

NOTICE OF REGULAR MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, March 20, 2023 at 6:00 p.m.

The Library Board of the Portage District Library will hold a regular meeting on Monday, March 20, 2023 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. Each speaker has a time limit of three minutes. Please refer to the Policy for Public Comments at Meetings in its entirety at (<https://qrco.de/bdiESq>).

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89209407668>

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Webinar ID: 892 0940 7668

International numbers available: <https://us02web.zoom.us/j/89209407668>

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

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

Dated: March 16, 2023

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

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

March 20, 2023

300 Library Lane, Portage MI 49002

AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff (15 minutes)

The Board Chair will recognize one person to speak at a time, and each speaker must provide their name and address. Each speaker is entitled to one (1) three-minute time during this Public Comment period. Please refer to the Policy for Public Comments at Meetings in its entirety at (<https://qrco.de/bdiESq>) or the printed documents at the entrance to the meeting room on the evening of the Library Board Meeting.
- IV. Adoption of the Agenda for the Regular Meeting of March 20, 2023 (1 minute) (Vote)
- V. Consent Agenda (10 minutes) (Vote)
 - A. Minutes of the regular meeting held on February 27, 2023. *(Info) Pg. 3-8*
 - B. Narrative Report for February 2023. *(Info) Pg. 9-14*
 - C. Report on Financial Condition for February 2023. *(Info) Pg.15-17*
 - D. Statistical Report for February 2022. *(Info) Pg. 18-19*
 - E. MLA Advocacy News for February 2023. *(Info) Pg. 20-22*
 - F. Library Programs for April 2023. *(Info) Pg. 23-24*
- VI. Staff Introductions (15 minutes)
 - A. Introduction of Librarians Sara Weyenberg, Emily Mingle, and Jenny Chase. *(Info) Pg. 25*
- VII. Governance (15 minutes)
 - A. Circulation Policy Change Request *(VOTE) Pg. 26-28*
- VIII. Monitoring to Assure Compliance with Executive Limitations (15 minutes)
 - A. Monitoring Report on Executive Limitation: Asset Protection. *(Info) Pg. 29-32*
 - B. Monitoring Report on Executive Limitation: Financial Planning & Budgeting. *(Info) Pg.33-34*
 - C. Monitoring Report on Executive Limitation: Financial Condition & Activities. *(Info) Pg. 35-37*
- IX. Library Director's Reports (15 minutes)
 - A. Final remarks by Library Director for the March 20, 2023 Library Board Meeting.
- X. Process Evaluation (5 minutes)
 - A. Suggestions for Agenda Items to be included on the April 24, 2023 Board Meeting
 1. Minutes of the Regular Meeting held on March 20, 2023.
 2. Review of Art Exhibit Gift Policy.
 3. Review of Programming Policy.
 4. Report from Board Liaison to the Friends of the Library.
 5. Scheduling of mid-year meeting with the Library Director.
 7. 1st Quarter Financial Report for FY 2023.
 8. Monitoring Report on Executive Limitation: Fundraising Activities.
 - B. Assessment of this meeting
 - C. Miscellaneous Items
- XI. Adjournment

PORTAGE DISTRICT LIBRARY BOARD
Regular Board Meeting to be held on
February 27, 2023
300 Library Lane, Portage, Michigan 49002

I. Start of Meeting

II. Roll Call

Board Members Present: Michele Behr, Jeanne Friedman, Cara Terry, Tom Vance, Donna VanderVries, and Linda Whitlock

Board Members Absent: Ken Baker (excused)

Library Staff Present: Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Doran Lefaive, Abby Pylar, Steve Rossio, Colin Whitehurst, and Laura Wright

Library Staff Absent: Library Director Christy Klien

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

- A. Comment from Trustee Behr – Behr said she was so grateful to the library staff for working to keep the building open especially for people with no power during the recent ice storm. She said she was one of the people with no power and was able to come to the library to use the internet and charge her devices. Thank you PDL staff!

Head of Adult Services Lawrence Kapture added that following the storm and the half day building closure on Wednesday, February 22, the library was very busy on Thursday and Friday. A lot of people were without power and Portage Public Schools called a snow day Thursday in advance of a pre-scheduled winter break on Friday. Kapture said it was great to be there for the community and that 9/10 seats were full, the public computer stations were full, and the parking lot was full.

Systems Administrator Rolfe Behrje added that on Thursday, the library had 365 individual wireless devices connected to the network - 5 times the average. He added kudos to library staff for adding tables and chairs and opening up rooms and space for the community.

- B. Comment from Trustee VanderVries – VanderVries said she was in Florida last month at the American Society of Association Executives conference and met some people from ALA. The conference was about learning how to be good boards.

DISPOSITION: The Library Board heard comments from Trustee Behr and Trustee VanderVries.

IV. Adoption of the Agenda for the Regular Meeting of February 27, 2023

Library Board Chair Vance asked if there were any changes to the agenda before its adoption. Head of Adult Services Lawrence Kapture asked for a Budget Amendment for Friends Grants for 2023 Summer Reading Program and Geek Fest to be added to Governance Item D. Vance asked for a motion to adopt the amended agenda.

MOTION: It was moved by Trustee Friedman and supported by Trustee VanderVries that the Library Board adopt the amended agenda for the regular meeting of February 27, 2023. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

V. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the February 27, 2023 board meeting before its adoption. Trustee Behr requested the removal of Item E – Statistical Report for January 2023.

- A. Minutes of the regular meeting held on January 23, 2023.
- B. Narrative Report for January 2023.
- C. Report on Financial Condition for January 2023.
- D. Budget Amendments for Unspent Creation Station/Makerspace Funds.
- E. Statistical Report for January 2023.
- F. MLA Advocacy News for January 2023.
- G. Library Programs for March 2023.
- H. Review of Confidentiality Policy.

MOTION: It was moved by Trustee Friedman and supported by Trustee VanderVries that the Library Board approve the consent agenda for the regular meeting of February 27, 2023. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

Item E. Statistical Report for January 2023 – Trustee Behr asked for the reason why the number of non-resident patrons had increased significantly. Systems Administrator Behrje said that the non-resident and reciprocal numbers should be flipped in the report. He apologized for the typo.

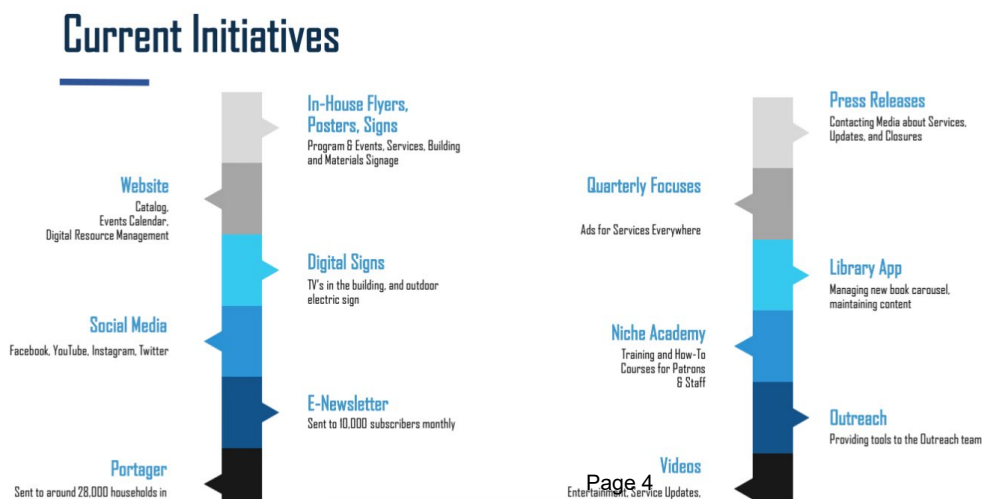
MOTION: It was moved by Trustee Behr and supported by Trustee Terry that the Library Board approve Item E – Statistical Report for January 2023. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

VI. 2023 Marketing Presentation

- A. Presentation of the 2023 Marketing Plan by Marketing Manager Colin Whitehurst

Marketing Manager Colin Whitehurst said he has hit the ground running with changes to library marketing in the new year and recognized that Library Staff and the Board also help with marketing! He also reviewed Jill Austin’s new role as the Digital User Experience Coordinator. She has helped expedite the process of getting SMS messaging for patrons, a printed and electronic Welcome Packet, website enhancements, and new digital services up and running.

Whitehurst discussed current initiatives undertaken by the Marketing Department.



After reviewing these initiatives, he asked how can we get the message out regarding everything that we offer? We live in a noisy world. He said his plan in 2023 was to refocus where we put time and effort into what we do.

Whitehurst shared a video of Steve Jobs talking about Apple marketing. He asks the question, “What are we about? (at Apple) Communicate that!” Marketing is about making a connection to the community. Whitehurst said that he wants to communicate the library’s impact and values. Whitehurst discussed Quarterly Focus for marketing campaigns. 1st Quarter, we have focused on “Let’s Get Digital!” to tell the community about our digital library which includes 3 new services: New York Times online, Mango Languages, and Scholastic Teachable. People need to hear things 6 times before it sticks, so these quarterly campaigns give us the opportunity to repeat our message.

Strategic Plan Insights



Whitehurst opened the floor to questions. Board Chair Vance said it was a great presentation. Trustee Behr asked how the quarterly focus was determined. Whitehurst said Admin Team has been discussing quarterly focus topics. We will also be looking to the Strategic Plan process to make decisions in the future. Trustee Behr asked if the staff had been referring to the communication preference survey. Whitehurst said yes, but things have changed a lot in the past 2 years. He said he would be looking into collecting data regarding patron communication preferences in the future. He added that Portager and eNews is only program highlights because we have so many and want to leave space for library services ads and information.

DISPOSITION: The Library Board received the 2023 Marketing Plan.

VII. Governance

A. Review and Approval of Library Board Bylaws.

This is the yearly review of the Library Board Bylaws. There were no changes and no discussion.

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

B. Patron Social Media Policy.

As a public institution with social media pages, we are considered a public forum, and thus it is important to have a policy in place to guide us in the event we need to remove or delete comments.

The library's lawyer, Anne Seurynk, has drafted this Policy based on experience and recent precedent to ensure that social media is used effectively to promote the library's services, resources, and events, and to establish a reputation for outstanding community engagement and customer service on social media.

The Policy provides clear guidelines for social media use, addressing violations, and appeals.

Trustee Behr asked if the policy covered slander. Whitehurst said that the policy is general enough that we feel confident it would cover extremes. We are not planning to delete complaints as they can spur discussion and should be considered a form of feedback.

MOTION: It was moved by Trustee Behr and supported by Trustee Whitlock that the Library Board approve the Social Media Policy as presented. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

C. Update to Creation Station, Makerspace, and 3D Printing Policy.

This month, the Library has added an HP DesignJet T650 Large Format Printer to the equipment available in the Makerspace. While the general use of this item is covered in the policy approved last year, there is a need to add prices for the cost of using the printer. STEAM Librarian Jane Fleming researched other libraries and businesses that offer large format printing. Her recommendations are based on what she learned there as well as calculations on the cost of printer ink, paper, and wear and tear on the machine. Her proposed fee structure includes 24 and 36 inch roll standard paper as well as 24 and 36 inch glossy paper. When this service is introduced, the Library will only offer 36-inch roll standard paper. That will be the only pricing to appear on the Creation Station, Makerspace, and 3D Printing Policy, but we will be prepared if there is a need to include additional options to the service in the future.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Friedman that the Library Board adopt the Large Format Printing Fee Structure for the Makerspace as presented. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

D. Report from Board Liaison to the Friends of the Library and Budget Amendment for Friends.

Head of Adult Services Lawrence Kapture gave the Friends of the Portage District Library report. He reported that the Friends had a Board meeting on Monday, February 13, 2023 following their book sale on Saturday, February 4. They received two programming funding requests which were both approved – Geek Fest (\$1,000) and Summer Reading Program 2023 (\$12,000). The February 4, 2023 Book Sale earned \$2,500. It was not as robust as some of the pre-pandemic sales have been, but was a good showing! Kapture also reported that the Friends are working on a new webpage and an email for the public to use to contact them directly.

MOTION: It was moved by Trustee Behr and supported by Trustee VanderVries that the Library Board approve the Budget Amendment for the grants from the Friends of the Portage District Library in the amount of \$1,000 for Geek Fest 2023 and \$12,000 for Summer Reading Program 2023 as presented. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

E. Finalization of Guests/Presenters to be Invited to Board Meetings in 2023.

Library Board Secretary Edwards presented some new information to trustees regarding potential guests at 2023 Library Board Meetings. One of the proposed guests was Portage Public Schools Media Specialists to present on the processes and challenges of managing the school library collections. It has come to our attention that the Lead Media Specialists presented on that topic to the School Board at their Monday, February 13 meeting which was recorded and saved on the school's YouTube Channel. Edwards said that with the permission of the Board, she would share the link to the meeting for viewing.

Since the intention of the invitation was to show support for the media specialists, it was suggested that the Board could send a letter of support instead of requesting an additional presentation. Trustees agreed. Edwards followed up with a ranked preference of the other two proposed guests – City Manager Patrick McGinnis and Library Attorney Anne Seurynk. Trustees would like to have both as guests, but voiced a slight preference for Attorney Anne Seurynk at this time. Edwards said she would follow up with Library Director Klien to make those invitations and work on scheduling.

VIII. Ends Development

A. Donations Report for Funds Received in 2022.

Business Manager Foti reminded trustees that donations are not budgeted for each fiscal year and must therefore be approved by budget amendment. Presented in the packet are the donations from the end of FY 2022 that have been designated for specific use as well as the total amount of undesignated funds. Following additional discussions by staff as well as the activity plan for the 2023-2026 Strategic Plan, we will come back to the Board at a future date with a request for use for the undesignated funds.

B. Memo Regarding Budget Amendments for Restricted Donations and Allocation of 2022 Donations.

MOTION: It was moved by Trustee Terry and supported by Trustee Behr that the Library Board approve the budget amendment for designated donations as presented. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

IX. Monitoring to Assure Compliance with Executive Limitations

A. Monitoring Report: Emergency Library Director Succession.

B. Library Director Succession/Replacement Plan.

C. Monitoring Report: Treatment of Consumers.

Edwards said that the Executive Limitations were updated for 2023 with no other major changes. Board Chair Vance commented that Section #5 of the Emergency Library Director Succession Plan talks about a press release which should fall under the purview of the Marketing Manager alone. Trustees had no other comments or questions regarding the Monitoring Reports to Assure Compliance with Executive Limitations.

X. Library Director's Reports

A. Final remarks by Library Director for the February 27, 2023 Library Board Meeting.

Head of Adult Services Lawrence Kapture said that there was only one item to report during final remarks. The Library has received a Request for Consideration for a book titled "Gender Queer". The patron's request is to move the item from the teen department to the Adult Department. Trustees questioned whether this move would prevent teens from checking out the book. Kapture responded that the Library staff do not act "in loco parentis" in that they would not prevent a minor from checking out any book from the library including material that is shelved in the Adult Department. It is the parent's responsibility to monitor and review the materials their children check out. Per the Material's Selection Policy and the procedure set forth for Requests for Reconsideration of Materials, Library Director Klien has 75 days to respond to the patron in writing informing them of her decision. At that time, if they are not in agreement, the patron may appeal that decision to the Library Board.

DISPOSITION: The Library Board received the report from Head of Adult Services Lawrence Kapture.

XI. Process Evaluation

A. Suggestions for Agenda Items to be included on the March 20, 2023 Board Meeting

1. Minutes of the Regular Meeting held on February 27, 2023.
2. Monitoring Report on Executive Limitation: Asset Protection.

3. Monitoring Report on Executive Limitation: Financial Planning & Budgeting.
4. Monitoring Report on Executive Limitation: Financial Condition & Activities.
5. Library Investment Report.
6. Introduction of Youth Librarians Emily Mingle and Jenny Chase.

B. Assessment of this meeting

C. Miscellaneous Items

In closing, Library Board Chair Vance took the opportunity to share highlights from the narrative including the cute note about the juvenile graphic novel collection from “a kid”, the Brady Township teacher contract, and the fact that 410 PPS students used their PASS cards in January.

Library Board Secretary Edwards thanked Vance for his positive comments about the narrative format change. She informed trustees that if there was information they felt like they were missing, they are always welcome to request additional information, but that the “highlights” format allows the library staff to share the impact they are making and make these stories stand out.

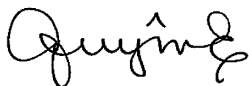
Trustee Cara Terry said it was great to be back on the board. She said that in preparation for this term, she took the Trustee Training 102 from Michigan Library Association. It is available on YouTube and took an hour and a half and she recommended it for all trustees.

XII. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of February 27, 2023.

DISPOSITION: The regular board meeting of February 27, 2023 was adjourned at 7:05 PM.

Recorded and Transcribed by,



Quyen Edwards, Library Board Secretary

Library Director's Narrative Report for March 20, 2023
(Activities in February 2023)

Library Director

The Portage District Library is proud to be a hub for our community during times of need. We were thrilled to have been able to welcome so many visitors the weekend during the power outages.



Patron Comments:

- We hardly found a parking space on Friday! It was nice to escape to warm place with friends, grab books and do crafts! Thank you for getting tables, extra chairs and charging stations to many! You guys rocked!
- Libraries are so much more than books! Lovely to see the beautiful facility being used to help ❤️

- It was wonderful to see so many people enjoying the library last week. Although I didn't need it personally, I thought it was really awesome to see some of the meeting rooms opened up with extra things for kids to do while parents charge devices or got some work done. Love our library!

- When I pulled into the parking lot on Friday afternoon, there was only a few parking spots left. Thankfully I found an empty table with an outlet. Charged all my devices, caught up on all my work emails from Thursday & Friday, and checked out a book to get me through the weekend. Love our local library.

- It is wonderful to have this resource in our community. I needed a warm place during a previous ice storm. I was glad to find a warm place at the Portage District Library

- You were a refuge and a beacon of light and warmth for our family, and for so many others. Thank you so much!

- We were so lucky to take advantage of power, heat books, crafts, and running water for an afternoon!

Youth Services

On February 21st, 300 people came to the Portage Senior Center to listen to New York Times Bestselling Author TJ Klune talk about his book *The House in the Cerulean Sea* at the culminating event of the 2023 Portage Communiten Read. Olivia Pennebaker and Katharyn Haas represented the library on the Communiten Read Committee and were present throughout to help manage the event and assist attendees. Andrea Smalley gave a wonderful introduction just before TJ Klune took the stage. The event saw unprecedented turnout for a Communiten Read event, drawing people from upwards of 3 hours away. Most attendees stayed after TJ Klune finished speaking and waited in a long, winding line for up to 2 hours to get their books signed and share a moment with the author.



Youth Staff Karina Gluys created several book displays including three to celebrate Black History Month.



Outreach Librarian Andrea Smalley spent Monday, February 13th introducing and discussing books with ELA classes at West Middle School. This is our first return to the middle schools for booktalks since Covid and it was good to be back.

Adult Services Updates

Programming Librarian Katharyn Haas ran a lot of great programs this February, including Drink the Wild: Recipes from a Kitchen Witch for the Spirited and Sober Soul, which drew 25 attendees despite poor weather.

The two community programs she hosted were particularly well attended. In addition to the Communiten Read event, the February 10th Author Hop was a smashing success! 200 Portage community members of all ages turned out to meet 25 local authors, buy books, listen to jazz music, eat snacks, and win prizes at an after-hours community gathering. Response from authors included: "Thank you so much for hosting this! I sold out of the copies I brought of my book." We were especially warmed with a response from an attendee: "My mother and I really enjoyed coming to the Author Hop! We had a lot of fun. She moved to Portage five years ago and I was able to convince her to get a library card that night."

Adult Services Librarian Ruth Cowles finished her Painting with a Master series in February with two classes of 19 students. They followed along with Bob Ross, Season 5 Episode 5, to create The Quiet Pond uniquely. Patron comments included "I love that it was all provided for me. It allowed me to try something I otherwise would not be able to do." and "I couldn't believe how well the painting turned out for this being my first time!"

In addition to numerous one on ones, including a patron who laser engraved her grandmother's recipe on a cutting board as a gift and some teachers came in to use the Cricut and the Heat Press to make t-shirts for the Intervention team at their school, STEM Librarian Jane Fleming presented a popular Make Your Own Bath Salts event for 21 people. Jessica Thompson, the owner of The BeeJoyful Shop in downtown Kalamazoo, came to teach participants how to make their own bath salts. She also talked about the importance of living sustainably and how she does it herself.

Outreach Librarian Sara Weyenberg had 18 attendees at an Interviewing 101 program with Michigan Works. This was an interactive workshop for patrons about how to impress in an interview. Attendees enjoyed some free pizza over the lunch hour while discussing previous interviews they've had, how the job hunting landscape has changed since the pandemic, and other tips and tricks.

Circulation and Technical Services Updates

During the month of February, we started offering SMS messaging to our patrons. As a department, we had a goal of asking 450 people if they would like to participate. Throughout the month, we asked 528 people if they would like to receive messages! We also sent 551 texts to 165 different patrons. With the help of the marketing

department, we were also able to provide new library members with a packet that includes important library information, such as e-services and internal offerings.



Patron Comments:

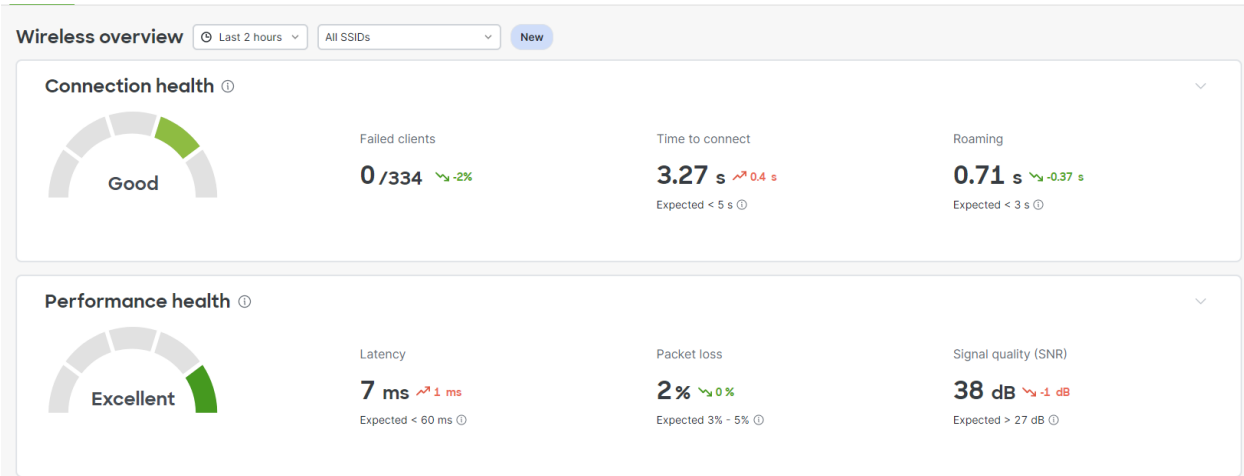
- "We checked out 16 books today! 16 is my Nana's favorite number! What a day!" from a 4 year old patron
- Patron said she is so impressed with the youth section of the library. Grateful that the kids have a place to go and be themselves and have fun too!
- Patron loved the high school art exhibit in the café. She said it's very well done and sets the bar high!

Information Technologies (IT)

The Information Technologies Department has replaced its existing Staff Multifunctional Copiers and has ordered Multifunctional Copiers for the Adult and Youth Public Service Desks. The department has fixed a fiber circuit issue working

with Aunalytics, MetroNet and Cisco TAC. The department is working on ongoing issues with its Sophos firewall IPS rules and internet traffic shaping.

During the February ice storm and power outages, the library's wireless network performed well under unprecedented load. A typical 2 hour load for the library's wireless network varies between 70-90 clients but jumped sizably to 334-356 clients (image below). Sophos Firewall, Umbrella DNS and Spectrum Fiber circuit also scaled well with the large client loads.



PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
February 2023

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	\$ 6,155,332
Expenditures	\$ 2,093,446

Fund	1/31/2023	Changes	2/28/2023
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	5,560,903	-	5,560,903

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 February 2023

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 February 2023

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

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

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

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

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

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

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

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

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

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

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: March 1, 2023
SUBJECT: Library Statistical Report - February 2023

	Month Statistics			YTD Statistics		
	Feb-23	Feb-22	CHANGE	2023	2022	CHANGE
Circulation/Collections						
Total Library Circulation	69,214	75,783	-8.67%	143,274	133,920	6.98%
Adult - Books	15,273	21,756	-29.80%	32,743	35,363	-7.41%
Adult - A/V	3,671	4,986	-26.37%	7,815	8,257	-5.35%
Youth - Books	29,192	30,141	-3.15%	58,548	49,704	17.79%
Youth - A/V	2,454	2,372	3.46%	5,118	4,050	26.37%
Hot Picks	762	1,232	-38.15%	1,679	2,239	-25.01%
E-Material	15,921	15,295	4.09%	33,089	32,165	2.87%
ILL - PDL Requests	1,032	1	1000.00%	2,269	1,075	111.07%
ILL - Other Lib. Requests	909	0	100.00%	2,013	1,067	88.66%
Self-Checkout Percentage	53.07%	65.23%		53.56%	60.88%	
Total Library Collection	177,658	176,693	0.55%			
Adult - Books	73,075	75,067	-2.65%			
Adult - A/V	13,824	14,687	-5.88%			
Youth - Books	79,915	75,013	6.53%			
Youth - A/V	8,154	8,465	-3.67%			
Hot Picks	2,690	3,461	-22.28%			
Net Acquisitions	464	(1,751)	126.50%	(179)	(5,015)	96.43%
Purchased - Books	1,578	860	83.49%	2,997	1,609	86.26%
Purchased - A/V	81	318	-74.53%	215	562	-61.74%
Donated - Books	0	0	0.00%	0	0	0.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(1,195)	(2,929)	59.20%	(3,391)	(7,186)	52.81%
Total In-House Usage*	0	0	n/a	n/a	n/a	n/a
In-House Periodical Usage	n/a	n/a	n/a	n/a	n/a	n/a
In-House Book Usage	n/a	n/a	n/a	n/a	n/a	n/a
Patrons						
Total Patrons	33,684	35,777	-5.85%			
Adult	16,388	17,434	-6.00%			
Youth	3,240	4,208	-23.00%			
Non-Resident	168	210	-20.00%			
Reciprocal	3,103	3,721	-16.61%			
Internet User	361	418	-13.64%			
PASS Users	10,364	9,730	100.00%			
Professional	60	56	7.14%			
Net Patrons	(150)	(421)	64.37%	(3,573)	(274)	-1204.01%
Adult	236	118	100.00%	491	1,786	-72.51%
Youth	23	11	109.09%	42	493	-91.48%
Non-Resident	3	0	100.00%	7	4	75.00%
Reciprocal	64	25	156.00%	120	66	81.82%
Internet User	32	23	39.13%	68	56	21.43%
PASS Users	69	0	0.00%	70	0	100.00%
Professional	0	0	0.00%	0	0	0.00%
Patrons Removed	(577)	(598)	3.51%	(4,371)	(2,679)	-63.16%

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: March 1, 2023
SUBJECT: Library Statistical Report - February 2023

	Month Statistics			YTD Statistics		
	Feb-23	Feb-22	CHANGE	2023	2022	CHANGE
Library Building Usage						
Total Meeting Room Usage	646	0	100.00%	1,189	0	100.00%
Internal/Collaboration	39	0	100.00%	61	0	100.00%
External/Outside Usage	607	0	100.00%	1,128	0	100.00%
Total Program Audience	3,026	509	494.50%	4,676	1,510	209.67%
Adult	996	90	1006.67%	1,422	339	319.47%
Youth	1,910	419	355.85%	3,084	1,171	163.36%
Heritage Room	120	0	100.00%	170	0	100.00%
Total Number of Programs	78	24	225.00%	175	50	250.00%
Adult	40	8	400.00%	86	19	352.63%
Youth	36	16	125.00%	86	31	177.42%
Heritage Room	2	0	100.00%	3	0	100.00%
Total Volunteer Hours	185	54	242.59%	396	117	238.46%
Adult	50	3	1566.67%	100	21	376.19%
Youth	42	0	100.00%	93	0	100.00%
Technical	19	16	18.75%	47	27	74.07%
Circulation	37	3	1133.33%	80	5	1500.00%
Administration	32	32	0.00%	67	64	4.69%
Community Service	5	0	100.00%	9	0	100.00%
Total Front Door Traffic	17,865	8,567	108.53%	36,772	16,592	121.62%
Total Youth Services Traffic	13,456	6,743	99.56%	26,701	12,181	119.20%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	6,012	6,009	0.05%	13,423	10,779	24.53%
Adult Phone	480	382	25.65%	943	804	17.29%
Adult Ready Reference	1,635	1,717	-4.78%	3,769	3,135	20.22%
Adult Reference	260	122	113.11%	477	252	89.29%
Youth Phone	87	51	70.59%	152	116	31.03%
Youth Ready Reference	2,164	2,376	-8.92%	5,036	3,678	36.92%
Youth Reference	253	76	232.89%	592	248	138.71%
HR Phone	13	25	-48.00%	22	38	-42.11%
HR Ready Reference	329	207	58.94%	532	450	18.22%
HR Reference	15	12	25.00%	23	25	-8.00%
Circ Phone	315	482	-34.65%	636	960	-33.75%
Circ Ready Reference	301	439	-31.44%	755	797	-5.27%
Circ Reference	160	120	33.33%	486	276	76.09%
Total Edutainment LAN Use	454	0	100.00%	578	0	100.00%
Total Internet Computer Use	1,462	809	80.72%	2,825	1,612	75.25%
Youth Computers	191	0	100.00%	325	0	100.00%
Adult Computers	1,269	809	56.86%	2,495	1,610	54.97%
Laptop Computer Circulated	2	0	100.00%	5	2	150.00%
Total Electronic Transactions	64,488	37,897	70.17%	145,257	79,168	83.48%
WebSite Hits	53,354	26,499	101.34%	122,930	56,620	117.11%
WebCatalog Sessions	9,567	9,186	4.15%	18,446	18,124	1.78%
Licensed Database Hits	1,567	2,212	-29.16%	3,881	4,424	-12.27%

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

Christy Klien, Library Director

MLA ADVOCACY NEWS

News - Advocacy

Friday, February 24, 2023 12:00 AM

Governor Whitmer’s Budget Recommendation

On February 8, Governor Gretchen Whitmer released her fifth executive budget recommendation of \$79 Billion that “will lower costs, grow Michigan’s economy, and build a brighter future for anyone who wants to call Michigan home.” The Governor and State Budget Director Christopher Harkins outlined the proposal to a joint session of the Senate and House Appropriations committees.

As we have seen in years past, the budget for the Library of Michigan has essentially remained flat with only cost of living increases for staffing, and no increases for operations, services or the Michigan eLibrary. State Aid to Libraries also remains flat at \$15,567,700. We hope that the Governor’s budget is the “floor” by which we will be able to work with our legislators to raise the “ceiling”.

	For Fiscal Year Ending Sept. 30, 2024	For Fiscal Year Ending Sept. 30, 2025
Sec. 5-116. LIBRARY OF MICHIGAN		
Full-time equated classified positions	33	33
Library of Michigan operations - 31.0 FTE positions	\$ 5,018,100	\$ 5,018,100
Library Pilot Program	\$ 800,000	\$ 800,000
Library services and technology program - 1.0 FTE position	\$ 5,623,000	\$ 5,623,000
Michigan eLibrary - 1.0 FTE position	\$ 1,731,000	\$ 1,731,000
Renaissance zone reimbursements	\$ 2,200,000	\$ 2,200,000
State Aid to Libraries	\$ 15,567,700	\$ 15,567,700
GROSS APPROPRIATIONS	\$ 30,939,800	\$ 30,939,800

We are encouraged to see \$800,000 for the Library Pilot Project remaining in the Governor's budget for the next two fiscal years. This partnership encourages school and public libraries to collaborate through grants of \$10,000/per school facility. While only half of this amount was expended in the past fiscal year in three of the four counties identified for the pilot, we will be working to update the language to be more inclusive of additional counties to better align with continuing appropriations.

We are also awaiting word on the one-time appropriation of \$100,000 that continues to be included in the Governor's budget to name a Poet Laureate for Michigan that will be working with the Library of Michigan.

Funds outside of the Library of Michigan budget that we are also watching are \$300 Million for tutoring through the MI Kids Back on Track program as well as the afterschool funding that included libraries as one of the eligible grantees last year. The recent FY Executive budget includes \$25 million to support youth access to before, afterschool and summer learning programs.

[View the FY 2024-2025 Executive Recommendation General Omnibus Budget Bill \(PDF\)](#)

Take Five Minutes Today to Build a Relationship With Your Legislators

Being a good library advocate means that you must first build good relationships and the first step to building a good relationship with your Michigan legislators is introducing yourself!

We are asking all MLA members to TAKE 5! Take five minutes to email your State Senator and Representative and introduce yourself. Congratulate them on their election if they are new. Invite them to the library for a behind-the-scenes tour and introduce them to the library staff. If they don't have a library card, invite them to come and sign up. Invite them to hold a coffee hour in your library. Invite them to read out loud during March is Reading Month. Invite them to your next program. Offer yourself/your organization or MLA as a resource for finding solutions to the issues that libraries face.

Please customize the email template! Share your library name and contact information. What program or initiative are you excited about at your library? How has your library helped your community? Share a personal story or anecdote about how your library is making an impact in the lives of Michiganders.

Make sure you edit our prewritten template before you hit send! Feel free to customize any part of your message, but please note the [****text****] areas must be edited in the email before you submit your message.

Don't wait until issues and challenges arise before getting to know your House and Senate members. Today is the day to introduce yourselves.

We've made it easy...and it should only take five minutes!

The 102nd Legislature Committee Assignments have been confirmed. If your legislator is on a committee it will be even more important to connect with them about the importance of libraries. House committees can be found [here](#) and Senate committees can be viewed [here](#).

PDL APRIL EVENTS

Friends of the Library Book Sale

Saturday, April 1 | 9:00 AM - 3:00 PM

Baby & Toddler Storytime

Monday, April 3 | 9:30 AM & 10:30 AM

Drop-in Hours @ The Makerspace

Monday, April 3 | 2:00 PM - 4:00 PM

Kalamazoo County Historical Society

Monday, April 3 | 7:00 PM - 8:30 PM

Family Storytime

Tuesday, April 4 | 9:30 AM & 10:30 AM

Middle School Maker

Tuesday, April 4 | 3:30 PM - 4:30 PM

Spring Cleaning Boot Camp

Tuesday, April 4 | 7:00 PM - 8:00 PM

Family Storytime

Wednesday, April 5 | 9:30 AM & 10:30 AM

Drop-in Hours @ The Makerspace

Wednesday, April 5 | 2:00 PM - 4:00 PM

Muffins and the Market

Thursday, April 6 | 9:00 AM - 10:00 AM

Baby & Toddler Storytime

Thursday, April 6 | 9:30 AM & 10:30 AM

Make It @ The Library: Personalized Laser-Engraved Journals

Thursday, April 6 | 3:30 PM - 5:00 PM

Drop-in Hours @ the Makerspace

Thursday, April 6 | 6:00 PM - 8:00 PM

CMS 6th Grade Field Trips

Friday, April 7 | 9:00 AM - 3:00 PM

Saturday Sound Immersion

Saturday, April 8 | 10:00 AM - 11:00 AM

Test of Time: True or False Edition

Saturday, April 8 | 10:30 AM - 12:30 PM

Classic Movie: Lil' Abner

Saturday, April 8 | 2:00 PM - 4:30 PM

Baby & Toddler Storytime

Monday, April 10 | 9:30 AM & 10:30 AM

Drop-in Hours @ The Makerspace

Monday, April 10 | 2:00 PM - 4:00 PM

Plots and Pages: A Local Writers' Group

Monday, April 10 | 6:30 PM - 8:00 PM

Friends of the Library Board Meeting

Monday, April 10 | 7:00 PM - 8:00 PM

Family Storytime

Tuesday, April 11 | 9:30 AM & 10:30 AM

Make It @ The Library: Personalized Laser Engraved Journals

Tuesday, April 11 | 10:00 AM - 11:30 AM

Elementary Maker

Tuesday, April 11 | 4:30 PM - 5:30 PM

Pub(lic) Library Trivia

Tuesday, April 11 | 7:00 PM - 8:00 PM

Family Storytime

Wednesday, April 12 | 9:30 AM & 10:30 AM

Drop-in Hours @ The Makerspace

Wednesday, April 12 | 2:00 PM - 4:00 PM

Teen Time (Games, Snacks, Art, & More!)

Wednesday, April 12 | 3:30 PM - 4:30 PM

Middle Grade Book Club

Wednesday, April 12 | 6:00 PM - 7:00 PM

Early Elementary Book Club

Wednesday, April 12 | 6:00 PM - 7:00 PM

Baby & Toddler Storytime

Thursday, April 13 | 9:30 AM & 10:30 AM

PPS ELL Family Night

Thursday, April 13 | 4:00 PM - 9:00 PM

Drop-in Hours @ the Makerspace

Thursday, April 13 | 6:00 PM - 8:00 PM

International Mystery Book Discussion: "Lightseekers"

Thursday, April 13 | 7:00 PM - 8:00 PM

STEM Storytime

Friday, April 14 | 9:30 AM - 10:30 AM

Documentary and Donuts: "The Garden"

Friday, April 14 | 10:00 AM - 12:00 PM

Kalamazoo Macintosh Users Group

Saturday, April 15 | 9:00 AM - 12:00 PM

Baby & Toddler Storytime

Monday, April 17 | 9:30 AM & 10:30 AM

Drop-in Hours @ The Makerspace

Monday, April 17 | 2:00 PM - 4:00 PM

Kalamazoo Valley Genealogical Society

Monday, April 17 | 6:30 PM - 8:30 PM

Family Storytime
Tuesday, April 18 | 9:30 AM & 10:30 AM

Open for Discussion: "The Sentence"
Tuesday, April 18 | 10:30 AM - 11:30 AM

Middle School Maker
Tuesday, April 18 | 3:30 PM - 4:30 PM

Puttin' on the Ritz: Fabric Painting
Tuesday, April 18 | 6:00 PM - 8:00 PM

Teen LGBTQ+ Meet-Up
Tuesday, April 18 | 6:30 PM - 8:00 PM

Family Storytime
Wednesday, April 19 | 9:30 AM & 10:30 AM

All About Our Seed Library
Wednesday, April 19 | 12:30 PM - 1:30 PM

Cookies and Conversation: "The Heirloom Garden"
Wednesday, April 19 | 2:00 PM - 3:00 PM

Drop-in Hours @ The Makerspace
Wednesday, April 19 | 2:00 PM - 4:00 PM

How to Write a Novel
Wednesday, April 19 | 6:30 PM - 7:30 PM

Muffins and the Market
Thursday, April 20 | 9:00 AM - 10:00 AM

Baby & Toddler Storytime
Thursday, April 20 | 9:30 AM & 10:30 AM

Grass Hedgehog
Thursday, April 20 | 6:00 PM - 7:00 PM

Drop-in Hours @ the Makerspace
Thursday, April 20 | 6:00 PM - 8:00 PM

The History of the Portage Pfizer Site and The Upjohn Company
Thursday, April 20 | 7:00 PM - 8:00 PM

Yoga and Journaling
Friday, April 21 | 1:30 PM - 3:00 PM

Michigan's Endangered Wildflowers: A Presentation by Artist Carol Irving
Saturday, April 22 | 11:00 AM - 12:00 PM

National Honor Society Day of Service
Saturday, April 22 | 1:00 PM - 5:00 PM

Community Concert: Schlitz Creek Bluegrass Band
Sunday, April 23 | 2:00 PM - 4:00 PM

Baby & Toddler Storytime
Monday, April 24 | 9:30 AM & 10:30 AM

Drop-in Hours @ The Makerspace
Monday, April 24 | 2:00 PM - 4:00 PM

Portage District Library Board Meeting
Monday, April 24 | 6:00 PM - 8:00 PM

Make It @ The Library: Personalized Laser Engraved Journals
Monday, April 24 | 6:30 PM - 8:00 PM

Family Storytime
Tuesday, April 25 | 9:30 AM & 10:30 AM

Elementary Maker
Tuesday, April 25 | 4:30 PM - 5:30 PM

Teen Murder Mystery Party
Tuesday, April 25 | 6:00 PM - 7:30 PM

Family Storytime
Wednesday, April 26 | 9:30 AM & 10:30 AM

Book Tasting
Wednesday, April 26 | 11:00 AM & 1:00 PM

Drop-in Hours @ The Makerspace
Wednesday, April 26 | 2:00 PM - 4:00 PM

Kalamazoo Area Wild Ones: Growing Wildflowers from Seed
Wednesday, April 26 | 7:00 PM - 8:00 PM

Baby & Toddler Storytime
Thursday, April 27 | 9:30 AM & 10:30 AM

Drop-in Hours @ the Makerspace
Thursday, April 27 | 6:00 PM - 8:00 PM

Create Your Own Musical Instruments
Thursday, April 27 | 6:00 PM - 7:00 PM

Digital Footprints with Michigan Works
Thursday, April 27 | 6:00 PM - 7:00 PM

WMS 6th Grade Visits
Friday, April 28 | 9:00 AM - 3:00 PM

Kalamazoo Plant It Forward - April Swap
Saturday, April 29 | 0:00 AM - 12:00 PM

To: Portage District Library Board Members

From: Christy Klien, Library Director

Date: March 15, 2023

Subject: Staff Introductions

During Covid restrictions and online Board Meetings, the three newest full time librarians have not been introduced to the library board. Since we have some time at the March meeting, we have invited the following full time staff to join us for brief introductions.

Sara Weyenberg, Adult Services Librarian employed since November 17, 2021

Emily Mingle, Youth Services Librarian employed since July 1, 2021

Jenni Chase, Youth Services Librarian employed since January 2, 2023

To: Portage District Library Board Members
From: Christy Klien, Library Director
Date: March 8, 2023
Subject: Circulation Policy Change Request

BACKGROUND:

The Adult Services Department is requesting that a change to the Circulation Policy be brought before the board at the March 2023 Board Meeting.

Under Holds & Renewals, the library policy states the following:

"Telescope kits can be booked in advance through the Adult Information Desk, but cannot be placed on hold."

They would like this sentence removed. There are a number of reasons for this, but, the most important being that they have had to disappoint patrons when a telescope was not returned on time and therefore not available on the date they requested. Switching to a holds model will help manage expectations. Go Pros currently circulate on a holds model and they would like to shift the way telescopes circulate to mirror what is currently working for the GoPros.

There are also times when several people want a telescope at once and allowing holds will permit library staff to keep an accurate, fair, and efficient list as well as ensure that patrons are contacted immediately when a telescope is returned and ready for the next check-out.

RECOMMENDATION:

I recommend that the Library Board approve the Circulation Policy as amended with the highlighted sentence removed.

PORTAGE DISTRICT LIBRARY

CIRCULATION POLICY

SERVICES & USAGE:

Subscription Services

The Library offers many premium services, such as interlibrary loan, Homebound Services, mobile hot spots, Favorite Authors, online learning resources, and various downloadable and streaming services. Due to cost and/or contractual obligations, reciprocal members are excluded from premium services, though they may have access to similar services through their home library.

Circulation Limits

- All members are limited to 15 non-Hot Pick DVD's on their account at one time.
- Members are limited to 5 items from each type of Hot Pick material (books, movies) on their account at one time. Reciprocal members are prohibited from checking out Hot Pick materials.
- All members are limited to 2 special collection kits per type on their account at one time. This includes, but is not limited to Book Discussion Bags and Resource Kits. Similar limits may be set for other special collection kits.
- Members are limited to 1 piece of equipment per type on their account at one time. This includes, but is not limited to, laptops, mobile hot spots, GoPros, telescopes, or Playaway Launch Pads and other types of equipment. Reciprocal members are prohibited from checking out certain types of equipment such as mobile hot spots and GoPros.
- Members who are under the age of 18 years old are prohibited from checking out rated "R" movies or laptops.
- Reference collections are for library use only.

Holds & Renewals

- All members may place up to 25 items on hold at one time.
- Items in Hot Pick collections cannot be put on hold.
- Telescope kits can be booked in advance through the Adult Information Desk, but cannot be placed on hold.
- Two renewals are allowed for items that are not in demand. The renewal period is the same length as the original checkout period. The following types of items cannot be renewed: Hot Picks, mobile hot spots, GoPro kits, telescopes, Book Discussion bags, and items on hold for another member.

Additional Requirements

Borrowers are required to provide a photo ID to check out certain equipment, including but not limited to the following: laptop computer kits, telescope kits, GoPro kits and mobile hot spot kits. Loss or damage of the equipment or accessories will result in charges for repair or replacement either for the entire kit or per each lost or damaged piece based on availability.

Laptop computer kits are for use **within the library only** for a loan period of two hours. Borrowers must remain in the library with the laptop. Removal of laptop computers from the library building will be considered theft.

FINES & FEES:

1. Overdue Fines

- A. The Library will not charge any daily fines for overdue material.
- B. The patron is responsible for understanding when checked out material is due to be returned to the Library. Checked out material may be subject to renewals according to Library policy. However, there is no guarantee of renewals.
- C. Checked out material that is not returned within 28 days of the due date (or subsequent renewal dates) will be considered to be Lost Material by the Library and the Lost Item fees and regulations will apply.
- D. Although the Library will use its best efforts to notify you of the overdue material or equipment, the Library does not guarantee notice and failure to receive notice will not prevent the material or equipment from being considered Lost Items.

2. Lost or Damaged Item Fees and Regulations

- A. With the exception of magazines, lost or damaged material owned by the Library is charged at replacement/retail value plus a processing fee for making an item shelf-ready. A default price of \$20.00 will be used as the replacement cost if no retail value is available. Lost or damaged magazines will only be charged a replacement fee of \$5.00. Incidental damage to library material caused by normal use will be repaired without charge.
- B. Non-returned, lost, or damaged material borrowed through MeLCat will be charged in accordance with MeL Policy, as set by the Library of Michigan, and then billed to the borrowing member. Once the Library pays the lending institution for non-returned, lost, or damaged interlibrary loan material, the borrowing member is responsible for the replacement cost, regardless of the item being returned.
- C. Media formats, such as a DVD, CD, or Playaway, that are returned without their library case and/or accompanying graphics or booklets will be assessed a replacement fee of \$5.00.
- D. All lost or damaged pieces from kits will be charged at replacement/retail value or \$10.00 if no retail value is available. Total replacement of the kit may be charged if lost or damaged pieces are not replaceable and required for intended use of the kit.
- E. Accounts that have been billed for lost or damaged material will be blocked from use until the lost material is returned or the lost or damaged material is paid for. Refunds will not be given for lost material that has been paid for, regardless if the material is returned to the collection.
- F. Accounts that have been billed for \$25.00 or more in lost or damaged material and remain unresolved or unpaid for more than 28 days may be referred to a private notification service, but not reported to a credit bureau. Once an account has been sent to collections, a non-refundable fee equal to the private notification service fee charged to the Library will be assessed to the user's account.

3. Returned Check Fee

There is a fee for any returned checks written to the Portage District Library. The fee shall be assessed in the exact amount which the Library is charged by its current Bank for the processing of such items.

4. Photocopy /Printout/Faxing/Scanning Fees

A fee of 5¢ per printed side of a page will be charged for greyscale photocopies and printouts. A fee of 25¢ per printed side of a page will be charged for color printouts. No charge will be assessed for faxing or scanning pages to email or electronic storage.

PORTAGE DISTRICT LIBRARY

Monitoring Report

For

Executive Limitation Policy on Asset Protection

March 21, 2023

The Library Director shall not allow library assets to be unprotected, inadequately maintained or unnecessarily risked. Accordingly, the Library Director may not:

Policy: **Fail to insure against theft and casualty losses to at least 100% replacement value and against liability losses to board members, staff and the organization itself in an amount greater than the average for comparable organizations.**

Director's Response: The Portage District Library is insured against theft and casualty losses and against liability losses to board members, staff and the organization itself through a policy with Michigan Municipal Risk Management Authority (MMRMA). According to the terms of our building insurance contract, under Section 1, Part B of the Property and Crime Coverage section, it states that:

“Under any circumstances or set of facts, the most MMRMA will pay for loss or damage to anyone or any combination of covered property in any one occurrence is the actual amount of loss, not to exceed the Limits of Coverage stated in the Coverage Overview. Unless otherwise stated herein, the loss must result from direct physical loss or damage by a covered cause of loss within the period of MMRMA membership as stated in the Coverage Overview.

Policy: **Subject facilities, materials and equipment to improper wear and tear or insufficient maintenance.**

Director's Response: The library facility and all building equipment within the library facility are safeguarded against improper wear and tear by enforcement of rules of operation; by daily, weekly, monthly and annual inspections; by installation of monitoring devices, switches and alarms; and by regularly scheduled preventive maintenance. The library also has several contracts with outside vendors to keep large equipment running correctly (i.e., HVAC, electrical & fire alarm systems); as well as numerous agreements with service providers to do regular cleaning, inspection and repairs in and around the building and on various pieces of equipment. Contracts are reviewed and approved by the Library Director or the Business Manager, with the assistance of the legal firm of Foster Swift Collins & Smith P.C., depending on the complexity of the contract. The library's Facilities Manager monitors the building's HVAC equipment and schedules repairs and service as needed. Additionally, the System Administrator is trained in the proper maintenance and protection of sensitive servers and computer equipment. Regular inspections are conducted to ensure proper operation of equipment.

Bookshelves are regularly checked for materials that are worn, torn or dirty and these items are removed and either cleaned, repaired or replaced. The library has a disk cleaning machine that cleans and removes scratches from the library's CDs and DVDs and this has extended the life of AV items.

Finally, the Employee Handbook covers employee conduct and work rules on pg. 36 and indicates that: *“Negligence or improper conduct [by an employee] leading to damage of employer-owned or customer-owned property, may result in disciplinary action, up to and including termination of employment.*

Policy: Unnecessarily expose the organization, its board or staff to claims of liability.

Director's Response: Claims of liability are avoided by having policies and procedures in place that make it clear what type of behavior and conduct is expected, as well as appropriate steps to be followed for handling patron complaints, accidents or incidents. There are specific forms used to report accidents, and an outlined process of steps to be followed in emergency situations. Library Board Governance Policies guide board members in proper conduct, and the Library Employee Handbook, which is revised biennially, and Library Procedures Manual guide library staff in codes of conduct and procedures to be followed in dealing with the public in a variety of situations. Regular training is provided to staff in areas of safety, security and in how to respond to potential criminal behavior or threats of bodily injury. Customer comment cards are made available to patrons so they can convey any concerns or requests to library staff. If there are larger, more significant issues or problems, patrons are then referred to the Library Director for resolution.

Policy: Make any purchase (a) wherein normally prudent protection has not been given against conflict of interest; (b) of over \$5,000 without having obtained comparative prices and quality; (c) of over \$20,000 without a stringent method of assuring the balance of long-term quality and cost.

Director's Response: Procedures are always followed as stated in the Executive Limitations on Financial Condition and Asset Protection. The Library Director and Library Business Manager work closely to ensure that checks and balances are in place to safeguard against any conflict of interest. In August 2008, the Library Board endorsed a new "Asset Acquisition and Disposal Administrative Procedure" that thoroughly defines methods and standard operating procedures for purchasing. It covers many aspects of asset acquisition and disposal, including: (1) definition of goods, services and capital improvements; (2) designation of Purchasing Agent; procedure for execution of documents; prohibited purchases; (3) purchase arrangements; (4) purchases under \$5,000; (5) purchases more than \$5,000 and under \$20,000; (6) purchases or contracts over \$20,000; (7) exceptions to sealed bidding; (8) and sale of library property. In addition, a review of preferred vendors will be done regularly (every 3-5 years) in order to assess their contracts and determine if they were still financially advantageous to the library. It was stated that if the library did not choose a vendor with the lowest bid, the reason for doing so would be put into writing and kept on file with the contract. The Library Business Manager closely monitors purchase activities and approves all Purchase Orders so that he sees what is being ordered at all times. Whenever there is a purchase to be made over \$5,000, comparative prices and quotations are obtained. In cases of purchases exceeding \$20,000, the "Request For Proposal" ("RFP") process is usually followed and proposals are solicited from various sources to obtain competitive sealed bids. In addition, for any contractual services provided to the library, such as building construction or enhancements, or purchase of large-scale equipment, there may be other assurances required from vendors such as: Labor and Material Bonds, Maintenance and Guarantee Bonds, Performance Bonds, and warranties.

Policy: **Fail to protect intellectual property, information and files from loss or significant damage.**

Director's Response: All library administrative files are kept in locked file cabinets to protect confidential information and personnel files. Keys to these file cabinets are held in strict security accessible to a very limited number of people. Archival information is stored in Hollinger boxes in the Heritage Room that protect and preserve important or valuable documents and items. Patron records are kept online and privacy protected by password, and electronically backed up to Secant Technologies on a nightly basis. Art pieces, such as wall murals, and the outdoor sculptures and water wall are considered intellectual properties and these are protected by specific contracts with each artist. Valuable art objects are protected by Plexiglas cases for public display. Library board files and records are maintained and protected against loss and/or damage by storing them in a locked office. The public information, files and library collections are safeguarded against theft.

Policy: **Receive, process or disburse funds under controls, which are insufficient to meet the board-appointed auditor's standards.**

Director's Response: Portage District Library operates under the "dual control" philosophy whereas all expenditures and actual cash disbursements are approved by opposite individuals. The individuals at the library are the Library Director and the Library Business Manager. All incoming funds are given to the Library Business Manager for verification before processing, and are deposited into the library's account at the bank by two or three other authorized employees. The Library Business Manager reviews all expenditures before purchase orders are issued and invoices are processed. The Library Director then completes the process by reviewing all accounts payables and signing checks that go out as library payments for products and services.

The Library Director reviews all bank reconciliations, payroll reports and journal entries for improprieties and signs off with her electronic signature.

It should be stated that all library employees and board members are bonded against impropriety for up to \$1,000,000 as a standard rider on our building liability insurance.

Policy: **Invest or hold operating capital in insecure instruments, in violation of state statutes for investments.**

Director's Response: The Library Board has authorized the Library Director and Business Manager to proceed to enter into an agreement with UBS Financial Services and Multi-Bank Securities to assist with investment activities for the Portage District Library. The main goal is to diversify the library's investments and to ensure that the library's funds are placed in various financial institutions and that no deposit exceeds the FDIC maximum insured amount. Typically, library funds are invested in approved governmental cash investment funds consisting of bonds, securities, and other United States Treasury obligations, certificates of deposit, savings accounts, deposit accounts, commercial paper, repurchase agreements (Repo's) consisting of bonds, securities, and other United States Treasury obligations. All above investment vehicles are utilized in accordance with appropriate state statutes.

Policy: **Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.**

Director's Response: Fulfilling the Portage District Library's mission and purpose and promulgating the public's goodwill toward the library is top priority for library administration and staff. The mission statement is posted in a large frame on both levels of the library and appears on all library correspondence, literature and business cards, so everyone is aware of our main purpose. Benchmarks for public service transactions and employee behavior appear in the Employee Handbook and other training documents and expectations are clearly conveyed to all employees.

Standards exist at public service desks for accuracy of information and prompt responses to patrons. The Marketing Manager handles all publicity and promotional information so that everything conforms to the public image we are striving to convey. Any collaboration entered into by the library with other entities is done carefully and with agreement about the appropriate nature of any activities and their positive impact on the library.

Any requests for collaborations with the library or for use of the library premises by outside organizations are considered in light of existing board approved policies and best practices for a public library.

Policy: Fail to provide the Library Board with an asset protection monitoring report twice a year.

Director's Response: Procedures are always followed as stated. An Asset Protection Monitoring Report is scheduled on the Library Board's annual calendar for presentation in the month of March, and then it may also be provided at any other time during the year at the Library Board's request. The Monitoring Report on Asset Protection will be presented at the March 22, 2021 board meeting.

PORTAGE DISTRICT LIBRARY
Monitoring Report
on
Executive Limitation Policy on Financial Planning & Budgeting
March 21, 2023

Executive Limitation Policy on Financial Planning and Budgeting: Financial planning/budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Library Board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan. Accordingly, the Library Director shall not allow budgeting which:

POLICY: **1. Fails to include credible projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.**

Director's Response: During the months of April and May, the Library Director and Business Manager meet with department heads and other employees to plan for next year expenditures, both capital and operational items. These plans are then put in a comprehensive plan and allocated down to individual expenditure lines.

 This proposed budget is presented to the Library Board in June for board members to review and return with any suggestions and changes in July.

 In August, a public hearing on the Library's budget is held and the budget is formally presented to the Library Board for final approval and adoption and a resolution is passed to set the millage levy for that budget year.

POLICY: **2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.**

Director's Response: A balanced budget is prepared which equates expenditures and any additional reserves with projected income. There will never be a time when the library's planned expenditures will exceed revenue in hand.

POLICY: **3. Reduces the current assets at any time to less than twice current liabilities, allows cash to drop below a safety reserve of less than \$757,807 at any time; reduces the reserve fund to a level less than 13%; or fails to provide for adequate reserves for building needs and technology.**

Director's Response: Current budgeting processes reflect this policy. (\$757,807 in General Reserve, \$50,000 in Building Reserve, \$29,742, in Benefits Reserve, \$111,305 in Technology Reserve, \$4,700 in Patio Feasibility Reserve, 805,946 in PPT Reserve and \$731,419 in Building Improvement Reserve; \$5,560,903 in Unassigned Fund Balance).

POLICY: **4. Provides less for board prerogatives during the year than is set forth in the Cost of Governance policy.**

Director's Response: As described above, the Library Board reviews and makes any changes to the proposed budget before it is presented in a public hearing, voted on by board members and officially adopted. Adequate funds are allocated for board prerogatives.

PORTAGE DISTRICT LIBRARY
Monitoring Report
on
Executive Limitation Policy on Financial Condition and Activities
March 21, 2023

Executive Limitation Policy on Financial Condition & Activities: With respect to the actual, ongoing financial condition and activities, the Library Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies.

Accordingly, the Library Director shall not:

POLICY: 1. Expend more funds than have been received in the fiscal year to date.

Director's Response: We have not spent more money than we brought in.

Revenue	\$6,155,332
Expenditures	\$2,093,446

POLICY: 2. Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days, and may expend as long as items are approved in the budget.

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.

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 or filings to be overdue or inaccurately filed.

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

Monitoring Report on Executive Limitation on Financial Condition & Activities

POLICY: 7. **Make a single purchase or lease commitment of greater than \$10,000 on items not already approved 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 appropriately 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 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 once a year.**

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

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

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

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

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

Monitoring Report on Executive Limitation on Financial Condition & Activities

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.