

# PORTAGE DISTRICT LIBRARY BOARD

Public Hearing and Regular Board Meeting  
August 28, 2023

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



# NOTICE OF REGULAR MEETING

## PORTAGE DISTRICT LIBRARY BOARD

### Public Hearing and Regular Board Meeting, Monday, Aug. 28, 2023

The Library Board of the Portage District Library will hold a public hearing and regular meeting on Monday, August 28, 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 the Fiscal Year 2023 Budget and library business.

The Library gives notice of the following:

#### 1. Meeting Attendance

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

#### 2. Procedures

The public may participate in the meeting in person or electronically and may make public comment through either of the following methods. 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](mailto:qedwards@portagelibrary.info) prior to the start of the meeting.

#### 4. Persons with Disabilities

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

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

<https://us02web.zoom.us/j/89574636574>

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

US: +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 +1 305 224 1968  
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 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847

Webinar ID: 813 5082 5399

Dated:  
August 14, 2023

**Quyen Edwards**  
*Library Board Secretary*

Portage District Library  
300 Library Lane  
Portage, MI 49002

# AGENDA

August 28, 2023

## I. Start of Meeting

## II. Roll Call

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

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 August 28, 2023 (1 minute) (Vote)

## V. Public Hearing

- A. Public Hearing on the proposed FY 2024 Budget. (Info) Pg. 5
- B. Formal Resolution to Adopt the FY 2024 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2024. (Info) Pg. 6-30

## VI. Consent Agenda (5 minutes) (Vote)

- A. Minutes of the regular meeting held on July 24, 2023 (Info) Pg.31-35
- B. August 2023 Narrative (Info) Pg.36-39
- C. Budget Amendment for Designated Donations (Info) Pg.40
- D. Financial Condition for July 2023 (Info) Pg.41-42
- E. Statistical Report for July 2023 (Info) Pg. 43-44
- F. September 2023 Program Calendar (Info) Pg.45
- G. MLA Advocacy August 2023 (Info) Pg.46-47
- H. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees. (Info) Pg.48-50
- I. Monitoring Report for Executive Limitation for Treatment of Staff. (Info) Pg.51-53

## VII. Governance (20 minutes)

- A. Memo: Process for Appeal for Request for Reconsideration (Info) Pg. 54-55
- B. Revisit Board Retreat Discussion (Info) Pg.56

## VIII. Library Director's Reports (20 minutes)

- A. Final remarks by Library Director for the August 28, 2023 Library Board Meeting

# AGENDA

## IX. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the September 25, 2023 Board
  - 1. Meeting Minutes of the Regular Meeting held on August 28, 2023
  - 2. Review of Capitalization Policy
  - 3. Review of Materials Selection Policy
  - 4. Guest Library Law Attorney Anne Seuryneck
  - 5. Vote on Appeal for Request for Reconsideration
  - 6. Report on 2023 Summer Reading Program
  - 7. Initiation of Library Director's 2023 Evaluation Process
- B. Assessment of this meeting
- C. Miscellaneous Items

## X. Adjournment

# Memo

## Public Hearing on the Proposed FY 2024 Budget

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

The Portage District Library is required by law to conduct a public hearing on any budget under consideration. For this reason, a public hearing on the Proposed FY 2024 Budget will be held immediately before the regular board meeting on Monday, August 28, 2023. A special notice of this public hearing appeared in the Kalamazoo Gazette on Sunday, August 13, 2023.

The Library Board Chair will convene the meeting, announce that it is a public hearing on the budget and open the floor to any comments or questions from the public. After any member of the public has addressed the board and questions have been answered, the Library Board Chair or their designee, will then read a "Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2024 Library Budget" if there are any public guests attending and will then call for a motion to close the public hearing. Once that motion is made, seconded and passed, then the Library Board Chair will request a motion to pass the Resolution and a roll call vote will be taken.

The official action taken by the Library Board to set the millage levy and adopt the FY 2024 Budget for the Portage District Library will finalize the budget for FY 2024 and allow the library to proceed to have taxes collected at that millage levy rate.

# Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2024 Library Budget

Public Hearing on Fiscal Year 2024 Budget Held on August 28, 2023

*WHEREAS*, in compliance with the requirements of the Michigan Uniform Accounting and Budgeting Act, a balanced budget has been set up for the Portage District Library for the Fiscal Year January 2024 through December 2024; and

*WHEREAS*, a public hearing was held on August 28, 2023 on the proposed Fiscal Year 2024; Portage District Library Budget, in compliance with all applicable laws;

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

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

*WHEREAS*, the Portage District Library Board has determined that the levy of a district-wide property tax in an amount not to exceed 2.0 mills, reduced by Headlee rollback to 1.9945, is necessary to generate revenue which, combined with other income and transfers derived from Industrial Facility Tax Income \$147,520, State Aid Income \$35,000, Local Community Stabilization Share Appropriation \$373,753, County Penal Fines \$50,000, Local Fines and Fees Income \$17,950, Interest Income \$75,000, Rental Income \$2,000, Vending Services \$4,000 and \$38,518 of funding into the Library's General Reserve, will result in adequate funding to provide library services to the residents of the Portage District Library district; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Portage District Library Board that the following sums are appropriated for the 2024; Fiscal Year of the Portage District Library for the purposes set forth below:

<b>Operating Expenses</b>	<b>Budget</b>
Salaries & Wages	\$ 1,991,261
Fringes & Benefits	\$ 744,281
Library Materials	\$ 727,336
Library Supplies	\$ 178,428
Administrative Services	\$ 393,685
Buildings & Utilities	\$ 346,250
Furnishings & Equipment	\$ 25,000
Other Charges	\$ 393,470
<b>Total Operating Expenses:</b>	<b>\$ 4,799,711</b>
Capital Projects Expenses:	\$ 1,287,350
<b>GRAND TOTAL EXPENSES:</b>	<b>\$ 6,087,061</b>

**BE IT FURTHER RESOLVED**, that the total budget for the Portage District Library for Fiscal Year 2024; in the amount of \$6,087,061; presented by the Library Director, is hereby approved and adopted by the Portage District Library Board; and

**BE IT HEREBY RESOLVED**, that the Portage District Library Board sets the millage levy for the Portage District Library at 1.9945 mills (\$1.9945 per \$1,000) to be levied on real and personal property in the district on December 1, 2023; in compliance with applicable law.

**PORTAGE DISTRICT LIBRARY BOARD | COUNTY OF KALAMAZOO, MICHIGAN**

By: \_\_\_\_\_

Tom Vance, Chair

By: \_\_\_\_\_

Quyen Edwards, Secretary

DATE: \_\_\_\_\_



Portage District  
**LIBRARY**

**Preliminary Budgets**

**for**

**Fiscal Year 2024 and 2025**

**Assuming a 1.9945 Mill Levy**

**To be presented to the Library Board  
at the regular board meeting held on**

**August 28, 2023**





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	FY 2023 Budget	FY 2024 Budget Request	Variance	Percent Change	FY 2025 Budget Estimate	Variance	Percent Change
<b>REVENUE</b>							
Millage Rate	1.9945	1.9945			1.9945		
Tax Revenue	\$ 5,303,902	\$ 5,567,876	\$ 263,974	5.0%	\$ 5,742,840	\$ 174,964	3.1%
Other Revenue	494,748	519,185	24,437	4.9%	535,828	16,643	3.2%
<b>Total Revenue</b>	<b>\$ 5,798,650</b>	<b>\$ 6,087,061</b>	<b>\$ 288,411</b>	<b>5.0%</b>	<b>\$ 6,278,668</b>	<b>\$ 191,607</b>	<b>3.1%</b>

<b>OPERATING EXPENSES</b>							
Salaries & Wages	\$ 1,858,492	\$ 1,991,261	\$ 132,769	7.1%	\$ 2,039,082	\$ 47,821	2.4%
Fringes & Benefits	720,772	744,281	23,509	3.3%	767,371	23,090	3.1%
Library Materials	674,066	727,336	53,270	7.9%	746,430	19,094	2.6%
Library Supplies	163,660	178,428	14,768	9.0%	178,300	(128)	-0.1%
Administrative Services	342,080	393,685	51,605	15.1%	380,845	(12,840)	-3.3%
Building & Utilities	386,420	346,250	(40,170)	-10.4%	364,250	18,000	5.2%
Furnishings & Equipment	-	25,000	25,000	0.0%	-	(25,000)	-100.0%
Other Charges	369,060	393,470	24,410	6.6%	398,211	4,741	1.2%
<b>Total Operating Expenses</b>	<b>\$ 4,514,550</b>	<b>\$ 4,799,711</b>	<b>\$ 285,161</b>	<b>6.3%</b>	<b>\$ 4,874,489</b>	<b>\$ 74,778</b>	<b>1.6%</b>

<b>CAPITAL PROJECTS</b>							
Capital Projects	\$ 1,284,100	\$ 1,287,350	\$ 3,250	0.3%	\$ 1,404,179	\$ 116,829	9.1%
<b>Total Expenses</b>	<b>\$ 5,798,650</b>	<b>\$ 6,087,061</b>	<b>\$ 288,411</b>	<b>5.0%</b>	<b>\$ 6,278,668</b>	<b>\$ 191,607</b>	<b>3.1%</b>

<b>RESERVES</b>	Year End 2023	Year End 2024	Difference	% of Total Exp	Year End 2025	Difference	% of Total Exp
	General Reserve	\$ 757,807	\$ 796,325	\$ 38,518	13.1%	\$ 819,200	\$ 22,875
Building Reserves	50,000	50,000	-	0.8%	50,000	-	0.8%
PPT Reserve	805,946	805,946	-	13.2%	805,946	-	12.8%
Patio Feasibility Reserve	4,700	4,700	-	0.1%	4,700	-	0.1%
Benefits Reserve	29,740	29,740	-	0.5%	29,740	-	0.5%
Technology Reserve	111,305	111,305	-	1.8%	111,305	-	1.8%
Building Improvement Reserve	731,419	731,419	-	12.0%	731,419	-	11.6%
Unassigned Fund Balance	5,221,269	5,221,269	-	85.8%	5,221,269	-	83.2%
<b>Total</b>	<b>\$ 7,712,186</b>	<b>\$ 7,750,704</b>	<b>\$ 38,518</b>	<b>127.3%</b>	<b>\$ 7,773,579</b>	<b>\$ 22,875</b>	<b>123.8%</b>

### **GENERAL BUDGET SUMMARY**

**Overview:** These budget documents provide a general overview of the Fiscal Year 2024 and 2025 Budget scenarios for the Portage District Library. They include projections of tax revenue for the Library, assuming a 1.9945 mill levy and forecasts for total other expected income. Along with revenue projections, these budget sheets also categorize and delineate library operating expenses and capital projects, to give a total cost picture for operating the Library in Fiscal Year 2024. The main goals for the FY2024 Budget are: (1) to allocate and expend funds appropriately across specific line items to support operations which, fulfill the Library's long range strategic plans; (2) to function in an annual budgeting mode in order to identify the Library's cash flow for investment purposes; and (3) to produce accurate financial reports of library activities. The FY2025 Budget is a projection based on information that is available as of June 2023 and is meant to serve as an estimate only.

**Key Considerations:** When reviewing the proposed Fiscal Year 2024 Portage District Library Budget, it should be noted that it covers the time period January 1, 2024 through December 31, 2024 [Note: In the same manner, taxes collected in December 2023 must be considered revenue for FY2024]. In preparing the budget for Fiscal Year 2024, the Library considered the current economic climate in Portage, as well as a projection of property tax revenue for Fiscal Year 2024 and Fiscal Year 2025. The overall projection of property tax revenue is for a 4.98% increase in Fiscal Year 2024 and for a 3.14% increase in Fiscal Year 2025. New building initiatives and increasing home values in Portage are strong and expected to increase in the coming years. The State of Michigan has continued to fund PPT reimbursement and State Aid to libraries at its full amount. If PPT is not reimbursed to its anticipated level in FY2024, the Library has a PPT Reserve to assist. The estimated loss in tax revenue due to personal property elimination is set at \$373,573 for FY2024. The reimbursement of these funds will come from the Local Community Stabilization Authority and will be treated as State Aid and not Tax Revenue. Therefore, the Library has included this amount under Other Revenue in this budget document. The Library has increased its General Fund Reserve by \$38,518 in FY2024 and again by \$22,875 in FY2025 to keep it at a level of 13% (which falls within the ideal range of 13% to 15% of total expenditures); has maintained funding for library materials at a level of 15.29% of operating expenses; allocated \$175,000 for technology improvements; continues a Building Fund Reserve (\$50,000); maintains \$29,740 for a Benefits Reserve to be used for employee lump sum retirement payments of accrued sick and vacation time payout; \$4,700 for improvements to the north patio; and \$805,946 in a PPT Reserve at the end of FY2023. In June of FY2021, the Library sold bonds to raise capital to complete its building improvement project. The bonds were sold with a True Interest Cost of 0.84798%. The bonds will be paid back through FY2029, which corresponds with the Library's last year of the additional millage. The average debt service on the bonds for Fiscal Years 2024-2029 will be \$962,867 per year.

**Undesignated Fund Balance:** As of the end of Fiscal Year 2022, the Library had an Unassigned Fund Balance of \$5,221,269. This amount will be increased at the end of FY2023 with any further unspent funds. This Unassigned Fund Balance is in addition to the 13% General Reserve of annual budgeted expenditures that are available for situations that may arise. Furthermore, the library has \$50,000 in a Building reserve for emergencies that may arise with building assets. The Library is preparing this budget under the realization that all funding to be reimbursed by the Local Community Stabilization Authority for Personal Property Tax elimination will be realized. The Library may use a portion of its \$731,419 Building Improvement Reserve in FY2023 to fund small projects that could not be accomplished within the budget.

	FY 2023 Budget	FY 2024 Budget Request	Variance	Percent Change	FY 2025 Budget Estimate	Variance	Percent Change
<b>TAX REVENUE</b>							
Millage Rate	1.995	1.995	-		1.995	-	
Property Tax	\$ 5,230,933	\$ 5,420,356	\$ 189,423	3.62%	\$ 5,590,894	\$ 170,538	3.15%
IFT/CFT Tax	72,969	147,520	74,551	102.17%	151,946	4,426	3.00%
<b>Total Tax Revenue</b>	<b>\$ 5,303,902</b>	<b>\$ 5,567,876</b>	<b>\$ 263,974</b>	<b>4.98%</b>	<b>\$ 5,742,840</b>	<b>\$ 174,964</b>	<b>3.14%</b>
<b>OTHER REVENUE</b>							
State Aid	\$ 35,000	\$ 35,000	\$ -	0.00%	\$ 35,000	\$ -	0.00%
Local Community Stabilization Share Approp.	370,431	373,753	3,322	0.90%	373,753	-	0.00%
County Penal Fine Income	50,000	50,000	-	0.00%	50,000	-	0.00%
Local Fine & Fee Income	17,950	17,950	-	0.00%	17,950	-	0.00%
Interest Income	40,000	75,000	35,000	87.50%	75,000	-	0.00%
Rental Income	2,000	2,000	-	0.00%	3,000	1,000	50.00%
Vending Services	10,000	4,000	(6,000)	-60.00%	4,000	-	0.00%
Funding to/from Reserves	(30,633)	(38,518)	(7,885)	25.74%	(22,875)	15,643	-40.61%
<b>Total Other Revenue</b>	<b>\$ 494,748</b>	<b>\$ 519,185</b>	<b>\$ 24,437</b>	<b>4.94%</b>	<b>\$ 535,828</b>	<b>\$ 16,643</b>	<b>3.21%</b>
<b>Total Revenue</b>	<b>\$ 5,798,650</b>	<b>\$ 6,087,061</b>	<b>\$ 288,411</b>	<b>4.97%</b>	<b>\$ 6,278,668</b>	<b>\$ 191,607</b>	<b>3.15%</b>

**TAX REVENUE - Fiscal Year 2024**

> **Property Tax:** The Library is planning for an increase in property tax revenue of \$263,974. The Library saw good increases to tax values of residential property (7.14%) and commercial property (5.78%) throughout its service area. The Library was not subject to as additional Headlee Rollback and will levy its maximum 1.9945 mills. Tax values rose by 5.03% across all property types. The largest increase was in Pavilion Township at 8.47%, followed by Texas Township at 7.74% and Portage at 6.14%. Portage accounts for 85.58% of the library's tax base. There is strong tax growth within the Library's taxing jurisdiction with several new housing developments in the city.

> **Industrial Facilities Tax:** Anticipated revenue for the Library to be generated from tax assessments made on industries in the service population area of the Portage District Library. There is a sharp increase in revenue in this area as new building by large manufacturers has been in this area.

> **State-Aid:** Anticipated funding for Libraries by the State of Michigan FY2024 is not anticipated to decline. As a result, the Library is maintaining its current level of estimated revenue.

