STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Public Regular Meeting
July 17, 2025
Loon Lake Library

Chair Lisa Wolfe called the regular meeting of the Stevens County Rural Library District Board of Trustees to order at 10:07 am. In attendance were Lisa Wolfe, Chair; Joann Caruso, Trustee; Jennifer Miller, Trustee (via Zoom); Sue Poe, Trustee; Amanda Six, District Director; Jessica Varang, Deputy Director; Janet Eide, Business Manager and Becca Moore, Office Manager. Josie Darst, Vice-Chair was absent from the meeting.

VISITORS – none

GREETINGS – Lisa welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – Add August Meeting Date to New Business.

ACTION ITEMS
(1) The minutes from the Board of Trustees Regular Meeting of June 18, 2025, were reviewed.
(2) The minutes from the Board of Trustees Conference Call of July 9, 2025, were reviewed.
(3) The following vouchers and warrants were approved for payment:
   Accounts Payable 6/12/25 - 7/10/25 - 67 Vouchers total $298,173.88.
   Payroll Warrants June 2025 – 34 Direct Deposits for a total of $95,369.24.
(4) The Director's June 2025 timesheets and accumulated vacation & sick hours were reviewed.
(5) Detailed Revenue & Budget Status Reports for June 2025.

Motion made to accept the Consent Agenda.
   Motion made: Sue
   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 – It has been a whirlwind with so many wonderful volunteers to get Loon Lake moved and set up in the new library. We still have a few items to finish up. Received overstock for Northport and Chewelah in Northport. Wright has completed an inventory and we are verifying we have received what we were supposed to. Chewelah is having some issues with the bathroom sink. OAC is helping us navigate with Welch to get that taken care of. Northport still has some pieces to complete. A contractor has been identified. Amanda is hoping to get that started soon.
   c. 2021-2023 – Colville – The city has completed their readiness survey.
   d. 2023-2025 – Hunters – no update this month – still evaluating

(2) **Advocacy to the State Legislature** – State and Federal Representatives have been invited to the grand opening.

(3) **Capital Campaign/Legacy Project** –
   • Rick, Catharine, Amanda and Debra met about an Avista Community Engagement Grant application. T-Mobile grant due in September along the same lines as the Avista grant. TEDD is

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applying for a regional (Tri-County) grant for $500,000 and they'd be matching from community partners. It would be a pool of one million dollars to hire Integrant, a company that writes grants. We would be able to hire them to research and write grants we are interested in applying for. The Foundation is also interested in participating. It would be available for the next 3 years.
- All donors through the Capital Campaign are scheduled to be recognized for their donations by July 30th.
- Jess Walter donated $309 after the Kettle Falls Tea from booksales at the Tea.

(4)   Staff Reorganization – Matt Varang was chosen for the Loon Lake Manager position. The Chewelah Library Manager position is still open. We've had two applications so far.

(5)   Policy/Procedure Review –
a.   Meeting Room Policy Draft – Trustees reviewed and discussed the current draft and fee schedule. Lots of discussion about fees and insurance. Trustees decided to accept the first page of the policy and keep discussing the fee schedules and the insurance requirements.

Motion made to accept the first page of Policy 0036 Meeting Room Use Policy.
Motion made: Sue
Motion seconded: Jennifer
All in favor: Unanimous

b.   Key and Building Access Policy - We have a draft from Jefferson County Library. This is primarily for staff and tracking keys. This policy will also need a procedure and form to go along with it that Management Staff will create. Trustees discussed and called for a vote.

Motion made to accept the first page of Policy 0037 Key and Building Access Policy.
Motion made: Joann
Motion seconded: Sue
All in favor: Unanimous

(6)   2024 Trustees Year in Review – Lisa will tighten up the draft from Sue and share with the Trustees to discuss on the August Conference Call.

(7)   Resolution 01-2025 Supplemental Appropriation to the 2024 Budget Authorizing Amendment to 2024 Budget – tabled

(8)   Lakeside Lease Renewal discussion – Trustees reviewed the addendum to the Lakeside Library Lease. At their request, Amanda negotiated with the owner and he agreed to new terms. Instead of $4,000/mo it will be $3,500/mo for 2 years then a 3% increase for every year after that. Some language was changed to state that the owner would change the HVAC filters.

Motion made to accept the Lakeside Library lease renewal.
Motion made: Joann
Motion seconded: Sue
All in favor: Unanimous

(9) **2025 Audit** – The Audit of FY 22, 23, and 24 are currently happening. We asked for an extension to get documents back to them while we were moving the library. More updates next month.

NEW BUSINESS –

(1) **August Board Meeting** – Scheduling conflicts with the August Board meeting for both staff and trustees were discussed. A suggestion was made to cancel the August Board meeting. Trustees called for a vote.

Motion made to cancel the August regular Board Meeting.
Motion made: Sue
Motion seconded: Jennifer
All in favor: Unanimous

(2) Sue asked about the Baumann Brothers storage – what is there besides the bus and what is the plan to get out of that storage unit. Could we have a surplus sale?

REPORTS

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

(2) **Trustee/Liaison Report:**
   • Kettle Falls Friends – Received a Vinson Fund grant to paint the book shed with a mural. Working on a design for the courtyard. Partner with TJ's for apple month in October. Harvest Food is going to donate ice cream for the ice cream social after Bingo & Bluey.
   • Loon Lake Friends made almost $1,800 at their booksales during the 4th of July.
   • Should Trustees change the schedule of where Board meetings are held? Revisit next month when everyone is at the meeting.

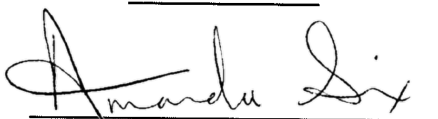**(3)** **Others:**

ADJOURNMENT
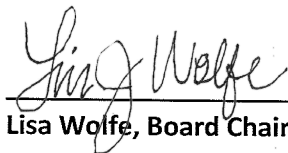The meeting of the Board of Trustees was adjourned at 11:51 am.

Chair adjourned the meeting.

Respectfully submitted:

Date ___09.18.2025___

_____
Amanda Six, Secretary, SCRLD

_____
Lisa Wolfe, Board Chair
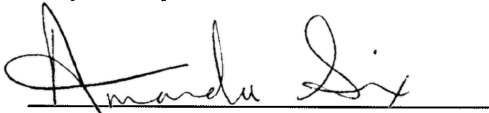
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STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
July 9, 2025

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The meeting was called to order at 9:04 a.m. by Josie Darst. Present were Lisa Wolfe, Chair (joined at 9:05); Josie Darst, Vice-Chair; Joann Caruso, Trustee; Jennifer Miller, Trustee; Sue Poe, Trustee; Amanda Six, Library Director; Jessica Varang, Deputy Director and Becca Moore, Office Manager. Janet Eide, Business Manager, was absent from the meeting.

AGENDA

o **OPENING** – Josie welcomed everyone.

o **PUBLIC COMMENT** – none

o **AGENDA CHANGES** – none

o **ACTION ITEMS** – none

o **DISCUSSIONS**

- **July 17th – Regular Board Meeting – Agenda Changes** – none
- **Meeting Room Draft Policy** – Amanda will add more information for review/comments/edits before the regular meeting.
- Lisa shared that the Kettle Falls Friends applied and were awarded Vinson funds to repaint and add a mural to the shed.

o **NEW BUSINESS** – none

o **ADJOURNMENT** – Meeting was adjourned at 9:20 am.

Respectfully submitted:

Amanda Six, Secretary, SCRLD

Accepted By:

Lisa Wolfe, Board Chair   07.17.2025
                                 Date

2024 Annual Trustee Summary

Fiscal

- Approved 2025 annual budget for the Library District, allowing public comment
- Reviewed and increased mileage rate for approved travel
- Monthly: reviewed financial status report, Accounts Payable and credit card statements to ensure adherence to 2024 budget
- Approved annual resolutions setting monthly meeting and conference call dates, salary, levy and an amendment to the 2024 budget.
- Applied for a loan from TEDD to cover cash flow shortfalls during the building process

Oversight of Library Director

- Conducted performance evaluation with Library Director

Building Renovations & Construction

- Obtained permits for Northport & Chewelah, projects went to plan review
- Projects went to bid, readiness survey and DAHP sent to Department of Commerce
- Loon Lake project began to move forward in February
- Held community meeting in Loon Lake in April
- Accepted a bid for the Northport & Chewelah projects
- Loon Lake project went to bid
- Chewelah moved out of location during construction, used the book mobile (Aug)
- Asbestos found in floor tiles and black mold in the lower portion of the walls in the Chewelah building, then abated causing 2-week delay
- Darden was selected as Contractor for the Loon Lake Library Building project
- Chewelah was expected to be completed by the end of the month (September)
- Northport was expected to begin after the ramp arrived
- Staff bathroom and additional exit from the administration office were added to the Loon Lake project
- Construction was scheduled to start in Northport October 21. Chewelah waiting for carpet to arrive, repairing plumbing and waiting for casework to be completed. Loon Lake waiting for a permit release from Tri-County Health. Received first LCIP reimbursements for all three projects, as well as third CDBG reimbursement.
- Chewelah was not totally complete, however, moved back into their space on December 2
- Loon Lake concrete pad poured, metal framing in progress. Chewelah 'soft opening' December 16, still not complete. Northport has a week of work left after supplies arrive

Capital Campaign

- Logo selected
- Database of businesses by community developed
- Developed a case statement, created donor recognition levels
- Started making arrangements to meet with potential large donors
- Brochure is ready to share (August), Press release prepared, Loon Lake groundbreaking ceremony and Legacy Campaign kickoff, meetings with large donors beginning
- Giving was reviewed to be sure that all donors were properly acknowledged and recognized. Grant applications are being submitted to numerous companies.

- Received $10,000 from STCU. Posts are happening to Facebook and Instagram thanking donors.

Personnel
- Reevaluated method used to evaluate Director
- Approved job descriptions for new positions
- New arrangement to have back-up for Director is working well
- Existing "All Staff Survey" was only be sent to Management Team this year with a few changes. General responses to a staff survey regarding the reorganization were compiled to help trustees get a feeling for how employees were feeling about the new realignment. No names or identifying specifics were included.
- Gaps that hadn't been noticed are being filled, while new responsibilities are being learned.
- Specialists are becoming familiar with their new roles, programs are going well with a big impact and everyone is working through the bumps.
- Long-time manager retired and was replaced at Lakeside

Advocacy to State Legislature
- We were able to thank Senator Shelly Short when she joined our meeting (September) for supporting the LCIP grants and CDBG funds that came through Department of Commerce. Senator Short was interested in hearing more about digital equity and funding in eastern Washington. We shared our perspective regarding how an increase from 1 percent to 3 percent does not triple tax payers tax rate.
- Provided Senator Short with the presentation that was given, an ideal budget and a graph to show how taxes are staying the same or falling with the levy rate over the last 20 years.

Training
- Board retreat was held May 8 with a focus on reviewing policies. Updating policies that need updating, as well as adding policies that we currently don't have, but should consider.

Policy
- Made two changes to the Interlocal Agreement with the City of Colville to improve language clarity
- Approved Programs and Presenters Policy
- Approved Policy 0014 Collection Development Policy
- Approved Policy 0033 Social Media
- Approved Policy 0034 Public Participation at Library Board Meetings
- Approved Policy 0029 Public Records Policy
- Approved Policy 0035 Photography and Video Recording Policy
- Accepted Resolution #03-2024 to Declare Public Disclosure Indexing as Unduly Burdensome as Required by RCW 42.56
- Accepted Resolution #04-2024 Relating to Charging Fees for Public Records
- Accepted an MOU between the District and the LOSC Foundation
- Approved Policy 0023 Confidentiality of Library Patron Information

Board Changes
- Lisa Wolfe was named as Chair and Josie Darst as Vice-Chair

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

Director District Highlights Submitted by: Amanda

The last several weeks have been a blur of activity and hard work by so many. Moving into the new Loon Lake Library has brought me close to tears so many times; especially when I think about the hard work, by so many, in the early years of the library district to open any version of a public library in Stevens County. And now, we have a brand new library, for the first time in our district's history. A district that was formed just 25 years ago. We've come so far!

I'm so grateful for the teams of volunteers and staff who helped with the move from the former building to the new building. Members of the Colville Library Improvement Club showed up to help, staff from Lakeside to Kettle Falls worked on their days off, and friends and family from across the county were there to help. The Friends of Loon Lake Library were a cornerstone of the whole process and showed up day after day to keep things running smoothly. Big shout out to Matt, the new Loon Lake Library Manager, who on top of everything else, pulled together multiple crockpot meals to share with staff and volunteers.

I also want to thank Jessica, for miraculously procuring so much furniture, art, shelving, etc., to make the final, wonderful touches that make these spaces feel comfy, welcoming, and functional, even in the early days of opening.

Amidst all of that, we are in the middle of a routine (every three years) state audit and are preparing for a shift to a new payroll and AP software. Anja and Becca have worked tirelessly to make sure that all of this is double and triple checked.

Deputy Director/Tech/Educ Highlights Submitted by: Jessica

Phew - it's been a busy, busy month! I'm not even sure I remember most of the fires that popped up this month other than moving! Moving was such a huge undertaking but boy, have we seen how much of a difference this facility makes already.

One example: Deer Park Library has been closed due to a broken air conditioning system. They do curbside for just a few hours and may be able to open again in late Aug if a part is found to fix their system. We have seen a HUGE influx of people at Loon Lake just hanging out to work because they need the AC. In one week, we had four different patrons using the small conference room for concentrated work for large chunks of time. Many others have camped out in the new community room, the business booth, etc. The Library of Things has been very popular! I think we are all starting to settle in - minus the accordion door. The cheese HAS moved.

In other news, we've had several hiccups with our phone systems and continue to experience some hiccups, mostly at Loon Lake. Printers, chairs, new desks, new layouts have required purchases like new chairs, more garbage cans (12!! Who knew??), more janitorial costs, etc.

Lastly, I want to give a big shoutout to Amber and Christine (Programming Specialists) and Nellie (Marketing Specialist). Summer Reading has been going very well from what has been shared and I told them to take that as a win - this is their FIRST rodeo! And they've done such a great job with very few hiccups. That is not to say

everything has been perfect - there have been miscommunications and branch quirks, etc. If you see one of them, please say something to them about their efforts.

Staff Support Specialist Highlights Submitted by: Anja

A highlight of June was getting to have a small part in moving into the new library! It was exciting to build shelves, organize books, and generally get things ready for the soft open. We're thrilled with the new space and the wonderful response from the community. It's amazing to think that our small team brought this level of service to Southern Stevens County!

Becca, Amanda, and I tackled the huge project of comprehensively reviewing payroll records for all staff for the last six years. We were painstakingly careful to ensure that our numbers were correct. We are continually communicating with staff and are careful to be supportive and share thorough documentation of records individually with each staff member. I so appreciated the strong, supportive teamwork with Amanda and Becca throughout this project. We are actively working to improve our processes and switch over to a new payroll software.

A bright spot in the month was onboarding Colville's newest hire, Alexis. Alexis was a quick learner and made the onboarding process easy and enjoyable. I love helping new hires get a solid foundation as they start their journey with LOSC!

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2025
Chewelah		**June**	

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

Level up with Minecraft and Geology program, D&D, Start of the Perler bead program, Breakout box program.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	1565	Computer Sessions:	254	
Avg Daily Visitor Count:	78.25	Length of All Sessions:	179:32:00	
		WIFI Stats - Users:	573	
Ref Questions:		WIFI Stats - Total Data Used:	1046.94	
Tech Ref Questions:				
Tech Reference - Libby:		Volunteer Hours		
Circulation Stats:				
New Library Cards:				
		Locker Deliveries @		
Take Home KITS Given Out:		Locker Deliveries @		
TNMake Kits:	79	Locker Deliveries @		
STEM Kits:		Locker Deliveries @		
TNCreate:				
TNTry Kits:				
Total:	0			

Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month

WiFi Stats by Month from ExBabylon
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:					29	Y / N	CH/TN/AD/COM
Storytime Week 2:					20	Y / N	CH/TN/AD/COM
Storytime Week 3:					23	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):					18	Y / N	CH/TN/AD/COM
TOTALS:					90		
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:					1	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/COM
TOTALS:					1		
Scavenger Hunt					60	Y / N	CH/TN/AD/COM
Breakout box					1	Y / N	CH/TN/AD/COM
D&D					4	Y / N	CH/TN/AD/COM
Minecraft and Geology					19	Y / N	CH/TN/AD/COM
Brick builders					3	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
Outreach:					0	Y / N	CH/TN/AD/COM
Outreach:					0	Y / N	CH/TN/AD/COM
TOTALS:	0	0	0	0	178		**Please circle or bold**

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year 2025
Colville	Lisa Vos	**June**

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

*I am always impressed by staff here. I notice you are all so kind and helpful to everyone who comes in that door!

