

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

July 6, 2022

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, Deb Knippel, Liz Peterson, and Holly Petrillo. Library staff members in attendance: Laura Fuller, Eddie Glade, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Nancy Foth, Ginger Keymer, Sheriff Department Deputy, and John Pavelski – Portage County Executive.

2. REVIEW / APPROVAL – MEETING MINUTES OF JUNE 1, 2022

Honl moved to approve the June 1, 2022 minutes. Doubek seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

A thank you was received from the United Way for participating in their Community Diaper Drive at the Stevens Point Branch (STP).

a) Facilities Report

There was a power outage at STP during the recent storm and emergency lights did not come on. There is a problem with the back-up battery and both issues are being investigated. Restroom repairs were made at the Plover Branch (PLO) and the Rosholt Branch (ROS). Precision Glass was replacing a window on the 2nd floor at STP and it was broken. No one was injured, but a bird got in the building.

b) Trustees Library Branch Visits

Honl visited the Almond Branch (ALM) in June. She sees ALM as a gem in the community. It is neat, clean, and everything a person would need at a Library in a beautiful spot. She had a nice visit with staff. Petrillo is signed up for August. Foth asked to make a visit to ROS and report in August even though she is not a Trustee.

4. REVIEW FINANCIALS

Phillis stated the total for invoices paid was \$5,212.13. The June 6, 2022 Procurement Card (P-Card) statement total was \$8,828.62. For the 2022 year-to-date Budget Status Report (BSR) we are 46.3% spent.

5. PUBLIC NOTICE

None.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL Operations

For the first time in a while, PCPL is fully staffed. June saw a strong increase in activity at the Branches that resulted in circulation similar to pre-COVID numbers. Physical checkouts of 32,815 were the best since January 2020. Total circulation was 41,465, which was the highest since October 2019. The Local Holds pilot has begun with approximately half of South Central Library System (SCLS) libraries participating. Security issues were normal in June. Staff continues to work with local law enforcement as problems arise.

b) Discussion / Possible Action – PCPL 2023 Budget

Oathout went over the 2023 Budget information that was provided in the meeting packet. PCPL had a 0% increase for expenses again.

c) Discussion / Possible Action – PCPL Winter Hours

Oathout went over the Winter Hours survey information that was provided in the meeting packet. He hopes to get both staff and public surveys out by early next week. Survey results will be sent to the Board for review so a decision can be made at the August meeting.

d) Discussion / Possible Action – PCPL Long-Term Accounts Receivable

Oathout went over the Overdue Process information that was provided in the meeting packet.

Doubek made a motion to accept the PCPL Long-Term Accounts Receivable Process as proposed. Peterson seconded the motion, which passed by voice vote.

7. NEW BUSINESS

a) Discussion / Possible Action – PCPL Assessment and Evaluation

Oathout went over the Department Assessment and Evaluation information that was provided in the meeting packet. PCPL had already completed a similar assessment for the previous County Executive and some questions are the same. The main issue is the short timeline and the official questionnaires have not yet been sent. Pavelski stated he has heard the same concerns on the short timeline from other Department Heads and had not realized the final questionnaire had not been sent to Department Heads yet.

8. LIBRARY REPORTS and STATISTICS

Youth Services (YS):

- YS hosted 43 events for 2,306 live attendees in June.
- It has been a busy summer with the highest number of participants on Beanstack. The 468 kids and teens registered for Summer Reading Challenges have completed 1,602 activities and logged 155,461 reading minutes. YS has handed out 197 free books.
- Summer storytimes started off with an attendance of 100 people, but now averages 43 per storytime. Discovery Day events are going well with about 40 people per session. The Manga & Anime Club and Dungeons & Dragons events are going well for teens, with 7 and 11 participants. Bi-monthly Scavenger Hunts, Learning Labs, and Lit Loots all continue to be huge hits. Half of the 48 Teen Lit Loots were claimed in the first 3 hours of being available this morning.
- Worzalla Publishing donated bags with both their and PCPL logos for Lit Loots. They also donated 500 books for Reading Challenge prizes. Stickers will be put in the books to say they have been donated by Worzalla.
- YS staff has already started planning for the fall and hope to continue with in-person and hybrid events.

Circulation:

- Jenifer Bolman was hired for the Circulation (Circ) Library Associate position, which makes Circ at full staff.
- Training sessions for STP Circ staff to review the procedures for handling payments, especially lost item payments, was held June 2nd and 3rd. Glade and Schroeder have also been spending a lot of time training the 3 new hires.
- Glade continues planning the Central Wisconsin Book Festival for this September, and the first confirmed author is Patricia Skalka, who writes a popular mystery series set in Door County!
- Local Holds Workgroup had two meetings to finalize the plan for the pilot, which has now started
- Circulation Services Subcommittee met June 28th and finalized category details for local holds and multi-part DVD items. They also discussed fixes and updates for Bibliovation.
- Glade has been working with SCLS and Envisionware to fix the ongoing problems with the first-floor self-checkout kiosk.
- On June 10th, Glade gave a tour for someone working with ODC to improve their job searching skills.
- On June 21st, Glade attended a meeting for the Positive Parenting Program advisory board.

Technical Services (TS):

- Wirth is working on the Local Holds program with Glade and Multi-Part DVD Workgroup will meet July 19th and August 23rd.
- Library of Things (LoT) for ALM quilting collection has been completed, it is about 38 items. Prepping cake pans for STP LoT.

Branches:

- The Branches hosted 58 programs for 1,067 participants in June.
- PLO outdoor storytime has been very successful. Lots of comments of appreciation for the outdoor offering
- Summer Library Program (SLP) is back with excellent participation statistics.
- PLO Library Associate position was filled by Kaatje Weiland. This is her first week, so the focus is on training.
- August programs include Craftapalooza Day and to possibly continue outdoor Storytime.

Reference:

- Danner has a trial for technical cameras at STP. They have face recognition and can recognize people that are flagged.
- Adult Lit Loot will begin July 12th.
- Adult SLP is going strong with 121 people registered.
- Fax machine for the public had 28 faxes, but made \$0.

Director:

Oathout went over the written report that was provided in the meeting packet.

June statistics were provided and were up from June 2021.

9. Adjournment

Meeting adjourned by President Buchholz at 6:15 PM.

Respectfully submitted,
Jamie Phillis, Office Supervisor