



Staff Report—Autumn Baumann, Circulation Services Supervisor

November and December have been full of reports and staff schedule juggling for me. I cannot say enough how flexible and helpful the circulation staff are. November and December schedules can always be overwhelming, but thankfully, the staff we have are great about working together to help find coverage.

In November, we did our first PSTAT Verification Report, this is the report that I discussed when I met with all of you in August, and that I have mentioned in previous reports. PSTATs or Patron Statistical Classes define a patron's place of residence. It is important to have accurate PSTAT information. Circulation statistics and adjacent county payment information are generated based on patron's PSTATs. Our first report had just over 500 PSTAT's that needed to be adjusted in patron accounts. This number was a shock to me because I am adamant about staff double checking PSTAT information, this number was less shocking when I discovered that report went from 1985-2024. The deadline to have the patron accounts adjusted was November 30 and with help from circulation staff members we had our portion completed by the end of the first week of November.

Trafsys:

	Nov 23	Nov 24
Front Door	4972	5192
Children's Door	1254	1476
Total	6226	6668

Community Rooms:

Meeting Room	Number of Meetings	Number of Attendees	Study Rooms	Number of Uses
Sanderson	5	27	Left	55
Bidwell	2	20	Right	38
Teen	8	40	Children's	22

Circulation Data:

October Circulation Data				
Year	Items Loaned	Items Borrowed	Total Circ.	Library Cards
2024	2647	3244	8461	74
2023	2601	3098	8750	52

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

I don't know how this keeps happening but every month seems to zip by faster than the previous month. There were some great new programs in the Children's Department in November. We tried *Tummy Time Painting* for infants ages 2-12 months old at the beginning of the month; we had a good turnout. Parents selected some paint colors to dab on a canvas board, and then the paint and board were sealed inside a Ziploc bag. The babies then did their thing (crawled, rolled, patted, kicked) to create their own masterpiece.

Three National Honor Society student members from Portage High School lead the Bilingual Story Time on November 12. The students did a fabulous job presenting the book and then led a painting craft for the 11 people in attendance.

We also had *Ms. Kim's Amazing Animals* here on Saturday, November 16, and much to my surprise, a huge crowd of 328 people in attendance! Kim brought along several animal friends including a chinchilla, tortoise, lop-eared rabbit, toad, cockatiel, gerbils, lizards, turtles, two Madagascar hissing cockroaches and three snakes. Kim shared a little information about each animal she brought and then everyone was allowed to pet/touch/hold any of the animals. It was a fantastic program. I had been trying to book Kim for almost two years and it was definitely worth the wait.

On the technology front, it was mostly smooth sailing the month of November. The day Microsoft Outlook seemed to be having issues all day (November 25) resulted in some challenges for the staff who were helping patrons at the computers. Everyone did a good job figuring out "work-arounds", to get past the Outlook e-mail glitches plaguing most people throughout the day.

You all are invited to bring your families to our *Melty Chocolate Mystery* program on December 27. You can drop in any time between 10 am-Noon and see if you can identify the melted candy bars we'll have out on display. We'll also have a sweet treat for the attendees.

I hope all of you enjoy the upcoming holidays and get to spend some quality time with friends and family.

Staff Report—Whitney Parrillo, Adult Services Librarian

In November, Autumn and I had the opportunity to attend the Wisconsin Library Association Annual Conference in Green Bay. We made connections with librarians from around the state and caught up with staff from our own library system. The most insightful session we attended was a panel presentation of Wisconsin librarians who had experienced challenges (attempted bans) to their materials and programming in their communities. It was disheartening to hear of their experiences, but important and timely. The discussion of challenges towards library programs led me to look into our own policies about programming to ensure that we have sturdy protections in our policies. In addition to our existing reconsideration procedure, Debbie will work on a Programming Policy which will include a procedure for program review. In the spring, I plan to present the Banned Books lecture that I gave to the Civic League as a public library program.

I am looking forward to some department restructure in the New Year for the Adult Services staff. Amanda will be taking on more hours to focus on technical services tasks and I will be expanding my responsibilities to include more community outreach. I also received an estimate back from Library Furniture International for some display furniture and new shelving for large print and audiovisual materials. I will continue work on the "mainstreet" refresh project through this coming year. Also, the library building will be celebrating 30 years in 2025 and Angie, Patti, and I are planning a celebration! My two-year anniversary is coming up on January 3. I'm excited to go into year three with new projects and move forward with purpose!

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