

STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Public Regular Meeting
December 18, 2025
Colville Library

REGULAR MEETING

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

VISITORS – none

GREETINGS – Lisa welcomed everyone.

PUBLIC COMMENT – none

AGENDA CHANGES – Add Executive Session to discuss Real Estate.

ACTION ITEMS

- (1) The minutes from the Board of Trustees Regular Meeting of November 20, 2025, were reviewed.
- (2) The minutes from the Board of Trustees Conference Call of December 10, 2025, were reviewed.
- (3) The following vouchers and warrants were approved for payment:
Accounts Payable 11/19/25 – 12/12/25 - Vouchers total \$62,706.45.
Payroll Warrants November 2025 – 33 Direct Deposits for a total of \$91,961.53.
- (4) The Director’s November 2025 timesheets and accumulated vacation & sick hours were reviewed.
- (5) Detailed Revenue & Budget Status Reports for November 2025.

Motion made to accept the Consent Agenda.

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

UNFINISHED BUSINESS

- (1) **Building Project Updates & Snapshot** –
 - a. Loon Lake, Chewelah, and Northport –
 - Northport: Clifford is still searching for a licensed and bonded contractor to complete the work.
 - Loon Lake: The T-Mobile grant, if approved, will have some funds for signage and lighting.
 - Chewelah: The T-Mobile grant, if approved, will have some funds for ½ of a new HVAC system.
 - b. Colville – Monday, December 29th, there is a design meeting with the architects at the library. Invited stakeholders from this Board, the City Board, the Improvement Club and the City of Colville.
 - c. Hunters – Ella Kerner, Branch Lead, is doing a great job making connections in the area as we continue to evaluate the needs in Hunters and the surrounding communities.
- (2) **Advocacy to the State Legislature** – As part of the Digital Equity Forum there is an annual report that goes to the legislature. It was just published and shares the Digital Equity Forum's viewpoint of priorities for technology and broadband infrastructure and education. Amanda will email it out to the Trustees.

- (3) **Staff Reorganization** – There are some staffing gaps (due to resignations) in Kettle Falls and Colville that need to be addressed.
- (4) **Resolution 01-2025 Supplemental Appropriation to the 2024 Budget Authorizing Amendment to 2024 Budget** – We received final confirmation that signing this resolution would be good to have for historical data. It shows we are aware that we received more (grant) money than expected in 2024 and have officially documented that.

Motion made to accept Resolution 01-2025 Supplemental Appropriation to the 2024 Budget Authorizing Amendment to 2024 Budget.

Motion made: Sue

Motion seconded: Jennifer

All in favor: Unanimous

- (5) **2025 Audit** – The Audit of FY 22, 23, and 24 is complete. Trustees reviewed and discussed the closeout packet. The audit requested that the district create a comprehensive financial plan for the next few years. Amanda is working on that and might have a draft available by the January meeting to share. The next regular audit will be in 2028. There will be an audit for the CDBG Grant in 2026 but it should be a shorter process to review grant funds and should not cost as much as a regular audit.
- (6) **Levy Lid Lift, April 28, 2026** – Amanda is working on the financial piece and using examples from Whatcom and San Juan County for other information to get everything together and ready for submitting to get on the ballot.

NEW BUSINESS -

- (1) **Policy/Procedure Review - 0036 Meeting Room Use Policy & Fee Schedule** – there are just a couple of edits that were missed originally.

Motion made to accept the changes to 0036 Meeting Room Use Policy & Fee Schedule

Motion made: Josie

Motion seconded: Sue

All in favor: Unanimous

- (2) **2026 Trustee Board Executive Elections** – Trustees discussed and called for a vote.

Motion made to accept Josie as the 2026 Chair and Joann as Vice-Chair.

Motion made: Sue

Motion seconded: Joann

All in favor: Unanimous

- (3) **2026 Library Legislative Day** – WLA is planning for Tuesday, January 20th. Amanda will reach out to Public Libraries of Washington to confirm. She thought they were trying to move it to a later time.
- (4) **Resolution 09-2025 Updated 2026 District Salary and Wage Scale** – The Wage Scale Resolution signed last month estimated a higher minimum wage for 2026. We realized this was not correct after the Resolution was signed. We have corrected the minimum wage, which changed the Janitor and Library Assistant 1 lines on the wage scale.

