

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Public Regular Meeting
November 20, 2025
Chewelah Library

REGULAR MEETING

Chair Lisa Wolfe called the regular meeting of the Stevens County Rural Library District Board of Trustees to order at 10:00 am. In attendance were Lisa Wolfe, Chair; Joann Caruso, Trustee; Sue Poe, Trustee; Amanda Six, District Director; Jessica Varang, Deputy Director; and Becca Moore, Office Manager (via Zoom). Josie Darst, Vice-Chair and Jennifer Miller, Trustee, were absent from the meeting.

VISITORS – none

GREETINGS – Lisa welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – Moving the agenda around a bit to take care of voting items and resolutions at the beginning of the meeting. Table: Unfinished Business #4 Resolution 01-2025. Waiting for confirmation from the auditor that this needs to be completed. Add: Update on Loon Lake 1 Property to Unfinished Business.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of October 16, 2025, were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of November 12, 2025, were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 10/7/25 – 11/12/25 - Vouchers total \$114,114.52.
Payroll Warrants October 2025 – 35 Direct Deposits for a total of \$99,882.89.
- (4) The Director’s October 2025 timesheets and accumulated vacation & sick hours were reviewed.
- (5) Detailed Revenue & Budget Status Reports for October 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. Loon Lake, Chewelah, and Northport –

Northport: The person Clifford found to complete some work in Northport has backed out due to an injury. We are searching for a new person. They do have to be licensed and bonded in order for the library to access Library Capital Improvement Funds.

Loon Lake: Loon Lake Friends have done a stellar job of landscaping! They were able to get sod and rock down before the winter. This will help to greatly reduce erosion over the winter.

Chewelah: no new updates

- b. Colville – At the City Council meeting last week they passed a motion to accept the contract with the architect. This might be the third time a contract with the same architect has been accepted. They still need to host community meetings, and plan to hold one before the end of the year.

c. Hunters – Ella Kerner, Colville staff person, is taking on the position in Hunters for six months while we continue to evaluate the needs of Hunters and how to best serve the southwest part of the county.

- (2) **Advocacy to the State Legislature** – The Legislative Committee of the Public Libraries of Washington, that Amanda is a part of, are workshopping some potential legislation to freeze at \$.50 or somehow address the cost of an election for libraries.
- (3) **Staff Reorganization** – As stated above Ella has taken on the position as Small Branch Lead in Hunters, temporarily for six months, while the District continues to evaluate the needs of Hunters. We started November 1st with online time tracking for payroll through isolved, and continue to work through the growing pains and learning the process. Lisa would like staff to have the ability to change their own time as she has heard there is staff frustration. Amanda stated that she will talk to staff. There are a couple of new staff in Colville: Emily Garner and Kristina Levy.
- (4) **Resolution 01-2025 Supplemental Appropriation to the 2024 Budget Authorizing Amendment to 2024 Budget** – tabled
- (5) **2025 Audit** – The Audit of FY 22, 23, and 24 is complete. The District will have a close-out meeting at the beginning of December. Trustees are welcome to attend or the close-out information will be shared in a letter after the meeting.
- (6) **2026 Draft Budget & Wage Scale** – The budget has been balanced and updated to account for \$100,000 to pay for the Levy Lid Lift election in April. It is very tight and is counting on the sale of Loon Lake 1.
- (7) **Yearly Board of Trustees Training** – Becca will send the Trustees updated information.
- (8) **Levy Lid Lift, April 28, 2026** – Amanda shared some FAQ's and a task list. Amanda encouraged Trustees to add to the document as they have thoughts. Sue stated that important information to share is that we have gradually been cutting our services to account for the lack of funds. That is no longer sustainable. It is important to get the PAC started or re-activated. Trustees discussed what is and is not allowed as staff and Trustees vs county citizens during the campaign.
- (9) **Sale of Loon Lake 1 Building (old library)** – Joann requested that the Trustees be informed when an offer is made in order to evaluate it. She would like more clear information on the zoning issues. Amanda has reached out to the County and shared what she learned. Zoning can only be changed once a year and the building is currently zoned as business or mixed use but not just residential. We could petition to change the zoning in 2026, but it wouldn't go into effect until 2027. Since the building does not have a shower it does not qualify for the usual home loans.

NEW BUSINESS -

- (1) **Policy/Procedure Review**
 - a. 0015 Personnel Policy 300.200 Compensation - Flextime, Exchange Time, Overtime Pay, Compensation Time, Terminal Payout
 - b. 0015 Personnel Policy 400.200 Leave - Sick Leave
 - c. 0015 Personnel Policy 400.500 Leave Without Pay
 - d. 0015 Personnel Policy 400.600 Shared Leave Policy

Motion made to accept the changes to the four policies listed above. Changing the name “exchange time” to “credited time”.

Motion made: Sue

Motion seconded: Joann

All in favor: Unanimous

- (2) **Resolution #05-2025 Increase in the Regular Property Tax Levy – 2026** – By state law, the Library District may take up to a 1% increase in property tax revenue over the previous year unless State inflation is below 1%. The law states that the Library may take either 1%, or the rate of inflation, whichever is lowest. This year, the Library District can ask for 1%. This amount reflects a real dollar increase of \$17,118.74 bringing the total actual levy amount for 2026 to \$1,711,874.21. The Trustees reviewed the resolution and called for a vote.

Motion made to accept Resolution 05-2025 Increase in the Regular Property Tax Levy – 2026.

Motion made: Sue

Motion seconded: Joann

All in favor: Unanimous

- (3) **Levy Certificate** - Amanda explained that this amount is filed with the County Assessor’s office so that the Library can collect levied taxes. Amanda stressed that this amount is intentionally set at a high mark (\$6,000,000) in order to accommodate the unknown amounts of revenue separate from property taxes. The Trustees reviewed the Levy Certificate and Amanda signed. This year also included \$5899.16 for a Refund Levy.

- (4) **Resolution #06-2025 Salary & Wage Scale for 2026** - The Trustees reviewed the resolution and called for a vote. Due to an increase in the state minimum wage the Janitor position, Step 1, increased to \$17.50/hour, Library Assistant I/Admin Asst I/Courier Driver, Step 1, increased to \$18/hour. Step 1 of the Director’s Salary on the wage scale increased to be in the acceptable threshold to continue to be exempt (\$38.43/hr).

Motion made to accept Resolution #06-2025 Salary & Wage Scale for 2026.

Motion made: Sue

Motion seconded: Joann

All in favor: Unanimous

- (5) **Resolution #07-2025 Set Meeting Dates & Locations for 2026 Resolution** – The meeting locations have been moved around a bit from previous years. We will meet 3 times in Colville in 2026 and only once in Lakeside. The Trustees reviewed the resolution and called for a vote.

Motion made to accept Resolution #07-2025 Set Meeting Dates & Locations for 2026.

Motion made: Joann

Motion seconded: Sue

All in favor: Unanimous

- (6) **Resolution #08-2025 Final Budget 2026** – The Trustees reviewed and discussed and called for a vote.

Motion made to accept Resolution #08-2025 Final Budget 2026.

Motion made: Joann

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 – Lisa attended the Kettle Falls City Council Meeting with Melinda. Melinda shared that they had 74 people at the last Art Program. The Rotary Club, in partnership with the Friends, is going to show Polar Express at the Library. They showed Arsenic and Old Lace last week and had 12 people attend. Work on the mural for the shed will be completed next year. Lisa's mystery squash were used for the little kids to paint while the bigger kids carved. She is going to plant little pumpkins for the kids to paint next year. Renewing their movie license for next year. Grateful for a \$1,200 donation from Campbell Scientific!
- Loon Lake Friends – Participated in the Quartzite Minicon and it was a huge success! Trunk or Treat had lots of kids and participation!
- Foundation Meeting next Monday – looking at a membership model as well as a board.

(3) Others:

The regular meeting of the Board of Trustees adjourned for a break from 12:15 – 12:40.

The Board of Trustees reconvened for an Executive Session from 12:40 – 1:30 regarding Real Estate and another Executive Session from 1:30 – 2:10 regarding Personnel.

EXECUTIVE SESSION – Real Estate

The session was held to discuss real estate per RCW42.30.110. No items were voted on during the Executive Session.