> **Local Community Stabilization Share Appropriation:** The reimbursement for the Personal Property Tax loss is budgeted to be \$373,753. This represents a slight increase from the prior year. The exact amount of funding from the State is unknown, so the Library is budgeting approximately \$10,000 less than calculated. This allowance is consistent with amounts of actual collection the Library has seen in previous years.

> **County Penal Fines:** Based on historical data, the Library will budget for no change in revenue to be generated by a share of penal fines distributed to public libraries by Kalamazoo County. The Library budgets very conservatively for this revenue, as funding has sharply decreased in recent years.

> **Local Fines & Fees:** The Library is maintaining its budget for Fines & Fees for 2024. Based on actual collections in FY2023, this level of anticipated revenue appears to be accurate.

> **Investment Interest Income:** Anticipated revenue for the Library generated by interest on Sweep Accts and investments is anticipated to increase in FY2024. As investments have matured, the Library has reinvested at higher rates of return. While this budget has increased, the Library is being conservative in its estimate.

> **Rental Income & Vending Services:** The Library is anticipating a decrease in room rental and charges for photocopies, computer printouts, and other miscellaneous items. This decrease is warranted based on actual results in FY2023.

> **Funding from Reserves:** The Library calculates the General Reserve to be 13% of all revenue before Funding to/from Reserves. Due to an increase in revenue for FY2024, the Library will adjust the General Reserve upward by \$38,158.

#### **TAX REVENUE - Fiscal Year 2025**

> **Tax Revenue Projection:** The Library is estimating that overall property values within the City of Portage will increase by 1.75%, Pavilion Township by 3.0%, property values in Texas Township will increase by 4.0% in FY2025. Building is strong in the community and the area is seeing new property being added to the tax rolls. These are conservative estimates and fit within the Library's concept of estimating revenues conservatively.

> **Funding From Reserves:** For FY2025, the Library is planning to only make the necessary adjustment to the General Reserve.

	FY 2023 Budget	FY 2024 Budget Request	Variance	Percent Change	FY 2025 Budget Estimate	Variance	Percent Change
<b>SALARIES &amp; WAGES</b>							
Full Time Staff Salaries	\$ 1,105,821	\$ 1,221,729	\$ 115,908	10.48%	\$ 1,248,763	\$ 27,034	2.21%
Full Time Staff Hourly	314,638	260,756	(53,882)	-17.13%	265,040	4,284	1.64%
Part Time Staff Salaries	183,376	258,264	74,888	40.84%	264,119	5,855	2.27%
Library Aide Salaries	247,122	250,512	3,390	1.37%	261,160	10,648	4.25%
Substitute Salaries	7,535	-	(7,535)	-100.00%	-	-	0.00%
<b>Total Salaries &amp; Wages</b>	<b>\$ 1,858,492</b>	<b>\$ 1,991,261</b>	<b>\$ 132,769</b>	<b>7.14%</b>	<b>\$ 2,039,082</b>	<b>\$ 47,821</b>	<b>2.4%</b>
<b>FRINGES &amp; BENEFITS</b>							
Health Insurance	\$ 365,000	\$ 370,000	\$ 5,000	1.37%	\$ 385,000	\$ 15,000	4.05%
Dental	36,500	36,500	-	0.00%	37,500	1,000	2.74%
Vision	5,500	6,000	500	9.09%	6,250	250	4.17%
Life & Disability Insurance	11,750	12,750	1,000	8.51%	13,250	500	3.92%
Pension	142,046	145,949	3,903	2.75%	151,381	5,432	3.72%
Employee Assistance Program	1,800	2,000	200	11.11%	2,000	-	0.00%
Personal Well-being Program	11,000	11,000	-	0.00%	11,000	-	0.00%
Workers Compensation	5,000	5,000	-	0.00%	5,000	-	0.00%
FICA - Employer	142,176	155,082	12,906	9.08%	155,990	908	0.59%
<b>Total Fringes &amp; Benefits</b>	<b>\$ 720,772</b>	<b>\$ 744,281</b>	<b>\$ 23,509</b>	<b>3.26%</b>	<b>\$ 767,371</b>	<b>\$ 23,090</b>	<b>3.10%</b>
<b>Total Salaries &amp; Benefits</b>	<b>\$ 2,579,264</b>	<b>\$ 2,735,542</b>	<b>\$ 156,278</b>	<b>6.06%</b>	<b>\$ 2,806,453</b>	<b>\$ 70,911</b>	<b>2.59%</b>

**SALARIES & WAGES - Fiscal Year 2024**

>**Staff Salaries & Wages:** Salaries and wages for all positions are being budgeted to increase 7.14% overall. This includes funds to be used for merit increases of salaries and wages. Merit increases are based on a combination of performance reviews and current market conditions for labor (i.e. cost of living). The Library used a consultant in FY2023 to assist in the adjustment of salary ranges for all positions. The Library is working to adjust employee pay to align with the new ranges. This will take several years as the financial burden for this shift is too great to accomplish in one year. With the changes that the Library is making to its pay structure, it should be in a good position to compensate its current staff, as well as attract quality talent, when the need arises.

**SALARIES & WAGES - Fiscal Year 2025**

> **Salary & Wage Projection:** The library is budgeting for merit increases to salary and wage for Fiscal Year 2025. The Library will continue to review its staffing level and add staff in areas that align with its strategic plan or needs.

**FRINGES & BENEFITS - Fiscal Year 2024**

- > **Health:** Projection of a 1.37% increase to health insurance benefits is due to several factors. The PA152 hard cap has increased approximately 1.3% from the prior year. The Library has no open positions, but is conservative and budgets funds in the event that a life event occurs and an employee changes coverage to a higher level.
- > **Dental & Vision:** Projection of no increase in funding for Dental Insurance and a slight increase to Vision Insurance based on anticipated increases in premiums and possible changes to the Library's staffing model.
- > **Life & Disability Insurance:** Projection of a small increase is due to wage increases associated with merit increases and modifications to the Library's wage structure.
- > **Pension:** Projection of a 2.75% increase in employer contributions into the retirement fund for all current and future full-time employees is due to overall higher wages and possible changes to staffing.
- > **Employee Assistance:** Projected cost for the employee assistance program. The Library contracts with an independent company to provide counseling in various areas if employees or their family members wish to seek assistance.
- > **Personal Well-being:** The Library is budgeting \$11,000 for the Personal Well-Being Program that allows staff to attend classes or attain memberships in organizations or clubs of their choosing during the 2024 fiscal year.
- > **Workers' Compensation:** Projection of no increase in Workers' Compensation cost for FY2024.
- > **FICA / Employer:** Projected cost for employer paid social security for all paid Library employees, currently 7.65% of total wages.

**FRINGES & BENEFITS - Fiscal Year 2025**

- > **Fringes & Benefits Projection** - The Library will project for a small increase to the hard cap limits that dictate Health Insurance costs. Other third party administrator costs are being projected based on past history. FICA and Pension costs are anticipated to increase as the Library's overall budget for wages increases.



	FY 2023 Budget	FY 2024 Budget Request	Variance	Percent Change	FY 2025 Budget Estimate	Variance	Percent Change
<b>LIBRARY MATERIALS</b>							
Books - Adult	\$ 167,980	\$ 169,945	\$ 1,965	1.17%	\$ 170,945	\$ 1,000	0.59%
Digital Collections	210,530	239,030	28,500	13.54%	267,630	28,600	11.97%
Special Collections	-	22,000	22,000	100.00%	12,000	(10,000)	-45.45%
Audio/Visual - Adult	35,200	26,000	(9,200)	-26.14%	19,000	(7,000)	-26.92%
Books - Youth	122,593	137,441	14,848	12.11%	142,602	5,161	3.76%
Audio/Visual - Youth	13,873	16,620	2,747	19.80%	16,783	163	0.98%
Audio/Visual - Hot Picks	23,090	23,700	610	2.64%	23,640	(60)	-0.25%
Electronic Information Products	81,500	74,600	(6,900)	-8.47%	78,330	3,730	5.00%
Periodicals & Publications	19,300	18,000	(1,300)	-6.74%	15,500	(2,500)	-13.89%
<b>Total Library Materials</b>	<b>\$ 674,066</b>	<b>\$ 727,336</b>	<b>\$ 53,270</b>	<b>7.90%</b>	<b>\$ 746,430</b>	<b>\$ 19,094</b>	<b>2.63%</b>

**LIBRARY MATERIALS - Fiscal Year 2024**

- > **Books - Adult:** Projection of a slight increase in Adult printed materials in FY2024. The increase is in the area of Adult Non-Fiction. The Library is using Collection HQ to assist in monitoring the levels of individual collections and recommending collection adjustments. Per that information, Biographies are in need of additional funding to increase collection size.
- > **Digital Collections:** The Library is projecting an increase in funding for this area for FY2024. The Library is budgeting for increases for E-books and the Hoopla service. The Adult E-book line is an evergrowing collection and funds are needed to purchase necessary material, and to fund increases to consortium fees. Additionally, more funding is necessary to meet the demand within the Hoopla service. The Library maintains funding at its current level for Freegal music service, Kanopy movie service, Tumblebooks and the Wireless Hotspots.
- > **Special Collections:** This is a new category for FY2024 that includes the Library of Things and Seed Library. The Library of Things will aid patrons by providing physical objects that serve as a cost-saving benefit by supplying items that patrons need or would like to try before buying. The Seed Library is a service that has been previously budgeted in other lines. Funding will provide seeds, reference books and necessary supplies for patron to utilize.
- > **Audio/Visual - Adult:** Projection of a \$9,200 decrease for the purchase of Talking Books, Compact Discs and Videos. Circulation of these collections has been dropping and a reduction of funding is warranted. The Library anticipates phasing out its Compact Disc music collection, so further reductions in this area will occur.
- > **Books - Youth:** Projection of an increase to the Preschool collections. Collection HQ stats show that additional funds are needed in these areas to meet the demands of patrons. The Juvenile Graphic Novel collection has the highest turnover of any collection in the Library. Therefore, the need to maintain the collection and replace worn material is constant.
- > **Audio/Visual - Youth:** Projection of a 19.8% increase for the expansion of Easy Talking Books. This is a heavily used collection in need of additional material. Funding will double the size of the collection.
- > **Audio/Visual - Hot Picks:** Projection of a \$610 increase in funding is for a small increase in purchasing of Videos. Additionally, a reduction to the funding for Hot Pick CDs will be made as this collection is being phased out.
- > **Electronic Information:** Projection of a \$6,900 decrease is due to four (4) databases being dropped for lack of use.
- > **Periodicals & Publications:** Projection of a small decrease for periodicals and publications. Spending for magazine is reduced and two tablets will be purchased for patrons to use inside the Library to view electronic copies during their visit.

**LIBRARY MATERIALS - Fiscal Year 2025**

- > **Library Material Projection:** The Library feels that the collection is one of the core services that it provides for patrons and that it must be funded at an appropriate level. The Library is always analyzing collection levels and circulation stats so that funds can be shifted to the appropriate places to meet patron demands. In addition, available shelf space and the introduction of more electronic formats are considerations that need to be followed closely. The Library will continue utilizing Collection HQ to help it monitor popular collections and to determine where funding increases and decreases should take place. The areas that are in need of increases are currently in E-Books, Adult, and Youth print material.

	FY 2023 Budget	FY 2024 Budget Request	Variance	Percent Change	FY 2025 Budget Estimate	Variance	Percent Change
<b>SUPPLIES</b>							
Office Supplies	\$ 30,300	\$ 41,900	\$ 11,600	38.3%	\$ 41,900	\$ -	0.0%
Operating Supplies	57,000	61,200	4,200	7.4%	61,700	500	0.8%
Central Copying/Printing	53,200	52,128	(1,072)	-2.0%	51,500	(628)	-1.2%
Postal/Freight	23,160	23,200	40	0.2%	23,200	-	0.0%
<b>Total Supplies</b>	<b>\$ 163,660</b>	<b>\$ 178,428</b>	<b>\$ 14,768</b>	<b>9.0%</b>	<b>\$ 178,300</b>	<b>\$ (128)</b>	<b>-0.1%</b>

**SUPPLIES - Fiscal Year 2024**

> **Office Supplies:** Projection of a \$11,600 increase in the Office Supplies category is due to the increased funding for Outreach services. The Library budgets for supplies at a level that can fund necessary purchases if needed, but tries to only purchase as needed. The Library is adding \$9,400 for the potential funding of mailing homebound patron material. Additionally, funds will be available for outreach services in the Youth Department. These are new areas of funding from the previous year.

> **Operating Supplies:** Projection of a \$4,200 increase in overall Operating Supplies. The increase is to maintain adequate funding for Processing Supplies, as well as Computer Supplies.

> **Central Copying & Printing:** Projection of a \$1,072 decrease in funding for copy and printing of Library services. The decrease is from the lack of need for a letter to the community regarding renovations, moving and closing information.

