

PORTAGE COUNTY PUBLIC LIBRARY (PCPL)

Board of Trustees Regular Meeting

April 5, 2023

1. CALL TO ORDER

President Sunshine Buchholz called the meeting to order at 4:30 p.m. at the Portage County Public Library (PCPL), Plover Branch at 2151 Roosevelt Drive, Plover, Wisconsin 54467. Trustees present: Chris Doubek, Amanda Freberg, Joan Honl, and Liz Peterson. Member Excused: Holly Petrillo. Library staff members in attendance: Charles Danner, Laura Fuller, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Ginger Keymer.

2. PUBLIC NOTICE

None.

3. ELECTION OF VICE-PRESIDENT

Buchholz called for nominations for Library Board Vice-President. Honl nominated Amanda Freberg as Library Board Vice-President and Doubek seconded the nomination. Freberg accepted the nomination. Buchholz called two more times for other nominations. None were heard and Buchholz closed the nominations. Honl made a motion to cast a unanimous ballot to seat Freberg as Library Board Vice-President. Doubek seconded the motion, which passed by voice vote.

4. REVIEW / APPROVAL – MEETING MINUTES OF MARCH 1, 2023

Doubek moved to approve the March 1, 2023 minutes. Honl seconded the motion, which passed by voice vote.

5. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

The electrical work for the drinking fountain project at the Stevens Point Branch (STP) has been completed, now awaiting installation. The Plover Public Works is looking at installing a security camera in the parking lot at the Plover Branch (PLO). The County Executive appointment to Library Board has been sent back to the County Executive for further review. The Board discussed public misperceptions as to what the Library Board does and the possible need to update the Program Policy, as well as the Mission and Vision statements.

Correspondence, comments and suggestions from the public were as follows: water fountains; patron request for Seaside Hotel series from PBS (PCPL cannot get this since it is only streaming and not on DVD); patron had a pleasant interaction with the Librarian (Diane) on the second floor; another thank you to Diane for her help with family ancestry; and a patron complaint about the bathroom smelling.

b) Trustees Library Branch Visits

None.

Skipped to New Business.

8. NEW BUSINESS

a) Discussion / Possible Action – Revisions to the Portage County Public Library Animal Policy

Oathout went over the revisions to the PCPL Animal Policy that was provided in the packet. Staff guidelines will need to be updated.

Peterson made a motion to approve revisions to the Animal Policy as presented. Freberg seconded the motion, which passed by voice vote.

b) Discussion / Possible Action – Lease Agreement Between the Village of Plover and the Portage County Public Library Board of Trustees for Operation of the County Library Branch in the Village of Plover

Corporation Counsel revised the PLO lease agreement with the Village of Plover. The bones of the agreement remain the same. This is just for review at the moment, but will be finalized by the end of the year.

c) Discussion / Possible Action – SCLS May Service Outage

There will be no South Central Library Service (SCLS) network service Saturday, May 27th possibly through Tuesday, May 30th. STP may switch to the County network, but the Branches will have to rely on offline services. Patron computers and Wi-Fi will not be available.

7. OLD BUSINESS

a) Discussion / Possible Action – Social Work Intern

Oathout went over the PCPL Social Work Intern Statistics that was provided in the packet. A new intern, Jordan Daye, will start May 23rd and will continue through the end of the year. He has a list of things to work on already. Channel 7 did an interview today on the program.

6. REVIEW FINANCIALS

Invoices were paid in the amount of \$1,930.82. The March 6, 2023 Procurement Card (P-Card) statement total was \$8,799.70. For the 2023 year-to-date Budget Status Report (BSR), PCPL is 24.4% spent.

9. LIBRARY REPORTS and STATISTICS

Branches:

- The Branches held 62 programs in March for 913 participants.
- Rosholt Branch (ROS) had a fantastic month. The Art Reception for Youth Art Month featured a local group of musicians. Inga Witscher, Around the Farm Table, had over 30 attendees. The ROS Social is averaging 15 attendees per week. Word of the Seed Library is spreading and staff is seeing people who have not used the library before with 42 uses logged in March. The Almond Branch (ALM) also has a seed library on a smaller scale.
- The kindergartners found the door counter (laser) again at ROS, so Johnna took 100 entrances off the total count.
- Program Feedback Form was created and distributed at PLO, ROS, and ALM programs in March. There were 26 responses collected with 100% rated programs good or great, 19% found out about events through the website and 35% through Facebook.
- Upcoming will be school visits and SLP preparations.

Youth Services (YS):

- Youth Services hosted 40 events for 1,448 live attendees in March.
- Storytimes are going strong averaging 35 people per event, and one hit 50 in March. The Saturday event had 55 people. The Teen Library Council planned and hosted a Gigantic Games special event over spring break, and had 61 participants over two sessions.
- Staff has been focused on planning for the Summer Library Program (SLP). The main flyer has been drafted; it will include a QR Code. SLP programs include: Reading Challenges for preschool, school-age, teens, and adults on Beanstack or paper; Storytimes Tuesdays and Wednesdays; Dungeons & Dragons every other Monday; Brick Central (LEGO Club) once a month; Pokémon Club once a month; Discovery Days every other Thursday; Teen Time every other Thursday in June; Volunteer program for teens; NEW! Yoga for kids once a month; Book Sale; Puppet Shows; Between Reads Book Club; Lit Loots; and Teen Late Night.
- Ozanich met with a Beanstack rep and a local school librarian about a feature called "Tandems," which is where parents can choose to link their school Beanstack account with PCPL account, so any reading they log will count in both places.
- Ozanich has been focused on planning for school visits in May. She penned an introductory email for Bliss to send out to all the 5th and 6th grade teachers in the district. Schools have been assigned to staff so each can get in touch individually. A collection of books and scripts will be developed to highlight to students to entice them to read over the summer.

Technical Services (TS):

- New labels for Lucky Day and 7-Day Express have been delivered; they are easier to take off.
- Youth Art Month is complete and teachers are slowly picking up the artwork.
- Wirth is working on weeding AV to make more space.

Reference:

- The year-long reading program for adults had 84 participants in March; 66 from STP, 15 from PLO, 1 from ROS, and 2 from ALM.
- Display Round Table "Her Words" generated 183 checkouts.
- Fax had 39 people for \$0.16 for the quarter.

Circulation:

- Hold Pickup Authorization and our School/Business/Organization library card registration forms have been updated.
- On Friday, March 10th, Glade led a Biblioivation training session for staff at McMillan Memorial Library in Wisconsin Rapids.
- On March 28th and 29th, Glade led training sessions for staff focusing on patron registration and reviewing check-in procedures.
- New Horizons Book Club had 15 attendees at two meetings in March.
- Planning continues for the 2023 Central Wisconsin Book Festival, which will take place September 28th - October 1st.
- The ILS Committee approved the Local Holds proposal which allows libraries to continue using the "local hold" category going forward. They also approved a motion to explore the "further development of Local Holds functionality for libraries with multiple locations," which would allow PCPL and Madison to use this feature effectively in the future.

Director:

Oathout went over the written report provided in the meeting packet. February statistics were in the packet for review. March statistics show that PCPL has had the best month since January 2020. PLO had the best month since 2019. PCPL had a 12% increase in physical item check-outs and digital circulation is up 7.5%. Computer usage remains strong.

10. Adjournment

Meeting adjourned by President Buchholz at 6:00 pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor