

October 29, 2021

You are hereby notified that there will be a meeting of the PORTAGE COUNTY PUBLIC LIBRARY (PCPL) BOARD OF TRUSTEES at **4:30 P.M.** on **Wednesday, November 3, 2021** at the **Portage County Annex Building, Conference Rooms 1 & 2**, 1462 Strong's Avenue, Stevens Point, Wisconsin.

REMOTE ATTENDANCE & COMMENT To attend this meeting by telephone: Dial 1-312-626-6799, after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 845 3037 3576 and Password: 877203.

To attend this meeting by video: Go to <https://us02web.zoom.us/j/84530373576?pwd=YVpSQmNvckNRSnJpQjlybm5BUmpYQT09>
Access Code: 845 3037 3576 and Password: 877203.

Due to the potential risk to members of the public who attend meetings in-person, any person who wishes to comment on an agenda item via email can send their comments to phillisi@co.portage.wi.us. The deadline for sending comments by email is 48 hours prior to the start of the meeting. Email comments will be delivered to Library Board Members at least 24 hours prior to the meeting. Remote comment by the public during the meeting will be at the discretion of the Library Board President.

- AGENDA**
1. Call to Order
 2. Review / Approval – Meeting Minutes of October 6, 2021
 3. Announcements & Correspondence
 - a) Facilities Report
 4. Review Financials
 5. 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 reasonable control of the President as set forth in Robert's Rules of Order.
 6. Old Business
 - a) Discussion / Possible Action – PCPL Operations
 - b) Discussion / Possible Action – 2022 Budget Update
 7. New Business
 - a) Discussion / Possible Action – Review Hours of Operation at all Branches
 - b) Discussion / Possible Action – County Safety Initiative
 - c) Discussion / Possible Action – Social Work Intern
 8. Library Reports and Statistics
 9. Adjournment

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1. A quorum of the Portage County Board of Supervisors, or any committee thereof, may be present at this meeting.
 2. Any person who has special needs and plans on attending this meeting should contact the Portage County Public Library as soon as possible to ensure that reasonable accommodations can be made. Telephone 715-346-1545.
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PORTAGE COUNTY PUBLIC LIBRARY

Board of Trustees Regular Meeting

October 6, 2021

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, Anne Pawlak, Liz Peterson, and Holly Petrillo. Library staff members in attendance: Ben Cisewski, Laura Fuller, Eddie Glade, Larry Oathout, and Nicole Ozanich. Others present: Ginger Keymer.

2. REVIEW / APPROVAL – MEETING MINUTES OF SEPTEMBER 1, 2021

Doubek moved to approve the September 1, 2021 minutes. Knippel seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

a) Facilities Report

The defective pumps in the HVAC at the Stevens Point Branch (STP) have been replaced and are working properly to control the temperature. A final quote on installing new audio-visual equipment to the Pinery Room at STP is complete. It will be set up similar to the equipment at the Annex Building. The quote is \$35,000 and will be grant funded. Hopefully the work will be completed by year end.

Comments and suggestions from the public were as follows: patron request to bring the computers back; patron couldn't find Dog Man; patron request to bring back the puzzle exchange; and patron impressed with STP, the children's section, and PCPL staff.

4. REVIEW FINANCIALS

Cisewski stated the total for invoices paid was \$2,669.98. The August 6, 2021 Procurement Card (P-Card) statement total was \$7,612.92 and the September 6, 2021 P-Card total was \$8,589.65. For the 2021 year-to-date Budget Status Report (BSR) we are 70.2% spent.

5. PUBLIC NOTICE

Read and none present.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL Operations Update

Fall hours have been implemented and are going well. September has been the slowest month since the spring. All decreases happened at STP. The Almond Branch (ALM), Plover Branch (PLO), and Rosholt Branch (ROS) all saw an increase. Total physical checkouts continue to increase and compared to last year, PCPL is up 45%. PCPL is fully staffed at the moment. The vaccination mandate will affect PCPL depending on the final OSHA plan. The County will develop an internal structure, which will impact several PCPL employees.

b) Discussion / Possible Action – 2022 Budget Update

Oathout went over the 2022 Budget update provided in the meeting packet. The County Executive gave an update on PCPL statistics at the budget presentation to the County Board. Due to cost increases to the databases, the PCPL Foundation Board of Directors voted to fund Consumer Reports for 2022 at their August meeting. The cost is approximately \$3,000.

7. NEW BUSINESS

a) Discussion / Possible Action – 2021 & 2022 Holiday Schedules

The 2021 Holiday Schedule was revised to remove the Sunday hours. The 2022 Holiday Schedule clarifies the County holidays since many holidays fall on the weekend in 2022.

Knippel made a motion to approve the revised 2021 Holiday Schedule and 2022 Holiday Schedule. Doubek seconded the motion, which passed by voice vote.

b) Discussion / Possible Action – Wisconsin Records Retention

Oathout went over the Notification of General Records Schedule Adoption document that was provided in the meeting packet. He suggests opting in and agreeing that PCPL will not dispose of any records that should not be disposed of.

Knippel made a motion to approve the Notification of General Records Schedule Adoption and opt in. Pawlak seconded the motion, which passed by voice vote.