*Patron came in with 4 children. They were checking out a Mobius pass. I let her know about our new Northwest Museum of Arts & Culture pass. She was so thankful, stating "everything is so expensive these days. Thank you for having these passes or we wouldn't be able to go at all"

*"I absolutely love how the plants outside are labeled with their identification. It makes it so much more than just a garden"

*"The activities available when we come into the library are so fun! The kids always look forward to seeing new things they can do. Please tell Ella, thank you!!"

Statistics to Report

		Notes:
Head Count/Door Count:	5,388	
Avg Daily Visitor Count:	269.4 20 days open	
Ref Questions:	43	
Tech Ref Questions:	143	
Tech Reference - Libby:	48	
Circulation Stats:	4,924	
New Library Cards:	50	

		Notes:
Computer Sessions:	436	
Length of All Sessions:	245.5 hours	
WIFI Stats - Users:	945	
WIFI Stats - Total Data Used:	647.5 GB	
Volunteer Hours	123.6	

Take Home KITS Given Out:

TNMake Kits:	120
STEM Kits:	0
TNCreate:	0
TNTry Kits:	0
Total:	120

Locker Deliveries @ Colville	6
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

WiFi Stats by Month from ExBabylon
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:	32	6		19	57	Y / N	CH/TN/AD/COM
Storytime Week 2:	35			17	52	Y / N	CH/TN/AD/COM
Storytime Week 3:	22			15	37	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):	32	5		24	61	Y / N	CH/TN/AD/COM
TOTALS:					207		
Tech Help with LOSC Week 1:				1	1	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 2:				2	2	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):				3	3	Y / N	CH/TN/AD/COM
TOTALS:					7		
Program: Book Club				9	9	Y / N	CH/TN/AD/COM
Program: VR appointments			3		3	Y / N	CH/TN/AD/COM
Program: Scavenger Hunt					55	Y / N	CH/TN/AD/COM
Program: Discoverable					40	Y / N	CH/TN/AD/COM
Program: Intro to D&D		4	4	2	10	Y / N	CH/TN/AD/COM
Program: 4th Friday	9	21	2	14	46	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					5	Y / N	CH/TN/AD/COM
Outreach: Cascadia					4	Y / N	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:	9	25	9	25	387	**Please circle or bold**	

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year 2025
Hunters	JV	**June**

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

There is some concern over the wifi at Hunters - the ExBabylon team is looking into it. We are not sure it is broadcasting 24/7 and if not, signage needs to change to indicate that OR we need to adjust. - JVLL

2 Fridays in a row a patron has come to use the public computers for personal business. She commented that without internet and a computer at home, this is how she accesses her bank information, medical benefits and bills. EK

We hosted Board this month! It went well. JV

(Also - Holy Grub has closed down and is for sale. :(Hopefully another business purchases and buys this)for local food and drink.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	69	Open 5 Days	Computer Sessions:	5
Avg Daily Visitor Count:	13.8 (Minecraft bumped this!)		Length of All Sessions:	95
			WIFI Stats - Users:	
Ref Questions:	11		WIFI Stats - Total Data Used:	
Tech Ref Questions:	6			
Tech Reference - Libby:	0		Volunteer Hours	
Circulation Stats:				
New Library Cards:				
			Locker Deliveries @Fruitland	
Take Home KITS Given Out:			Locker Deliveries @Hunters	5
TNMake Kits:	10		Locker Deliveries @Gifford	2
STEM Kits:	break		Locker Deliveries @	
TNCreate:	break			
TNTry Kits:	break			
Total:	10			

Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month

WiFi Stats by Month from ExBabylon
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:					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
TOTALS:					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
TOTALS:					0		
Program: Minecraft SRP Geology	5	5		4	14	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	Y / N	CH/TN/AD/COM
Outreach:					0	Y / N	CH/TN/AD/COM
Outreach:					0	Y / N	CH/TN/AD/COM
TOTALS:	5	5	0	4	14	***Please circle or bold***	

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2025
Kettle Falls	LTL	**June**	

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

Town & Country Days- Melinda, Meghan and Loresa manned the outreach booth in shifts. We talked to 89 visitors and signed people up for the SRP.

Minecraft scavenger hunt was WILDLY successful at KF- 63 players.

We had 10 participants in KF for D&D with a long, constantly fluctuating waitlist. Wright put in significant drive time and effort to run the program at least once in every branch along with Gaeric from Chewelah. He will continue casual July sessions in KF for regulars and those who were waitlisted, with the goal being to build a group willing to run it self-sufficiently with the library providing space and supplies.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	2015 Open 20 days		Computer Sessions:	415
Avg Daily Visitor Count:	101		Length of All Sessions:	298.3
			WIFI Stats - Users:	391
Ref Questions:	90		WIFI Stats - Total Data Used:	498.9035235
Tech Ref Questions:	115			
Tech Reference - Libby:	4		Volunteer Hours	38
Circulation Stats:	1,529		Community service hours	11
New Library Cards:	16			
			Notary	1
Take Home KITS Given Out:				
TNMake Kits:	52 /80			
STEM Kits:				
TNCreate:				
TNTry Kits:				

Total: 52

Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month

WiFi Stats by Month from ExBabylon
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:	32			5	37	Y / N	CH/TN/AD/COM
Storytime Week 2:	34			5	39	Y / N	CH/TN/AD/COM
Storytime Week 3:					0	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):	22			4	26	Y / N	CH/TN/AD/COM
TOTALS:					102		
Tech Help with LOSC Week 1:				1	1	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:					1		
Program: Music 6/4		1	5	3	9	Y / N	CH/TN/AD/COM
Program: Music 6/11			4		4	Y / N	CH/TN/AD/COM
Program: Music 6/18			4		4	Y / N	CH/TN/AD/COM
Program: Music 6/25		1	5		6	Y / N	CH/TN/AD/COM
Program: Writer's Group				3	3	Y / N	CH/TN/AD/COM
Program: Minecraft Geology		31		11	42	Y / N	CH/TN/AD/COM
Program: D&D		4	3	3	10	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
Outreach:					0	Y / N	CH/TN/AD/COM
Outreach:					0	Y / N	CH/TN/AD/COM
TOTALS:	0	37	21	20	181		**Please circle or bold**

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2025
Lakeside	**Amanda Smith**	**June**	

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

Our computer skills program had to be canceled at the last minute on Friday, 6/13 due to the instructor having a conflict. Because we didn't have time to call any of the patrons that were signed up, Elisha stepped in and sat with one of the class attendees to go over social media and helped the patron set up an electronic device.

We had ten teens/tweens attend our D&D 101 program. The program was originally limited to eight seats (two tables of four) due to the complexity of the game. We had two patrons on the waitlist for this program, and they were SO EXCITED about the event, that we asked the two staff members running the program if they would be able to accomodate one additional player at each table. Wright and Gaeric graciously agreed and it was a blast!!! The kids were laughing and being silly and collaborating and being creative. All of the kids asked if we were doing another D&D event so they could play again, and most of them placed holds on D&D guidebooks before leaving.

The local kids had a blast at our Geology and Minecraft program. One girl was looking at the rocks and fossils we brought in for the even and she got very excited because she had never seen a real fossil before. A six-year-old boy was doing all of the different craft projects. He paused for a moment, looked at his mom and I, exclaimed "I was made for this!", then continued on with hs project.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	1317		Computer Sessions:	68
Avg Daily Visitor Count:	62.7		Length of All Sessions:	26.1
			WIFI Stats - Users:	186
Ref Questions:	71		WIFI Stats - Total Data Used:	173.3474368
Tech Ref Questions:	50			
Tech Reference - Libby:	46		Volunteer Hours	10
Circulation Stats:	2,277			
New Library Cards:	19			
			Locker Deliveries @ Lakeside	12
Take Home KITS Given Out:			Locker Deliveries @	
TNMake Kits:	53	/55	Locker Deliveries @	
STEM Kits:	-	-	Locker Deliveries @	
TNCreate:	-	-		
TNTry Kits:	-	-		
Total:	53			

Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month

WiFi Stats by Month from ExBabylon
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:	16	2	0	13	31	Y / N	CH/TN/AD/COM
Storytime Week 2:	7	0	0	6	13	Y / N	CH/TN/AD/COM
Storytime Week 3:	10	1	0	7	18	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):	14	8	0	11	33	Y / N	CH/TN/AD/COM
TOTALS:	47	11	0	37	95		
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: Computer Skills workshop 6/6/25	0	0	0	1	1	Y / N	CH/TN/AD/COM
Program: Level up with Minecraft and Geol	0	15	0	6	21	Y / N	CH/TN/AD/COM
Program: Computer Skills workshop 6/13/2	0	0	0	1	1	Y / N	CH/TN/AD/COM
Program: D&D 101	0	6	4	0	10	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
Outreach:					0	Y / N	CH/TN/AD/COM
Outreach:					0	Y / N	CH/TN/AD/COM
TOTALS:	47	32	4	45	128	**Please circle or bold**	

Branch Status Report

Branch	Submitted By	Month/Year	2025
Loon Lake	Mary Klabenes	**June**	

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

We were closed the last week of June to move over to the new library and almost everyone in the community was very excited about that. We had many very helpful people volunteer and showed up to help move the library and set up in the new location.

