

NOTICE OF REGULAR MEETING

PUBLIC HEARING and LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, August 22, 2022 at 6:00 p.m.

The Library Board of the Portage District Library will hold a public hearing and regular meeting on Monday, August 22, 2022 at 6:00 p.m. This meeting will be held at 300 Library Lane. The purpose of this meeting is for the discussion of the Fiscal Year 2023 Budget and library business. The Library gives notice of the following:

1. **Meeting Attendance.** The public hearing and regular meeting is being held in person. However, the public may attend and offer public comment electronically. The Library wants to ensure participation by the public if the public cannot be physically present.

2. **Procedures.** The public may participate in the meeting in person or electronically and may make public comment through either of the following methods.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86042559740>

Or One tap mobile :

US: +13126266799,,86042559740# or +16465588656,,86042559740#

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Webinar ID: 860 4255 9740

International numbers available: <https://us02web.zoom.us/j/86042559740>

3. **Contact Information.** For those people who desire to contact members of the Library Board to provide input or ask questions on any business that will come before the public body at the meeting, please contact Quyen Edwards at qedwards@portagelibrary.info prior to the start of the meeting.

4. **Persons with Disabilities.** Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify Quyen Edwards at qedwards@portagelibrary.info within a reasonable time in advance of the meeting.

Dated: August 18, 2022

Quyen Edwards
Portage District Library
300 Library Lane
Portage, MI 49002

PORTAGE DISTRICT LIBRARY BOARD MEETING

August 22, 2022

Regular Meeting, 300 Library Lane, Portage, MI 49002 at 6:00 PM

AGENDA

I. Start of Meeting

II. Roll Call

III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)

IV. Adoption of the Agenda for the Regular Meeting of August 23, 2021 (1 minute) (Vote)

V. Public Hearing (30 minutes)

A. Public Hearing on the proposed FY 2023 Budget. *(Info) Pg.3*

B. Formal Resolution to Adopt the FY 2023 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2023. *(Vote) Pg. 4-5*

VI. Consent Agenda (5 minutes) (Vote)

A. Minutes of the regular board meeting held on July 25, 2022. *(Info) Pg. 6-9*

B. Narrative Report for July 2022. *(Info) Pg. 10-19*

C. Financial Report for July 2022. *(Info) Pg. 20-22*

D. Marketing Report for July 2022. *(Info) Pg. 23-24*

E. Statistical Report for July 2022. *(Info) Pg. 25-26*

F. Legislative Update for July 2022. *(Info) Pg. 27-28*

G. Library Linkage for September 2022. *(Info) Pg. 29*

H. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees. *(Info) Pg. 30-32*

I. Monitoring Report for Executive Limitation for Treatment of Staff. *(Info) Pg. 33-35*

VII. Library Director's Reports (15 minutes)

A. Final remarks by Library Director for the August 22, 2022 Library Board Meeting

VIII. Process Evaluation (5 minutes)

A. Suggestions for Agenda Items to be included on the September 26, 2022 board meeting

1. Minutes of the Public Hearing and Regular Meeting held on August 22, 2022

2. Review of Capitalization Policy

3. Review of Materials Selection Policy

4. Report on 2022 Summer Reading Program

5. Initiation of Library Director's 2022 Evaluation Process

B. Assessment of this meeting

C. Miscellaneous Items

IX. Adjournment

To: Portage District Library Board
From: Christy Klien, Library Director
Date: August 18, 2022
Subject: Public Hearing on the Proposed FY 2023 Budget

The Portage District Library is required by law to conduct a public hearing on any budget under consideration. For this reason, a public hearing on the Proposed FY 2023 Budget will be held immediately before the regular board meeting on Monday, August 22, 2022. A special notice of this public hearing appeared in the Kalamazoo Gazette on Sunday, August 14, 2022.

The Library Board Chair will convene the meeting, announce that it is a public hearing on the budget and open the floor to any comments or questions from the public. After any member of the public has addressed the board and questions have been answered, the Library Board Chair or their designee, will then read a “Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2023 Library Budget” if there are any public guests attending and will then call for a motion to close the public hearing. Once that motion is made, seconded and passed, then the Library Board Chair will request a motion to pass the Resolution and a roll call vote will be taken.

The official action taken by the Library Board to set the millage levy and adopt the FY 2023 Budget for the Portage District Library will finalize the budget for FY 2023 and allow the library to proceed to have taxes collected at that millage levy rate.



**PORTAGE DISTRICT LIBRARY
COUNTY of KALAMAZOO, MICHIGAN**

Public Hearing on Fiscal Year 2023 Budget Held on August 22, 2022

**RESOLUTION to SET the MILLAGE LEVY for the PORTAGE DISTRICT LIBRARY
and ADOPT the FISCAL YEAR 2023 LIBRARY BUDGET**

WHEREAS, in compliance with the requirements of the Michigan Uniform Accounting and Budgeting Act, a balanced budget has been set up for the *Portage District Library* for the Fiscal Year January 2023 through December 2023; and

WHEREAS, a public hearing was held on August 22, 2022 on the proposed Fiscal Year 2023; *Portage District Library* Budget, in compliance with all applicable laws;

WHEREAS, the *Portage District Library* is recognized by the Library of Michigan as a legally established district library operating in the County of Kalamazoo, State of Michigan, pursuant to the District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.), with an effective date of March 22, 1998;

WHEREAS, the *Portage District Library Board* is the governing body of the *Portage District Library* with all the powers granted to such a district library board by the Act; including the legal authority to determine the amount of money necessary for the operation of the district library and to levy a tax on the taxable property in the *Portage District Library* service area; and

WHEREAS, the Portage District Library Board has determined that the levy of a district-wide property tax in an amount not to exceed 2.0 mills, reduced by Headlee rollback to 1.9945, is necessary to generate revenue which, combined with other income and transfers derived from Industrial Facility Tax Income \$72,969, State Aid Income \$35,000, Local Community Stabilization Share Appropriation \$370,431, County Penal Fines \$50,000, Local Fines and Fees Income \$17,950, Interest Income \$40,000, Rental Income \$2,000, Vending Services \$10,000 and \$30,633 of funding into the Library's General Reserve, will result in adequate funding to provide library services to the residents of the *Portage District Library* district; and

WHEREAS, the *Portage District Library's* original millage proposition was passed by a majority of voters in the Portage Public Schools election on June 8, 1998, authorizing the *Portage District Library Board* to levy a tax annually upon all property subject to ad valorem taxation within the district in an amount not to exceed 1.5 mills on the taxable value of such property;

WHEREAS, the *Portage District Library's* new additional millage proposition was passed by a majority of voters in the general election on November 5, 2019, authorizing the *Portage District Library Board* to levy a new additional millage in an amount not to exceed 0.5 mill against all taxable property within the Portage District Library district for a period of ten (10) years, 2019 to 2028, inclusive;

NOW, THEREFORE, BE IT RESOLVED by the Portage District Library Board that the following sums are appropriated for the 2023; Fiscal Year of the Portage District Library for the purposes set forth below:

<u>Operating Expenses</u>	<u>Budget</u>
Salaries & Wages	\$ 1,858,492
Fringes & Benefits	\$ 720,772
Library Materials	\$ 674,066
Library Supplies	\$ 163,660
Administrative Services	\$ 342,080
Buildings & Utilities	\$ 386,420
Furnishings & Equipment	\$ 0
Other Charges	\$ 369,060
Total Operating Expenses:	\$ 4,514,550
Capital Projects Expenses:	\$ 1,284,100
GRAND TOTAL EXPENSES:	\$ 5,798,650

BE IT FURTHER RESOLVED, that the total budget for the Portage District Library for Fiscal Year 2023; in the amount of \$5,798,650; presented by the Library Director, is hereby approved and adopted by the Portage District Library Board; and

BE IT HEREBY RESOLVED, that the Portage District Library Board sets the millage levy for the Portage District Library at **1.9945 mills** (\$1.9945 per \$1,000) to be levied on real and personal property in the district on December 1, 2022; in compliance with applicable law.

DATE: _____

PORTAGE DISTRICT LIBRARY BOARD
COUNTY OF KALAMAZOO, MICHIGAN

By: _____
Michele Behr, Chair

By: _____
Quyen Edwards, Secretary

PORTAGE DISTRICT LIBRARY BOARD MEETING

July 25, 2022

Regular Meeting, 300 Library Lane, Portage, MI 49002 at 6:00 PM

I. Start of Meeting

II. Roll Call

Board Members Present: Ken Baker, Carol Bale, Michele Behr, Jeanne Friedman, Tom Vance, and Linda Whitlock.

Board Members Absent: Donna Vander Vries (excused)

Library Staff Present: Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Doran LeFaive, Abby Pylar, Steve Rossio, Pam Triplett, Colin Whitehurst, and Laura Wright

Guests Present: Amanda Standerfer, Strategic Planning Facilitator, Rob and Colinna Servis (virtual), member of the public (in-person)

III. Comments or Requests from the Public, Board Members, or Library Staff

Board Chair Behr welcomed everyone and then opened the meeting for any comments from the public, board members, or library staff.

A. Comment from Trustee Whitlock – Trustee Whitlock said she really liked the new monarch garden sculpture and said she was looking forward to the monarch waystation tours.

B. Comment from Board Chair Behr - Behr shared a link to a segment on CBS this Morning that discussed the current state of public libraries. It seemed very timely considering we are about to embark on a new Strategic Planning process.

DISPOSITION: The Library Board received the comments from Trustee Whitlock and Board Chair Behr.

IV. Adoption of the Agenda for the Regular Meeting of July 25, 2022

Library Board Chair Behr asked if there were any changes needed to the agenda before its adoption. There were no changes requested by trustees. Behr asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Bale and supported by Trustee Whitlock that the Library Board adopt the agenda for the regular meeting of July 25, 2022. 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

V. Board Strategic Planning Kick Off Session

A. Board Strategic Planning Kick of Session led by Facilitator Amanda Standerfer

Library Director Klien introduced Amanda Standerfer who joined the meeting via Zoom. Standerfer said she was excited to announce that the library has launched its Strategic Plan process. Two staff kickoff sessions took place today, and two more are scheduled for tomorrow. A community survey has also been launched with 450 responses to date. In August, Standerfer and her team will conduct focus groups and interviews. This is all part of Phase 1: Learn.

Standerfer said that today's Board kickoff session would include two activities: an environmental scan and a SOAR analysis.

Standerfer said a Strategic Plan is a document that communicates what your organization's values are the community. It helps the staff make decisions on where to focus their energy and informs

stakeholders. A Strategic Plan helps staff understand their role and what they can do for the community.

Standerfer said her team will be looking at the library's service area demographics, researching current library trends, and compiling survey data for a learning report at the end of phase one.

Standerfer led the Board through an environmental scan and a SOAR analysis. She said that a survey will be sent out for additional feedback and ranking of priorities.

DISPOSITION: The Library Board thanked Standerfer for her assistance in the Strategic Planning process and said they looked forward to her learning report.

VI. Consent Agenda

- A. Minutes of the regular board meeting held on June 27, 2022.
- B. Narrative Report for June 2022.
- C. Financial Report for June 2022.
- D. Marketing Report for June 2022.
- E. Legislative Update for June 2022.
- F. Statistical Report for June 2022.
- G. Library Board Linkage for August 2022.
- H. Monitoring Report on the Executive Limitation Policy for Minutes and Records Retention.
- I. 2nd Quarter Financial Report.
- J. 2nd Quarter Strategic Planning Statistics.
- K. Review Circulation Policy.

MOTION: It was moved by Trustee Baker and supported by Trustee Vance that the Library Board approve the consent agenda. 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

VII. Governance

A. Discussion of Internet Filtering required for E-Rate funding.

Systems Administrator Rolfe Behrje said this agenda item is highlighting the requirement put forth by e-Rate to have a discussion about filtering. The Library Board needs to affirm that we will apply the standards as recommended in order to apply for USF E-Rate funding which helped the library last year in approximately \$75,000 in savings.

Behrje said there are filters on all the computers, including the HotSpots. The Library is required by law to have a way to provide an unfiltered experience for patrons who are doing research. Trustees asked if there were many requests for unfiltered access and Behrje responded that there are not. The requests are reviewed on a case by case basis. We use a product called Umbrella to do the filtering. Behrje said that all of the library's computers reboot between uses.

MOTION: It was moved by Trustee Bale and seconded by Trustee Whitlock, to continue to maintain its CIPA compliant Internet Policy and allow the library to pursue USF E-Rate funding for all eligible technology and services. 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

VIII. Ends Development

A. Presentation of the library's 3-Year Technology Plan (2023-2025)

Library Director Klien stated that every year, trustees are given a presentation by Systems Administrator Rolfe Behrje of an overview of the library's technology, what we will be trying to accomplish in upcoming years, and what the budget is for those technology initiatives that are being recommended. Klien invited Behrje to present. (The PowerPoint presentation was screen shared.)

Behrje made introductory remarks and began a slide presentation. Technology Plan highlights include Portage District Library Goals and Technology, Technology Trends, 2021 Projects and Accomplishments, 2022-2024 Technology Plan, and looking to the Future. The focus currently is on a plan for refreshing staff and public technology. Behrje said the library is not going to spend a ton of money before the Strategic Plan is complete, then the focus will move to technology that can support the Strategic Plan in the future.

Behrje said he watches technology trends. Book circulation has dropped a little, AV is going away, and digital materials are growing. Behrje highlighted the fact that the library is pretty close to pre-Covid circulation numbers which is very impressive.

The library is averaging 110 devices per hour on wireless. The new website and catalog is responsive (on phones), our app have had an impressive 2,000 downloads, and we are starting our fine free courtesy renewal notices to patrons.

In the coming year, the plan is to double the number of wireless access points, from 13 to 23 plus 7 outdoors in the parking lot so that the community has access even when the building is closed. We are still waiting for delivery of our new self-checkout machines which have been on order for a year. The library is also looking to move to a new phone system at the end of the year.

Behrje asked if trustees had any questions. Trustee Bale asked about library security as it related to Software as a Service (SaaS). Behrje responded that SaaS is more dependent of internet, but at the same time is more secure. By using SaaS, the library is receiving expert management and the added security of two factor authentication.

DISPOSITION: The Library Board received the 3-Year Technology Plan.

B. Final Review and approval of the proposed FY 2023 Budget and Millage Rate for Public Inspection prior to Public Hearing at the August 22, 2022

Business Manager Foti said that this is the final review of the 2023 Budget before it goes out for public inspection prior to the public hearing at the August meeting. Foti said that the need for one minor change to the budget had come to our attention. On-going cost of maintaining hotspots had not been budgeted for in the amount of \$8,000. This amount has been deducted from the Salaries and Wages line.

Library Director Klien asked if trustees had any questions or concerns. Trustee Friedman wanted to make sure that this change will not affect funding any positions we have planned for 2023. Klein responded that it will not.

MOTION: It was moved by Trustee Vance and seconded by Trustee Baker, to approve the proposed Fiscal Year 2023 Budget and Millage Rate at 1.9945 mills for public inspection prior to Public Hearing at the August 22, 2022 Board Meeting. 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

IX. Library Director's Reports

A. Final remarks by Library Director for the July 25, 2022 Library Board Meeting.

Klien reminded trustees of the free virtual conference provided by United for Libraries. The email sent about the conference also included a schedule of topics. This conference is free. Please reach out to Quyen if you want help getting registered.

Head of Adult Services Lawrence Kapture said that the library has a member of our community who is interested in sponsoring the library for a gift to provide financial literacy educational

programming to the community. This is an opportunity that we are interested in pursuing to use to provide programming of our choice. Trustees were assured that there would not be any advertising or promoting or recruiting. The library would submit an application and the grant would be awarded in the Fall. This would be for a \$5,000 one-time gift, but this is the first year they are offering it and there is the potential for it to be ongoing. Kapture said he has been interested in starting a financial literacy hub at PDL as it is important to have information available to the community. Kapture said he is interested in working on a formula to make it successful.

STEAM Librarian Jane Fleming is writing a grant for solar eclipse glasses and do associated programming.

Klien checked in with trustees about the Strategic Plan Board Retreat which will be on Saturday, September, September 24 at 9:00 am. Trustee Bale is unable to attend, so we will check with the facilitator to see if there are other ways she can provide input in the process.

Klien gave an update regarding the Circulation Policy – staff training on the new policy has occurred, August and September are public education months, and the policy will go into effect on October 1st.

DISPOSITION: The Library Board received the Director's Report.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the August 23, 2021 board meeting

1. Minutes of the Regular Meeting held on July 26, 2021
2. Public Hearing on the Proposed FY 2022 Budget and Formal Resolution to Adopt the FY 2022 Budget and Set the Amount of Millage Rate to be Levied for the Library
3. Monitoring Report for Executive Limitation on Compensation and Benefits for Library Employees
4. Monitoring Report on Executive Limitation for Treatment of Staff

B. Assessment of this meeting


- C. Miscellaneous Items - Trustee Vance congratulated Head of Adult Services Lawrence Kapture for his 18 years at the Portage District Library. Vance also highlighted some of the work Youth Services is doing as reported in the monthly narrative report. He was impressed with the community outreach at Mooresbridge Elementary, Celery Flats, KRESA and more.

XI. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of July 25, 2022.

DISPOSITION: The regular board meeting of July 25, 2022 was adjourned at 7:55 PM.

Recorded and Transcribed by,



Quyen Edwards, Library Board Secretary

Library Director's Narrative Report for August 22, 2022 *(Activities at the end of July and beginning of August 2022)*

Administrative Activities:

During the month of July 2022, Library Director Christy Klien engaged in the following activities:

- ❖ Participated in weekly Administrative Team meetings.
- ❖ Participated in weekly staff meetings.
- ❖ Participated in the PDL Strategic Planning Team projects during the month.
- ❖ Met with Digital User Experience Coordinator, Jill Austin, to discuss Fine Free process on July 6.
- ❖ Met with representative from Element One and Business Manager, Rob Foti, to discuss upcoming project on July 7.
- ❖ Attended the Library of Michigan Virtual Director Meeting on July 8.
- ❖ Met with Digital User Experience Coordinator, Jill Austin, Marketing Manager, Colin Whitehurst, Head of Circulation and Technical Services, Abby Pylar, and Business Manager, Rob Foti to discuss the upcoming Fine Free new Circulation Policy on July 11.
- ❖ Held mid-year evaluations for Admin Team members on July 1, July 6, July 12, July 22, July 28, and July 29.
- ❖ Met with Head of Adult Services, Lawrence Kapture and Adult Outreach Librarian, Sara Weyenberg to discuss the Adult Outreach Plan on July 21.
- ❖ Participated in the July 25, 2022, PDL Public Board Meeting.
- ❖ Interviewed Youth Services Customer Service Assistant candidates on July 26.
- ❖ Participated in a conference call with an electrical vehicle charging service to learn about the product and services on July 28.

Maintenance and Building Services

- Investigating the cost to purchase and install two electric vehicle charging stations.
- Completed a building fire safety tour with the City of Portage Fire Department on July 19.
- The rooftop air handling unit's lack of condensate drain created a roof leak which was discovered on July 21. The condensate drain installation corrected the leak which was verified by R W LaPine with McNally Elevator on Aug. 4. Only water staining exists on the drywall ceiling.
- Electrical contractor was able to install an electrical outlet in the lower level staff restroom on July 22.
- Assisted the assembly contractor of new library furniture with the recent furniture deliveries on July 26.
- Participated in an electric vehicle car charging station phone conversation to determine the library options and our installation requirements on July 28.
- We are seeking material and installation costs from multiple contractors to terminate the wires in an existing electrical panel and conduit from the parking lot's SE landscape island location.
- New lighting was installed in existing mechanical rooms (2), the electrical and boiler rooms during this monthly period.
- Continue to address lighting concerns with contractors during the month.
- Reviewing HVAC contractor preventative maintenance requirements and their respective costs during the month.
- Completed chemical treatment of the boiler water with nitrite inhibitor to prevent corrosion on Aug. 2.
- Cleaned all the cotton and leaf debris from the A/C condenser's micro-screens on Aug. 3.
- Maintenance of the vestibule sliding doors with the installation contractor on Aug. 4.

- Boiler maintenance to determine the cause for the ignition faults was not conclusive and will require calibration once cool weather conditions are here, Aug. 4.
- Removed eight diseased trees and mulch from the courtyard garden beds and replaced with new mulch on Aug. 4.
- Total Fire Protection replaced leaking water fittings on Aug.5.
- A&G Construction delivered four new doors on Aug. 5 and successfully installed two. One door had the wrong swing and another door does not fit into the warped frame on Aug. 5.
- Registered for training sessions with both MSU Mental Health First Aid and ERACCE to be held Aug 24 and Oct 12 & 13 afternoons, respectively.
- Replaced the domestic water electrical switch for the pump to recirculate hot water in the library on Aug. 9.
- A&G Construction adjusted the door closures and trimmed doors so they will properly close on Aug. 10.
- The NW raised concrete was removed and leveled to eliminate the trip hazard on Aug. 17.
- We continue to monitor the HVAC alarms of freezestat and power loss issues and also VAV box's with a lack of response to temperature adjustments.
- The new glass partition installation for the Café/Atrium is being delayed due to supplier issues and no delivery date is known at this time.
- Continue reviewing the contractor's punch list for completion and coordinating with staff these areas. Prioritizing new items for the library and determining their costs.

Personnel Information:

The library undertook the following Human Resource and Financial activities since the June 25, 2022 Board meeting:

- Work with John Aymond of Multi-Bank Solution and Dawn Lovrovich of UBS to reinvest Library funds as investments mature.
- Posted an internal job posting for the Customer Service Assistant position in Youth Service. This position was formerly held by Emily Mingle, who was promoted to a Youth Services Librarian in early July. Three (3) internal candidates were interviewed and Karina Gluys was offered the position. Karina works in the Circulation Dept. as a Library Assistant. A plan is being put together to transition Karina to Youth Services without creating a hardship on the Circulation Dept.
- Presented the FY2023 Preliminary budget to the Library Board at the July 2022 Board meeting and created public copies for review.
- Began the preparatory work for the Salary Range Project that will begin at the end of August.
- Posted a job opening for a Library Assistant in Circulation to the Library job board in Paylocity and to the Library's website.

Staff Anniversaries:

Pam Triplett, Circulation Assistant - 26 Years on August 6
 Olivia Pennebaker, Teen Librarian - 9 Years on August 6
 Mark Johnson, Technology Assistant - 8 Years on August 6

Ends Statement #1
Optimize access to resources for information, education, and entertainment.

We will accomplish this by providing a collection of tools to facilitate creating and learning (1a)
and by reaching the community at their diverse literacy needs. (1b)

Project Updates:

Build a creation station to allow patrons to use software for creation of art and technical design
- Hands-on Cricut Basics - July 12th - 8 people attended

This was Jane Fleming, STEM Librarian's, first program in the Makerspace using the equipment, and it went very well. The event was full with 8 people, and there were 12 people on the waiting list. We went through the basics of how to use the Cricut, and each participant made a greeting card.

Patron Reactions:

"Thank you for your shared creativity and sharing this with the community."

Hands-on Silhouette Basics - July 19th- 2 people attended

Jane Fleming, STEM Librarian, conceived and executed this program. This program was very similar to the Cricut program. It was not as well attended, probably because the Cricut is much better known than the Silhouette Cameo. Just like the Cricut program, we learned basic tools of how to use the software, and each participant was able to make a greeting card of their choice.

Patron Reactions:

"I now feel confident in getting my Silhouette up and teaching others."

Develop more instructional programming for adult patrons

Program Gardening Buzz - July 18th - 8 people attended.

Jane Fleming, STEM Librarian, conceived and executed this program. This program was rescheduled from June. Linda Whitlock came and presented on the importance of pollinators, and what to do to attract pollinators to your yard or garden. The participants were all able to bring home plants that they could use in their landscaping.

Patron Reactions:

"Thank you so much for the advice and the plants. I learned so much!"

Program DIY Native Bee Hotel - July 19th - 17 people attended.

Jane Fleming, STEM Librarian, conceived and executed this program. This Makerspace program walked participants through how to make a nesting site for native bees. It was very popular, as both the attendance and the Waiting List were completely full. After a brief presentation about native bees and how important they are, participants made a Native Bee house using wooden pieces, cardboard tubes, a metal can, and twine.

Patron Reactions:

"This was great! My girls and I loved making the Bee Houses!"

"More classes like this please!"

"This was AMAZING! Thank you!"

Program Bees Knees and Beyond - July 21st - 9 people attended

Jane Fleming, STEM Librarian, conceived and executed this program. Charlotte Hubbard, expert

beekeeper, gave an excellent presentation on the importance of honeybees, what you might find in a hive, and lots of interesting facts about beekeeping in general. Everyone who attended really enjoyed the presentation.

Program Bioblitz - July 30th - 11 people attended.

Jane Fleming, STEM Librarian, held a Bioblitz, which is an opportunity for people to look over an area and find and record as many different organisms as possible and then uploading them to the iNaturalist app. After a brief presentation where Jane explained how to use the iNaturalist app and how to upload the photos to our project, we headed off to the Monarch Waystation and then down the path to Celery Flats. It was a nice mix of adults and children. We found all sorts of wildlife—plants of course, and insects, and squirrels, snakes, frogs and toads.

Patron Reactions:

“Thank you so much for hosting this. It is so important for children to explore and be inquisitive about the world around them.”

Create programming that promotes interactive learning

June 29th – July 5th: Youth Staff Emily Mingle continued “Games” theme week into the first week of July. Activities included games, logic puzzles, and scavenger hunts for all ages.

July 6th - 12th: Youth Librarian Andrea Smalley created “Love the Earth” theme week. Activities included temporary nature tattoos, natural material necklace making, upcycling old reading logs into a nature scene on the wall, a seed match game, and a flower garden build activity.

July 13th – 19th: Youth Staff Annette Wendt created Picnic Theme Week. Activities included an Ants in Your Pants game, Lunch Basket Spin game, ant headband craft, picnic coloring sheets, and a Picnic at the zoo matching game.

July 20th – 26th: Youth Staff Megan Howard created a Night Sky Theme Week. Activities included a constellation building craft, stargazer game, night sky art, and scavenger hunt.

July 27th – August 2nd: Youth Staff Nancy Muffley created a Build it theme week as an extension of the STEAM- tinker time. Activities included Tinker Toys, tent building, magnetic marble maze, LEGO wall, tuber zots, bristle blocks, giant connect 4, and scavenger hunt.

July 13th: Family Yoga with Little Roots Yoga - 29 people attended a lovely 45 minute family yoga practice with Janet O'Rourke from Little Roots Yoga.

July 13th: Youth Staff Annette Wendt hosted Family Fun Night - Tasty Travels – Picnic and Ice Cream. Our families enjoyed their picnics on picnic tablecloths (pretend ants included), while watching a History Channel video on how ice cream is made. Our younger patrons enjoyed making ice cream in a bag after the picnic was over. 28 in attendance total - 22 ice-cream-in-a-bag makers. Some of our ice cream makers got a little tired of shaking their ice cream, so they opted for an ice cream shake. We had a few who had the stamina to shake the cream to ice cream. Toppings and sprinkles provided. A special thanks to one of our youth volunteers, Leigh Nicol, who helped with this program.

July 20th: Youth Librarians Andrea Smalley and Kristy Zeluff held a Maker Mania & Build It Family Night attended by 26 people. Participants made dirt pudding, slime, perler bead creations, upcycled buttons, yarn art, and personalized pencil cases.

July 25th: Youth Librarian Kristy Zeluff and Maker Librarian Jane Fleming completed their second STEM storytime, Life in the Pond, with an outing to Celery Flats for a storytime featuring the book “Over and Under the Pond” by Kate Messner and then exploration of the pond and surrounding area using our new handheld microscopes and magnifying glasses. This program was very well attended, with children ranging in age from toddlers to middle school age. Kristy and Jane will be partnering for one STEM storytime a month, all aimed at encouraging critical thinking skills and investment in our natural world through hands on learning.

July 26th: Youth Staff Nancy Muffley hosted STEAMitivity – Tinker Time. This program was created because “tinkering” fuels a child’s natural curiosity about life. During this program families were able to tinker at 21 different stations that included such things as LEGOS, K’nex, Lincoln Logs, Magformers, Brain Flakes, straw tower building, magnetic builders, and cup towers. Each child also took home 2 extension STEAM challenges with all the necessary materials. The challenges included questions that also promoted higher order thinking, measuring, and problem solving. 48 people attended this program.

July 27th: Youth Librarian Kristy Zeluff and Youth Staff Angela Loertscher hosted a Family Night Dance Party. Participants danced and played music-themed games.

- Cookbook Club Challenge: Grilling Out—July 1st – July 31st—2 people attended
Katheryn Haas, Adult Services Program Librarian, conceives and executes this series. The winner of the July Cookbook Club Challenge, Amber Bergman shared her secret recipe for hamburgers. She received a \$30.00 gift card to Black Rock Grill thanks to the Friends of the Library. The Cookbook Club group currently has 235 members.

Yoga with Books—Jul 15th—4 people attended

Yoga with Books—Jul 23rd—6 people attended

Adult Services Librarian Katharyn Haas connected certified yoga instructor Violet Nickolae with the library to share bookish yoga sessions with the community. Each session highlights a different book with an excerpt being read from the book to ground the practice. Participants of a variety of ages attended.

Create a literacy liaison who will make connections and give tours to ESL and Adult Literacy groups
- Kalamazoo Literacy Council – July 26th - Sara Weyenberg, Outreach Librarian, began discussions about KLC using our new study rooms as a space for tutoring on a scheduled basis as well as the potential to become involved on their board either as a member or as a library liaison.

Create methods to expand the reach of our Digital Literacy (computer education) programs

- Get Your Local Business on Google Maps and Search—July 18th—2 people attended

Katharyn Haas, Adult Services Program Librarian, conceived and executed this program

Build programming and services that will reach groups at diverse levels

July 5th, 12th, 19th, and 26th: Mazie, the school comfort dog from Portage Central Elementary School, visited the library. Mazie was available for patrons to stop in and read with her or spend time with her. Mazie had around 10-15 visitors during her times at the library.

July 12 and July 14th: Youth Librarian Andrea Smalley hosted Summer Middle Grade Book Club and Summer Middle Grade Book Club - the Sequel Session. Interest in the Middle Grade Book Club has been high this summer, so Andrea added a second session to allow more readers to participate. 13 readers in the first session and eight readers in the second session read and discussed the book "Revenge of Magic" by James Riley.

July 12th: Teen Services Librarian Olivia Pennebaker hosted a Teen Ice Cream Social. 18 teens assembled at the library to eat ice cream, play games, and participate in The Gr8 Ice Cream Census of 2022.

Ends Statement #2

Be a safe, welcoming, inclusive destination for families and individuals.

We will accomplish this by providing collections and content to meet the evolving needs of the community and by supporting diverse perspectives.

Project Updates:

Improve the accessibility and visibility of existing physical and electronic collections

Youth Staff Members Mary Breuer and Emily Mingle created a summer travel book display. This display highlighted non-fiction books about different states and countries, as well as fiction books that were themed around travel.

Youth Staff Annette Wendt created "Dewey of the Week" displays to highlight non fiction collections. This month's selections were the environment, boats and ships, and dogs.

Youth Staff Annette Wendt created a picnic book display to coincide with her activity week.

Youth Staff Nancy Muffley created a book display of architecture and building books.

- Adult Summer -Reading - June 13th to July 31st - 442 patrons participated

Ruth Cowles, Adult Services Librarian, created and ran this year's Adult Summer Reading program, and many patrons are enjoying the Beanstack format of the program. A complete report will be presented separately.

- "Salem's Lot" Book Discussion - July 12th - 3 people attended

Because the new movie was slated to come out on September 2nd (that release has been moved to April 21, 2023), Ruth Cowles, Adult Services Librarian, led a thought-provoking discussion about this early work of Stephen King. Themes of Fate vs Free Will and how King used community to advance the plot were debated and connected to his other works such as The Stand.

- International Mystery Book Discussion: Dear Child—July 14th—10 people attended.

Katheryn Haas, Adult Services Program Librarian, conceived and executed this program.

- Saturday Sound Immersion – July 16th – 24 attendees

Sara Weyenberg, Adult Services Outreach Librarian, hosted a sound immersion program in partnership with local nonprofit, Wind Willow Consortium (WWC). Registration was full with a few people on the waitlist. WWC brought two musicians who treated patrons to approximately one hour of sound immersion using drums, singing bowls, gongs, and more. Many patrons lingered after the fact to socialize and were very pleased. There will be more sound immersion programs with carrying musicians monthly September through December.

Patron Reactions:

“Very interesting. First time I didn’t clench my teeth in a while ... Love it & will pursue it in the future”

“The images the sounds created triggered ideas for art projects”

“Skeptical coming in – now I’m totally zen ... This was incredible!”

“Something different – something somatic rather than written learning or lecture”

- Book Tasting: Book Club Reads—July 27th—20 people attended

A "book tasting" pairs recommended reads with something else--usually food--to help attendees discover their next read. Adult Services Librarian Katharyn Haas paired recommended book club reads with cookies for the book tasting event on July 27th. 20 adults of all ages, including caregivers with children, attended and discovered new books and recommendations through the drop-in event. There is a plan to continue this program in the coming months to feature our cafe space and introduce attendees to various library collections.

Patron Reactions:

"[I liked the] many selections which were varied."

"I actually met others and have been invited to join another book club!"

"[The] drop-in time, the selections of books to browse, the location [are what I like best about this program]."

- Adult Services Librarian Katharyn put up a display featuring mystery reads for Private Eye July and scheduled 8 posts on Facebook featuring adult programs and helpful tips.

- Ruth Cowles, Adult Services Librarian, received subject headings from the managers and installed subject headers in most of the non-fiction collections to help patrons pick out high interest areas such as law or American travel.

Ends Statement #3

Be a leader in strengthening our community.

We will accomplish this by providing a presence in the community where people are,
when they need it, and how they want to use it.

Projects:

We will build outreach services that will meet the needs of people outside the building and outside of our traditional hours

July 11th: Youth Librarians Andrea Smalley and Laura Wright visited the Oakland Child Development Center for a Storytime and Summer Reading Program prize giveaway. The preschool and school-age classrooms at Oakland CDC read every day this summer, so each student received a free book to take home.

July 15th: Kids in the Kitchen with Giovanna Key – Families with children as young as two years signed up for this pre-recorded virtual cooking experience. The mission of this program was to have kids learn valuable culinary skills, enjoy a fun, hands-on activity, cook with healthy choices, and be inspired to expand their taste buds.

July 27th: Youth Librarians Andrea Smalley and Laura Wright and Portage Northern educator and PDL Board member Jeanne Friedman met to plan the Fall schedule for the Portage Northern Book Buddies, who will be returning to PDL this school year to create programming and provide mentorship and role modeling for younger PPS students.

- Night at the Library: Virtual Escape Room - June 13th to July 31st - 95 people completed
Ruth Cowles, Adult Services Librarian, wrote and published this virtual escape room connected to earning a badge for Summer Reading and advertised on PDL's event calendar. Staff and patrons' feedback was just hard enough to be fun.

- Brookdale Book Chat – July 14th – people attended
Sara Weyenberg, Adult Services Outreach Librarian, gathered books, DVDs, and music CDs for the residents of Brookdale Assisted Living and brought them to the facility. They discussed the books the residents had borrowed on the previous visit and read the book descriptions of the new materials so they could find ones they were interested in borrowing.

Improve service access to Portage Public School Students through a collaborative student registration process

- During the month of July, 110 Portage Public School students used their PASS cards.

Ends Statement #4

Be a community center to experience and explore local arts and culture.

We will accomplish this by being a resource of Local Information, History, and Culture. (2)

Project Updates:

Displays and use of space to showcase local arts and organizations

- Adult Services Librarian Katharyn Haas coordinated our first local art exhibits in the newly remodeled building. We received quite a bit of positive verbal feedback from library visitors and will seek formal survey responses to the art exhibits during a period in August.

- Art Exhibits for July Café Gallery--Gardening for Pollinators with Native Plants: Photos from My Backyard by Quyen Edwards Atrium Gallery—10th Annual Animals in Art Exhibit by Various Local Artists.

- Adult Services Librarian Katharyn Haas revised the library's art exhibit documents including the library's gallery description document and artist contract and submitted new drafts to marketing to be refreshed.

Heritage Room Updates:

During the month of July, Heritage Room Coordinator Steve Rossio spent time continuing to move the Heritage Room Archives into its new home. The wonderful increase in size of the archival storage space has allowed the collection to be spread out granting much easier access. This change in size has resulted in the need for a new finding aid which Steve has been working to pull together as items find their permanent home within the storage area.

Several unique acquisitions were made for the Heritage Room during the month of July including photo postcards, Portage School items and unique letters from Schoolcraft dating from around the Civil War.

Operational

The Library will also provide continued operational support for administrative, human resource, facility, technology, acquisition, and circulation services to maintain and improve public access to library resources.

Projects:

Facilities Master Plan

- The majority of building projects are complete, and we are working through the remaining items that are backordered.

Professional Development (Develop a schedule, conduct employee training and certification in topics such as employee benefits, emergency procedures, safety/first aid, equipment use)

- We are planning a Staff Development Day on September 23, 2022, that will focus on the Strategic Plan and staff training needs. PDL supervisors will be focusing their professional development on performance coaching during the fall months.

Circulation Department Updates:

- Continued to maintain the information regarding library users and item records.
- Working towards a more efficient way of reshelving returned library materials.
- Started the notification process of telling patrons that items were going to be billed if not returned by October 1, when the official fine-free policy starts on October 1, 2022.

Technical Services Department Updates:

- Technical Services has been helping the various departments with anything that needs to be completed.
- Head of Technical Services Abby Pylar has started placing series labels on the spines of books in order to help patrons better find materials, staff members shelve materials, and collection managers order materials.
- Processing Clerk Fran Cooper has been cross-training staff members in the Tech Services area.

Systems Administrator Updates:

- Working with MOSS to add Cellular Signal Amplification service for the library.
- Working with MOSS to mount external access points for the library upgrade project.
- Continued configuring Switchports for PAC Computers
- Updated PAC Computers per regular maintenance schedules
- Update Printing Services for PAC Computers to reflect new pricing changes
- Creation Station hardware has been configured and updated.
- Continued to recycle old technology through Green Earth.
- [COMPLETE] Worked with Aanalytics to get VPN setup and running.
- Continued Converting Staff from Microsoft Volume Licensed products to Office 365 Click-to-Run versions

New Library WebSite

- New Website moved into production mode on May 5, 2022

- Verified Wordpress Backups and Remote Storage using BackBLaze
- Verified Cpanel for Account Backups working on Remote Storage.
- Working on redirect for pdl.lib.mi.us domain name
- Using C-Panel for website statistics
- Fixed a WordFence firewall issue.

New Public Access Management System

- New Laptops have been configured for printing for Creation Lab.
- Worked on various software and hardware updates for the creation stations.
- Currently replacing Sprint HotSpots with T-Mobile HotSpots.

New Network Updates

- Meraki Cloud Controller has been configured for wired network configurations and will be used for the wireless services at the library.
- Sophos XG4300 UTM Firewall have been installed to protect public access network. HA (high Availability) firewall means the library can continue its operations in the event of a hardware failure.
- Cisco Umbrella is operating as designed as a proactive URL filtering (Categories, Malware, Command and Control)
- New Wireless Access Cloud Controller and Access Points have been received; migration plan meeting has been scheduled for Aug 18. I expect little to no downtime.

Upgraded RFID Equipment

- 5 Replacement Self Checkout Machines have been received and we are currently working toward an installation date.
- 1 Replacement Automated Check-in machine has been received and we are working toward an installation date.

Meeting Room Technology

- 2 Mobile Meeting Room Carts have been installed
- The webcam and speaker bars have been installed.
- 1 Mobile Large Scale Meeting Cart is currently backorderd.
- The new tension screen has been installed.
 - Ultra Short Throw Projector
 - Balanced PA/Sound System currently backordered
 - 2 Wireless Microphones. Currently backordered.
 - Portable Screen. For usage throughout the library has been received.

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
July 2022

Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

POLICY: 1. Expend more funds than have been received in the fiscal year to date unless the debt guideline (below) is met.

Director's Response:

Revenue	\$11,720,087
Expenditures	\$ 8,119,081

Fund	6/30/2022	Changes	7/31/2022
General Reserve (13%)	\$ 704,878	-	\$ 704,878
Building Reserve	50,000	-	50,000
Benefits Reserve	29,742	-	29,742
Technology Reserve	111,305	-	111,305
Patio Feasibility Reserve	4,700	-	4,700
Bldg. Improvement Reserve	731,419	-	731,419
Personal Property Tax Reserve	805,946	-	805,946
Library Endowments	86,944	-	86,944
Unassigned Fund Balance	4,040,163	-	4,040,163

POLICY: 2. Indebt the organization money in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days.

Director's Response: No new money has been borrowed that cannot be repaid within 60 days.

POLICY: 3. Use any long-term reserves.

Director's Response: No reserves have been used.

POLICY: 4. Conduct inter-category shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days.

Library Director's Report on Financial Condition for July 2022

Director's Response: No Inter-category shifting has taken place.

POLICY: 5. Fail to settle payroll and debts in a timely manner.

Director's Response: Payroll is processed by Paylocity. (Payroll service) bi-weekly. Payables are also Processed monthly or "as needed".

POLICY: 6. Allow tax payments or other government-ordered payments for filings to be overdue or inaccurately filed.

Director's Response: All reports and tax payments are filed according to policy.

POLICY: 7. Make a single purchase or commitment of greater than \$10,000 not already found in the budget. Splitting orders to avoid this limit is not acceptable.

Director's Response: No unbudgeted purchase that exceeds \$10,000 has been made.

POLICY: 8. Acquire, encumber or dispose of real property.

Director's Response: No real property has been acquired, encumbered, or disposed.

POLICY: 9. Fail to aggressively pursue receivables after a reasonable grace period.

Director's Response: All receivables are being pursued according to policy.

POLICY: 10. Fail to provide the Library Board with a one page monthly financial indicator monitoring report and a quarterly background financial monitoring report.

Director's Response: A financial indicator monitoring report is provided each month and a quarterly background financial monitoring report is provided each quarter.

POLICY: 11. Fail to arrange for an external financial audit of the library services.

Director's Response: An external audit of the library is conducted each year and results presented to the library board.

Library Director's Report on Financial Condition for July 2022

**POLICY: 12. Fail to have appropriate authorized signatures on bank documents:
Library Director, Library Business Manager and Library Board Chair.**

**Director's
Response:** Appropriate authorized signatures are on all bank documents.

POLICY: 12-A Fail to have a 2nd signature on all checks issued by the Portage District Library in an amount of \$20,000 or more by one of the three designated individuals on the library's bank signature card, which would be one of the following: (1) the Library Board Chair, or (2) the Head of Adult Services, or (3) the Head of Youth Services.

**Director's
Response:** All checks received the appropriate amount of signatures.

POLICY: 13. Fail to consider approved budget when entering into financial agreements or collaborations with other entities.

**Director's
Response:** Approved budgets are considered when entering into financial agreements or collaborations with other entities.

POLICY: 14. Fail to keep the Library Board informed of any grant applications, and obtain board chair signature when required by granting agency.

**Director's
Response:** The Library Board is informed of all grant applications and the board chair's signature is obtained when required.

POLICY: 15. Fail to provide the Board Chair a list of all cash disbursements from the time of the prior Board meeting to the current Board meeting.

**Director's
Response:** A list of all cash disbursements has been provided to the Board Chair for review.

Marketing Update

Recurring Monthly Projects:

- A weekly e-Newsletter was sent out to over 12,000 library patrons.
- The Portager contained information about services and programs which was sent out to 22,800 residences.
- Facebook "Events" were created to advertise our programs, and were then shared on our page.
- Our website and digital signage was updated to advertise our programs and service offerings.

July Marketing Highlights:

- Continuing to order materials for the re-branding project.
- Created, tested and set up reporting tools for thirteen HTML circulation notices to be used in place of the basic notices in Symphony to begin August 2, 2022.
- Tested and set up the automatic courtesy renewal process in Symphony to begin August 1, 2022.
- Met with administrative staff to discuss all Fine-Free information, communications and marketing needs.
- Created informational reports of users and items that have long overdue materials.
- Edited and finalized all Fine-Free website and marketing text.
- Created a website page for Fine-Free information.
- Made website corrections and information updates to policies, fees, and borrowing pages.
- Prepared letter and reporting process for creating advance notices to 360 borrowers who may be billed for non-returned material starting October 1, 2022.
- Launched the strategic plan survey online and in-house.
- Sent a postcard to households in the district to inform them about the strategic plan survey.
- Began work on updating the Creation Station page on the website to include additional equipment and processes.

