

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

September 4, 2024

CALL TO ORDER

President Liz Peterson called the meeting to order at 4:32 p.m. at the Portage County Public Library (PCPL), 1001 Main Street, Stevens Point, WI 54481. Trustees present: Amanda Freberg, Elise Holzberger, Joan Honl, Nycole Martinez, Holly Petrillo, and Shaun Przybylski. Library staff in attendance: Charles Danner, Laura Fuller, Eddie Glade, Alexander Johnson, Larry Oathout, Nicole Ozanich, and Jamie Phillis. Others present: John Bertelson and Shannon Schultz – South Central Library System (SCLS) Director.

A request was made to move agenda Item #3 under Discussion / Possible Action to the top due to member meeting conflicts. The Board agreed.

DISCUSSION / POSSIBLE ACTION

3. Discussion / Possible Action – Resolution of Appreciation for Larry E. Oathout

Peterson read the Resolution into the record.

Przybylski made a motion to approve the Resolution of Appreciation for Larry E. Oathout. Freberg seconded the motion, which passed by voice vote.

The Board thanked Oathout for his time and commitment over the years. Oathout thanked the Board and staff for their support.

CORRESPONDENCE

Patron requests for Fans of Pamphlets for Elden Ring and staff has already created a new pamphlet on Elden Ring. Another patron request for homeschool programming was received. Oathout's retirement invitation was shared with the Board.

PRESENTATION

Shannon Schultz, SCLS Director, introduced herself and provided an update on SCLS. The new facility has brought all Administration under one roof, along with delivery. SCLS will provide Johnson with a new Director orientation through his first year of employment.

Honl and Przybylski left at 4:50pm for the County Board Committee of the Whole meeting.

REPORTS

1. Financials

- **August 2024 Vendor Invoice Lists, August Procurement Card Statements, Budget Status.**

Invoices were paid in the amount of \$1,558.25; August 6, 2024 Procurement Card statement total was \$8,672.39; 2024 year-to-date Budget Status Report was at 61.2% spent.

2. Branch and Extension

- **Department Operations and Activities**

Branches held 31 programs for 438 participants in August. The Rosholt Fair and Book Sale was the best ever with money raised and people browsing. The three outdoor storytimes held at the Plover Branch (PLO) had 129 attendees. Staffing was short for the month due to illnesses and vacations, it was a busy month. The newest staff member at the Rosholt Branch (ROS) has turned in her notice, so interviewing, hiring, and training will begin again. Watercolor classes are back at PLO and the class filled in the first hour of being available. Fuller met with SignPro to discuss a quote on tinting window decals for ROS. New "No Weapons Allowed on Premises" decals were received for all Branches.

3. Circulation

- **Department Operations and Activities**

One Circulation Aide has left, so the hiring process will begin again. Glade met with the Stevens Point Branch (STP) circulation staff on August 20th to review check-in and sorting procedures. Promotions and marketing efforts for the Central Wisconsin Book Festival continue. New Horizons Book Club will resume next week after the summer break. SCLS Delivery Committee meeting was August 8th and results from an extended test with automated sorters were shared. They found them to be 99.86% accurate, whereas their expected accuracy for human workers is 99%. The potential bottleneck that running everything through automated sorters would create was also discussed. Glade attended a virtual demonstration for two Online Public Access Catalog vendors, Aspen and Bibliocommons, as part of the ongoing ILS Evaluation process. Both have superior features to the current version of LINKcat, but might be costly and/or time-consuming to integrate with Biblioation as there is not an existing interface.

4. Reference

- **Department Operations and Activities**

Book Adventures had 40 participants in August. The book display theme was Arts and Humanities that generated 182 checkouts. The propagation station is out of plants.

5. Technical Services

- **Department Operations and Activities**

Project Fresh Start collection had six bags of donated school supplies that were dropped off at United Way on August 13th.

6. Youth Services

- **Department Operations and Activities**

Youth Services (YS) hosted 29 events for 1,615 live participants in August. YS hosted a booth at the Project Fresh Start event and interacted with over 300 people picking up school supplies. Even though historically, August used to be much quieter than the rest of the summer, this year mimics last year in how extremely busy it was. The Summer Reading Challenges officially ended this past Saturday. YS staff are still cleaning up and collecting statistics, so those will be reported on the summer program in detail at the October meeting. It was a fantastic summer and staff is already thinking about things to tweak for next year. Fall is also going to be very busy. The event schedule includes: Family Storytimes; Baby Storytimes; Brick Central Building Club; Between Reads Book Club; Dungeons & Dragons; NEW: Manga & Anime Club; Teen Library Council; Teen Late Nights; Kid Lit Loot; Teen Lit Loot; Literally Amazing Reads; and continued outreach with Pregnancy Expos and New Mom's Classes. Ozanich hopes things slow down to focus on new material orders, going through weeded books from the Branches, weeding collections, researching Beanstack and finding funding if worthwhile, prepping requests for the Library Foundation, as well as all the normal things like planning storytime for next week.

