November 23, 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, December 1, 2021** at the **Portage County Annex Building, Conference Rooms 1 & 2**, 1462 Strongs 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=YVpSQmNvckNRSnJpQjIybm5BUmpYQT09
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 phillisj@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 November 3, 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 – SCLS Update
   c) Discussion / Possible Action – PCPL Policy Updates
   d) Discussion / Possible Action – PCPL Strategic Plan

7. New Business
   a) Discussion / Possible Action – 2022 Meeting Dates

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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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, and Holly Petrillo. Member Excused: Liz Peterson. Library staff members in attendance: Ben Cisewski, Laura Fuller, Eddie Glade, Larry Oathout, Nicole Ozanich, and Alison Wirth. Others present: Nancy Foth, Ginger Keymer, Harrison Klever, and Felicia Sweeney.

2. REVIEW / APPROVAL – MEETING MINUTES OF OCTOBER 6, 2021

Doubek moved to approve the October 6, 2021 minutes. Knippel seconded the motion, which passed by voice vote.

3. ANNOUNCEMENTS AND CORRESPONDENCE

Anne Pawlak will not be renewing her term that ends January 2022. Oathout has contacted the County Executive about the vacancy. Lorraine Avery is interested in the position. She is former Vice-President of Associated Bank and is part of the Inclusivity is for Kids grant through the Community Foundation. Pawlak will also have to resign her position on the Library Foundation Board of Directors since she is a representative of the Library Board.

a) Facilities Report

People counters were installed at the Rosholt Branch (ROS) and they are working well. The Stevens Point Branch (STP) is still on the schedule to receive new AV equipment in the Pinery Room. There is a slight issue with the wiring in the ceiling. Additional security cameras are being installed at STP on the first floor. An issue with the hardware has been solved. New gas meter is being installed at STP.

Comments and suggestions from the public were as follows: a patron that would like the study rooms opened; a patron appreciates the books at the end of the fiction section; and a young patron that likes the new books.

4. REVIEW FINANCIALS

Cisewski stated the total for invoices paid was $1,097.60, with a few pending. The October 6, 2021 Procurement Card (P-Card) statement total was $13,910.90. For the 2021 year-to-date Budget Status Report (BSR) we are 77.6% spent.

5. PUBLIC NOTICE

Read. Introductions were made for the students in the audience.

6. OLD BUSINESS

a) Discussion / Possible Action – PCPL Operations

Self-check machines are up and running at STP on the first floor. Patron usage is around 25-27% this year. The meeting rooms are open to the public and are being reserved by outside groups at STP, ROS, and the Plover Branch (PLO). The Prairie Room and study rooms at STP are still closed to the public. Hopefully, they will be open in the near future. Statistics for 2021 were compared with 2019, the last year PCPL was fully open. Each month was down by roughly the same amount.

b) Discussion / Possible Action – 2022 Budget Update

The 2022 Budget was approved by the County Board, as well as a 1.25% Cost of Living increase for employees.

7. NEW BUSINESS

a) Discussion / Possible Action – Review Hours of Operation at all Branches

Oathout went over the document that was provided in the meeting packet. Staff has been discussing the need to add one more day of morning hours at ROS. Hours at the Almond Branch (ALM) and PLO are working fine. STP is open Monday through Saturday, but may want to add Sunday hours back sometime in the future. The question is whether staff should continue to monitor the situation or set a date for those hours to return. The Board agrees to continue monitoring the situation rather than set a date for Sunday's hours to return.

b) Discussion / Possible Action – County Safety Initiative

Oathout went over the document that was provided in the meeting packet. PCPL staff trainings have focused on de-escalation techniques when dealing with unruly patrons. Ryan Dowd webinars have been very helpful in the PCPL staff trainings.

c) Discussion / Possible Action – Social Work Intern

Oathout went over the document that was provided in the meeting packet. Staff will continue to discuss the possibility of this opportunity working for PCPL. The earliest PCPL would have an intern would be fall 2022.

8. LIBRARY REPORTS and STATISTICS

Branches:
- The Cards for Caring program has resumed. Staff hand out supply kits and encourage kids to make a card for an elder family member or neighbor. Staff can also send them out through the Homebound program. This will be offered through next year.
- ALM Book Club is back and meeting in person at Adelente.
- Automatic "people counting" sensor mounted at ROS. Statistics are rolling in.
- There were 170 Trick or Treat goody bags assembled and handed out to young patrons the week leading up to Halloween. ALM was open during Trick or Treat hours, and they handed out 50.

Circulation:
- Both self-checkout units on the first floor at STP are now available and operational.
- This month, the focus has been on training new hires. Staff took part in the County's safety training. The next topic for continuing education will be Readers' Advisory.
- In October, New Horizons Book Club had 17 attendees over two sessions discussing *The Giver* by Lois Lowry. This month, the group is reading *Rebecca* by Daphne DuMaurier.
- First floor displays in October led to 134 total checkouts. This month's feature is Native American Heritage, Celebrity Book Clubs, and No-Shave November.
- Glade is working on end-of-year ordering and weeding of Large Print. If removed, they will go into the rotation for Senior Centers.
- Janet Schroeder and Carol Kerske have once again worked hard to revise our magazine subscriptions for the coming year.
- Glade spoke with Oxford House about helping people overcome addiction and how PCPL staff can help them get library cards.

Technical Services (TS):
- Holiday Gift Buy ordering has been submitted and the display will go up end of November or beginning of December.
- Wirth is going through paperbacks to fix any possible cataloging issues and weeding.
- Wirth is relabeling oversized adult non-fiction items and shifting them as well.

Youth Services (YS):
- Youth Services hosted 34 events for 472 live attendees in October.
- Virtual events have been going well. Dungeons & Dragons had 21 participants for the month and Between Reads Book Club typically has 12 – 14 participants at each meeting. Teen Library Council met virtually for the first time with 8 participants. Some volunteered to help set up the Winter Wonderland themed I Spy Window. Storytimes poll did not indicate any needed changes.
- YS handed out 210 Learning Labs at STP, which included Monster Origami Bookmarks, Shark Cut Outs, Halloween Goody Bags, and currently Painted Rocks. Kid Lit Loot and Teen Lit Loot for October were horror/thriller themed, and both were completely gone in the first day. Next is mystery themed (Who Donut) Teen Lit Loots, and expect these to be gone soon too.
- There always are at least three themed displays going on in YS at once and one in the YA area. This month is books from Read and Grow and Jump into Chapter Books pamphlets that staff created. Other themes are "Food for Thought", "Grownups Like to Read Too!", "It's a Mystery," and the YA theme is "Inclusivity Starts with You."
- Next week, Ozanich will attend the annual South Central Library System (SCLS) Summer Library Program workshop.

Reference:
- ROS has a new people counter.
- STP new security cameras work. Will be put up soon.
- Adult Lit Loot will start next week and there are 36 kits ready.
- SCLS is looking at a new internet filtering system for eliminating pornographic sites and other things. The current solution is getting old, so they are looking for a new one. A group of SCLS members met to discuss the issue. PCPL would like to continue having staff do the unlocking; most of the other libraries prefer patron initiated unlocking.
- Fax machine for the public had 19 faxes, but made $0.

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

Statistics for October show PCPL is back up. Most increases were at STP and ROS. ALM and PLO were down a bit.

9.   Adjournment
Meeting adjourned by President Buchholz at 6:00 PM.

Respectfully submitted,
Jamie Phillis, Office Supervisor

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Invoices Submitted to Finance Department
December 1, 2021 Library Board Meeting

REQ	Department	Entered Date	Status	Description	Amount	PO #	Entered By	Vendor Name	Rec'd	Inv to Finance	Paid
4176	(5210) Library Admini	10/29/2021	Converted	Library Materials	$50.00	2103549	phillisj	Almond Bancroft School District	x	x	x
4174	(5210) Library Admini	10/29/2021	Converted	Library Materials	$43.00	2103550	phillisj	Rosholt School District	x	x	x
164	(5210) Library Admini	01/05/2021	Converted	ALM Phone Bill 715-366-2151 Ac	$38.67	2100096	phillisj	Union Telephone Co	x	x	x
4272	(5210) Library Admini	11/10/2021	Converted	Printing	$82.37	2103639	phillisj	South Central Library System	x	x	x
4270	(5210) Library Admini	11/10/2021	Converted	Tables - CIP	$452.18	2103642	phillisj	Emmons Business Interiors LLC	x	x	x
164	(5210) Library Admini	01/05/2021	Converted	ALM Phone Bill 715-366-2151 Ac	$37.97	2100096	phillisj	Union Telephone Co	x	x	x
	Auto Withdrawals:										
163	(5210) Library Admini	01/05/2021	Converted	ROS Phone Bill 715-677-4511 Ac	$156.33	2100095	phillisj	Amherst Telephone Co	x	x	x
163	(5210) Library Admini	01/05/2021	Converted	ROS Phone Bill 715-677-4511 Ac	$70.28	2100095	phillisj	Amherst Telephone Co	x	x	x
167	(5210) Library Admini	01/05/2021	Converted	Fuel Charges -		2100101	phillisj	US Bank	~	~	~
	Upcoming Check Run										
				Total paid via check:	$704.19						
				Total submitted:	$930.80						

PORTAGE COUNTY, WI

VENDOR INVOICE LIST

INVOICE	P.O.	INV DATE	AP RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
214101921	2103549	10/19/2021	110421	126885	50.00	50.00	11/02/2021	INV	PD	Librar
CHECK DATE: 11/04/2021										
214 Almond Bancroft School District										
222101921	2103550	10/19/2021	110421	126983	43.00	43.00	11/02/2021	INV	PD	Librar
CHECK DATE: 11/04/2021										
222 Rosholt School District										
308700103121	2100096	10/01/2021	110421	646955	38.67	38.67	10/19/2021	INV	PD	ALM Ph
CHECK DATE: 11/04/2021										
689 Union Telephone Co										
					131.67					
208310	2103642	11/01/2021	111821	647055	452.18	452.18	11/16/2021	INV	PD	Tables
CHECK DATE: 11/18/2021										
598 Emmons Business Interiors LLC										
21-592	2103639	10/31/2021	111821	647140	82.37	82.37	11/16/2021	INV	PD	Printi
CHECK DATE: 11/18/2021										
769 South Central Library System										
308700113021	2100096	11/01/2021	111821	647167	37.97	37.97	11/16/2021	INV	PD	ALM Ph
CHECK DATE: 11/18/2021										
689 Union Telephone Co										
					572.52					
6 INVOICES					704.19					

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

November 8, 2021 Procurement Card Totals

Statement ID	Card Number	Name On Card	Status	Dept	Code	GL Year	GL Period	GL Eff. Date	Invoice Date	Total
11035	****3276	Deborah Roloff	Released	5250	11082021	2021	11	11/08/2021	11/08/2021	$31.16
11068	****6257	Jamie Phillis	Released	5210	11082021	2021	11	11/08/2021	11/08/2021	$981.80
11078	****3989	Nicole Ozanich	Released	5260	11082021	2021	11	11/08/2021	11/08/2021	$15.92
11085	****8370	Laura Fuller	Released	5220	11082021	2021	11	11/08/2021	11/08/2021	$306.34
11089	****6365	Larry Oathout	Released	5210	11082021	2021	11	11/08/2021	11/08/2021	$185.00
11098	****5188	Tank, Karyn	Released	5250	11082021	2021	11	11/08/2021	11/08/2021	$7,177.26
11100	****8173	Alison Wirth	Released	5250	11082021	2021	11	11/08/2021	11/08/2021	$838.71
11113	****6100	Lang, Diane	Released	5240	11082021	2021	11	11/08/2021	11/08/2021	$40.71
									Total:	$9,576.90

PORTAGE COUNTY, WI

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
11035	****3276	Deborah Roloff	5250	11082021	Released	2021/11	31.16
GL Effective Date: 11/08/2021		Invoice Date: 11/08/2021					

Transactn. Description		Vendor	Document	Charged	Posted	Imported	Amount
44017	Supplies	One Time Pay Vendor		10/19/2021	10/20/2021	11/11/2021	31.16

Org	Object Proj	Account Description	PA Account		GL OVR?	PA OVR?	Amount
11526000 53408		Promotional Materials			N	N	31.16

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
11068	****6257	Jamie Phillis	5210	11082021	Released	2021/11	981.80
GL Effective Date: 11/08/2021		Invoice Date: 11/08/2021					

Transactn. Description		Vendor	Document	Charged	Posted	Imported	Amount
44161	Supplies	One Time Pay Vendor		10/09/2021	10/11/2021	11/11/2021	13.71
44162	Supplies	One Time Pay Vendor		10/12/2021	10/13/2021	11/11/2021	347.81
44163	Supplies	One Time Pay Vendor		10/23/2021	10/25/2021	11/11/2021	126.11
44164	Supplies	One Time Pay Vendor		10/23/2021	10/25/2021	11/11/2021	34.43
44165	Supplies	One Time Pay Vendor		10/26/2021	10/27/2021	11/11/2021	53.23
44166	Supplies - Return	One Time Pay Vendor		10/28/2021	10/29/2021	11/11/2021	-20.45
44167	Supplies	One Time Pay Vendor		10/30/2021	11/01/2021	11/11/2021	317.76
44168	Supplies	One Time Pay Vendor		10/30/2021	11/01/2021	11/11/2021	5.77
44169	Supplies	One Time Pay Vendor		11/02/2021	11/03/2021	11/11/2021	47.48
44170	Supplies	One Time Pay Vendor		11/05/2021	11/08/2021	11/11/2021	14.96
44171	Library Materials	One Time Pay Vendor		10/19/2021	10/20/2021	11/11/2021	40.99

Org	Object Proj	Account Description	PA Account		GL OVR?	PA OVR?	Amount
11521000 53100		Office Supplies			N	N	13.71
11523000 53100		Office Supplies			N	N	927.10
11527000 53460		Library Materials			N	N	40.99

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
11078	****3989	Nicole Ozanich	5260	11082021	Released	2021/11	15.92
GL Effective Date: 11/08/2021		Invoice Date: 11/08/2021					

Transactn. Description		Vendor	Document	Charged	Posted	Imported	Amount
44205	Supplies	Roundy's Supermarkets Inc		11/02/2021	11/03/2021	11/11/2021	15.92

Org	Object Proj	Account Description	PA Account		GL OVR?	PA OVR?	Amount
11526000 53408		Promotional Materials			N	N	15.92

PORTAGE COUNTY, WI

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
11085	****8370	Laura Fuller	5220	11082021	Released	2021/11	306.34
GL Effective Date: 11/08/2021		Invoice Date: 11/08/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
44233	Supplies	Demco Inc		10/05/2021	10/07/2021	11/11/2021	81.13
44234	Supplies	One Time Pay Vendor		10/24/2021	10/25/2021	11/11/2021	74.84
44235	Supplies	One Time Pay Vendor		10/27/2021	10/28/2021	11/11/2021	8.49
44236	Supplies	One Time Pay Vendor		10/30/2021	11/01/2021	11/11/2021	21.54
44237	Supplies	One Time Pay Vendor		10/11/2021	10/11/2021	11/11/2021	54.77
44238	Supplies	One Time Pay Vendor		10/11/2021	10/12/2021	11/11/2021	4.29
44239	Supplies	One Time Pay Vendor		10/11/2021	10/12/2021	11/11/2021	43.30
44240	Supplies	One Time Pay Vendor		10/15/2021	10/18/2021	11/11/2021	17.98

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
11522000 53408		Promotional Materials		N	N	306.34

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
11089	****6365	Larry Oathout	5210	11082021	Released	2021/11	185.00
GL Effective Date: 11/08/2021		Invoice Date: 11/08/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
44271	Conference Registration	WI Library Association Inc		10/07/2021	10/11/2021	11/11/2021	185.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
11521000 53230		Conference & Reg(In State)		N	N	185.00

PORTAGE COUNTY, WI

PURCHASE CARD STATEMENTS

GL Effective Date: 11/08/2021   Invoice Date: 11/08/2021

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
44326	Library Materials	Center Point Inc		11/01/2021	11/02/2021	11/11/2021	43.74
44327	Library Materials	Center Point Inc		11/02/2021	11/03/2021	11/11/2021	93.48
44328	Library Materials	One Time Pay Vendor		10/06/2021	10/07/2021	11/11/2021	67.99
44329	Library Materials	One Time Pay Vendor		10/28/2021	10/29/2021	11/11/2021	246.45
44330	Library Materials	One Time Pay Vendor		10/18/2021	10/19/2021	11/11/2021	44.07
44331	Library Materials	One Time Pay Vendor		10/27/2021	10/28/2021	11/11/2021	90.86
44332	Library Materials	One Time Pay Vendor		11/04/2021	11/05/2021	11/11/2021	81.95
44333	Library Materials	One Time Pay Vendor		10/29/2021	10/29/2021	11/11/2021	98.31
44334	Library Materials	One Time Pay Vendor		10/08/2021	10/11/2021	11/11/2021	55.23
44335	Library Materials	One Time Pay Vendor		10/18/2021	10/19/2021	11/11/2021	105.57
44336	Library Materials	One Time Pay Vendor		10/18/2021	10/19/2021	11/11/2021	6.76
44337	Library Materials	One Time Pay Vendor		10/19/2021	10/20/2021	11/11/2021	10.43
44338	Library Materials	One Time Pay Vendor		10/21/2021	10/22/2021	11/11/2021	24.17
44339	Library Materials	One Time Pay Vendor		10/24/2021	10/25/2021	11/11/2021	44.96
44340	Library Materials	One Time Pay Vendor		10/27/2021	10/27/2021	11/11/2021	106.84
44341	Library Materials	One Time Pay Vendor		10/27/2021	10/28/2021	11/11/2021	-0.03
44342	Library Materials	One Time Pay Vendor		10/28/2021	10/29/2021	11/11/2021	13.80
44343	Library Materials	One Time Pay Vendor		11/02/2021	11/02/2021	11/11/2021	113.20
44344	Library Materials	One Time Pay Vendor		11/02/2021	11/03/2021	11/11/2021	-0.03
44345	Library Materials	One Time Pay Vendor		11/02/2021	11/03/2021	11/11/2021	31.68
44346	Library Materials	One Time Pay Vendor		11/02/2021	11/03/2021	11/11/2021	12.99
44347	Library Materials	One Time Pay Vendor		11/04/2021	11/05/2021	11/11/2021	-0.04
44348	Library Materials	One Time Pay Vendor		11/02/2021	11/03/2021	11/11/2021	1991.64
44349	Library Materials	Compass Group USA Inc		10/21/2021	10/22/2021	11/11/2021	12.69
44350	Library Materials	Compass Group USA Inc		10/28/2021	10/29/2021	11/11/2021	40.99
44351	Library Materials	Baker & Taylor Inc		10/06/2021	10/07/2021	11/11/2021	14.39
44352	Library Materials	Baker & Taylor Inc		10/08/2021	10/11/2021	11/11/2021	68.37
44353	Library Materials / 7 Day Ex	Baker & Taylor Inc		10/08/2021	10/11/2021	11/11/2021	230.83
44354	Library Materials	Baker & Taylor Inc		10/08/2021	10/11/2021	11/11/2021	11.88
44355	Library Materials	Baker & Taylor Inc		10/11/2021	10/12/2021	11/11/2021	11.89
44356	Library Materials	Baker & Taylor Inc		10/12/2021	10/13/2021	11/11/2021	194.63
44357	Library Materials	Baker & Taylor Inc		10/12/2021	10/13/2021	11/11/2021	44.00
44358	Library Materials	Baker & Taylor Inc		10/12/2021	10/13/2021	11/11/2021	275.49
44359	Library Materials	Baker & Taylor Inc		10/15/2021	10/18/2021	11/11/2021	290.90
44360	Library Materials	Baker & Taylor Inc		10/15/2021	10/18/2021	11/11/2021	10.70
44361	Library Materials	Baker & Taylor Inc		10/19/2021	10/20/2021	11/11/2021	33.96
44362	7 Day Express	Baker & Taylor Inc		10/19/2021	10/20/2021	11/11/2021	63.76
44363	Library Materials	Baker & Taylor Inc		10/20/2021	10/21/2021	11/11/2021	32.49
44364	Library Materials	Baker & Taylor Inc		10/21/2021	10/22/2021	11/11/2021	203.89
44365	Library Materials / 7 Day Ex	Baker & Taylor Inc		10/21/2021	10/22/2021	11/11/2021	224.26
44366	Library Materials	Baker & Taylor Inc		10/25/2021	10/26/2021	11/11/2021	50.38
44367	Library Materials	Baker & Taylor Inc		10/25/2021	10/26/2021	11/11/2021	5.03
44368	Library Materials	Baker & Taylor Inc		10/25/2021	10/26/2021	11/11/2021	176.77
44369	Library Materials	Baker & Taylor Inc		10/26/2021	10/27/2021	11/11/2021	28.79
44370	Library Materials / 7 Day Ex	Baker & Taylor Inc		10/28/2021	10/29/2021	11/11/2021	312.34
44371	Library Materials	Baker & Taylor Inc		10/29/2021	11/01/2021	11/11/2021	441.80
44372	Library Materials	Baker & Taylor Inc		10/29/2021	11/01/2021	11/11/2021	5.66
44373	7 Day Express	Baker & Taylor Inc		10/29/2021	11/01/2021	11/11/2021	16.23
44374	Library Materials	Baker & Taylor Inc		11/02/2021	11/03/2021	11/11/2021	495.92
44375	Library Materials	Baker & Taylor Inc		11/03/2021	11/04/2021	11/11/2021	14.23

PORTAGE COUNTY, WI

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PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card		Dept	Code	Status	Year/Pr	Total
44376	Library Materials	Baker & Taylor Inc		11/03/2021	11/04/2021	11/11/2021		14.98
44377	Library Materials / 7 Day Ex	Baker & Taylor Inc		11/04/2021	11/05/2021	11/11/2021		208.20
44378	Library Materials	Baker & Taylor Inc		11/05/2021	11/08/2021	11/11/2021		20.99
44379	Library Materials	Baker & Taylor Inc		11/05/2021	11/08/2021	11/11/2021		336.80

Org	Object	Proj	Account Description	PA Account			GL OVR?	PA OVR?	Amount
11527000	53460		Library Materials				N	N	6625.97
11527000	53467		Library Materials - 7 day expr				N	N	551.29

11100	****8173	Alison Wirth		5250	11082021	Released	2021/11	838.71
GL Effective Date:	11/08/2021	Invoice Date: 11/08/2021						

Transactn. Description		Vendor	Document	Charged	Posted	Imported	Amount
44381	Supplies	Demco Inc		10/28/2021	11/01/2021	11/11/2021	244.74
44382	Supplies	One Time Pay Vendor		10/08/2021	10/11/2021	11/11/2021	142.40
44383	Supplies	ULINE Inc		10/28/2021	10/28/2021	11/11/2021	195.78
44384	Supplies	One Time Pay Vendor		10/28/2021	10/28/2021	11/11/2021	255.79

Org	Object	Proj	Account Description	PA Account			GL OVR?	PA OVR?	Amount
11525000	53410		Program Supplies				N	N	838.71

11113	****6100	Lang, Diane		5240	11082021	Released	2021/11	40.71
GL Effective Date:	11/08/2021	Invoice Date: 11/08/2021						

Transactn. Description		Vendor	Document	Charged	Posted	Imported	Amount
44421	Supplies	One Time Pay Vendor		11/04/2021	11/05/2021	11/11/2021	6.75
44422	Supplies	One Time Pay Vendor		10/29/2021	11/01/2021	11/11/2021	33.96

Org	Object	Proj	Account Description	PA Account			GL OVR?	PA OVR?	Amount
11524000	53408		Promotional Materials				N	N	40.71

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

PORTAGE COUNTY, WI

YEAR-TO-DATE BUDGET REPORT

ACCOUNTS FOR: 110 General	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT 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	-15,656.99	.00	-28,033.01	35.8%*
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	-377.70	.00	-3,122.30	10.8%*
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	-16,604.80	.00	-27,085.20	38.0%
11521000 Administration							
11521000 51105 Salaries/Wages (	137,297	1,647	138,944	120,262.36	.00	18,681.64	86.6%
11521000 51110 Salaries/Wages (	12,974	0	12,974	11,150.29	.00	1,823.71	85.9%
11521000 51305 FICA & Medicare	11,496	0	11,496	9,448.97	.00	2,047.03	82.2%
11521000 51505 Retirement - Cou	10,143	0	10,143	8,767.02	.00	1,375.98	86.4%
11521000 51510 Health Insurance	44,950	0	44,950	40,728.37	.00	4,221.63	90.6%
11521000 51515 Life Insurance -	182	0	182	182.14	.00	-.14	100.1%*
11521000 51520 Disability Insur	398	0	398	396.71	.00	1.29	99.7%
11521000 51525 PEHP	900	0	900	825.00	.00	75.00	91.7%
11521000 51530 Worker's Compens	195	0	195	171.53	.00	23.47	88.0%
11521000 52210 Telephone	1,787	0	1,787	1,318.62	.00	468.38	73.8%
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	95,114.25	.00	8,646.75	91.7%
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	3,583.60	.00	916.40	79.6%
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

ACCOUNTS FOR: 110 General		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
11521000 53560	Fuels - Unleaded	900	0	900	200.79	699.21	.00	100.0%
	TOTAL Administration	370,040	1,647	371,687	327,385.74	1,142.49	43,158.77	88.4%

11522000 Branch Libraries & Extension S

11522000 51110	Salaries/Wages (	186,301	0	186,301	162,232.56	.00	24,068.44	87.1%
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	11,081.37	.00	3,170.63	77.8%
11522000 51505	Retirement - Cou	11,719	0	11,719	10,395.82	.00	1,323.18	88.7%
11522000 51510	Health Insurance	21,905	0	21,905	19,969.57	.00	1,935.43	91.2%
11522000 51515	Life Insurance -	45	0	45	47.65	.00	-2.65	105.9%*
11522000 51520	Disability Insur	98	0	98	103.82	.00	-5.82	105.9%*
11522000 51525	PEHP	450	0	450	430.30	.00	19.70	95.6%
11522000 51530	Worker's Compens	242	0	242	213.43	.00	28.57	88.2%
11522000 51540	HSA Contribution	1,500	0	1,500	1,500.00	.00	.00	100.0%
11522000 52210	Telephone	2,611	0	2,611	2,281.13	208.21	121.66	95.3%
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	211,247.12	208.21	29,917.67	87.6%

11523000 Circulation

11523000 51100	Salaries/Wages	297,967	2,458	300,425	241,714.92	.00	58,710.08	80.5%
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	17,241.78	.00	5,664.22	75.3%
11523000 51505	Retirement - Cou	15,165	0	15,165	12,814.52	.00	2,350.48	84.5%
11523000 51510	Health Insurance	40,631	0	40,631	25,918.24	.00	14,712.76	63.8%
11523000 51515	Life Insurance -	135	0	135	120.43	.00	14.57	89.2%
11523000 51520	Disability Insur	294	0	294	261.57	.00	32.43	89.0%
11523000 51525	PEHP	450	0	450	394.70	.00	55.30	87.7%
11523000 51530	Worker's Compens	389	0	389	363.71	.00	25.29	93.5%
11523000 51540	HSA Contribution	500	0	500	500.00	.00	.00	100.0%
11523000 52210	Telephone	779	0	779	472.51	.00	306.49	60.7%
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%*

PORTAGE COUNTY, WI

YEAR-TO-DATE BUDGET REPORT

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	304,280.37	.00	87,423.63	77.7%

11524000 Reference

11524000 51100 Salaries/Wages	147,072	0	147,072	127,195.56	.00	19,876.44	86.5%
11524000 51245 Longevity	606	0	606	.00	.00	606.00	.0%
11524000 51305 FICA & Medicare	11,297	0	11,297	9,289.17	.00	2,007.83	82.2%
11524000 51505 Retirement - Cou	8,644	0	8,644	8,585.78	.00	58.22	99.3%
11524000 51510 Health Insurance	25,554	0	25,554	23,900.37	.00	1,653.63	93.5%
11524000 51515 Life Insurance -	137	0	137	148.93	.00	-11.93	108.7%*
11524000 51520 Disability Insur	298	0	298	323.05	.00	-25.05	108.4%*
11524000 51525 PEHP	450	0	450	412.50	.00	37.50	91.7%
11524000 51530 Worker's Compens	192	0	192	165.71	.00	26.29	86.3%
11524000 52210 Telephone	0	0	0	235.65	.00	-235.65	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	337.65	.00	162.35	67.5%
TOTAL Reference	195,800	0	195,800	170,929.60	.00	24,870.40	87.3%

11525000 Tech & Cataloging Services

11525000 51100 Salaries/Wages	172,262	1,627	173,889	151,255.84	.00	22,633.16	87.0%
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	11,173.73	.00	2,061.27	84.4%
11525000 51505 Retirement - Cou	9,521	0	9,521	8,124.48	.00	1,396.52	85.3%
11525000 51510 Health Insurance	27,684	0	27,684	25,377.22	.00	2,306.78	91.7%
11525000 51515 Life Insurance -	189	0	189	172.39	.00	16.61	91.2%
11525000 51520 Disability Insur	409	0	409	374.92	.00	34.08	91.7%
11525000 51525 PEHP	450	0	450	412.50	.00	37.50	91.7%
11525000 51530 Worker's Compens	225	0	225	198.08	.00	26.92	88.0%
11525000 51540 HSA Contribution	500	0	500	500.00	.00	.00	100.0%
11525000 52210 Telephone	372	0	372	323.86	.00	48.14	87.1%
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	202,646.56	.00	32,327.44	86.2%

11526000 Youth Services

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
11526000 51100 Salaries/Wages	202,604	0	202,604	163,918.42	.00	38,685.58	80.9%
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	12,213.57	.00	3,371.43	78.4%
11526000 51505 Retirement - Cou	13,751	0	13,751	11,071.26	.00	2,679.74	80.5%
11526000 51510 Health Insurance	33,120	0	33,120	21,362.00	.00	11,758.00	64.5%
11526000 51515 Life Insurance -	164	0	164	147.30	.00	16.70	89.8%
11526000 51520 Disability Insur	358	0	358	320.82	.00	37.18	89.6%
11526000 51525 PEHP	450	0	450	412.50	.00	37.50	91.7%
11526000 51530 Worker's Compens	265	0	265	213.77	.00	51.23	80.7%
11526000 51540 HSA Contribution	1,000	0	1,000	500.00	.00	500.00	50.0%
11526000 52210 Telephone	419	0	419	335.91	.00	83.09	80.2%
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	214,137.78	.00	58,396.22	78.6%

11527000 Library Materials

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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	64,345.78	.00	20,654.22	75.7%
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	3,032.79	.00	-1,032.79	151.6%*
TOTAL Library Materials	121,575	0	121,575	100,688.66	3,437.96	17,448.38	85.6%
TOTAL General	1,780,225	5,732	1,785,957	1,514,711.03	4,788.66	266,457.31	85.1%
TOTAL REVENUES	-49,140	0	-49,140	-19,008.12	.00	-30,131.88	
TOTAL EXPENSES	1,829,365	5,732	1,835,097	1,533,719.15	4,788.66	296,589.19	

PORTAGE COUNTY, WI

YEAR-TO-DATE BUDGET REPORT

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,780,225	5,732	1,785,957	1,514,711.03	4,788.66	266,457.31	85.1%

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

TOP 10 PROFESSIONAL EXPECTATIONS

PORTAGE COUNTY PUBLIC LIBRARY

I recognize that I am employed because of the public

I will listen to patrons completely and try my best to accurately understand their needs

I will keep in mind that the *way* I say something to patrons is often equally as important as *what* I say.

I will recognize that every action I take has a positive or negative influence.

I will keep venting to a minimum and remain professional and respectful of those around me when voicing displeasure.

I will remain objective and avoid personal judgment.

I will take the time to assist and inform patrons to the best of my abilities, within accepted library policies and procedures.

I will be supportive and respectful of my co-workers and will respond to their needs in the same manner as I would a patron.

I understand that every member of the Library team impacts the perception of the Library as a whole. As a Library representative I will strive to encourage a positive perception of the organization.

Summary

When the Portage County Public Library (PCPL) unveiled its strategic plan for 2019-2021, it had no idea that during most of that time period the area would be grappling with the effects of a two-year world-wide pandemic. A health situation that put aside many of the traditional methods of operating a library. The library shut down public access to its buildings in March 2020, before reopening on a limited basis later that summer. Meeting rooms were reopened to the public in October 2021. All programming went virtual in spring of 2020 and most remain that way at the end of 2021. Through it all, library leadership and staff learned a lot about what could be achieve in an emergency. With the installation of safety measures such as protective screens, HVAC improvements and additional cleaning, PCPL remained a vital to the community by providing services such as computers, curbside pickup of library materials and the aforementioned virtual programming for adults and children.

While some early work on the prior plan goals was made during 2019, significant progress was difficult to achieve due to conditions that restricted public contact & staff meetings. In addition, the time and energy required for staff to adapt to the new conditions also overrode work on most of the specific actions in the plan. As a consequence, PCPL will carry over the same four goals into the 2022-2024 strategic plan and update the actions to reflect any new needs and opportunities identified during the pandemic.

At the start of the planning effort for 2019-2021 strategic plan, the Portage County Public Library invited residents to imagine and express their hopes for Portage County communities. Listed below are several of the themes observed among the key community vision ideas that people shared:

- lifelong learning for personal and professional growth
- access to and awareness of opportunities, services and supports
- opportunities for self-expression
- experience of an inclusive community
- celebration of the community members' heritage, culture, and history

The Portage County Public Library aims to support the community in realizing these and other relevant community vision ideas. Accordingly, this plan identifies Portage County Public Library's four strategic goals for the next three years, through 2024.

- **Goal 1: Community Hub**
  The Library will collaborate with community partners to help people find services and to support creative endeavors.

- **Goal 2: Library Environment**
  The Library environment will be safe, welcoming and suited to meet the needs of library users at each branch location.

- **Goal 3: Outreach**
  The Library will strengthen outreach & marketing efforts to the community to build support and increase awareness of its services.

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- **Goal 4: Service to an Active Community**
  The Library will be indispensable to our community by meeting its diverse needs through programming, collections and services.

Mission, Vision, Values, and Strengths

Our Mission

We enrich our community by connecting people and offering free and equal opportunity for lifelong learning and enjoyment.

Our Vision

We inspire people of all ages with the love of reading, foster lifelong learning, and enhance quality of life. The library connects the community, offers gathering spaces, and inspires creativity and innovation in a welcoming and respectful atmosphere. The library provides access to high-quality materials, resources, programs and customer-focused experiences.

Our Values

- **Accessibility**
- **Inclusiveness**
- **Respect**
- **Trust**
- **Innovation**

Our Strengths

- Accessibility of materials, resources, programs, and experiences that the four branches have to offer.
- Spaces for library users to comfortably meet, study, stay warm, keep cool, get online and recharge.
- Variety of programs for youth and for adults.
- Collections that include a variety of items including books, digital media, games and databases.
- Staff composed of dedicated and versatile professionals who communicate and work as a team to serve library users.
- Supportive patron base, and a good reputation in the community.

"Bad libraries build collections, good libraries build services, great libraries build communities."
  ~ R. David Lankes

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Goals, Actions, and Desired Outcomes

Goal 1: Community Hub
The Library will collaborate with community partners to help people find services and to support creative endeavors.

Actions	Desired Outcomes
A. Determine current staff member connections with community organizations. B. Build and maintain relationships with community partners. C. Research the need for (and development of) makerspaces and physical or virtual creative spaces (e.g. blog) for library users. D. Provide support for local writers. E. Continue to provide neat, orderly and well-managed spaces for community partners to share their information and resources. F. Where possible, help community partners meet their stated goals.	A. Strengthened connection with small businesses and community partners in order to help meet the needs of the community. B. The library and its staff will be equipped to help people find available assistance. C. Newcomers and immigrants get connected to helpful people and service providers. (This outcome also corresponds goals 2 and 4.) D. People who are marginalized gain access to services. (This outcome also corresponds goals 2 and 4.) E. Productive collaboration with community groups helps to advance shared goals.

"Library buildings have become a truly neutral place that acts as an anchor of community life and fosters broader, more creative interactions. In these spaces, community groups meet, independent business people work, students collaborate, the curious attend lectures or performances, and people seeking the comfort and energy of being surrounded by others relax, study, or read."
    ~ Wisconsin Library Association's Library Development & Legislation Committee Co-chairs
        Connie Meyer and Kathy Pletcher, 2018

Goal 2: Library Environment
The Library environment will be safe, welcoming and suited to meet the needs of library users at each branch location.

Actions	Desired Outcomes
A. Keep annual facilities plans up-to-date. Keep responsible stakeholders engaged. Host annual walkthroughs. B. Keep facilities clean, organized, functional and in good condition, modern, and appealing. C. Pursue customer service and safety training. Interested staff may participate in safe zone training. D. Redefine and re-configure service desks to accommodate use of self-checkout stations, and to make it easier for users to find their way. E. Improve meeting room usability for on-site and remote users. F. Create new unified signage that helps point to all areas from all major decision points. This should be multilingual signage including braille for hand/eye level signs. G. Work with UWSP to explore using social work students as interns on library property to address H. Keep the "Rules of Use," for meeting rooms and library in general, up-to-date and advertise it to the public. I. Work with partners to ensure library meets the needs of users with various types of disabilities. J. Survey patrons to determine what would improve the library experience for them. K. For staff interested in the Library as a career, provide continuing education opportunities and guidance to build on service to the community and increase their knowledge. L. Hire more staff that know non-English languages.	A. Facilities are clean, functional, and modern. B. Buildings and amenities support activities that may occur at the library. Library environments encourage library use and community partnerships. C. Signage helps users find their way easily. D. User experiences are favorable. E. People feel that they belong. F. The future of library facilities is secure. G. Stable staffing with Increased knowledge and ability. Note: Outcomes 1.C and 1.D also relate to this goal.

X *Added*

"The only thing that you absolutely have to know, is the location of the library."
~ Albert Einstein

Goal 3: Outreach
The Library will strengthen outreach & marketing efforts to the community to build support and increase awareness of its services.

Actions	Desired Outcomes
A. Discover new ways to reach potential library users. B. Reach out and encourage families to use library from birth, as well as community members of all other ages and stages of life. C. Ask community partners to promote the library and spread information about what it offers. This will increase our reach into the community. D. Increase our visibility and participation in the community. E. Review, revise, and implement the marketing plan and pursue branding strategies therein. F. Rethink how programs are promoted and advertised to enhance the perception of the library as an educational and impactful community institution. Correlate program outcomes to learning targets and stated goals. Gather testimonials and quotes about the value of the library for use in ads and reports. G. Advertise and promote new offerings as they become available. H. Create a social media procedure and have more staff regularly promote the library through those outlets. Encourage more people to use the library's Facebook page. Keep telling them what makes the library so great, and generate posts that engage users.	A. Expanded library use among current and new audiences. B. Greater awareness and appreciation for all types of library resources and programs. C. Clarity that library resources, programs, and services support people in their personal, professional and civic pursuits. D. The library reflects and celebrates the diversity of the community. E. The library supports lifelong learning with popular resources and programs for people of all ages. F. It is clear to supporters that resources, programs, and services help to advance shared community goals.

"The public library is more than a repository of books. It's a mysterious, wondrous place with the power to change lives."
~ Chicago Tribune literary editor Elizabeth Taylor

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Larry Oathout, *Director* • Portage County Public Library • A Member of the South Central Library System

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Goal 4: Service to an Active Community
The Library will be indispensable to our community by meeting its diverse needs through programming, collections and services.

Actions	Desired Outcomes
A. Pursue more community interaction, collaboration, and research to determine what types of new programs and services are needed. B. Enhance and promote library programs that may bolster other important literacy programs. C. Define collection goals in light of community programming and service needs. Review and update policy on collection goals. D. Stay abreast of current issues, opportunities, and emerging technologies to help advance service priorities and expand access. E. Develop and practice a procedure to review policies annually and make any needed changes. F. Rethink staffing needs and staff training in order to support more programming. G. Develop a well-trained and responsive staff H. Cultivate staff knowledge of literature, music, and film to improve Readers Advisory service. I. Analyze services and opportunities that emerged in response to COVID that should continue post-COVID	A. Success in advancing several library service priorities: Lifelong learning, Cultural awareness, Create & share content, Services for new immigrants, and Early literacy. B. Support for all age ranges reflected in community. C. Equal support for people of all backgrounds. D. Library collections, programs and services reflect and support a diverse community. E. Programs relate to underserved audiences, local interests, and local history; and they promote cultural awareness. F. Residents in rural areas have more ways to access library materials more easily. G. The library maintains collections that people use, need, and want. H. Library employees are aware of expectations as public servants. (see Attached Expectations) I. Library more fully fulfills user needs for both in-depth assistance and convenient services

X *Added*

""Whatever the cost of our libraries, the price is cheap compared to that of an ignorant nation."
~ Walter Cronkite, Network News Anchor

PORTAGE COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
MEETING DATES & LOCATIONS FOR 2022
4:30 p.m.

Wednesday, January 5	Pinery Room, Main Library
Wednesday, February 2	Pinery Room, Main Library
Wednesday, March 2	Pinery Room, Main Library
Wednesday, April 6	Plover Branch Library
Wednesday, May 4	Pinery Room, Main Library
Wednesday, June 1	Rosholt Branch Library
Wednesday, July 6	Almond Branch Library
Wednesday, August 3	Pinery Room, Main Library
Wednesday, September 7	Pinery Room, Main Library
Wednesday, October 5	Plover Branch Library
Wednesday, November 2	Pinery Room, Main Library
Wednesday, December 7	Pinery Room, Main Library

- **First Wednesday of each month at 4:30 p.m.**

- **In an effort to accommodate virtual attendees, the meeting location may be changed to the Portage County Annex.**

Director Report-November

Participated in a video conference on November 2nd for SCLS members interested in the working with University of Wisconsin social work students as interns.

Attended the Downtown Business Association meeting on December 10th. Mayor Wiza outlined a grant the city was going to apply for that would add housing and a parking ramp to downtown.

Participated in the County Department Head meeting on November 10th. The recent safety training and the end of the budget cycle were discussed.

Held PCPL Admin meeting on November 11th.

Attended a webinar on Library marketing on November 12th.

Met with Brandi Makuski of the Point/Plover Metro Wire on November 12th about providing them library news

Attended the Wisconsin Library Association annual conference in Green Bay November 17th-19th.
Programs Attend:
-Barriers to Equitable Hiring in Libraries
-Preserving the Now (COVID archives at UWL)
-Keynote: Nigel Poor
-The Past Through Tomorrow (Local History Project in Door County)
-Laying New Tracks in a Post-COVID library
-Opening the Lines of Electronic Communication
-Transitioning to a Bookstore Model
Also attended WAPL Board Meeting.

The Library was closed November 25th and 26th for Thanksgiving.

Employees who were not able to view last month's county safety training in person have now been provided with a link to watch a recorded version.

Elected as incoming Chair of the Wisconsin Association of Public Libraries (WAPL) group of WLA for 2022.

Portage County Public Library
October 2021 Statistics

	Sep-21	Oct-21		
Stevens Point				
Total Adult circulation	10901	11636		
Total Young Adult circulation	764	628		
Total Juvenile circulation	7754	8363		
Total Stevens Point:	19419	20627		
Plover Branch Library				
Total Adult circulation	2659	2605		
Total Young Adult circulation	102	108		
Total Juvenile circulation	1811	1712		
Total Plover:	4572	4425		
Almond Branch Library				
Total Adult circulation	258	209		
Total Young Adult circulation	8	2		
Total Juvenile circulation	149	136		
Total Almond:	415	347		
Rosholt Branch Library				
Total Adult circulation	788	712		
Total Young Adult circulation	67	81		
Total Juvenile circulation	667	817		
Total Rosholt:	1522	1610		
Subtotal PCPL	25928	27009		
InterLibrary loan received (Outside of SCLS)	59	55		
Overdrive and hoopla digital downloads	6974	7047	Overdrive	7,047
In House Usage	626	956		
GRAND TOTAL (PCPL)	33587	35067		

Portage County Checkouts by material		
Books	20,294	75.1%
CDs (musics, audiobooks, etc.)	1,475	5.5%
Periodicals	341	1.3%
DVDs-Videos (adult collection)	3,582	13.3%
DVDs-Videos (juvenile collection)	907	3.4%
Other	410	1.5%
	27,009	

ADDITIONS TO MATERIALS COLLECTION	
Adult collection -- books only	426
Adult collection -- all other	257
Children's collection -- books only	134
Children's collection -- all other	39
	856

LIBRARY CARDS
WEB-use only cards (online registration) - 12

In House Registration
ALM - 2
PLO - 21
ROS - 2
STP - 106

Portage County Public Library
October 2021 Statistics

TECHNOLOGY USE

Internet (MyPC) bookings (STP Adult & Teen)	789
Internet (MyPC) bookings in STP children's	35
Additional children computers	
Internet (MyPC) & AWE bookings @ Plover	104
Internet (MyPC) bookings @ Almond	17
Internet (MyPC) & AWE bookings @ Rosholt	36
Total Library Computer Use	981

WIRELESS USAGE

Stevens Point	11,567
Plover	2,231
Almond	2,186
Rosholt	3,437

ADULT SERVICES - REFERENCE TRANSACTIONS

	Number	Attendance
Special programs	2	17
Ready reference	95	
Search	75	
Book Query	215	
Library instruction	168	
All other	365	
Tech Time Sessions		

YOUTH SERVICES

	Number	Attendance	
Special Programs, including virtual	17	136	406 views of recorded programming
Self Directed Programs	12	287	
Social Media Video Views		220	
YA -- Programs/	5	39	
YA Volunteens / Other volunteers			

Items prepared for Daycares	6
Items delivered to Senior citizen housing	161
Items delivered to Homebound	89

	Number	Participants
Storytimes & programs at Plover	16	295
Programs @ Roshott - Almond & Special programs	14	197

People entering Stevens Point only	10,511
People entering Plover	2,140
People entering Rosholt	399
People entering Almond	152
	13,202

Meeting Room Use By Community Groups (All Locations)	11
Study Room Usage (Stevens Point)	closed

Library open 26 days in October