July Social Media Highlights:

Facebook

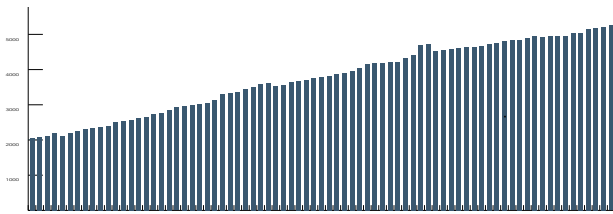
47 New Page Likes | 126 Post Shares | 1,954 Post Likes | 262 Comments | 638,800 Total Reach

Twitter

237 Tweet Impressions | 5 Likes | 0 Re-tweets | 212 Profile Visits | 1 Mentions | 2 New Followers

Facebook Stats 2016 - July 2022

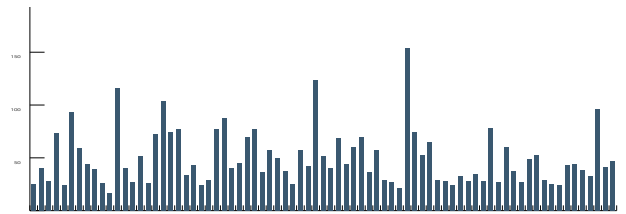
Total Followers:



February 2016
2,052

July 2022
5,253

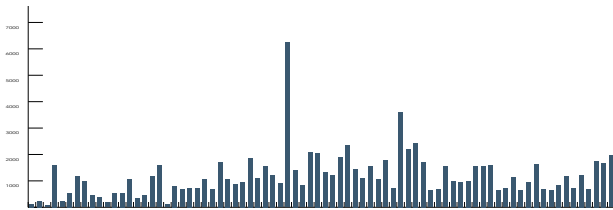
New Followers:



February 2016
25

July 2022
47

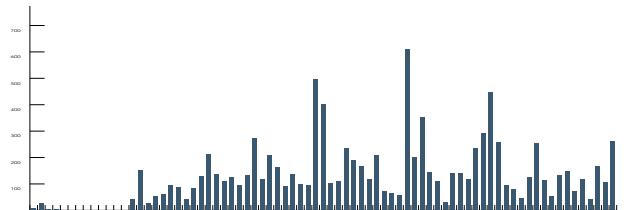
Likes:



February 2016
124

July 2022
1,954

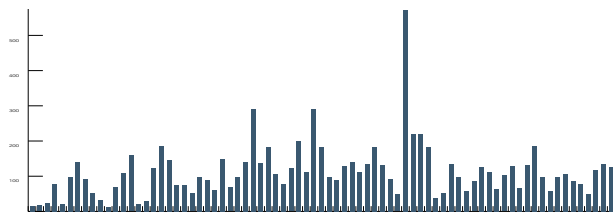
Comments:



May 2016
7

July 2022
262

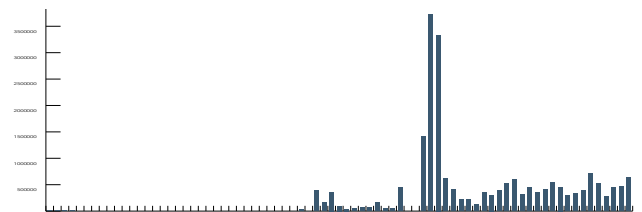
Shares:



February 2016
0

July 2022
126

Engagement:



February 2016
5,305

July 2022
638,800

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: August 1, 2022
SUBJECT: Library Statistical Report - July 2022

	Month Statistics			YTD Statistics		
	Jul-22	Jul-21	CHANGE	2022	2021	CHANGE
Circulation/Collections						
Total Library Circulation	71,176	56,828	25.25%	384,049	317,272	21.05%
Adult - Books	16,406	12,390	32.41%	82,926	69,124	19.97%
Adult - A/V	3,067	2,485	23.42%	17,248	14,135	22.02%
Youth - Books	30,023	21,727	38.18%	133,863	104,422	28.19%
Youth - A/V	2,602	1,902	36.80%	23,586	9,521	147.73%
Hot Picks	1,011	966	4.66%	5,842	5,922	-1.35%
E-Material	16,164	15,748	2.64%	113,164	105,636	7.13%
ILL - PDL Requests	1,020	681	100.00%	3,948	4,167	-5.26%
ILL - Other Lib. Requests	883	929	100.00%	3,472	4,345	-20.09%
Self-Checkout Percentage	66.11%	59.96%		58.42%	50.80%	
Total Library Collection	179,388	173,080	3.64%			
Adult - Books	73,876	71,786	2.91%			
Adult - A/V	16,678	16,092	3.64%			
Youth - Books	77,788	72,290	7.61%			
Youth - A/V	8,336	8,843	-5.73%			
Hot Picks	2,710	4,069	-33.40%			
Net Acquisitions	(631)	1,610	-139.19%	(5,669)	(3,996)	-41.87%
Purchased - Books	1,052	3,208	-67.21%	8,983	8,998	-0.17%
Purchased - A/V	151	296	-48.99%	1,299	1,410	-7.87%
Donated - Books	0	0	0.00%	0	0	#DIV/0!
Donated - A/V	0	0	0.00%	0	0	#DIV/0!
Material Discarded	(1,834)	(1,894)	3.17%	(15,951)	(14,404)	-10.74%
Total In-House Usage*	0	0	#DIV/0!	0	0	#DIV/0!
In-House Periodical Usage	0	0	#DIV/0!	0	0	#DIV/0!
In-House Book Usage	0	0	#DIV/0!	0	0	#DIV/0!
Patrons						
Total Patrons	35,998	51,091	-29.54%			
Adult	17,831	28,144	-36.64%			
Youth	4,169	6,030	-30.86%			
Non-Resident	3,695	369	901.36%			
Reciprocal	219	6,455	-96.61%			
Internet User	299	936	-68.06%			
PASS Users	9,726	9,099	100.00%			
Professional	59	58	1.72%			
Net Patrons	344	183	87.98%	983	799	23.03%
Adult	306	106	188.68%	2,704	424	537.74%
Youth	68	35	94.29%	699	92	659.78%
Non-Resident	50	0	0.00%	56	5	1020.00%
Reciprocal	2	16	-87.50%	171	70	144.29%
Internet User	34	25	36.00%	148	100	48.00%
PASS Users	0	1	100.00%	1	108	-99.07%
Professional	2	0	0.00%	6	0	0.00%
Patrons Removed	(118)	0	#DIV/0!	(2,802)	0	#DIV/0!

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: August 1, 2022
SUBJECT: Library Statistical Report - July 2022

	Month Statistics			YTD Statistics		
	Jul-22	Jul-21	CHANGE	2022	2021	CHANGE
Library Building Usage						
Total Meeting Room Usage	111	0	#DIV/0!	111	0	#DIV/0!
Internal/Collaboration	64	0	#DIV/0!	64	0	#DIV/0!
External/Outside Usage	47	0	#DIV/0!	47	0	#DIV/0!
Total Program Audience	TBD	0	#DIV/0!	0	0	#DIV/0!
Adult	TBD		#DIV/0!	0	0	#DIV/0!
Youth	TBD		#DIV/0!	0	0	#DIV/0!
Heritage Room	0		100.00%	0	0	#DIV/0!
Total Number of Programs	TBD	0	#DIV/0!	0	0	#DIV/0!
Adult	TBD		#DIV/0!	0	0	#DIV/0!
Youth	TBD		#DIV/0!	0	0	#DIV/0!
Heritage Room			100.00%	0	0	#DIV/0!
Total Volunteer Hours	157	63	149.21%	470	247	90.28%
Adult	30	8	275.00%	71	8	787.50%
Youth	0	0	#DIV/0!	0	0	#DIV/0!
Technical	18	11	63.64%	68	43	58.14%
Circulation	77	12	541.67%	203	12	1591.67%
Administration	32	32	0.00%	128	184	-30.43%
Community Service	0	0	100.00%	0	0	#DIV/0!
Total Front Door Traffic	17,098	11,072	54.43%	61,563	39,958	54.07%
Total Youth Services Traffic	11,212	7,658	46.41%	42,981	27,587	55.80%
Total Business Center Traffic	0	0	#DIV/0!	0	34	-100.00%
Information Access/Reference/Research						
Total Reference Transactions	8,281	6,418	29.03%	31,161	50,283	-38.03%
Adult Phone	342	302	13.25%	1,847	1,683	9.74%
Adult Ready Reference	946	889	6.41%	5,549	6,695	-17.12%
Adult Reference	113	94	20.21%	607	549	10.56%
Youth Phone	53	67	-20.90%	320	592	-45.95%
Youth Ready Reference	2,552	3,253	-21.55%	11,311	20,006	-43.46%
Youth Reference	502	575	-12.70%	2,182	1,673	30.42%
HR Phone	13	4	225.00%	80	74	8.11%
HR Ready Reference	177	149	18.79%	1,017	797	27.60%
HR Reference	11	9	22.22%	92	66	39.39%
Circ Phone**	494	351	40.74%	2,428	6,473	-62.49%
Circ Ready Reference	1,026	557	84.20%	2,878	6,790	-57.61%
Circ Reference	2,052	168	1121.43%	2,850	4,885	-41.66%
Total Edutainment LAN Use	78	0	#DIV/0!	278	0	#DIV/0!
Total Internet Computer Use	1,294	753	71.85%	4,589	3,028	51.55%
Youth Computers	169	1	16800.00%	412	71	480.28%
Adult Computers	1,123	752	49.34%	4,172	2,957	41.09%
Laptop Computer Circulated	2	0	0.00%	5	0	#DIV/0!
Total Electronic Transactions	55,225	39,225	40.79%	267,307	287,573	-7.05%
WebSite Hits	44,543	28,806	54.63%	195,473	211,253	-7.47%
WebCatalog Sessions	8,870	8,306	6.79%	60,576	59,501	1.81%
Licensed Database Hits	1,812	2,113	-14.25%	11,258	16,819	-33.06%

* In-house Use Statistics will be done for one week each quarter.