EXECUTIVE SESSION – Personnel

The session was held to discuss personnel. No items were voted on during the Executive Session. RCW 42.30.110.1f

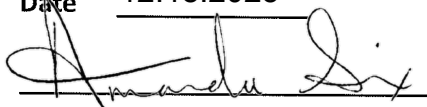
ADJOURNMENT

The meeting of the Board of Trustees was adjourned at 2:10 pm.

Chair adjourned the meeting.

Respectfully submitted:

Date 12.18.2025


Amanda Six, Secretary, SCRLD


Lisa Wolfe, Board Chair

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
November 12, 2025

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

AGENDA

- o **OPENING** – Lisa welcomed everyone.
- o **PUBLIC COMMENT** – none
- o **AGENDA CHANGES** – add name change for “exchange time” and an update about the sale of the former Loon Lake Library to the agenda.

o **ACTION ITEMS**

- **Holiday/PLD Schedule 2026** – Trustees discussed the 2026 Washington State paid holidays as well as the vote by staff for the 2026 floating holiday. The staff voted unanimously for December 24th, Christmas Eve, as the floating holiday.

Motion made to accept the Holiday/PLD Schedule for 2026.

Motion made: Sue

Motion seconded: Joann

All in favor: Unanimous

- **Conference Call Schedule 2026** – Trustees discussed and called for a vote.

Motion made to accept the 2026 Conference Call Schedule.

Motion made: Sue

Motion seconded: Joann

All in favor: Unanimous

o **DISCUSSIONS**

- **November 20th – Regular Board Meeting – Agenda Changes** – Becca will add policies that need to be updated, per the “exchange time” review to the regular meeting.
- **2026 Board Meeting Dates – specifically September** – Trustees discussed moving the September 2026 meeting date for 2026 since that is the same date as the State Directors’ meeting in Mt. Vernon. Everyone agreed that pushing it to the fourth Thursday, September 24, would be ok. This will be officially voted on at the regular November meeting.
- **Change “Exchange Time” to another term** – Amanda asked the board to consider changing the term “exchange time” to something else because it was causing confusion with staff because of how similar “exchange” is to “flex” in terms of its meaning in common parlance. The board discussed various options. Lisa Wolfe suggested “credit” as an option. Staff will use the term “credited time” at the All-Staff Day training, and the board will officially approve the change at the regular November meeting.

Loon Lake Library sale update:

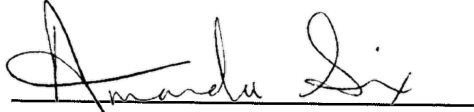
The regular meeting of the Board of Trustees adjourned at 9:22 am for an Executive Session to discuss Real Estate ending at 9:34.

EXECUTIVE SESSION – Real Estate – The session was held to discuss real estate per RCW42.30.110. No items were voted on during the Executive Session.

The regular meeting was called back to order at 9:34 am.

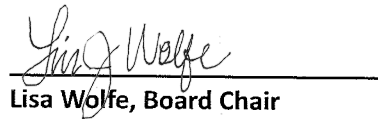
- o **NEW BUSINESS** – none
- o **ADJOURNMENT** – Meeting was adjourned at 9:42 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:


Lisa Wolfe, Board Chair

11.20.2025

Date

District Status Report

Director's & Tech/Educ & Staff Support Specialist

October 2025

Director District Highlights Submitted by: Amanda

Amanda presented information about public library materials and resources that support WorkSource clients. The presentation was to representatives from nine counties in eastern Washington, in partnership with Rural Resources. A big shout-out to Jessica for putting the PowerPoint together! The District is applying for a \$50,000 grant with TMobile to upgrade the technology and furniture in the Kettle Falls, Chewelah, and Loon Lake Libraries.

Deputy Director/Tech/Educ Highlights Submitted by: Jessica

Library Service/Collection: [ALA Course on Book Repair](#) - \$90

A few branches will take this training & be able to be THE dedicated repair branches with supplies, tools, etc. CH CV KF interested in this - then will do mini-training at April All-Staff Day.

Branch Leads - [Deposit Procedure](#) changed slightly to better align LS2 Software reports and library register reconciliation. I also was able to document thoroughly the process for our register reports, county deposits, branch forms and deposit records, etc. so that another can replicate that process if needed.

Programming: Christine is presenting at Staff Day. Amber has just finished up a very large DiNovember planning period and it is going well! January and February will be Dragon and fantasy themed for programs and take home kits.

Marketing: Nellie is a wiz at making fun short videos of programs and help our library users see the quality behind what we offer! She has been working on updating Hunters hours throughout our varied print and posted materials.

Outreach: Ella was able to join Columbia School at their conference night. LOTS of branches had a presence at their community harvest/Halloween celebrations.

Tech: **TLC Support has acknowledged there have been a lot of bugs in the latest release for our LS2 software. However, they plug along and may or may not get corrected in the next release (Q1 2026)

Staff Support Specialist Highlights Submitted by: Anja

I got to onboard a new staff member for Colville in October. I always enjoy the opportunity to get a new staff member off to a strong start with the district.

We did a lot of prep work in October to prepare everyone to begin electronic timekeeping in November. We were able to have a dedicated training session with Wipfli for our management team. Wipfli made us a video showing staff the basics of clocking in and out. We gave staff access to the software with enough time to explore and become familiar with the program. We also sent an email with timelines, the most important info, encouragement to ask as many questions as needed, reassurance that we expected mistakes, and that everything was fixable.

Becca and I had an in-depth, in-person meeting with our benefits rep from WCIF to ensure we fully understood our benefits options, and how to navigate them correctly. We were excited to learn that we are able to give staff access to the online benefits portal. This allows them access to review their information (both personal and benefits). This also significantly streamlines the open enrollment process, which begins in November.. It was helpful to get a better understanding of the benefits we offer so we can make sure staff know the available resources.

We've continued working hard on the payroll transition. We have now transitioned fully to payroll through Wipfli. There have been a few challenges as we're getting the final details worked out, but it has been a good learning opportunity, and I think we are getting to a great place.

Branch Status Report



Branch Chewelah	Submitted By Melissa Searle	Month/Year 2025 October
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Branch Highlights	<i>(can include stories to share/quotes/tidbits)</i>

Statistics to Report				
Head Count/Door Count:	1626	Notes:	Computer Sessions:	302
Avg Daily Visitor Count:	70.7		Length of All Sessions:	181.25
Ref Questions:	19		WIFI Stats - Users:	548
Tech Ref Questions:	8		WIFI Stats - Total Data Used:	539.4566016
Tech Reference - Libby:	5		Volunteer Hours	33
Circulation Stats:	2,561		Locker Deliveries @	
New Library Cards:	28		Locker Deliveries @	
Take Home KITS Given Out:			Locker Deliveries @	
TNMake Kits:	78		Locker Deliveries @	
STEM Kits:			Locker Deliveries @	
TNCreate:	40			
TNTry Kits:				
	Total: 118			
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
<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:	12			9	21	Y / N	CH/TN/AD/COM
Storytime Week 2:	12			9	21	Y / N	CH/TN/AD/COM
Storytime Week 3:	6			5	11	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):	12			6	18	Y / N	CH/TN/AD/COM
TOTALS:	42			29	71		
Tech Help with LOSC Week 1:	1				1	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):	3				3	Y / N	CH/TN/AD/COM
TOTALS:	7				7		
Program: Brick Builders	2				2	Y / N	CH/TN/AD/COM
Program: Scavenger Hunt	64				64	Y / N	CH/TN/AD/COM
Program: Ghost Garland	6				6	Y / N	CH/TN/AD/COM
Program: Inktober	7				7	Y / N	CH/TN/AD/COM
Program: This or That	47				47	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: BooFest	1527				1527	Y / N	CH/TN/AD/COM
Outreach:					0	Y / N	CH/TN/AD/COM
TOTALS:	1702	0	0	29	1731		**Please circle or bold**

Branch Status Report



Branch Colville	Submitted By Lisa Vos	Month/Year 2025 October
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Branch Highlights <i>(can include stories to share/quotes/tidbits)</i>
<p>Meeting the people where they are at. More library card renewals than new cards this time. Parents and teachers were so happy to see us at the books and bingo program Ft. Colville hosted. It allowed us to bring the library to them since they haven't had a chance to come in. We remind them how "relivent and useful" we are (said one parent).</p> <p>Got the school janitor a library card while at an outreach. It ended up being his birthday and was to happy and said this was a great birthday gift. Being able to listen to endless books on Libby while working! Happy Bithday Adam!</p> <p>a patron has been working on their first formal essay. Emily's been able to give her information on theses, citations, what to proofread for, and more. We are here to help!</p> <p>"Thank you so much for your help today. The library is the most integral part of my life and our entire county. IDK what we'd do without it."</p> <p>While I was helping another patron, a gentleman at one of the computers said to me "you've helped me several times in the past, and I just wanted to let you know you're one of the nicest gentlemen i've ever met, and I hope my son turns out like you!"</p> <p>A patron checked out Zen Ghosts, an Easy book that Chelsea suggested, saying "I trust your suggestions"</p>

Statistics to Report	
Head Count/Door Count: 5205	Notes:
Avg Daily Visitor Count: 226.3 23 days open	Notes:
Ref Questions: 51	Computer Sessions: 485
Tech Ref Questions: 242	Length of All Sessions: 261.63 hours
Tech Reference - Libby: 63	WIFI Stats - Users: 841
Circulation Stats: 5,306	WIFI Stats - Total Data Used: 1290.3 GB
New Library Cards: 48	Volunteer Hours 111.75
Take Home KITS Given Out:	Locker Deliveries @ Colville 10
TNMake Kits: 120	Locker Deliveries @
STEM Kits:	Locker Deliveries @
TNCreate:	Locker Deliveries @
TNTry Kits:	
Total: 120	
<i>Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month</i>	
<i>WiFi Stats by Month from ExBabylon</i> <i>Circ Stats & New Library Cards from Becca's Circ Stats Sheet</i>	

Program Specific Stats							
<u>Programming Spreadsheet 2025</u>	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:	18	4	2	16	40	Y / N	CH/TN/AD/COM
Storytime Week 2:	6	1		6	13	Y / N	CH/TN/AD/COM
Storytime Week 3:	9			8	17	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):	23	2		12	37	Y / N	CH/TN/AD/COM
TOTALS:					107		
Tech Help with LOSC Week 1:				2	2	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 2:				3	3	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):				5	5	Y / N	CH/TN/AD/COM
TOTALS:					12		
Program: Geckos at the Library	31	10		35	76	Y / N	CH/TN/AD/COM
Program: Book Club				7	7	Y / N	CH/TN/AD/COM
Program: LoT Game open house					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: Evergreen, Ft. Colville, Summit \	20	86	22	63	191	Y / N	CH/TN/AD/COM
Program: Music Makers x 5	55	5		34	94	Y / N	CH/TN/AD/COM
Outreach: Parkview				5	5	Y / N	CH/TN/AD/COM
Outreach: Cascadia				2	2	Y / N	CH/TN/AD/COM
Outreach: Buena Vista				2	2	Y / N	CH/TN/AD/COM
Outreach: Jail				100	100	Y / N	CH/TN/AD/COM
TOTALS:	106	101	22	248	596		**Please circle or bold**

Branch Status Report



Branch	Submitted By	Month/Year
Lakeside	Amanda Smith	2025 October

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

We had a patron donate gourds from her garden for us to decorate the branch for the fall season. She also gave us a load of gourds to "do something with." Using supplies left over from the rock painting program, we put together a program for patrons to paint a gourd. We made this program available to patrons during school conference closures week, and had a phenomenal turnout.

Recently, we had a patron and her daughter come in during a school closure day. They spent a few hours playing games, doing puzzles, reading, and just hanging out. She said, due to her work schedule she cannot make it in during our open hours (this was a special occasion because she took the day off to spend with her daughter). Said wanted to thank us for installing the locker for after hours pick-up. She told us that before we put in the locker, her daughter was limited to checking out 2 books a week from the public school, and didn't have any other access to check out books. Now her daughter reads constantly because the patron is able to pick them up from the locker on her way home after late hours at work.

