

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
April 24, 2023

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, April 24, 2023 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, April 24, 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>).

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.

To watch the meeting online via Zoom, please click the link below at the time of the meeting:

<https://us02web.zoom.us/j/81350825399>

Or dial in via Telephone to listen to the meeting (for higher quality, dial a number based on your current location):

US: +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 9128 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 813 5082 5399

Dated: April 19, 2023 **Quyen Edwards**
Library Board Secretary
Portage District Library
300 Library Lane
Portage, MI 49002

Agenda

April 24, 2023

I. Start of Meeting

II. Roll Call

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

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 April 24, 2023 (1 minute) (Vote)

V. Board Meeting Guests (45 minutes)

- A. Introduction of Assistant Circulation Supervisors Abigael Galbraith–Frew and Chelsea Axtell (Info) Pg.5
- B. Guest Speaker - City Manager Patrick McGinnis (Info) Pg.6

VI. Consent Agenda (5 minutes) (Vote)

- A. Minutes of the regular meeting held on March 20, 2023 (Info) Pg.7-10
- B. March 2023 Narrative (Info) Pg.11-13
- C. Budget Amendment 2023 Summer Reading and Geek Fest (Info) Pg.14
- D. Financial Condition for March 2023 (Info) Pg. 15-16
- E. Statistical Report for March 2023 (Info) Pg. 17-18
- F. May 2023 Program Calendar (Info) Pg.19
- G. Review of Programming Policy (Info) Pg. 20-21
- H. Review of Art Exhibit Policy (Info) Pg. 22-23
- I. Monitoring Report on Executive Limitation: Fundraising Activity (Info) Pg.24-25

VII. Governance (10 minutes)

- A. Scheduling of Mid-Year meeting with the Library Director (Info) Pg. 26
- B. Allocation of Gifts and Donations from FY 2022 (VOTE) Pg. 30

VIII. Monitoring to Assure Compliance with Executive Limitations (10 minutes)

- A. 1st Quarter Financial Report for FY 2023 (Info) Pg.27-29

IX. Library Director's Reports (20 minutes)

- A. Final remarks by Library Director for the April 24, 2023 Library Board Meeting

Agenda

X. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the May 22, 2023 Board Meeting
 - 1. Minutes of the Regular Meeting held on April 24, 2023
 - 2. Review of Patron Behavior Policy
 - 3. Follow-Up on mid-year meeting with Library Director
 - 4. Plans for 2023 Summer Reading
- B. Assessment of this meeting
- C. Miscellaneous Items

XI. Adjournment

Memo

Introduction of Assistant Circulation Supervisors Abigail Galbraith-Frew and Chelsea Axtell

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 18, 2023

During Covid restrictions and online Board Meetings, full time staff have not been introduced to the library board. On May 15, 2022, the Library hired two candidates as full time Assistant Circulation Supervisors. Abigail Galbraith-Frew was promoted to this position from her Library Assistant position which she worked part time since 2017. Chelsea Axtell worked as a part time Library Assistant from 2016 to 2021 and returned to the Library for this full time position.

Memo

Guest Presentation from City Manager Patrick McGinnis

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 18, 2006



Patrick McGinnis will be attending the April 24, 2023, Library Board Meeting to share City news, initiatives, and vision for the community's future. Mr. McGinnis took on his role as City Manager in July of 2022. Before coming to Portage, Patrick served as City Manager for Grand Haven, Michigan and West Branch, Michigan. He has a master's and bachelor's degree in public administration from Michigan State University.

Minutes

From the March 20, 2023
Regular Board Meeting

I. Start of Meeting

II. Roll Call

III. Board Members Present: Board Members Absent: Library Staff Present:

Board Members Present: Ken Baker, Michele Behr, Cara Terry, Tom Vance, and Linda Whitlock

Board Members Absent: Jeanne Friedman (excused), Donna VanderVries

Library Staff Present: Library Director Christy Klien, Rolfe Behrje, Jenny Chase, Quyen Edwards, Rob Foti, Lawrence Kapture, Doran Lefaive, Emily Mingle, Abby Pylar, Steve Rossio, Sara Weyenberg, Colin Whitehurst, and Laura Wright

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

Library Board Chair Tom Vance welcomed everyone to the March 20, 2023 Library Board Meeting. He asked if anyone present or online had any comments and there were none.

V. Adoption of the Agenda for the Regular Meeting of March 20, 2023

Library Board Chair Vance asked if there were any changes to the agenda before its adoption and there were none. Vance asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Behr and supported by Trustee Whitlock that the Library Board adopt the agenda for the regular meeting of March 20, 2023. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the March 20, 2023 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on February 27, 2023.
- B. Narrative Report for February 2023.
- C. Report on Financial Condition for February 2023.
- D. Statistical Report for February 2022.
- E. MLA Advocacy News for February 2023.
- F. Library Programs for April 2023.

MOTION: It was moved by Trustee Behr and supported by Trustee Baker that the Library Board approve the consent agenda for the regular meeting of March 20, 2023. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

VII. Staff Introductions

- A. Introduction of Librarians Sara Weyenberg, Emily Mingle, and Jenny Chase.

Library Director Klien said that since the last time we have had additional staff join us at Board Meetings, we have three full-time librarians who have joined the PDL staff. They will give a brief introduction of who they are, where they have worked in the past, and what role they currently serve at PDL.

Minutes

Sara Weyenberg – Sara came to us from Ransom District Library in Plainwell. She started at PDL in November 2021. Sara is the Adult Services Outreach Librarian and works to bring the library out into the community.

Emily Mingle – Prior to joining the library staff, Emily taught in Kalamazoo Public Schools for five years. She joined the library staff part time in 2021 and then was promoted to a full time Youth Services Librarian in summer 2022. She is responsible for collection development of the early reader and graphic novels, has worked putting together STEM kits and reading kits, and focuses on elementary age programming. Emily has also been able to make connections at Portage Public Schools to do outreach in the elementary schools.

Jenny Chase – Jenny’s has library experience and previously worked at Kalamazoo Valley Community College for nine years as a Reference Librarian. She also worked at Richland Community Library as their Youth Collections Librarian. She recently joined the PDL staff as a Youth Services Librarian in January 2023. Jenny leads some of the weekly storytimes and is responsible for collection development of the youth non-fiction collection.

VIII. Governance

A. Circulation Policy Change Request

Library Director Klien said that the Adult Services Department is requesting a change to the Circulation Policy be brought before the board at the March 2023 Board Meeting. They request that patrons have the ability to place holds on telescopes which will be filled when available as opposed to choosing when to reserve these items. There are a number of reasons for this request, however 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.

Trustee Baker asked if the telescopes are in demand. Head of Adult Services Lawrence Kapture said yes, at times there is a lot of demand for telescopes. There have been some high profile celestial phenomenon occurring lately. Right now we just have one circulating telescope and the other is out for repair. Library Director Klien said that staff are looking into starting a “Library of Things” and as more realia is added to the collection, we will bring back the policy to the Board.

MOTION: It was moved by Trustee Baker and supported by Trustee Whitlock that the Library Board approve the change to the Circulation Policy regarding telescopes as proposed. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

IX. Monitoring to Assure Compliance with Executive Limitations

A. Monitoring Report on Executive Limitation: Asset Protection.

Business Manager Rob Foti said that this policy refers to keeping appropriate insurance for replacement costs of major library asset. Foti said the library has excellent building insurance that is pooled. The library uses Michigan Municipal Risk Management Association, which is the same carrier as other state government entities. Library Director Klien and I review the policy

Minutes

it every year with the agent and we rarely submit claims. Trustees and staff are also covered by insurance for errors and omissions. Foti asked if trustees had any questions and there were none.

B. Monitoring Report on Executive Limitation: Financial Planning & Budgeting.

Foti said there have been no changes to this executive limitation this year. It sets the parameters by which the library abides including the amount for the General Reserve. Foti asked if trustees had any questions and there were none.

C. Monitoring Report on Executive Limitation: Financial Condition & Activities.

Business Manager Foti said that this executive limitation mirrors the library's financial conditions that is reported monthly. The library is required to have two signers for checks. We don't take on new debt without Board approval. Categories are designated within the budget and we come to the Board for budget amendments as necessary. Foti said that staff have the ability to move budgeted funds within a category, but not to other categories. The library is currently making debt payments twice a year in November and May.

Foti asked if there were any questions. Trustee Behr asked about Asset Protection and how it protects the library from exposure to liability. Does this protect library staff from getting sued? Library Director Klien said yes, insurance provides protection from library staff or trustees from getting sued with up to 1 million dollars per person. Foti explained that the policy is very comprehensive. Klien said that the exception to insurance coverage is the Friends of the Portage District Library are not covered by the library's insurance because they are a separate entity. They carry their own insurance.

X. Library Director's Reports

A. Final remarks by Library Director for the March 20, 2023 Library Board Meeting.

Library Director Klien said she was pleased to report that she has connected with the requested guest speakers for 2023 Library Board Meetings. City Manager Pat McGinnis will present at the Board Meeting in April and Library attorney Anne Seurynk will present virtually in September

Library Director Klien and Head of Youth Services Laura Wright invited the Board to participate in the upcoming Festival in the Flats on Tuesday, May 16th from 10:30 – 11:30 am. The library is inviting preschoolers and their caregivers to enjoy a morning at Celery Flats for some reading fun! Groups sit "picnic-style" and hold up a sign for a reader. Readers mill about and look for someone who needs a story. Wright asked if the Board would help by being a reader or helping with crowd control. Please consider participating and let Board Secretary Quyen Edwards know if you are willing to participate.

Trustee Behr said that she had a question after she watched the media specialists present at the PPS School Board meeting. PPS staff pointed out that students can't change the password on their student accounts so that they are always accessible to parents/guardians. Behr wanted to know if students could change the pin on their PASS card account. Klien said that the rules are different for libraries in a public setting. Students can change their pin on PASS cards though they typically don't.

The Board received a thank you card and wind chimes from Wind Willow Consortium. They have been providing programming at the library to educate community on the many relaxation benefits of sound therapy through group sound immersion.

Minutes

XI. Process Evaluation

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.
6. 1st Quarter Financial Report for FY 2023.
7. Monitoring Report on Executive Limitation: Fundraising Activities.

B. Assessment of this meeting

C. Miscellaneous Items

In closing, Board Chair Vance brought forward some highlights from the February narrative including book talks resumed at West Middle School with Youth Outreach Librarian Andrea Smalley, the Author Hop event with 200+ attendees hosted by Adult Services Librarian Katharyn Haas, and the 18 participants at the interviewing 101 session hosted by Adult Outreach Librarian Sara Weyenburg.

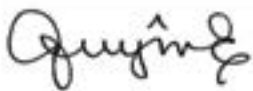
Trustee Linda Whitlock added that the Seed Library was recently upgraded to a larger piece of furniture and she recommended trustees check it out. Assistant to the Director Quyen Edwards said that the new furniture is also a card catalog unit, but we are going from a 15 drawer card catalog to a 72 drawer unit. Edwards said she would be bringing information and use statistics to the Board at the March meeting.

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 March 20, 2023.

DISPOSITION: The regular board meeting of March 20, 2023 was adjourned at 6:30 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary

Director's Report

April 2023



Youth Services

In March, Youth Staff reached 470 people through our Outreach efforts, but one of our favorite events was the farm-themed Young 5's visit to Woodland Elementary. Outreach Librarian [Andrea Smalley](#) and Youth Librarian [Emily Mingle](#) planned many activities for the day. They also coerced our Teen Librarian [Olivia Pennebaker](#) to attend by promising her she could run the chicken-themed activity.



18 teens attended a cupcake decorating competition, hosted by Teen Services Librarian [Olivia Pennebaker](#). This is a much-loved annual event for our teens, and we are glad to bring it back after a few years' hiatus due to the move and Covid.

Head of Youth Services [Laura Wright](#) and Local Historian [Steve Rossio](#) hosted "Mysteries, Codes, and Treasure Hunts", April's evening family program. Participants explored several stations including fingerprint art and mirror, pigpen, and wheel ciphers, along with a pirate-themed treasure hunt. These evening family events are well-attended and appreciated by our patrons. Due to the popularity of the activities, we asked two volunteers to run several of the activities during spring break.

Adult Services

Adult Services Librarian [Katharyn Haas](#) wrapped up Purl for Portage in March. Purl for Portage is a community-building knitting instruction group. Community members and attendees are encouraged to donate the warm weather items they make to give back to the community. During the November 2022 – March 2023 season Portage District Library was able to give away 333+ warm weather items as a result of the generous efforts of those involved.



Patron reaction:

"Your instruction helped me knit for the first time since I was a girl! Thank you for doing this. It's given me something to do during my retirement."

Adult Services Librarian [Ruth Cowles](#) and Local Historian [Steve Rossio](#) invited Jerry Berg, founder of the Swordsmanship Museum and Academy, to present a history of Viking Combat. While the program was slated for an hour, patrons encouraged Jerry to continue his presentation for twenty more minutes. We had all ages from eleven to seniors learning how to use a shield, why the Vikings used axes, and finally, why guards were on swords. We had 31 attendees live, and 7 via live stream

Patron reaction: *"I liked how Jerry dispelled media myths and the importance of empirical evidence when learning history."*

In the Makerspace, STEM Librarian [Jane Fleming](#) brought Jessica Thompson, owner of BeeJoyful Shop in Kalamazoo, to present a program on sustainability and making beeswax wraps. She shared her story and took questions from the participants, and then she walked the patrons through different ways they can make their own wraps at home. After that everyone had a chance to make a beeswax wrap to take home with them that night. We had 21 attendees.

Patron reaction: *"Every class I've taken in the Makerspace has been awesome. This one was fun and simple...totally doable."*

Outreach Librarian [Sara Weyenberg](#) had 26 attendees at Saturday Sound Immersion, making for a full house. This program has been running monthly since September 2022, and is now offered to us free of charge. This series of programs with the Wind Willow Consortium introduces library patrons to sound therapy for relaxation. The registration and waitlist both fill up monthly, continually mention that they are grateful that the library offers them a unique experience.

We began offering the online New York Times to our patrons in January, and went from 74 code redemptions and 149 articles read, to 463 redemptions and 1,164 articles read in February and 3,385 redemptions and 1,293 articles read in March.



The PDL Seed Library outgrew the 15 drawer card catalog and was replaced by a 72 drawer unit that was refurbished by Seed Library Coordinator [Quyen Edwards](#) and Maintenance Assistant [Jay Cotter](#). The drawers were restocked with 1,290 vegetable seed packets, 286 herb seed packets, 564 annual seed packets, 78 perennial seed packets, and 634 native seed packets. In March, we recorded over 100 patrons using the Seed Library and taking over 1,750 seed packets to plant. We have received many positive comments about this service in person and on Facebook.

Circulation and Technical Services Department

During the month of March, we sent 1,021 SMS notification messages to 330 different patrons. There were also 986 student cards with activity on them during the month. Patrons have mentioned how much they love the seed catalog! We have also received comments letting us know that we do a wonderful job putting information on Facebook.

Personnel Information/HR

The Portage District Library accepted the resignation of [Athena Osburn](#). Athena was a Library Assistant in the Circulation Department for approximately 10 months while she finished her bachelor's degree from WMU. She is leaving the Library for a full-time position with the Girl Scouts of America. To fill the now vacant position, [Kathy Morris](#) performed phone screening interviews with potential candidates and then [Rob Foti](#), [Abigail Pylar](#) and [Abigael Galbraith-Frew](#) conducted in-person interviews with two (2) candidates. An offer will be made to one of those candidates.

Information Technologies Department

The IT Department upgraded SirsiDynix web services to 6.2.4. This upgrade makes web services more reliable and compatible with the library's BlueCloud products, Enterprise (web catalog) and third party products. The department upgraded its test environment of SirsiDynix Symphony to 3.7.1. Upgrading in this manner allows the library to test its custom reports, workstation settings and minimizes downtime during the production upgrade. A production upgrade will be scheduled for August 2023.

The department tested its firewall and fiber link fixes and added Intrusion Prevention Rules to its firewalls. The library has scheduled a firmware upgrade to its Sophos XGS firewalls. The 15 minute expected downtime has been scheduled during closed hours.

Marketing Department

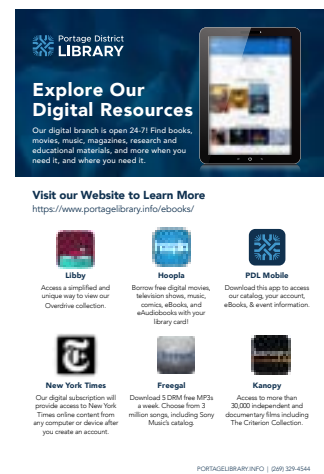
Last month, the Marketing Department worked closely with other teams to enhance the library experience for all visitors.

User Experience Coordinator *Jill Austin* implemented a tool to create and display booklists seamlessly.

We received positive feedback from our patrons after our staff shared their picks on social media and in the library.

In addition, we collaborated with STEAM Librarian *Jane Fleming* to integrate the televisions in the Creation Station/Makerspace into the digital signage system. These slides showcase our offerings and display projects that our patrons have created to inspire more patrons to come and make something.

We also developed new welcome packs for new patrons, highlighting all of our library's offerings. An email version was crafted for those who sign up for our for E-Newsletter to offer a paperless experience.



Memo

Budget Amendment to Adjust the FY 2023 Budget for 2023 Summer Reading Program and Geek Fest

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 11, 2023

BACKGROUND

It is my pleasure to announce that the Friends of the Portage District Library will generously support the Library's Summer Reading Program in 2023 with a grant totaling \$12,000. We are most grateful for this grant, enabling us to conduct a summer reading experience for both youth and adults. The Summer Reading Program at PDL has become a cornerstone event for our community. Without the support of our Friends organization, the Library would be very challenged to sustain the level of summer programs and activities that we have been able to provide due to the Friends' subsidy.

We are also pleased to announce that the Friends of the Portage District Library will generously help support the Library's Geek Fest in 2023 with a grant totaling \$1,000. Geek Fest includes fun organizations, authors and artists, games, and activities. It has had hundreds of attendees over the years including almost 700 attendees in person for Geek Fest 2022.

We are incredibly grateful to the Friends for their loyal sponsorship of the Library's Summer Reading Program, Geek Fest, and all other support and subsidy they regularly give us.

RECOMMENDATION

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2023 Budget to increase the Programming-Summer Reading expenditure lines by \$12,000; Adult \$2,000, Teen \$3,000, and Youth \$7,000. The amendment will enable the funds to be used as requested by the Friends of the Portage District Library for the Library's 2023 Summer Reading Program.

I also recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2023 Budget to increase the Adult Restricted Programming Lines \$1,000 to enable the funds to be used as requested for Geek Fest 2023.

Financial Condition Report

March 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.

<i>Director's Response:</i>	Revenue	\$6,798,502		
	Expenditures	\$1,131,932		
	Fund	2/28/2023	Changes	3/31/2023
	General Reserve (13%)	\$727,173	-	\$727,173
	Building Reserve	\$50,000	-	\$50,000
	Benefits Reserve	\$29,741	-	\$29,741
	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	\$75,542	-	\$75,542
	Unassigned Fund Balance	\$6,465,611	-	\$6,465,611

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.

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.

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.

Statistical Report

March 2023

	Month Statistics			YTD Statistics		
	Mar-23	Mar-22	CHANGE	2023	2022	CHANGE
Circulation/Collections						
Total Library Circulation	79,378	19,441	308.30%	222,652	153,361	45.18%
Adult - Books	17,555	833	2007.44%	50,298	36,196	38.96%
Adult - A/V	4,333	53	8075.47%	12,148	8,310	46.19%
Youth - Books	33,677	1,203	2699.42%	92,225	50,907	81.16%
Youth - A/V	3,596	64	5518.75%	8,714	4,114	111.81%
Hot Picks	1,006	318	216.35%	2,685	2,557	5.01%
E-Material	17,036	16,970	0.39%	50,125	49,135	2.01%
ILL - PDL Requests	1,262	0	100.00%	3,531	1,075	228.47%
ILL - Other Lib. Requests	913	0	100.00%	2,926	1,067	174.23%
Self-Checkout Percentage	53.23%	0.00%		53.44%	59.41%	
Total Library Collection	177,808	175,255	1.46%			
Adult - Books	72,935	74,668	-2.32%			
Adult - A/V	13,794	14,684	-6.06%			
Youth - Books	80,397	74,497	7.92%			
Youth - A/V	7,998	8,267	-3.25%			
Hot Picks	2,684	3,139	-14.50%			
Net Acquisitions	37	(1,156)	103.20%	(142)	(6,171)	97.70%
Purchased - Books	1,832	30	6006.67%	4,829	1,639	194.63%
Purchased - A/V	162	0	100.00%	377	562	-32.92%
Donated - Books	0	0	100.00%	0	0	100.00%
Donated - A/V	0	0	100.00%	0	0	100.00%
Material Discarded	(1,957)	(1,186)	-65.01%	(5,348)	(8,372)	36.12%
Total In-House Usage*	0	0	100.00%	0	0	100.00%
In-House Periodical Usage	0	0	100.00%	0	0	100.00%
In-House Book Usage	0	0	100.00%	0	0	100.00%
Patrons						
Total Patrons	33,647	35,777	-5.95%			
Adult	16,362	17,463	-6.30%			
Youth	3,172	4,186	-24.22%			
Non-Resident	173	210	-17.62%			
Reciprocal	3,100	3,720	-16.67%			
Internet User	400	418	-4.31%			
PASS Users	10,380	9,730	6.68%			
Professional	60	50	20.00%			
Net Patrons	(32)	5	-740.00%	(3,605)	(269)	-1240.15%
Adult	224	5	4380.00%	715	1,791	-60.08%
Youth	22	0	100.00%	64	493	-87.02%
Non-Resident	3	0	100.00%	10	4	150.00%
Reciprocal	64	0	100.00%	184	66	178.79%
Internet User	43	0	100.00%	111	56	98.21%
PASS Users	17	0	0.00%	87	0	100.00%
Professional	0	0	0.00%	0	0	0.00%
Patrons Removed	(405)	0	0.00%	(4,776)	(2,679)	-78.28%

	Month Statistics			YTD Statistics		
	Mar-23	Mar-22	CHANGE	2023	2022	CHANGE
Library Building Usage						
Total Meeting Room Usage	786	0	100.00%	1,975	0	100.00%
Internal/Collaboration	68	0	100.00%	129	0	100.00%
External/Outside Usage	718	0	100.00%	1,846	0	100.00%
Total Program Audience	2,800	125	2140.00%	7,476	1,635	357.25%
Adult	470	28	1578.57%	1,892	367	415.53%
Youth	2,160	97	2126.80%	5,244	1,268	313.56%
Heritage Room	170	0	100.00%	340	0	100.00%
Total Number of Programs	89	4	2125.00%	281	54	420.37%
Adult	38	2	1800.00%	124	21	490.48%
Youth	49	2	2350.00%	152	33	360.61%
Heritage Room	2	0	100.00%	5	0	100.00%
Total Volunteer Hours	231	0	100.00%	627	117	435.90%
Adult	57	0	100.00%	157	21	647.62%
Youth	53	0	100.00%	146	0	100.00%
Technical	23	0	100.00%	70	27	159.26%
Circulation	61	0	100.00%	141	5	2720.00%
Administration	32	0	100.00%	99	64	54.69%
Community Service	5	0	100.00%	14	0	100.00%
Total Front Door Traffic	21,341	0	100.00%	58,113	16,592	250.25%
Total Youth Services Traffic	15,443	0	100.00%	42,144	12,181	245.98%
Total Business Center Traffic	0	0	100.00%	0	0	100.00%
Information Access/Reference/Research						
Total Reference Transactions	7,285	88	8178.41%	20,708	10,867	90.56%
Adult Phone	453	7	6371.43%	1,396	811	72.13%
Adult Ready Reference	2,163	0	100.00%	5,932	3,135	89.22%
Adult Reference	208	0	100.00%	685	252	171.83%
Youth Phone	50	3	1566.67%	202	119	69.75%
Youth Ready Reference	2,750	0	100.00%	7,786	3,678	111.69%
Youth Reference	373	0	100.00%	965	248	289.11%
HR Phone	17	1	1600.00%	39	39	0.00%
HR Ready Reference	484	0	100.00%	1,016	450	125.78%
HR Reference	20	0	100.00%	43	25	72.00%
Circ Phone	266	77	245.45%	902	1,037	-13.02%
Circ Ready Reference	276	0	100.00%	1,031	797	29.36%
Circ Reference	225	0	100.00%	711	276	157.61%
Total Edutainment LAN Use	376	0	100.00%	954	0	100.00%
Total Internet Computer Use	1,527	0	100.00%	4,352	1,612	169.98%
Youth Computers	156	0	100.00%	481	0	100.00%
Adult Computers	1,369	0	100.00%	3,864	1,610	140.00%
Laptop Computer Circulated	2	0	100.00%	7	2	250.00%
Total Electronic Transactions	70,287	22,758	208.85%	215,544	101,926	111.47%
WebSite Hits	59,224	13,090	352.44%	182,154	69,710	161.30%
WebCatalog Sessions	9,451	9,545	-0.98%	27,897	27,669	0.82%
Licensed Database Hits	1,612	123	1210.57%	5,493	4,547	20.80%

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

Library Closed due to COVID-19 on March 13, 2020

Christy Klien, Library Director

PDL Events

May 2023

Cookbook Club Challenge:
Allspice

**Kalamazoo County
Historical Society**
Monday, May 1 | 7:00 PM - 8:30 PM

Drop-in Hours@Makerspace
Monday, May 1 | 2:00 PM - 4:00 PM

Create with Canva
Monday, May 1 | 7:00 PM - 8:00 PM

Teen LGBTQ+ Meet-Up
Tuesday, May 2 | 6:30 PM - 8:00 PM

Drop-in Hours@Makerspace
Wednesday, May 3 | 2:00 PM - 4:00 PM

Muffins and the Market
Thursday, May 4 | 9:00 AM - 10:00 AM

**Make It @ The Library:
Summer Floral T-shirts**
Thursday, May 4 | 3:30 PM - 5:00 PM

Drop-in Hours@Makerspace
Thursday, May 4 | 6:00 PM - 8:00 PM

**Resumes Made Easy with
Michigan Works**
Thursday, May 4 | 6:00 PM - 7:30 PM

Saturday Sound Immersion
Saturday, May 6 | 10:00 AM - 11:00 AM

Make a Mother's Day Gift
Saturday, May 6 | 9:00 AM - 11:00 AM

**Plots and Pages: A Local
Writers' Group**
Monday, May 8 | 6:30 PM - 8:00 PM

**Make It @ The Library:
Summer Floral T-shirts**
Monday, May 8 | 6:30 PM - 8:00 PM

Drop-in Hours@Makerspace
Monday, May 8 | 2:00 PM - 4:00 PM

**SF/F Discussion: 6th Annual
Summer Movie Preview**
Tuesday, May 9 | 7:00 PM - 8:00 PM

Middle Grade Book Club
Wednesday, May 10 | 6:00 PM - 7:00 PM

Early Elementary Book Club
Wednesday, May 10 | 6:00 PM - 7:00 PM

Drop-in Hours@Makerspace
Wednesday, May 10 | 2:00 PM - 4:00 PM

**International Mystery Book
Discussion: "Slow Horses"**
Thursday, May 11 | 7:00 PM - 8:00 PM

Drop-in Hours@Makerspace
Thursday, May 11 | 6:00 PM - 8:00 PM

**Documentary and Donuts:
"The Grace Lee Project"**
Friday, May 12 | 10:00 AM - 12:00 PM

STEM Storytime
Friday, May 12 | 9:30 AM - 10:30 AM

**Kalamazoo Valley
Genealogical Society**
Monday, May 15 | 6:30 PM - 8:30 PM

Drop-in Hours@Makerspace
Monday, May 15 | 2:00 PM - 4:00 PM

**Open for Discussion:
"Crying in H Mart"**
Tuesday, May 16 | 10:30 AM - 11:30 AM

Tote that Bag: Fabric Painting
Tuesday, May 16 | 6:00 PM - 8:00 PM

Festival in the Flats
Tuesday, May 16 | 10:30 AM - 11:30 AM

**Cookies and Conversation:
"Remarkably Bright Creatures"**
Wednesday, May 17 | 2:00 PM - 3:00 PM

Drop-in Hours@Makerspace
Wednesday, May 17 | 2:00 PM - 4:00 PM

How to Write a Novel
Wednesday, May 17 | 6:30 PM - 7:30 PM

Muffins and the Market
Thursday, May 18 | 9:00 AM - 10:00 AM

Drop-in Hours@Makerspace
Thursday, May 18 | 6:00 PM - 8:00 PM

Yoga and Journaling
Friday, May 19 | 1:30 PM - 3:00 PM

Kalamazoo Macintosh Group
Saturday, May 20 | 9:00 AM - 12:00 PM

**Community Concert:
Zion Lion Reggae Band**
Sunday, May 21 | 2:00 PM - 4:00 PM

Drop-in Hours@Makerspace
Monday, May 22 | 2:00 PM - 4:00 PM

The Embroidery Sampler
Tuesday, May 23 | 7:00 PM - 8:30 PM

Redefining Normal:
[How Two Foster Kids Beat the Odds and
Discovered Healing, Happiness, and Love](#)
Tuesday, May 23 | 7:00 PM - 8:00 PM

**Excelling in the Work Place
with Michigan Works!**
Tuesday, May 23 | 4:00 PM - 5:30 PM

Drop-in Hours@Makerspace
Wednesday, May 24 | 2:00 PM - 4:00 PM

**Kalamazoo Area Wild Ones:
Eating Wild for the Future**
Wednesday, May 24 | 7:00 PM - 8:00 PM

Book Tasting
Wednesday, May 24 | 11:00 AM - 1:00 PM

Drop-in Hours@Makerspace
Thursday, May 25 | 6:00 PM - 8:00 PM

Drop-in Hours@Makerspace
Monday, May 29 | 2:00 PM - 4:00 PM

**Holiday Closing
Memorial Day**
Monday, May 29 | 12:00 AM - 12:00 AM

Hand Dyeing Yarn
Tuesday, May 30 | 7:00 PM - 8:30 PM

Drop-in Hours@Makerspace
Wednesday, May 31 | 2:00 PM - 4:00 PM

Programming Policy

Introduced and approved: 12-12-2022

The Portage District Library (“Library”) supports its mission of connecting people to ideas, information, experiences and materials that provide enjoyment, enrich peoples’ lives, and strengthen our community by developing and presenting programs that provide additional opportunities to further the Library’s mission to provide for information, learning, and entertainment. Programming is an integral component of Library service that:

- Expands the Library’s role as a community resource
- Introduces patrons and non-users to Library services
- Provides entertainment
- Provides opportunities for learning
- Expands the visibility of the Library
- Furthers the mission of the Library

I. Program Determination

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of Portage District Library Board (“Library Board”). The Library Director, in turn, delegates the authority for approved program management to the Assistant Director/Program Coordinator, who oversee this responsibility through delegation to designated staff. The Library Director has the discretion to determine which programs the Library shall sponsor or co-sponsor. This policy does not apply to any program that is not conducted or co-sponsored by the Library.

II. Criteria for Programs

Library staff plans and develops programs for the community based on relevance to community interests and issues, popular appeal, the mission of the Library and suitability for general or targeted audiences.

Program presenters are chosen for their expertise and public performance experience. Program presenter shall be required to undergo a criminal background screening.

The Library does not plan programs or classes that are commercial in nature. Although a professional or businessperson may be invited to speak, the purpose of the program is to educate, inform, or entertain and otherwise further the Library’s mission. Programs are not designed for commercial purposes or for the solicitation of business.

III. Co-Sponsorship of Programs

The Library may co-sponsor programs with other persons, agencies, organizations, and institutions. The Library Director has the sole discretion to determine whether to co-sponsor a program according to the criteria set forth in this Programming Policy. If the Library desires to co-sponsor a Library program, these individual or organizational partners must coordinate marketing efforts with the Library’s Assistant Director/Program Coordinator. No co-sponsor may use the Library’s name in any marketing material without prior approval of the Library Director. If a person or organization desires to co-sponsor a program, the person or organization shall make such request in writing to the Library Director.

IV. Non-discrimination

The Library does not discriminate in its programs. Library sponsorship or co-sponsorship of a program does not constitute endorsement of the content or the views expressed by the presenter or the participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy, and the Library will strive to offer multiple viewpoints.

V. Program Attendance

Library programs and classes are open to the public; however, due to the nature of certain programs, attendance may be limited. For example, some children's programs may be limited based on age.

Further, attendance may be limited based on the occupancy permitted in the room. When occupancy limits must be established, advanced registration may be required. In the cases where advanced registration is not required, the Library may limit the number of people that may attend any program at the door. Attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Generally, Library programs are free; however, some classes or programs may require a nominal materials fee or require a ticket to be purchased.

VI. Library Staff

Library staff members who present programs or classes do so as part of their regular job and are not hired as outside contractors.

VII. Programming Concerns

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a Library program, he/she should first address the concern with the Library Director. Patrons who wish to continue their request for review of Library programs may submit the Request for Reconsideration form to the Library Director. Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in the Library's Material Selection Policy.

VIII. Guidelines for Selling Books, Recordings, Art, or Other Items at Library Programs

Program presenters who are authors or artists are invited to sell and sign books, music, movies, and art following Library programs upon prior approval by the Library Director.

Art Exhibit Policy

Reviewed & Approved: 4-25-22

Art exhibits in different formats are welcome at Portage District Library. Exhibits stimulate interest in a variety of library materials, provide information, develop aesthetic appreciation, and offer an opportunity for individual and/or groups to display artistic and educational materials. The Portage District Library provides space for exhibits and displays of a civic, educational, cultural, or recreational nature.

Display areas may also be used for Library purposes such as to display materials from the Library's collection, or to publicize Library services, collections, or activities. Thus, this policy does not apply to the Library's use or co-sponsored use and the Library's use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits and displays pursuant to this Policy.

I. General Principles

- A.** It is not the goal of the Portage District Library to build an art collection.
- B.** Exhibit and display areas are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- C.** The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays.
- D.** Display space is limited.

II. Temporary Exhibits

- A.** Acceptance and placement of an art exhibit will be determined by the Library Director or designee. Those who wish to display their artwork at the Portage District Library must read and sign the "Art Where You Are Artist Contract". Permission for hosting an art reception, and for conducting any activities or mounting displays during an art reception, will be granted at the discretion of the Library Director or designee.
- B.** The Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of exhibit and display spaces. Applications for exhibits or displays will be reviewed in light of the Library's educational, cultural, intellectual, or recreational purpose and community interest. The limitations on space will also be taken into consideration.
- C.** Length of time for each display will be determined by the Library Director or designee. Set-up and removal dates will be determined in advance.
- D.** Sales transactions may occur on the library premises during gallery hops or special art receptions. However, artists must delay delivery of any purchased artwork to buyers until the agreed upon exhibit schedule at the library had concluded. No price tags may be affixed to any artwork on exhibit at the library, but price lists will be made available to the public at the Adult Information Desk for the duration of the art exhibit. Subject to the approval of the Library Director, artists may display their names, addresses, and telephone numbers on their artwork.
- E.** The Library must be provided with a license to use images of the artwork for Library uses, including but not limited to advertising, brochures, posters, catalogs, the Library's website or similar uses.

- F.** The Exhibitor may be identified by name within the exhibit or display.
- G.** The library's Curator is responsible for installing and labeling the exhibit or display on the agreed upon date.
- H.** All exhibits or displays must be set up and removed with as little interference as possible to the daily operations of the Library. Once the exhibit or display is installed, changes may be made only with Library approval.
- I.** The library's Curator shall remove the exhibit or display promptly on the agreed upon date at the end of the scheduled period. Exhibits or displays will be considered for exhibit for longer than the scheduled period with written approval of the Library Director or his/her designee.
- J.** The Library has the right to remove exhibit or display materials if they are not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within sixty (60) days after the scheduled display period.
- K.** Exhibitors may not charge an admission fee or request donations.
- L.** Damages to the premises, equipment or furnishings as a result of the Exhibitor's use will be charged to the Exhibitor.

III. Decision and Appeal

- A.** The Library Director or his/her designee shall make the determination regarding the use of exhibit and display spaces. The Library Director or his/her designee has the right to review the materials, including promotion or publicity materials, in advance. The Library Director's decision shall be final.
- B.** Any person or organization aggrieved by the Director or designee's decision may appeal that decision to the Library Board. Such appeal shall be made within ten (10) business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director.
- C.** The Library reserves the right to remove any item from an exhibition or display on the above grounds or if the exhibition is a possible safety hazard, is too large for the display space, creates a maintenance problem, exceeds acceptable noise and light levels, interferes with the public service or other activities in adjacent Library areas or has been displayed without authorization.

Monitoring Report

Executive Limitation Policy on Fundraising Activities

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

Policy: Utilize programs within the realm of normal library operation as fundraising vehicles.

Director's Response: There have been no instances of any library programs being used as fundraising vehicles within the realm of normal library operations. In the case of library programs that require extraordinary supplies, a nominal fee may be charged to program registrants to recover the cost of the program provisions.

Policy: Allow library facilities to be used by outside agencies for the purpose of fundraising, unless the funds being raised are going to be used for library purposes.

Director's Response: The library adheres to a strict rule about no outside agencies using the library facilities for the purpose of fundraising. The library's Community Meeting Room Policy states that: "Approved use of the library's community meeting rooms does not include selling or moneymaking enterprises except those that may be sponsored by the Portage District Library itself, or the Friends of the Portage District Library."

Policy: Permit the presentation of any fundraising program at the library without the approval of the Library Director.

Director's Response: There have been no instances of any fundraising programs being conducted at the library. The fundraising conducted by the library is done via the Annual Campaign mailing to donors, the Spring Appeal, and grant writing.

Policy: Allow donor lists to be shared with any other entity or charitable agency.

Director's Response: The library is in complete compliance with the rule to never share donor lists with any other entity or charitable agency. The Portage District Library fundraising activities include an Annual Campaign direct mailing initiative that is carried out at the end of each year. We send this solicitation to all of our previous donors and to all active library users requesting financial assistance to further enhance the library's special initiatives. Annually, a request is made to the Library Board to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library's patron database for the restricted, confidential and sole purpose of sending a direct mailing to previous donors and to active library users in October or November. The contract with our regular printer stipulates that the printer or any associate or partner of the printer will not use the library's patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.

Policy: Enter into any fundraising agreement that requires the library to permanently endorse a product or [promote an individual or business], without prior knowledge and approval of the Library Board.

Director's Response: There have been no instances of the library entering into any fundraising agreement that requires the library to permanently endorse a product or promote an individual or business.

Policy: Enter into any fundraising agreement that requires the library to take on responsibility, financial or otherwise, that would be above and beyond the provisions in the current budget or that would necessitate an increase in staffing level, without prior knowledge and approval of the Library Director.

Director's Response: The library is in full compliance with this mandate and has not entered into any fundraising agreement that would obligate or burden the library financially or otherwise.

Policy: Receive any funds for the library that have restrictions placed on their use, without prior knowledge and approval of the Library Director.

Director's Response: The only instances of funds received by the library that have restrictions placed on their use are memorial donations made specifically in memory of someone with requests for the purchase of particular materials, directed gifts at the time of the donation, or in the case of contributions made to the library's Grandmother & CIG Endowment fund which are restricted gifts used only to benefit youth.

Policy: Place the library in potential jeopardy by accepting any funds derived from questionable sources, or connected to any entity or program that might not be in the best interest of the library.

Director's Response: The library is in complete compliance with this mandate and has not accepted any funds from questionable sources.

Policy: Utilize fundraising to supplement regular, day-to-day library operations.

Director's Response: All donated funds are reported annually to the Library Board and a request is made to the board to approve the allocation of gifts and donations funds received in the previous year for specific purposes in the current year.

Policy: Fail to recognize donors, in some special manner, who contribute gifts to the library of \$5,000 or more.

Director's Response: All donors are properly recognized with a letter of thanks following their donation. The library has received several donations of \$5,000 or more and all have been significantly recognized through letters and personal contacts.

Policy: Allow fundraising plan to be executed without board approval.

Director's Response: The Library Director gives updates to the Library Board on the library's future fundraising activities for the year and provides details of everything that will be done in relation to fundraising at the library. All plans are outlined clearly to the Library Board and executed only with board endorsement.

Memo

Scheduling of Mid-Year Meeting With the Library Director

To: Portage District Library Board
From: Tom Vance, Board Chair
Date: April 18, 2023

April is the month that a mid-year meeting with the Library Director is scheduled in order for the Library Board to assess current activities and to make sure that things are progressing appropriately and everything is on track with activities to accomplish the Ends and Activity Plan for the 2023 Strategic Plan.

This will be an agenda item for the April 24, 2023 board meeting and we can discuss the mid-year meeting with the Library Director at that time.

Quarterly Financial Condition

Quarter 1: March 31, 2023

Revenue		Percent of Year Gone -->			25%	
General Ledger Category	1st Qtr Actual	% of Annual Budget	2023 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received
Total Tax Revenue	\$ 5,198,606	98%	\$ 5,303,902	\$ 5,198,606	\$ 5,198,606	98%
State Aid Revenue	368,459	91%	405,431	368,459	368,459	91%
Other Revenue	81,615	61%	133,050	81,615	81,615	61%
Revenue (To)/from Reserves	1,149,822	100%	1,149,822	1,149,822	1,149,822	100%
Other Financial Sources	-	0%	964,100	-	-	0%
Total Revenue	\$ 6,798,502		\$ 7,956,305	\$ 6,798,502	\$ 6,798,502	85%

Expenses		Percent of Year Gone -->			25%	
General Ledger Category	1st Qtr Actual	% of Annual Budget	2023 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent
Total Salaries & Wages	\$445,532	24%	\$ 1,858,492	\$445,532	\$445,532	24%
Total Fringes & Benefits	159,191	22%	720,772	159,191	159,923	22%
Total Library Materials	178,447	24%	736,519	178,447	246,744	34%
Total Utilities	26,761	13%	200,720	26,761	26,761	13%
Total Buildings	28,490	9%	316,838	28,490	111,959	35%
Total Furnishings & Equipment	0	N/A	-	0	0	N/A
Total Supplies	25,265	13%	196,954	25,265	56,297	29%
Total Professional Services	73,313	17%	433,106	73,313	150,783	35%
Total Other Charges	155,866	33%	476,804	155,866	192,299	40%
Other Financial Uses	0	0%	964,100	0	0	0%
TOTAL OPER. EXPENSES	\$ 1,092,865		\$ 5,904,305	\$ 1,092,865	\$ 1,390,298	24%
TOTAL CAPITAL PROJECTS	\$ 39,067	2%	\$ 2,052,000	\$ 39,067	\$ 149,930	7%
TOTAL EXPENSES	\$ 1,131,932	14%	\$ 7,956,305	\$ 1,131,932	\$ 1,540,228	14%

EFFECT ON FUND BALANCE *	\$ 5,666,570		\$ -	\$ 5,666,570	\$ 5,258,274	
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Cash Flow Analysis of all money including prior year(s)

12/31/22 Audited Total cash (Fund Equity*) minus liabilities	\$ 9,001,437
+ 2023 Revenues	6,798,502
- 2023 Operating Expenses	1,092,865
- Capital Projects	39,067
- 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	75,542
- Encumbrances	408,296
Total available cash as of 3/31/2023 (Fund Balance*)	\$ 11,746,180

* 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 pace for this time of year. The Library has approximately \$109,793 of outstanding budgeted property taxes as of March 31, 2023. The Library is expecting the annual payment from Kalamazoo County for all outstanding Real Property Taxes and from the City of Portage for PILOT funds in the 2nd or 3rd quarters. In FY2022, those payments were \$103,689 and \$10,328, respectively. The Library will continue to collect delinquent Personal Property Tax as they are paid in the current year and additional years. Chargebacks for property tax appeals by the City of Portage and County of Kalamazoo are budgeted at \$12,500 and have only been \$231 for the year. This amount will increase as the year goes on, but has been under budget in prior years.

State Aid Revenue - The Library has not received any State Aid payments in the current year. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was \$368,459. This amount was \$1,972 less than budgeted. It is anticipated that this amount will be made up for by State Aid payments from the State of Michigan, once received.

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 FY2023 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 \$30,633 in FY2023. Funds have been added to the FY2023 budget for the following items: prior year encumbrances (\$1,160,056); donations received in FY2022 (\$8,790); and unspent creation station funds from FY2022 in the amount of \$11,607.

Other Revenue - Other Revenue appears slightly ahead of pace for this time of year. Interest income will be collected throughout the year as interest is earned. Revenue from interest in the 1st quarter has already surpassed the annual budget for this area. Fines and Fees are slightly ahead of pace. 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 \$18,079 of donations and grants to date. Penal Fines are budgeted at \$50,000, but will not be collected until July. The Library is anticipating a distribution from the Michigan Municipal Risk Management Authority (MMRMA) for building insurance premiums. If there is to be a distribution, the amount will not be known until later in the year.

Other Financing Sources/Uses - The Library pays its debt obligation out of its 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. Debt payments are due on May 1 and November 1. The May 1st debt payment is scheduled to be paid by ACH on April 24, 2023.

Salaries & Wages - Salaries & Wages are slightly below pace for this time of year. The Library is close to fully staffed, but does currently have 3 part-time positions open in the Circulation Department. One position is currently being filled. The other two positions will be staffed by temporary help this summer, while the Library analyzes its need for these positions.

Fringes & Benefits - Fringes & Benefits are less than 25% expended as of March 31, 2023. This is due to three (3) employees opting out of the Library's insurance plan and picking up a spouse's insurance plan. 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 ahead of pace for this time of year. This is due to a large amount of encumbered funds coming into FY2023 from the prior year. The effect of those encumbrances will ease as the year progresses.

Utilities - Utilities are under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures have been below budget. At the time of preparing the FY2023 budget, the Library was unsure of the extent new energy efficient equipment would have on gas & electric usage. So far, gas & electric expenditures are trending much lower than expected. This category should be under budget at year-end.

Building - Year-to-date actual and encumbrances are greater than the 25% target. The Library has set up its encumbrances for anticipated building and equipment maintenance for the year. Therefore, there is a large proportion of the budget accounted for at this time.

Furnishings & Equipment - There are no planned projects in this area at the current time.

Supplies - The supply category is slightly ahead of the 25% target for this time of year. There were several encumbrances from the prior year that are causing this category to appear over spent. 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 its spending for lines such as supplies.

Professional Services - This category is higher than the 25% target for several reasons. The Library has several lines that have projects, and thus encumbrance, in progress at quarter end. These projects include: strategic planning; Phase II of the salary & wage study, various small projects for the Library's attorneys, as well as annual subscriptions to online software that are expensed early in the year. There are no concerns at this point with any lines within this category being over budget for the year.

Other Charges - This category is ahead of 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. There are several contracts that begin in January or February of the year. Therefore, a significant portion of the budget is used early in the year for these annual contracts.

Capital Projects - This category is well below pace for this time of year due to the timing of projects and expenditures. The Library's renovation project is substantially done and the Library is analyzing furniture needed, as funds originally planned for these purchases were cut from the budget during construction. The Library will make its debt payments in May and October. These payments represent slightly less than half the budget for this category.

Memo

Allocation of Gifts & Donations From FY 2022

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 21, 2023

Background

At the February Board Meeting, the Library Board was told that staff were still discussing the best use of the unallocated donation funds for FY22 in the amount of \$22,785.05. After much consideration, the staff is recommending the following:

Display Cases \$9,000
AWE \$4,000
Train/Display Table \$4,000
1000 Books Before Kindergarten display tree and giveaways \$2,000
Preschool Book Display \$1,400
Preschool Toy Kitchen \$1,000
Bike Rack \$1,000
Garden Kaleidoscope outdoor sign \$130.55
Indoor plants \$254.50

Recommendation

I recommend that the Library Board approve the allocation of FY 2022 gifts and donations revenue to the following expenditure lines:

Display Cases, AWE, Train/Display Table, 1,000 Books Supplies,
Preschool Books Display, Preschool Toy Kitchen
\$17,400 Adult Non-Capitol New Furnishings

Bike Rack, Outdoor Sign, Indoor Plants
\$1,385.05 Library Grounds

Total: \$22,785.05