

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

January 3, 2024

1. CALL TO ORDER

President Sunshine Buchholz called the meeting to order at 4:30 p.m. at the Portage County Annex, 1462 Strongs Ave, Stevens Point, WI 54481 and via Zoom Meeting System. Trustees present: Chris Doubek, Amanda Freberg, Joan Honl, Nycole Martinez, and Liz Peterson. Member Excused: Holly Petrillo. Library staff in attendance: Charles Danner, Eddie Glade, Laura Fuller, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: John Pavelski – County Executive.

2. PUBLIC NOTICE: Members of the public who wish to address the Board of Trustees on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the President as set forth in Robert's Rules of Order

None.

3. REVIEW / APPROVAL – MEETING MINUTES OF DECEMBER 6, 2023

Doubek moved to approve the December 6, 2023 minutes. Freberg seconded the motion, which passed by voice vote.

4. ANNOUNCEMENTS AND CORRESPONDENCE

Correspondence and suggestions from the public included a thank you from ALS wishing PCPL Happy Holidays; a patron praising the staff for being top notch; a patron complaint regarding snow removal on sidewalks and in the parking lot and the elevator door closing too quickly; and a patron complaint about the bathrooms being dirty.

a) Facilities Report

The AV upgrade project at the Stevens Point Branch (STP) is moving forward again.

Thank you cards from staff were shared with the Board for Holiday treat baskets they provided. Buchholz joined the Library Board in December 2017 and became the Board President in May 2018. A thank you card was shared with Buchholz for all her work with PCPL over the years. Buchholz thanked the Board and staff for a good journey and all their hard work, especially through the pandemic. Elise Holzberger was approved as a Library Board member at the Executive Operations Committee and the appointment will go to the full County Board on January 16th. She will start in February.

b) Trustees Library Branch Visits

Honl visited the Rosholt Branch (ROS) to deliver the Holiday basket for staff; it is a bright spot in the community. The Librarian introduced herself and was very pleasant. She walked her around the Library and told her of everything going on at ROS. Petrillo delivered the Holiday basket to the Almond Branch (ALM). Freberg visited the Plover Branch (PLO) to deliver the Holiday basket and staff was thankful. It was very busy, so there was not much time for tours and conversations. Buchholz and Freberg assembled the staff Holiday baskets in the Rotary Room at STP and left one in the breakroom.

5. REVIEW FINANCIALS

Invoices were paid in the amount of \$614.62. The December 6, 2023 Procurement Card (P-Card) statement total was \$11,655.07. For the 2023 year-to-date Budget Status Report (BSR), PCPL is 98.6% spent.

6. OLD BUSINESS

a) Discussion / Possible Action – Ad-Hoc Succession Plan Committee

Freberg hopes to get the staff and Board surveys out in the next few days with a two week return deadline. It will be an anonymous survey to collect feedback on what people are looking for in a new Director. Once the results are compiled, the Committee can start updating the job description and move forward with the posting.

b) Discussion / Possible Action – Stevens Point Branch Lease Negotiations Update

No discussions have taken place on the STP lease since the last meeting. The ALM lease was included in the Board packet just for reference. This also needs to be updated and renewed.

7. NEW BUSINESS

a) Discussion / Possible Action – 2023 PCPL Budget Carryover Request

Peterson made a motion to submit a 2023 Budget Carryover Request to the County Finance Department. Martinez seconded the motion, which passed by voice vote.

b) Discussion / Possible Action – 2023 PCPL Overview

Oathout went over 2023 PCPL Overview. Statistics were up 2.4% over 2022. PLO and ALM were up 6% each. Programming attendance increased by approximately 10,000 participants and only five programs were added. Public computer usage has gone up a bit, but the wireless connections were up significantly. Meeting room and study room usage remains popular. STP could use more study rooms, if possible. Door counts are up and continue to be steady. Curbside pickup is down, but most people are coming into the building. It was a good year.

8. LIBRARY REPORTS and STATISTICS

Circulation:

- Glade attended a webinar on prevention and abatement of bed bugs. It is not a current concern, but just wants to be informed.
- New Horizons Book Club had 17 participants at two meetings discussing *The Book of Lost Names* by Kristin Harmel.

Technical Services (TS):

- Holiday Gift Buy is wrapping up with 89 of the 100 items sold.
- End of year spending and 2024 ordering began yesterday.
- Wirth joined the Wisconsin Games and Learning and Libraries Cohort, which are librarians sharing how they use games with patrons and staff. They are applying for an astrophysics game design fellowship, which is librarians and teachers helping astrophysicists develop a game on particle physics.
- Wirth is also setting up an Amazon Wish list to continue with gift buying throughout the year.

Branches:

- The Branches held 50 programs in December for 741 participants.
- ALM had the middle school students walk over for a tour and booktalks. In one day, staff saw 6 classes and 81 students.
- Senior Delivery lost 141 books in 2023, which is more than usual. Luckily, a few years ago Fuller switched that rotation to weeded books instead of circulating books. Part of the large loss is due to bed bugs at one of the centers where they just kept the books.
- Items requiring postage for the Homebound Program have noticeably increased. If the homebound patron is sight impaired, postage is free.
- Tai Chi classes and videos consistently remain popular.
- Door counts have been steadily climbing. At ROS circulation has gone down in 2023, but door counts were up 15% from 2022.

Reference:

- Danner has fixed the fax machine, so statistics on that will start up again soon.
- Book Adventures and Adult Lit Loot will continue in 2024.

Youth Services (YS):

- Youth Services hosted 38 events for 1,043 live attendees in December.
- The latest Teen Late Night capped out at 16 participants. Other than hide-n-seek, their focus was a Bob Ross style painting.
- The annual Gingerbread House events were great. Over the course of three sessions in one day, YS hosted 145 people.
- Ozanich attended her five monthly meetings: one with Teen Librarians across the State, one with Youth Librarians in South Central Library System (SCLS), and YS Department staff meeting, along with the Admin staff and all staff meetings.
- Worzalla-Sheridan has decided to continue to support Lit Loot by purchasing the paper bags with the logos, but will not be funding the program this year. The Kid and Teen Lit Loot received a very generous private donation for this year, but in future years would need to cut back without additional support.
- YS agreed to continue collaboration with the YMCA, so the monthly Swim Into Stories event at their pool will continue in 2024. Everything else will continue in mostly the same way through the spring.
- The 2nd Literally Amazing Reads community book club just started and will conclude with a celebration event on February 22nd. The book being read is *Stuntboy: In the Meantime* by Jason Reynolds.

Director:

Oathout went over the written report provided in the meeting packet. The SCLS Director search is in the final stages. Overall 2023 statistics are almost complete, but the main topics were discussed earlier.

Thank you to Sunshine Buchholz for her years of service to the Portage County Public Library Board of Trustees.

9. Adjournment

Meeting adjourned by President Buchholz at 5:30 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor