0	3	25		**Please circle or bold**