STEVENS COUNTY RURAL LIBRARY DISTRICT Board of Trustees Public Regular Meeting June 18, 2025 Hunters Library

Chair Lisa Wolfe called the regular meeting of the Stevens County Rural Library District Board of Trustees to order at 10:04 am. In attendance were Lisa Wolfe, Chair; Josie Darst, Vice-Chair; Joann Caruso, Trustee (via Zoom); Jennifer Miller, Trustee (joined via Zoom at 10:37 am); Amanda Six, District Director; Jessica Varang, Deputy Director and Becca Moore, Office Manager. Sue Poe, Trustee and Janet Eide, Business Manager were absent from the meeting.

VISITORS - Catharine Whitby, former Trustee, joined the meeting.

GREETINGS - Lisa welcomed everyone.

PUBLIC COMMENT - Catharine is delighted to get caught up on all the great work the Board has been doing.

AGENDA CHANGES – Add Executive Session regarding personnel.

The regular meeting of the Board of Trustees adjourned to Executive Session at 10:08 ending at 10:36 am.

EXECUTIVE SESSION – Personnel – The Board adjourned to Executive Session beginning at 10:08 am ending at 10:36 am. The session was held to discuss personnel. No items were voted on during the Executive Session. RCW 42.30.110.1f

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of May15, 2025, were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of June 11, 2025, were reviewed.
- (3) The following vouchers and warrants were approved for payment:
 Accounts Payable 5/7/25 6/5/25 78 Vouchers total \$614,602.21.
 Payroll Warrants May 2025 33 Direct Deposits for a total of \$100,326.29.
- (4) The Director's May 2025 timesheets and accumulated vacation & sick hours were reviewed.
- (5) Detailed Revenue & Budget Status Reports for May 2025.

Motion made to accept the Consent Agenda.

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

UNFINISHED BUSINESS

- (1) Building Project Updates & Snapshot
 - a. Report from OAC Since this is a Wednesday meeting there is no update from OAC.
 - (1) Northport:
 - (2) Chewelah:
 - (3) Loon Lake:
 - (4) Colville:
 - b. 2021-2023 Loon Lake, Chewelah, and Northport Loon Lake is waiting for approval from the Health District to fill in the drainage fields for the septic. Internet has been installed. Data connections complete. Matt & Jessica brought over a truckload of furniture from Seattle that includes some outdoor furniture and wobble stools for other branches, including Kettle Falls. Lisa thanked Jessica for "bringing the fun". The Foundation donated funds for an extra set of data cables

- to be added while the walls were open. Next week Loon Lake will be closed and moving with a soft opening of July 1st. We are still waiting on the delivery of overstock from Welch for Chewelah and Northport. Northport is going to paint their YA room and are working to expand their doorways. Possibly have a grand opening in Northport during the community celebration Labor Day weekend, if they can get a few more things completed.
- c. 2021-2023 Colville With the approval of the State budget, Colville is ready to move forward. They are working on their readiness survey and getting a contract between the engineer and the architect. The City is hoping to go to bid in the fall or after the first of the year.
- d. 2023-2025 Hunters A variety of staff are filling in at Hunters for the summer. Stats show that use in Hunters has changed since COVID. Surveying patrons for their current needs and will assess what the best services are after summer. Rethink how we provide and offer services to Hunters and the surrounding underserved communities before moving forward with LCIP in Hunters.
- (2) Advocacy to the State Legislature BEAD (Broadband Equity Access & Deployment Program) funding has been canceled. Some had already been awarded to communities in our area through partnerships with WorkSource and TEDD and training for jobs for broadband infrastructure in the tri-county area. This was federal not state funding but should be addressed through advocacy.
- Capital Campaign/Legacy Project Catharine shared updates from Rick Moore, Chair of the Capital Campaign. CCC/Legacy Project has been rolled into the monthly Foundation meetings. The CCC has done the behind the scenes work and fundraising that didn't require the Foundation like writing grants. Now the committee needs the Foundation to become more actively involved in the actual fundraising like reaching out to local businesses and individuals. It's also important to partner with the local Library Friends Groups. The goal is not only for new projects but to recoup funds the district has spent and repay the TEDD Loan.
- (4) Staff Reorganization We posted for a Large Branch Manager in Loon Lake, had nine applicants, interviewed 3 and chose Matt Varang (current Chewelah Manager). Amanda, Becca and Anja met with the Library District's Attorney to discuss the legality of staff from the same family working in the same building. Our attorney stated that as long as they do not have supervisory authority over each other that is allowed. Administration and the Loon Lake Library are in the same building but essentially different departments. We will put together very clear expectations for everyone involved and manage those. We will be opening the Chewelah manager position this week. Lindsey Valadez, Library Assistant II in Chewelah has agreed to be the interim manager. Matt is still the Interim Collection Development Manager, and we will open that position soon. It will not be a stand alone position but part of a branch manager position. Currently, that position, on the hierarchy is right below the Deputy Director but was put there during the original reorg for the previous staff that held that job. We will revisit that position, where it falls in the org chart and how it is posted.