We have had several people come in to get library cards because they are excited about the new library and can't wait to see our new location.

Patron's enjoyed all of the programs this month.

Statistics to Report

		Notes:				Notes:
Head Count/Door Count:	468			Computer Sessions:	50	
Avg Daily Visitor Count:	43			Length of All Sessions:	18.87	
				WIFI Stats - Users:	124	
Ref Questions:	192			WIFI Stats - Total Data Used:	266.4619731	
Tech Ref Questions:	54					
Tech Reference - Libby:	2			Volunteer Hours	16	
Circulation Stats:	1,116					
New Library Cards:	17					
				Locker Deliveries @ Springdale	3	
Take Home KITS Given Out:				Locker Deliveries @ Loon Lake	39	
TNMake Kits:Paper Popsicle	45			Locker Deliveries @		
STEM Kits:				Locker Deliveries @		
TNCreate:						
TNTry Kits:						

Total: 45

Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month

WiFi Stats by Month from ExBabylon
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:	6			5	11	Y / N	CH/TN/AD/COM
Storytime Week 2:	11			7	18	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
TOTALS:					29		
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: Scavenger Hunt	8	7	7		22	Y / N	CH/TN/AD/COM
Program: D&D			5	2	7	Y / N	CH/TN/AD/COM
Program: Exploring with a Ranger	6	9		7	22	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
Outreach:					0	Y / N	CH/TN/AD/COM
Outreach:					0	Y / N	CH/TN/AD/COM
TOTALS:	14	16	12	9	80		**Please circle or bold**

Branch Status Report

LIBRARIES STEVENS COUNTY

Branch	Submitted By	Month/Year	2025
Northport	**Wright Halbert**	**June**	

Branch Highlights

(can include stories to share/quotes/tidbits)

The D&D program in NP was exceptionally fun. I had a family of homeschool regulars with visiting cousins play. They had a really good time and I could tell the mother and grandmother were also impressed with the program.

Minecraft and Geology, Clifford: "Ranger Cory was AWESOME! It was only me and I got swamped as soon as the program was beginning with someone wanting to get a card, and I had like 4 people in line. Cory just jumped in and did all the games with the kids etc that I was supposed to be doing. It was well attended at 12 kids and 3 adults."

I had a famliy of Argentinian visitors come in that were having difficulty getting back to Canada. They used the community room and computers, were very grateful and loved our library. It was a pleasure to meet such friendly and amazing people. This was the second time I helped people with border issues of late.

Statistics to Report

	Notes:			Notes:
Head Count/Door Count:	235		Computer Sessions:	41
Avg Daily Visitor Count:	21.4 11 Days Open		Length of All Sessions:	41:01:00
			WIFI Stats - Users:	45
Ref Questions:	28		WIFI Stats - Total Data Used:	61.67
Tech Ref Questions:	16			
Tech Reference - Libby:	2		Volunteer Hours	
Circulation Stats:	355			
New Library Cards:	2			
Take Home KITS Given Out:			Locker Deliveries @	31 OC
TNMake Kits:	10 /10		Locker Deliveries @	
STEM Kits:			Locker Deliveries @	
TNCreate:			Locker Deliveries @	
TNTry Kits:				
Total:	10			

Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month

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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 6/4	9			1	10	Y	CH
Storytime Week 2: NP 6/11	7			1	8	Y	CH
Storytime Week 3: OC 6/4	17			2	19	Y	CH
Storytime Week 4 (&5):					0	Y / N	CH/TN/AD/COM
TOTALS:					37		
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: D&D 6/5		5		2	7	N	COM
Program: Mincraft Geology 6/12		12		3	15	N	CH/TN
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
Outreach:					0	Y / N	CH/TN/AD/COM
Outreach:					0	Y / N	CH/TN/AD/COM
TOTALS:	0	17	0	5	59		**Please circle or bold**