Motion made to accept Resolution 09-2025 Updated 2026 District Salary and Wage Scale.

Motion made: Sue

Motion seconded: Josie

All in favor: Unanimous

REPORTS

(1) Director's Report:

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

(2) Trustee/Liaison Report:

- Kettle Falls Friends –Helped out Rotary with their showing of Polar Express. Provided cookies for the Kettle Falls Library movie this week. In 2026 the Friends will be showing their movies on the same day as the Library for a double feature every month.
- Loon Lake Friends – Santa photos had 91 families (5 more than last year)! Great success in the new library! New photographer so the total head count wasn't tallied the same as previous years. Approved a \$500 donation for Yoto players for the library. The Colville Improvement Club also donated \$500 for these. Yoto players play audiobook stories, music, activities, sound effects, radio and podcasts for children. Finishing up some landscaping at the new library with more rocks.

(3) Others:

The regular meeting of the Board of Trustees adjourned for a break from 11:28 – 11:45.

The Board of Trustees reconvened for an Executive Session from 11:45 – 12:15 regarding Real Estate and another Executive Session from 12:20 – 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

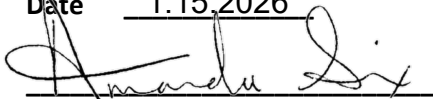
ADJOURNMENT

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

Chair adjourned the meeting.

Respectfully submitted:

Date 1.15.2026



Amanda Six, Secretary, SCRLD



Lisa Wolfe, Board Chair Josie Darst, 2026 Board Chair

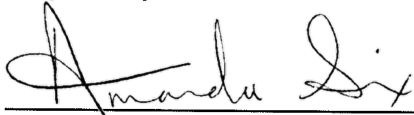
STEVENS COUNTY RURAL LIBRARY DISTRICT
Board of Trustees Conference Call
December 10, 2025

The meeting was called to order at 9:05 a.m. by Lisa Wolfe. Present were Lisa Wolfe, Chair; Joann Caruso, Trustee; Josie Darst, Trustee; Sue Poe, Trustee; Jennifer Miller, Trustee; Amanda Six, Library Director; Jessica Varang, Deputy Director and Becca Moore, Office Manager.

AGENDA

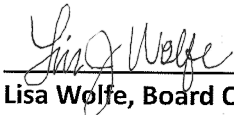
- o **OPENING** – Lisa welcomed everyone.
- o **PUBLIC COMMENT** – none
- o **AGENDA CHANGES** – add Conversation about 2026 Wage Scale to Discussion
- o **ACTION ITEMS**
- o **DISCUSSIONS**
 - **December 18th – Regular Board Meeting – Agenda Changes** – add 2026 Wage Scale after conversation today
 - **2025 Audit** – The audit is complete. There were no findings but some items were pointed out for us to work on, as we expected. They were appreciative of our efforts to have taken action and begin working on problem areas and ways to reduce errors.
 - **2026 Wage Scale** – When the draft Budget and Wage Scale for 2026 was created we thought the minimum wage was going up to \$17.50. We realized after signing the Resolutions last month that the minimum wage is only going up to \$17.13. We would like to sign a new resolution to adjust back for that change. This information will be in the regular meeting Board Packet.
- o **NEW BUSINESS** – none
- o **ADJOURNMENT** – Meeting was adjourned at 9:16 am.

Respectfully submitted:



Amanda Six, Secretary, SCRLD

Accepted By:



Lisa Wolfe, Board Chair

12.18.2025

Date

District Status Report

Director's & Tech/Educ & Staff Support Specialist

November 2025

Director District Highlights Submitted by: Amanda

- LOSC had a multi-day visit from Washington State Library Staff, Evelyn Lindberg and Sara White. They both work directly with library reports and youth services and made it a goal to visit as many libraries as possible in 2025. They were able to visit all seven LOSC locations.
- All-Staff day was exciting because we were able to hold it in the brand new Loon Lake Library and because it's always good to see us all together. Training topics included: the new online payroll system, the upcoming lid lift, and the winter reading program.
- A lot of my time has been spent working on preparing for the lid lift in April 2026, and preparing a comprehensive financial plan for the future; both if the levy passes and if it fails.

Deputy Director/Tech/Educ Highlights Submitted by: Jessica

- Deposits will be made weekly starting Jan 1, 2026 per WA law, as addressed by the recent Audit - will update procedures.
- Labels - Over the last three years, we have worked to reduce costly, but high quality, library collection pieces, such as spine labels, 14 day stickers, label protection stickers, etc. Materials we currently use are about 80% cheaper than previous materials; there have been some hiccups and lots of patience from staff (replacing labels that faded, discolored, or needed other interventions), but we think for the most part we are in a good place!
- I will be gone Dec 22-Jan 2 for vacation, but working here and there as needed.
- ExBabylon has migrated to Greystone, we have seen a lot of bumps on the billing and response times for tickets. Our onsite tech has been great; remote service has been painful and billing has been inconsistent and confusing.
- Shout-out to Becca, who has been shouldering a heavy load for several months and always does it with grace and kindness.

Staff Support Specialist Highlights Submitted by: Anja

- Staff Day - Preparing for and holding staff day is always a big effort. It was a little more intense this year. Since we have been taking on tasks previously done by the business manager, there wasn't quite as much time for prep as I usually prefer. However, things came together really well. I incorporated feedback from the previous staff day's survey, and padded the schedule with extra time for sessions, Q&A, and lunch. The feedback from staff was very positive. I was happy with how many staff fully participated in some of the sessions. They gave helpful input on some big topics.
- Electronic timekeeping - We started using electronic timekeeping in November. This was a crucial step to improve accuracy in payroll. There were growing pains for all of us. We've worked incredibly hard to provide training, lots of communication, and to be available to problem solve and support when challenges came up. As usual, our wonderful staff really rose to the challenge. By the end of the pay period, they had already gained impressive skills with navigating the new system.
- Payroll - During these first few months with our new payroll system, there have been new things to learn each month. We are working hard to double-check everything. Any time we see an issue, we make sure to fully investigate and address the problem, and ensure the system is adjusted so that it won't be a problem moving forward.
- Open Enrollment - We learned from our WCIF rep that we can do open enrollment online, instead of asking staff to fill out paper forms, sending them to us, and adding them manually. Giving staff access to the WCIF portal is also a helpful way for them to be able to access their benefit any time of year, make sure their info is up-to-date, etc. It was a big learning experience to navigate my first open enrollment, but it went really well, and I am feeling confident for next year.

- DRS - Figuring out how to navigate the WA retirement system has been a big challenge that comes with payroll. I've been taking trainings, and Becca and I have had multiple phone calls with employer support to make sure we're doing this correctly. I'm finally starting to feel confident navigating DRS' complicated employer system.

Branch Status Report



Branch Chewelah	Submitted By Melissa Searle	Month/Year November 2025
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Branch Highlights	<i>(can include stories to share/quotes/tidbits)</i>
<p>We had a fun visit from WSL librarians early in the month and enjoyed talking with them about the youth programs and activities that are offered through the LOSC. The Friends of the Library completed their move to the UCC building and have been busy unpacking/getting the space set up for future book sales. We also saw a nice increase in storytime attendees this month. Trivia in the stacks was enjoyed by all who participated, and is scheduled again for January.</p>	

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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:	16			8	24	Y / N	CH/TN/AD/COM
Storytime Week 2:					0	Y / N	CH/TN/AD/COM
Storytime Week 3:	20			13	33	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):	11			7	18	Y / N	CH/TN/AD/COM
TOTALS:	47			28	75		
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:				0	0	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		3			3	Y / N	CH/TN/AD/COM
Program: Scavenger Hunt		43			43	Y / N	CH/TN/AD/COM
Program: Brewing Coffee at Home				5	5	Y / N	CH/TN/AD/COM
Program: Fossil Finders		4		2	6	Y / N	CH/TN/AD/COM
Program: Trivia in the Stacks		2		7	9	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	52	0	46	145		**Please circle or bold**

Branch Status Report



Branch Hunters	Submitted By Ella Kerner	Month/Year 2025 November
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Branch Highlights	<i>(can include stories to share/quotes/tidbits)</i>
2 new card sign ups from Columbia School families, a benefit of attending a conference evening! A patron has been backing up all her photos, from her phone and online, and we've spent 5 hours this month, on and off, working on it. She is very thankful, and learning a lot. Another patron was able to figure out a phone problem over the course of 3 visits, now she can download and read archived documents and free ebooks!	

Statistics to Report	
Head Count/Door Count:	Notes: 58 Open 6 days
Avg Daily Visitor Count:	9.7
Ref Questions:	2
Tech Ref Questions:	7
Tech Reference - Libby:	0
Circulation Stats:	103
New Library Cards:	10
Take Home KITS Given Out:	
TNMake Kits:	3
STEM Kits:	2
TNCreate:	0
TNTry Kits:	2
Total:	7
Computer Sessions:	Notes: 7
Length of All Sessions:	255
WIFI Stats - Users:	25
WIFI Stats - Total Data Used:	108
Volunteer Hours	0
Locker Deliveries @Fruitland	0
Locker Deliveries @Hunters	42
Locker Deliveries @Gifford	23
Locker Deliveries @Addy	3 LS2 was glitchin
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							
<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:					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:					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: Columbia School deliveries			2	19	21	Y / N	CH/TN/AD/COM
Outreach: Summit Valley School deliveries					0	Y / N	CH/TN/AD/COM
Outreach: Evergreen School deliveries		6			6	Y / N	CH/TN/AD/COM
Outreach: Columbia Open House					28	Y / N	CH/TN/AD/COM
Outreach:					0	Y / N	CH/TN/AD/COM
TOTALS:	0	6	2	19	55		**Please circle or bold**

Branch Status Report



Branch Kettle Falls	Submitted By LTL	Month/Year 2025 November
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Branch Highlights *(can include stories to share/quotes/tidbits)*

A fire drill was conducted during Afterschool Art, and all 55 students were safely evacuated and accounted for in under three minutes. Two state librarians were touring the Stevens County Libraries on the day this was happening, and stopped by to witness out afterschool art program. They were both very impressed not only with how much turnout the program has on average, but with how efficiently the fire drill was executed.

One of our regular attendees at Things with Strings told Clifford that she'd been having a gloomy week, but that her Wednesday guitar lesson is the highlight she always looks forward to.

(From Melinda) A fun throwback moment: I received a call from my former LiBrewery Trivia partner, Megan Bush, who had run into one of our regular online players from the COVID era. The player recognized her, introduced herself, and asked how the rest of us were doing. She said ours was the best trivia content she had ever played and that she still misses it. It's heartening to know our little trivia community made such a lasting impact; people are still talking about it five years later. We truly had a dedicated group!

Statistics to Report		Notes:	Notes:
Head Count/Door Count:	2688	Open 16 days	Computer Sessions: 381
Avg Daily Visitor Count:	168		Length of All Sessions: 270.53
Ref Questions:	90		WIFI Stats - Users: 355
Tech Ref Questions:	174		WIFI Stats - Total Data Used: 340.4223186
Tech Reference - Libby:	3		Volunteer & Community Service Hours: 88
Circulation Stats:	1,211		Afterschool snacks: 272
New Library Cards:	4		
Notary Public:	1		
Take Home KITS Given Out:			
TNMake Kits:	67	/80	
STEM Kits:	60	/60	
TNCreate:			
TNTry Kits:	6	/20	
	Total:	133	

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:	29			7	36	Y/N	CH/TN/AD/COM
Storytime Week 2:					0	Y/N	CH/TN/AD/COM
Storytime Week 3:	30			8	38	Y/N	CH/TN/AD/COM
Storytime Week 4 (&5):	15			4	19	Y/N	CH/TN/AD/COM
TOTALS:					93		
Tech Help with LOSC Week 1:					0	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 2:				1	1	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 3:				4	4	Y/N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):					0	Y/N	CH/TN/AD/COM
TOTALS:					5		
Program: Art 11/4		45	6	9	60	Y/N	CH/TN/AD/COM
Program: Art 11/18		46	8	8	62	Y/N	CH/TN/AD/COM
Program: Art 11/25		42	4	7	53	Y/N	CH/TN/AD/COM
Program: Music 11/5		2	5	1	8	Y/N	CH/TN/AD/COM
Program: Music 11/12		2	5	1	8	Y/N	CH/TN/AD/COM
Program: Music 11/19		1	4	1	6	Y/N	CH/TN/AD/COM
Program: Music 11/26		2	4	1	7	Y/N	CH/TN/AD/COM
Program: Baby Storytime 11/13	3			3	6	Y/N	CH/TN/AD/COM
Program: Baby Storytime 11/20	3			2	5	Y/N	CH/TN/AD/COM
Program: Writer's Group 11/13			2	4	6	Y/N	CH/TN/AD/COM
Program: FoL Movie Night				5	5	Y/N	CH/TN/AD/COM
Program: Dino Movie Night		20		3	23	Y/N	CH/TN/AD/COM
Program: Coffee Roasting				2	2	Y/N	CH/TN/AD/COM
Program: Fossil Finders		11		5	16	Y/N	CH/TN/AD/COM
Program:					0	Y/N	CH/TN/AD/COM
TOTALS:	6	171	38	52	365		<i>***Please circle or bold***</i>

Branch Status Report



Branch Chewelah	Submitted By Melissa Searle	Month/Year 2025 November
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Branch Highlights	<i>(can include stories to share/quotes/tidbits)</i>
<p>We had a fun visit from WSL librarians early in the month and enjoyed talking with them about the youth programs and activities that are offered through the LOSC. The Friends of the Library completed their move to the UCC building and have been busy unpacking/getting the space set up for future book sales. We also saw a nice increase in storytime attendees this month. Trivia in the stacks was enjoyed by all who participated, and is scheduled again for January.</p>	

Statistics to Report	
Head Count/Door Count: 1138	Notes:
Avg Daily Visitor Count: 71.13	Notes:
Ref Questions: 8	Computer Sessions: 191
Tech Ref Questions: 8	Length of All Sessions: 116.27
Tech Reference - Libby:	WIFI Stats - Users: 464
Circulation Stats: 2,058	WIFI Stats - Total Data Used: 1022.29978
New Library Cards: 26	Volunteer Hours: 22.5
Take Home KITS Given Out:	Locker Deliveries @
TNMake Kits: 80	Locker Deliveries @
STEM Kits: 55	Locker Deliveries @
TNCreate:	Locker Deliveries @
TNTry Kits: 6	
Total: 141	
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			8	24	Y / N	CH/TN/AD/COM
Storytime Week 2:					0	Y / N	CH/TN/AD/COM
Storytime Week 3:	20			13	33	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):	11			7	18	Y / N	CH/TN/AD/COM
TOTALS:	47			28	75		
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:				0	0	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		3			3	Y / N	CH/TN/AD/COM
Program: Scavenger Hunt		43			43	Y / N	CH/TN/AD/COM
Program: Brewing Coffee at Home				5	5	Y / N	CH/TN/AD/COM
Program: Fossil Finders		4		2	6	Y / N	CH/TN/AD/COM
Program: Trivia in the Stacks		2		7	9	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	52	0	46	145		**Please circle or bold**

Branch Status Report



Branch Colville	Submitted By Lisa Vos	Month/Year November 2025
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Branch Highlights
<i>(can include stories to share/quotes/tidbits)</i>
<p>A patron, Ken, was having a difficult time in his life. Chelsea helped him register for a Sno-Isle library card. The next day he called back and thanked Chelsea specifically for her kind words.</p> <p>Helped a woman transfer some photos from her phone to backup harddrive: "Thanks for all your help! you're a great teacher!"</p> <p>You all really are the best helpers. I know I can come here if I need any help</p> <p>patron was getting a new phone and wanted to make sure she didn't lose any photos or videos. Lisa successfully helped her transfer over 5,000 photos to a thumb drive. She was amazed and thankful</p> <p>Family says they have to come in every month just for the scavenger hunt. "it is so fun for all my boys" ages 3-12</p> <p>A large family who are aggressive library users came in today. The mom talked to me about her childhood library in the Seattle area and how she was always on edge and afraid of searching for books and taking large bundles home. She said it is so nice to be able to come in with her kiddos, check out 80 books and feel completely welcomed by staff</p>

Statistics to Report	
Head Count/Door Count:	3,808
Avg Daily Visitor Count:	238 16 days open
Ref Questions:	29
Tech Ref Questions:	157
Tech Reference - Libby:	34
Circulation Stats:	4,209
New Library Cards:	39
Take Home KITS Given Out:	
TNMake Kits:	111
STEM Kits:	70
TNCreate:	
TNTry Kits:	40
<i>Total:</i>	221
<i>Ref Q, Tech Ref: record two days - add together, divide by 2, then times by # of days open in month</i>	

Computer Sessions:	369
Length of All Sessions:	233.4 hours
WIFI Stats - Users:	756
WIFI Stats - Total Data Used:	836.3 GB
Volunteer Hours	98.5
Locker Deliveries @ Colville	6
Locker Deliveries @	
Locker Deliveries @	
Locker Deliveries @	

*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:	16	2		13	31	Y / N	CH/TN/AD/COM
Storytime Week 2:	19	1		15	35	Y / N	CH/TN/AD/COM
Storytime Week 3:	16	1		16	33	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5):	21	2		17	40	Y / N	CH/TN/AD/COM
TOTALS:					139		
Tech Help with LOSC Week 1:				3	3	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:				2	0	Y / N	CH/TN/AD/COM
Tech Help with LOSC Week 4 (&5):				3	3	Y / N	CH/TN/AD/COM
TOTALS:					8		
Program: Fossil Finders- Burke Box	12	2		9	23	Y / N	CH/TN/AD/COM
Program: Dino Scavenger Hunt	26	12		1	39	Y / N	CH/TN/AD/COM
Program: Chomping Dinos craft	30	22			52	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: Music Makers x 4	35	3		34	72	Y / N	CH/TN/AD/COM
Outreach: Parkview				6	6	Y / N	CH/TN/AD/COM
Outreach: Cascadia					0	Y / N	CH/TN/AD/COM
Outreach: Buena Vista				2	2	Y / N	CH/TN/AD/COM
Outreach: Recovery Cafe					0	Y / N	CH/TN/AD/COM
TOTALS:	103	39	0	52	341		**Please circle or bold**

Branch Status Report



Branch Loon Lake	Submitted By	Month/Year 2025 November
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Branch Highlights <i>(can include stories to share/quotes/tidbits)</i>
The room usage for both the programming room and the meeting room has really gone up. We've had many meetings, a memorial, and have several birthday parties booked for the programming room. The smaller meeting room has had many meetings, some smaller programs, and zoom call, and study use.
The kids loved the dinosaur program and the dinosaur scavenger hunt.

Statistics to Report	
Head Count/Door Count: 975	Notes:
Avg Daily Visitor Count: 61	Notes:
Ref Questions: 229	Computer Sessions: 114
Tech Ref Questions: 66	Length of All Sessions: 53.38
Tech Reference - Libby: 4	WIFI Stats - Users: 246
Circulation Stats: 1,948	WIFI Stats - Total Data Used: 382.6145579
New Library Cards: 33	Volunteer Hours: 16
Take Home KITS Given Out:	Locker Deliveries @ Loon Lake: 18
TNMake Kits: Cupcake Liner Mushro: 50	Locker Deliveries @ Springdale:
STEM Kits: Dino Dig: 45	Locker Deliveries @:
TNCreate:	Locker Deliveries @:
TNTry Kits: Winter Power Outage Prr: 4	
Total: 99	
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: See Age of Dinosaurs Thursday below					0	Y / N	CH/TN/AD/COM
Storytime Week 2:	13			7	20	Y / N	CH/TN/AD/COM
Storytime Week 3:	12			9	21	Y / N	CH/TN/AD/COM
Storytime Week 4 (&5): Canceled due to Thanksgiving					0	Y / N	CH/TN/AD/COM
TOTALS:					41		
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: Age of Dinosaurs Thursday	23			12	35	Y / N	CH/TN/AD/COM
Program: Age of Dinosaurs Friday	8			5	13	Y / N	CH/TN/AD/COM
Program: Coffee Brewing from 395 Coffee				2	2	Y / N	CH/TN/AD/COM
Program: Alzheimer Friend's				0	0	Y / N	CH/TN/AD/COM
Program: Kid's Book Club		1		1	2	Y / N	CH/TN/AD/COM
Program: Book Club				9	9	Y / N	CH/TN/AD/COM
Program: Puzzle Race		2		4	6	Y / N	CH/TN/AD/COM
Program: Dinosaur Scavenger Hunt					77	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:	31	3	0	33	186		**Please circle or bold**

