



Staff Report—Autumn Baumann, Circulation Services Supervisor

What a summer! Last August when I attended the board meeting, I talked about how it had been a year since I had to hire anyone. Since that meeting I have hired five Circulation Clerks. I should have knocked on wood!

Linda Floeter made the decision to transition to a substitute LTE position. I was sad to see Linda go; I think she was a fantastic worker, so I am glad she has decided to stay on in some capacity. I was able to fill this position through the group of applicants that I had gathered from posting Karen's position.

Irelynn Stewart's first day is August 4 and Angelina Reynolds will be joining us August 28.

Circulation Data				
Year	Items Loaned	Items Borrowed	Total Circ.	Library Cards
2025	2,992	2,815	9,774	69
2024	2,865	2,673	9,246	52

Community Rooms July				
Meeting Room	Number of Meetings	Number of Attendees	Study Rooms	Number of Uses
Sanderson	4	21	Left	57
Bidwell	3	25	Right	59
Teen	7	67	Children's	7

July's highest traffic day of the week was Tuesday and the highest traffic time of day was 1-2 p.m. Our busiest day of the month was July 7, the Monday after the 4th of July.

Trafsys Door Counter	July 24	July 25
Front Door	6,577	6,615
Children's Door	1,492	1,709
Total	8,069	8,324

Staff Report—Ann Vickman, Youth Services Librarian and Technology Coordinator

Another Summer Library Program (SLP) is in the books. Several parents commented that they liked the *Community Event* programs that we added this year. On Wednesdays this summer we had play days at different Portage parks, or invited a community member or organization to present a program. It was a great way to highlight the amazing resources in and around Portage. We had groups from the Boys and Girls Club attend several of our programs this summer, and the St. John's summer camp group also made it to a few programs as well. The visits to the John Muir summer school sessions also attracted additional kids throughout the entire program.

Here are the stats for the 2025 Summer Library Program:

- 128 Birth – PreKinder children were read to 4,296 times
- 360 Kinder – 5th Grade children read a total of 4,068 hours (That equals almost 170 days)

Angie, Regan, and our newest team member, Hannah, were all crucial to the success of our summer program. The summer traffic in the Children's Department kept us hopping, and for the first time ever, we ran out of every single incentive...SCLS coupons, snacks, stickers, etc. I ran to Walmart at the beginning of the last week to get some replacements for the snacks and stickers, and those items were wiped out on the last day of the program. We'll have to increase the number of coupons we request from SCLS for next year's SLP.

The last two weeks of July I had the frustrating experience of getting the Self-Check kiosk in the Children's Department up and running again. From one day to the next, the barcode scanner repeatedly stopped working. SCLS technician Cindy Weber did some poking around remotely, and then submitted a ticket to Envisionware. After almost two weeks of back-and-forth e-mails with the Envisionware tech, and suggested fixes for me to attempt, the tech determined that a replacement barcode scanner was the solution. Rather than Envisionware's standard 12 pages of instructions to repair something, the barcode scanner instructions were two pages in length, so I decided to give it a try. After almost an hour of struggling with tiny screws, I was able to get the new barcode scanner installed. I'm relieved to report that the Self-Check kiosk has been working ever since.

Enjoy the rest of the summer.

Staff Report—Whitney Parrillo, Adult Services Librarian

New furniture should be arriving soon for our Main Street Refresh. I'm waiting on a few custom display pieces and shelving for our DVD collection. Then it's on to lots of building shelves and moving materials! I don't have any firm dates scheduled yet as I'm waiting on Library Furniture International to get in touch with me regarding delivery information. They will be assisting with installation of the pieces we ordered from them.

I recently posted to hire an LTE Information Desk Substitute (Library Assistant) to help cover shifts on the Information Desk when staff are out. I received a few applications and have offered the position to Rebecca Walker. She starts training with me next week. I'm excited to have another substitute to help.

August and September are sure to be busy with the remodel, training a new hire, and getting back into the swing of the school routine!

**The Portage Public Library aspires to be community's social and learning hub,
improving the quality of life for everyone.**