(5) Policy/Procedure Review -

- a. Meeting Room Policy Draft Trustees discussed the draft. Should we charge for the meeting room? Perhaps if they are selling something while using the room. Should they have insurance? Lisa says yes. This policy will need a procedure as well. Perhaps that will list something like a janitorial fee. Amanda would like to send this out before the Conference Call and get it approved by the next meeting.
- b. Key and Building Access Policy We have a draft from Jefferson County Library. Trustees discussed and will revisit next month.

- (6) 2024 Trustees Year in Review Sue is working on it and has a draft but has asked to hand it off. Need to clarify if she'd like help with 2024 or for someone to take on next year's 2025 review. Lisa and Josie are willing to help or take it on for next year.
- (7) Resolution 01-2025 Supplemental Appropriation to the 2024 Budget Authorizing Amendment to 2024 Budget table

NEW BUSINESS -

- (1) Lakeside Lease Renewal discussion Our current lease expires in August. Amanda Six, Jessica and Amanda Smith met with the landlord. We currently pay \$3,000/mo. He would like to raise that to \$5,000 but is willing to agree to \$4,000 for the next five years. The Trustees would like Amanda to ask about \$3,500.
- (2) 2025 Audit In process. Hope for it to be complete by next month and will report back. Lisa sent an email to Janet to waive the Board entrance conference.
- (3) Resolution 04-2025 Approving the Sale of the (old) Loon Lake Library Building Several parties have expressed interest in the building. This resolution allows us to start the process. The first step after we are moved out is to get an appraisal. Joann has a commercial real estate contact if we need one.

Motion made to accept Resolution 04-2025 Approving the Sale of the (old) Loon Lake Library Building.

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

REPORTS

- (1) Director's Report:
 - a. Library Happenings (attached)
 - b. Statistics and Reporting
- (2) Trustee/Liaison Report:
 - Kettle Falls Friends Town and Country Days sales were down for the pie sales this year perhaps
 due to not having a 3 on 3 basketball tournament. Landscaping for the courtyard is in the
 planning phase. The roof on the shed was replaced. Talking about fall fundraisers. Agreed, as
 part of their budget, to give \$500 to the Dolly Parton Imagination Library.
 - Loon Lake Friends are in their new book space. Loonsday was a huge success.
 - Should Trustees change the schedule of where Board meetings are held? Revisit next month when everyone is at the meeting.
- (3) Others:

ADJOURNMENT

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

Chair adjourned the meeting.

Respectfully submitted?

Amanda Six, Secretary, SCRLD

Date 07.17.2025

Lisa Wolfe, Board Chair

STEVENS COUNTY RURAL LIBRARY DISTRICT Board of Trustees Conference Call June 11, 2025

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

AGENDA

- o **OPENING** Lisa welcomed everyone.
- o PUBLIC COMMENT none
- o AGENDA CHANGES add Audit to the agenda
- o ACTION ITEMS none
- DISCUSSIONS
 - June 18th Regular Board Meeting Agenda Changes Add 2025 Audit to New Business
 - 2025 Audit The State Audit for 2022-2024 has started. It is an accountability audit. Trustees have the option of an entrance conference to discuss an explanation of the audit and the cost. They can also choose to waive the conference and receive the information in an email. They decided to waive the conference. Lisa will send Janet an email that she can forward to the auditors noting this.
- o NEW BUSINESS none
- o ADJOURNMENT Meeting was adjourned at 9:20 am.

Respectfully submitted:

Amanda Six, Secretary, SCRLD

Accepted By:

lies Wolfo Board Chair

06.18.2025

Date

District Status Report Director's & Tech/Educ & Staff Support Specialist May 2025

Director District Highlights Submitted by: Amanda

I presented information about public libraries and the need for additional space to both the Colville City Council and Colville Rotary in May. The goal of these presentations was to inform the public about what libraries do for our communities and how additional space helps us to meet those needs. I also attended the Colville Library Improvement Club meeting to provide a progress report about the Colville renovations.

I have been meeting regularly with the Capital Campaign Committee to review fundraising efforts and to expand opportunities.

We have begun to plan for the statewide library directors' retreat at the end of September. Becca did a a great job of getting a group discount at the new Mistequa Hotel in Chewelah for attendees.

I prepared the end-of-grant summary for the Providence pilot project grant that has helped fund our library of things. Becca has submitted the final report.

Deputy Director/Tech/Educ Highlights Submitted by: Jessica

Amanda and I worked with Bryan Raines from Rural Resources and Aja Bridges to discuss the Homebound Partnership pilot (partnership with NCW Libraries). We think we have a plan moving forward with NCW - we are in the process of scheduling another meeting and will hopefully have more soon.

Summer Reading plans were finalized; mailer was sent to the mailhouse in Spokane - we've had a busy month for the Specialists! They are doing amazing work and the programs are really seeing good numbers into June. Each specialist has seen their share of challenges, pulled a few hairs out, and pivoted to make things have a good solution. I'm super grateful for all three of these employees.

I've been busy with new library construction duties - from furniture, to helping answer questions or be available for various consultations or filling out paperwork in Becca's absence from the office. I've been so happy with DarDan as our construction team and try to let them know/ recognize them in our promotional pieces and word of mouth. They will be missed! We have invitations and are passing out lots of them for the Grand Opening on August 16 at Noon. We are hoping to mail those who have donated via the Foundation or to those we know who may be out of the area (i.e. Darryl Troutman's widow in AZ) with a personalized note and gratitude.

Staff Support Specialist Highlights Submitted by: Anja

I enjoyed working with Amanda and Lisa Vos in May to get Colville's staffing figured out and updated. After having two CV staff recently leave for other opportunities, we needed to find a new LA1 to help support the schedule. We worked through the advertising, application, and interview process and found a great, new LA1 that has already proven to be a great addition to the CV team.

In May, I also helped Anna Kay get settled back in at CV. She is temporarily returning to CV as an LA2 and has been really helpful in supporting the schedule after the recent staffing changes.

We also worked hard to find a new Loon Lake Manager in May. Lots of staffing work this month!

Amanda, Jessica, Becca, and I have been working on planning the Director's Retreat event in September. Things are slowly coming together and we think this will be a great event. We're looking forward to hosting at the new Loon Lake Library!

In May, we received our reimbursement from the WSL group grant for our staff WLA trip! It's always nice to successfully wrap up work on a grant.

I took a week of vacation in May and went on a wonderful trip with my husband. We had a great time and I came back refreshed and ready to get back to work!

LIBRARIES STEVENS COUNTY	Branch	Submitted By	Month/Year	2025
STEVENS COUNTY	Chewelah	Matt	Mav	

Branch Highlights

(can include stories to share/quotes/tidbits)

A patron and her young daughter checked out a couple books and in one of the books, there was a little chicken who was trying all kinds of new foods — grass and bugs and all sorts of things — and the little girl wanted to try all the different foods, same as the little chick, and was especially intrigued by the idea of anybody eating bugs so they went to a bunch of different stores until they found one that sold lollipops with crickets in the center. She ate one and couldn't wait to get back to the library to tell us all about her "cricky-cracky crickets" (that's a phrase used in the book). It was so cute and I thought it would be fun to share that with the rest of you. Such a fun reminder of the ways books can open up gateways into new experiences and little adventures. -Kristen

Statistics to Report		
	Notes:	Notes:
Head Count/Door Count:	1456	Computer Sessions: 236
Avg Daily Visitor Count:	69.33	Length of All Sessions: 138hrs 17mins
		WIFI Stats - Users:
Ref Questions:	17	WIFI Stats - Total Data Used:
Tech Ref Questions:	21	
Tech Reference - Libby:	1	Volunteer Hours
Circulation Stats:	2,345	
New Library Cards:	11	
		Locker Deliveries @ addy-4
Take Home KITS Given Out:		Locker Deliveries @
TNMake Kits:	80	Locker Deliveries @
STEM Kits:	34	Locker Deliveries @
TNCreate:		
TNTry Kits:		
	Total: 114	WiFi Stats by Month from ExBabylon
Ref Q, Tech Ref: record two days -	add together, divide by 2, then times by # of days on	nen in month Circ Stats & New Library Cards from Becca's Circ Stats Sheet

Programming Spreadsheet 2025	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/COM
ALL PROGRAMS:					***************************************		Children/Teen/ Adult/Community
Storytime Week 1:	7			4	11	N	СН
Storytime Week 2:	18			10	28	N	CH
Storytime Week 3:	5			4	9	N	CH
Storytime Week 4 (&5):	15			10	25	N	CH
ТОТА	LS:				73		
Tech Help with LOSC Week 1:				3	3	N	AD
Tech Help with LOSC Week 2:				2	2	N	AD
Tech Help with LOSC Week 3:			***************************************		0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):					0	Y/N	CH/TN/AD/COM
TOTA	LS:				5		
Program: Brick Builders		4		6	10	N	AD
Program: Scavenger		53			53	N	СОМ
Program: Mandalas				13	13	N	AD
Program: Meeting Usage				54	54	N	СОМ
Program:			****		0	Y/N	CH/TN/AD/COM
Program:				- Viii	0	Y/N	CH/TN/AD/COM
Program:			***************************************	***************************************	0	Y/N	CH/TN/AD/COM
Program:				·····	0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:			· · · · · · · · · · · · · · · · · · ·		0		CH/TN/AD/COM
Outreach:					0		CH/TN/AD/COM
Outreach:					0		CH/TN/AD/COM
TOTA	LS: 0	57	. 0	73	208		se circle or bold**