8. LIBRARY REPORTS and STATISTICS

Branches:

- PLO Book Club met for the first time in hybrid format, with 11 people in attendance (5 in person and 6 online).
- ALM and ROS have resumed 4K and HeadStart visits, via Zoom. StoryWalks have been taken down until May 2022.

- Staff is working on putting together Trick or Treat bags to be handed out the week leading up to Halloween at all four locations
- ALM Book Club will resume in October; at Adelante.

Youth Services (YS):

- Youth Services hosted 23 events for 456 live attendees in September.
- The fall is off to a good start for us, but virtual program attendance numbers are dropping. Storytime offerings will be condensed starting next week to Monday evening Pajama Storytime (ST), Wednesday morning Family ST, and Friday morning Baby ST.
- Learning Labs and Lit Loots continue to be popular. Learning Lab kits are usually gone in the first week, and Lit Loots are being claimed in the first 24 hours they are available.
- YS desk has a new shelving unit placed at the back to allow more secure space and better organization for handouts.
- Ozanich watched the homework webinars and attended an Anti-Racist Readers Advisory webinar live.
- Ozanich is figuring out how to schedule next month since things are always changing and how stretch the YS budget.

Circulation:

- All regular Circulation operations have moved out of the Reading Room and the Pinery Room and Circulation are fully staffed.
- On September 16th, Glade provided a training session focused on Patron Registration for Branch staff.
- The Central Wisconsin Book Festival went well. Although the in-person attendance was low, the total attendance for all three cities plus virtual events was 590. Many of the events were recorded and you can now watch them on YouTube.
- New Horizons Book Club resumed virtual meetings in September; with 17 attendees over two sessions discussing *Visiting Tom* by Wisconsin author Michael Perry. Next they will discuss *The Giver* by Lois Lowry in honor of Banned Books Week.
- Several boxes of books withdrawn from the branches were sorted and replaced worn-out copies of dozens of books at STP.
- Circulation Services Subcommittee met September 14th. Marshfield Public Library is now connected to LINKcat. They voted to change the timeframe for Reduced Transportation Holds from 120 days back to the original 60 days. They voted to change the handling of missing Hold shelf items; wait 12 months (instead of 6) before paying the owning library for the missing item.
- ILS Committee met October 6th and approved changes from Circ. Services, received updates on continuing bug fixes and development, and discussed future development and technology opportunities.

Reference:

- Pacelli yearbooks will be added to the scanning project.
- People counters are being researched.
- Fax machine for the public had 60 faxes, but made \$1.97.

Technical Services (TS):

- Holiday Gift Buy is underway and display will go up end of November or beginning of December.
- There may be a supply chain issue in obtaining Library materials that Wirth will continue to watch.

Director:

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

Enter into Closed Session pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss the annual performance evaluation of the Library Director.

Doubek moved to go into closed session at 5:39pm to discuss the Library Director annual performance evaluation. Knippel seconded the motion, which passed by voice vote.

Reconvene to Open Session for the purpose of taking action on Closed Session item, if necessary.

Doubek made a motion to go into open session at 6:30pm. Knippel seconded the motion, which passed by voice vote.

Peterson made a motion to place on file a satisfactory performance evaluation for Larry Oathout, Library Director. Petrillo seconded the motion, which passed by voice vote.

Adjournment

Meeting adjourned by President Buchholz at 6:32pm.

Respectfully submitted,
Jamie Phillis, Office Supervisor

How Was Your Visit?

Please write your thoughts, comments, or concerns regarding your visit below.

OPEN ENTIRE LIBRARY

To help us reach a better understanding please supply us with the following additional information.

☐ Date: 10-1

☐ Time: 1:00 PM

☐ Location in library (if pertaining to comments or concerns): STUDY ROOM 2ND FL.

☐ Name (optional): _____

☐ Contact info (optional): _____

— September 6, 2021

The Books at the
End of the fiction
aisle.

Thank you - this
is my 4th one today.
I seem to look there
each time.

So glad you do
this! Great Idea!

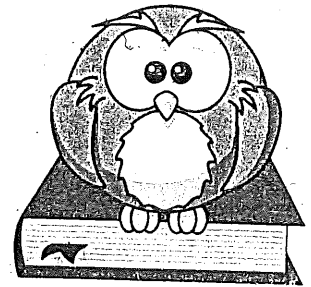
Monica
Hutton



How Was Your Visit?

Please write your thoughts, comments, or concerns regarding your visit below.

Good!



To help us reach a better understanding please supply us with the following additional information.

- ♦ Date: 9-25-21
- ♦ Time: 12:56
- ♦ Location in library (if pertaining to comments or concerns): ~~First Floor~~
- ♦ Name (optional): KAYI
- ♦ Contact info (optional): /

new books

Invoices Submitted to Finance Department
November 3, 2021 Library Board Meeting

[illegible]

PORTAGE COUNTY, WI



VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	AP RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
11773	2103246	09/13/2021	100721	646497	51.61	51.61	10/01/2021	INV PD		Fax Ca
CHECK DATE: 10/07/2021 1600 Televend Services Inc										
812100821	2103205	10/05/2021	100721	646510	1,000.00	1,000.00	10/05/2021	INV PD		Postag
CHECK DATE: 10/07/2021 812 US Post Master										
					1,051.61					
319082721	2103456	10/19/2021	102121	646574	19.99	19.99	10/19/2021	INV PD		Lost I
CHECK DATE: 10/21/2021 319 City of Madison										
4524070121	2103457	07/01/2021	102121	646577	26.00	26.00	10/19/2021	INV PD		Lost I
CHECK DATE: 10/21/2021 4524 City of Verona										
					45.99					
4 INVOICES					1,097.60					