Statistics to Report		Notes:	
Head Count/Door Count:	1585	Computer Sessions:	100
Avg Daily Visitor Count:	68.9	Length of All Sessions:	47.2
Ref Questions:	231	WIFI Stats - Users:	195
Tech Ref Questions:	154	WIFI Stats - Total Data Used:	392.0163426
Tech Reference - Libby:	25	Volunteer Hours	12
Circulation Stats:	2,508	Locker Deliveries @ lakeside	30
New Library Cards:	14	Locker Deliveries @	
Take Home KITS Given Out:		Locker Deliveries @	
TNMake Kits:	55 /55	Locker Deliveries @	
STEM Kits:	1 50/50		
TNCreate:	50 /50		
TNTry Kits:			
<i>Total:</i>	106		

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:							Children/Teen/Adult/Community
Storytime Week 1:	21	0	0	16	37	Y / N	CH/TN/AD/COM
Storytime Week 2:	18	0	0	14	32	Y / N	CH/TN/AD/COM
Storytime Week 3:	18	0	0	14	32	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):	39	2	0	31	72	Y / N	CH/TN/AD/COM
TOTALS:	96	2	0	75	173		
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: LOT Games Open House	0	1	0	0	1	Y / N	CH/TN/AD/COM
Program: Reading With a Ranger	1	5	1	4	11	Y / N	CH/TN/AD/COM
Program: Ghost Garland	3	13	0	11	27	Y / N	CH/TN/AD/COM
Program: Inktober	0	11	2	5	18	Y / N	CH/TN/AD/COM
Program: Gourd Painting	42	22	1	23	88	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:	142	54	4	118	318		**Please circle or bold**

Branch Status Report



Branch	Submitted By	Month/Year
Loon Lake		2025 October

Branch Highlights	<i>(can include stories to share/quotes/tidbits)</i>
<p>We had a candy monster that we used to help us collect candy for the trunk or treat event. One of our little patron's named it the "Bookie Monster" this year.</p> <p>Trunk or Treat was a huge success and we had over 200 people come up to our booth.</p>	

Statistics to Report	
Head Count/Door Count:	1251
Avg Daily Visitor Count:	54
Ref Questions:	329
Tech Ref Questions:	28
Tech Reference - Libby:	1
Circulation Stats:	2,406
New Library Cards:	29
Take Home KITS Given Out:	
TNMake Kits: Fall Tree	45
STEM Kits:	
TNCreate: Clay Monsters	40
TNTry Kits: Inktober	21
<i>Total:</i>	106
<p><i>Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month</i></p>	
Computer Sessions:	109
Length of All Sessions:	56.02
WIFI Stats - Users:	234
WIFI Stats - Total Data Used:	380.9012393
Volunteer Hours	12
Locker Deliveries @ Loon Lake	12
Locker Deliveries @	
Locker Deliveries @	
Locker Deliveries @	
Locker Deliveries @	
<p><i>WIFI Stats by Month from ExBabylon</i></p> <p><i>Circ Stats & New Library Cards from Becca's Circ Stats Sheet</i></p>	

Program Specific Stats							
<u>Programming Spreadsheet 2025</u>	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:	12			7	19	Y / N	CH/TN/AD/COM
Storytime Week 2:	6			3	9	Y / N	CH/TN/AD/COM
Storytime Week 3:	7			7	14	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):	4 (14)			3 (7)	28	Y / N	CH/TN/AD/COM
TOTALS:					70		
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	1	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):					0	Y / N	CH/TN/AD/COM
TOTALS:					1		
Program: Speed Puzzle					8	Y / N	CH/TN/AD/COM
Program: Memory Screening					0	Y / N	CH/TN/AD/COM
Program: LOT Games Open House					6	Y / N	CH/TN/AD/COM
Program: Why Space?		12		5	17	Y / N	CH/TN/AD/COM
Program: Friends Meeting				12	12	Y / N	CH/TN/AD/COM
Program: Book Club				10	10	Y / N	CH/TN/AD/COM
Program: Trunk or Treat					216	Y / N	CH/TN/AD/COM
Program: Dragon Scavenger Hunt					47	Y / N	CH/TN/AD/COM
Program: Fall Scavenger Hunt					35	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	12	0	27	422		<i>**Please circle or bold**</i>