** Includes Curbside Activity

Christy Klien, Library Director

MI Right to Read Intellectual Freedom Fact Sheet

Friday, July 29, 2022

MI Right to Read is an MLA initiative coordinated through the leadership of the Intellectual Freedom Task Force to protect the right to read in Michigan. Visit MIRighttoRead.com today to join the coalition.



What is intellectual freedom? What's the difference between a material ban and a challenge? What does this have to do with the First Amendment? We sent this communication to our coalition for answers to FAQ's so they can get informed and ready to protect every Michigander's right to read. (<https://myemail.constantcontact.com/What-is-intellectual-freedom-.html?soid=1104524640751&aid=KtluZnihu4>)

Patmos Library Millage

August 5, 2022

The Michigan Library Association stands in solidarity with the Patmos Library Board of Trustees on the decision to retain a small collection of LGBTQIA+ materials on their library shelves. We are equally disheartened to learn that continued funding for the library was defeated on the August primary ballot because the library would not remove these materials.

We recognize that individuals have the right and responsibility to make decisions about what materials are suitable for themselves and their own families. We also stand united with the majority of the Patmos Library Board, and with librarians across the nation in upholding our Constitutional protections. The freedom to read is guaranteed by the Constitution. No one has the right to make rules restricting what other people read or to make decisions for other families. Freedom only exists when individuals can make their own choices. When a book is banned by those who want to censor voices they don't agree with, our democracy itself is threatened.

Of utmost importance to any public library is curating collections that allow every citizen, young and old alike, to see themselves in the books and resources their library provides, and choosing a broad range of subject matter that reflects diverse experiences. It is important to emphasize that the presence of any reading materials in a library collection does not imply endorsement of the ideas expressed in those materials. The library is simply doing its job to provide a wide variety of views and expressions—if the library “endorses” anything, it is citizens' right to access a broad selection of age-appropriate materials. This is a core tenant of librarianship – to provide for the interests of all, and to do so without bias.

Of the 50 library millages across Michigan that were on the August primary ballot, five were voted down, but only one was voted down due to extremist rhetoric and opposition concerning the small collection of materials with LGBTQIA+ themes on the shelves of the Patmos Library.

And we all know that there are extreme consequences to be addressed for those that voted "NO".

How will the community fare, when and if, the library closes its doors because its funding was not approved? Economically? Socially? Educationally? The Patmos Library serves many purposes – simultaneously a community center, voting precinct, history center, a place to read, gather, socialize, study and learn – a beautiful cultural institution in the heart of Jamestown Township. The day will come when there is no access to WiFi. No access to employment assistance. No access to books, materials and eContent. No access to veteran's benefits. No access to storytime. No access to afterschool, weekend and evening programs. No access to lifelong learning opportunities. NO ACCESS at all because the Patmos Library will shut and lock their doors and will no longer serve the needs of anyone, including those that voted no. It is the responsibility of libraries throughout Michigan and our Nation to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those that some individuals in our society may consider to be unconventional, unpopular, or unacceptable. We stand with you as you uphold the first amendment rights that are enshrined in the Constitution by serving the entire population, including those who see value in material that others may find objectionable.

The Michigan Library Association will help Patmos Library in any way they deem needed to address this challenge.

Sincerely,

Ryan Wieber
President
Michigan Library Association

Dillon Geshel
Intellectual Freedom Task Force Chair
Michigan Library Association

Deborah E. Mikula
Executive Director
Michigan Library Association

PORTAGE DISTRICT LIBRARY**COMMUNICATION**

To: Portage District Library Board
From: Christy Klien, Library Director
Date: August 17, 2022
Subject: Upcoming Library Board linkage opportunities in September 2022 for consideration

Monthly library board linkage has been included in the past as a list of upcoming events. Programming has with a full range of activities for all ages. If you are planning to attend an event as a Board Member, please let me or Quyen Edwards know and wear your name tag. Thanks!

Date	Time	Activity or Program Description
Sundays	Closed 9/4 and 9/5	The library resumes Sunday hours on September 11, 2022.
September	ALL DAY	Cookbook Club Challenge: Creative Cookies (Facebook)
See Calendar	For Dates and Times	Makerspace Drop-In Hours
9/1	9:00 AM	Muffins and the Market
Tuesdays & Wednesdays	9:30 and 10:30 AM	Family Storytime
Mondays & Thursdays	9:30 and 10:30 AM	Baby & Toddler Storytime
9/8	7:00 PM	International Mystery Book Discussion: "Bullet Train"
9/17	2:00 PM	Michigan Author Talk--Trinity Lemm: From Self-Published to Award-Winning Author
9/19	5:00 PM	Kalamazoo Valley Genealogical Society--General Meeting
9/20	10:30 AM	Open for Discussion: "Bewilderment"
9/20	6:30 PM	Teen LGBTQ+ Meet-Up
9/22	6:00 PM	Retirement 101: Secure Your Financial Foundation
9/24	11:00 AM	Stump the Librarian
9/25	9:00 AM-1:00 PM	PDL Seed Library at the Portage Farmers Market

PORTAGE DISTRICT LIBRARY
Monitoring Report for
Executive Limitation Policy: Compensation and Benefits
August 22, 2022

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Library Director shall not cause or allow jeopardy to fiscal integrity or public image. Accordingly, they may not:

POLICY ITEM #1: Change his/her own compensation and benefits.

Director's Response: The Library Director's salary and benefits are set by a contract approved by the Portage District Library Board. Their compensation or benefit package may change only as a direct result of the Portage District Library Board's action. A Board Personnel Committee gathers input from individual trustees about their assessment of the Library Director's compliance with Executive Limitations and fulfillment of the Library's Ends, and based on Policy Governance guidelines, an overall evaluation is compiled and used to determine compensation.

POLICY ITEM #2: Promise or imply permanent or guaranteed employment.

Director's Response: The Portage District Library Employee Handbook states that Portage District Library is an "at-will" employer, which means that the employer and employee are under no contract to continue employment, and each party may sever the relationship at any time, as long as it does not violate any state or federal law.

POLICY ITEM #3: Establish current compensation and benefits, which deviate materially from the geographic or professional market for the skills employed.

Director's Response: The Library has conducted a salary survey of similar size libraries with the assistance of HRM Innovations. Salary range information received from surveyed libraries was compared to the Library's existing salary ranges. The Library has used this information to adjust salary ranges at the beginning of 2017 and 2019. These adjustments were part of a planned two-step adjustment. The Library will continue to participate in the Detroit Suburban Librarian Roundtable survey each year and use the information to assist in the setting salary ranges. The Library will be using ElementOne to assist in updating salary ranges to take effect January 2023 and to also assist the Library in designing a system to adjust pay rates for employees at the end of each year.

Library employees' benefit package includes: shared premium paid Health, 100% Dental, Life, and Vision insurance; Short and Long Term Disability insurance; Sec. 125 flexible benefit plan; sick leave; vacation; paid holidays; Personal Well-Being plan; training & development opportunities; and a retirement plan package. The library's retirement package includes a 457 employee funded retirement plan option, a ROTH IRA option, and a 401(a) employer funded plan. Currently the 401(a) funding equals 10% of the employee's salary, paid into the plan each pay period. The employee contribution limit for the 457 Plan is set at the IRS limit for each year. All regular part-time staff have the ability to contribute per-tax funds from their paycheck to the 457. The Library Director's retirement contribution level is authorized by the Library Board.

The Library also allows employees to purchase additional insurance and service policies through payroll deduction. Those policies include: Mutual of Omaha supplemental life insurance; Guardian Supplemental Accident and Cancer insurance; LegalShield Legal and ID protection services. Additionally, all employees have access to Bronson HelpNet EAP services and the Library's Personal Well-Being Program.

Benefits are administered through the Employee Navigator Employee Portal. The portal allows employees to shop, compare and obtain documentation on benefit plans while making purchasing decisions, or throughout the year for obtaining guidance on coverages.

Monitoring Report for Executive Limitation Policy: Compensation and Benefits

POLICY ITEM #4: Create obligations over a longer term than revenues can be safely projected, in no event longer than one-year and in all events subject to losses in revenue.