** END OF REPORT - Generated by Phillis, Jamie **

October 6, 2021 Procurement Card Totals

Statement ID	Card Number	Name On Card	Status	Dept	Code	GL Year	GL Period	GL Eff. Date	Invoice Date	Total
10938	****6257	Jamie Phillis	Converted	5210	10062021	2021	10	10/06/2021	10/06/2021	\$609.60
10943	****3989	Nicole Ozanich	Converted	5260	10062021	2021	10	10/06/2021	10/06/2021	\$1,038.09
10949	****8370	Laura Fuller	Converted	5220	10062021	2021	10	10/06/2021	10/06/2021	\$127.08
10953	****6365	Larry Oathout	Released	5210	10062021	2021	10	10/06/2021	10/06/2021	\$1,691.38
10962	****5188	Tank, Karyn	Approved	5250	10062021	2021	10	10/06/2021	10/06/2021	\$9,954.69
10964	****8173	Alison Wirth	Converted	5250	10062021	2021	10	10/06/2021	10/06/2021	\$490.06
									Total:	\$13,910.90

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10938	****6257	Jamie Phillis	5210	10062021	Converted	2021/10	609.60

GL Effective Date: 10/06/2021 Invoice Date: 10/06/2021

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
43558	Supplies	One Time Pay Vendor	191562	09/10/2021	09/13/2021	10/11/2021	132.94
43559	Supplies	One Time Pay Vendor	191563	09/11/2021	09/13/2021	10/11/2021	300.51
43560	Supplies	One Time Pay Vendor	191564	09/25/2021	09/27/2021	10/11/2021	176.15

Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
11521000	53100	Office Supplies		N		N		587.93
11526000	53408	Promotional Materials		N		N		21.67

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10943	****3989	Nicole Ozanich	5260	10062021	Converted	2021/10	1,038.09

GL Effective Date: 10/06/2021 Invoice Date: 10/06/2021

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
43587	Supplies	OTC Direct Inc	191578	09/13/2021	09/15/2021	10/11/2021	165.58
43588	Supplies	OTC Direct Inc	191579	10/02/2021	10/05/2021	10/11/2021	519.54
43589	Supplies	One Time Pay Vendor	191580	09/26/2021	09/27/2021	10/11/2021	110.70
43590	Supplies	One Time Pay Vendor	191581	09/30/2021	10/01/2021	10/11/2021	11.99
43591	Supplies	One Time Pay Vendor	191582	10/03/2021	10/04/2021	10/11/2021	68.20
43592	Supplies	One Time Pay Vendor	191583	09/12/2021	09/13/2021	10/11/2021	17.97
43593	Supplies	One Time Pay Vendor	191584	09/15/2021	09/15/2021	10/11/2021	14.62
43594	Supplies	One Time Pay Vendor	191585	09/18/2021	09/20/2021	10/11/2021	110.64
43595	Supplies	One Time Pay Vendor	191586	09/20/2021	09/21/2021	10/11/2021	18.85

Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
11522000	53408	Promotional Materials		N		N		100.00
11526000	53408	Promotional Materials		N		N		938.09

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10949	****8370	Laura Fuller	5220	10062021	Converted	2021/10	127.08

GL Effective Date: 10/06/2021 Invoice Date: 10/06/2021

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
43634	Supplies Return	One Time Pay Vendor	191600	09/24/2021	09/27/2021	10/11/2021	-11.90
43635	Supplies	One Time Pay Vendor	191601	09/22/2021	09/23/2021	10/11/2021	35.34
43636	Supplies	One Time Pay Vendor	191602	09/23/2021	09/24/2021	10/11/2021	15.99
43637	Supplies	One Time Pay Vendor	191603	09/23/2021	09/24/2021	10/11/2021	43.98
43638	Supplies	One Time Pay Vendor	191604	09/16/2021	09/17/2021	10/11/2021	43.67

Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
11522000	53408	Promotional Materials		N		N		127.08

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10953	****6365	Larry Oathout	5210	10062021	Released	2021/10	1,691.38
GL Effective Date: 10/06/2021		Invoice Date: 10/06/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
43662	RFID Supplies - CIP	One Time Pay Vendor		09/10/2021	09/13/2021	10/11/2021	1691.38

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
41522002	58000		Capital Outlay	CP41522002-58220-	-	N N	1691.38

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10962	****5188	Tank, Karyn	5250	10062021	Approved	2021/10	9,954.69
GL Effective Date: 10/06/2021		Invoice Date: 10/06/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
43718	Library Materials	One Time Pay Vendor		09/28/2021	09/29/2021	10/11/2021	542.89
43719	Library Materials	One Time Pay Vendor		09/29/2021	09/30/2021	10/11/2021	135.98
43720	Library Materials	One Time Pay Vendor		09/29/2021	09/30/2021	10/11/2021	478.41
43721	Library Materials	Baker & Taylor Inc		09/29/2021	09/30/2021	10/11/2021	44.65
43722	Library Materials	Center Point Inc		09/08/2021	09/09/2021	10/11/2021	42.54
43723	Library Materials	Center Point Inc		10/01/2021	10/04/2021	10/11/2021	93.48
43724	Library Materials	Center Point Inc		10/04/2021	10/05/2021	10/11/2021	43.74
43725	Library Materials	One Time Pay Vendor		09/20/2021	09/21/2021	10/11/2021	67.99
43726	Library Materials	One Time Pay Vendor		09/27/2021	09/28/2021	10/11/2021	-0.03
43727	Library Materials	One Time Pay Vendor		09/27/2021	09/28/2021	10/11/2021	-4.03
43728	Library Materials	One Time Pay Vendor		09/14/2021	09/15/2021	10/11/2021	38.86
43729	Library Materials	One Time Pay Vendor		09/19/2021	09/20/2021	10/11/2021	42.70
43730	Library Materials	One Time Pay Vendor		09/30/2021	10/01/2021	10/11/2021	75.23
43731	Library Materials	One Time Pay Vendor		10/04/2021	10/04/2021	10/11/2021	69.89
43732	Library Materials	One Time Pay Vendor		09/23/2021	09/24/2021	10/11/2021	12.85
43733	Library Materials	One Time Pay Vendor		09/25/2021	09/27/2021	10/11/2021	32.67
43734	Library Materials	One Time Pay Vendor		09/26/2021	09/27/2021	10/11/2021	129.84
43735	Library Materials	One Time Pay Vendor		09/27/2021	09/27/2021	10/11/2021	49.60
43736	Library Materials	One Time Pay Vendor		09/30/2021	10/01/2021	10/11/2021	17.45
43737	Library Materials	One Time Pay Vendor		10/04/2021	10/04/2021	10/11/2021	12.96
43738	Library Materials	One Time Pay Vendor		10/04/2021	10/05/2021	10/11/2021	116.87
43739	Library Materials	One Time Pay Vendor		10/04/2021	10/05/2021	10/11/2021	124.26
43740	Library Materials	One Time Pay Vendor		09/06/2021	09/07/2021	10/11/2021	223.73
43741	Library Materials	One Time Pay Vendor		10/02/2021	10/04/2021	10/11/2021	3206.34
43742	Lost Materials	One Time Pay Vendor		09/14/2021	09/15/2021	10/11/2021	86.34
43743	Library Materials	One Time Pay Vendor		09/30/2021	10/01/2021	10/11/2021	365.00
43744	Library Materials	One Time Pay Vendor		09/16/2021	09/17/2021	10/11/2021	8.38
43745	Library Materials	One Time Pay Vendor		09/19/2021	09/20/2021	10/11/2021	129.50
43746	Library Materials	Baker & Taylor Inc		09/08/2021	09/09/2021	10/11/2021	917.24
43747	7 Day Express	Baker & Taylor Inc		09/08/2021	09/09/2021	10/11/2021	16.23
43748	7 Day Express	Baker & Taylor Inc		09/13/2021	09/14/2021	10/11/2021	47.04
43749	Library Materials / 7 Day Ex	Baker & Taylor Inc		09/16/2021	09/17/2021	10/11/2021	556.12
43750	Library Materials	Baker & Taylor Inc		09/20/2021	09/21/2021	10/11/2021	110.59
43751	Library Materials	Baker & Taylor Inc		09/23/2021	09/24/2021	10/11/2021	204.68
43752	Library Materials	Baker & Taylor Inc		09/23/2021	09/24/2021	10/11/2021	577.17
43753	Library Materials	Baker & Taylor Inc		09/23/2021	09/24/2021	10/11/2021	43.38
43754	Library Materials	Baker & Taylor Inc		09/24/2021	09/27/2021	10/11/2021	97.16
43755	7 Day Express	Baker & Taylor Inc		09/24/2021	09/27/2021	10/11/2021	183.57
43756	Library Materials	Baker & Taylor Inc		09/27/2021	09/28/2021	10/11/2021	-8.39
43757	Library Materials	Baker & Taylor Inc		09/30/2021	10/01/2021	10/11/2021	11.88
43758	Library Materials	Baker & Taylor Inc		10/04/2021	10/05/2021	10/11/2021	42.42
43759	Library Materials / 7 Day Ex	Baker & Taylor Inc		10/04/2021	10/05/2021	10/11/2021	945.92
43760	Library Materials	Baker & Taylor Inc		10/05/2021	10/06/2021	10/11/2021	21.59

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
11524000	57465	Lost Materials		N	N	86.34
11527000	53460	Library Materials		N	N	9428.98
11527000	53467	Library Materials - 7 day expr		N	N	439.37

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10964	****8173	Alison Wirth	5250	10062021	Converted	2021/10	490.06

GL Effective Date: 10/06/2021 Invoice Date: 10/06/2021

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
43762	Supplies	One Time Pay Vendor	191631	09/28/2021	09/29/2021	10/11/2021	201.94
43763	Supplies	Demco Inc	191632	09/28/2021	09/30/2021	10/11/2021	146.12
43764	Supplies	General Book Covers	191633	09/28/2021	09/30/2021	10/11/2021	142.00

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
11525000	53410		Program Supplies		N	N	490.06

** END OF REPORT - Generated by Phillis, Jamie **

PORTAGE COUNTY, WI



YEAR-TO-DATE BUDGET REPORT

FOR 2021 13								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
110 General	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
11520000 Public Library								
11520000 43571 State Grants - C	-1,950	0	-1,950	-1,950.00	.00	.00	100.0%	
11520000 46710 Library Fees	-43,690	0	-43,690	-14,577.23	.00	-29,112.77	33.4%*	
11520000 48440 Insurance Recove	0	0	0	-1,023.43	.00	1,023.43	100.0%	
11520000 48500 Donations/Contri	-3,500	0	-3,500	-352.00	.00	-3,148.00	10.1%*	
11520000 52578 Programs & Perfo	1,950	0	1,950	1,953.32	.00	-3.32	100.2%*	
11520000 53405 Equipment (under	500	0	500	450.00	.00	50.00	90.0%	
11520000 53460 Library Material	3,000	0	3,000	.00	.00	3,000.00	.0%	
TOTAL Public Library	-43,690	0	-43,690	-15,499.34	.00	-28,190.66	35.5%	
11521000 Administration								
11521000 51105 Salaries/wages (137,297	1,647	138,944	109,667.53	.00	29,276.47	78.9%	
11521000 51110 Salaries/wages (12,974	0	12,974	10,154.73	.00	2,819.27	78.3%	
11521000 51305 FICA & Medicare	11,496	0	11,496	8,616.52	.00	2,879.48	75.0%	
11521000 51505 Retirement - Cou	10,143	0	10,143	7,984.66	.00	2,158.34	78.7%	
11521000 51510 Health Insurance	44,950	0	44,950	37,020.20	.00	7,929.80	82.4%	
11521000 51515 Life Insurance -	182	0	182	165.40	.00	16.60	90.9%	
11521000 51520 Disability Insur	398	0	398	360.34	.00	37.66	90.5%	
11521000 51525 PEHP	900	0	900	750.00	.00	150.00	83.3%	
11521000 51530 Worker's Compens	195	0	195	156.46	.00	38.54	80.2%	
11521000 52210 Telephone	1,787	0	1,787	1,183.01	.00	603.99	66.2%	
11521000 52400 Repair & Mainten	450	0	450	.00	.00	450.00	.0%	
11521000 52421 Equipment Mainte	750	0	750	.00	.00	750.00	.0%	
11521000 52450 Vehicle Maintena	1,800	0	1,800	470.80	.00	1,329.20	26.2%	
11521000 52480 Computer Service	103,761	0	103,761	86,467.50	.00	17,293.50	83.3%	
11521000 52585 Delivery Fees	26,763	0	26,763	26,763.00	.00	.00	100.0%	
11521000 53100 Office Supplies	3,269	0	3,269	4,283.45	.00	-1,014.45	131.0%*	
11521000 53130 Postage & Shippi	4,250	0	4,250	3,329.84	443.28	476.88	88.8%	
11521000 53140 Photocopying & P	4,500	0	4,500	3,501.23	.00	998.77	77.8%	
11521000 53208 Membership & Ass	600	0	600	164.00	.00	436.00	27.3%	
11521000 53220 Advertising	375	0	375	.00	.00	375.00	.0%	
11521000 53230 Conference & Reg	600	0	600	225.00	.00	375.00	37.5%	
11521000 53236 Training - Depar	225	0	225	.00	.00	225.00	.0%	
11521000 53305 Mileage	375	0	375	.00	.00	375.00	.0%	
11521000 53310 Lodging	450	0	450	.00	.00	450.00	.0%	
11521000 53400 Operating Materi	500	0	500	.00	.00	500.00	.0%	
11521000 53408 Promotional Mate	150	0	150	.00	.00	150.00	.0%	

PORTAGE COUNTY, WI



YEAR-TO-DATE BUDGET REPORT

FOR 2021 13								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
110 General	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
11521000 53560 Fuels - Unleaded	900	0	900	156.90	743.10	.00	100.0%	
TOTAL Administration	370,040	1,647	371,687	301,420.57	1,186.38	69,080.05	81.4%	
11522000 Branch Libraries & Extension S								
11522000 51110 Salaries/Wages (186,301	0	186,301	148,031.59	.00	38,269.41	79.5%	
11522000 51240 Overtime	0	0	0	680.43	.00	-680.43	100.0%*	
11522000 51250 Comp Time	0	0	0	537.88	.00	-537.88	100.0%*	
11522000 51305 FICA & Medicare	14,252	0	14,252	10,122.76	.00	4,129.24	71.0%	
11522000 51505 Retirement - Cou	11,719	0	11,719	9,437.27	.00	2,281.73	80.5%	
11522000 51510 Health Insurance	21,905	0	21,905	18,144.15	.00	3,760.85	82.8%	
11522000 51515 Life Insurance -	45	0	45	40.39	.00	4.61	89.8%	
11522000 51520 Disability Insur	98	0	98	88.02	.00	9.98	89.8%	
11522000 51525 PEHP	450	0	450	392.80	.00	57.20	87.3%	
11522000 51530 Worker's Compens	242	0	242	194.96	.00	47.04	80.6%	
11522000 51540 HSA Contribution	1,500	0	1,500	1,500.00	.00	.00	100.0%	
11522000 52210 Telephone	2,611	0	2,611	1,939.65	341.18	330.17	87.4%	
11522000 53408 Promotional Mate	2,250	0	2,250	1,773.16	.00	476.84	78.8%	
TOTAL Branch Libraries & Extension S	241,373	0	241,373	192,883.06	341.18	48,148.76	80.1%	
11523000 Circulation								
11523000 51100 Salaries/Wages	297,967	2,458	300,425	218,962.21	.00	81,462.79	72.9%	
11523000 51245 Longevity	1,455	0	1,455	.00	.00	1,455.00	.0%	
11523000 51250 Comp Time	0	0	0	43.47	.00	-43.47	100.0%*	
11523000 51305 FICA & Medicare	22,906	0	22,906	15,613.88	.00	7,292.12	68.2%	
11523000 51505 Retirement - Cou	15,165	0	15,165	11,597.68	.00	3,567.32	76.5%	
11523000 51510 Health Insurance	40,631	0	40,631	23,593.38	.00	17,037.62	58.1%	
11523000 51515 Life Insurance -	135	0	135	109.21	.00	25.79	80.9%	
11523000 51520 Disability Insur	294	0	294	237.19	.00	56.81	80.7%	
11523000 51525 PEHP	450	0	450	357.20	.00	92.80	79.4%	
11523000 51530 Worker's Compens	389	0	389	334.17	.00	54.83	85.9%	
11523000 51540 HSA Contribution	500	0	500	500.00	.00	.00	100.0%	
11523000 52210 Telephone	779	0	779	419.87	.00	359.13	53.9%	
11523000 52421 Equipment Mainte	2,325	0	2,325	.00	.00	2,325.00	.0%	
11523000 52471 Software Licensi	0	0	0	200.00	.00	-200.00	100.0%*	
11523000 53100 Office Supplies	2,500	0	2,500	435.53	.00	2,064.47	17.4%	
11523000 53115 Computer Equipme	3,750	0	3,750	3,798.99	.00	-48.99	101.3%*	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 13								
ACCOUNTS FOR: 110 General	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
TOTAL Circulation	389,246	2,458	391,704	276,202.78	.00	115,501.22	70.5%	
11524000 Reference								
11524000 51100 Salaries/Wages	147,072	0	147,072	115,916.88	.00	31,155.12	78.8%	
11524000 51245 Longevity	606	0	606	.00	.00	606.00	.0%	
11524000 51305 FICA & Medicare	11,297	0	11,297	8,466.52	.00	2,830.48	74.9%	
11524000 51505 Retirement - Cou	8,644	0	8,644	7,824.47	.00	819.53	90.5%	
11524000 51510 Health Insurance	25,554	0	25,554	21,733.20	.00	3,820.80	85.0%	
11524000 51515 Life Insurance -	137	0	137	135.39	.00	1.61	98.8%	
11524000 51520 Disability Insur	298	0	298	293.74	.00	4.26	98.6%	
11524000 51525 PEHP	450	0	450	375.00	.00	75.00	83.3%	
11524000 51530 Worker's Compens	192	0	192	151.05	.00	40.95	78.7%	
11524000 52210 Telephone	0	0	0	211.79	.00	-211.79	100.0%*	
11524000 53400 Operating Materi	0	0	0	116.30	.00	-116.30	100.0%*	
11524000 53408 Promotional Mate	1,000	0	1,000	218.93	.00	781.07	21.9%	
11524000 55205 Notary	50	0	50	.00	.00	50.00	.0%	
11524000 57465 Lost Materials	500	0	500	251.31	.00	248.69	50.3%	
TOTAL Reference	195,800	0	195,800	155,694.58	.00	40,105.42	79.5%	
11525000 Tech & Cataloging Services								
11525000 51100 Salaries/Wages	172,262	1,627	173,889	138,062.02	.00	35,826.98	79.4%	
11525000 51245 Longevity	750	0	750	.00	.00	750.00	.0%	
11525000 51250 Comp Time	0	0	0	29.79	.00	-29.79	100.0%*	
11525000 51305 FICA & Medicare	13,235	0	13,235	10,205.70	.00	3,029.30	77.1%	
11525000 51505 Retirement - Cou	9,521	0	9,521	7,398.01	.00	2,122.99	77.7%	
11525000 51510 Health Insurance	27,684	0	27,684	23,070.20	.00	4,613.80	83.3%	
11525000 51515 Life Insurance -	189	0	189	156.82	.00	32.18	83.0%	
11525000 51520 Disability Insur	409	0	409	341.07	.00	67.93	83.4%	
11525000 51525 PEHP	450	0	450	375.00	.00	75.00	83.3%	
11525000 51530 Worker's Compens	225	0	225	180.93	.00	44.07	80.4%	
11525000 51540 HSA Contribution	500	0	500	500.00	.00	.00	100.0%	
11525000 52210 Telephone	372	0	372	289.78	.00	82.22	77.9%	
11525000 52421 Equipment Mainte	250	0	250	.00	.00	250.00	.0%	
11525000 53410 Program Supplies	7,500	0	7,500	4,703.75	.00	2,796.25	62.7%	
TOTAL Tech & Cataloging Services	233,347	1,627	234,974	185,313.07	.00	49,660.93	78.9%	
11526000 Youth Services								

YEAR-TO-DATE BUDGET REPORT

FOR 2021 13

ACCOUNTS FOR: 110 General	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11526000 51100 Salaries/Wages	202,604	0	202,604	148,449.40	.00	54,154.60	73.3%
11526000 51245 Longevity	1,118	0	1,118	.00	.00	1,118.00	.0%
11526000 51250 Comp Time	0	0	0	102.96	.00	-102.96	100.0%*
11526000 51305 FICA & Medicare	15,585	0	15,585	11,076.23	.00	4,508.77	71.1%
11526000 51505 Retirement - Cou	13,751	0	13,751	10,027.12	.00	3,723.88	72.9%
11526000 51510 Health Insurance	33,120	0	33,120	19,179.82	.00	13,940.18	57.9%
11526000 51515 Life Insurance -	164	0	164	133.76	.00	30.24	81.6%
11526000 51520 Disability Insur	358	0	358	291.28	.00	66.72	81.4%
11526000 51525 PEHP	450	0	450	375.00	.00	75.00	83.3%
11526000 51530 Worker's Compens	265	0	265	193.67	.00	71.33	73.1%
11526000 51540 HSA Contribution	1,000	0	1,000	500.00	.00	500.00	50.0%
11526000 52210 Telephone	419	0	419	301.58	.00	117.42	72.0%
11526000 53408 Promotional Mate	3,700	0	3,700	3,539.27	.00	160.73	95.7%
TOTAL Youth Services	272,534	0	272,534	194,170.09	.00	78,363.91	71.2%
11527000 Library Materials							
11527000 52900 Other Contractua	12,400	0	12,400	8,962.04	3,437.96	.00	100.0%
11527000 53460 Library Material	85,000	0	85,000	54,823.80	.00	30,176.20	64.5%
11527000 53461 Library Material	0	0	0	30.00	.00	-30.00	100.0%*
11527000 53462 Library Material	1,794	0	1,794	1,171.99	.00	622.01	65.3%
11527000 53463 Library Material	0	0	0	20.00	.00	-20.00	100.0%*
11527000 53464 Library Material	0	0	0	793.08	.00	-793.08	100.0%*
11527000 53465 Library Material	18,000	0	18,000	19,510.98	.00	-1,510.98	108.4%*
11527000 53466 Library Material	2,381	0	2,381	2,822.00	.00	-441.00	118.5%*
11527000 53467 Library Material	2,000	0	2,000	2,593.42	.00	-593.42	129.7%*
TOTAL Library Materials	121,575	0	121,575	90,727.31	3,437.96	27,409.73	77.5%
TOTAL General	1,780,225	5,732	1,785,957	1,380,912.12	4,965.52	400,079.36	77.6%
TOTAL REVENUES	-49,140	0	-49,140	-17,902.66	.00	-31,237.34	
TOTAL EXPENSES	1,829,365	5,732	1,835,097	1,398,814.78	4,965.52	431,316.70	

PORTAGE COUNTY, WI**YEAR-TO-DATE BUDGET REPORT**

FOR 2021 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,780,225	5,732	1,785,957	1,380,912.12	4,965.52	400,079.36	77.6%

** END OF REPORT - Generated by Phillis, Jamie **

Current Branch Hours

Almond Branch

Tuesday: 10am - 1:30pm & 2pm - 6pm

Wednesday – Friday: 2pm - 6pm

Plover Branch

Tuesday – Thursday: 9am - 7pm

Friday: 9am - 5pm

Saturday: 9:30am - 1pm

Rosholt Branch

Monday: 2pm - 6pm

Tuesday: 2pm - 6pm

Wednesday: 10am - 6pm

Thursday: 2pm - 6pm

Friday: 2pm - 6pm

Stevens Point Branch

Monday – Thursday: 9am - 8pm

Friday: 9am - 6pm

Saturday: 9am - 5pm

County Safety Training

As part of ongoing discussions regarding building safety and security, workplace violence has been a topic of concern. Workplace violence has become an everyday occurrence – the risk is growing and everyone is impacted – meaning Portage County is not immune to the potential for an attack. Although we can't always prevent a situation or attack from happening, we can take steps to prepare, protect ourselves and help others.

The training is being coordinated by the Sheriff's Office, Emergency Management and Finance – Risk Management divisions, along with the Stevens Point Police, and in consultation with the county WCMIC Risk Management Consultant.

The training is comprised of three different components:

- Training Video – staff will watch the video prior to the In-Person Training Session and review the 2016 Portage County Response Guide
- In Person Training Session – provided by Sheriff's Office and Stevens Point Police to discuss the video and answer questions
- Building Training – Active Attacker Scenario

Training Video

The training video is a common Run-Hide-Fight video which shows employees basic strategies for emergency situations.

In Person Training Session

Three sessions were available either in person or virtually. The Library set up some group viewing locations, while some staff watched at their desks.

The sessions were held October 21st, October 26th, and November 2nd with Sheriff's Deputy Jared Mayer and Stevens Point Lt. Dana Williams.

Building Training – Active Attacker Scenario

These scenario-based trainings will be scheduled at a later date, sometime in 2022, and will be building specific over a four hour period. This training will be an exercise type training as a Joint SWAT venture with the Sheriff's Office and Stevens Point Police. These trainings will provide law enforcement agencies with training as well as building participants in what might occur and what the response might look like in a specific scenario. More information will be available when these sessions are scheduled.

Social Work Intern

South Central Library System has developed a new partnership with the UW social work programs that will put student interns in libraries throughout SCLS. The projected start date is next fall.

Library social work is a growing area in social work, and several libraries across the county have on-staff social workers to deal with some of the problems they see daily. UWSP and UW-Madison have accredited social work programs in which students complete internships as part of their formal education and those students would be implemented in this program.

Some possible uses for interns within libraries include:

- Child Literacy
- Computer Education (Adults)
- Computer Education (Children)
- Parenting Classes
- Homeless Resources
- Adult Literacy
- Mental Illness Resources
- Job Search
- Tutoring (K-6th, 7th-12th)
- Healthcare
- Early Childhood Programs
- Food Resources
- Resume Building
- Resources for Depression
- Housing/Rental Assistance
- Domestic Violence Resources

The Purpose of Field Education

Students will:

- Develop their professional identity as a social worker
- Learn to function within the context of a human service agency
- Learn how to integrate theory and practice
- Develop critical thinking skills
- Learn skills for competent and ethical practice
- Develop self-understanding and reflection
- Learn to incorporate feedback for professional development

One of the developers of the partnership is Jess Bowers, Associate Professor and Field Coordinator, Department of Sociology and Social Work at UWSP. Jess attended our last Admin meeting to answer our questions and discuss possible uses of interns.

Director Report-October

Watched a webinar on October 6th about a collaboration between SCLS and the University of Wisconsin to help place social work students into libraries as interns.

Held the first in-person staff meeting since March, 2020 on October 8th

Vacation October 11th-18th.

Remotely attended the County Department Head meeting on October 13th.

Participated in the monthly SCLS Administrative Council meeting on October 21st.

Held PCPL Admin meeting on October 21st. UWSP Associate Professor Jess Bowers discussed the social work intern program.

Met with Human Resources department on October 25th to discuss standardizing our Library job descriptions.

Attended county training on employee safety on October 26th. The training is mandatory for employees.

Submitted a survey to indicate what ARPA grant items we are interested in through SCLS. A request for additional delivery carts, an internal message board, and wireless printing software was submitted.

Portage County Public Library

September 2021 Statistics

	Aug-21	Sep-21
Stevens Point		
Total Adult circulation	11924	10901
Total Young Adult circulation	1010	764
Total Juvenile circulation	9192	7754
Total Stevens Point:	22126	19419

Plover Branch Library		
Total Adult circulation	2293	2659
Total Young Adult circulation	127	102
Total Juvenile circulation	1776	1811
Total Plover:	4196	4572

Almond Branch Library		
Total Adult circulation	254	258
Total Young Adult circulation	8	8
Total Juvenile circulation	142	149
Total Almond:	404	415

Rosholt Branch Library		
Total Adult circulation	627	788
Total Young Adult circulation	56	67
Total Juvenile circulation	821	667
Total Rosholt:	1504	1522

Subtotal PCPL 28230 25928

InterLibrary loan received (Outside of SCLS)	64	59
Overdrive and hoopla digital downloads	7639	6974
In House Usage	556	626
GRAND TOTAL (PCPL)	36489	33587

Overdrive 6,974

Portage County Checkouts by material

Books	19,846	76.5%
CDs (musics, audiobooks, etc.)	1,387	5.3%
Periodicals	290	1.1%
DVDs-Videos (adult collection)	3,209	12.4%
DVDs-Videos (juvenile collection)	790	3.0%
Other	406	1.6%
	25,928	

ADDITIONS TO MATERIALS COLLECTION

Adult collection -- books only	328
Adult collection -- all other	223
Children's collection -- books only	564
Children's collection -- all other	53
	1,168

LIBRARY CARDS

WEB-use only cards (online registration) - 26

In House Registration

ALM - 3

PLO - 29

ROS - 4

STP - 96

Portage County Public Library

September 2021 Statistics

TECHNOLOGY USE

Internet (MyPC) bookings (STP Adult & Teen)	783
Internet (MyPC) bookings in STP children's	44
Additional children computers	
Internet (MyPC) & AWE bookings @ Plover	169
Internet (MyPC) bookings @ Almond	7
Internet (MyPC) & AWE bookings @ Rosholt	42
Total Library Computer Use	1,045

WIRELESS USAGE

Stevens Point	11,520
Plover	4,793
Almond	2,778
Rosholt	4,086

ADULT SERVICES - REFERENCE TRANSACTIONS

	Number	Attendance
Special programs	12	94
Ready reference	95	
Search	87	
Book Query	187	
Library instruction	173	
All other	458	
Tech Time Sessions		

77 attended Book Festival events

YOUTH SERVICES

	Number	Attendance	
Special Programs, including virtual	10	158	622 views of recorded programming
Self Directed Programs	11	280	
Social Media Video Views		169	
YA -- Programs/	2	18	
YA Volunteers / Other volunteers			

Items prepared for Daycares	5
Items delivered to Senior citizen housing	169
Items delivered to Homebound	120

	Number	Participants
Storytimes & programs at Plover	17	337
Programs @ Roshott - Almond & Special programs	13	149

People entering Stevens Point only	9,972
People entering Plover	2,297
People entering Rosholt	325
People entering Almond	152
	12,746

Meeting Room Use By Community Groups (All Locations)	closed
Study Room Usage (Stevens Point)	closed

Library open 25 days in September