

## **NOTICE OF REGULAR MEETING**

### **LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, October 24, 2022 at 6:00 p.m.**

The Library Board of the Portage District Library will hold a public hearing and regular meeting on Monday, October 24, 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 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/83153050066>

Or One tap mobile :

US: +16465588656,,83153050066# or +13017158592,,83153050066#

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Dial(for higher quality, dial a number based on your current location):

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Webinar ID: 831 5305 0066

International numbers available: <https://us02web.zoom.us/j/83153050066>

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](mailto: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](mailto:qedwards@portagelibrary.info) within a reasonable time in advance of the meeting.

Dated: October 20, 2022

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



# PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

**October 24, 2022**

300 Library Lane, Portage, MI 49002 – 6:00 PM

## AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff
- IV. Adoption of the Agenda for the Regular Meeting of October 24, 2022
- V. Consent Agenda (5 minutes) (Vote)
  - A. Minutes of the Regular Board Meeting of September 26, 2022. *Pg. 5-8*
  - B. Review of Donation Policy. *Pg. 9*
  - C. Monitoring Report – Communication & Support to the Library Board. *Pg. 10-13*
  - D. Monitoring Report – Ends Focus of Grants/Contracts. *Pg. 14-15*
  - E. Narrative Report for September 2022. *Pg. 16-25*
  - F. Report on Financial Condition for September 2022. *Pg. 26-28*
  - G. Marketing Update for September 2022. *Pg. 29-30*
  - H. Statistical Report for September 2022. *Pg. 31-32*
  - I. MLA Advocacy News for October 2022. *Pg. 33*
  - J. Library Board linkage opportunities for November and December 2022. *Pg. 34*
- VI. Governance (30 minutes)
  - A. Approval of Resident/Non-Resident Policy and Non-Resident Fee Amount for 2023. (VOTE)  
Pg. 35-38
  - B. Approval of Holiday Schedule for Library Hours of Operation in 2023 (VOTE). *Pg. 39*
  - C. Review of Investment Policy and Library Investment Listing (*Info*) *Pg. 40-44*
- VII. Ends Development (30 minutes)
  - A. Library Director's Accomplishment of Personal Goals for Fiscal Year 2023. (*Info*) *Pg. 45-57*
  - B. Library Director's 2022 Evaluation Process. (*Info*) *Pg. 58*
  - C. Third Quarter 2022 Strategic Planning Statistics. (*Info*) *Pg. 59-63*
  - D. Third Quarter 2022 Financial Report. (*Info*) *Pg. 64-66*
- VIII. Board Strategic Planning (60 minutes)
  - A. Strategic Plan Draft Outline presented by Facilitator Amanda Standerfer. (*Info*) *Pg. 67-69*
- IX. Library Director's Comments (15 minutes total)
  - A. Final remarks by Library Director for the October 24, 2022 Library Board Meeting.
- X. Process Evaluation (10 minutes total)
  - A. Suggestions for Agenda Items to be included on the December 12, 2022 board meeting
    1. Minutes of the Regular Meeting held on October 24, 2022.
    2. Review of FOIA Policy
    3. Approval of Annual Calendar of Library Board Activities for FY 2023
    4. Adoption of Schedule of Library Board Meetings for 2023
    5. Report on Financial Condition for October & November 2022
    6. Marketing Update for October & November 2022
    7. Narrative Report for October & November 2022
    8. Statistical Report for October & November 2022
    9. MLA Advocacy News for November & December 2022
    10. Personnel Committee's Recommendation for Library Director's Compensation in 2023
    11. End-of-Year Report on Accomplishment of all Ends in 2022

PORTAGE DISTRICT LIBRARY  
Agenda for the Regular Library Board Meeting

B. Assessment of this meeting

C. Miscellaneous Items

XI. Adjournment

# PORTAGE DISTRICT LIBRARY BOARD MEETING

September 26, 2022

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

## I. Start of Meeting

## II. Roll Call

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

*Library Staff Present:* Library Director Christy Klien, Quyen Edwards, Rob Foti, Lawrence Kapture, Abby Pylar, Steve Rossio, Colin Whitehurst, and Laura Wright

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

- a) Comment from Trustee Bale – I just wanted to share that a colleague of mine expressed her enthusiasm for the renovated library. Her children liked the height of the shelves so that they can browse books and reach them easily. She also wanted to thank the staff for assisting her children to find books other than dragon books.
- b) Comment from Trustee Vander Vries – The Stump the Librarian event in the café last Saturday was a fun event. Vander Vries added that she liked the facilitator and thought the Strategic Planning process was going well.
- c) Comment from Library Director Klien – Klien requested to move Item H. Review of Materials Selection Policy down to Governance for discussion following a recent update from the Library Attorney.

## IV. Adoption of the Agenda for the Regular Meeting of September 26, 2022

Library Board Chair Behr asked if there were any other changes to the agenda in addition to Klien's request 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 Vander Vries and supported by Trustee Bale that the Library Board adopt the amended agenda for the regular meeting of September 26, 2022. 7-Yes, 0-No, 0-Absent. Motion carried.

## V. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the September 26, 2022, board meeting before its adoption. Trustee Vander Vries requested discussion of Item F. Legislative Update for August 2022.

- A. Minutes of the Public Hearing and regular board meeting held on August 22, 2022.
- B. Narrative Report for August 2022.
- C. Report on Financial Condition for August 2022.
- D. Marketing Update for August 2022.
- E. Statistical Report for August 2022.
- F. Legislative Update for August 2022.
- G. Library Board Linkage opportunities for October 2022.
- ~~H. Review of Materials Selection Policy~~
- I. Review of Capitalization Policy

MOTION: It was moved by Trustee Vance and supported by Trustee Baker that the Library Board approve the consent agenda, excluding Item F for discussion. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.

Item F. Legislative Update for August 2022. – Trustee VanderVries reminded the group to be watching what happens during Lane Duck session. Look out for “crazy” bills. At her work as the Equalization Director in Muskegon County, they are discussing proposed additional property tax exemptions that would take away from their revenue.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Bale that the Library Board approve Item F. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.

## VI. Governance

### A. Initiation of Library Director’s 2022 Evaluation Process

Board Chair Behr reminded the group of the process for the Director’s yearly evaluation. She asked if trustees would like to do both of the evaluation forms (the Carver form and the more detailed questions) as in years past, and they indicated that they would. Behr said Klien would appreciate suggestions for goals for the next year. Feedback is always appreciated as it helps the Library Director navigate the year ahead. As a reminder, the Personnel Committee for 2022 is Behr, Friedman, and Vance. In October, we will set a due date for the completion of the forms.

DISPOSITION: Trustees received information about the Library Director’s 2022 Evaluation Process.

### B. Review of Meeting Room Policy

Klien referred trustees to page 34. Previous policy was used little as we did not rent rooms at the temporary location and we had Covid related building closures. This revised policy has the updated room configurations. We have chosen to exclude the Gourdneck Lake room from rentals, since we use it for storage of tables, chairs, and the larger rolling screens. The staff do use that room for programming, but they are then responsible for moving those items around.

Pricing is the same as the past. Kathy Morris, the meeting room coordinator, made some calls and made a comparison chart with other area libraries and organizations who do room rentals. We have learned that the Portage Community Center is no longer offering rentals. We also learned that a couple of the institutions on this chart are looking to increase pricing in 2023.

Klien said the goal is to be prepared for room rentals by November, including putting a new webpage up. We are already getting inquiries about space.

Behr said she understands that it takes a lot of staff time for meeting room management and that it does not earn the library a significant amount of money but is a service we can provide to the community. The Board expressed an interest in hearing an update in January 2023 regarding how room rentals are going and to reconsider the pricing structure.

MOTION: It was moved by Trustee Vance and supported by Trustee Vander Vries that the Library Board approve the Community Meeting Room Policy as presented. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.

### C. Review of Materials Selection Policy

Library Director Klien explained that we have received a recent update from the Library’s attorney. The attorney felt that that policy itself did not require any adjustments, but recommended a more streamlined review process if a Request for Reconsideration form was completed. The former policy stated that we would hold meetings with a community member who was a representative for the “requestor” and board member, and they would make a recommendation on how to proceed. In this simplified process, the director makes a decision

after consulting with staff or others. The requestor can then make a final appeal to the Library Board who serve as the final authority regarding retention or-withdrawal of Library Materials. The Board expressed an interest in reviewing the Request for Reconsideration form. Board Secretary Edwards will send it out via email.

There was a discussion about one Request for Reconsideration process that Behr had been through in the past as a member of the Library Board. Head of Youth Services Laura Wright said that after that process, they reviewed the collection and added some more items to the collection to reflect varying perspectives, but that the item was retained.

Behr said that the policy referred to the ALA Library Bill of Rights and wondered if that could be linked on the website. It gives context to the policy. Edwards said we would follow up on that.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Vander Vries that the Library Board approve the Materials Selection Policy as revised. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.

## VII. Ends Development

### A. Report on 2022 Summer Reading Program

Head of Youth Services Laura Wright said it was a very good summer! She said that since 2020 and 2021 were such anomalies, she added on the 2019 numbers for comparison. Wright said that Adult Services Librarian Ruth Cowles really “knocked it out of the park” for this year’s Adult Summer Reading Program. She emphasized that these statistics are very impressive considering that it happened right after the building reopened to the public in May.

Wright talked about the “usual” process of planning for Summer Reading which could not happen this year because we were planning a move and reopening the building without solid dates. She said Youth Services did not promote summer reading in the schools as usual since we didn’t have time with the move. We did programs with registration which we don’t like to do during the summer, but we just weren’t sure for planning purposes who would be here. In spite of all that, people came back to the building in droves and joined the program and gave great feedback. Youth planned lots of walk-in, passive programs which were well received. We will continue to do that, but bump up our regular programming again as people feel more comfortable with in-person, group activities.

When the local economy becomes more healthy, we will look at donations in the future. But this year we used donation money to purchase gift cards for some of the larger end-of-summer prizes. Friedman noted the large youth circulations numbers. VanderVries was impressed with Summer Reading Program registration numbers and wondered how to keep the participation momentum going through the summer. Wright said that things like weekly raffles, and receiving a prize book at the middle and end of the program helped. There are other incentive pieces we would like to fill in, like a party for participation, etc. which we will be looking into for 2023. We were expecting more people missing the plastic toys, but the response to the new format was overwhelmingly positive.

DISPOSITION: Trustees received information about the 2022 Summer Reading Program.

## VIII. Library Director’s Reports

### A. Final remarks by Library Director for the September 26, 2022 Library Board Meeting

Klien thanked the Library Board for allowing our Staff to have Friday as a day to meet as a group and work on the vision for the future of the library. It was a very thoughtful day. Staff have expressed that they found it valuable. We did training on CPR and AED devices in addition to our work on the Strategic Plan. Thank you, Board, for your time at the retreat. I hope that was a valuable time for you.

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the October 24, 2022, board meeting

1. Minutes of the Regular Meeting held on September 26, 2022.
2. Review of Donations Policy.
3. Review of Investment Policy.
4. Review of Resident Non-Resident Policy.
5. Approval of Holiday Schedule for Library Hours of Operation in 2023.
6. Monitoring Report – Communication & Support to the Library Board.
7. Monitoring Report – Ends Focus of Grants/Contracts.
8. Update on Library Director’s 2022 Evaluation Process.
10. Library Director’s accomplishment of personal goals for FY 2022.
12. 3<sup>rd</sup> Quarter Financial Report for FY 2022.
13. 3<sup>rd</sup> Quarter Strategic Plan Statistics.

B. Assessment of this meeting

C. Miscellaneous Items

In closure, Trustee Vance noted significant anniversaries for Jill Austin and Kristin McNeal.

X. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of September 26, 2022.

DISPOSITION: The regular board meeting of September 26, 2022, was adjourned at 6:42 PM.

Recorded and Transcribed by,



Quyen Edwards  
Library Board Secretary



# PORTAGE DISTRICT LIBRARY

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## Donation Policy

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The library actively solicits donations and uses them to enhance library services.

Anticipated income from donations is not submitted as part of the budget process. Rather, as donated funds are received, they are recorded as income, accumulated during the fiscal year, and appropriated into the next fiscal year. Funds appropriated into a current fiscal year from the previous year's gift income are then budgeted for expenditure by the Library Board.

Specific requests made by donors will be satisfied by purchasing the requested items from the appropriation of the previous year's donations.

In the case of a large donation for a specific purpose, the funds will be transferred to the appropriate account for expenditure in the year in which they are received.

The intent of this policy is to preserve the Library Director's ability to fulfill specified memorial and non-memorial gifts as promptly as possible and to preserve the Library Board's right to allocate undesignated contributions to appropriate expenditure categories from the restricted contributions fund balance.

PORTAGE DISTRICT LIBRARY

**Monitoring Report on Executive Limitation Policy:  
Communication and Support to the Library Board**

**POLICY:** The Library Director shall not permit the Library Board to be uninformed or unsupported in its work. Accordingly, the Library Director may not:

- 1. Neglect to submit monitoring data required by the Library Board (see policy on Monitoring Library Director’s Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.**

**RESPONSE:** All board policy monitoring data has been submitted to the Library Board as required and noted on the Library Board’s annual calendar as follows:

<b>Board Executive Limitations and Public Service Policies</b>	<b>Dates when Monitoring Data was Provided to Library Board</b>
Art Exhibit and Gift Policy <i>(Public Service Policy)</i>	Provided information to the Library Board to review this policy on 4-25-22.
Asset Protection Policy <i>(Executive Limitation)</i>	Monitoring report provided to the Library Board on 3-21-22.
Capitalization Policy <i>(Public Service Policy)</i>	Provided information to the Library Board to review this policy on 9-26-22.
Community Meeting Rooms Policy <i>(Public Service Policy)</i>	Provided information to the Library Board to review this policy on 9-26-22.
Circulation Policy <i>(Public Service Policy)</i>	Will replace the Fines and Fees Usage Policy and go to the Board for review on 7-25-22.
Communication and Support to the Library Board Policy <i>(Executive Limitation)</i>	Provided information and communicated regularly throughout the year with the Library Board via: agenda packets, e-mails, e-newsletters, special mailings and presentations at board meetings; arranged for regular presentations by library staff to keep board members updated on library issues; Report by Behrje on 3-Year Technology Plan 7-25-22; conveyed important information to trustees, such as: Ends development and accomplishments; Friends of the Library; fundraising initiatives (Annual Campaign); library monthly narrative & statistical reports; marketing activities; Public Hearing on FY 2023 Budget; Monitoring report on this policy will be provided to the Board on 10-24-22.
Compensation and Benefits Policy <i>(Executive Limitation)</i>	Monitoring report provided to the Library Board on 8-22-22.
Confidentiality Policy <i>(Public Service Policy)</i>	Replaced Library Privacy and Search Warrant Policy on 2-28-22.
Donation Policy <i>(Public Service Policy)</i>	Will provide information to the Board to review this policy on 10-24-22.
Emergency Library Director Succession <i>(Executive Limitation)</i>	Monitoring report provided to Library Board on 2-28-22.
Ends Focus of Grants or Contracts Policy <i>(Executive Limitation)</i>	Will provide information to the Board to review this policy on 10-24-22.
Financial Condition and Activities Policy <i>(Executive Limitation)</i>	Monthly & quarterly reports done all year; and Financial Audit Presentation on 6-27-22; recommended allocation of gifts & donations on 6-27-22; provided data on fundraising initiatives as part of Library Director’s narrative reports in board meetings; and a Monitoring Report for this Executive Limitation was provided to Library Board on 3-21-22.
Financial Planning/Budgeting Policy <i>(Executive Limitation)</i>	Data provided in monthly & quarterly reports all through FY 2022.

Monitoring Report on Executive Limitation Policy: Communication and Support to the Library Board

	FY 2023 Budget projections given on: 6-27-22, 7-25-22, 8-22-22. Public Hearing was conducted on 8-22-22. Monitoring Report provided to Library Board on 03-21-22.
Freedom of Information Act (FOIA) Policy <i>(Public Service Policy)</i>	Will provide information to the Library Board for review on 12-12-22.
Fundraising Policy <i>(Executive Limitation)</i>	Provided information to Library Board to review this policy on 4-25-22.
Global Executive Constraint <i>(Executive Limitation)</i>	Provided information to Library Board to review this policy on 1-24-22.
Heritage Room Policy <i>(Public Service Policy)</i>	Provided information to the Library Board on 6-27-22 to review this policy.
Internet Policy <i>(Public Service Policy)</i>	Provided information to the Library Board on 7-25-22 to review this policy.
Investment Policy <i>(Public Service Policy)</i>	Will provide information to the Library Board on 10-24-22 to review policy.
Materials Selection Policy <i>(Public Service Policy)</i>	Provided information to the Library Board to review this policy on 9-26-22.
Patron Behavior Policy <i>(Public Service Policy)</i>	Provided information to the Library Board to review this policy on 5-23-22.
Programming Policy <i>(Public Service Policy)</i>	Provided information to Library Board to review this policy on 4-25-22.
Reciprocal Borrowing Policy <i>(Public Service Policy)</i>	Provided information to the Library Board on 5-23-22 to review this policy.
Records Retention Policy <i>(Executive Limitation)</i>	Monitoring report provided to Library Board on 7-25-22.
Resident/Non-Resident Policy <i>(Public Service Policy)</i>	Will provide information to the Library Board on 10-24-22 to review policy.
Treatment of Consumers Policy <i>(Executive Limitation)</i>	Monitoring report provided to Library Board on 2-28-22.
Treatment of Staff Policy <i>(Executive Limitation)</i>	Monitoring report provided to the Library Board on 8-22-22.

**2. Let the Library Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly any changes in the assumptions upon which any board policy has previously been established.**

**RESPONSE:** The Library Board has been kept aware of all relevant trends, pertinent information and significant issues impacting the library. Examples of this are as follows:

- Federal mandates on privacy and Internet child protection
- State requirements for annual report to be eligible for state aid
- Monthly Michigan Library Association legislative updates on state activities
- Regular updates on state-wide legislative activities and decisions
- Gave a detailed presentation to Library Board on revenue projections for library
- Alerted Library Board to tax abatement issues and reductions in state aid funding to libraries
- Provided information on the Personal Property Tax and the state’s proposed reimbursement plan for lost PPT revenue.

**3. Fail to advise the Library Board if, in the Library Director's opinion, the board is not in compliance with its own policies on Governance Process and Library Board-Library Director Linkage, particularly in the case of board behavior, which is detrimental to the work relationship between the board and the Library Director.**

Monitoring Report on Executive Limitation Policy: Communication and Support to the Library Board**RESPONSE:**

- The Library Board has been in compliance with its own policies.

4. **Fail to marshal for the Library Board, as many staff and external points of view, issues and options as needed for fully informed board choices. [i.e., survey information, industry standards and benchmarks.]**

**RESPONSE:**

- Arranged for regular staff presentations to Library Board highlighting various areas and services at the library (Three-Year Technology Plan; marketing initiatives; revenue projections; tax capture; Summer Reading Program report)
- Arranged for guests/presenters to come to board meetings: Library Auditor Rehmann Robson, Acting City Manager, Strategic Planning Facilitator, and Walbridge Construction Manager)

5. **Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.**

**RESPONSE:** Presented information to Library Board in the formats they requested.

6. **Fail to provide a support mechanism for official Library Board, officer or committee communications.**

**RESPONSE:** The Library Board has been provided the complete support of the Library Director (Klien), the Assistant to the Library Director and Board Secretary (Edwards), and the Library Business Manager (Foti) in all matters of official Library Board, officer or committee communications. The support mechanism in place to assist the Library Board is an Administrative Team composed of these staff members, plus seven other Department Heads and team members who receive board directives and represent the Library Board's decisions and preferences to the rest of the library staff. The support service to the Library Board includes: participation in assessing current board policies and/or developing new policies as may be needed; implementation of board policies and enforcement with the public; review and revision of library Ends Statements as identified by the Library Board and development of activities and projects to accomplish those Ends; representation of board preferences to the public; conduct of general research, online database searches for information, making contacts on behalf of the Library Board, handling correspondence and e-mail communications for the Library Board, managing official documentation of Library Board activities, and any other activities as required by the board as a whole, or upon individual request, if necessary and endorsed by the Board Chair. Legal services are always available to the Library Board as well.

7. **Fail to deal with the Library Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.**

**RESPONSE:** Proper attention has been given to the position of all Library Board members and in particular to the Board Chair and Vice Chair when communicating with the Library Board.

8. **Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Library Board.**

**RESPONSE:** There have been no instances of non-compliance with any policy of the Library Board, thus no need to report any such behavior.

9. **Fail to supply for the consent agenda all items delegated to the Library Director yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.**

**RESPONSE:** All items delegated to the Library Director or required by law or contract to be board approved have been included on the consent agenda with supporting monitoring assurance. Examples of this are: (1) the annual financial audit; (2) the annual State Aid report to the Library of Michigan; (3) the Public Hearing on the

Monitoring Report on Executive Limitation Policy: Communication and Support to the Library Board

Library's Proposed Budget in August; (4) annual review of the library's public policies and the Library Board's executive limitation policies; (5) end-of-year budget amendments, as needed; (6) establishment of an updated Non-Resident Fee for the coming year; and (7) approval of any outsourced service contracts or purchases potentially exceeding \$20,000.

**10. Fail to provide the Library Board with a Communication and Support Monitoring Report once a year.**

**RESPONSE:** This document serves as a "Communications and Support Monitoring Report" for Fiscal Year 2022, to assure the Library Board that all communications with the board have been handled appropriately and was included in the October 24, 2022 board meeting agenda packet.

PORTAGE DISTRICT LIBRARY

Monitoring Report on Ends Focus of Grants & Contracts for Fiscal Year 2022

**POLICY:** The Library Director may not enter into any grant or contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means. Accordingly, the Library Director shall not:

- 1. Fail to prohibit particular methods and activities to preclude grantee or service provider funds from being used in imprudent, unlawful or unethical ways.**

**RESPONSE:** All appropriate methods and activities were followed to ensure that any grant funds awarded to the Portage District Library, as grantee of funds, from granting agencies were used in prudent, lawful and ethical ways. The grant applications that were submitted and approved in FY 2022 were:

<b>Granting Agencies or Partners</b>	<b>Amount</b>	<b>Purpose of Grant or Contract</b>
SMLC (Southwest Michigan Library Cooperative)	\$2,260	Portage District Library requested and was awarded \$1,000 for collection development, \$1,000 for technology, and \$260 for PPE (personal protective equipment).
Friends of the Portage District Library	\$10,100	\$9,500 2023 Summer Reading Program  \$600 Geek Fest 2022
Kalamazoo Community Foundation - Nancy Haner Memorial Fund	\$736.59	Portage District Library was awarded this grant to be used for “achieving library goals and purposes”.
#PlantWildflowers Initiative	\$1,000	Grant includes \$1,000 honorarium, regional wildflower seeds and display, and a suite of impact tools to use and distribute to your community at upcoming events

- 2. Fail to assess and consider an applicant’s capability to produce appropriately targeted, efficient results.**

**RESPONSE:** The Library Director, the Marketing Manager, and associated Administrative Team members and library personnel work closely together to look at any potential grant or contract opportunity for the Portage District Library.

3. **Fund specific methods except when doing so for research purposes, when the result to be achieved is knowledge about differential effectiveness of various methods.**

**RESPONSE:** The Library Director has not funded any specific methods that fall into this category.

**Library Director's Narrative Report for October 24, 2022**  
*(Activities at the end of September and beginning of October 2022)*

**Administrative Activities:**

During the month of September 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 and meetings during the month.
- ❖ Met with representatives from ElementOne and Business Manager, Rob Foti, to work on the library's salary range project on August 31 and September 1.
- ❖ Attended the Youth Mental Health First Aid training on September 8.
- ❖ Attended the monthly Library of Michigan Virtual Directors Meeting on September 9.
- ❖ Participated in MLA's Connect Webinar on September 13.
- ❖ Had a lunch meeting with Kalamazoo Public Library and Willard District Library directors on September 14.
- ❖ Participated in Rose Street Advisors Annual HR & Benefits Seminar on September 15.
- ❖ Held the 2022 Staff Development Day for PDL staff members on September 23.
- ❖ Participated in the September 26, 2022, PDL Public Board Meeting.
- ❖ Facilitated the PDL Supervisor's Book Discussion on *The Manager's Coaching Handbook* by David Cottrell and Mark Layton on September 29.
- ❖ Attended the SMLC Director's meeting on September 29.
- ❖ Participated in the MDHHS Library OTC COVID-19 Test Distribution Program meeting on September 30.
- ❖ Participated in a benefits pre-renewal meeting with Rose Street Advisors on September 30.

**Maintenance and Building Services**

- Participated in the Strategic Planning sessions for Admin, staff during the Staff Development Day (Sept. 23) and update/input on Oct. 11.
- Replaced the freezestat device for the Preschool HVAC with an averaging type to eliminate the daily alarms on Sept. 21 and continue to investigate the VAV box's lack of response to heating demands in specific areas.
- Monthly pest control application for both the interior and exterior was performed on Sept. 21.
- New wire was installed along with the concrete pad on Sept. 22 in preparation for the Electric Vehicle Dual Car Charging station from ChargePoint. A ChargePoint purchase order to lease the charging station was issued with the expected delivery date before November 2022.
- A leaking exterior water hydrant (faucet) by the lower courtyard was replaced on Sept. 23.
- Participated in the supervisor's coaching meeting on Sept. 29.
- Discovered a new wasp nest on the north exterior wall that required spraying insecticide multiple times by staff, sealing the entry holes with caulk and a final spray with professional treatment by Oct. 5.
- The new glass operable partition wall was installed between the Café and Atrium on Oct 4 although the bottom locking pins require further alignment along with a new header. These items are planned to be complete by Oct. 18.
- Action Tint installed a visual stripe across the new glass wall on Oct. 5 to hopefully prevent people from walking into the glass wall.
- 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.
- Received a new 10'x16' shed on the east side on the concrete pad between the library and waste enclosure on Oct. 7.



- FISH window cleaning the exterior windows on Oct. 10.
- Fawley overhead doors installed a bottom reversing sensor to replace the laser sensors so the security device operation for the receiving overhead door on Oct. 12.
- Participated in ERACCE training held on Oct 12 & 13 afternoons.
- Installed a new light switch on Oct. 14 for the lower foyer prior to the program rooms so it can be turned OFF for dark events and remain ON without timing out during program room activities.
- Reviewed the library refurbishing, bldg. repair and library grounds budgets for future expenses before year end and investigating costs for these expenses.

**Personnel Information:**

The library undertook the following Human Resource and Financial activities since the September 26, 2022 Board meeting:

- Work with John Aymond of Multi-Bank Solution and Dawn Lovrovich of UBS to reinvest Library funds as investments mature.
- The Library hired three (3) new Library Assistants in the Circulation Department. Kevin Curtis, Angelica Zoch, and Rhyan Shankool all began on October 10, 2022. There is one (1) open Library Assistant position that needs to be filled.
- Christy Klien and Rob Foti met with and worked on the Salary Range Project with it consultants from ElementOne. The next step will be to analyze the results and decide on a plan to move the Library to meeting the results.
- Posted the open Youth Librarian position on MLA, ALA and various other Library related sites. This position will focus on Preschool to Early Elementary ages.
- Began annual performance reviews that will culminate at the end of November.
- Worked with Christy Klien and Brian Mortimore of Kent District Library on Coaching training. The training will be four (4) hours of training on October 25, 2022.
- Met with Rose Street Advisors to begin the process of obtaining benefit quotes for the Library’s open enrollment, commencing in November.

**Staff Anniversaries:**

Rachel Stickney, Circulation Assistant – 4 years, October 2  
 Erik Fogderud, Circulation Assistant – 16 years, October 2  
 Jane Fleming, STEM Librarian – 3 years, October 14  
 Abigael Galbraith-Frew, Circulation Supervisor – 5 years, October 14  
 Steve Rossio, Local Historian – 25 years, October 27

**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

- Make it @ The Library: Introduction to 3D Printing - Sept 15<sup>th</sup> - 11 people attended

Jane Fleming, STEM Librarian, went over the basics of 3D printing and how we do 3D printing at PDL. Each person was on a computer, and we visited some sites to get them acquainted with 3D printing. One was a site where you could learn basic 3D design and the other two were sites where people could choose a design to print. Each person sent a design in and Jane was able to print them so they could come in and pick up their print later.

“I didn’t know anything at all about 3D printing. It was very interesting!”

“Thank you for my print. It turned out great.”

- Make It @ The Library: Tie-Dye Totes - Sept 22<sup>nd</sup> - 12 people attended

In this program patrons used indigo dye to create different tie dye patterns on tote bags. It was very popular, and was meant to be capped at ten, but staff was able to accommodate a few more people from the wait list. Patrons learned two different techniques to make two different effects. Patrons were also introduced to Creative Bug, the new database at the library, so they could explore other creative activities.

“It was fun to explore how to tie dye and library resources.”

“I liked the hands-on learning.”

- Pocket Journal Class - Sept 27<sup>th</sup> - 12 people attended

This event was full. An instructor from the Kalamazoo Book Arts Center came and taught patrons how to make Pocket Journals. Patrons were able to choose their colors and were walked through the process of how to bind a book with thread and add a cover.

“I learned about how to put a book together. It was great!”

“Making a book is totally new to me. Could you do a more advanced version for people who have taken the first class?”

- Make It @ The Library: Leather Earrings - Sept 29<sup>th</sup> - 6 people attended.

Patrons learned how to use the Cricut to make leather earrings. Jane Fleming, STEM Librarian, showed them how to design their own or search Cricut Access files to find designs they liked, as well as the settings and equipment necessary to cut leather. Each patron was able to make at least one pair of earrings, and many made two or three sets. It was very popular, with a large waiting list.

“I didn’t know the Cricut could cut leather—I thought it was only paper. Offer more!”

“It was so cool to learn what the Cricut could do!”

“I liked how I could pick my own specific earrings.”

- Jane Fleming, STEM Librarian, continued Drop-In hours in the Makerspace. Here are just a few of the interactions Jane had with patrons during those times.

Jane worked with a patron who needed to digitize tapes that were not VHS cassette tapes.

Jane showed a patron how to use Photoshop to touch up his photos.

Jane showed a patron how to use the 8mm digitizer so he could watch movies that he hasn’t seen in years.

Jane helped a patron use the button maker to make name badges for her Mahjong group.

Jane helped a patron use the Cricut to make a centerpiece for an upcoming fundraiser. She came back numerous times with her friend to work on that project.

Jane helped a patron laser engrave two photos.

Jane showed two patrons how to use the Cricut to create stencils.

- Jane Fleming, STEM Librarian, added the riser and rotary tool to the laser engraver so now patrons can engrave cylindrical objects and larger objects, as well as a paper trimmer. She created our first Creative Kit for patrons to use. These are kits with supplies that people can use in the Makerspace to make objects. The first Creative Kit is a Jewelry Making Kit.

- During the month of September, Jane Fleming, STEM Librarian had 7 One-on-Ones in the Makerspace and Creation Station and spoke to approximately 65 people during Drop-In hours.

Develop more instructional programming for adult patrons

- Retirement 101: Secure Your Financial Foundation—Sep 22—3 people attended

Adult Services Librarian Katharyn hosted Chuck Henrich of Southwest Michigan Financial for a free educational event about managing money for retirement.

- Saturday Sound Immersion – September 10th – 15 attendees

Sara Weyenberg, 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.

Create programming that promotes interactive learning

- September 6th: Youth Staff resumed regular storytimes, hosting 8-10 sessions per week. During September, 781 people attended with an average of 32 people per storytime. Families were glad to return to regular offerings (no registration required), and they are enjoying the variety of styles offered by Youth Staff Kristy Zeluff, Steve Rossio, Mary Breuer, and Emily Mingle.

- September 8th: Youth Staff Annette Wendt hosted this month's Retro Crafts class – Latch Hook For Kids.

- September 13th: Youth Librarian Emily Mingle hosted the first Elementary Maker drop-in event, with a focus on personal décor. Attendees made vinyl decals, buttons, and other crafts.

- September 20th: Youth Librarian Andrea Smalley hosted the first Middle School Maker drop-in event. Attendees created vinyl decals for their water bottles.

- September 22nd: Local Historian Steve Rossio and Youth Librarian Kristy Zeluff hosted a trip back in time at the historic schoolhouse in Celery Flats. Attendees experienced lessons, snacks and recess just like kids from the past.

- September 27th: Youth Librarian Emily Mingle hosted an Elementary Maker drop-in event with a focus on “going tiny”. They created miniature scenes or structures.

- Plots and Pages: A Local Writers Group—Sep 12—6 people attended

Local author Mark Love led our first local writers group meetin. This group will meet monthly on the second Monday of the month. Attendees were thrilled to have a dedicated space to talk about the craft of writing and the art of publishing. Adult Services Librarian Katharyn hosted this program.

- Yoga and Journaling—Sep 14—3 people attended

Certified instructor Susan Corak led participants through a curated yoga and journaling experience leaving attendees relaxed and thoughtful. Adult Services Librarians Ruth and Katharyn hosted this program.

Create a literacy liaison who will make connections and give tours to ESL and Adult Literacy groups  
- Andrea Smalley, Youth Outreach Librarian, visited with ESL of Southwest Michigan on September 15<sup>th</sup> on behalf of the adult department. There were 12 students in attendance.

Create methods to expand the reach of our Digital Literacy (computer education) programs  
- We began to offer one-on-one tutorials for basic computer skills to the public again in September. We assisted 12 patrons during September, for topics ranging from formatting documents in word to using Overdrive and Libby.

The outline of this procedure is explained on the library's website:

<https://www.portagelibrary.info/one-on-one-tutorials/>

We are directing this service towards walk in appointments because we feel that's where the greatest need is. Those needing assistance or who have booked an appointment should come to the Adult Information Desk. If another patron is having a tutorial, we may ask you to wait or schedule a time for you to come back. It may help to call in advance of your arrival to be sure we have availability for walk-in assistance.

Build programming and services that will reach groups at diverse levels

- September 13th and 14th: Youth Librarian Andrea Smalley hosted Middle Grade Book Club. This month's read was "The Unteachables" by Gordon Korman.
- September 14th: Teen Librarian Olivia Pennebaker hosted Teen Art Space. Teens drew, wrote, colored, or created origami while enjoying snacks.
- September 15th: Youth Librarian Kristy Zeluff hosted Caldecott Club, a book club for kindergarten through 2nd graders. The group talked about some of the newest award-worthy picture books in the library.
- September 16th: Youth Librarian Kristy Zeluff and Makerspace Librarian Jane Fleming hosted STEM Storytime – Attendees explored the properties of liquids through stories, games, and activities.
- September 20th: Teen Librarian Olivia Pennebaker hosted the LGBTQ+ Meetup, teens can make jewelry, create art, browse books, and enjoy snacks at this group.
- September 22nd: Youth Staff Annette Wendt recorded and posted her first "Oldies but Goodies" virtual storytime, which will focus on childhood classics. Her first selection was The Mouse, the Strawberry and the Big, Hungry Bear by Don Wood.

### **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 Annette Wendt focused her Dewey book Displays on snakes, then on the Solar System.
- Other book displays included a Fall/Fall Equinox by Youth Librarian Emily Mingle and music-themed display by Youth Staff Karina Gluys.
- Youth Staff Karina Gluys is now coordinating book displays on the lower level.
  
- International Mystery Book Discussion: Bullet Train—Sep 8—9 people attended

- Documentary and Donuts: Botero—Sep 9—1 person attended

Documentary and Donuts returns on the second Friday morning of every month. Each featured film is a part of the library's Kanopy collection. Attendees can enjoy local donuts and coffee while watching the film. Adult Services Librarian Katharyn hosted this program.

- Michigan Author Talk--Trinity Lemm: From Self-Published to Award-Winning Author—Sep 17—1 person attended

WMU student and local author Trinity Lemm gave a stirring presentation about how she built her platform and eventually earned more than \$1000 in royalties in one month. Adult Services Librarian Katharyn hosted this program.

- Open for Discussion: "Bewilderment"—Sep 20—1 person attended

Open for Discussion Book Group returns on the third Tuesday morning of the month. Adult Services Librarian Katharyn hosted this program.

- Cookies and Conversation: A Heartwarming Reads Book Club—Sep 21—3 people attended

Adult Services Librarian Katharyn launched a "heartwarming" reads book club that focuses on lighter reads. Themed cookies are provided for attendees.

- Stump the Librarian – September 24 at 11:00 AM in the Café – 75 people

To give away the Free Comic Book Day comics that were donated to the library by Fanfare along with other fun prizes, Librarians Ruth Cowles and Laura Wright challenged the community to stump their knowledge of comic book characters. Ruth had to identify what publisher (Marvel, DC, or other) has the superhero or villain the patrons offered while Laura fact-checked the answers to keep Ruth honest. Seventy-five people accepted the challenge, and many won a prize. Comments from the public: "I love my library!" "This is a great idea and so fun." "Thank you for thinking of creative ways to interact with kids."

- The volunteers have logged over 319 hours for the month of September by helping with shelving, organizing donated books, running the book sale, pulling books for discard, scanning for missing books, and gardening assistance.

- Meet Lindsay MacMillan: From Goldman Sachs to Author—Sep 27—11 people attended

Adult Services Librarian Katharyn Haas and the Kalamazoo Area Women's Club hosted former Goldman Sachs Vice President Lindsay MacMillan for a discussion about her debut novel *The Heart of the Deal*. This program was hosted over lunch to attract the working crowd and livestreamed on YouTube.

- Book Tasting: Heartwarming Reads—Sep 28—18 people attended

Adult Services Librarian Katharyn Haas put up displays featuring Speculative Fiction, banned books for Banned Books Week, and selected the new books to be featured on the PDL app.

**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.

Project Updates:

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

- September 14th: Youth Librarians Andrea Smalley and Laura Wright and Portage Northern educator and PDL Board member Jeanne Friedman hosted a Book Buddies informational meeting at Portage Northern High School. The 42 attendees learned about volunteer opportunities and family events at the library.
- September 15th: Head of Youth Services Laura Wright worked with Book Buddy volunteers to set up themed activities relating to International Dot Day.
- September 15th: Outreach Librarian Andrea Smalley visited Levels 2 and 3 classes at ESL of Southwest Michigan.
- September 18th: Outreach Librarians Andrea Smalley and Sarah Weyenberg hosted a booth at the City of Portage Fall Fest. They offered remote circulation, card registration, children's activities and information about the library.
- September 26th: Youth Librarians Kristy Zeluff and Emily Mingle are collaborating with KRESA staff to assist a Work Experience Student. This student is building important life and workplace skills through completing tasks at the library. This is a year-long commitment by both the student and PDL staff.

- Cookbook Club Challenge: Creative Cookies—Sep 1 – Sep 30—4 participants

The Cookbook Club group currently has 251 members. Distributed more than 50 copies of the winning August recipe to the public.

- Brookdale Book Chat – September 8th – 12 attendees

Sara Weyenberg, 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.

- Kalamazoo Literacy Council – Sept 13th

Sara Weyenberg, Outreach Librarian, met with Michael Evans (executive director) and Kito Juanne-Marshall from the Kalamazoo Literacy Council. They discussed some future opportunities to collaborate on various programs and events. The KLC also expressed its interest in having Sara join their board to strengthen the partnership between the two organizations.

- Fall Festival – Sept 18th – 300+ attendees

Sara Weyenberg, Outreach Librarian attended the Fall Festival hosted by the City of Portage. There were well over 300 attendees there. Multiple items were borrowed by patrons, cards were renewed, and some new cards were also made.

- Portage Farmers Market – Sept 25<sup>th</sup>

Assistant to the Director Quyen Edwards staffed a booth at the Sunday Farmers Market. She gave out over 50 Seed Library brochures and free seeds to shoppers.

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

- During the month of September, 1022 Portage Public School students had activity on their PASS card.

#### **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)  
Projects:

Displays and use of space to showcase local arts and organizations

Art Exhibits for September :

Café Gallery—The Art of K.P. Kent

Atrium Gallery— Alliance of Kalamazoo Artists

Heritage Room Update:

September saw the return of in-house Heritage Room programming. The first event involved the Daughters of the American Revolution and saw twenty-four people in attendance. The next was the Kalamazoo Valley Genealogy Society which had over sixty in attendance (forty-five in person and sixteen on-line). The program was presented by Local Historian Steve Rossio who talked about “Preserving Your Family Heirlooms.”

In conjunction with this in-house programming, Local Historian Steve Rossio was invited to be a luncheon key-note speaker at the Daughters of the American Revolution National Convention held in downtown Kalamazoo. The luncheon was well attended with over one-hundred present. Steve’s presentation discussed the various historical organizations currently operating in Kalamazoo and how they all work together to preserve and disseminate the history of Kalamazoo to the community and beyond.

Local Historian Steve Rossio also partnered with Youth Services Librarian Kristy Zeluff on a family program at the Celery Flats. The program utilized the old District Number 8 One-Room School and focused on what school life was like back in the 1870’s. The goal was to teach the children how much things have changed since then but to do it in a fun and interactive environment. A brief history of the school was presented followed by period lessons, period snacks and then a period recess.

Within the Heritage Room Archives, Local Historian Steve Rossio is still moving forward on the sorting and cataloging process. Major headway was made in cataloging the Heritage Room’s cloth collection. The collection includes various clothing items from Portage School’s, vintage T-Shirts from area events, a 1930’s rental bathing suit from Ramona Park, a Jim Gilmore sports coat worn during race events and more.

### **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 are working through the remaining items that are backordered such as room doors and the glass partition wall.

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

- Staff Development Day was held on September 23, 2022. The day included training on CPR and AED, a staff photo, and Strategic Plan discussions. PDL supervisors will be focusing their professional development on performance coaching in September and October.

#### Circulation Update:

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 starts.

Started the process of getting everything ready for Curbside Service.

#### Building Project Technology Updates:

- Cellular Signal Amplification Project is currently underway. MOSS communications has installed the outdoor yagis and has cable all of the indoor antennas. Waiting for the remaining back ordered parts.
- Updated PAC Computers per regular maintenance schedules
- Fixed some mobile printing and faxing issues
- Testing iPad for Public Access usage in the creation station area.
- Continued to recycle old technology through Green Earth.
- Waiting for a date for outdoor APs.
- Continued Converting Staff from Microsoft Volume Licensed products to Office 365 Click-to-Run versions

#### New Public Access Management System

- PASS Student Cards are updated now monthly.
- New Laptops have been configured for printing for Creation Lab.
- Worked on various software and hardware updates for the creation stations.
- All public access and staff hotspots have been updated and replaced.
- Met with TBS representative to discuss issues and upgrades.

Technical Services will efficiently help acquire, process, and deliver accurate complete materials in a timely manner that will aide in borrowers search and retrieval of the information that they desire

- 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.
- Technical Services has been working diligently to get all of the ordered materials out for patrons in a timely manner.

#### Create a sustainable Maker area for Youth

- Youth Librarian Emily Mingle is now coordinating our “Passive Programming” area, which, in combination with our weekly programs in the Makerspace, provides hands-on maker and art activities for preschoolers through elementary aged children.

- September 1st-14th: (Youth Librarian Emily Mingle) Activities included a sampling of our games and learning activities.

- September 15th – 30th: (Head of Youth Services Laura Wright) Activities were a celebration of International Dot Day, based on the book “The Dot” by Peter Reynolds. Activities encourage creativity and pride in one’s artistic creations. Participants created art, signed their work, and displayed it in the activity area. They could contribute to a community art piece, a dot tree. All activities were set up with the help of the Book Buddies.

#### Professional Development – Youth

- 1-hour webinar: Fall Graphic Novels for All Levels through School Library Journal and Library Journal  
TED talks on customer service/teamwork

- Several youth staff took Gallup’s Clifton Strengths test and discussed findings. Additional youth staff will be taking this test in the future.

PORTAGE DISTRICT LIBRARY  
Library Director's Report on the Financial Condition  
for  
September 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	\$11,727,969
Expenditures	\$ 8,690,727

Fund	8/31/2022	Changes	9/30/2022
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 September 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 September 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 2<sup>nd</sup> 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 monthly e-Newsletter was sent out to over 12,000 library patrons.
- The Portager contained information about services and programs. It was sent out to 22,800 residences.
- Digital signage was updated to advertise our programs and service offerings.
- Monthly updates to website, catalog ad space, and booklists on our app.

## September Marketing Highlights:

- Finalized marketing materials from program series for October 2022 until May of 2023.
- Worked on laying out a new web page for the Creation Station that would highlight all of their equipment, costs, and procedures. To be published in October.
- Created a flyer for our patrons using MeLCat to explain how the Fine Free policies could impact their use of MeLCat.
- Coordinated with the Circulation Department to provide account forgiveness to 773 patrons who would otherwise be unable to use library collections after October 1, 2022. Of those patrons, 194 are under 18 years of age.
- Printed and mailed notices to 459 users on October 3, the official start of billing for non-returned materials.
- Made all of the final changes to Symphony, our ILS, to enable Fine Free policies.
- Updated the Curbside web page and marketing material to restart Curbside Pickup on October 17, 2022.
- Created a new web page for our One-on-One Tech Tutorials.
- Designed additional promotional materials to support Geek Fest including signs and posters to be displayed at the event.
- Marketing Manager participated in setting up and running tech for Live Stream events.
- Designed and created additional notices to support our Fine-Free transition.

## September Social Media Highlights:

### Facebook

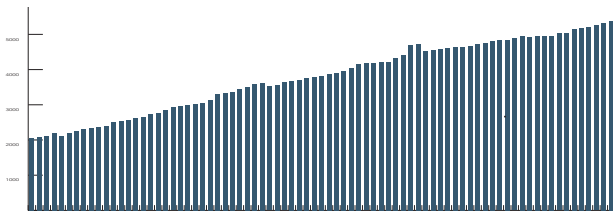
53 New Page Likes | 112 Post Shares | 1,191 Post Likes | 137 Comments | 340,377 Total Reach

### Twitter

61 Tweet Impressions | 1 Likes | 0 Re-tweets | 54 Profile Visits | 2 Mentions | 1 New Followers

# Facebook Stats 2016 - September 2022

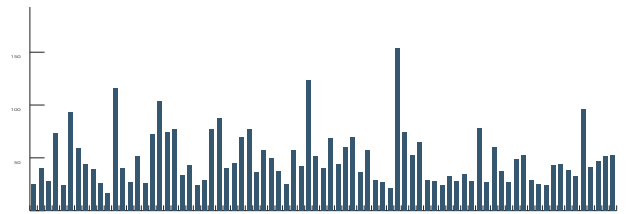
## Total Followers:



February 2016  
2,052

September 2022  
5,384

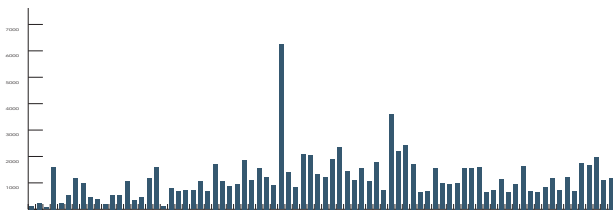
## New Followers:



February 2016  
25

September 2022  
53

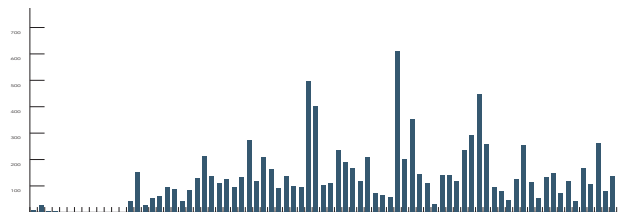
## Likes:



February 2016  
124

September 2022  
1,191

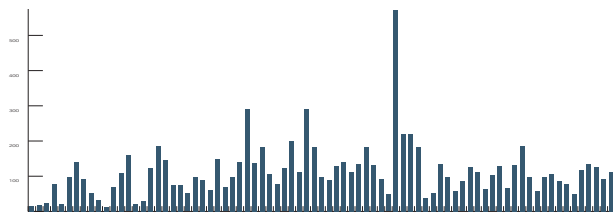
## Comments:



May 2016  
7

September 2022  
137

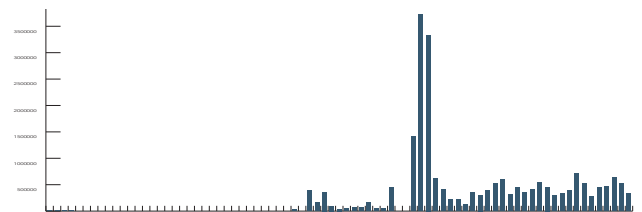
## Shares:



February 2016  
0

September 2022  
112

## Engagement:



February 2016  
5,305

September 2022  
340,377

**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** October 1, 2022  
**SUBJECT:** Library Statistical Report - September 2022

	Month Statistics			YTD Statistics		
	Sep-22	Sep-21	CHANGE	2022	2021	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>70,929</b>	<b>51,515</b>	<b>37.69%</b>	<b>541,945</b>	<b>425,327</b>	<b>27.42%</b>
Adult - Books	16,933	11,772	43.84%	120,756	94,087	28.35%
Adult - A/V	3,796	2,724	39.35%	25,595	19,320	32.48%
Youth - Books	29,709	16,169	83.74%	201,936	140,601	43.62%
Youth - A/V	2,423	1,250	93.84%	29,832	12,532	138.05%
Hot Picks	836	1,103	-24.21%	7,707	7,904	-2.49%
E-Material	15,366	16,889	-9.02%	144,747	138,978	4.15%
ILL - PDL Requests	892	679	31.37%	5,758	5,684	1.30%
ILL - Other Lib. Requests	974	929	4.84%	5,614	6,221	-9.76%
<b>Self-Checkout Percentage</b>	<b>48.55%</b>	<b>56.21%</b>		<b>55.19%</b>	<b>52.64%</b>	
<b>Total Library Collection</b>	<b>180,933</b>	<b>179,663</b>	<b>0.71%</b>			
Adult - Books	73,923	77,045	-4.05%			
Adult - A/V	16,808	16,166	3.97%			
Youth - Books	78,997	73,716	7.16%			
Youth - A/V	8,370	8,745	-4.29%			
Hot Picks	2,835	3,991	-28.97%			
<b>Net Acquisitions</b>	<b>1,533</b>	<b>628</b>	<b>144.11%</b>	<b>(4,233)</b>	<b>(3,851)</b>	<b>-9.92%</b>
Purchased - Books	2,090	1,950	7.18%	12,146	11,858	2.43%
Purchased - A/V	175	251	-30.28%	1,734	1,961	-11.58%
Donated - Books	0	0	0.00%	0	0	0.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(732)	(1,573)	53.46%	(18,113)	(17,670)	-2.51%
<b>Total In-House Usage*</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
In-House Periodical Usage	0	0	n/a	0	0	n/a
In-House Book Usage	0	0	n/a	0	0	n/a
<b>Patrons</b>						
<b>Total Patrons</b>	<b>37,617</b>	<b>52,606</b>	<b>-28.49%</b>			
Adult	18,217	28,411	-35.88%			
Youth	4,178	5,978	-30.11%			
Non-Resident	159	369	-56.91%			
Reciprocal	3,741	6,479	-42.26%			
Internet User	331	980	-66.22%			
PASS Users	10,933	10,334	100.00%			
Professional	58	55	5.45%			
<b>Net Patrons</b>	<b>545</b>	<b>784</b>	<b>-30.48%</b>	<b>2,743</b>	<b>2,374</b>	<b>15.54%</b>
Adult	236	99	138.38%	3,199	637	402.20%
Youth	33	8	312.50%	786	125	528.80%
Non-Resident	5	0	0.00%	67	6	1016.67%
Reciprocal	52	20	160.00%	263	106	148.11%
Internet User	39	26	50.00%	235	154	52.60%
PASS Users	281	631	100.00%	1,208	1,346	-10.25%
Professional	1	0	0.00%	7	0	100.00%
<b>Patrons Removed</b>	<b>(102)</b>	<b>0</b>	<b>0.00%</b>	<b>(3,022)</b>	<b>0</b>	<b>100.00%</b>

**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** October 1, 2022  
**SUBJECT:** Library Statistical Report - September 2022

	Month Statistics			YTD Statistics		
	Sep-22	Sep-21	CHANGE	2022	2021	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	<b>498</b>	<b>18</b>	<b>2666.67%</b>	<b>1,870</b>	<b>41</b>	<b>4460.98%</b>
Internal/Collaboration	67	6	1016.67%	162	21	671.43%
External/Outside Usage	431	12	3491.67%	1,708	20	8440.00%
<b>Total Program Audience</b>	<b>1,218</b>	<b>800</b>	<b>52.25%</b>	<b>8,486</b>	<b>12,361</b>	<b>-31.35%</b>
Adult	202	379	-46.70%	1,879	1,688	11.32%
Youth	933	421	121.62%	6,524	10,673	-38.87%
Heritage Room	83	0	100.00%	83	0	100.00%
<b>Total Number of Programs</b>	<b>53</b>	<b>9</b>	<b>488.89%</b>	<b>252</b>	<b>215</b>	<b>17.21%</b>
Adult	17	4	325.00%	117	73	60.27%
Youth	34	5	580.00%	133	142	-6.34%
Heritage Room	2	0	100.00%	2	0	100.00%
<b>Total Volunteer Hours</b>	<b>196</b>	<b>77</b>	<b>154.55%</b>	<b>991</b>	<b>404</b>	<b>145.30%</b>
Adult	47	15	100.00%	171	28	510.71%
Youth	0	0	0.00%	0	0	0.00%
Technical	17	18	100.00%	189	79	139.24%
Circulation	81	12	100.00%	408	49	732.65%
Administration	47	32	100.00%	207	248	-16.53%
Community Service	4	0	100.00%	16	0	100.00%
<b>Total Front Door Traffic</b>	<b>19,890</b>	<b>8,976</b>	<b>121.59%</b>	<b>102,782</b>	<b>58,921</b>	<b>74.44%</b>
<b>Total Youth Services Traffic</b>	<b>12,132</b>	<b>6,656</b>	<b>82.27%</b>	<b>71,888</b>	<b>41,856</b>	<b>71.75%</b>
<b>Total Business Center Traffic</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>34</b>	<b>-100.00%</b>
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	<b>6,228</b>	<b>6,064</b>	<b>2.70%</b>	<b>44,841</b>	<b>62,401</b>	<b>-28.14%</b>
Adult Phone	325	340	-4.41%	2,577	2,365	8.96%
Adult Ready Reference	1,703	1,253	35.91%	8,744	8,958	-2.39%
Adult Reference	158	108	46.30%	924	762	21.26%
Youth Phone	51	51	0.00%	433	693	-37.52%
Youth Ready Reference	1,925	2,934	-34.39%	15,483	25,815	-40.02%
Youth Reference	130	292	-55.48%	2,671	2,401	11.25%
HR Phone	8	7	14.29%	103	94	9.57%
HR Ready Reference	311	333	-6.61%	1,328	1,346	-1.34%
HR Reference	21	15	40.00%	113	96	17.71%
Circ Phone	266	285	-6.67%	3,112	7,122	-56.30%
Circ Ready Reference	475	336	41.37%	4,115	7,619	-45.99%
Circ Reference	855	110	677.27%	5,238	5,130	2.11%
<b>Total Edutainment LAN Use</b>	<b>68</b>	<b>0</b>	<b>0.00%</b>	<b>403</b>	<b>0</b>	<b>100.00%</b>
<b>Total Internet Computer Use</b>	<b>1,326</b>	<b>881</b>	<b>50.51%</b>	<b>7,402</b>	<b>4,693</b>	<b>57.72%</b>
Youth Computers	88	1	8700.00%	639	72	787.50%
Adult Computers	1,237	880	40.57%	6,755	4,621	46.18%
Laptop Computer Circulated	1	0	100.00%	8	0	100.00%
<b>Total Electronic Transactions</b>	<b>51,144</b>	<b>39,097</b>	<b>30.81%</b>	<b>406,068</b>	<b>364,892</b>	<b>11.28%</b>
WebSite Hits	38,952	28,843	35.05%	305,238	267,649	14.04%
WebCatalog Sessions	9,878	8,357	18.20%	83,468	76,271	9.44%
Licensed Database Hits	2,314	1,897	21.98%	17,362	20,972	-17.21%

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

Christy Klien, Library Director



# MLA ADVOCACY NEWS

News - Advocacy

Friday, September 23, 2022 12:00 AM

## State of Michigan Budget Updates

On October 1, the FY23 State of Michigan budget will begin and libraries have much to be thankful for. As we reported in July, the work of our library community to advocate for increased investment in libraries has again been rewarded! For the third straight year, MLA is proud to announce an additional \$500,000 has been included in the State of Michigan budget for State Aid to Libraries. In addition, \$800,000 was allocated for the library pilot program that addresses a partnership between public and school libraries. Resources were also included for the Poet Laureate (\$100,000), and \$1.2 million was awarded through an enhancement grant to the Inkster Library. (One hundred unique projects were identified to receive \$205 million in the newly released budget.)

The state budget also includes \$25 million for out-of-school time (OST) grants, split between intermediate school districts (ISD) and community-based organizations (CBO) with at least 60% going to CBO which includes nonprofits, libraries and local municipalities.

Linked here is a copy of the [General Omnibus Budget](#) for your perusal, as well as the [Education Omnibus Budget](#) which is where the OST grants are listed.

It should be noted that upwards of \$7 billion more in federal COVID relief money still remains to be distributed and will be included in supplemental budgets to be approved after the election. MLA is beginning to advocate for additional infrastructure dollars for our library facilities and we will keep you informed about any potential movement.

Advocacy happens year-round! Your messages to our legislators over the years have resonated and we are thankful every time you contact your legislators by picking up the phone, writing a note, sharing an email, inviting them to read a story, hold their coffee hours at your library, and/or responding to an MLA call to action. Your membership in MLA helps make this happen!

Take time today to thank your Senator, your House Member, and the Governor.

**PORTAGE DISTRICT LIBRARY****COMMUNICATION**

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** October 18, 2022  
**Subject:** Upcoming Library Board linkage opportunities in November and December 2022

Monthly library board linkage has been included in the past as a list of upcoming events. This linkage information is provided to highlight a few programs that will occur before the next month’s board meeting. We welcome you to attend any library event as a trustee and representative of the library as it is an excellent opportunity to observe what is happening on a daily basis and to speak to patrons about their experiences. If you choose to attend a program as a trustee, we ask that you let Quyen or myself know in advance so that we can make the staff presenter aware.

<b>Date</b>	<b>Time</b>	<b>Activity or Program Description</b>
11/1	ALL MONTH	Cookbook Club Challenge: Starring Potatoes (FACEBOOK)
12/1	ALL MONTH	Cookbook Club Challenge: Family Foods (FACEBOOK)
11/3, 12/1	9:00 AM	Muffins and the Market
11/8	6:00 PM	Vote the TikTok Toy
11/8	7:00 PM	SF/F Discussion: Star Wars and the Decline of Democracy
11/9	1:30 PM	Yoga and Journaling
11/10	3:00 PM	Make It @ the Library: Laser Cut Thanksgiving Napkin Holders
11/10	7:00 PM	International Mystery Book Discussion: “The Missing American”
11/11	10:00 AM	Documentary and Donuts: “Young Lakota”
11/12, 12/10	10:00 AM	Saturday Sound Immersion
11/15	10:30 PM	Open for Discussion: “The Maid”
11/15	6:30 PM	Teen LGBTQ+ Meet-Up
11/16	4:00 PM	Professionalism in the Workplace with Michigan Works
11/16	7:00 PM	Michigan Author Talk: George D. Jepson and “Crash Boat”
11/30	6:00 PM	Tea Rex Tea Party
12/2	9:30 AM	STEM Storytime-Light and Shadows
12/3	9:00 AM	Friends of the Library Book Sale
12/28	11:00 AM	Book Tasting: Superb Self-Help Books

# PORTAGE DISTRICT LIBRARY      COMMUNICATION

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**To:** Portage District Library Board  
**From:** Christy Klien, Library Director and Rob Foti, Business Manager  
**Date:** October 24, 2022  
**Subject:** Proposed Non-Resident Fee for Fiscal Year 2023

## **BACKGROUND:**

For many years, the library has extended library borrowing privileges to non-residents by providing an opportunity for them to get a library card by paying an annual fee that is comparable to what the average resident taxpayer would pay through tax assessment for library service. This is a reasonable approach to resource sharing by a tax supported public library and is a practice followed by many libraries. We have also always complied with Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, which states that a Non-Resident Fee...

*“May not exceed the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.”*

The current Library Board approved formula for calculating the library’s Non-Resident Fee is:

**Tax revenue generated by the taxable value of the average residential property in the Library taxing jurisdiction.**

## **CALCULATION:**

Using this formula, we have determined that the library’s Non-Resident Fee for 2022 would be:

The current number of **residential parcels** in the Library’s jurisdiction is 19,107. The total taxable value for all residential property is 1,842,025,469. Therefore, the average taxable value of a residential parcel of property in the Library’s area would be 96,406. That means that tax revenue generated per average parcel in the coming year at the Headlee reduced millage rate of 1.9945 mils will be \$192.00.

This is a \$9.00 increase in the library’s Non-Resident Fee from Fiscal Year 2022 which was \$183.00.

## **RECOMMENDATION:**

It is recommended that the Library Board approve a 2023 Non-Resident Fee for the Portage District Library in the amount of \$192.00.

# PORTAGE DISTRICT LIBRARY

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## Resident / Non-Resident Membership Policy

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### **I. Definition of the Portage District Library Service Area Boundaries**

*The service area of the Portage District Library is property located within the City of Portage or the portions of the Portage Public School District located in Texas Township and Pavilion Township. Only those who reside within or own property or businesses within these boundaries are entitled to free membership.*

NOTE: Those who reside within or own property or businesses in the portion of the Portage Public School District located within the City of Kalamazoo are served by the Kalamazoo Public Library.

### **II. Who is able to get a free membership?**

- A. Any person who resides within the Portage District Library service area.
- B. Any person who pays real or personal property tax on property located within the Portage District Library service area.
- C. Any business and/or institution located within the Portage Library District service area may be issued a library card in the name of that business or institution. See Section V, part D of this policy for more details.
- D. Any person who is a resident member of a library district that has established a reciprocal borrowing agreement with the Portage District Library can have a free, limited use membership. See the Reciprocal Borrowing Policy for additional membership requirements.
- E. Any student registered with the Portage Public Schools and whose parent or legal guardian has agreed to participation in the Portage District Library/Portage Public Schools Student Library Card Program.
- F. Any person who can document that they are an educator at an educational institution that is located with the Portage District Library service area and would not otherwise qualify for any free membership type. See Section V, part E of this policy for more details.

NOTE: Businesses outside of the Portage District Library service area are not eligible for reciprocal memberships.

### **III. Non-Resident Memberships**

Any person, business or institution that does not fit into one of the above categories must pay a non-resident fee for library service. The non-resident membership is good for one year from date of issuance and entitles the member to all services of Portage District Library. Shorter term prorated non-resident memberships may be offered.

The “Cost of Service” is calculated based on the average taxable value per residential parcel within the service area of the Portage District Library. As required by Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, the fee may not exceed “the cost incurred

by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.” This cost figure is re-calculated annually and reported to the Library Board.

NOTE: The non-resident fee for patrons 62 yrs. and older is 50% of the standard non-resident fee charged to people who reside outside of the Portage District Library service area.

#### **IV. Required Documentation for Establishing a Membership**

The appropriate type of library membership for any person will be issued only upon verified identification and proof of current residential address for the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements addressed below. One of the following items of identification is required to establish a membership:

1. Valid Driver’s License
2. Valid State Identification Card
3. Valid Kalamazoo County ID Card
4. Valid Passport
5. Valid Military ID
6. Valid School ID with Photo

If the current residential address is not listed as part of the identification presented, a secondary document that includes a current residential address is also required to establish membership. The secondary document must be in the name of the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements detailed below. In order of preference, one of the following documents is required for proof of current residential address when the current residence is not listed on the identification presented to establish membership:

1. Valid Voter’s Registration Card
2. Current property tax bill or receipt
3. Current utility bill for water/sewer or gas/electric services
4. Registered Land Contract
5. Current Lease Agreement
6. Current vehicle registration

#### **V. Special Circumstances & Other Membership Types**

- A. In the case of children under the age of 18 who are unable to show identification or proof of current residential address and are not accompanied by a parent or documented legal guardian, an alternative form of registration will be offered that will require the

membership card to be mailed as proof of residence. The mailing also serves as notification to the responsible party that a membership card has been issued.

- B. For those individuals seeking membership who may live in alternative living situations, such as shelters, temporary housing, group homes, transitional housing or care facilities, there may be other options for registration and/or proof of residence. Memberships may be limited in duration and/or limited in amount or type of material that can be checked out for those who are unable to provide the requested residency documentation.
- C. Memberships are not available to those who are visiting the Portage District Library service area. However, internet guest passes are available to anyone who can show appropriate identification. See the Internet Usage Policy for additional information and restrictions.
- D. Businesses or institutions within the Portage District Library service area that would like to take advantage of the opportunity for membership require additional proof of operation within the library district, proof of ownership, or documented authorization from the business or institution. These memberships can only be established by the business owner, institutional director or their documented designee. These types of memberships are only processed by specific library personnel, not through typical individual member registration processes. Due to the variety of business and institution types, contact the Library for specific information regarding the additional requirements.
- E. Individuals who can provide written documentation that they are working as an educator at an educational institution within the Portage District Library service area and would not otherwise qualify for any free membership type can be provided with a membership free of charge. Appropriate documentation should come in the form of a letter provided by their employer and must be provided annually upon the expiration of the membership to continue the membership. This type of membership is not intended for personal use, but to provide access to library collections for use in support of curriculum and other educational endeavors that impact students in the Portage District Library service area.

## **VI. Membership Responsibilities and Privacy**

- A. Once a membership has been established, the person, business or institution in whose name the membership is opened is responsible for any use or misuse of the membership, including, but not limited to, fines, losses or fees assessed against the account. In the case of minor children, the parent or documented legal guardian is the responsible party. In the case of a business or institution, the owner, director, or their designee will be the responsible party. Lost or stolen membership cards should be reported immediately. See the Fines & Fees/Usage Policy or the Internet Usage Policy for additional information.
- B. In accordance with the Michigan Library Privacy Act, all library records must be kept confidential. Information contained within library records will only be divulged in person to the member showing valid identification, the card holder, the person liable for payment and return of library materials, or as required by law via a court order. See the Library Privacy & Search Warrant Policy for additional information.

# PORTAGE DISTRICT LIBRARY

## Schedule of Library Closings in 2023

*(Submitted for Library Board approval on: October 24, 2022)*

The Portage District Library will be closed on the following selected federal holidays and special observance days in 2023:

CALENDAR DATE	OBSERVANCE
January 1, 2023 <i>(Sunday)</i>	New Year's Day
April 9, 2023 <i>(Sunday)</i>	Easter
June 19, 2023 <i>(Monday)</i>	Juneteenth
May 29, 2023 <i>(Monday)</i>	Memorial Day
July 4, 2023 <i>(Tuesday)</i>	Independence Day
September 4, 2023 <i>(Monday)</i>	Labor Day
November 23, 2023 <i>(Thursday)</i>	Thanksgiving Day
December 24, 2023 <i>(Sunday)</i>	Christmas Eve
December 25, 2023 <i>(Monday)</i>	Christmas Day
December 31, 2023 <i>(Sunday)</i>	New Year's Eve Closing at 5:00 PM (the scheduled time)

**Note #1:** The library closes on two traditional observance days: Easter Sunday and Christmas Eve (which are not federal holidays).

**Note #2:** When a federal holiday falls on a Saturday, it is usually observed by governmental entities on the preceding Friday. When the holiday falls on a Sunday, it is usually observed by governmental entities on the following Monday. However, since the library is open to the public on Saturdays, and on Sundays (except in summer), any federal holiday that falls on either a Saturday or a Sunday will be observed on those actual days and the library will be closed.

**Note #3:** Due to the Covid-19 Pandemic and the effect it has had on our services and schedule, these closures are subject to change. Library staff will inform the Board of any necessary changes as soon as they are able.

# PORTAGE DISTRICT LIBRARY

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## Investment Policy

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### 1. STATEMENT of PURPOSE

It is the policy of the *Portage District Library* to invest its funds in a manner that will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of the *Portage District Library* and complying with all state statutes governing the investment of public funds.

### 2. SCOPE of POLICY

This investment policy applies to all financial assets of the *Portage District Library*. These assets are accounted for in the various funds of the *Portage District Library* and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the *Portage District Library*.

### 3. INVESTMENT OBJECTIVES

In priority order, the primary objectives of the *Portage District Library's* investment activities shall be:

- A. *Safety*: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. *Diversification*: The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- C. *Liquidity*: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- D. *Return of Investment*: The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow from characteristics of the portfolio.

### 4. DELEGATION of AUTHORITY to MAKE INVESTMENTS

Authority to manage the investment program is derived from MCL 397.182 and by Resolution of the *Portage District Library Board* (See attached). Management responsibility for the investment program is hereby delegated to the *Portage District Library Director* who shall establish written procedures and internal controls for the operation of the investment program consistent with this Investment Policy. Procedures shall include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/ depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the *Portage District Library Director*. The Library Director shall be responsible for all



Investment Policy

transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

5. AUTHORIZED INVESTMENT INSTRUMENTS

The *Portage District Library* funds shall be invested only in the manner permitted under Act No. 20 of the Public Acts of 1943, as amended, and may include any of the following:

- a) Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.
- b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, as defined in MCLA 129.91 (4) provided that the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of the state of Michigan or the United States.
- c) Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- d) Repurchase agreements consisting of instruments listed in subdivision (a).
- e) Bankers' acceptance of United States banks.
- f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- g) Mutual funds registered under the Investment Company Act of 1940, Title I of Chapter 686, 54 Stat. 789. 15 USC 80a-1 to 80a-3, and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. A securities net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
  - (i) The purchase of securities on a when-issued or delayed delivery basis.
  - (ii) The ability to lend securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
  - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA7, MCL 124.501 to 124.512.
- i) Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.
- j) Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

6. SAFEKEEPING and CUSTODY

Investment Policy

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the *Portage District Library* shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the *Portage District Library Director* and evidenced by safekeeping receipts as determined by the *Portage District Library Director* (or designee of the Library Director).

7. STANDARD of PRUDENCE

The *Portage District Library Director* shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived. The Standard of Prudence to be used shall be the “fiduciary” standard and shall be applied in context of managing an overall portfolio.

8. STATEMENT of ETHICS

The *Portage District Library Director* shall refrain from personal business activity that could conflict with the proper execution and management of library investments, or that could impair the *Portage District Library Director’s* ability to make impartial investment decisions.

9. INVESTMENT ACTIVITY REPORT

The *Portage District Library Director* shall annually, in October, provide a written report to the Library Board concerning the investment of *Portage District Library* funds. The *Portage District Library* shall comply with all applicable statutory standards for investment of public funds as they now exist or as they may be subsequently amended. Any provision of this resolution that conflicts with applicable statutory requirements and standards is void.

**Investment Listing**

**As of September 30, 2022**

All funds received are deposited into the Library’s Fifth Third Checking Account. The checking account is a Sweep Account and all funds in excess of \$25,000 in the Library’s checking account at the end of business day are swept into a higher interest-earning investment option. This would typically be a money market account.

The Library continually reviews its cash flow needs, based on budget distribution, planned projects and any other known information that may help to determine when cash is needed. Based on that information, excess funds are invested in higher interest earning investment options other than the Sweep Account. The following is a list of bank accounts and investments that the library has funds invested in:

<b>Type</b>	<b>Issuer</b>	<b>Amount</b>	<b>Maturity Date</b>	<b>Interest Rate</b>
Checking/Sweep Acct	Fifth Third Bank	Variable	Liquid	2.554%
Payroll Acct	Fifth Third Bank	\$ 0.00	Liquid	0.00%
Flex Checking	Fifth Third Bank	Variable	Liquid	0.00%
HRA Checking	Fifth Third Bank	Variable	Liquid	0.00%
Cash	UBS	\$3,431	Liquid	Variable
Money Market Funds	United States Treasury	\$1,121,254	Liquid	Variable
Commercial Paper	Toyota Cr De Puerto Rico	\$300,000	12/9/2022	1.03%
CD	Upper Peninsula Bank of Escanaba	\$240,000	12/27/2024	1.75%
U.S. Treasury Securities	U.S. Treasury Notes	\$500,000	3/15/2023	0.50%
U.S. Treasury Securities	U.S. Treasury Notes	\$250,000	9/30/2023	0.25%
U.S. Gov’t Bonds	Federal Home Loan Banks	\$250,000	12/15/2023	2.55%
U.S. Gov’t Bonds	Federal Home Loan Banks	\$500,000	2/28/2024	1.05%
U.S. Gov’t Bonds	Federal Home Loan Banks	\$500,000	2/28/2024	1.25%
U.S. Gov’t Bonds	Federated Farm Credit Bank	\$250,000	10/5/2024	0.44%
U.S. Gov’t Bonds	Federated Farm Credit Bank	\$500,000	4/28/2025	0.72%
U.S. Gov’t Bonds	Federated Farm Credit Bank	\$300,000	8/25/2025	0.61%
U.S. Gov’t Bonds	Federated Farm Credit Bank	\$500,000	5/4/2026	1.00%
U.S. Gov’t Bonds	Federated Home Loan Bank	\$1,000,000	5/26/2026	0.50%
U.S. Gov’t Bonds	Federated Home Loan Bank	\$250,000	7/15/2026	0.63%
Asset Backed Securities	FNMA	\$260,000	3/01/2024	2.72%
GovMic (Bond Proceeds)	Various (Managed)	\$58,552	Liquid	2.41%



**PORTAGE DISTRICT LIBRARY**  
**Library Director's Personal Goals for Fiscal Year 2022**

Goals Description	Measurement Criteria
<p><b>GOAL 1: Work with the library's building project team of professionals to provide services from a temporary location and complete the library building's expansion and remodeling project by May 2022.</b></p> <ul style="list-style-type: none"> <li>• Conduct regular scheduled meetings with the architect and construction management firm to keep up-to-date and on track.</li> <li>• Develop a plan to move back to 300 Library Lane in the Spring of 2022.</li> <li>• Communicate regularly with community to provide project updates.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful move back to library</li> <li>• Building project is complete by May 2022.</li> <li>• Monthly updates are given to the Board and community.</li> </ul> <hr/> <p style="text-align: center;"><b>End of Year Accomplishments</b></p> <p>The library re-opened at 300 Library Lane on May 9, 2022! The library staff are amazing as they moved the entire library contents twice in one year, dealt with COVID-19 restrictions, and continued to do their regular work during the process. We are grateful to provide service in our beautiful newly renovated building! The Library Board received monthly updates on the building project at the regularly scheduled meetings.</p>
<p><b>GOAL 2: Work with the library's community outreach librarians to develop a plan to actively engage with the community</b></p> <ul style="list-style-type: none"> <li>• Conduct meetings with outreach librarians and programming staff to discuss library's current and future community engagement efforts.</li> <li>• Develop a plan for re-engaging community groups in a post-covid environment.</li> </ul>	<ul style="list-style-type: none"> <li>• A community engagement plan is developed.</li> </ul> <hr/> <p style="text-align: center;"><b>End of Year Accomplishments</b></p> <p>The library outreach coordinators and library staff have done a good job of connecting with community groups. The library held a sneak peek celebration and a community open house with the re-opening and made numerous community connections during the Strategic Plan focus groups. Our outreach coordinators have provided a written report of department outreach efforts for 2022. A more developed plan will be drafted once the new Strategic Plan is complete.</p>
<p><b>GOAL 3: Work with library programming staff to continue to provide virtual programming for greater access.</b></p> <ul style="list-style-type: none"> <li>• Meet with programming staff to discuss programming offerings and develop a plan to offer a variety of programs that allow for virtual participation.</li> <li>• Analyze virtual participation data at the end of 2022 to determine plans for 2023.</li> </ul>	<ul style="list-style-type: none"> <li>• A variety of programs for all ages are offered in a virtual format.</li> </ul> <hr/> <p style="text-align: center;"><b>End of Year Accomplishments</b></p> <p>Library staff have done a phenomenal job offering a variety of programming to meet the needs of the community during some challenging times. Both departments have provided a written summary of their outstanding efforts.</p>



## Adult Outreach Report

2022 (All will continue in 2023)

### *Portage Farmer's Market*

Portage District Library had a relatively regular presence at the Portage Farmer's Market. The table was generally set up with native wildflower seeds, seeds from the PDL seed library, and flyers with upcoming events. Community engagement is relatively high at the Farmer's Market (100+ individuals) especially when there is something laid out for the community to take for free. Many individuals took that opportunity to ask questions about the renovated building.

### *Brookdale Senior Living*

Outreach librarian Sara Weyenberg visits Brookdale Senior Living monthly to do a book chat with the residents. She brings books, DVDs, audiobooks, and CDs to the residents and visits with them for about one hour. Records are kept of the preferences of the individuals to tailor the selections to them. On average, there are approximately six to ten people that attend and an average of twenty items are checked out to Brookdale at each visit.

### *Homebound Program*

The Homebound Program is still very active with about 20 active users at this time. These patrons rely on use of this program to be able to get materials from the library. They can place holds for themselves or have a librarian select materials for them and then a designated individual can pick up the materials for them. This program could likely use a little more promotion as I am sure that there are many people who could benefit from this service but aren't necessarily aware of it.

### *Kalamazoo Literacy Council*

Outreach librarian Sara Weyenberg met with Michael Evans (executive director) and Kito Jumanne-Marshall from the Kalamazoo Literacy Council in mid-September. The KLC is very excited to partner with the Portage District Library on potential events in the near future that will promote literacy in the community. They have also expressed interest in Sara joining their board soon to help facilitate the relationship between the two organizations. Some of the proposed plans include a "conversation" group for English as a Second Language learners to practice their English with native speakers as well as a book group that would allow emerging readers to discuss literature with more advanced readers in a welcoming setting at the library.

### *Fall Festival*

Andrea Smalley and Sara Weyenberg visited the City of Portage's Fall Festival in September. There were at least 300 attendees at this event where the Portage District Library had crafts for the kids and books for all ages available for checkout. Materials were checked out and a few patrons also renewed their cards or got brand new library cards at the table.

### *In Progress and into 2023*

#### *Moving Packets*

The Portage District Library has one-page flyers that are double-sided. One side has a moving checklist with reminders of things to do like changing your address and getting your library card and the other side has information about the Portage District Library. Some of these flyers have already been given to local realtors in the area to give to new homeowners. As part of an ongoing process, these flyers will also be brought to local apartment complexes to have in their community rooms and in apartments for those who are signing new leases and moving in. This is an ongoing project with repeated deliveries of these flyers when needed but facilitates a situation where new residents immediately know who their library is and what it offers to them upon moving to the area.

#### *Family Literacy Days*

The Kalamazoo Literacy Council has a community garden, the Read and Seed Garden, where they host Family Literacy Days in May through November. There is a focus on multi-generational literacy at these events that promote literacy, healthy eating, wellness, and gardening skills. The hope is for the Portage District Library to be present at these events in 2023 on a monthly basis.

#### *Meals on Wheels*

To bolster the Homebound Program, there is a plan to reach out to the local Meals on Wheels program to see about them distributing informational flyers to the individuals that they serve. This population is the perfect group for the service but may not be aware of it.

#### *Pop-Up Librarian*

This would be a series of planned events throughout the community where the Outreach Librarian would set up a table, perhaps with some new materials, and bring the library to the community. Residents would get the opportunity to ask questions, check out materials, and even sign up for a library card. The idea is to try to meet people where they are at first with hopes of encouraging them to then come to the building after.



## Youth Outreach 2022

The Portage District Library Youth Department has provided robust outreach programming in 2022, despite impacts from PDL's closure and move and from Covid. We've been excited to be back out in the community and the schools and to reconnect with Portage youth and families. In 2022, our outreach efforts have focused on reconnecting with students and teachers in classrooms, supporting Media Specialists and teachers with our resources, bringing library services and materials out into the community, and using our collections and connections to celebrate culture and diversity.

We have two long-term, multiple event Outreach programs with the PPS High Schools. The Portage CommuniTeen Read is a collaboration between PPS, PDL, and Bookbug & This is a bookstore. The mission of the Portage CommuniTeen Read is to create a shared reading experience for teens, teachers, families, and community members by inviting bestselling authors to Portage. Throughout the year, Teen Services Librarian Olivia Pennebaker and Adult Services Librarian Katharyn Haas attend regular meetings of the CommuniTeen committee, and in late winter helps to host the author visit and events at the high schools as well as community wide author event. This year's author, Dashka Slater, also visited elementary schools.

The Book Buddies are PNHS students who volunteer at the Portage District Library to create programs, displays, and events that encourage kids to love reading and their library. The club is a collaboration between PDL and PNHS, led by Jeanne Friedman and Youth Librarians Laura Wright and Andrea Smalley. The Book Buddies meet monthly at PNHS, create monthly PDL programming such as the Books & Treats Halloween event and Family Nights, and help create displays and passive programming (in-library activities). When programming was shut down for health and safety reasons earlier this year, the Book Buddies wrote Pen Pal letters to Elementary students.

PDL Youth Staff are also very active with Middle School outreach. This spring Youth Librarians Andrea Smalley, Laura Wright, and Olivia Pennebaker along with Adult STEAM Librarian Jane Fleming brought Maker activities to monthly after-school Maker Mania programs at Central Middle School and West Middle School and are planning to attend Maker Mania events again when they begin in late Fall. Laura Wright and Andrea Smalley assisted the Middle School Media Specialists at CMS and NMS with their Battle of the Books, and Andrea Smalley served as timekeeper for the all middle school Grand Battle. In late October all 6<sup>th</sup> Grade Students from North Middle School will visit the library for a field trip and to get their Library PASS cards, and the media specialists are planning 6<sup>th</sup> Grade Field Trips for CMS and WMS as well.

The PPS Elementary schools were not allowing classroom visits for the 2021-2022 school year, but PDL staff were able to participate in a very successful Cultural Celebration at Moorsbridge Elementary in early June, where Andrea Smalley and Laura Wright brought multicultural books for check-out and a craft. Local Historian and Youth Staff member Steve Rossio was also invited to present on the history of Portage for all 2<sup>nd</sup> grade students at Haverhill Elementary. For the 2022-2023 school year visits are allowed. Youth Librarians Andrea Smalley and Emily Mingle have several visits to Woodland Elementary scheduled for STEAM presentations to different grade levels. Youth Staff are currently working on scheduling Kindergarten Card visits at each elementary school, and have been printing and delivering Library PASS cards for classes at teacher request. Youth Staff will host a Family Night for the PPS ELL classes and their families in November, present at Lake Center Elementary's STEAM night, and will visit Angling Road Elementary 4<sup>th</sup> graders for Booktalks in December.

For our youngest patrons, we've been exploring providing outreach services through partnerships. This summer we partnered with the Oakland Child Development Center to bring our Summer Reading Program to their preschool and school-age classes. Youth Librarians Andrea Smalley, Kristy Zeluff, and Laura Wright visited the center several times over the summer to provide storytimes, free books as SRP prizes, and an end of summer celebration. In August, Andrea Smalley partnered with the Kalamazoo Public Library, Vicksburg District Library, and the Ladies Library Association for the "Showcasing Children's Authors from the Mitten" author visit and book giveaway program. Andrea Smalley and Kristy Zeluff also collaborated with the Kalamazoo Chinese Academy this year for virtual storytimes celebrating traditional Chinese holidays.

The Youth Outreach staff also work to be present in the community for special celebrations, opportunities to share library information, and to reach groups with particular needs. We now have the ability to provide remote check-out of materials and remote card registration, so we can bring the library with us wherever we go. In June, Andrea Smalley attended the City of Portage's "Scalin' Up For Summer" event with materials for remote circulation and a craft for kids. Also in June, Youth Librarian Emily Mingle presented storytimes at the City's Great American Camp Out. In August, Youth Staff Andrea Smalley, Annette Wendt, and Kristy Zeluff took part in National Night Out at Portage's Lexington Green Park, and Andrea Smalley presented summer enrichment activities for KRESA's Valley Center School students. In September, Andrea Smalley and Adult Outreach Librarian Sara Weyenberg attended the City of Portage's Fall Fest, which had over 2000 attendees. Andrea Smalley also visited the Level 2 and Level 3 classes at ESL of SWMI, the English language branch of the Kalamazoo Literacy Council, to promote library services for English Language Learners. This fall and winter, the Youth Department is hosting a Work Experience Student from KRESA, who will be supervised by Youth Librarians Emily Mingle and Kristy Zeluff. Youth Staff also provide outreach in the professional field, hosting PPS Media Specialist meetings, providing tours for KPL staff, and participating in the Great Grown-Up Spelling Bee at KPL to support Ready to Read.

Going forward, the Youth Department will continue to build our strong partnerships with the Portage Public Schools, with a special emphasis on promoting the PASS cards and supporting the Media Specialists. We hope to return to or continue successful outreach traditions like the Book Buddies, CommuniTeen, 6<sup>th</sup> Grade Field Trips, Kindergarten cards, and SRP visits, while adding more time in the schools to connect with students through STEAM presentations, booktalks, and other class visits. We would also like to provide outreach services to underserved or unreached communities, or those with specific needs, such as English Language Learners and families with barriers to accessing library services and materials, and we hope to continue partnerships that help the community learn about and celebrate diversity. Additionally, we recognize that many of the challenges youth and families in our community are facing are multifaceted and that we need to pursue partnerships that enable us to be part of the solution without going beyond our scope. Outreach is a broad concept with massive potential, so as we move ahead the Youth Department staff hopes to prioritize outreach opportunities that are literacy and education focused, connect the community to the library and each other, and provide library services and information where people want and need them.

Outreach Event	Date	Primary Age Group
Book Buddies Work Meeting	2/8/2022	High School
CMS Battle of the Books	2/16/2022	Middle School
NMS Battle of the Books	2/16/2022	Middle School
PNHS GSA Bookclub: The 57 Bus	2/22/2022	High School
PNHS GSA Bookclub: The 57 Bus	3/8/2022	High School
Middle School Grand Battle of the Books	3/14/2022	Middle School
Meet Dashka Slater, 2022 Portage CommuniTeen Author	3/15/2022	All Ages
WMS Maker Mania	3/21/2022	Middle School
CMS Maker Mania	4/14/2022	Middle School
CMS Maker Mania	5/12/2022	Middle School
Book Buddy Ice Cream Tour	5/20/2022	High School
WMS Maker Mania	5/23/2022	Middle School
Dragon Boat Festival Storytime	6/2/2022	Preschool
Cultural Celebration Moorsbridge CIRCLES	6/3/2022	Family
PPS Media Specialist Meeting	6/6/2022	Professional
Haverhill History Outreach	6/7/2022	Elementary - 2nd
Scalin' Up For Summer	6/11/2022	All Ages
Oakland CDC Storytime and SRP Visit	6/20/2022	Preschool and Elementary
Great American Camp Out Story Time	6/25/2022	Family
Oakland CDC SRP and Storytime	7/11/2022	Preschool and Elementary
National Night Out	8/2/2022	All Ages
Valley Center Visit	8/2/2022	Family
Oakland CDC End of SRP	8/3/2022	Preschool and Elementary
Showcasing Children's Book Authors From the Mitten	8/5/2022	Family
Meeting and Tour with KPL (Sandra and Amanda)	8/23/2022	Professional
Portage Northern High School Club Fair	8/29/2022	High School
Chinese New Year Storytime	9/8/2022	Preschool
Book Buddy Meeting	9/14/2022	High School
ESL of SWMI Visit	9/15/2022	All Ages
City of Portage Fall Fest	9/18/2022	Family
Work Experience Student	9/26/2022	High School
Woodland Young 5s	10/7/2022	Elementary - Young 5s
Woodland Elementary Outreach (4th Grade)	10/14/2022	Elementary - 4th
Woodland Young 5s	10/19/2022	Elementary - Young 5s
Great Grown Up Spelling Bee	11/9/2022	Professional
PPS ELL Families Night	11/29/2022	Family

## 2022 Programming Efforts

The Portage District Library provided and continues to provide many unique programming opportunities for adults in 2022. However, this year presented many challenging obstacles to programming. At the beginning of the year, program offerings were virtual and passive take-home projects only due to recommendations from the local health department and CDC regarding COVID spread in the community. These actions were taken to keep staff and community members safe and healthy. Beginning in March, the library closed to relocate to our newly remodeled building and staff could not offer as many programs while completing moving tasks. The library building reopened in May and, because event spaces were the last rooms to be finished during the building project, programs for adults were able to resume again in June. Due to all of these transitions, the majority of the year was spent communicating changes regarding programming to the public. It is only now in 4<sup>th</sup> quarter of the year that many adult programming staff feel that we have entered a more typical programming rhythm. Although, like many other organizations, we are still experiencing a significant drop in attendance and registrant reliability compared to the same numbers before March 2020. If a program has registration, most likely only 66% of registered attendees will actually come to a program. All of these changes have required some adjustments, but staff are thrilled to once again offer programs in our gorgeous new library building.

The Portage District Library offered 23 events for adults in the first quarter, despite complications due to rising community spread of COVID-19. All of these events were virtual or “take-home” programming opportunities. A few offerings featured recorded content to allow adults to watch at a time most convenient for them—our Spark Joy program in January is an example of this.

In the midst of moving and reopening, the library also offered 12 program opportunities for adults during the second quarter. This included our annual cooperative event with the schools, the Comuniten Read, during our closure in March. Around 40 people attended the community talk with *The 57 Bus* author Dashka Slater. About half of this attendance was online and half was in person at Portage Northern High School. During the library’s closure and relocation, staff also continued facilitating the Cookbook Club online through Facebook. Participants were encouraged to submit recipes for a community cookbook as a part of the March through May Cookbook Club Challenge. As a result, Adult Services Librarian Katharyn created a Community Cookbook in May. The Portage Community Cookbook is available for free on our website and we also gave out close to 250 print copies over the summer.

In person events began again in June, once the event rooms were complete enough to use. In addition to the Summer Reading Challenge for adults, we also began to display community art exhibits again in June. Adult Services Librarian Katharyn Haas spent most of June preparing library staff and spaces for in-person programs for adults, making refinements to our adult programming procedures as the programming rooms are completed and she received input from adult staff members.

Staff adjusted to the new building quickly, and, over the course of 3<sup>rd</sup> quarter, the library held 50 events and programs for adults. Quite a bit of this was due to STEM librarian Jane Fleming planning an aggressive suite of programs to leverage and publicize the creation station’s resources. However, in September, Adult Services Librarian Katharyn launched four new programs series for adults that connect attendees with library resources. These programs rely heavily on books as a brand for the library, including local author visits, but also focus on our desire to give hands-on learning opportunities to our public, including craft, wellness, financial literacy, and information literacy programs.

The Adult Department programming team is carrying that focus into our fourth quarter, with 57 events on the schedule, approximately 20 each month. Attendance numbers are slowly increasing as the community

learns more about our current event opportunities. Even though we recently started fall programming, the adult programming staff is already planning January through May 2023 programs. We intend to provide more lead time for events advertised in the Portager, more sessions at a variety of times for popular programs, and partner with youth for additional intergenerational community-building activity events for all ages in 2023.

Program survey responses have remained positive throughout the year and attendance has been gaining steadily too. Thus far, around 2349 individuals have attended adult events and program opportunities in 2022. If you exclude the participation generated by the Summer Reading Challenge, approximately 1907 individuals have engaged with adult program opportunities and events in 2022. This creates an average attendance of around 19 participants per program or activity.

The challenges of 2022 brought with it some new opportunities as well. Because of the pandemic, the adult department staff explored a variety of virtual and passive programming options for adults. In fact, all of our programs in the first quarter were virtual programs or take-home kits. In general, adult department staff discovered that virtual programs have had, on average, smaller attendance. However, there are many positives that result from adding a virtual component to certain programs. We have noticed the most success among recorded content that can be viewed according to the schedule of the participant. Author talks and similar content-based presentations often see post-event attendance in the form of YouTube views. An informational lecture about the Legacy and Memory of Emmett Till the library hosted in November of 2021 now has more than 2000 views on our YouTube channel. This program only had 11 in-person attendees, but offering the hybrid experience allowed us to continue offering the recorded content for those who could not attend the live lecture. This phenomenon speaks to the versatility of recorded, hybrid, virtual, and passive take-home programs. We are able to engage with new audiences this way in ways that we were previously unable to reach them due to scheduling conflicts or other factors.

It is important, however, to consider the difficulties of virtual and hybrid programming. Live virtual events can usually expect lower attendance than the same program offered in-person. Hybrid events offer both experiences, but take twice as long to set up and tear down. They also require an additional staff person to help with the event, doubling necessary staff time. The equipment to offer virtual and hybrid programming is also expensive and must be updated every few years. Staff need time to learn the equipment and software necessary to run a virtual or hybrid event. Additionally, technology can often be unreliable and we have experienced technical difficulties due to fluctuations in our internet connection and other factors. Virtual and hybrid programs are also difficult for some community members to attend due to limited internet access.

In conclusion, the Portage District Library experienced some exciting challenges in the realm of adult programming in 2022. We faced the continued repercussions of a pandemic, closure and relocation, adjusting to a new space, and exploring multiple program formats through virtual, hybrid, and take-home options. This was a year of exploration and learning new things. Adult programming staff are excited to take what we have learned through the experiences of 2022 and the community survey and apply it to our adult programming offerings in 2023.

2022 Adult Program Title	Start Date	Attendance	Space
Portage Community Cookbook Giveaway	May-22	250	
Cookbook Club Challenge: TikTok Trends		3	Facebook
Spark Joy® Program		75	
Cookbook Club Challenge: Homemade Soup		12	Facebook
Summer Reading		442	
Cookbook Club Challenge: Soul Food		13	Facebook
Cookbook Club Challenge: Grilling Out		8	Facebook
Cookbook Club Challenge: Plant-Based Meals		7	Facebook
Cookbook Club Challenge: Creative Cookies		13	Facebook
Muffins and the Market	1/6/2022	8	Virtual
Colorful Insight with The Countess of Color	1/12/2022	14	Virtual
International Mystery Book Discussion: "Snow"	1/13/2022	6	Virtual
Take-Home Craft for Adults: Hot Chocolate Bombs	1/14/2022	50	PDL
"Alice's Ordinary People:" A Discussion with the Filmmaker	1/17/2022	4	Virtual
Open for Discussion: "Shuggie Bain"	1/18/2022	6	Virtual
Muffins and the Market	1/20/2022	8	Virtual
DIY Dryer Balls	1/20/2022	45	PDL
Purl for Portage: A Virtual Yarn Arts Club	1/25/2022	8	Virtual
Colorful Insight with The Doodling Duchess	1/26/2022	21	Virtual
Muffins and the Market	2/3/2022	8	Virtual
2022 Movie Preview	2/8/2022	10	Virtual
International Mystery Book Discussion: "Six Four"	2/10/2022	6	Virtual
Open for Discussion: "The Best We Could Do"	2/15/2022	7	Virtual
Muffins and the Market	2/17/2022	10	Virtual
Adult Take Home Craft: Memoir Watercolor Kit	2/18/2022	40	PDL
Purl for Portage: A Virtual Yarn Arts Club	2/22/2022	5	Virtual
Meet Dashka Slater, 2022 Portage CommuniTeen Author	3/15/2022	40	Out of the Building & Virtual
Reading Together 2022 with Author Thi Bui	3/22/2022	275	Virtual
International Mystery Book Discussion: ""The Thursday Murder Club""	6/9/2022	10	PDL
Kalamazoo Plant It Forward - June Swap	6/11/2022	110	PDL
Protect Yourself from Online Scams	6/13/2022	8	Creation Station
Pub(lic) Library Trivia	6/14/2022	20	PDL
Adult Take-Home Craft: Wire Wrapped Bird's Nest Keychain	6/17/2022	50	PDL

My Garden of 1,000 Bees Documentary and Discussion	6/21/2022	10 PDL
Book Tasting: Summer Reads	6/22/2022	25 Café
Michigan Author Talk: Heidi McCrary and "Chasing North Star"	6/23/2022	30 PDL & Virtual
Hands-on Cricut Basics	7/12/2022	8 Creation Station and Maker Space
"Salem's Lot" Book Discussion	7/12/2022	3 PDL
Hands-on Silhouette Cameo Basics	7/14/2022	2 Creation Station and Maker Space
International Mystery Book Discussion: "Dear Child"	7/14/2022	10 PDL
Yoga with Books	7/15/2022	4 PDL
Saturday Sound Immersion	7/16/2022	20 PDL
Get Real Book Discussion: "The Mushroom Hunters"	7/18/2022	0 PDL
Get Your Local Business on Google Maps and Search	7/18/2022	2 Creation Station and Maker Space
Gardening Buzz	7/18/2022	8 PDL
DIY Native Bee House	7/19/2022	17 Creation Station and Maker Space
Bees Knees and Beeyond	7/21/2022	9 PDL
Yoga with Books	7/23/2022	6 PDL
Pollinator Garden Tour: Monarch Waystation	7/26/2022	12 Out of the Building
Book Tasting: Book Club Reads	7/27/2022	20 Café
Bioblitz Challenge	7/30/2022	5 PDL
Gardening Club Seed Presentation	8/3/2022	12 Maker Space
Make It @ the Library: Suncatcher Window Cling	8/9/2022	6 Creation Station and Maker Space
Pollinator Garden Tour: Monarch Waystation	8/10/2022	19 Out of the Building
International Mystery Book Discussion: "Conviction"	8/11/2022	12 PDL
Yoga with Books	8/13/2022	11 PDL
Get Real Nonfiction Book Discussion: "The Monopolists"	8/15/2022	2 PDL
Make It @ the Library: Laser Engraved Photos	8/16/2022	5 Creation Station and Maker Space
Kalamazoo Plant It Forward - August Swap	8/17/2022	94 PDL
Make It @ the Library: First Day of School Sign	8/23/2022	6 Creation Station and Maker Space
Michigan Author Talk: Mark Love and "The Wayward Path"	8/23/2022	14 PDL & Virtual
Book Tasting: Brilliant Biographies	8/24/2022	20 Café
Manage Your Online Presence	8/25/2022	5 Creation Station and Maker Space
Yoga with Books	8/26/2022	2 PDL
Make It @ the Library: Laser Engraved Coasters	8/30/2022	5 Creation Station and Maker Space
Muffins and the Market	9/1/2022	22 PDL
International Mystery Book Discussion: "Bullet Train"	9/8/2022	9 PDL

Documentary and Donuts: "Botero"	9/9/2022	1 PDL
Saturday Sound Immersion	9/10/2022	15 PDL
Plots and Pages: A Local Writers Group	9/12/2022	6 PDL
Foundations of Building a Resume with Michigan Works!	9/13/2022	0 PDL
Yoga and Journaling	9/14/2022	3 PDL
Muffins and the Market	9/15/2022	14 PDL
Make It @ the Library: Introduction to 3D Printing	9/15/2022	11 Creation Station and Maker Space
Kalamazoo Macintosh Users Group	9/17/2022	7 Creation Station and Maker Space
Michigan Author Talk--Trinity Lemm: From Self-Published to Award-W	9/17/2022	1 PDL
Get Real Nonfiction Book Discussion: ""True Story: What Reality TV Sa	9/19/2022	0 PDL
Open for Discussion: "Bewilderment"	9/20/2022	1 PDL
Cookies and Conversation: A Heartwarming Reads Book Club	9/21/2022	3 PDL
Make It @ the Library: Tie Dye Totes	9/22/2022	12 Creation Station and Maker Space
Retirement 101: Secure Your Financial Foundation	9/22/2022	3 PDL
Stump the Librarian and Get Free Comics	9/24/2022	75 Café
Meet Lindsay MacMillan: From Goldman Sachs to Author	9/27/2022	11 PDL & Virtual
Pocket Journal Class	9/27/2022	12 Creation Station and Maker Space
Book Tasting: Heartwarming Reads	9/28/2022	18 Café
Make It @ the Library: Leather Earrings	9/29/2022	6 Creation Station and Maker Space
Muffins and the Market	10/6/2022	23 PDL
Drop-in Hours @ The Makerspace	10/6/2022	7 Creation Station and Maker Space
Saturday Sound Immersion	10/8/2022	12 PDL
Plots and Pages: A Local Writers Group	10/10/2022	12 PDL
SF/F Discussion: Now You See Him, Now You Don't	10/11/2022	5 PDL
Yoga and Journaling	10/12/2022	5 PDL
International Mystery Book Discussion: "Murder in Mykonos"	10/13/2022	13 PDL
Documentary and Donuts: "Hunting Bigfoot"	10/14/2022	3 PDL
General Adult Event Attendance in 2022 through 10/14:		2306
Adult events without Summer Reading:		1864
Average attendance per adult program (excluding summer reading):		19.62



## Hybrid and Virtual Programming for Youth 2022

**Since 2020, Youth Staff have utilized virtual and hybrid programming for several purposes.**

### Mid 2020 (Beginning of the Pandemic)

Virtual programming was a way to maintain a connection with our community. We used recorded and live storytimes via YouTube to provide a continuity of service.

### Late 2020 - Early 2021

As the pandemic continued, we used virtual programming to enrich the lives of children and families who lacked engagement options (storytimes, scavenger hunts, teen clubs).

### Mid 2021 – Late 2021

In our temporary location we provided a virtual element to hands-on activities so patrons could participate from home with supplies provided by us (take and make crafts, science experiments, cooking activities, book clubs).

### Early 2022

During the first quarter of 2022, Youth Staff offered 24 events, including elementary book clubs, cooking programs, and storytimes. During the transition back to 300 Library Lane, we utilized recorded storytimes and an outside performer to provide some streaming content while we moved.

## **Participation**

Participation has ebbed and flowed during this year. Storytimes by known staff consistently attract viewers. Streamed events such as cooking programs and book groups were heavily attended prior to reopen but have waned in popularity as we began to offer in-person options.

## **What We Have Learned**

Since our return to 300 Library Lane, Youth Staff have focused on drawing people back to the library. Of the 153 events we have hosted since opening, 4 have been virtual. Virtual offerings included a recorded cooking show by youth Chef Giovanna, a streamed cooking program that was part of the “Tasty Travels” series, an online storytime celebrating the Dragon Boat Festival (a collaboration with Kalamazoo Chinese Academy), and a reading of a classic children’s story by Youth Staff Annette Wendt. The storytimes attracted the highest interest. At this point, views and participation in the other events do not justify staff time and resources required.

## **Our Plan for 2023**

Youth Staff plan to continue creating virtual storytimes. We will also consider whether a virtual option would add value to other programs we offer throughout the year. There’s a good possibility that factors like bad weather, upticks in Covid numbers, or a decrease in screen fatigue over time will make additional virtual programming useful.

**To:** Portage District Library Board  
**From:** Michele Behr, Library Board Chair  
**Date:** October 17, 2022  
**Subject:** Update on the Library Director's 2022 Evaluation Process

Following a discussion at the September 26, 2022 board meeting, it was decided that the same forms from previous years would be used for the 2022 Library Director's evaluation. Each trustee should complete the evaluation form based on their own assessment of the Library Director's accomplishments and performance in relation to her personal goals and the 2022 Ends Statements. The completed forms will need to be returned to Library Board Chair Michele Behr (electronically or in paper form) by Monday, November 14, 2022. Library Director Klien will present her Director's Goals update at the October 24, 2022 meeting and trustees will receive the evaluation forms following the meeting.

The Board Personnel Committee (Behr, Friedman, Vance) will set their meeting after the evaluation deadline to review the responses and develop a recommendation to the Library Board for the Library Director's compensation in 2022. The Board Chair will then meet with the Library Director for her evaluation.

The Board Personnel Committee will present the recommendation to the whole board at the December 12, 2022 board meeting, at which time a vote will be taken.

The Library Board Personnel Committee reminds all trustees that we must conduct this evaluation process in compliance with the Open Meetings Act and in accordance with Carver Policy Governance guidelines as indicated below.

The Library Director's performance evaluation entails the following assessments:

1. Has there been progress on achieving Board endorsed Ends Statements in 2022?
2. Has there been progress on accomplishing Board endorsed personal goals in 2022?
3. Has the Library Director been in compliance with the Board's Executive Limitation in 2022?

## Quarterly Statistics for Strategic Plan 2018-2022

### 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 (1.1)  
and by reaching the community at their diverse literacy needs. (1.2)

Projects:

- Build a creation station to allow patrons to use software for creation of art and technical design
- Develop more instructional programming for adult patrons
- Create programming that promotes interactive learning
- Actively highlight the library’s online resources and services on social media and other media outlets
- Create videos to educate our patrons about our resources and how to use them
- Provide peripheral technologies (devices that extend computer, tablet and phone functionality) to extend services to patrons in new dynamic formats

Target	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Year to Date	2022 Target	% of Target
75 % patrons responded that they learned something in a guided learning event	100%	N/A	93%		96.5%	75%	128%
50% of programs offered will provide guided learning activities (Adult/Youth)	A 63% Y 72%	A 63% Y 48%	A 62% Y 60%		A 62.6% Y 60%	A 50% Y 50 %	A 126% Y 120%
20% increase of hits of online learning tools	340%	344%	444%		444%	20%	Target Met
Implement 12 software/devices that allow people to create and learn	9	11	13		13	12	Target Met
12 videos are created	16	0	5		21	12	175%

- Create a literacy liaison who will make connections and give tours to ESL and Adult Literacy groups
- Create methods to expand the reach of our Digital Literacy (computer education) programs
- Build programming and services that will reach groups at diverse levels

Target	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Year to Date	2022 Target	% of Target
Youth Services will provide 3 programs annually targeting each literacy level (Beginner, Intermediate, Expert)	B 4 I 3 E 3	B 5 I 3 E 3	B 13 I 9 E 11		B 13 I 9 E 11	B 3 I 3 E 3	Target Met
Help 150 patrons become more info-literate *	374	412	544		170	150	Target Met
Have 50 people in the library for ESL tours *	88	88	88		0	50	Target Met

**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.

Projects:

- Evaluate reference and periodical collections, in print and electronic formats, in order to find ways to increase use and lower cost of these services
- Offer, programming, services, and collections that will better meet the needs of our immigrant population
- Create tools to measure the needs of the community
- Improve the accessibility and visibility of existing physical and electronic collections

Target	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Year to Date	2022 Target	% of Target
80% of user satisfaction with collections and instructional events	100%	N/A	100%		100%	80%	100%
Active holds older than 3 month less than 200 titles	288	412	301		301	Less than 200	Target Not Met
21 Special programs will target groups representing different perspectives or cultures *	44	45	47		3	21	Target Met
25% of kits will change annually to reflect changing needs of the community	0	0	0		0%	25%	0%
20% reduction in total physical collection size	11.77%	-1.75 %	.21%		10.24%	20%	51.18%

**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
- Realign budgets from other materials lines in Adult Services to boost electronic material needs and to fill holds
- Improve service access to Portage Public School Students through a collaborative student registration process
- Update the Library Website

Target	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Year to Date	2022 Target	% of Target
20% more items available for circulation will be digital	80%	83%	85%		85%	20%	Target Met
15% of our programs annually will be outreach (Adult/Youth)	A 16 % Y 13%	A 14% Y 33%	A 15% Y 26%		A 15% Y 24%	A 15% Y 15%	A 100% Y 160%
70% of patrons who completed an exit survey were satisfied that the program met their needs	100%	N/A	100%		100%	70%	100%
100% of PPS middle school and high school students have access to PDL electronic services	-	-	-	-	100%	100%	100% with PASS card implementation
12 events or table events will be held outside the Library by the Adult Department	14	17	22		22	12	Target Met

**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)

Projects:

- Track the use of space used to showcase local arts and organizations
- Provide information and services for users new to the area or new to the U.S.
- The Heritage Room will initiate a long-term CONTENTdm Scanning Project
- Heritage Room Book Expansion Project
- “Future History Project: South Westnedge Avenue Documentation”
- Portage Schools Project
- World War 1 100th Anniversary Commemorative Walking Trail 2018 - COMPLETE
- Initiate Harwood Community Conversations

Target	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Year to Date	2022 Target	% of Target
90% of display space used for local artists and organizations	-	100%	100%		100%	90%	100%
5 large projects completed in the Local History Rooms *	1	1	1		1	5	20%
90% of patron responses say displays are meaningful	-	-	-		0%	90%	0%
4 new resources for information will be added each year	0	1	1		2	4	50%

\* Target number over the course of the 5 year plan

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<b><u>Revenue</u></b>		Percent of Year Gone -->			75%	
General Ledger Category	3rd Qtr Actual	% of Annual Budget	2022 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received
Total Tax Revenue	\$ 9,395	0%	\$ 5,064,867	\$ 5,076,940	\$ 5,076,940	100%
State Aid Revenue	27,862	7%	408,818	413,015	413,015	101%
Other Revenue	67,632	40%	169,950	254,957	254,957	150%
Revenue (To)/from Reserves	-	0%	5,088,707	5,088,707	5,088,707	100%
Other Financial Sources	\$ -	0%	\$ 966,000	\$ 894,350	\$ 894,350	93%
<b>Total Revenue</b>	<b>\$ 104,889</b>		<b>\$ 11,698,342</b>	<b>\$ 11,727,969</b>	<b>\$ 11,727,969</b>	<b>100%</b>

<b><u>Expenses</u></b>						
General Ledger Category	3rd Qtr Actual	% of Annual Budget	2022 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent
Total Salaries & Wages	\$450,982	26%	\$ 1,717,136	\$1,191,964	\$1,191,964	69%
Total Fringes & Benefits	128,738	18%	700,044	437,524	437,890	63%
Total Library Materials	94,462	13%	751,391	425,489	517,817	69%
Total Utilities	32,817	15%	213,345	79,022	105,081	49%
Total Buildings	31,525	10%	300,958	91,705	108,720	36%
Total Furnishings & Equipment	1,782	6%	30,540	23,047	23,047	75%
Total Supplies	22,548	9%	238,809	104,168	107,270	45%
Total Professional Services	51,794	10%	529,685	187,195	235,859	45%
Total Other Charges	40,762	7%	569,037	241,148	290,646	51%
Other Financial Uses	\$ -	0%	\$ 966,000	\$ 894,350	\$ 894,350	93%
<b>TOTAL OPER. EXPENSES</b>	<b>\$ 855,410</b>		<b>\$ 6,016,945</b>	<b>\$ 3,675,612</b>	<b>\$ 3,912,644</b>	<b>65%</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 250,521</b>	<b>4%</b>	<b>\$ 5,681,397</b>	<b>\$ 4,482,226</b>	<b>\$ 4,778,083</b>	<b>84%</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,105,931</b>	<b>9%</b>	<b>\$ 11,698,342</b>	<b>\$ 8,157,838</b>	<b>\$ 8,690,727</b>	<b>70%</b>

<b>EFFECT ON FUND BALANCE *</b>	<b>\$ (1,001,042)</b>	<b>\$ -</b>	<b>\$ 3,570,131</b>	<b>\$ 3,037,242</b>
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Cash Flow Analysis of all money including prior year(s)

12/31/21 Audited Total cash (Fund Equity*) minus liabilities	\$ 11,782,076
+ 2022 Revenues	10,833,619
- 2022 Operating Expenses	2,781,262
- Capital Projects	4,482,226
- General Reserves	704,878
- Building Reserves	50,000
- Benefits Reserve	29,741
- Technology Reserve	111,305
- Patio Feasibility Reserve	4,700
- Personal Property Tax Reserve	805,946
- Building Improvement Reserve	731,419
- Library Endowments	86,944
- Encumbrances	532,889
<b>Total available cash as of 9/30/2022 (Fund Balance*)</b>	<b>\$ 12,294,385</b>

\* Please Note: Effect on Fund Balance represents the Effect that the current period has on the overall cash position of the Library. This does not represent any individual expense line.

\* Fund Equity is defined as the excess of fund assets and resources over fund liabilities. The Fund Balance is the Fund Equity minus any reserves.



**Property Taxes** - Property Tax collections are on budget for the year. The Library has collected more than it budgeted due to the collection of delinquent Personal Property Tax from prior years. Collections of current year taxes are approximately \$10,000 over budget. The Library will continue to collect delinquent Personal Property Tax as they are paid. Chargebacks for property tax appeals by the City of Portage and County of Kalamazoo have been under budget by approximately \$8,000 for the year, contributing to excess of revenue compared to the budget. There will be additional chargebacks during the remainder of the year, but they are not anticipated to exceed the budgeted amount.

**State Aid Revenue** - The Library has received its State Aid payments for the current year. That amount was approximately \$20,000 greater than budgeted. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was \$16,316 less than anticipated. This amount has been made up by State Aid revenue greater than anticipated.

**Revenue from Reserves** - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned Fund Balance. As part of the Library's FY2022 budget, the library will maintain 13% of its budget in its General Reserve. In doing so, the General Reserve from the prior year will be increased by \$22,295 in FY2022. Funds have been added to the FY2022 budget for the following items: prior year encumbrances (\$5,088,028), and donations received in FY2021 (\$22,974).

**Other Revenue** - Other Revenue appears slightly ahead of pace for this time of year. The Library has been notified of the amount it will receive in Penal Fines. That amount is \$65,203, approximately \$15,000 greater than budgeted. Fines and Fees are slightly behind pace, but have increased since the move to the renovated building. The Library does not budget for donations, but instead chooses to request budget amendments when they are received and needed for use. The Library has received approximately \$14,000 of donations and grants that have yet to be requested for use. The Library received a distribution from the Michigan Municipal Risk Management Authority (MMRMA) for building insurance premiums of approximately \$18,000. Additionally, the Library has received approximately \$34,500 of rebates from Consumers Energy for the installation of energy saving equipment during the renovation.

**Other Financing Sources/Uses** - The Library pays its debt obligation out of a Debt Service Fund, and not the General Fund that is used for the vast majority of Library activity. Therefore, this line represents a transfer of funds from the General Fund to the Debt Service Fund to service the debt payment. There is a corresponding Other Financing Uses line in the transfers section of the Debt Service Fund. Debt payments are due on May 1 and November 1.

**Salaries & Wages** - Salaries & Wages are below pace for this time of year. This is due to three (3) full-time vacancies and several part-time vacancies during the year. The Library has one (1) full-time position and one (1) part-time vacancy remaining. The Library is currently in the process of filling the full-time position and should have a new employee on staff by year end.

**Fringes & Benefits** - Fringes & Benefits are less than 75% expended as of September 30, 2022. This is due to two (2) employees opting out of the Library's insurance plan and picking up a spouse's insurance plan, and the vacant positions noted above. Based on this scenario, there should be a surplus of funds at the end of the year.

**Library Materials** - This category shows that it is slightly behind pace for this time of year. There was a problem with a book vendor that forced the Library to reorder material. Staff will be monitoring their budgets very close as year end approaches and will work to spend out their budgets as best as possible.

**Utilities** - Utilities are under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures were slightly below normal as the Portage Rd. building was slightly smaller in size and monthly energy costs were less. Since the move back to the renovated space, gas & electric costs have been trending below pre-construction levels, even though the Library has additional space. This is an outcome that was hoped for with the installation of new energy efficient HVAC equipment and LED lighting. The level of the actual reduction in energy cost was unknown prior to construction. The current trend has been an average reduction of 34.89% in electric use and 69.63% in gas use. This will be tracked against prior years and reported on at the end of the year.

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**Building** - Year-to-date actual and encumbrances are less than the 75% target. The Library has had very few repairs and projects since moving back from the temporary location. There will be additional expenses as the year goes forward and all contractors are back to providing their regular service.

**Furnishings & Equipment** - This category is on target for this time of year. Expenditures in these lines are for specific items that have been identified during the renovation project. These include new trash/recycling bins throughout the Library, preschool furniture and end cap holders for signage.

**Supplies** - The supply category is under the 75% target for this time of year. The majority of accounts in this category are used on an as needed basis. The library has tried to adopt a very conservative approach to it spending for lines such as supplies.

**Professional Services** - This category is lower than the 75% target for several reasons. The Library has several lines that have projects in process at quarter end. These projects include: the annual campaign; the strategic plan; and the salary & wage study. There are no concerns at this point with any lines within this category being over budget for the year.

**Other Charges** - This category is below pace for this time of year. Lines in this category include programming, training and maintenance and support for the various hardware and software located throughout the Library. To date, there are several projects associated with the hardware & support lines that are in various stages of completion. Additionally, there are several contracts that have yet to be billed. As these contracts are renewed and projects are completed, these lines will be expended.

**Capital Projects** - This category is ahead of the target for this time of year. The Library's renovation project is substantially done and the vast majority of expenses have occurred by September 30. There are two (2) contractors with open items that will not be completed until material can be received. The Library is still receiving ordered furniture as it arrives. The Library should be in position to add back some portions of the project that needed to be cut early on. A final decision on those items will come in early November. The Library will make its final debt payment of the year in October. This payment is substantially smaller than the payment made in April.

**Portage District Library**  
**DRAFT Strategic Plan Outline**  
**2023 – 2025**

**VISION**

**Current:** Unlocking infinite possibilities through unlimited resources for all members of our community.

Possibilities to consider:

1. Open for discovery (this is the library’s tagline/previous vision)
2. Inspiring learners, enriching lives, and empowering our community
3. Inspired. Enriched. Empowered.

Notes from retreat:

- Not easy to remember
- Meaningful
- Tagline, open for unlimited discovery, open for discovery
- Don’t necessarily like unlocking and unlimited

**MISSION**

**Current:** To inspire learners, enrich lives, and empower our community.

Possibilities to consider:

1. We build community together by providing extraordinary experiences and investing in the future.
2. We are the community’s connection to information, discovery, and ideas.
3. We transform lives by cultivating connection, discovery, and personal growth.

Notes from retreat:

- More active words
- Describe how
- Inspiring, enriching, and empowering our community

## STRATEGIC DIRECTIONS & GOALS

### BUILDING COMMUNITY TOGETHER

**GOAL:** We facilitate community members learning, creating, and bridging divides.

### EXTRAORDINARY EXPERIENCES

**GOAL:** We exceed community expectations by providing exceptional services and delightful and meaningful interactions.

### INVESTING IN THE FUTURE

**GOAL:** We help the community evolve and grow.

## OBJECTIVES

1. Enrich the lives of community members by providing innovative and ample outlets for expressing creativity.

1. Position the library in unexpected ways in the community.

1. Review hiring, on-boarding, and retention practices to ensure they are equitable and inclusive.

2. Create vibrant, pro-active partner plans with organizations working towards aligned goals.

2. Equip staff to provide caring, responsive service to support the information and life-stage needs of community members.

2. Provide technology access and equipment for community members so they can become confident navigating an evolving digital world.

3. Implement targeted community engagement campaigns and create routine feedback opportunities for patrons.

3. Celebrate and strengthen the community's social fabric by incorporating relationship-building opportunities in library programs and throughout the building.

3. Find ways to be welcoming, diverse, and inclusive through collections, programs, displays, and messaging.

- **Ends Statement 1:** Optimize access to resources for information, education, and entertainment.
- **Ends Statement 2:** Be a safe, welcoming, inclusive destination for families, groups, and individuals.
- **Ends Statement 3:** Be a leader in strengthening our community.
- **Ends Statement 4:** Be a community hub center to experience and explore local diverse arts and culture.

Notes from retreat:

- On number two, add groups
- On number four take out local, hub instead of center, diverse arts and culture

Core Values:

- Accountability
- Confidentiality and Privacy
- Customer Service
- Safety
- Partnerships Education & Lifelong Learning
- Equal Equitable Access
- Excellence
- Inclusivity
- Innovation Intellectual Freedom
- Play and Inspiration
- Respect and Kindness
- Community Building

Notes from retreat:

- Equitable access
- Community Connection/ community building