Director’s Response: All employee benefits have been specifically placed in the current budget, and all benefits can be supported for the 2022 fiscal year. The library reviews the current policy each year against other policies available to insure that the process of comparing health insurance costs are kept at a reasonable level for the library, while providing comparable coverage to employees. In September 2022, the Library will obtain quotes from health insurance companies for premiums for the plan year beginning December 1, 2022. The library will continue to use Rose Street Advisors to obtain quotes and advise the library on the merits of each submission. The library will make a choice on health insurance plans to be offered to employees that will offer the best coverage at the best price that can be afforded by the library and its employees.

Beginning December 1, 2011, the library switched its health insurance plan to a shared premium plan. The Portage District Library previously paid 100% of full-time employee’s health insurance premiums. With the passing of legislation by the Michigan Legislature, a hard cap limit was established that regulated the maximum amount that public employers were allowed to contribute towards employees’ health insurance premiums. Therefore, all premium costs above that hard cap limit had to be passed on to employees and deducted from their paychecks on a bi-weekly basis.

Additionally, the library switched over from its Health Reimbursement Account (HRA) plan for a more traditional healthcare plan where deductibles are paid by employees. For the plan year beginning December 1, 2016, the library offered two (2) health insurance plan options. The first plan had an out-of-pocket maximum that did not include co-insurance and the second plan included a higher out-of-pocket maximum for employees with a level of co-insurance above the standard deductible. Each plan had a different cost for premiums to the employees and they were allowed to choose which plan they wanted to enroll in. The library added a third option, a Health Savings Account (HSA), for the plan year beginning December 1, 2020. Each year at open enrollment, employees will be given the opportunity to choose a different plan offered by the library. The library will continue to monitor the effects of the Affordable Care Act (ACA), and any replacement legislation, in order to comply with all regulations and also to offer health plans that will be both affordable for the library and its employees, as well as provide top-notch health care coverage.

POLICY ITEM 5: Establish or change pension benefits so as to cause unpredictable or inequitable situations, including those that:

Director’s Response: **A.** Incur unfounded liabilities.
No unfounded liabilities have been incurred.

Director’s Response: **B.** Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.
A benefit package has been offered and accepted by all full time employees. Although some benefits increase with longevity, i.e. vacation accrual, no additional benefits have been offered as a negotiation tool to encourage longevity.

Director’s Response: **C.** Allow any employee to lose benefits already accrued from any foregoing plan.
No employee has lost benefits already accrued from any foregoing plan.

POLICY ITEM #6: Fail to provide the Library Board a Compensation and Benefits Monitoring Report once a year and any exception reports as needed.

Monitoring Report for Executive Limitation Policy: Compensation and Benefits

Director's Response: Compensation and Benefits Monitoring Reports are provided to the Library Board once a year, on a frequency set forth on the Annual Calendar of Library Board Activities. The last time this report was presented to the board, prior to this report, was at the board meeting held on August 23, 2021.

PORTAGE DISTRICT LIBRARY

Monitoring Report for Executive Limitation Policy: Treatment of Staff

August 22, 2022

With respect to the treatment of paid and volunteer staff, the Library Director may not cause or allow conditions, which are unfair, undignified, disorganized, or unclear. Accordingly, the Library Director shall not:

POLICY ITEM #1: Operate without written personnel policies, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.

Director's Response: The library maintains an up-to-date Employee Handbook that is distributed to all regular full-time and part-time staff and new hires. This handbook clearly set forth all conditions of employment, expectations for employee conduct and procedures for problem resolution. These personnel policies are intended to be administrative tools for human resource management, and are reviewed on an ongoing basis by the Library Business Manager for any revisions that may be needed.

The library issues the Employee Handbook to all regular full-time and part-time employees, when they are hired, as part of their initial orientation, and they are asked to review the handbook and then ask any questions about its content that may arise.

The Library worked with HRM Innovations to review and make corrections and updates to the employee handbook during the 2015 Fiscal Year. Those changes were discussed with the Library's Administrative Team. The Library has received an updated employee handbook with recommended changes completed by Luis Avila of Varnum Law. The handbook was updated to include Paid Time Off (PTO) for part-time employees beginning January 2020.

POLICY ITEM #2: Discriminate against any staff member for expressing an ethical dissent.

Director's Response: The Portage District Library Employee Handbook includes non-discrimination language all throughout the manual. Specific references can be found in the following sections: Employee Relations; Business Ethics and Conduct; Employee Conduct and Work Rules; and Problem Resolution. An open door policy, regular library-wide staff meetings and weekly administrative team meetings all help to encourage interactive communications between staff members.

POLICY ITEM #3: Fail to evaluate staff on expected performance once a year, and produce an internal report.

Director's Response: All library employees receive performance evaluations by their supervisors once a year, along with a mid-year meeting to adjust goals and objectives and to discuss any issues. The procedures in place require employees to provide written accomplishments of goals and submit them to their supervisors at specified times. The supervisors then use that information, along with their own records and direct observations to evaluate employee performance and write comments on the evaluation form, then discussed with employees in a personal, one-on-one evaluation session. The evaluation process is intended to be an assessment tool for determining employees' progress on goals and objectives related to the library's ends statements, and to guide employees in their personal growth and development. Evaluations are

Monitoring Report for Executive Limitation Policy: Treatment of Staff

conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The evaluation documents are written internal reports that become part of the employee's personnel file.

The Library worked with HRM Innovations in late 2014 to design a new performance evaluation form that included SMART Goals. Employees were shown the new form at their FY2014 performance evaluation meeting with their supervisor. The new process was explained to the employee and the new forms have been used for all staff since FY2015 evaluations.

POLICY ITEM #4: Fail to acquaint staff with the Library Director's interpretation of their protections under this policy.

Director's Response: There are weekly library-wide staff meetings and Administrative Team meetings that provide a time for these policies and any personnel issues to be clarified and/or discussed. All new employees are issued Employee Handbooks and told of their protections under these employment policies. Employees must sign a statement in acknowledgement of receipt of the Employee Handbook and their responsibility for the policies contained within it. Supervisors are provided direct guidance by the Library Business and Human Resource Manager and the Library Director, (and sometimes through advice from legal counsel), in all personnel matters. They are advised of any legal requirements in order to ensure that the library stays in compliance with state and federal labor laws, and to fulfill the intent of the Executive Limitation Policy on Treatment of Staff. Careful attention is given to upholding this policy and there have been no infractions.

POLICY ITEM #5: Fail to have current human resource policies, and report on them once a year, and an occasional audit done of human resource practices.

Director's Response: Human Resource policies are included in the Portage District Library Employee Handbook, which was originally scrutinized by legal counsel and is reviewed and updated on an annual basis. The Library Director and Business and Human Resource Manager stay informed about current employment laws and practices, and are in regular contact with the library's labor attorney. Whenever there are employee related issues that need to be specifically addressed, the library's legal counsel is available to make certain that the library's human resource practices are appropriate and meet all legal requirements. This is equivalent to an "ongoing audit" of our human resource practices. There have been no occasions when the library has failed to have appropriate human resource practices and procedures in place.

Monitoring Report for Executive Limitation Policy: Treatment of Staff

ADDITIONAL DOCUMENTATION for TREATMENT of STAFF

In addition to the responses in the Monitoring Report for the Executive Limitation Policy on Treatment of Staff shown above, the following information is offered as additional documentation about the appropriate treatment of staff at the library:

<p><i>Conditions of the workplace for staff:</i></p>	<p>The Portage District Library is an exceptional physical environment that gives employees a safe, clean, comfortable and attractive place to work. A regular preventive maintenance program, monitored by the Facilities Manager keeps all of the building’s systems running smoothly for maximum comfort.</p> <p>This year, the following improvements to the facility & furnishings were made:</p> <ol style="list-style-type: none"> (1) Cleaning of carpet and tile throughout the Library to maintain its appearance while providing a clean atmosphere. (2) Regular appointments with a pest control service. (3) The building renovation and addition was completed in 2022. The building has new furniture and fixtures. The staff have new workspaces.
<p><i>Staff Development</i></p>	<p>The library administration encourages staff development in numerous ways:</p> <p><i>Budget Allocations:</i> Staff needs are addressed through the budget process by allocating funds to line items that support staff training & development, as well as to purchase equipment and supplies that benefit employees.</p> <p><i>Staff Development Day:</i> The Library Staff will have a Staff Development Day that is focused on safety and first aid training, as well as additional Strategic Planning exercises with our facilitator Amanda Standerfer.</p> <p><i>Staff Training:</i> There are various types of training and professional enrichment opportunities provided for library employees on a continuous basis throughout the year, as budgetary provisions allow. These are job-related classes, conferences, seminars & training sessions that can have a positive impact on employees’ jobs.</p>
<p><i>Workload Issues:</i></p>	<p><i>Distribution of work across the library organization is addressed on many levels. Library administration considers workload issues in terms of:</i></p> <ol style="list-style-type: none"> 1. The best use of human resources to accomplish the Library’s Ends. 2. Public service needs. 3. Budget constraints. 4. Staff expertise and experience in specific areas. 5. Availability of acceptable candidates to fill position vacancies.