

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

September 7, 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: Eddie Glade, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Ginger Keymer.

2. REVIEW / APPROVAL – MEETING MINUTES OF AUGUST 3, 2022

Doubek moved to approve the August 3, 2022 minutes. Honl seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

Correspondence, comments and suggestions from the public were as follows: thank you to the Youth Services Librarians for all they do; and a thank you to employee, Ben Cisewski, for his professional and personal help with genealogy.

a) Facilities Report

The Capital Improvement Plan (CIP) will be going to the Finance Committee on Monday. Flooring for the Stevens Point Branch (STP) and Plover Branch (PLO) will not be included in the 2023 CIP budget, possibly 2024. PLO lease ends in 2023 and STP lease ends in 2024.

b) Trustees Library Branch Visits

None. Petrillo will visit Rosholt Branch (ROS), Honl will visit PLO in October, and Peterson will visit Almond Branch (ALM) in November.

4. REVIEW FINANCIALS

Phillis stated the total for invoices paid was \$7,524.42. The August 8, 2022 Procurement Card (P-Card) statement total was \$8,492.04. For the 2022 year-to-date Budget Status Report (BSR) we are 65.3% spent.

5. PUBLIC NOTICE

None.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL Policy updates

Oathout went over the Library of Things (LoT) Policy and Agreement provided in the meeting packet. One modification he suggested would be to add the last bullet point from the Agreement regarding the \$5 fine for cleaning or preparing a returned item to the Policy. The Board suggested offering the lower priced items first to see how the return rate performs.

Doubek made a motion to approve the LoT Policy with amendment. Knippel seconded the motion, which passed by voice vote.

b) Discussion / Possible Action – PCPL 2023 Budget Update

The PCPL 2023 Budget was accepted at the Budget hearing on August 22nd with the County Executive and the Finance Department. Other discussions included the homeless situation at STP and the Branch leases. IT costs were also reviewed because PCPL IT cost increased approximately \$6,000. Final database numbers came in and are slightly higher, but everything is within budget for 2023.

c) Discussion / Possible Action – PCPL Staff In-Service Recap

Oathout went over the Staff Day Evaluations results that were included in the packet.

7. NEW BUSINESS

a) Discussion / Possible Action – Trustees Training Week

The Board discussed key points from the trainings. Doubek suggested that the Collection Development Plan and Materials Reconsideration Plan be posted on the PCPL website for public access.

b) Discussion / Possible Action – Portage County Law Library

Oathout went over the Agreement between the Portage County Clerk of Courts and the PCPL that was included in the packet.

Knippel made a motion to approve the Agreement. Peterson seconded the motion, which passed by voice vote.

c) Discussion / Possible Action – PCPL 2023 Service Plan

Oathout went over the PCPL 2023 Service Plan included in the packet, which was requested by South Central Library System (SCLS).

Doubek made a motion to approve the PCPL 2023 Service Plan. Knippel seconded the motion, which passed by voice vote.

d) Discussion / Possible Action – PCPL 2022 Winter Holiday Schedule

Oathout went over the PCPL 2022 Winter Holiday Schedule that was included in the packet.

Doubek made a motion to approve the PCPL 2022 Winter Holiday Schedule. Peterson seconded the motion, which passed by voice vote.

8. LIBRARY REPORTS and STATISTICS

Technical Services (TS):

- Wirth is working on LoT and Local Holds projects.
- DVD sets will be in the catalog now because they started on September 1st.

Circulation:

- Glade is working to promote the Central Wisconsin Book Festival. The first event at STP will be on September 22nd.
- The "Book Club Selections" display last month led to 162 checkouts. This month's feature is Book Festival authors, local authors, and banned books, as well as movies involving robots and A. I. as a lead-in to the UWSP Community Lecture Series for the year.
- Baker & Taylor website has been down, so Glade has been looking at alternative ways of collecting and submitting book orders.
- Local Holds Workgroup met September 6th and discussed questions from pilot libraries, including the possible need to extend the pilot into next year. Next month there will be three months of data to use to draft a proposal for SCLS libraries to vote on.
- Glade continues to work with SCLS and EnvisionWare on fixing the problems with the 1st-floor self-checkout kiosk.

Youth Services (YS):

- YS held three Summer Reading Clubs for kids and teens. Participants could earn two free books and enter into digital raffle drawings for gift certificate prizes to local businesses. Raffle drawings were popular, with 77% participation rate.
- This was the first summer with in-person events since 2019. In-person events at STP included: 2 storytimes per week (40 average); 5 Discovery Day events for kids (28 average); 2 Teen Times (5 average); Dungeons & Dragons for teens (11 average); SAMA Club for teens (7 average); Between Reads Book Club for teens and adults (13 average); Teen Social Hour was new this year (2 average attendance); and Bi-monthly scavenger hunts (912 participants whole summer).
- YS also continued Learning Labs (568 handed out), Kid Lit Loot (210 handed out), and Teen Lit Loot (146 handed out)
- There were 519 kids and teens enrolled in Beanstack, which is a 31% increase from last year and 63% of kids and teens enrolled participated enough to earn prizes. YS handed out 518 prize books, which is a 93% redemption rate out of the total 556 earned. This is 206 more than last year. Participants logged 309,538 reading minutes on Beanstack (includes adults).
- STP hosted 106 events for kids and teens this summer, with 5,207 participants.
- YS hosted 24 events for 899 live attendees in August. This is the busiest August staff have ever seen.
- Fall programs and events remain the same from what was reported last month, except storytime offerings have changed to Tuesdays at 4:30, Wednesdays at 10:30, and Fridays at 9:45.
- Lit Loots and Learning Labs continue through this year, and will need to reevaluate if there are funds to continue them into 2023.

Reference:

- Wireless printing is coming to PLO and STP on Thursday.
- Danner has been working on LoT.
- Fax machine for the public had 11 faxes, but made \$0.

Branches:

- The Branches hosted 52 programs for 709 participants in August. Two special programs for adults were offered at PLO: Garden Tour with Jill Ziehr and a Stay-and-Make day.
- Fuller attended a Village of Plover Board meeting and talked briefly with Dan Ault and Tom Davies (Administrator and President)
- Katrina Shankland attended a ROS social hour with plans to return this week and possibly bring a photographer with her.
- Tai Chi will be re-starting with Patti Buehler as a volunteer.

Director:

Oathout went over the written report and July statistics provided in the meeting packet. August statistics were the best since July 2019. PCPL is back to 90% of normal operations. Director Evaluation surveys were emailed today. There needs to be an in-person quorum at the October meeting for the closed session.

9. Adjournment

Meeting adjourned by President Buchholz at 5:53 PM.

Respectfully submitted,
Jamie Phillis, Office Supervisor