7. Director Report and Statistics

- **PCPL Staffing, Operations, Facilities Building Overview, and Activities**

Oathout went over the report provided in the meeting packet. There are three positions are open within PCPL. The overgrown plants at STP have been removed and new ones planted. Statistics for July were included in the packet and discussed last month, but August Statistics are not complete yet.

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 public comment ordinance and the reasonable control of the Board President as set forth in Robert's Rules of Order
John Bertelson thanked Fuller for the new "No Weapons on Premises" signs at PLO.

APPROVAL OF MEETING MINUTES of August 7, 2024

Freberg moved to approve the August 7, 2024 minutes. Petrillo seconded the motion, which passed by voice vote.

DISCUSSION / POSSIBLE ACTION

1. Discussion / Possible Action –PCPL 2025 Budget Update

Oathout and Phillis attended the Budget hearing on August 20th to present the Budget approved at the August 7th Library Board meeting. There were a few general questions, but no financial questions. It is unknown if the New Position Request will be approved yet. Peterson suggested the Board write a letter of support to the County Executive, along with the PCPL comparison to Fond du Lac Public Library. The County is planning for an increase in Health Insurance premiums.

2. Discussion / Possible Action – PCPL Safety and Security

The Facilities Budget for 2025 does include security for PCPL. Oathout did some research on having Narcan in the buildings. There is a group called Wisconsin Voices for Recovery that has a bin of Narcan at the jail. Staff has minimal interactions, other than letting them know when the bin gets low of supply. Health and Human Services is also supplying test strips for Fentanyl and Xyzalazine and PCPL could also house a supply. He asked the Board to think about what they want to supply.

The October meeting will be held at PLO. Johnson will need a 3-month evaluation in December, so forming an Evaluation Committee will be on the agenda, along with the proposed 2024 Holiday Schedules for the upcoming holidays.

Adjournment

Meeting adjourned by President Peterson at 5:47 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor

R E S O L U T I O N

WHEREAS, Larry E. Oathout has advanced the mission of the Portage County Public Library throughout his 8 years serving as Library Director; and

WHEREAS, Larry gave tirelessly of his time to provide service to the public and enhance the image of the Library; and

WHEREAS, during Larry's tenure, more than 3,110,000 items were borrowed; more than 2,081,900 patrons utilized library services at the four buildings; 115,150 people attended 6,020 library-sponsored programs, including the Children's Summer Reading Program; there were more than 1,000,000 website visits; approximately 10,340 study room reservations for over 16,885 hours of study room usage; 25,376 items were delivered to Senior Centers and the Homebound; and

WHEREAS, Larry participated in the development of a Library Strategic Plan in 2018, the development of the new Library Logo in 2019, the implementation of the RFID Project that included the installation of self-check machines, navigated the Library closure and safe reopening during the COVID-19 Pandemic in 2020, enacted new policies to increase security and assure the safety of staff and patrons, oversaw a two million dollar plus budget and up to 42 employees, worked closely with the Library Board of Trustees, Library Foundation Board of Directors, South Central Library System, Wisconsin Association of Public Libraries, Portage County Leaders, and City of Stevens Point Officials, and also interacted with Village Representatives from Almond, Rosholt, and Plover; and

WHEREAS, Larry E. Oathout has served the Portage County Public Library with great professionalism, dedication, and distinction.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Portage County Public Library affirms that Larry E. Oathout be given the honorary title of Librarian Emeritus of the Portage County Public Library.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Trustees of the Portage County Public Library acknowledges and extends its gratitude to Larry E. Oathout for his 8 years of dedicated service to the Portage County Public Library and the people of Portage County.

BE IT FURTHER RESOLVED, that a copy of this resolution be placed in the minutes of the Portage County Public Library.

RESOLVED this 4th day of September 2024.

Elizabeth Peterson, President
Portage County Public Library
Board of Trustees

Trustees:
Amanda Freberg, Vice President
Elise Holzberger
Joan Honl
Nycole Martinez
Holly Petrillo
Shaun Przybylski