

# **AGENDA**

**Portage Public Library Board Meeting**  
253 W. Edgewater Street, Portage, WI 53901  
Sanderson Room  
12:00pm on Tuesday, February 19th, 2019

1. Call to order
2. Approval of minutes from previous meeting
3. Discussion and possible action on financial reports:
  - a. City claims
  - b. Library restricted funds claims
  - c. Memorial funds claims
4. Director's report
  - a. YTD expenditures
  - b. Service statistics
  - c. Update on Friends of the Library
  - d. Update on Foundation
5. Business:
  - a. Circulation Supervisor Position
  - b. Sprinkler System
  - c. Portage Public Library Public Computer Use Policy F (Discussion and Possible Action)
  - d. Resource Fair
  - e. Gutters
  - f. Microfilm Reader
  - g. Smoking area bench
  - h. Annual Report (Discussion and Possible Action)
  - i. March Inventory (Discussion and Possible Action)
6. President's report
  - a. Calendar Update
  - b. Library Director Search
7. Adjourn

The meeting location is accessible to persons with disabilities. If you need reasonable accommodations due to a disability, please contact the City Clerk at 608-742-2176 no later than 48 hours prior to the meeting.

**Portage Public Library**  
253 W. Edgewater Street, Portage WI 53901  
Phone: 608-742-4959  
E-mail: [info@portagelibrary.us](mailto:info@portagelibrary.us)  
Web Site: [www.portagelibrary.us](http://www.portagelibrary.us)

**LIBRARY BOARD MEETING Minutes**

January 8, 2019

Meeting called to order 12:02pm

Present: Kindschi, Blohm, Stenberg, McLeish, Schultz, Simonson, Vehring, Director Goad

- 1) Motion to approve December 11, 2018 regular meeting minutes. (KV/MS)
- 2) Financial Reports:
  - a) Motion to approve amended October Restricted Funds claims as presented. (KV/HS)
  - b) Motion to approve November Restricted Funds claims as presented. (HS/KS)
  - c) Motion to approve November Memorial Funds claims as presented. (HS/KS)
  - d) Motion to approve December City claims and Amazon payment as presented. (BB/MS)
- 3) Director's Report:
  - a) Food for fines are being collected until January 15, 2019.
  - b) Several Wishing Tree items have been donated to the Library
  - c) FOL are preparing for the May book sale.
  - e) New table and chairs have been purchased for the Children's area.
  - f) Plans are ongoing to replace broken Microfilm Reader.
- 4) Business:
  - a) Interviews for Circulation Supervisor Position will be conducted next week.
- 5) President's Report:
  - a) Mega thanks to Joel England and GED for donating their services for the Library landscape project. Vehring will obtain quotes for the work and plants.
  - b) Potential of a 20-hour/week person to be hired in 2020.
  - c) Director Goad to present a list of goals at February meeting.
  - d) Two paintings loaned to Indian Agency House to be returned to the Library.
  - e) Gutters on the back side of the Library to be checked; possibly clogged or undersized.
- 6) Meeting adjourned 12:51pm. (KV/BB)

Karl Kindschi - President  
Dr. Brenda Blohm - Vice-President  
Heather Stenberg - Treasurer  
Eleanor McLeish - Secretary  
Sue Conner  
Dr. David Gregory  
Kallie Schultz  
Melissa Simonson  
Klay Vehring

Approved:

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**LIBRARY BOARD MEETING Minutes**

February 8, 2019

Meeting called to order 12:00 pm

Present: Kindschi, Blohm, Stenberg, Schultz, Simonson, Vehring, S. Murphy, City Administrator

- 1) President Kindschi called the meeting to order at 12:00 noon.
- 2) Motion to adjourn to closed session per Chap. 19.85(1)(c) to Consider Performance Evaluation Information on Library Employee (KV/MS). Motion unanimously on a call of the roll at 12:02.
- 3) Return to Open Session. Motion to return to Open Session (KV/BB). Motion carried unanimously via voice vote at 12:50 pm.
- 4) Discussion and Possible Action on Items Discussed in Closed Session  
Motion to separate employment with Director Goad as of 3/1/2019 pursuant to terms discussed in closed session (KV/HS). Motion carried 6-0 via voice vote.

Motion to appoint Leslie Schultz Interim Library Director at \$27.35/hour during tenure as Interim (KV/KS). Motion carried 6-0 via voice vote.

- 5) Meeting adjourned 12:52pm. (HS/KV)

Shawn Murphy, City Administrator

Approved:

## RESTRICTED/CONTINGENT Dec 2018

Restricted -0556  
2/4/2019

Page 1

Date	Num	Transaction	Payment	C	Deposit	Balance
12/3/2018	6739	Walmart memo: Adult Programming cat: Programming Expense:FoL	54.02	R		32,654.00
12/4/2018	6740	Angela Tomlinson memo: FOL CH Supplies cat: Program Supplies	3.98	R		32,650.02
12/4/2018	6741	City Of Portage memo: FOL Ch Supplies cat: Program Supplies	139.81	R		32,510.21
12/4/2018	6742	Jennifer A Hepler memo: Reimbursment WLA	135.00			32,375.21
12/5/2018	DEP	RECEIPTS		R	196.14	32,571.35
12/5/2018	6743	Leslie Schultz memo: Adult Programming Reimbursment cat: Program Supplies	14.02	R		32,557.33
12/5/2018	6744	Jennifer Hepler memo: Adult Programming Reimbursment cat: Program Supplies	16.84			32,540.49
12/5/2018	6745	Emily Goad memo: 3-220 Phone cat: Cell Phone Reimbursement	50.00			32,490.49
12/11/2018	6746	VOID				32,490.49
12/11/2018	6747	Electric One memo: Camera electric install	1,150.00	R		31,340.49
12/13/2018	6748	City Of Portage memo: 850ADV cat: Collections:Audio Visual	15.96	R		31,324.53
12/14/2018	DEP	Electronic Deposits From Square memo: Credit Card Payments for December		R	1,310.14	32,634.67
12/14/2018	WIT...	US Bank memo: Analysis Fee cat: Credit	11.72	R		32,622.95
12/18/2018	6749	South Central Library System memo: Director Lunch cat: Training & Professional Dev.:Staff Develo...	12.00			32,610.95
12/19/2018	6750	Portage Area Chamber Of Comme... memo: Invoice#15134 cat: Training & Professional Dev.:Membership ...	155.00			32,455.95
12/20/2018	6751	City Of Portage memo: Amazon Invoice, TEEN FOL SPLIT  Teen FOL Amazon	333.87   116.02 217.85			32,122.08

## RESTRICTED/CONTINGENT Dec 2018

Restricted -0556  
2/4/2019

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Date	Num	Transaction	Payment	C	Deposit	Balance
12/20/2018	6752	Dawn Foster memo: FOL CH Supplies cat: Program Supplies	13.08			32,109.00
12/21/2018	DEP	Electronic Deposits From Square memo: Credit Card Payments for December		R	161.72	32,270.72
12/31/2018	DEP	Interest Paid		R	0.70	32,271.42
12/31/2018	DEP	Electronic Deposits December		R	982.44	33,253.86

## RESTRICTED/CONTINGENT Nov2018

Restricted -0556  
2/4/2019

Page 1

Date	Num	Transaction	Payment	C	Deposit	Balance
11/1/2018	6729	City Of Portage memo: Amazon Invoice October SPLIT	178.92	R		24,777.56
		Programming Expense:FoL	146.98			
		Coffee Supplies	31.94			
11/2/2018	DEP	RECEIPTS memo: Receipts for FOL, WLA and PLF SPLIT		R	9,289.64	34,067.20
		Foundation			1,875.00	
		Clausen Reimbursment Front Ent Foundation			418.84	
		Nest Cameras Reimbursment				
		Programming Grant:FoL			4,800.00	
		Teen/CH/Adult Programming Fund				
		Training & Professional Dev.:Staff ...			185.00	
		WLA Conference Reimbursment				
		SCLS Funds			500.00	
		CE Grants for WLA for Foster a Friends			206.96	
		Chris TV Cable, Adult Program				
		Misc Revenue:Business Services			1,295.25	
					8.59	
11/2/2018	6730	Jim Rice memo: Speaker Event 100 Yrs of Packers cat: Programming Expense	200.00	R		33,867.20
11/6/2018	6731	Emily Goad memo: 3-220 Cell Phone cat: Cell Phone Reimbursement	50.00	R		33,817.20
11/6/2018	6732	City Of Portage memo: Contingent: Cameras/Subscription cat: Misc. Expense	430.57	R		33,386.63
11/15/2018	DEP	RECEIPTS		R	419.37	33,806.00
11/15/2018	WIT...	US Bank memo: Analysis Fee cat: Fees & Charges:Bank Fee	11.47	R		33,794.53
11/20/2018	6733	City Of Portage memo: 3-290 Inservice Food, 850 ADV SPLIT	146.30	R		33,648.23
		Training & Professional Dev.:Staff ...	59.50			
		Staff Inservice Food				
		Collections:Audio Visual	86.80			
		850 ADV				
11/20/2018	6734	Angela Tomlinson memo: FOL CH Supplies cat: Program Supplies	14.37	R		33,633.86

## RESTRICTED/CONTINGENT Nov2018

Page 2

Restricted -0556

2/4/2019

Date	Num	Transaction	Payment	C	Deposit	Balance
11/20/2018	6735	Dawn Foster memo: FOL CH Supplies cat: Program Supplies	70.03	R		33,563.83
11/21/2018	6736	City Of Portage memo: Amazon Invoice November SPLIT	188.96	R		33,374.87
		Programming Expense:FoL	128.41			
		Coffee Supplies	60.55			
11/27/2018	6737	City Of Portage memo: TeenVideos/AdultVideos SPLIT	1,090.63	R		32,284.24
		Teen Video Games (Teen Aquisitio...	942.99			
		Collections:Audio Visual	147.64			
11/27/2018	6738	City Of Portage memo: 3-290 (Dave's Pizza/Pop) cat: Training & Professional Dev.	60.32	R		32,223.92
11/29/2018	DEP	RECEIPTS			193.50	32,417.42
11/30/2018	DEP	Interest, US Bank		R	0.67	32,418.09
11/30/2018	DEP	Electronic Deposits From Square memo: Credit Card Payments for November		R	289.93	32,708.02

## January Municipal Claims

Date	Vendor	Budget Line	Debit	Credit
1/7/2019	South Central 2019 TECH/ILS Fees	211	\$ 41,634.38	
1/7/2019	Rivistas	320	\$ 4,443.04	
1/7/2019	Post Office	291	\$ 4.45	
1/7/2019	Wil-Kil Pest Control	294	\$ 40.00	
1/7/2019	Penguin Random House	850	\$ 429.00	
1/7/2019	cintas	340	\$ 53.01	
1/7/2019	Demco	310	\$ 342.26	
1/7/2019	Columbia Co Solid Waste	294	\$ 36.00	
1/7/2019	Obrion Agency	310	\$ 96.00	
1/7/2019	Nest Yearly Subscription	294	\$ 170.00	
1/7/2019	Consolidated Electrical Distributors	821	\$ 693.64	
1/7/2019	Columbia Electric Motors	821	\$ 257.36	
1/7/2019	Post Office	291	\$ 35.91	
1/7/2019	Cintas	340	\$ 34.36	
1/7/2019	Ingram	850	\$ 1,239.36	
1/7/2019	Ingram	850	\$ 18.63	
1/7/2019	Ingram	850	\$ 10.79	
1/7/2019	Ingram	850	\$ 59.63	
1/7/2019	Unique Mgmt. Services	219	\$ 116.35	
1/7/2019	Staples	310	\$ 562.98	
1/7/2019	Staples	310	\$ 170.74	
1/7/2019	Penguin Random House	850	\$ 33.75	
1/7/2019	Cintas	340	\$ 66.07	
1/7/2019	Walsh's Ace Hardware	390	\$ 5.33	
1/7/2019	Ingram	850	\$ 91.23	
1/7/2019	Ingram	850	\$ 97.06	
1/7/2019	Ingram	850	\$ 164.97	
1/7/2019	Ingram	850	\$ 168.40	
1/7/2019	Ingram	850	\$ 48.26	
1/7/2019	Ingram	850	\$ 10.79	
1/7/2019	Amazon		\$ 396.90	
1/7/2019	Alliant Energy	221	\$ 3,379.31	
1/7/2019	Cintas	340	\$ 70.63	
1/7/2019	Dave Jones	294	\$ 130.00	

TOTAL

**\$55,110.59**



# AMAZON

60457 8781 019682 0

INVOICE #	TOTAL COST	DESCRIPTION	GL ACCT. #
60457878101968201805	\$ 71.53	CH Books	230-00-55110-850
60457878101968201805	\$ 106.36	Office Supplies	100-00-21000-310
60457878101968201805	\$ 73.40	CH O	100-00-21000-850
60457878101968201805	\$ 86.06	CON Coffee	100-00-21000-935
60457878101968201805	\$ (23.97)	CREDIT (Computer Hardware	230-00-55110-870
60457878101968201805	\$ 15.99	TNB	100-00-21000-850
60457878101968201805	\$ (1.32)	CREDIT	230-00-55110-850
60457878101968201805	\$ 5.01	CHB	230-00-55110-850
60457878101968201805	\$ 23.97	Computer Hardware	100-00-21000-870
60457878101968201805	\$ 6.90	CHB	230-00-55110-850
60457878101968201805	\$ 19.02	CHO	230-00-55110-850
60457878101968201805	\$ 13.95	CHO	230-00-55110-850
	\$ 396.90		

PROJECT CODE #	INVOICE DATE	DUE DATE	BATCH #	VENDOR #	
19-CHB	01.06.19	02.05.19	180510L	20119	6045787810196820
310	01.06.19	02.05.19	180510L	20119	6045787810196820
19-CHO	01.06.19	02.05.19	180510L	20119	6045787810196820
#6664	01.06.19	02.05.19	180510L	20119	6045787810196820
870	01.06.19	02.05.19	180510L	20119	6045787810196820
19-TNB	01.06.19	02.05.19	180510L	20119	6045787810196820
19-ADA	01.06.19	02.05.19	180510L	20119	6045787810196820
19-CHB	01.06.19	02.05.19	180510L	20119	6045787810196820
870	01.06.19	02.05.19	180510L	20119	6045787810196820
19-CHB	01.06.19	02.05.19	180510L	20119	6045787810196820
19-CHO	01.06.19	02.05.19	180510L	20119	6045787810196820
19-CHO	01.06.19	02.05.19	180510L	20119	6045787810196820

**PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT**  
**MARCH 2018**

**CIRCULATION**

<b>Items checked out:</b>	Current Month	Year to Date	
2018	13,252	38,560	
2017	15,097	41,971	
<b>Fines collected:</b>	\$810	\$2,424	
<b>Library cards issued:</b>	Current Month	Year to Date	
2018	53	178	
2017	55	174	
<b>Resource sharing:</b>	# of items loaned to other SCLS libraries:	# of items borrowed from other SCLS libs:	# of items borrowed from outside SCLS:
2018	4,046	4,351	3
2017	4,584	5,019	9
<b>Holds Summary:</b>	Holds placed	Holds filled	YTD holds placed
2018	4,043	3,546	11,973
2017	4,474	3,983	12,486

**TECHNOLOGY**

<b>In-House Use:</b>	Internet Sessions	Internet Hours	Microfilm Sessions
2018	1,159	698	21
2017	1,445	843	22
<b>Remote Use:</b>	WiFi Use:	Website Hits:	Facebook Reach:
2018	9,761	8,079	4,185
2017	11,168	7,506	

**PROGRAMMING**

<b>Children's programs:</b>	Number of Programs	Total Attendance
2018	22	633
2017	22	700
<b>Teen programs:</b>	Number of Programs	Total Attendance
2018	9	132
2017	6	34
<b>Other programs:</b>	Number of Programs	Total Attendance
2018	31	299
2017	11	127

**FACILITY USE**

<b>Meeting rooms:</b>	Number of Groups	Total Attendance	Study Room Uses
2018	16	213	96
2017	61	545	123

# PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT

## MARCH 2018

### MISCELLANEOUS

#### Staffing

- Director position is posted to: DLT Classified Page, UW-Madison iSchool Jobs Board, UW-Milwaukee Jobs Board, SCLS-Announce, Job Center of Wisconsin, SCLS Homepage, and our library webpage (linked from City page) with an application deadline of April 17, 2018.
- Substitute librarian Carol Iwanowski has been scheduled on the reference desk for the next few months to help out until the new director is hired.

#### Updates

- Results of inventory: see attached report.
- Friends of the Library met 3/14 and passed my proposed change to the disbursement process. Starting in the new fiscal year (Oct 2018) the Friends will give the library the funds to be spent that fiscal year for programming at the beginning of the year. (A change from the previous reimbursement method.) The funds are to be depositing in Contingent/Restricted account and spent from there. Library Director to give report at FOL meetings how the funds have been spent.
- A no-trespass one year ban was issued to a teen due to ongoing behavior problems and violations of the public behavior policy. He previously received warnings, and shorter bans (one day, one week, one month) before ultimately receiving the one year no trespass. Police Department and teen's parent have been
- In-Service Day held Mar. 30. Had crisis prevention training from Jean Anderson SCLS in the morning with other county library staff, in the afternoon gave service awards and worked on projects (moving graphic novel collections, completing inventory final search for missing items).
- Completed article for City summer newsletter
- Joe is working on completing security camera install in alley and by front desk.
- Summer Lunch Program plans being finalized, Stephanie Helmann will again work for both the library and the lunch program this year.
- Current phase of teen space update is almost complete. Window is installed, wall painted, counter & outlets installed, board wall installed (white board needs to be refinished). Will start to look at next phase of project with the Foundation- painting main area, furniture purchases, Smartboard purchase.
- Sprinkler pipe replacement update: as of Monday 4/9 the new RFP has not yet been completed/posted by city engineering staff.
- Bassett Mechanical did our quarterly HVAC maintenance and found some heating water pipe leaks. Joe will be working with them to schedule repair of these and a valve that was identified as faulty earlier this winter. Waiting for warm weather for these repairs because the boilers will have to be shut down for a day.

**PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT  
APRIL 2018**

**CIRCULATION**

<b>Items checked out:</b>	Current Month	Year to Date	
2018	13,702	52,262	
2017	13,326	55,297	
<b>Fines collected:</b>	\$563.85	\$2,987.85	
<b>Library cards issued:</b>	Current Month	Year to Date	
2018	52	230	
2017	35	209	
<b>Resource sharing:</b>	# of items loaned to other SCLS libraries:	# of items borrowed from other SCLS libs:	# of items borrowed from outside the system:
2018	4,040	4,887	5
2017	3,923	4,685	5
<b>Holds Summary:</b>	Holds placed	Holds filled	YTD holds placed
2018	4,298	3,704	16,271
2017	3,885	3,228	16,371

**TECHNOLOGY**

<b>In-House Use:</b>	Internet Sessions	Internet Hours	Microfilm Sessions
2018	989	638.5	12
2017	1092	615	13
<b>Remote Use:</b>	WiFi Use:	Website Pageviews:	Facebook Reach:
2018	9519	7448	5817
2017	10428	8270	9688

**PROGRAMMING**

<b>Children's programs:</b>	Number of Programs	Total Attendance
2018	25	647
2017	31	765
<b>Teen programs:</b>	Number of Programs	Total Attendance
2018	8	122
2017	4	43
<b>Other programs:</b>	Number of Programs	Total Attendance
2018	30	363
2017	12	151

**FACILITY USE**

<b>Meeting rooms:</b>	Number of Groups	Total Attendance	Study Room Uses
2018	22	192	64
2017	42	261	58

