

**City of Portage  
Public Library Board  
Portage Public Library, 253 West Edgewater Street  
Hybrid (Zoom and In-Person Meeting)  
Sanderson Room  
Tuesday, March 11, 2025  
Minutes**

Members Present: President Karl Kindschi, Vice-President Judy Eulberg, Treasurer Brad Conrad, Dr. David Gregory, Kerry Melby, Kallie Schultz,

Members Excused: Secretary Eleanor McLeish, Cherida VanderSchaff

Others Present: Debbie Bird, Library Director

**1. Call to Order**

Meeting called to order by Kindschi, 12:03 p.m.

**2. Roll Call**

**3. Introduction of Guest(s)**

Jennifer Becker, Finance Director, Liz Miller, CCLB Trustee; Whitney Parrillo, Adult Services and Community Outreach Librarian

**4. Approval of Previous Minutes**

Motion by Gregory, second by Eulberg to approve February 11, 2025 regular meeting minutes as presented. Motion passed.

**5. Financial Reports**

**a. Discussion and possible action of Municipal claims (230)**

First audit expense for the year was paid, \$1,174.31. Tax reimbursement was credited this month for the vacuum cleaner. Motion by Gregory, second by Schultz to approve February 2025 claims of 34,297.34 as presented. Motion passed.

**b. Discussion and possible action of Library restricted funds claims (231)**

Pizza was served for a kid's program through donations. Motion by Gregory, second by Eulberg to approve February 2025 claims of \$84.91 as presented. Motion passed.

**c. Discussion and possible action of Memorial funds claims (232)**

None to report.

**d. YTD expenditures**

Sixteen percent of the fiscal year has elapsed with 20.3 percent spent on encumbrance report. Bird mentioned that contractual fees with SCLS for ILS, tech and network infrastructure and electronic resource materials from WILS consumed two of the

largest accounts at the first of the year, throwing off the percentage spent. The robotic vacuum cleaner was an additional cost planned to come out of fund balance from the building/grounds account. Nearly all County appropriation revenues have been received, \$234,933.11.

**6. President's Message**

**a.Q & A from Jennifer Becker, Finance Director on the budget and financial documents**

Kindschi asked Becker to explain and answer questions regarding the monthly financial forms—claims, expenditures/revenues and balance sheets. Kindschi also asked for clarification regarding the \$4,000 removed from the library budget. And finally, Kindschi asked Becker about the fund balance. Becker answered several questions about the reports and how they work. When the 2025 budget was being finalized the decision was made to take \$4,000 from the library, since the other departments had already made concessions in their budgets. Becker explained that any discrepancies in the fund balance will be explained once the audit is finalized. There is possible dental insurance and accrued wages that still need to be reconciled from the 2024 budget. Becker offered to return to the Board once all documents are finalized in June 2025.

**7. Director's Report**

**a.Columbia County Annual Report**

Bird explained that even though the circulation from adjacent counties was down in 2024, operating expenses were up and therefore the money awarded to the Portage Public Library will increase in 2025, provided that the reimbursement rate stays the same.

**b. Friends Pi Day, March 14**

Bird invited the Board to come for pie at the library. The Friends are using this event to raise funds for the library.

**8. Staff Reports**

**a.Whitney Parrillo presentation**

Parrillo discussed some of her work-related changes since adding the Community Outreach Librarian to her title. She is giving a presentation this week to the Rotary Club. She is giving a presentation at the library on banned books and censorship. She is connecting with more social services in the community through PAWSC. She is putting together comfort kits.

Parrillo also discussed her "Main Street Refresh Project." Three shelving units were purchased from the Merrill library to house the large print collection. Parrillo explained that she wants to "break up" the long lines of DVDs and box materials together in a more attractive and inviting way. All shelving, except for the large print book shelves are on castors. The new book display will have a more bookstore appeal. Topical book displays will be more focused and localized. Music CDs and audiobooks will also be placed on slanted wall shelving to encourage more impulse checkout and a more

inviting space. Prices were discussed. Vendors are indicating that costs are going up 10% and that availability may become a serious issue.

**9. Unfinished Business**

None.

**10. New Business**

**a. Discussion and possible action on the updated Circulation Policy**

Bird explained that certain language was cleaned up on this policy. Primarily the policy is being updated to include that parent's cards must be in good standing in order to obtain library cards for their children and that teen and children's materials are fine free. Schultz made a motion to accept the Circulation Policy as presented, second by Eulberg. Motion passed.

**b. Discussion and possible action on "Mainstreet" library remodel**

The trustees present supported the "Main Street Refresh Project" as presented. Money for most of this shelving change will be coming from the 231 Account.

**11. Public Comment**

None.

**12. Next Meeting Date & Time:** April 8, 2025 - 12:00 p.m.

**13. Adjournment:** Kindschi adjourned the meeting, 2 p.m.

Submitted by: Karl Kindschi/Director Bird

Date approved: