

**PORTAGE  
COUNTY  
PUBLIC  
LIBRARY**

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October 2, 2020

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, October 7, 2020 Via Zoom Meeting System.**

**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: 850 6818 9203 and Password: 050901.

To attend this meeting by video: Go to <https://us02web.zoom.us/j/85068189203?pwd=UFNQSGpaRFkvcTdPNGtlcE52TDJYZz09>  
Access Code: 850 6818 9203 and Password: 050901.

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](mailto:phillisj@co.portage.wi.us). The deadline for sending comments by email is 48 hours prior to the start of the meeting. Emails will be delivered to Library Board Members and posted at least 24 hours prior to the meeting. Note: this does not apply to meetings of the County Board, which has its own established comment process which can be found at <https://www.co.portage.wi.us/>, Government Tab, County Board Public Comment Form.

**AGENDA**

1. Call to Order
2. Review / Approval – Meeting Minutes of September 2, 2020
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 COVID Operations Update
  - b) Discussion / Possible Action – 2021 Budget Update
7. New Business
  - a) Discussion / Possible Action – Library Social Media
8. Library Reports and Statistics

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.

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

**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

September 2, 2020

### 1. CALL TO ORDER

President Sunshine Buchholz called the meeting to order at 4:30 p.m. via Zoom Meeting System. Trustees present: Chris Doubek, Joan Honl, Deb Knippel, and Holly Petrillo. Members Excused: Anne Pawlak and Liz Peterson. Following Library staff members were in attendance: Charles Danner, Eddie Glade, Laura Fuller, Larry Oathout, Nicole Ozanich, Jamie Phillis, and Alison Wirth. Others present: Thomas Leek.

### 2. REVIEW / APPROVAL – MEETING MINUTES OF AUGUST 5, 2020

Doubek moved to approve both the August 5, 2020 minutes. Knippel seconded the motion, which passed by voice vote.

### 3. ANNOUNCEMENTS AND CORRESPONDENCE

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

The City of Stevens Point is looking at installing speakers downtown to provide music for special events and is looking at the library as a location for housing the needed equipment. The Post Office gave us 10 days to put an address on the mailbox at the Plover Branch (PLO), which has been completed. Some shelving units were moved to the branches from the Stevens Point Branch (STP). PLO door lock broke and has been fixed. The handicap ramp is also being fixed at PLO.

A letter was received from the County Clerk regarding resolutions. They will no longer require Supervisor signatures, instead "Aye" or "Nay" will be put on the signature lines. A thank you note was received from United Way for PCPL support of Project Fresh Start. A thank you was received for STP Reference Staff Chris McLaughlin's presentation on audio books. Suggestion from patrons included: at PLO a patron would like us to request funds from the State and Federal Government to upgrade computers, provide computer labs, and expand the building.

### 4. REVIEW FINANCIALS

Phillis stated the total for invoices paid was \$1,542.71, with some pending. The August 6, 2020 Procurement Card (P-Card) statement total was \$10,108.93. For the 2020 year-to-date Budget Status Report (BSR) we are only 58.3% spent.

### 5. PUBLIC NOTICE

None.

### 6. OLD BUSINESS

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

There has been an uptick in the number of patrons wearing face coverings since the Governor's mandate. On August 18th, employees started to make limited deliveries of materials between the four PCPL Branches. South Central Library System (SCLS) started regular 5-day delivery on August 24th. SCLS did provide a rebate of some 2020 fees. The amount is 3.4% of our annual fees, approximately \$922. The four-day quarantine continues to cause some issues and concern among patrons with returned items staying on a patron's record after they were due. SCLS suspended the 7-day overdue notice, but patrons will receive the 14-day overdue notice. Staff has made accommodations for patrons that wish to use their own laptops. Patrons can use PCPL computers for one hour and that has been the guide to patron lingering. There have been no complaints in regards to current hours at any PCPL Branch. Oathout suggests keeping these hours through October. Overall, things have been going well. The Board agreed on the less lingering the better, as well as limited gathering or sitting areas and continuing the current hours.

#### **b) Discussion / Possible Action – 2021 Budget Update**

The 2021 Budget was submitted in time for the August 21st deadline. Oathout and Phillis attended the virtual budget hearing on August 25th. The process went smoothly. The 2020 Budget gap is less than originally anticipated.

#### **c) Discussion / Possible Action – RFID Update**

The RFID tagging project is almost complete. Wirth is still working on the remaining AV items at each branch.

### 7. NEW BUSINESS

#### **a) Discussion / Possible Action – 2020 Holiday Schedules**

The 2020 Holiday Schedule was approved last fall, but with the current hours each branch will be closed more days. For Thanksgiving, STP and Rosholt Branch (ROS) will be closed for four days, Almond Branch (ALM) and PLO closed for five days. Multi-day closures will repeat for Christmas and New Year's weekends. Normally it would not be suggested to be closed that many days, but it may not be an issue this year. STP closes at 5pm the week between Christmas and New Year's during normal hours. He would suggest keeping the 6pm closure time for that week. The Board agreed. If current hours are changed before the holidays, the topic may have to be revisited.

## b) Discussion / Possible Action – Interlibrary Loan Policy

The Interlibrary Loan Policy (ILL) was presented to the Board. The hope is to tighten up requests for reciprocal card holders as it may cost PCPL a fee if they are not SCLS patrons. Minor wording changes were made to the policy as well as the addition of assessing a \$1 fee if ILL item paperwork is not returned.

Honi made a motion to approve the updated ILL Policy, including minor changes and the addition of the \$1 fee assessment. Petrillo seconded the motion, which passed by voice vote.

## 8. LIBRARY REPORTS and STATISTICS

### Circulation:

- Checkouts have been increasing and it feels busier. Staff has been working hard.
- Glade, Schroeder, and Danczyk have been working on several testing checklists for the next version of Bibliovation, which will hopefully be ready to go live in the next couple months.
- Glade met with Circulation staff on August 19<sup>th</sup> and 20<sup>th</sup> for a training centered on communication. We watched and discussed 3 videos: Celeste Headlee's 10 Tips for Better Conversations and two from the Wisconsin Valley Library Service: Having Unpleasant Conversations (During a Pandemic) and Communication Tips (While Wearing a Mask).
- New Horizons book club will resume via Zoom on September 16<sup>th</sup> and will discuss John Steinbeck's *Travels with Charley*.
- SCLS Circulation Services Subcommittee met August 11<sup>th</sup> and 25<sup>th</sup> to update the wording of several automatic email notices to reflect the changing landscape of libraries' available services. They also worked out two options for libraries to extend the expiration dates of patron registrations again, either until November 1<sup>st</sup> or February 1<sup>st</sup>. SCLS will continue to send reminders and a schedule was drafted for patrons with e-mails to get notices of upcoming library card renewals.

### Technical Services (TS):

- Wirth has been working on a lot of cataloging fixes since she is doing much of her work from home. She is going through excel spreadsheets and making sure all the cataloging codes are lined up properly.

### Youth Services (YS):

- The Summer Library Program (SLP) has been over for a few weeks, but families were able to pick up their prize books through last week. Final statistics will be compiled and a report will be shared on that next month. Overall, SLP went well and families really appreciated that PCPL offered something. Kids were super excited to pick out their books.
- Virtual storytimes were moved into a closed Facebook group in order to be more copyright compliant and respectful. Only members of the group can watch storytimes, so it mimics more of a classroom setting. Viewer numbers have doubled (from 10-15 to 25-30). An email was sent inviting all daycares in the county to tune in, and this past Monday was the highest number for virtual storytimes yet: 50. Once school starts, there may be more daycares and Headstart classes participating as well.
- PCPL's first Instagram account was started and already has 97 followers. YS has been working hard to step up social media outreach, with edited booktalk videos, fun challenges, and catchy promotional photos for Instagram and Facebook. YS is moving forward with adding the 1,000 Books Before Kindergarten and Family Read Aloud Challenge programs to Beanstack. YS may also assist with a new reading challenge called Read Woke, which includes resources for participants to read books that: Challenge a social norm; Give voice to the voiceless; Provide information about a group that has been disenfranchised; seek to challenge the status quo; and Have a protagonist from an underrepresented or oppressed group.
- Ozanich attended a webinar on "How to Deal with Problem Behaviors Related to COVID" on August 13<sup>th</sup>. There were some really good strategies, but we are not addressing patrons who do not wear masks. Some takeaways include getting rid of any rules that are not being enforced (like arrows in the aisles), and if people complain about having to wear a mask inside, offer them other options like curbside pick-up.
- Ozanich is ordering more supplies for all branches to continue the take-n-make activities handed out over the summer, called Learning Labs. Going forward, a lot of what YS does will depend on the school year. Wednesdays may be really busy because all families will be eLearning that day. She emailed some leaders in the school district to see if PCL can be more directly involved in any way, especially with virtual learning this year, but has not heard back yet.

### Branches:

- August Programs included 74 story walkers spotted in the StoryWalks and Book Club had 7-10 attendees with two new members that were drawn in because it was on Zoom.
- Fuller hired another employee at PLO, Michelle Wendorf, and she is doing well. Fuller will be spending much of her time training five new employees. They have been taking advantage of the SCLS training tools and webinars.
- At the end of September, staff will be participating in the Association of Rural and Small Libraries (ARSL) Virtual Conference. Each staff is able to participate in two webinars.

Director:

A group of citizens in Portage County started a fund through the Community Foundation to purchase inclusivity books. The Complete Count Census Committee is coming to a close with one remaining meeting. Portage County ranked high in the national rankings for citizens completing their census. SCLS found a new study that says the virus can stay on plastic for up to 5 days, but they are not recommending extending quarantine as they look into the issue. On another note, six feet of social distancing is equal to 55 Danielle Steel Books lined up.

Statistics are up 39% from last month, PCPL went from 16,600 to 23,200. Self-checks are back online and went from 12% use last month to 19% use this month. As for the year-to-date comparison, PCPL is down approximately 126,000. Considering everything that has happened in 2020, this is not too bad. Digital material usage has increased by 20%, last year it was 50,000 and now it is 60,000.

The next meeting will be Wednesday, October 7, 2020 at 4:30pm via Zoom. The Board will go into closed session to discuss the Director's Performance Evaluation.

**9. Adjournment**

Meeting adjourned by President Buchholz at 5:53 PM.

Respectfully submitted,  
Jamie Phillis, Office Supervisor

Invoices Submitted to Finance Department  
October 7, 2020 Library Board Meeting

REQ	Department	Entered Date	Status	Description	Amount	PO #	Entered By	Vendor Name	Rec'd	Inv to Finance	Paid
266	(5210) Library Admini	01/10/2020	Converted	ALM Phone Bill 715-366-2151 Ac	\$35.78	2000159	phillisj	Union Telephone Co	x	x	x
1517	(5210) Library Admini	03/09/2020	Converted	Postage Meter Lease Payment -	\$443.28	2001269	phillisj	Quadient Leasing USA Inc	x	x	x
3743	(5210) Library Admini	08/21/2020	Converted	Lost Item B/C#39078088505806	\$13.00	2003036	phillisj	Village of Mount Horeb	x	x	x
3813	(5210) Library Admini	08/26/2020	Converted	Photocopies	\$929.16	2003131	phillisj	EO Johnson Co Inc	x	x	x
3939	(5210) Library Admini	09/02/2020	Converted	Lost Item B/C #39078006972203	\$9.95	2003221	phillisj	City of Madison	x	x	x
4147	(5210) Library Admini	09/18/2020	Converted	WLA Membership Renewal 11/3	\$134.00	2003390	phillisj	WI Library Association Inc	x	x	x
4146	(5210) Library Admini	09/18/2020	Converted	Lost Item B/C #39078083912023	\$14.00	2003389	phillisj	School District of Monroe	x	x	x
4145	(5210) Library Admini	09/18/2020	Converted	Lost Item B/C #39369004242776	\$20.00	2003388	phillisj	City of WI Rapids	x	x	x
<b>Auto Withdrawals:</b>											
90	(5210) Library Admini	01/03/2020	Converted	ROS Phone Bill 715-677-4511 Ac	\$69.35	2000155	phillisj	Amherst Telephone Co	x	x	x
	(5210) Library Administration		Converted	Fuel Charges - Aug		2000406	phillisj	US Bank	~	~	~
<b>Upcoming Check Run</b>											
				<b>Total paid:</b>	<b>\$1,668.52</b>						
				<b>Total submitted:</b>	<b>\$1,668.52</b>						



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phillisj

PORTAGE COUNTY, WI  
VENDOR INVOICE LIST

P 1  
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INVOICE	P.O.	INV DATE	AP RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	DESCR
4650092217		2003036 08/17/2020	082720	640409	13.00	13.00	08/25/2020	INV PD	Lost	I
CHECK DATE: 08/27/2020 4650 Village of Mount Horeb										
161600093020		2000155 09/01/2020	091020	640523	69.35	69.35	09/09/2020	INV PD	ROS	Ph
CHECK DATE: 09/10/2020 6 Amherst Telephone Co										
319083120		2003221 08/31/2020	091020	640549	9.95	9.95	09/09/2020	INV PD	Lost	I
CHECK DATE: 09/10/2020 319 City of Madison										
27675328		2003131 08/25/2020	091020	640574	929.16	929.16	09/09/2020	INV PD	Photoc	
CHECK DATE: 09/10/2020 118 EO Johnson Co Inc										
N8457764		2001269 08/28/2020	091020	640639	443.28	443.28	09/09/2020	INV PD	Postag	
CHECK DATE: 09/10/2020 1684 Quadiant Leasing USA Inc										
308700093020		2000159 09/01/2020	091020	640675	35.78	35.78	09/09/2020	INV PD	ALM	Ph
CHECK DATE: 09/10/2020 689 Union Telephone Co										
					1,487.52					
3612090920		2003388 09/10/2020	092420	640756	20.00	20.00	09/22/2020	INV PD	Lost	I
CHECK DATE: 09/24/2020 3612 City of WI Rapids										
4431090920		2003389 09/09/2020	092420	640857	14.00	14.00	09/22/2020	INV PD	Lost	I
CHECK DATE: 09/24/2020 4431 School District of Monroe										
10124		2003390 09/02/2020	092420	640897	134.00	134.00	09/22/2020	INV PD	WLA	Me
CHECK DATE: 09/24/2020 848 WI Library Association Inc										
					168.00					
=====						=====				
9 INVOICES					1,668.52					
=====						=====				

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

September 6, 2020 Procurement Card Totals

Statement ID	Card Number	Name On Card	Status	Dept	Code	GL Year	GL Period	GL Eff. Date	Invoice Date	Total
9369	****6257	Jamie Phillis	Released	5210	09062020	2020	9	09/06/2020	09/06/2020	\$227.02
9378	****2618	Karyn Tank	Released	5250	09062020	2020	9	09/06/2020	09/06/2020	\$7,141.84
9379	****3989	Nicole Ozanich	Released	5260	09062020	2020	9	09/06/2020	09/06/2020	\$188.96
9390	****8370	Laura Fuller	Released	5220	09062020	2020	9	09/06/2020	09/06/2020	\$66.35
9397	****1776	Alison Wirth	Released	5250	09062020	2020	9	09/06/2020	09/06/2020	\$783.59
9400	****6311	Danner, Charles	Released	5240	09062020	2020	9	09/06/2020	09/06/2020	\$67.98
									<b>Total:</b>	<b>\$8,475.74</b>

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phillisj

PORTAGE COUNTY, WI  
PURCHASE CARD STATEMENTS

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appcstmt

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
9369	****6257	Jamie Phillis	5210	09062020	Released	2020/09	227.02

GL Effective Date: 09/06/2020 Invoice Date: 09/06/2020

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36724	Supplies	One Time Pay Vendor		08/21/2020	08/24/2020	09/23/2020	39.51
36725	Supplies	One Time Pay Vendor		08/25/2020	08/26/2020	09/23/2020	73.38
36726	Supplies	One Time Pay Vendor		09/03/2020	09/04/2020	09/23/2020	59.24
36727	Supplies	One Time Pay Vendor		08/07/2020	08/10/2020	09/23/2020	44.99
36728	Supplies	TA Solberg Co Inc		09/02/2020	09/04/2020	09/23/2020	9.90

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
11521000	53100	Office Supplies		N	N	172.13
11522000	53408	Promotional Materials		N	N	44.99
11525000	53410	Program Supplies		N	N	9.90



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PORTAGE COUNTY, WI  
PURCHASE CARD STATEMENTS

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appcstmt

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
9378	****2618	Karyn Tank	5250	09062020	Released	2020/09	7,141.84

GL Effective Date: 09/06/2020 Invoice Date: 09/06/2020

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36762	Library Materials	Baker & Taylor Inc		08/10/2020	08/11/2020	09/23/2020	11.88
36763	Library Materials / 7 Day Ex	Baker & Taylor Inc		08/10/2020	08/11/2020	09/23/2020	375.08
36764	Library Materials	Baker & Taylor Inc		08/14/2020	08/17/2020	09/23/2020	158.87
36765	Library Materials	Baker & Taylor Inc		08/14/2020	08/17/2020	09/23/2020	189.30
36766	Library Materials / 7 Day Ex	Baker & Taylor Inc		08/14/2020	08/17/2020	09/23/2020	374.42
36767	Library Materials	Baker & Taylor Inc		08/20/2020	08/21/2020	09/23/2020	402.06
36768	Library Materials	Baker & Taylor Inc		08/24/2020	08/25/2020	09/23/2020	17.99
36769	Library Materials	Baker & Taylor Inc		08/25/2020	08/26/2020	09/23/2020	25.15
36770	Library Materials	Baker & Taylor Inc		08/25/2020	08/26/2020	09/23/2020	206.97
36771	Library Materials	Baker & Taylor Inc		08/25/2020	08/26/2020	09/23/2020	28.32
36772	7 Day Express	Baker & Taylor Inc		08/31/2020	09/01/2020	09/23/2020	190.35
36773	Library Materials	Baker & Taylor Inc		08/31/2020	09/01/2020	09/23/2020	10.07
36774	Library Materials	Baker & Taylor Inc		09/02/2020	09/03/2020	09/23/2020	17.99
36775	Library Materials	Baker & Taylor Inc		09/02/2020	09/03/2020	09/23/2020	17.99
36776	Library Materials	State Bar Of WI		08/25/2020	08/27/2020	09/23/2020	214.94
36777	Library Materials	Center Point Inc		08/06/2020	08/07/2020	09/23/2020	91.08
36778	Library Materials	Center Point Inc		08/06/2020	08/07/2020	09/23/2020	27.27
36779	Library Materials	Center Point Inc		08/07/2020	08/10/2020	09/23/2020	15.27
36780	Library Materials	Center Point Inc		09/02/2020	09/03/2020	09/23/2020	91.08
36781	Library Materials	One Time Pay Vendor		08/10/2020	08/11/2020	09/23/2020	425.00
36782	Library Materials	One Time Pay Vendor		08/18/2020	08/19/2020	09/23/2020	8.25
36783	Library Materials	One Time Pay Vendor		08/22/2020	08/24/2020	09/23/2020	43.87
36784	Library Materials	One Time Pay Vendor		08/23/2020	08/24/2020	09/23/2020	27.99
36785	Library Materials	One Time Pay Vendor		08/29/2020	08/31/2020	09/23/2020	50.82
36786	Library Materials	One Time Pay Vendor		09/06/2020	09/07/2020	09/23/2020	300.65
36787	Library Materials	One Time Pay Vendor		08/09/2020	08/10/2020	09/23/2020	43.46
36788	Library Materials	One Time Pay Vendor		08/24/2020	08/25/2020	09/23/2020	66.46
36789	Library Materials	One Time Pay Vendor		09/01/2020	09/02/2020	09/23/2020	3709.26

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
11527000	53460	Library Materials		N	N	6784.13
11527000	53467	Library Materials - 7 day expr		N	N	357.71

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
9379	****3989	Nicole Ozanich	5260	09062020	Released	2020/09	188.96

GL Effective Date: 09/06/2020 Invoice Date: 09/06/2020

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36790	Supplies	One Time Pay Vendor		08/26/2020	08/27/2020	09/23/2020	68.96
36791	Supplies	One Time Pay Vendor		08/20/2020	08/21/2020	09/23/2020	120.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
11526000	53410	Program Supplies		N	N	188.96

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PORTAGE COUNTY, WI  
PURCHASE CARD STATEMENTS

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appcstmt

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
9390	****8370	Laura Fuller	5220	09062020	Released	2020/09	66.35
GL Effective Date: 09/06/2020		Invoice Date: 09/06/2020					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36872	Supplies	One Time Pay Vendor		08/09/2020	08/10/2020	09/23/2020	38.97
36873	Supplies	One Time Pay Vendor		08/13/2020	08/14/2020	09/23/2020	11.95
36874	Supplies	One Time Pay Vendor		08/19/2020	08/20/2020	09/23/2020	7.88
36875	Accidental Purchase on Wrong	One Time Pay Vendor		09/02/2020	09/04/2020	09/23/2020	7.55
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
11000000	26430	Unearned Revenues		N	N	7.55	
11522000	53408	Promotional Materials		N	N	58.80	
9397	****1776	Alison Wirth	5250	09062020	Released	2020/09	783.59
GL Effective Date: 09/06/2020		Invoice Date: 09/06/2020					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36946	Supplies	Demco Inc		08/05/2020	08/07/2020	09/23/2020	378.42
36947	Supplies	One Time Pay Vendor		08/24/2020	08/25/2020	09/23/2020	201.10
36948	Supplies	One Time Pay Vendor		08/08/2020	08/10/2020	09/23/2020	174.60
36949	Supplies	One Time Pay Vendor		08/08/2020	08/10/2020	09/23/2020	29.47
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
11525000	53410	Program Supplies		N	N	783.59	
9400	****6311	Danner, Charles	5240	09062020	Released	2020/09	67.98
GL Effective Date: 09/06/2020		Invoice Date: 09/06/2020					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36956	Computer Equipment	One Time Pay Vendor		08/26/2020	08/27/2020	09/23/2020	67.98
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
11523000	53115	Computer Equipment (< \$5000)		N	N	67.98	

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

10/02/2020 10:10  
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 PORTAGE COUNTY, WI  
 YEAR-TO-DATE BUDGET REPORT

 P 1  
 glytdbud

FOR 2020 13

ACCOUNTS FOR: 110 General	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>11520000 Public Library</u>							
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	-8,403.49	.00	-35,286.51	19.2%*
11520000 48500 Donations/Contri	-3,500	0	-3,500	-300.80	.00	-3,199.20	8.6%*
11520000 48900 Other Miscellane	0	0	0	-6,735.68	.00	6,735.68	100.0%
11520000 52578 Programs & Perfo	1,950	0	1,950	1,420.00	.00	530.00	72.8%
11520000 53405 Equipment (under	500	0	500	.00	.00	500.00	.0%
11520000 53460 Library Material	3,000	0	3,000	.00	.00	3,000.00	.0%
TOTAL Public Library	-43,690	0	-43,690	-15,969.97	.00	-27,720.03	36.6%
<u>11521000 Administration</u>							
11521000 51105 Salaries/Wages (	134,441	0	134,441	97,460.13	.00	36,980.87	72.5%
11521000 51110 Salaries/Wages (	12,652	0	12,652	8,819.01	.00	3,832.99	69.7%
11521000 51245 Longevity	978	0	978	.00	.00	978.00	.0%
11521000 51305 FICA & Medicare	11,327	0	11,327	7,645.21	.00	3,681.79	67.5%
11521000 51505 Retirement - Cou	9,995	0	9,995	7,175.97	.00	2,819.03	71.8%
11521000 51510 Health Insurance	44,539	0	44,539	33,549.85	.00	10,989.15	75.3%
11521000 51515 Life Insurance -	180	0	180	146.80	.00	33.20	81.6%
11521000 51520 Disability Insur	393	0	393	319.63	.00	73.37	81.3%
11521000 51525 PEHP	900	0	900	691.75	.00	208.25	76.9%
11521000 51530 Worker's Compens	207	0	207	148.08	.00	58.92	71.5%
11521000 52210 Telephone	1,743	0	1,743	1,144.82	.00	598.18	65.7%
11521000 52400 Repair & Mainten	500	0	500	.00	.00	500.00	.0%
11521000 52421 Equipment Mainte	1,000	0	1,000	.00	.00	1,000.00	.0%
11521000 52450 Vehicle Maintena	1,800	0	1,800	1,447.27	.00	352.73	80.4%
11521000 52480 Computer Service	108,618	0	108,618	81,463.50	.00	27,154.50	75.0%
11521000 52585 Delivery Fees	27,031	0	27,031	27,031.00	.00	.00	100.0%
11521000 53100 Office Supplies	3,269	0	3,269	2,074.75	.00	1,194.25	63.5%
11521000 53105 Office Equipment	0	0	0	192.45	.00	-192.45	100.0%*
11521000 53130 Postage & Shippi	4,250	0	4,250	3,329.84	443.28	476.88	88.8%
11521000 53140 Photocopying & P	3,000	0	3,000	2,749.52	.00	250.48	91.7%
11521000 53208 Membership & Ass	600	0	600	282.00	.00	318.00	47.0%
11521000 53220 Advertising	375	0	375	.00	.00	375.00	.0%
11521000 53230 Conference & Reg	600	0	600	119.00	.00	481.00	19.8%
11521000 53236 Training - Depar	225	0	225	.00	.00	225.00	.0%
11521000 53305 Mileage	375	0	375	50.60	.00	324.40	13.5%
11521000 53310 Lodging	450	0	450	.00	.00	450.00	.0%

