

## **PORTAGE COUNTY PUBLIC LIBRARY (PCPL)**

Board of Trustees Regular Meeting

August 3, 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, Joan Honl, Deb Knippel, and Liz Peterson. Excused: Amanda Freberg 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, and John Pavelski – Portage County Executive.

### **2. REVIEW / APPROVAL – MEETING MINUTES OF JULY 6, 2022**

Honl moved to approve the July 6, 2022 minutes. Knippel seconded the motion, which passed by voice vote.

### **3. ANNOUNCEMENTS AND CORRESPONDENCE**

#### **a) Facilities Report**

Drinking fountains at the Stevens Point Branch (STP) are having issues, but Facilities is looking into the problem. There has been refuse piling up outside of STP and the custodian continues to clean it up. The emergency lights and back-up battery have been repaired at STP.

Correspondence, comments and suggestions from the public were as follows: thank you for the cart of adult books in STP children's area.

#### **b) Trustees Library Branch Visits**

Foth visited the Rosholt Branch (ROS) in July. Unfortunately, the community coffee hour was cancelled, but she had a great visit with staff. ROS seems to be very important to the community since they helped finance the remodel of the current location.

### **4. REVIEW FINANCIALS**

Phillis stated the total for invoices paid was \$973.46. The July 6, 2022 Procurement Card (P-Card) statement total was \$10,462.88. For the 2022 year-to-date Budget Status Report (BSR) we are 53.8% spent.

### **5. PUBLIC NOTICE**

None.

### **6. OLD BUSINESS**

#### **a) Discussion / Possible Action – PCPL Operations**

Summer Library Program (SLP) went well and had high attendance rates. In-person programming was postponed the final week of SLP due to COVID high transmission rates in the County. STP continues to see people sleeping and items scattered in the adjacent tunnel. CAP Services will visit in August to speak with homeless and other people to connect them with services. PCPL is fully staffed, but there has been an increase in staff vacation requests. The Local Holds project is still ongoing.

#### **b) Discussion / Possible Action – PCPL 2023 Budget**

Oathout went over the 2023 Budget proposal that was provided in the meeting packet.

Doubek made a motion to approve the PCPL 2023 Budget as presented. Peterson seconded the motion, which passed by voice vote.

#### **c) Discussion / Possible Action – PCPL Winter Hours**

Oathout went over the Winter Hours survey results.

Peterson made a motion to set STP Winter Hours as Monday through Thursday 9am to 8pm, Friday 9am to 6pm, Saturday 9am to 5pm, and closed Sunday, with a plan from staff on how to utilize the Sunday hours. Knippel seconded the motion, which passed by voice vote.

#### **d) Discussion / Possible Action – PCPL Assessment and Evaluation**

Final evaluations have not been sent to Departments yet. Finance Committee met in July, but did not make a decision on a new timeline.

### **7. NEW BUSINESS**

#### **a) Discussion / Possible Action – Staff In-Service**

Oathout went over the Staff In-Service information that was provided in the meeting packet.

Doubek mentioned that Trustees Training Week is the week of August 22<sup>nd</sup>.

#### **b) Discussion / Possible Action – Appointment of Committee for Library Director Performance Evaluation**

Buchholz appointed the Committee as follows: Liz Peterson as the lead, Amanda Freberg will shadow, and Sunshine Buchholz will help.

## **8. LIBRARY REPORTS and STATISTICS**

### **Circulation:**

- Glade has confirmed almost all of the authors for the Central Wisconsin Book Festival this September. Authors include: Patricia Skalka, history author Theresa Kaminski, Sci-fi author John Jackson Miller, first-time authors Najib Azad, B. A. McRae, and Patrick Phair. Children's picture book author Jamie Swenson will be doing a storytime and a writing workshop.
- SCLS Local Holds Workgroup discussed feedback from patrons and library staff. They also recommended that catalogers set the Local Hold status when books are received instead of when they are ordered so patrons at other libraries can place holds on them, which will help gauge demand for those items.
- ILS Committee met August 3<sup>rd</sup> and discussed various changes made recently that should make searching easier. A workgroup investigating ILS options from other vendors concluded that Bibliovation is still the most robust web-based program available.
- Glade had a PCPL booth at the Stevens Point Farmer's Market on Saturday, July 9<sup>th</sup>. He held a mini book sale, answered questions, handed out balloons, generally talked up the library, and had 100 different interactions with over 50 people.

### **Technical Services (TS):**

- Wirth is working on the Local Holds project and Multi-Part DVD Workgroup will meet through December.
- Project Fresh Start collection with wrap up August 16<sup>th</sup>.

### **Branches:**

- The Branches hosted 65 programs for 844 participants in July. ROS Social was averaging 12 attendees each week. Storytime statistics were collected via clothespins. At the Plover Branch (PLO) there were 60 participants in June and 50 in July.
- Tater Toot book sale sold about 50 items, making about \$50. Staff had about 30 interactions and the balloons were a hit.
- Fuller met with Dominique Swangstu, Natural Resources/Recreation Planner for the Village of Plover, and two representatives of the "America in Bloom" program grant. The \$25,000 grant was awarded to the Village of Plover in December 2021, for landscaping at Lake Pacawa Park. They were given a tour of grounds with Jill Z., master gardener, and a tour of PLO.
- Sheriff Lucas attended a ROS Social. He loves using Wisconsin Overdrive and book-talked several titles to the group.
- Staff is focused on SLP cleanup and gearing up for Fall.

### **Youth Services (YS):**

- Youth Services hosted 39 events for 2,002 live attendees in July.
- SLP ended July 30<sup>th</sup> and was a very successful. Even with normal events cancelled last week, YS continues to be very busy.
- Participants in the reading challenges can continue to pick up their prizes through August 27<sup>th</sup>, so statistics will be shared at next month's meeting. So far, a record 370 prize books have been handed out at all branches.
- Between Reads Book Club had six new members join this summer. They have been meeting for 8 ½ years and read 111 books.
- Lit Loot and Learning Labs continue to be high in demand; the plan is to continue them through the end of 2022 and hopefully through 2023 as well. Staff has handed out 1,387 Lit Loots and over 7,000 Learning Labs.
- Fall events schedule at STP, depending on open hours: Family Storytimes Tuesdays & Thursdays at 10:30am, Baby Storytimes Fridays at 10:30am, Brick Central 1<sup>st</sup> Thursdays from 6:00pm – 7:30pm, SAMA Club 2<sup>nd</sup> Mondays at 4:30pm, D&D 3<sup>rd</sup> Mondays from 4:30pm – 6:30pm, Teen Late Nights September 30<sup>th</sup> and November 11<sup>th</sup>, TLC 3<sup>rd</sup> Thursday at 6:30pm, and NaNoWriMo will have a few info sessions in Octobers, and the 1<sup>st</sup> three Saturdays in November, and November 30<sup>th</sup>.

### **Reference:**

- Adult SLP has 146 registrations and 51 completions so far. Participants read for 126,766 minutes.
- There were 310 books checked out from the two-month SLP display.
- Lit loot had 28 kits with loot and 16 just kits handed out.
- Danner is still working on a final policy for Library of Things. The cake pans are viewable.
- Tiffany Ostrowski has been doing curated cart in YS which has adult books for caregivers.

### **Director:**

Oathout went over the written report that was provided in the meeting packet. July statistics were not available yet.

## **9. Adjournment**

Meeting adjourned by President Buchholz at 6:09 PM.

Respectfully submitted,  
Jamie Phillis, Office Supervisor