5.4				
LIBRARIES STEVENS COUNTY	Branch	Submitted By	Month/Year	2025
21EAEU2 COONTA	Colville	Lisa Vos	Mav	,

Branch Highlights

(can include stories to share/quotes/tidbits)

Patron states: "We have the best library! I hope you know that! And amazing staff too!"

Patron said "Thank you all for being here. I really appreciate everything you guys do" on his way out

Wright assisted an elderly patron with research/making some copies from our reference materials. Patron donated \$10 and said "you don't know what this means to me!" as she was leaving.

Today a patron stopped to give Devin and I advice about the canopy we were folding up. He expressed that he was happy to have some information to give to Devin, since Devin is "a computer genius and always has all the answers". Then an hour later, as he was helping another patron learn about first editions of books, I heard "Google wizard". Go Devin!

Chelsea spent some time with an elderly patron setting up their online SSI account. The patron was super grateful for her kindness and patience. Patron doesn't have anyone else to help her and said we are God's gift.

A few patrons came in today gushing about our yard/landscaping. "I remember when you didn't even have grass" "it looks so lovely out there"

	Notes:	
Head Count/Door Count:		Notes:
nead CountyDoor Count:	4,715	Computer Sessions: 328
Avg Daily Visitor Count:	225 21 days open	Length of All Sessions: 167 hours
		WIFI Stats - Users:
Ref Questions:	29	WIFI Stats - Total Data Used:
Tech Ref Questions:	130	
Tech Reference - Libby:	45	Volunteer Hours 121 hours
Circulation Stats:	4,776	
New Library Cards:	34	
		Locker Deliveries @ Colville 25
Take Home KITS Given Out:		Locker Deliveries @
TNMake Kits:	120	Locker Deliveries @
STEM Kits:	70	Locker Deliveries @
TNCreate:	The state of the s	
TNTry Kits:	45	
	Total: 235	WiFi Stats by Month from ExBabylon
Ref Q, Tech Ref: record two days - a	dd together, divide by 2, then times by # of days	en in month Circ Stats & New Library Cards from Becca's Circ Stats Sheet

Programming Spreadsheet 2025	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
example: Storytime 1	5	2	0	4	10tai 11	Y/N	CH/TN/AD/COM
ALL PROGRAMS:						771	Children/Teen/ Adult/Community
Storytime Week 1x2:	8	1		7	16	Y/N	CH/TN/AD/COM
Storytime Week 2x2:	35	3		21	59	Y/N	CH/TN/AD/COM
Storytime Week 3x2:	33	3	1	22	59	Y/N	CH/TN/AD/COM
Storytime Week 4 (&5)x2:	27	6		23	56	Y/N	CH/TN/AD/COM
TOTAL	S:			· · · · · · · · · · · · · · · · · · ·	190	***************************************	
Tech Help with LOSC Week 1:				3	3	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 2:				4	4	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 3:				2	2	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):				1	1	Y/N	CH/TN/AD/COM
TOTAL	S:				10		
Program: Book Club				9	9	Y/N	CH/TN/AD/COM
Program: VR appointments			2		2	Y/N	CH/TN/AD/COM
Program: Scavenger Hunt					42	Y/N	CH/TN/AD/COM
Program: Discoverable					30	Y/N	CH/TN/AD/COM
Program: Mandalas in May				19	19	Y/N	CH/TN/AD/COM
Program:				WII	0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:				***************************************	0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Outreach: Parkview					8	Y/N	CH/TN/AD/COM
Outreach: Cascadia			· · · · · · · · · · · · · · · · · · ·		3		CH/TN/AD/COM
Outreach: Buena Vista				****	1	Y/N	CH/TN/AD/COM
Outreach: Recovery Cafe					0	Y/N	CH/TN/AD/COM
TOTALS	S: 0	0	2	28	314		se circle or bold**

41				
LIBRARIES STEVENS COUNTY	Branch	Submitted By	Month/Year	2025
21EAEUZ CONUIA	Hunters	;	May	,

	Hunters		May	
Branch Highlights		(can include stories	to share/quotes/tidbits)	<u> </u>
Had a patron today (5/23) who is thinkin the history. We found a Tony Bamonte b	ng of volunteering at the Spokan book that fit the bill, along with a	ne House at Riverside State Park. She wanted a few others that seemed interesting to her. Win!	book that would help he - JV	er understand

	Mi.			

	No	tes:		
Head Count/Door Count:	14	5/21, 5/23	Notes: Computer Sessions:	
Avg Daily Visitor Count:	7		Length of All Sessions:	
			WIFI Stats - Users:	
Ref Questions:	5		WIFI Stats - Total Data Used:	
Tech Ref Questions:	3			
Tech Reference - Libby:	0		Volunteer Hours	
Circulation Stats:	103			
New Library Cards:	3			
	***************************************		Locker Deliveries @Fruitland 0	
Take Home KITS Given Out:			Locker Deliveries @Hunters 0	
TNMake Kits:	4		Locker Deliveries @Gifford 10	
STEM Kits:			Locker Deliveries @	
TNCreate:				
TNTry Kits:		***************************************		
Total:	0		WiFi Stats by Month from ExBabylon	
Ref Q, Tech Ref: record two days - add toge	ther, divide by 2, the	n times by # of days open in	month Circ Stats & New Library Cards from Becca's Circ Stats	Sheet

Programming Spreadsheet 2025	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/COM
ALL PROGRAMS:						17.14	Children/Teen/ Adult/Community
Storytime Week 1:					0	Y/N	CH/TN/AD/COM
Storytime Week 2:					0	Y/N	CH/TN/AD/COM
Storytime Week 3:					0	Y/N	CH/TN/AD/COM
Storytime Week 4 (&5):					0	Y/N	CH/TN/AD/COM
TOTA	LS:				0		
Tech Help with LOSC Week 1:				· · · · · · · · · · · · · · · · · · ·	0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 2:					0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 3:					0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):				· · · · · · · · · · · · · · · · · · ·	0	Y/N	CH/TN/AD/COM
TOTAL	_S:		······································		0		
Program:					0	Y/N	CH/TN/AD/COM
Program:				-	0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:			***************************************		0	Y/N	CH/TN/AD/COM
Program:			· · · · · · · · · · · · · · · · · · ·		0	Y/N	CH/TN/AD/COM
Program:			····		0	Y/N	CH/TN/AD/COM
Program:		***************************************			0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:		·····			0	Y/N	CH/TN/AD/COM
Program:			· · · · · · · · · · · · · · · · · · ·		0		CH/TN/AD/COM
Outreach:	***************************************			· · · · · · · · · · · · · · · · · · ·	0		CH/TN/AD/COM
Outreach:					0		
TOTAL	.S: 0	0	0	0	0		CH/TN/AD/COM se circle or bold**

ž.				
LIBRARIES STEVENS COUNTY	Branch	Submitted By	Month/Year	2025
STEVENS COUNTY	Kettle Falls	171	May	,

Branch Highlights

(can include stories to share/quotes/tidbits)

Much to our suprise the Baby Goat Playdate program was a massive hit with the community! We had community members drive in from outside of Kettle to see the two baby goats frolik around their outside cage, and many kids participated in some cute goat themed crafts inside our community room. People seem to really love baby goats!

Things With Strings celebrated its one year anniversary with staff and patrons alike! R.D and Clifford threw a pizza party for their awesome music patrons and gifted some musical swag to staff members as thanks providing support for the program. Three siblings who have been musical regulars since the very start gave Clifford and R.D "music teacher" guitar picks in celebration!

Statistics to Report			
	***	Notes:	Notes:
Head Count/Door Count:	20:	57 Open 21 days	Computer Sessions: 497
Avg Daily Visitor Count:	!	98	Length of All Sessions: 325.28
			WIFI Stats - Users:
Ref Questions:	:	70	WIFI Stats - Total Data Used:
Tech Ref Questions:	1;	31	
Tech Reference - Libby:		6	Volunteer Hours 40
Circulation Stats:	1,50	08	Community service hours 8
New Library Cards:	-	18	Transaction of the Control of the Co
			Locker Deliveries @
Take Home KITS Given Out:			Locker Deliveries @
TNMake Kits:	55	/80	Locker Deliveries @
STEM Kits:	18	/75	Locker Deliveries @
TNCreate:			
TNTry Kits:	4	/20	
To	otal: 77		WiFi Stats by Month from ExBabylon
Ref Q, Tech Ref: record two days - add	d together, divide by	2, then times by # of day	in month Circ Stats & New Library Cards from Becca's Circ Stats Sheet

Program Specific Stats							****	
Programming Spreadsheet 2025	5	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/COM
ALL PROGRAMS:								Children/Teen/ Adult/Community
Storytime Week 1:	-	32			6	38	Y/N	CH/TN/AD/COM
Storytime Week 2:		38			9	47	Y/N	CH/TN/AD/COM
Storytime Week 3:		44			11	55	Y/N	CH/TN/AD/COM
Storytime Week 4 (&5):		36			6	42	Y/N	CH/TN/AD/COM
	TOTALS:					182		****
Tech Help with LOSC Week 1:					***************************************	0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 2:		-			1	1	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 3:					2	2	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&	:5):			***************************************		0	Y/N	CH/TN/AD/COM
	TOTALS:					3		
Program: Music 5/7			1	5	1	7	Y/N	CH/TN/AD/COM
Program: Music 5/14			1	5		6	Y/N	CH/TN/AD/COM
Program: Music 5/21				5	2	7	Y/N	CH/TN/AD/COM
Program: Music 5/28				4	1	5	Y/N	CH/TN/AD/COM
Program: Writer's Group					5	5	Y/N	CH/TN/AD/COM
Program: FOL Movie Night					10	10	Y/N	CH/TN/AD/COM
Program: Baby Goats		10	40	5	20	75	Y/N	CH/TN/AD/COM
Program: Mandalas					18	18	Y/N	CH/TN/AD/COM
Program:			74			0	Y/N	CH/TN/AD/COM
Program:						0	Y/N	CH/TN/AD/COM
Program:						0		CH/TN/AD/COM
Outreach:	***	· · · · · · · · · · · · · · · · · · ·				0		CH/TN/AD/COM
Outreach:						0	*	CH/TN/AD/COM
	TOTALS:	10	42	24	57	318		se circle or bold**
						3.0	1 100.	55 SHOLE D, DOLG

k t				
LIBRARIES STEVENS COUNTY	Branch	Submitted By	Month/Year	2025
JILICHS COUNTY	Lakeside	Amanda Smith	May	,

	Lakeside	Amanda Smith	May	
Branch Highlights		(can include sto	ories to share/quotes/tidbits)	
Lakeside Storytime continues to see growi sidewalk chalk out in the fenced backyard the summer months, we are expecting eve the varied age ranges we are expecting to	area, using the bubble machine, I en more children to attend that will	blowing bubbles, painting with watercolors	re playing with playdough A	aa aaaaaah

Statistics to Report			
		Notes:	Notes;
Head Count/Door Count:	1	222	Computer Sessions: 75
Avg Daily Visitor Count:	5	8.2	Length of All Sessions: 18.37
			WIFI Stats - Users:
Ref Questions:		60	WIFI Stats - Total Data Used:
Tech Ref Questions:		30	
Tech Reference - Libby:		38	Volunteer Hours 12
Circulation Stats:	1,7	37	
New Library Cards:		15	
		. 12	Locker Deliveries @ lakeside 6
Take Home KITS Given Out:			Locker Deliveries @
TNMake Kits:	55	all taken	Locker Deliveries @
STEM Kits:	34	/45	Locker Deliveries @
TNCreate:	13	50/50 total	
TNTry Kits:	5	/15	
	Total: 107		WiFi Stats by Month from ExBabylon
Ref Q, Tech Ref: record two days -	add together, divide by	2, then times by # of d	en in month Circ Stats & New Library Cards from Becca's Circ Stats Sheet

Programming Spreadsheet 2025	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/COM
ALL PROGRAMS:				· · · · · · · · · · · · · · · · · · ·			Children/Teen/ Adult/Community
Storytime Week 1:	16	0	0	11	27	Y/N	CH/TN/AD/COM
Storytime Week 2:	15	0	0	13	· 28	Y/N	CH/TN/AD/COM
Storytime Week 3:	11	0	0	9	20	Y/N	CH/TN/AD/COM
Storytime Week 4 (&5):	15	0	0	12	27	Y/N	CH/TN/AD/COM
TOTALS:	57	0	0	45	102		0.0.000
Tech Help with LOSC Week 1:					0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 2:	***				0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 3:		***			0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):					0	Y/N	CH/TN/AD/COM
TOTALS:	0	0	0	0	0		
Program: Mandalas in May 5/1/25	0	0	0	15	15	Y/N	CH/TN/AD/COM
Program: Computer Skills workshop 5/9/25	0	0	0	2	2	Y/N	CH/TN/AD/COM
Program: Exploring with a Ranger: Flowers	0	1	0	1	2	Y/N	CH/TN/AD/COM
Program: Computer Skills workshop 5/16/25	0	0	0	3	3		CH/TN/AD/COM
Program: Computer Skills workshop 5/23/25	0	0	0	2	2		CH/TN/AD/COM
Program:			**************************************		0		CH/TN/AD/COM
Program:				****	0		CH/TN/AD/COM
Program:					0		CH/TN/AD/COM
Outreach:	. 1///				0		CH/TN/AD/COM
Outreach:					0		CH/TN/AD/COM
TOTALS:	57	1	0	68	126		se circle or bold**

41	
24	LIBRARIES
1/1	STEVENS COUNTY

Branch Submitted By Month/Year 2025

Loon Lake Mary Klahenes April

	Louir Lake	Mary Klabenes	April	
Branch Highlights		(can include s	tories to share/quotes/tidbits)
People were really excited for the Firevocame back and told us they were sorry	vise Landscaping but we ended up no they missed it and hope we have an	ot having too many people make it to event like this again in the future.	the actual even and afterwa	ds several people

		7		

Statistics to Report		
	Notes:	Notes:
Head Count/Door Count:	557	Computer Sessions: 87
Avg Daily Visitor Count:	35	Length of All Sessions: 37
		WIFI Stats - Users: 183
Ref Questions:	196	WIFI Stats - Total Data Used: 430.9200208
Tech Ref Questions:	99	
Tech Reference - Libby:	4	Volunteer Hours 10
Circulation Stats:	1,320	
New Library Cards:	8	
		Locker Deliveries @ LL 33
Take Home KITS Given Out:		Locker Deliveries @
TNMake Kits: Yarn Wrapped Tulips	45	Locker Deliveries @
STEM Kits:		Locker Deliveries @
TNCreate: Spring Emroidery Fun	40	
TNTry Kits:		and the second s
Total:	85	WiFi Stats by Month from ExBabylon
Ref Q, Tech Ref: record two days - add togeth	ner, 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						- "		
Programming Spreadsheet 2025		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/COM
ALL PROGRAMS:								Children/Teen/ Adult/Community
Storytime Week 1:		7			3	10	Y/N	CH/TN/AD/COM
Storytime Week 2:		10	3		8	21	Y/N	CH/TN/AD/COM
Storytime Week 3:		5	2		3	10	Y/N	CH/TN/AD/COM
Storytime Week 4 (&5):		1			1	2	Y/N	CH/TN/AD/COM
т	OTALS:					43		
Tech Help with LOSC Week 1:					·	D	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 2:						0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 3:					1	1	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5)):		··		•	0	Y/N	CH/TN/AD/COM
Т	OTALS:	1				1	1 / IN	CH/TN/AD/COM
Program: Firewise Landscaping				· · · · · · · · · · · · · · · · · · ·	7	7	Y/N	CH/TN/AD/COM
Program: Friend's Meeting	·			· · · · · · · · · · · · · · · · · · ·	11	11	Y/N	CH/TN/AD/COM
Program: Bookclub	······································			·····	8	8	Y/N	CH/TN/AD/COM
Program:	70					0	Y/N	
Program:						0	Y/N	CH/TN/AD/COM
Program:		*	····			0	Y/N	CH/TN/AD/COM
Program:	***************************************	***************************************				0	Y/N	CH/TN/AD/COM
Program:					· · · · · · · · · · · · · · · · · · ·	0	Y/N Y/N	CH/TN/AD/COM
Program:	***							CH/TN/AD/COM
Program:						0	Y/N	CH/TN/AD/COM
Program:						0	Y/N	CH/TN/AD/COM
Outreach:						0	Y/N	CH/TN/AD/COM
Outreach:						0		CH/TN/AD/COM
	OTALS:	0	0			0	Y/N	CH/TN/AD/COM
ī,	VIALS.	U	U	0	26	70	**Plea:	se circle or bold**

å s	·				
LIBRARIES STEVENS COUNTY	Branch	Submitted By	Month/Year	2025	
31EVENS COUNTY	Loon Lake	-	Mav		

	Loon Lake		May	
Branch Highlights		(can include storie	s to share/quotes/tidbits)	
Everyone is super excited that we are n building and they hope that we will.	noving into the new library in July!	We have had quite a few families ask recent	ly if we will paint our side	walk at the new
				-
77.1				
		**		

Statistics to Report			
	Notes:	Notes:	
Head Count/Door Count:	558	Computer Sessions: 68	
Avg Daily Visitor Count:	33	Length of All Sessions: 25,43	
		WIFI Stats - Users:	
Ref Questions:	166	WIFI Stats - Total Data Used:	
Tech Ref Questions:	52		
Tech Reference - Libby:	1	Volunteer Hours 10	
Circulation Stats:	1,344		
New Library Cards:	13		
		Locker Deliveries @ Loon Lake 28	
Take Home KITS Given Out:		Locker Deliveries @ Springdale 0	
TNMake Kits: Spring Dragonfly	45	Locker Deliveries @	
STEM Kits: Animation	45	Locker Deliveries @	
TNCreate:			
TNTry Kits: Wildfire Preparedness	15		
Total:	105	WiFi Stats by Month from ExBabylon	
Ref Q, Tech Ref: record two days - add togeth	er, divide by 2, then times by # of days open in mor	th Circ Stats & New Library Cards from Becca's Circ Stats St	neet

Programming Spreadsheet 2025	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/COM
ALL PROGRAMS:					· · · · · · · · · · · · · · · · · · ·	-	Children/Teen/ Adult/Community
Storytime Week 1:	7			3	10	Y/N	CH/TN/AD/COM
Storytime Week 2: Canceled					0	Y/N	CH/TN/AD/COM
Storytime Week 3:	5			5	10	Y/N	CH/TN/AD/COM
Storytime Week 4 (&5):	9, 3			4, 3	19	Y/N	CH/TN/AD/COM
TOTALS	:		****		39		
Tech Help with LOSC Week 1:					0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 2:				***	0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 3:				· · · · · · · · · · · · · · · · · · ·	0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):				2	2	Y/N	CH/TN/AD/COM
TOTALS	:				2		UIZ (TUTIE) COM
Program: Mandalas in May			***************************************	14	14	Y/N	CH/TN/AD/COM
Program: Friends Meeting				13	13	Y/N	CH/TN/AD/COM
Program: Book Club				4	4	Y/N	CH/TN/AD/COM
Program: Scavenger hunt	10	5	2		17	Y/N	CH/TN/AD/COM
Program:					0		CH/TN/AD/COM
Program:		***************************************	······································		0		CH/TN/AD/COM
Program:					0		CH/TN/AD/COM
Program:					0		CH/TN/AD/COM
Program:		······································	*	***************************************	0		CH/TN/AD/COM
Program:				All and a second a	0		CH/TN/AD/COM
Program:	· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·		0		CH/TN/AD/COM
Outreach:					0		CH/TN/AD/COM
Outreach:					0		CH/TN/AD/COM
TOTALS	: 24	5	2	31	89		se circle or bold**

44						
LIBRARIES STEVENS COUNTY	Branch	Submitted By	Month/Year	2025		
STEVENS COUNTY	Northport	Wright Halbert	May	,		

Branch Highlights

Our bathroom is finally finished, and it actually looks pretty good in the end. That ends our relationship with Welch Construction which is also pretty good. We are now planning on sprucing up the YA/Community room, with help on ideas from Meghan, Jessica, and Loresa.

(can include stories to share/quotes/tidbits)

We received excess paint from CH; we are looking forward to our next step of removing everything from the YA room and recreating it. Hopefully we can find someone who wants the old wooden double sided shelf and CRT television.

		Notes:	Notes:
Head Count/Door Count:		199	Computer Sessions: 22
			Length of All
Avg Daily Visitor Count:	1	4.2 14 days open	Sessions: 34,77
			WIFI Stats - Users:
Ref Questions:		21	WIFI Stats - Total Data Used:
Tech Ref Questions:		14	
Tech Reference - Libby:	2		Volunteer Hours
Circulation Stats:	365		
New Library Cards:		0	
			Locker Deliveries @ 23 O.C.
Take Home KITS Given Out:			Locker Deliveries @ 3 Echo
TNMake Kits:	10	/10	Locker Deliveries @
STEM Kits:	10	/10	Locker Deliveries @
TNCreate:			
TNTry Kits:	2	/5	
	Total: 22		WiFi Stats by Month from ExBabylon
Ref Q, Tech Ref: record two days - a	dd together, divide b	y 2, then times by # of day	in month Circ Stats & New Library Cards from Becca's Circ Stats Sheet

Program Specific Stats							
Programming Spreadsheet 2025	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/COM
ALL PROGRAMS:							Children/Teen/ Adult/Community
Storytime Week 1: NP	9			1	10	Υ	СН
Storytime Week 2: NP	9			1	10	Y	СН
Storytime Week 3: NP	9			1	10	Υ	СН
Storytime Week 4 (&5): NP	9			1	10	Y	СН
TOTALS	3:				40		
Tech Help with LOSC Week 1:					0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 2:					0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 3:					0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):			· · · · · · · · · · · · · · · · · · ·		0	Y/N	CH/TN/AD/COM
TOTALS	:				0		
Program: OC Outreash Week 1		12		2	14	Y	CH
Program: OC Outreash Week 2		15		2	17	Y	СН
Program: OC Outreach Week 3		13		2	15	Y	СН
Program: OC Outreach Week 4		17		2	19	<u> </u>	CH
Program:				· · · · · · · · · · · · · · · · · · ·	0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					. 0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Program:					0		CH/TN/AD/COM
Program:		****			0		CH/TN/AD/COM
Outreach:					0		CH/TN/AD/COM
Outreach:					0		CH/TN/AD/COM
TOTALS	: 0	57	0	8	105		se circle or bold**