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ACCOUNTS FOR: 110 General	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11521000 53400 Operating Materi	500	0	500	120.07	.00	379.93	24.0%
11521000 53408 Promotional Mate	250	0	250	.00	.00	250.00	.0%
11521000 53560 Fuels - Unleaded	900	0	900	181.75	718.25	.00	100.0%
TOTAL Administration	371,098	0	371,098	276,143.00	1,161.53	93,793.47	74.7%
11522000 Branch Libraries & Extension S							
11522000 51110 Salaries/Wages (	185,530	0	185,530	135,506.51	.00	50,023.49	73.0%
11522000 51250 Comp Time	0	0	0	884.85	.00	-884.85	100.0%*
11522000 51305 FICA & Medicare	14,193	0	14,193	9,864.65	.00	4,328.35	69.5%
11522000 51505 Retirement - Cou	12,523	0	12,523	8,501.49	.00	4,021.51	67.9%
11522000 51510 Health Insurance	14,990	0	14,990	12,289.89	.00	2,700.11	82.0%
11522000 51515 Life Insurance -	45	0	45	38.03	.00	6.97	84.5%
11522000 51520 Disability Insur	96	0	96	82.87	.00	13.13	86.3%
11522000 51525 PEHP	450	0	450	371.36	.00	78.64	82.5%
11522000 51530 Worker's Compens	260	0	260	191.28	.00	68.72	73.6%
11522000 51540 HSA Contribution	500	0	500	1,500.00	.00	-1,000.00	300.0%*
11522000 52210 Telephone	1,314	0	1,314	1,835.06	361.42	-882.48	167.2%*
11522000 53408 Promotional Mate	2,250	0	2,250	687.49	.00	1,562.51	30.6%
TOTAL Branch Libraries & Extension S	232,151	0	232,151	171,753.48	361.42	60,036.10	74.1%
11523000 Circulation							
11523000 51100 Salaries/Wages	294,879	0	294,879	183,401.24	.00	111,477.76	62.2%
11523000 51205 Shift Differenti	0	0	0	3.38	.00	-3.38	100.0%*
11523000 51245 Longevity	1,455	0	1,455	.00	.00	1,455.00	.0%
11523000 51250 Comp Time	0	0	0	2,119.38	.00	-2,119.38	100.0%*
11523000 51305 FICA & Medicare	22,670	0	22,670	13,263.37	.00	9,406.63	58.5%
11523000 51505 Retirement - Cou	15,792	0	15,792	10,162.48	.00	5,629.52	64.4%
11523000 51510 Health Insurance	27,898	0	27,898	19,820.68	.00	8,077.32	71.0%
11523000 51515 Life Insurance -	132	0	132	93.34	.00	38.66	70.7%
11523000 51520 Disability Insur	288	0	288	201.46	.00	86.54	70.0%
11523000 51525 PEHP	450	0	450	297.43	.00	152.57	66.1%
11523000 51530 Worker's Compens	415	0	415	258.64	.00	156.36	62.3%
11523000 51540 HSA Contribution	500	0	500	500.00	.00	.00	100.0%
11523000 52210 Telephone	612	0	612	457.27	.00	154.73	74.7%
11523000 52421 Equipment Mainte	2,600	0	2,600	.00	.00	2,600.00	.0%
11523000 52471 Software Licensi	0	0	0	200.00	.00	-200.00	100.0%*

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ACCOUNTS FOR: 110 General	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11523000 53100 Office Supplies	2,500	0	2,500	993.84	.00	1,506.16	39.8%
11523000 53115 Computer Equipme	3,750	0	3,750	3,724.46	.00	25.54	99.3%
TOTAL Circulation	373,941	0	373,941	235,496.97	.00	138,444.03	63.0%
11524000 Reference							
11524000 51100 Salaries/Wages	143,883	0	143,883	99,687.14	.00	44,195.86	69.3%
11524000 51305 FICA & Medicare	11,007	0	11,007	7,286.70	.00	3,720.30	66.2%
11524000 51505 Retirement - Cou	8,422	0	8,422	6,731.01	.00	1,690.99	79.9%
11524000 51510 Health Insurance	20,422	0	20,422	19,567.43	.00	854.57	95.8%
11524000 51515 Life Insurance -	133	0	133	118.64	.00	14.36	89.2%
11524000 51520 Disability Insur	290	0	290	257.87	.00	32.13	88.9%
11524000 51525 PEHP	450	0	450	337.50	.00	112.50	75.0%
11524000 51530 Worker's Compens	201	0	201	138.78	.00	62.22	69.0%
11524000 52210 Telephone	306	0	306	197.88	.00	108.12	64.7%
11524000 53400 Operating Materi	0	0	0	242.64	.00	-242.64	100.0%*
11524000 53408 Promotional Mate	1,188	0	1,188	133.44	.00	1,054.56	11.2%
11524000 55205 Notary	50	0	50	.00	.00	50.00	.0%
11524000 57465 Lost Materials	500	0	500	101.94	.00	398.06	20.4%
TOTAL Reference	186,852	0	186,852	134,800.97	.00	52,051.03	72.1%
11525000 Tech & Cataloging Services							
11525000 51100 Salaries/Wages	169,314	0	169,314	125,237.72	.00	44,076.28	74.0%
11525000 51245 Longevity	750	0	750	.00	.00	750.00	.0%
11525000 51250 Comp Time	0	0	0	797.78	.00	-797.78	100.0%*
11525000 51305 FICA & Medicare	13,010	0	13,010	9,328.37	.00	3,681.63	71.7%
11525000 51505 Retirement - Cou	10,390	0	10,390	7,196.34	.00	3,193.66	69.3%
11525000 51510 Health Insurance	43,518	0	43,518	20,763.18	.00	22,754.82	47.7%
11525000 51515 Life Insurance -	183	0	183	143.47	.00	39.53	78.4%
11525000 51520 Disability Insur	400	0	400	310.63	.00	89.37	77.7%
11525000 51525 PEHP	450	0	450	337.50	.00	112.50	75.0%
11525000 51530 Worker's Compens	238	0	238	175.58	.00	62.42	73.8%
11525000 51540 HSA Contribution	0	0	0	500.00	.00	-500.00	100.0%*
11525000 52210 Telephone	459	0	459	269.61	.00	189.39	58.7%
11525000 52421 Equipment Mainte	250	0	250	.00	.00	250.00	.0%
11525000 53410 Program Supplies	7,900	0	7,900	2,449.70	.00	5,450.30	31.0%
TOTAL Tech & Cataloging Services	246,862	0	246,862	167,509.88	.00	79,352.12	67.9%

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ACCOUNTS FOR: 110 General	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>11526000 Youth Services</u>							
11526000 51100 Salaries/Wages	198,296	0	198,296	117,395.86	.00	80,900.14	59.2%
11526000 51245 Longevity	1,101	0	1,101	.00	.00	1,101.00	.0%
11526000 51250 Comp Time	0	0	0	764.69	.00	-764.69	100.0%*
11526000 51305 FICA & Medicare	15,254	0	15,254	8,055.82	.00	7,198.18	52.8%
11526000 51505 Retirement - Cou	13,459	0	13,459	7,978.58	.00	5,480.42	59.3%
11526000 51510 Health Insurance	33,120	0	33,120	24,600.60	.00	8,519.40	74.3%
11526000 51515 Life Insurance -	161	0	161	106.69	.00	54.31	66.3%
11526000 51520 Disability Insur	351	0	351	232.27	.00	118.73	66.2%
11526000 51525 PEHP	450	0	450	326.96	.00	123.04	72.7%
11526000 51530 Worker's Compens	279	0	279	164.32	.00	114.68	58.9%
11526000 51540 HSA Contribution	1,000	0	1,000	1,000.00	.00	.00	100.0%
11526000 52210 Telephone	459	0	459	286.90	.00	172.10	62.5%
11526000 52516 Interpreter Serv	150	0	150	.00	.00	150.00	.0%
11526000 53408 Promotional Mate	3,700	0	3,700	1,144.19	.00	2,555.81	30.9%
11526000 53410 Program Supplies	0	0	0	46.94	.00	-46.94	100.0%*
TOTAL Youth Services	267,780	0	267,780	162,103.82	.00	105,676.18	60.5%
<u>11527000 Library Materials</u>							
11527000 52900 Other Contractua	10,500	0	10,500	10,439.21	60.79	.00	100.0%
11527000 53460 Library Material	85,000	0	85,000	37,290.00	.00	47,710.00	43.9%
11527000 53461 Library Material	0	0	0	30.00	.00	-30.00	100.0%*
11527000 53462 Library Material	1,796	0	1,796	1,142.00	.00	654.00	63.6%
11527000 53464 Library Material	1,900	0	1,900	568.88	.00	1,331.12	29.9%
11527000 53465 Library Material	18,000	0	18,000	20,627.43	.00	-2,627.43	114.6%*
11527000 53466 Library Material	2,381	0	2,381	2,720.00	.00	-339.00	114.2%*
11527000 53467 Library Material	2,000	0	2,000	1,568.15	.00	431.85	78.4%
TOTAL Library Materials	121,577	0	121,577	74,385.67	60.79	47,130.54	61.2%
TOTAL General	1,756,571	0	1,756,571	1,206,223.82	1,583.74	548,763.44	68.8%
TOTAL REVENUES	-49,140	0	-49,140	-17,389.97	.00	-31,750.03	
TOTAL EXPENSES	1,805,711	0	1,805,711	1,223,613.79	1,583.74	580,513.47	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,756,571	0	1,756,571	1,206,223.82	1,583.74	548,763.44	68.8%

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

# PCPL COVID Operations

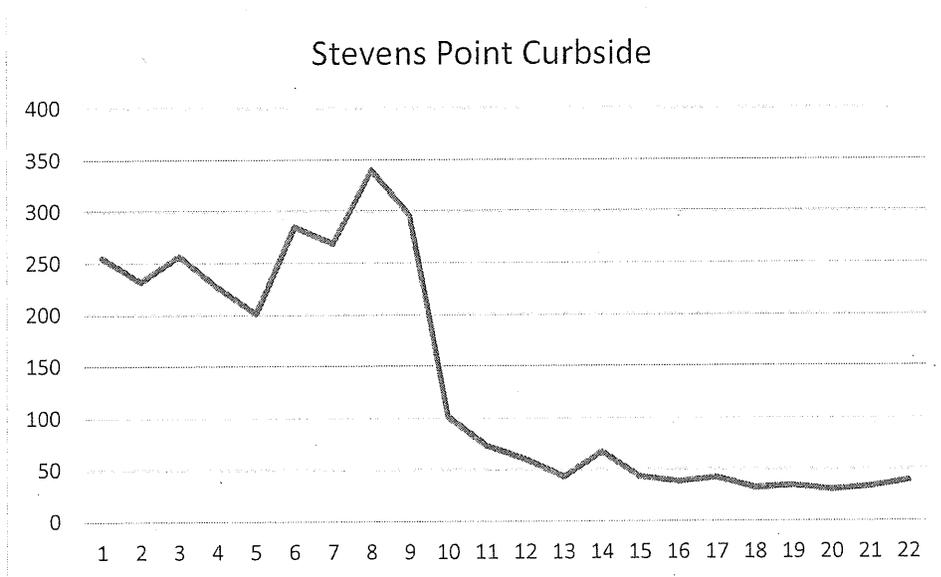
Since the reopening of schools, we have not seen a large surge in traffic or usage. We have had an increase in queries regarding places to study. Circulation for PCPL continues to fluctuate on either side of 5,000 checkouts per week. The use of the self-check machines has increased each of the last three months, since being turned back on in July.

Aug 25 – Aug 28	5,785
Aug 31 – Sep 4	4,975
Sep 8 – Sep 11	5,013
Sep 14 – Sep 18	4,683
Sep 21 – Sep 25	5,312

## Self-checkout usage

July	1,637
Aug	3,407
Sept	3,756

Curbside demand has remained stable this month. Weekly total pickups in September averaged between 30 and 40 for the four branches, with Stevens Point doing most of that business.



SCLS returning to regular 5-day delivery has helped us get materials in and out at a better rate and has relieved the bottleneck of materials. It has also allowed the Circulation Department at Stevens Point to get caught up on large backlog of hold requests from other libraries.

The four-day quarantine of materials continues in place. There was a supplemental report that came out on September 3<sup>rd</sup> that showed while books sitting by themselves will be free of virus traces in four days, stacked items could retain traces up to six days. The Wisconsin Library Systems and DPI continue to study this, but the general consensus among researchers is that the amount and potency of the lingering traces does not warrant extending the quarantine period at this time.

The Governor announced an extension to Executive Order #1, requiring face coverings in public buildings through November 21<sup>st</sup>. In addition, County Executive Chris Holman extended the County's emergency order through the end of the year to match the dates on the Federal order and updated the County's COVID policy. The County policy now includes a clause that requires face coverings in County buildings, with enforcement and exemptions remaining the same as now. HR will handle exemptions, not the individual departments.

## Non-Fiction Checkout Comparisons

### 2019 (May-June)

Health	8.1%	79% adult checkouts
Cooking	5.1%	89% adult checkouts
Psychology	3.2%	
Biography	3.0%	
Pets	2.7%	50% children checkouts

### During Curbside (May-June)

Health	7.5%	71% adult checkouts
Cooking	7.0%	95% adult checkouts
History	6.9%	
Biographies	3.8%	55% children checkouts
Psychology	3.7%	

### After Reopening

Cooking	7.0%	85% adult checkouts
Health	6.6%	79% adult checkouts
History	4.7%	
Psychology	3.7%	
Animals/ Reptiles/ Birds	3.2%	76% children checkouts

# Collection Checkout Comparison

## 2019 (May-June)

Children's Fiction	25.5%
Videos	17.9%
Adult Fiction	17.4%
Adult Non-Fiction	10.3%
Audio	6.0%
Children's Non-Fiction	5.9%

## Curbside Only (May-June)

Adult Fiction	30.7%
Children's Fiction	21.0%
Videos	11.8%
Adult Non-Fiction	10.9%
Large Print	5.3%
Children's Non-Fiction	3.2%

## After reopening

Children's Fiction	26.8%
Adult Fiction	21.8%
Adult Non-Fiction	11.8%
Videos	11.7%
Children's Non-Fiction	5.6%
Audio	5.2%

## Director Report-September

Attended the Branch Meeting at Plover on September 3rd.

Participated in the SCLS Director Check-In on September 3rd. The ramifications of extending the quarantining of materials was discussed.

The Library was closed September 7<sup>th</sup> for Labor Day.

Participated in the County Department Head Meeting on the 16<sup>th</sup>.

The county's new construction quotient, which determines how many new taxes can be levied, is up 1.12%.

Participated in the SCLS Director meeting on the 13<sup>th</sup>. SCLS libraries are doing a variety of service options from being fully open to returning to curbside only.

The County's Complete-Count census committee met virtually for the final time on the 25<sup>th</sup>. Due to the efforts of the group, Portage County had the 79<sup>th</sup> highest online survey response in the country.

Participated in the WLA Legislative Committee meeting on the 25<sup>th</sup>. The annual Legislative Day in February will be a hybrid event, with virtual and in-person components.

Attended the Association of Rural & Small Libraries virtual conference September 28<sup>th</sup> - Oct 2<sup>nd</sup>. All of the branch staff also attended and the registration fees were paid by LSTA funds through SCLS.

The Library now has a YouTube channel to go along with Facebook, Twitter and Instagram. A social media policy will be presented at the November board meeting to guide usage of our social media outlets.

Equipment is currently being purchased for staff, so they can more fully participate in online meetings. Additional video equipment will be purchased to support the Library's increasing online presence.