**MISCELLANEOUS**

# **PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT**

## **APRIL 2018**

### **Staffing**

- Library Assistant-Public Services position posted, application deadline May 10th
- Kat Hovland helping out in Circulation over the summer, Leah Huser new Circulation Assistant started April 24

### **Other**

- Walmart grant for \$1,500 was received. A portion of it was used to buy a sound system, microphone, and mic stand. The rest will be divided equally among children's, teens, and adults summer reading programs
- Portage Public Library Foundation Grant for \$1000 was presented to Mackenzie Rietmann by Dawn and Chris on behalf of the Portage Library Foundation Board
- John Muir Family Literacy Night is Tuesday, May 8th at 5pm, 200 to 300 families will be in attendance. There will be activities in children's and teens, refreshments in Children's program room, and six grand prizes will be given out
- A one year ban was issued to a teen due to ongoing behavior problems and violations to public behavior policy and computer use policy.
- Craig from SCLS will be coming in to install wifi access point in the Bidwell Room. We've purchased Cat6 cable and would like to purchase injector and access point for \$429.09. Can we use Restricted or Memorials
- Phase II of Teen space is complete and paid. Chris will be putting together a purchase quote for the Foundation to pay for a smart board, furniture, and painting main area
- Will attend Columbia County Board of Supervisors meeting (5/16) and County Library Board meeting(5/18), Friends of the Library meeting (5/9), Foundation meeting (5/8), and will host SCLS All Directors meeting

### **Adult Programming**

- How-To series-Backpacking basics and Fuel your Body with diet and exercise---44 participants
- craft series---4 meeting, 57 participants
- New Movie Monday- 5 movies, 41 participants
- Mystery Book Group- 1 meeting- 13 participants
- Computer lab- 2 sessions- 6 participants

### **Teen Programming**

- SRP---Quality Assurance Tester from Raven Software, video game creator, will bring game "Call of Duty- World War 2" presentation on her part and bring swag for teens
- SRP---Bringing in professional artist from Sugoi Arts Studio in Madison to teach how to draw Manga

### **Children's Programming**

- Toddler & Preschool Story Time (14 sessions-430 participants)
- Pre-K Klub, 10 participants
- St. John's 2nd & 4th grade, 23 participants
- FamilyFunEvent
- Natl Lib Week: Family Fort Night, 52 participants
- Alphabet Express Preschool (2 classes, 55 participants)

**PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT**  
**MAY 2018**

**CIRCULATION**

<b>Items checked out:</b>	Current Month	Year to Date	
2018	13,535	65,797	
2017	13,316	68,613	
<b>Fines collected:</b>	\$576.35	\$3,564.20	
<b>Library cards issued:</b>	Current Month	Year to Date	
2018	67	297	
2017	51	260	
<b>Resource sharing:</b>	# of items loaned to other SCLS libraries:	# of items borrowed from other SCLS libs:	# of items borrowed from outside the system:
2018	3,575	4,636	6
2017	3,975	4,657	8
<b>Holds Summary:</b>	Holds placed	Holds filled	YTD holds placed
2018	3,825	3,517	20,096
2017	3,613	3,302	19,984

**TECHNOLOGY**

<b>In-House Use:</b>	Internet Sessions	Internet Hours	Microfilm Sessions
2018	989	625	18
2017	1141	653	11
<b>Remote Use:</b>	WiFi Use:	Website Hits:	Facebook Reach:
2018	9520	8203	5065
2017	10251	7603	3976

**PROGRAMMING**

<b>Children's programs:</b>	Number of Programs	Total Attendance
2018	48	1363
2017	38	1155
<b>Teen programs:</b>	Number of Programs	Total Attendance
2018	7	241
2017	2	10
<b>Adult/Other programs:</b>	Number of Programs	Total Attendance
2018	20	121
2017	25	158

**FACILITY USE**

<b>Meeting rooms:</b>	Number of Groups	Total Attendance	Study Room Uses
2018	21	211	79
2017	37	241	137

**MISCELLANEOUS**

## **PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT**

### **MAY 2018**

- Summer Library Program and Summer Lunch program have begun! Excellent attendance at SLP kick-off, and good turnouts for snack packs.
- Stephanie Helmann (Seasonal Children's Clerk & Lunch Program) has started, doing a great job with lunch program.
- We moved Autumn Baumann from Library Assistant-Technical Services to Library Assistant-Public Services.
- Promoted Jennifer Helper from Circulation clerk to Library Assistant -Technical Services. Kat (seasonal employee) will be working evenings during the summer to cover circ shifts. Dave will be advertising for two
- Joe is in the process of getting a quote for camera installations in children's and parking lot
- We had a great turn out for the first John Muir School Family Literacy Night. Teachers expressed doing this again every other year. 175 attended
- Wifi access in Bidwell room has greatly improved and helping other areas of the library
- Outdoor renovations: Short walls are removed, lamps are replaced with new light bulbs, waiting on spot light for flag and letters to be placed on the arch.

#### **Adult Programming**

- Knitting at the Library- 5 sessions, 24 participants
- crafts (bracelets, cardmaking...) 2 sessions, 15 participants
- New Movie Monday- 3 movies, 22 participants
- Mystery Book Group- 1 meeting- 9 participants
- Far & Away book group- 1 session- 8 participants
- Computer lab- 2 sessions- 8 participants
- Memory Café- Did not meet
- Create @ the Library 2 sessions, 7 participants
- Culinary "Lovely Lavendar"- 1 session, 13 participants
- How-To: Bike Maintenance & Gardening 101 2 sessions-10 participants
- Test proctoring- 1 tester
- Genealogy- Did not meet
- Travel Series: African Safari 1 session, 5 participants

#### **Teen Programming**

- Drop in-Magic: the gathering Day - 5 sessions, 76 participants.
- Anime Night - 1 session =15 participants
- John Muir Family Reading Night - 1 session =150 participants

#### **Children's Programming**

- Preschool Story Time (2 sessions)=83
- Head Start (2 class)=48
- St. John's 2nd & 4th grade =20
- FamilyFunEvent (Garden Party)=39
- Toddler Story Time (6 sessions+158)
- St. Mary's 3rd gr. Visit (2 visits=29)
- St. Mary's 1st & 2nd grade visit (2 visits=77)
- 4 sessions @ Lewiston School=105
- 4 sessions @ Woodridge School=185
- Pre-K Kids (family event)=32
- John Muir School (17 sessions=370)
- St. Mary's Kindergarten class visit ( 2 visits=21)



# PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT

## JUNE 2018

### CIRCULATION

Items checked out:	Current Month	Year to Date	
2017	15,249	83,862	
2016	15,250	82,203	
2015	16,309	87,284	

Fines collected:	\$1,018	\$5,858	
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Library cards issued:	Current Month	Year to Date	
2017	75	335	
2016	71	325	
2015	90	266	
Resource sharing:	# of items loaned to other SCLS libraries:	# of items borrowed from other SCLS libs:	# of items borrowed from outside the system:
2017	4,057	4,195	10
2016	3,815	4,221	0
2015	4,141	3,985	45
Holds Summary:	Holds placed	Holds filled	YTD holds placed
2017	3,512	3,423	23,496
2016	3,501	3,043	27,646
2015	3,936	2,151	25,744

### TECHNOLOGY

In-House Use:	Internet Sessions	Internet Hours	Microfilm Sessions
2017	1,475	892	9
2016	1,501	849	2
2015			
Remote Use:	WiFi Use:	Website Pageviews:	Facebook Engagements:
2017	15,672	9,611	13,284
2016	9,238	9,202	
2015			

### PROGRAMMING

Children's programs:	Number of Programs	Total Attendance	See also Children's Report
2018	14	749	
2017	14	853	
Teen programs:	Number of Programs	Total Attendance	
2018			
2017	8	106	
Adult/Other programs:	Number of Programs	Total Attendance	
2018	21	183	
2017	26	200	

### FACILITY USE

Meeting rooms:	Number of Groups	Total Attendance	Study Room Uses
2017	26	172 (+ 655 for lunch prog.)	104
2016	61	572	76
2015	53	507	61

### MISCELLANEOUS

- Lifetime ban for patron who threatened Chris, visited library 2 days after jail, called police and police have it as condition of his probation that he may not come to library.

**PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT**  
**JUNE 2018**

- Banned teen has violated 1 yr. ban by entering or hanging out on library property three times. Will extend his ban one more year.
- Friends booksale starts August 1st, last day is August 4th. (Set up begins July 27 which means Bidwell is out of comission July 27-August 5 for lunch and all other events/meeting)
- Fire Suspression system will be bid out in July and companies will start looking at library in August
- Working on budget for Columbia County Lib. System.
- corroded/leaky pipes update: still waiting on Bassett Mechanical for quote. Pipes are part of old system, starting April 2017 CLT-7 was being added when nitrate levels were low.
- 
- 
- 

**Teen Programming**

- Movie: Fantastic Beasts - 6/5 - 3
- Making Wands - 6/8 - 15
- Movie: Rogue One - 6/12 - 19
- Making Wands Part 2 - 6/15 - 13
- Movie: Guardians of the Galaxy - 6/19 - 7
- Board Game Thursday - 6/22 -18
- Movie: Lego Batman Movie - 6/26 - 14
- Teen Perler Beads - 6/29 -17
- Movie: Star Wars: The Force Awakens - 10

**Children's Programming**

- 4 "Book Buddies" #75
- Preschool Story Time #365
- SLP kickoff family event w/Mark Hayward #125
- SLP "Building" activity, grades 1-5 #25
- "Mad Science" family event #42
- "Sense-sational Community Fair" #125
- SLP "Art Around the World" activity, grades 1-5 #60
- SLP movie #36

**Adult Programming**

- Knitting at the Library- 3 sessions, 18 participants
- Palm of the Hand Memoir Workshop (Heritage House)- 1 session, 12 participants
- New Movie Monday- 4 movies, 34 participants
- Mystery Book Group- 1 meeting- 11 participants
- Far and Away book group- 1 session- 9 participants
- Memory Café- 1 meeting, 16 participants
- Genealogy- 1 meeting, 10 participants
- Chess- 6 sessions, 10 participants
- Gentle Yoga-4 sessions, 33 participants
- Computer help -1 on 1 (1 session)
- Calligraphy- 1 session, 10 participants
- Gary Beyer motivational author talk- 2 participants
- Container gardening- 1 session, 21 participants
- Geocaching- 1 session, 13 participants

**PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT**  
**JULY 2018**

**CIRCULATION**

Items checked out:		Current Month	Year to Date
	2018	14396	113606
	2017	14,540	112,559

<b>Fines collected:</b>	840.86 ????????	\$6,699
-------------------------	-----------------	---------

Library cards issued:		Current Month	Year to Date
	2018	84	493
	2017	57	469

Resource sharing:		# of items loaned to other SCLS libraries:	# of items borrowed from other SCLS libs:
	2018	3803	4771
	2017	4,216	4,552

Holds Summary:		Holds placed	Holds filled
	2018	4006	3503
	2017	3,992	3,492

**TECHNOLOGY**

In-House Use:		Internet Sessions	Internet Hours
	2018		
	2017	1,493	873

Remote Use:		WiFi Sessions:	Website Pageviews:
	2018	2311	8738
	2017	12,859	7,984

**PROGRAMMING**

Children's programs:		Number of Programs	Total Attendance
	2018	1	101
	2017	n/a	n/a

Teen programs:		Number of Programs	Total Attendance
	2018	13	93
	2017	7	42

Other programs:		Number of Programs	Total Attendance
	2018	14	108
	2017	29	365

**FACILITY USE**

Meeting rooms:		Number of Groups	Total Attendance
	2018	13	174 ( +447 summer lunch)
	2017	27	189 (not including summer lunch)

**PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT**  
**JULY 2018**

**MISCELLANEOUS**

- Library Doors painted
- Signed Technology Agreement with SCLS
- Leadership Team meeting 8/27
- Met with Columbia County Library Board on 08/07, presenting to Finance Committee Sept 17th
- Blinds in Childrens Room fixed

**Adult Programming**

- Movei Mondays- 4 movies, 28 attended
- Mystery Book Group- 1 meeting- 9 participants
- Far and Away book group- 1 session- 6 participants
- Memory Café- 1 meeting, 10 participants
- Genealogy- 1 meeting, 15 participants
- Crafts- 1 sessions, 14 participants
- CREATE @ Library- 2 session, 11 participants

**Teen Programming**

- |   |    |
|---|----|
| • Dungeons & Dragons Meetup - 8/6           | 6  |
| • Dungeons & Dragons Drop-in - 8/7          | 4  |
| • Dungeons & Dragons with Emilio - 7/31     | 7  |
| • Dungeons & Dragons Meetup - 8/6           | 8  |
| • Dungeons & Dragons with Emilio - 8/14     | 8  |
| • Drop in - Magic: the Gathering Day - 8/15 | 7  |
| • Magic Club - 8/16                         | 12 |
| • Dungeons & Dragons Meetup - 8/20          | 8  |
| • Dungeons & Dragons with Emilio - 8/21     | 9  |
| • Dungeons & Dragons with Emilio - 8/23     | 8  |
| • Dungeons & Dragons Meetup - 8/27          | 9  |
| • Dungeons & Dragons - 8/28 *CANCELLED*     | 0  |
| • Magic Club - 8/31                         | 7  |
| •   |    |

**Children's Programming**

# **PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT**

## **JULY 2018**

\*1 “official” program: the Children’s Department’s 5th Birthday Party!

- We had approx. 101 people (children & adults) attend our party that included children crafting “party performance by David Landau. Following nearly 1 hour of songs, dancing & a rousing rendition of “ volunteers cut birthday cake, served Culver’s Frozen Custard & juice. Our literacy element featured ways. Families also participated in a “DIY” station.

2 “unofficial” meetings: 5 community members attended “Summer Lunch Program planning meeting help with packing lunches for the last 2 weeks of August and distribute the lunches to our 4

- sites.
- Hosted 25 new staff & administrators for the Portage Community School District for an informationa
- \* 122 “Craft-on-the-Go” bags were taken
- 447 people used the Children’s Program Room for Summer Lunches (not incl. community volunteer

**PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT  
JULY 2018**


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# of items borrowed from outside the system:
1

5

YTD holds placed
------------------

32368

31,020

Microfilm Sessions
7
Facebook Post Reach (Angie
5212
3,243




Study Room Uses
84

86

# PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT STATISTICS

August 2018

## CIRCULATION

<b>Items checked out:</b>	Current Month	Year to Date	
2017	14,540	112,559	
2016	13,976	109,707	
<b>Fines collected:</b>	\$1,075	\$8,029	
<b>Library cards issued:</b>	Current Month	Year to Date	
2017	57	469	
2016	66	523	
<b>Resource sharing:</b>	# of items loaned to other SCLS libraries:	# of items borrowed from other SCLS libs:	# of items borrowed from outside the system:
2017	4,216	4,552	5
2016	3,712	4,605	0
<b>Holds Summary:</b>	Holds placed	Holds filled	YTD holds placed
2017	3,992	3,492	31,020
2016	3,865	3,386	31,624

## TECHNOLOGY

<b>In-House Use:</b>	Internet Sessions	Internet Hours	Microfilm Sessions
2017	1,493	873	7
2016	1,673	948	9
<b>Remote Use:</b>	WiFi Sessions:	Website Pageviews:	Facebook Post Engagements
2017	12,859		
2016	8,380		

## PROGRAMMING

<b>Children's programs:</b>	Number of Programs	Total Attendance	See also Children's Dept report
2017	n/a	n/a	
2016	n/a	n/a	
<b>Teen programs:</b>	Number of Programs	Total Attendance	
2017	7	42	
2016	n/a	n/a	
<b>Other programs:</b>	Number of Programs	Total Attendance	
2017	29	365	
2016	4	7	

## FACILITY USE

<b>Meeting rooms:</b>	Number of Groups	Total Attendance	Study Room Uses
2017	27	189 (not including summer lunch)	86
2016	47	499	79

**PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT STATISTICS**  
**August 2018**

**MISCELLANEOUS**

- Update on LTE Adult Services Librarian position, search for permanent A.S. Librarian.
- Chris Baker attended Youth Services Institute
- City Finance committee 9/6
- County finance committee 9/18
- Go Big Read! Hillbilly Elegy
- 
- 
-



# PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT

September 2018

## CIRCULATION

Items checked out:		Current Month	Year to Date	
	2018	12074	125680	
	2017	13,735	126,294	

Fines collected:		\$705	\$7,404	
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Library cards issued:		Current Month	Year to Date	
	2018	66	559	
	2017	51	520	

Resource sharing:		# of items loaned to other SCLS libraries:	# of items borrowed from other SCLS libs:	# of items borrowed from outside the system:
	2018	3273	4366	1
	2017			5

Holds Summary:		Holds placed	Holds filled	YTD holds placed
	2018	3941	3332	36309
	2017	4,055	3,524	34,998

## TECHNOLOGY

In-House Use:		Internet Sessions	Internet Hours	Microfilm Sessions
	2018	1071	634	14
	2017	1366	767	13

Remote Use:		WiFi Sessions:	Website Pageviews:	Facebook Post Reach (Angie)
	2018	8974	7707	6284
	2017	8,116	n/a	n/a

## PROGRAMMING

Children's programs:		Number of Programs	Total Attendance	
	2018	23	706	
	2017	19	973	

Teen programs:		Number of Programs	Total Attendance	
	2018			
	2017	6	41	

Other programs:		Number of Programs	Total Attendance	
	2018	21	168	
	2017	34	422	

## FACILITY USE

Meeting rooms:		Number of Groups	Total Attendance	Study Room Uses
	2018	11	129	89
	2017	16	249	105

# PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT

September 2018

## MISCELLANEOUS

- Presented at Common Council 9/13 mainly on programming and FOL importance
- Presented to County Finance Committee 09/17 - approved 2.45% increase
- Presented to Finance Committee (city) 09/24
- Flag donated from Portage American Legion - Biltmore Rm
- Bassett fixing pipes 10/3-10/5
- Treasurer turnover
- FOL, New President,
- Annual meeting on October 17th)
- Closed holiday weekends (11/24, 12/23)

### Adult Programming

- Movie Mondays- 3 movies, 22 attended
- Mystery Book Group- 1 session, 11 attended
- Far and Away book group- 1 session- 10 participants
- Memory Café- 1 meeting, 13 participants
- Genealogy- 1 meeting, 12 participants
- Crafts- 3 sessions, 25 participants
- CREATE @ Library- 2 session, 6 participants
- Culinary Apple Fest - 1 session, 8 participants
- New Thursday - Banned Books 1 session, 14 attended
- Paint Night - 1 session, 9 attended
- Autism Class - 1 session, 1 attended

### Teen Programming

- |                              |    |
|------------------------------|----|
| • Teen Movie: Avengers: I    | 18 |
| • St. Mary Library Visit - 9 | 33 |
| • Magic Club - 9/13          | 19 |
| • Video Game Night - 9/1     | 16 |
| • Drop in - Magic: the Gat   | 15 |
| • Teen Movie: Solo: A Sta    | 16 |
| • Magic Club - 9/27          | 9  |
| • Anime Night - 9/28         | 19 |

**PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT**  
**September 2018**

**Children's Programming**

- Toddler & Preschool Story times (12 sessions)
- Pre-K Friday (Replaces PreK-Kids)
- St. John's 2nd/4th grade visit
- St. Mary's 1st/2nd grade visit
- St. Mary's 5th grade visit
- Back-to-school coffee
- presented Lewinston School the SLP 2018 reading trophy (repeat winner!)
- Make-It-Monday/3rd-5th gr
- St. John's "Green Room"/3 & 4 yr. olds
- Head Start #2 (4&5 yr. olds)
- No School movie morning
- Hosted a Summer Lunch Program mtg. #4
  
- DIY= 66 participants
  
- Craft-on-the-Go bags=
- REACH Academy
- visit= 5

**PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT**  
**October 2018**

**CIRCULATION**

<b>Items checked out:</b>	Current Month	Year to Date	
2018	13606	139286	
2017	13,616	135,982	
<b>Fines collected:</b>	\$1,075.55	\$8,479	
<b>Library cards issued:</b>	Current Month	Year to Date	
2018	61	620	
2017	57	648	
<b>Resource sharing:</b>	# of items loaned to other SCLS libraries:	# of items borrowed from other SCLS libs:	# of items borrowed from outside the system:
2018	3643	8009	3
2017	3,900	4,565	4
<b>Holds Summary:</b>	Holds placed	Holds filled	YTD holds placed
2018	4193	3550	40502
2017	4,216	3,487	39,214

**TECHNOLOGY**

<b>In-House Use:</b>	Internet Sessions	Internet Hours	Microfilm Sessions
2018	1193	730	11
2017	1,329	779	11
<b>Remote Use:</b>	WiFi Use:	Website Sessions:	Facebook Engagement:
2018	10043	7460	3029
2017	13,311	8,449	4,247

**PROGRAMMING**

<b>Children's programs:</b>	Number of Programs	Total Attendance
2018	26	770
2017	27	867
<b>Teen programs:</b>	Number of Programs	Total Attendance
2018	7	109
2017	6	80
<b>Adult &amp; Misc. programs:</b>	Number of Programs	Total Attendance
2018		
2017	37	305

**FACILITY USE**

<b>Meeting rooms:</b>	Number of Groups	Total Attendance	Study Room Uses
2018	19	212	114
2017	24	216	144

**PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT**  
**October 2018**

**MISCELLANEOUS**

- Free Summer Lunch Committee sponsored a thank you reception on Oct 15th
- Chris and Dawn presented at WLA
- Meeting with Deb Heffner about Furniture and Logo  
Friends Book Sale now  
May 15-18th and
- November 6-9th
- Foundation Approved Cameras
- Budgets: Municipal November 20th, County November 13th
- Bibliovation Training November 9th
- Linda Ross interesgted in being new CCLB member
- County: working on new action plan
- Working on fundraising ideas

**Adult Programming**

- Monday Movies - 5 sessions, 37 attended
- Mystery Movie Book Club - 1 session, 10 attended
- Far and Away Book Club - 1 session, 7 attended
- Knitting at the Library - 5 sessions, 24 attended
- Crafts (Bracelets, Cards) - 2 sessions, 16 attended
- Geneology - 1 session, 112 attended
- How To: Pet Care w/Dr. Cooper - 1 session, 12 attended
- CREATE @ the Library - 2 sessions, 11 attende
- Culinary - cancelled
- New Thursday - Super Club - 1 session, 52 attended
- Fox Cities paranormal society - 1 session, 46 attended
- Memory Café - 1 session, 18 attended

**Teen Programming**

- |                          |    |
|--------------------------|----|
| Drop in - Magic: the     | 7  |
| ○ Gathering Day - 10/4   |    |
| St. Mary Library Visit - | 35 |
| ○ 10/5                   |    |
| Boardgames & Crafts -    | 15 |
| ○ 10/5                   |    |
| ○ Magic Club - 10/11     | 9  |
| ○ PSVR Night - 10/12     | 19 |
| Spoopy Halloween         |    |
| October Movie Night -    | 15 |
| ○ 10/19                  |    |
| ○ Magic Club - 10/25     | 9  |
| *CHRIS OFF* - 10/26      | 0  |

**PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT****November 2018****CIRCULATION**

<b>Items checked out:</b>	Current Month	Year to Date	
2018	12185	151471	
2017	13,387	153,297	
<b>Fines collected:</b>	\$458.50	\$8,938	
<b>Library cards issued:</b>	Current Month	Year to Date	
2018	34	654	
2017	49	626	
<b>Resource sharing:</b>	# of items loaned to other SCLS libraries:	# of items borrowed from other SCLS libs:	# of items borrowed from outside the system:
2018	3265	4576	1
2017	3,754	4,611	5
<b>Holds Summary:</b>	Holds placed	Holds filled	YTD holds placed
2018	3923	3560	44425
2017	3,988	3,553	43,202

**TECHNOLOGY**

<b>In-House Use:</b>	Internet Sessions	Internet Hours	Microfilm Sessions
2018	961	633	11
2017	1,047	643	13
<b>Remote Use:</b>	WiFi Use:	Website Pageviews:	Facebook Reach
2018	9380	6901	5426
2017	10,462	7,347	3,733

**PROGRAMMING**

<b>Children's programs:</b>	Number of Programs	Total Attendance
2018		
2017	26	642
<b>Teen programs:</b>	Number of Programs	Total Attendance
2018	7	101
2017	8	87
<b>Adult &amp; Misc. program:</b>	Number of Programs	Total Attendance
2018	20	171
2017	25	276

**FACILITY USE**

<b>Meeting rooms:</b>	Number of Groups	Total Attendance	Study Room Uses
2018	16	133	84
2018	23	163	112

**PROGRAM DETAILS**

# PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT

November 2018

## CHILDRENS PROGRAMS

- Toddler & Preschool Story Times (14 sessions)
- Pre-K Friday
- St. John's 2<sup>nd</sup> / 4<sup>th</sup> grade visit
- St. Mary's 1<sup>st</sup> / 2<sup>nd</sup> grade visit
- St. Mary's 3<sup>rd</sup> grade visit
- St. Mary's 5<sup>th</sup> grade visit
- No School Movie Morning
- Make-It-Monday/3<sup>rd</sup>-5<sup>th</sup> gr
- St. John's "Green Room"/ 3 & 4 yr. olds
- Head Start (1 group)
- FamilyFunEvent= Pajama Party
- Wimpy Kid Party (3<sup>rd</sup>-5<sup>th</sup> gr.)

## TEEN PROGRAMS

- Drop in - Magic: the 14
- Video Game Night - 15
- Magic Club - 11/8 13
- Anime Night - 11/9 17
- Teen Movie Night - 11/15 12

## ADULT PROGRAMS

- Movie Mondays- 4 sessions - 22
- Mystery Book Club - 1 session, 11
- Far & Away Book Club - 12
- Memory Café- 8
- Knitting @ the Library - 4 sessions - 19
- Crafts (Bracelets, Cards) - 3 sessions -18
- Ukulele workshop - 4 sessions - 46
- Genealogy - 24
- How-to Winter Car Maintenance - 8
- CREATE @ the Library -4
- New Thursday - Police Safety Tips - 3
- Jim Rice - Packers - 22
- CREATE @ the Library -4

## MISCELLANEOUS

- Inservice: Overdrive Training
- 
- 
-

**PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT****December 2018****CIRCULATION**

<b>Items checked out:</b>	Current Month	Year to Date	
2017	10,515	163,812	YTD Change= 2.06% increase
2016	11,872	160,513	

<b>Fines collected:</b>	\$525	\$11,099
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<b>Library cards issued:</b>	Current Month	Year to Date
2017	33	659
2016	22	728

<b>Resource sharing:</b>	# of items loaned to other SCLS libraries:	# of items borrowed from other SCLS libs:	# of items borrowed from outside the system:
2017	3,652	3,621	3
2016	3,611	4,284	2

<b>Holds Summary:</b>	Holds placed	Holds filled	YTD holds placed
2017	3,123	2,608	46,325
2016	3,347	2,981	46,369

**TECHNOLOGY**

<b>In-House Use:</b>	Internet Sessions	Internet Hours	Microfilm Sessions
2017	795	493	6
2016	1,150	697	6

<b>Remote Use:</b>	WiFi Use:	Website Pageviews:	Facebook Reach
2017	9,959	7,633	3,885
2016	9,033		14,198

**PROGRAMMING**

<b>Children's programs:</b>	Number of Programs	Total Attendance
2017	19	604
2016	16	455

<b>Teen programs:</b>	Number of Programs	Total Attendance
2017	6	83
2016	4	18

<b>Adult &amp; Misc. programs:</b>	Number of Programs	Total Attendance
2017	29	322
2016	11	101

**FACILITY USE**

<b>Meeting rooms:</b>	Number of Groups	Total Attendance	Study Room Uses
2017	19	110	88
2016	39	291	28

**MISCELLANEOUS**



# PORTAGE PUBLIC LIBRARY DIRECTOR'S REPORT

December 2018

- Autumn Baumann moved from Circ. Clerk to Library Asst., (Laura Rosales reduced her hours, Autumn is working those)
- Preparing for inventory on Jan 10-13. Library will be closed.
- City switched phone systems for all city departments as cost saving measure. now on Centrex system. Some bumps when moving over but everything is working now.
- Moving over but everything is working now.
- City finalizing RFP for fire sprinkler pipe replacement, proposals due by the end of Jan.
- end of next week.

## Adult Programming

Program	# of sessions	# attended
● Movie Mondays	4	29
● Poetry-Heritage House	1	10
● Mystery Book Club	1	9
● Far & Away Book Club	1	3
● Palm of the Hand- Heritage House	1	11
● Memory Café	1	3
● Knitting @ the Library	4	18
● Craft Workshops	4	65
● Ukulele workshop	4	35
● Genealogy	cancelled	0
● Travel Series	2	22
● CREATE @ the Library	2	10
● Outreach-craft @ Heritage House	1	19

## Teen Programming

● Teen Hang Out - 12/1	1	9
● Magic Club - 12/7	1	14
● Anime Night - 12/8	1	18
● Magic: the Gathering - 12/14 & 12/21	2	24
● Virtual Reality Night - 12/15	1	18

## Children's Programming

- See attached
-

# January 2019

## CIRCULATION

<b>Items checked out:</b>		Current Month	Year to Date
	2019	12545	12545
	2018	13,280	13,280
<b>Fines collected:</b>		\$878.67	\$878.67
<b>Library cards issued:</b>		Current Month	Year to Date
	2019	49	49
	2018	63	63
<b>Resource sharing:</b>		# of items loaned to other SCLS libraries:	# of items borrowed from other SCLS libs: # of items borrowed from outside the system:
	2019	3479	4924 3
	2018	4,616	2,727 1
<b>Holds Summary:</b>		Holds placed	Holds filled YTD holds placed
	2019	4379	3806 4379
	2018	4,256	3,664 4,256

## TECHNOLOGY

<b>In-House Use:</b>		Internet Sessions	Internet Hours	Microfilm Sessions
	2019			0
	2018	852	508	27
<b>Remote Use:</b>		WiFi Use:	Website Pageviews:	Facebook Reach
	2019	8382	8878	4811
	2018	9,920	9,289	3,195

## PROGRAMMING

<b>Children's programs:</b>		Number of Programs	Total Attendance	
	2019	11	229	
	2018	13	343	ograms cancelled due to weather
<b>Teen programs:</b>		Number of Programs	Total Attendance	
	2019	9	149	
	2018	7	106	
<b>Adult &amp; Misc. programs:</b>		Number of Programs	Total Attendance	
	2019	16	90	ograms cancelled due to weather
	2018	30	227	

## FACILITY USE

<b>Meeting rooms:</b>		Number of Groups	Total Attendance	Study Room Uses
	2019	8	55	42
	2018	26	207	126

## MISCELLANEOUS

- Pantry picked up food from Food for Fines
- Elks interested in helping w/Microfilm Reader
- 
- 
- 

### Adult Programming

Program	# of sessions	# attended
• Movie Mondays	2 (2 cancelled)	10
• Mystery Book Club	1	10
• Far & Away Book Club	1	5
• Memory Café	Cancelled	
• Knitting @ the Library	4	10
• Craft Workshops	2	3
• How to - REI	Cancelled	
• CREATE @ the Library	2	8
• New Thursday - Mail Ordered Homes	1	26
• After Hours - Paint night	1	10
• Cook Book Club	1	3

### Teen Programming

Drop in - Magic: the Gathering Day - 1/16	7	5
St. Mary Library Visit - 1/4	34	37
Teen Video Game Night - 1/4	17	15
Magic Club - 1/10	14	15
Teen Boardgame Night - 1/11	21	20
Drop in - Magic: the Gathering Day - 1/17	7	6
Teen PlayStation VR Night - 1/18	19	18
Magic Club - 1/24	14	4
Teen Anime Night - 1/25	16	14

### Children's Programming

12 sessions

- St. John's 2<sup>nd</sup> / 4<sup>th</sup> grade visit
- St. Mary's 3<sup>rd</sup> grade visit
- St. Mary's 5<sup>th</sup> grade visit
- Make-It-Monday/3<sup>rd</sup>-5<sup>th</sup> gr
- St. John's "Green Room" / 3 & 4 yr. olds
- Head Start (2 groups)
- FamilyFunEvent= Game Day w/Community Heroes
- After School Blast: Arty Party
- After School Lego Play Day

Adult Programming		2017
	# of programs	# of attendees
Jan	9	75
Feb	7	97
Mar	11	127
Apr	12	151
May	25	158
Jun	26	200
Jul	37	323
Aug	29	365
Sep	34	422
Oct	37	305
Nov	25	276
Dec	29	322
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Totals	281	2821