

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Public Regular Meeting
October 16, 2025
Kettle Falls Library

PUBLIC HEARING – 2026 Preliminary Budget, Levy Rate and Revenue by Sources, 10:00 am

At 10:06 am Lisa Wolfe, Chair, opened the Public Hearing. The general operating fund revenue by source handout, proposed 2026 expenditures and 2025 levy rate were made available to the public. No members of the public attended.

There being no public comment, the hearing was closed at 10:07 am.

REGULAR MEETING

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; Josie Darst, Vice-Chair; Joann Caruso, Trustee; Jennifer Miller, Trustee (via Zoom); Sue Poe, Trustee; Amanda Six, District Director; Jessica Varang, Deputy Director; and Becca Moore, Office Manager (via Zoom).

VISITORS – none

GREETINGS – Lisa welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – table Unfinished Business #6 Resolution 01-2025.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of September 18, 2025, were reviewed.
- (2) The minutes from the Board of Trustees Special Meeting of October 1, 2025, were reviewed.
- (3) The minutes from the Board of Trustees Conference Call of October 8, 2025, were reviewed.
- (4) The following vouchers and warrants were approved for payment:
Accounts Payable 9/24/25 - 10/8/25 - 52 Vouchers total \$58,929.56.
Payroll Warrants September 2025 – 34 Direct Deposits for a total of \$110,010.82.
- (5) The Director’s September 2025 timesheets and accumulated vacation & sick hours were reviewed.
- (6) Detailed Revenue & Budget Status Reports for September 2025.

Motion made to accept the Consent Agenda.

Motion made: Sue

Motion seconded: Josie

All in favor: Unanimous

UNFINISHED BUSINESS

- (1) **Building Project Updates & Snapshot** –
 - a. Loon Lake, Chewelah, and Northport –

Northport: Clifford is working with a licensed and bonded contractor to get the items in Northport complete: door frames, gutters, and a way to keep the snow off the new ramp. We have LCIP funds and funds from the Foundation to complete this project. Hoping to get that complete before winter. Lisa asked about a grand opening in Northport. The District would still like to do some painting and sprucing up in Northport so perhaps host a Renovation Celebration once everything is complete.

Loon Lake: The Friends have helped us to move the concrete table from the old library, as well as the shed. Still waiting to get the accordion door lock fixed.

Chewelah: The sink is still not fixed properly. Might need to get a pedestal to fix it.

- b. Colville – No new updates. Still waiting on the proposal from the architect. The City says they plan to go to bid in November but there are still a lot of steps to complete before that can happen. Amanda is going to meet with Cynthia to make sure she has the most up to date information on the project.
- c. Hunters –No new updates for a building project. Still looking at the best services for that area. Discussing more locker locations – possibly Wellpinit or Two Rivers.

(2) **Advocacy to the State Legislature** – The Library Legislative Group has talked about approaching the State Legislature with putting libraries at \$.50/cents and leaving them there. Concentrating efforts/conversations on that instead of the 1% to 3% conversation. There used to be a 6% cap when Amanda started working in Libraries which allowed for flexibility then they voted for the 1% cap in 2002 or 2003. The amount of taxpayer money that it takes to run a levy is so expensive and takes money away from direct library services. TIF (Tax Increment Financing) is another piece of legislation that could impact public libraries in Washington. The increment is used by counties, port districts, etc., to capture future taxes for things like land acquisition or development and the property taxes are only returned to special taxing districts (like libraries) after the development is complete (e.g. ten years). That means that libraries would not see an increase in property taxes for that new construction for many years.

(3) **Capital Campaign/Legacy Project** – Received a \$10,000 Avista Grant for Loon Lake to make the Community Room more usable with technology and furniture. Applying for a T-Mobile Grant. There was a \$10,000 donation made for the Colville Project. It would be nice to coordinate fundraising across all Friends groups under one umbrella. Rick has been talking to the Spokane County Library Foundation contact for ideas about membership and fundraising.

(4) **Staff Reorganization** – Working through how best to fill the Business Manager position. What roles need to be filled, and at what level of responsibility. Admin staff are working through processes and what is needed now that we have Wipfli for payroll. Staff are also working on an SOP (standard operation procedure for the various roles, such as HR, payroll, and accounts payable so that best practices and most efficient ways to complete responsibilities are identified before filling/changing that position.

(5) **Policy/Procedure Review** –

- a. Leave Without Pay Policy – update – Trustees discussed edits and called for a vote.

Motion made to accept 400.500 Leave Without Pay with suggested edits.

Motion made: Joann

Motion seconded: Sue

All in favor: Unanimous

- b. Sick Leave Policy – update – Trustees discussed edits and called for a vote.

Motion made to accept 400.210 Sick Leave with suggested edits.

Motion made: Joann

Motion seconded: Sue

All in favor: Unanimous

- c. Policy 400.130 Vacation – update – Trustees discussed edits and called for a vote.

Motion made to accept 400.130 Vacation Leave with suggested edits.

Motion made: Joann

Motion seconded: Sue

All in favor: Unanimous

- d. Policy 0015.400.305 Bereavement Leave – (part of 400.300 Other Paid Leave) – Trustees discussed edits and called for a vote.

Motion made to accept 400.300 Other Paid Leave with updates and edits to the Bereavement portion of the policy.

Motion made: Sue

Motion seconded: Josie

All in favor: Unanimous

- (6) **Resolution 01-2025 Supplemental Appropriation to the 2024 Budget Authorizing Amendment to 2024 Budget** – tabled
- (7) **2025 Audit** – The Audit of FY 22, 23, and 24 is still ongoing. The auditors continue to ask for more information and the District has supplied it. Hope to wrap up and have more information to share before the next meeting.
- (8) **2026 Draft Budget & Wage Scale** – There are no changes to this draft from last month. If we decide to run a levy the budget will need to be updated to pay for the election. If we are the only ones on the ballot the estimate is \$100,000. Amanda will come up with an alternate budget to include this for next month.
- (9) **Yearly Board of Trustees Training** – Becca will send the Trustees updated information.

NEW BUSINESS -

- (1) **Levy Lid Lift** – Trustees discussed running a Levy Lid Lift in April 2026. We have not had a rate increase of more than 1% for the past 27 years. If it is decided to move forward all paperwork and requirements would be due in early March. Also, staff and the board have to decide on a rate. Amanda shared her chart with the different rates per median property and what each would bring in. Amanda feels it will be important to start a committee to coordinate all these efforts – possibly a community advisory committee and a PAC (political action committee). It is important to meet with every Friends group, attend Chamber meetings, granges and other community groups. Sue explained, in her opinion, if we run it and it fails we have to cut services and try again every year until it passes. We cannot operate as we are currently being funded. Educating the community about the current financial state is important. Need to talk about annexation of Colville and Kettle Falls again. It is something the cities have to be behind since they will be the ones to put it on the ballot. It won't make a difference for this election but could in the future. A suggestion from the Director's Retreat was to have a Board Member and administration spend some time working the desk at the branches to engage with the community and hear their thoughts.

Motion made to run a \$.44/cent Levy Lid Lift increase in April 2026.

Motion made: Josie

Motion seconded: Jennifer
All in favor: Unanimous

- (2) **Close Libraries early on Christmas Eve** – Our floating holiday this year was voted on by staff and is December 26th. The management team shared that staffing on Christmas Eve might be tough and have requested an early closure for those staff working. Trustees discussed closing early and different time options. If an early closure is approved, staff can work on a project if one is available, use exchange or comp time, use vacation or make up the extra hours they normally work at another time during the month.

Motion made to close all library branches at 3:00 on Christmas Eve (December 24, 2025). *These will not be paid Holiday hours.*

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

REPORTS

(1) **Director's Report:**

- a. **Library Happenings (attached)**
- b. **Statistics and Reporting**

(2) **Trustee/Liaison Report:**

- Kettle Falls Friends – Received the STCU grant again this year for after school snacks. It was so helpful and popular last year! Working on the shed mural. Hosting another movie night at the library. Melinda and Lisa will be attending the Rotary meeting to talk about the Friends of the Library.
- Loon Lake Friends – Working on annual Trunk or Treat, participated in the Renaissance Fair and made \$2,200.
- Should Trustees change the schedule of where Board meetings are held? Trustees discussed. It is nice to be in the branch, look around and chat with staff but is sometimes a burden to drive to the branches furthest away. Zoom is always an option. Trustees decided to have just one meeting per year in Lakeside and add a third meeting to Colville. Could choose to alternate between 3 in Colville and 3 in Chewelah every year if Trustees want that.

(3) **Others:**

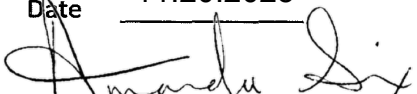
ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 1:48 pm.

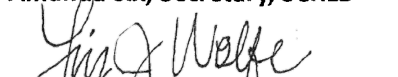

Chair adjourned the meeting.

Respectfully submitted:

Date 11.20.2025



Amanda Six, Secretary, SCRLD

Lisa Wolfe, Board Chair

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Special Meeting
Via Zoom
October 1, 2025

The special meeting was called to order at 9:34 a.m. by Lisa Wolfe. Present were Lisa Wolfe, Chair; Josie Darst, Vice-Chair; Joann Caruso, Trustee; Sue Poe, Trustee; Amanda Six, Library Director; Jessica Varang, Deputy Director; Janet Eide, Business Manager, and Becca Moore, Office Manager. Trustee Jennifer Miller was absent from the meeting.

AGENDA

- **OPENING** – Lisa welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS** – none
- **NEW BUSINESS**
 - Promissory Note with Stevens County – The County is allowing us to borrow from ourselves for the expected tax revenue we should get through the rest of 2025 (\$635,000). This is something that school districts and fire districts have done before. We will only borrow what we need and pay interest on the amount that we use, not the whole amount listed on the promissory note. Lisa pointed out that this means we no longer have a reserve and Amanda said that is correct. This means we must run a Lid Lift in 2026. We hope to also sell the building to add to our reserves. The County Commissioners were very supportive of approving the promissory note.

Motion made to adopt the Warrant Promissory Note as presented.

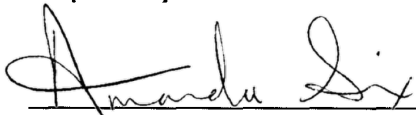
Motion made: Sue

Motion seconded: Joann

All in favor: Unanimous

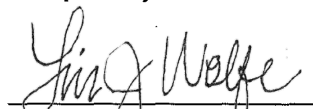
- **ADJOURNMENT** – Meeting was adjourned at 9:36 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

10.16.2025
Date

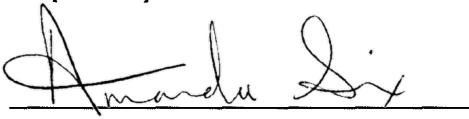
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
October 8, 2025

The meeting was called to order at 9:00 a.m. by Lisa Wolfe. Present were Lisa Wolfe, Chair; Josie Darst, Vice-Chair; Jennifer Miller, Trustee; Amanda Six, Library Director; Jessica Varang, Deputy Director and Becca Moore, Office Manager. Trustees Joann Caruso and Sue Poe were absent from the meeting.

AGENDA

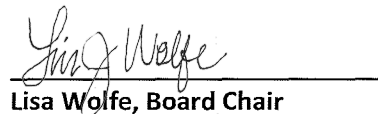
- **OPENING** – Lisa welcomed everyone.
- **PUBLIC COMMENT** – none
- **AGENDA CHANGES** – none
- **ACTION ITEMS** – none
- **DISCUSSIONS**
 - **October 16th – Regular Board Meeting – Agenda Changes** – none
 - **Levy Lid Lift** – Amanda shared a spreadsheet with levy rate comparisons and property values for Stevens County. Trustees thoroughly discussed. They all agree that running a lid lift will require a lot of good messaging. Early steps would include a visit by Amanda, and perhaps some trustees, to all of the Friends groups to make sure all the library allies are well-versed in why a lid lift is being run and be prepared to answer questions from the public. Trustees would like an outline/timeline by the Board meeting next week (October 16, 2025). The board will need to decide what rate we would want to go for. Unsure if any other entities are taking part in a special election in April; Amanda will continue to research. Lisa asked that Trustees start writing down questions they think will come up as a starting point for communications. Reach out to Debra Hansen for advice. Gather Stories.
- **NEW BUSINESS** – none
- **ADJOURNMENT** – Meeting was adjourned at 9:43 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

10.16.2025
Date

District Status Report

Director's & Tech/Educ & Staff Support Specialist

September 2025

Director District Highlights Submitted by: Amanda

We hosted the statewide Public Library Directors' meeting September 25 & 26. Over thirty library directors and State Library staff attended. They were all excited to see the newest library in Washington and were impressed with the design, flexibility (the accordion door) and the support of the community and Friends in helping to fund it. Our library staff, especially Anja, Becca, and Nellie, did so much work to help make this a successful event. More than one library director told me, "You've set the bar for hospitality going forward!" I was so proud of our staff and the building!

This month has been a challenging one with multiple staffing changes, the transition to a new payroll system, admin staff picking up the various tasks of the Business Manager, and all while continuing with a three-year audit, annual budget presentations for Colville, Kettle Falls, and the library district. I appreciate the incredible work and attitudes of all the people I work with.

Deputy Director/Tech/Educ Highlights Submitted by: Jessica

September was busy, welcoming Melissa in Chewelah, Emily in Colville, and saying goodbye to three other staffmates. It has felt rocky and intense at admin, but we feel like a solid team, each backing each other up, checking in on one another, and feeling more confident with each challenge. I want to give a few shout-outs to admin staff:

Amanda in particular has shouldered some heavy situations this month/summer. She sets a good example of thinking the situation through, referring to the policy, and improving processes as we move forward. I appreciate that very much about her. She also has good perspective for managing her family time and the many meetings she is needed for.

Anja has been onboarding staff like crazy while also offboarding others and it's been a lot to keep up with. She and Becca are payroll all-stars and Anja is always ensuring the i has a dot and the t is crossed -thank goodness! She deserves a big kudos!

Becca is working nonstop, many times 12-13-14 hour days. She is such a steady grace and calm office angel. Becca has more patience, kindness, and goodness in her pinky than I have in my entire being. She deserves a huge kudos, also!

Nellie came to admin after front desk work and we sincerely could not do our jobs without her. No matter what the task is, she is willing and has a happy heart. She lightens our load every day, which is so needed with the extra work at admin currently. Everything about our office is fun for Nellie! She will do anything asked of her, often sees the task before it is asked of her and does it, and runs circles around us in the office.

Alex has been a bit jollier lately, with the change in weather and the routine unchanging 🐾. He's had a few dental challenges, a new puppy at home to train, lots of shoes to replace from said puppy, and lots of new staff to meet. He's ensuring the van gets regular maintenance like oil changes and recently mentioned new tires for winter -something easily slipping our minds these days with the busy days. Alex is our steady, quiet, quirky 🐻 bear. We can depend on him! If we get him to laugh, it's a good day.

Staff Support Specialist Highlights Submitted by: Anja

We've been laser-focused on the payroll transition. It's been an incredible amount of information-gathering, data input with careful attention to detail to ensure everyone's paycheck, tax, retirement, etc is correct. We also worked so carefully with Wipfli to enter anniversary dates, pro-rated tables, etc, so that we know step increases and leave accruals are automated and correct moving forward. This new system drastically reduces the chances of human error, which is a huge relief. We are so grateful to the team at Wipfli for their help through the 6-week implementation process. Now that the first payroll is done, we're working with Wipfli to streamline a few pieces.

Becca, Jessica, and I are all working together to cover Janet's role as a short-term solution. Outsourcing payroll has significantly changed the business manager role, so we (and Amanda!) are identifying the remaining pieces, working to update and streamline what we can, and figuring out the best long-term plan.

We also hosted the annual WA state library directors' retreat. This was a lot of coordinating and it was really enjoyable to see everything come together. There was a lot of positive feedback from the library directors and I think we did a great job of showcasing the wonderful things Stevens County and LOSC has to offer.

Branch Status Report



Branch	Submitted By	Month/Year
Chewelah	Melissa Searle	2025 September

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

September was busy with lots of fun planned! Patrons enjoyed storytimes, scavenger hunts, tech help and a variety of crafty programs. We partnered with the Chewelah Fallfest committee to be a pick up location for free pumpkins. Staff worked hard to put together creative displays to highlight different parts of the collection as well as add fun to the library environment. We also engaged patrons in passive programming, like the popular "This or That" polls.

Statistics to Report		Notes:	
Head Count/Door Count:	1435	Computer Sessions:	290
Avg Daily Visitor Count:	68.33	Length of All Sessions:	173.55
Ref Questions:	23	WIFI Stats - Users:	
Tech Ref Questions:	23	WIFI Stats - Total Data Used:	
Tech Reference - Libby:	5	Volunteer Hours	
Circulation Stats:	2,383	Locker Deliveries @ Addy	4
New Library Cards:	14	Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
TNMake Kits:	80	Locker Deliveries @	
STEM Kits:	55	Locker Deliveries @	
TNCreate:			
TNTry Kits:			
Total: 135		<i>WIFI Stats by Month from ExBabylon</i>	
<i>Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month</i>		<i>Circ Stats & New Library Cards from Becca's Circ Stats Sheet</i>	

Program Specific Stats	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<u>Programming Spreadsheet 2025</u>							
<i>example: Storytime 1</i>	5	2	0	4	11	Y / N	CH/TN/AD/COM
ALL PROGRAMS:							
Storytime Week 1:	7			5	12	Y / N	Children/Teen/Adult/Community
Storytime Week 2:	10			7	17	Y / N	CH/TN/AD/COM
Storytime Week 3:	5			4	9	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):	13			9	22	Y / N	CH/TN/AD/COM
TOTALS:	35			25	60		
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:	2				2	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):	1				1	Y / N	CH/TN/AD/COM
TOTALS:	4				4		
Program: Brick Builders	6			2	8	Y / N	CH/TN/AD/COM
Program: Scavenger Hunt					48	Y / N	CH/TN/AD/COM
Program: Libruru					6	Y / N	CH/TN/AD/COM
Program: Collage bookmarks					14	Y / N	CH/TN/AD/COM
Program: Rock painting					2	Y / N	CH/TN/AD/COM
Program: Tin foil stained glass					1	Y / N	CH/TN/AD/COM
Program: This or that					30	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:	45	0	0	27	173		<i>**Please circle or bold**</i>

Branch Status Report



Branch	Submitted By	Month/Year
Colville	Lisa Vos	2025 January

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

I don't know how you all do what you all do!
 Patron: I'm thankful Chewelah is open! Although, it doesn't look like they changed much
 Patron came in seeking specific CD audiobook, and unfortunately it was not in our system. Patron asked if we would be able to request the CD audiobook, or if we would be able to expand the collection and I had to inform her that we are not. She was disappointed but thanked Gennasey for her diligence in trying to track it down.
 Patron came in with a difficult auto repair reference question. He had already extensively researched and came up without the information. Riley, while unable to make information appear out of nowhere, was able to have a knowledgeable discussion and recommend a few new avenues. So glad we have someone who knows about cars!
 Assisted patron with printing some documents. He said "you guys are amazing, you've been an amazing help!"
 Patron asked Devin for a jump and rolled right out and helped her get her car started. WE ROCK!!!
 Patron walked in and first thing she said was "I love coming into this library. It's always so clean and tidy."

Statistics to Report		Notes:	
Head Count/Door Count:	4886	Computer Sessions:	424
Avg Daily Visitor Count:	233 21 Days open	Length of All Sessions:	225 hours
Ref Questions:	45	WiFi Stats - Users:	778
Tech Ref Questions:	121	WiFi Stats - Total Data Used:	573.4 GB
Tech Reference - Libby:	29	Volunteer Hours	114.15 hours
Circulation Stats:	5,470	Locker Deliveries @ Colville	37
New Library Cards:	40	Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
TNMake Kits:	120	Locker Deliveries @	
STEM Kits:	80	Locker Deliveries @	
TNCreate:	0		
TNTry Kits:	35		
Total:	235		

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

Programming Spreadsheet 2025	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y/N	CH/TN/AD/COM
ALL PROGRAMS:							
Storytime Week 1:	5			4	9	Y/N	CH/TN/AD/COM
Storytime Week 2:	15			11	26	Y/N	CH/TN/AD/COM
Storytime Week 3:	11			9	20	Y/N	CH/TN/AD/COM
Storytime Week 4 (&5):	29	8		25	62	Y/N	CH/TN/AD/COM
TOTALS:					117		
Tech Help with LOSC Week 1:				2	2	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:				3	3	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):				4	4	Y/N	CH/TN/AD/COM
TOTALS:					10		
Program: Discoverable- Lego Library	21	15		9	45	Y/N	CH/TN/AD/COM
Program: Scavenger Hunt					55	Y/N	CH/TN/AD/COM
Program: Giant Sudoku				12	12	Y/N	CH/TN/AD/COM
Program: Community Puzzle Pieces					15	Y/N	CH/TN/AD/COM
Program: Word Puzzles				4	4	Y/N	CH/TN/AD/COM
Program: Sled Dog Storytime	18	8		13	39	Y/N	CH/TN/AD/COM
Program: Book Club				9	9	Y/N	CH/TN/AD/COM
Program: Inreach- Astor TK classroom visit	18			4	22	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
Outreach: Parkview				5	11	Y/N	CH/TN/AD/COM
Outreach: Cascadia				6	10	Y/N	CH/TN/AD/COM
Outreach: Buena Vista					2	Y/N	CH/TN/AD/COM
Outreach: Recovery Cafe					4	Y/N	CH/TN/AD/COM
TOTALS:	57	23	0	62	355		<i>**Please circle or bold**</i>

Branch Status Report



Branch	Submitted By	Month/Year
Kettle Falls	LTL	2025 September

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

Afterschool Art has officially made its return to coincide with the starting up of the new school year. Kids have been extremely excited for the program's return, and have already started making phenomenal art pieces. As always they love the variety of crafts available to them, in addition to the "recycling art" table where they have free reign to create to their heart's content with various donated recyclables.

Fire season can be a scary time for everyone, but especially younger community members who may not be as well informed about what's happening. During their stay working on the Katy Creek and Crown Creek fires the Wildfire Community Connections team held a child-focused program, informing kids of what a wildfire is and how we actually fight them. Kids got a chance to look at equipment, pictures, and hear real accounts of working front-lines during a wildfire from the speakers. Smokey Bear even showed up for a surprise visit! All-in-all great turnout and the kids loved it.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	2503	Open 21 days	Computer Sessions: 389
Avg Daily Visitor Count:	119		Length of All Sessions: 270.03
Ref Questions:	90		WIFI Stats - Users: 350
Tech Ref Questions:	130	tech ref & print help	WIFI Stats - Total Data Used: 323.848573
Tech Reference - Libby:	6		Volunteer Hours: 126 includes community service
Circulation Stats:	1,664		Afterschool Snacks: 230
New Library Cards:	18		
Notary Public:	2		
Take Home KITS Given Out:			
TNMake Kits:	53	/80	
STEM Kits:	60	/60	
TNCreate:			
TNTry Kits:			
Total: 113		<i>WIFI Stats by Month from ExBabylon</i>	
<i>Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month</i>		<i>Circ Stats & New Library Cards from Becca's Circ Stats Sheet</i>	

Programming Spreadsheet 2025	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y/N	CH/TN/AD/COM
ALL PROGRAMS:							Children/Teen/Adult/Community
Storytime Week 1:	27			5	32	Y/N	CH/TN/AD/COM
Storytime Week 2:	4			3	7	Y/N	CH/TN/AD/COM
Storytime Week 3:	3			2	5	Y/N	CH/TN/AD/COM
Storytime Week 4 (&5):	64			12	76	Y/N	CH/TN/AD/COM
TOTALS:					120		
Tech Help with LOSC Week 1:				1	1	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 2:				0	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	0	Y/N	CH/TN/AD/COM
TOTALS:					2		
Program: Art 9/2		22		6	28	Y/N	CH/TN/AD/COM
Program: Art 9/9		27			27	Y/N	CH/TN/AD/COM
Program: Art 9/16		33		5	38	Y/N	CH/TN/AD/COM
Program: Art 9/23		33		10	43	Y/N	CH/TN/AD/COM
Program: Art 9/30		40	18	15	73	Y/N	CH/TN/AD/COM
Program: Music 9/3		4	3	1	8	Y/N	CH/TN/AD/COM
Program: Music 9/10		5	5	1	11	Y/N	CH/TN/AD/COM
Program: Music 9/17		5	5	2	12	Y/N	CH/TN/AD/COM
Program: Music 9/24		4	5		9	Y/N	CH/TN/AD/COM
Program: Writing group 9/11				7	7	Y/N	CH/TN/AD/COM
Program: Firefighters		8	8	10	26	Y/N	CH/TN/AD/COM
Program: FoL Family Movie Night			2	4	6	Y/N	CH/TN/AD/COM
Outreach:					0	Y/N	CH/TN/AD/COM
TOTALS:	0	181	46	61	410		<i>"Please circle or bold"</i>

Branch Status Report



Branch	Submitted By	Month/Year
Loon Lake	Mary Klabenes	September 2025

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

The Washington State Library Directors Conference was held in Loon Lake and was a great success. Many visiting directors thanked Loon Lake for hosting the conference and expressed that they enjoyed their time here.

The kids scavenger hunt was more popular than normaly this month and all the kids really enjoyed it.

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	1307		Computer Sessions: 143
Avg Daily Visitor Count:	62	21 days open	Length of All Sessions: 65.58
Ref Questions:	287		WIFI Stats - Users:
Tech Ref Questions:	93		WIFI Stats - Total Data Used:
Tech Reference - Libby:	6		Volunteer Hours: 0
Circulation Stats:	1,883		Locker Deliveries @ Loon Lake: 53
New Library Cards:	47		Locker Deliveries @ Springdale: 13
Take Home KITS Given Out:			Locker Deliveries @ : 0
TNMake Kits: Autumn Tree Craft:	45		
STEM Kits: BristleBots:	40		
TNCreate:			
TNTry Kits:			
Total:	85		

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

Programming Spreadsheet 2025	Child 0-5	Child 6-11	Young Adults 12-18	Adult 19+	Total	Offsite?	Target Audience
<i>example: Storytime 1</i>	5	2	0	4	11	Y/N	Children/Teen/Adult/Community
ALL PROGRAMS:							
Storytime Week 1:	2			2	4	Y/N	CH/TN/AD/COM
Storytime Week 2:	10	2		6	18	Y/N	CH/TN/AD/COM
Storytime Week 3:	11	2		7	20	Y/N	CH/TN/AD/COM
Storytime Week 4 (&5):	10	3		5	18	Y/N	CH/TN/AD/COM
TOTALS:					60		
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: Speed Puzzle			1	2	3	Y/N	CH/TN/AD/COM
Program: Memory Screenings - Caregiver Workshop				1	1	Y/N	CH/TN/AD/COM
Program: Friend's Meeting				9	9	Y/N	CH/TN/AD/COM
Program: Libruru	7	13	5		25	Y/N	CH/TN/AD/COM
Program: Flower Scavenger Hunt					66	Y/N	CH/TN/AD/COM
Program: BYOR	5	7	10		22	Y/N	CH/TN/AD/COM
Program: Book Club				8	8	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:	12	20	16	20	194		<i>**Please circle or bold**</i>