> **Postal/Freight:** Projection of a small increase to Postage & Freight for direct communication to residents within the Portage District Library's area. This increase will provide funding in the event of an increase to postage rates, as well as provide funds for additional communication to patrons regarding a change in our Circulation Policy.

**SUPPLIES - Fiscal Year 2025**

> **Supplies Projection:** In FY2025, the library will maintain it level of funding for supplies, copy and print and postage and freight.

	FY 2023 Budget	FY 2024 Budget Request	Variance	Percent Change	FY 2025 Budget Estimate	Variance	Percent Change
<b>ADMINISTRATIVE SERVICES</b>							
Public Relations	\$ 11,700	\$ 11,000	\$ (700)	-6.0%	\$ 11,000	\$ -	0.0%
Fundraising	10,800	11,800	1,000	9.3%	11,800	-	0.0%
Professional Surveys	800	800	-	0.0%	800	-	0.0%
Human Resources	12,500	12,500	-	0.0%	12,500	-	0.0%
Bank Service Charges	12,680	13,280	600	4.7%	14,490	1,210	9.1%
Legal Services	10,000	10,000	-	0.0%	10,000	-	0.0%
Online Subscription	61,400	86,405	25,005	40.7%	66,555	(19,850)	-23.0%
Online Maintenance	5,900	9,500	3,600	0.0%	9,900	400	4.2%
Internet Services	107,200	110,000	2,800	2.6%	121,000	11,000	10.0%
Payroll Services	19,000	17,500	(1,500)	-7.9%	18,500	1,000	5.7%
Financial Services	15,000	17,500	2,500	16.7%	18,500	1,000	5.7%
Cataloging & Processing Services	65,800	79,600	13,800	21.0%	78,000	(1,600)	-2.0%
Other Administrative Services	7,300	11,800	4,500	61.6%	5,800	(6,000)	-50.8%
Investment Services	2,000	2,000	-	0.0%	2,000	-	0.0%
<b>Total Administrative Services</b>	<b>\$ 342,080</b>	<b>\$ 393,685</b>	<b>\$ 51,605</b>	<b>15.1%</b>	<b>\$ 380,845</b>	<b>\$ (12,840)</b>	<b>-3.3%</b>

**ADMINISTRATIVE SERVICES - Fiscal Year 2024**

- > **Public Relations:** A projection of a \$700 decrease for Public Relations in FY2024. The decrease will be in the area of small miscellaneous advertising associated with newsletters.
- > **Fundraising:** Projection of slight increase to produce the annual campaign and fundraising letters to patrons.
- > **Professional Surveys:** Projection of no increase in this line.
- > **Human Resources:** Funding to the Human Resources line will fund shredding services, job advertising, drug screening and backgrounds checks for new employees. This funding level will also enable the Library to conduct yearly human resource training. No increase is projected in this area.
- > **Bank Service Charges:** Projection of a \$600 increase for higher costs in this line.
- > **Legal Services:** Projection of no increase in this line.
- > **Online Subscriptions:** This line is to be used to budget for subscription services to online products such as DeskTracker, Content DM, Communico, and Collection HQ. The majority of the increase in funding is for a potential addition of software that could allow patrons to sign-up and renew library cards online.
- > **Online Maintenance:** This line will be used for the Library's website, including graphics, maintenance, and summer reading updates. A \$3,600 increase is needed for upgrades and additions to the Enterprise product. Enterprise software runs the functionality that patrons use and see when they are accessing the Library's catalog.
- > **Internet Services:** Projection of a \$2,800 increase in funding for FY2024 is for the Library to add an additional server for EZproxy.
- > **Payroll Services:** Projection of \$1,500 decrease is possible to align the Library's Payroll, Learning Management System, Onboarding and Recruiting modules through its contracted vendor, Paylocity with estimated pricing based on prior years.
- > **Financial Services:** Projection of a \$2,500 increase to perform the year end audit procedures for FY2023. The budgeted amount will allow the Library to have the annual audit conducted as well as a small amount for additional assistance from the Library's auditors for other issues that may arise.
- > **Cataloging and Processing Services:** Projection of a \$13,800 increase for costs associated with necessary services to make material ready for circulation. The increase will fund an update to the authority records in the catalog. Additionally, there will be updating to records that will make information more DEI compliant, as well as more consistent across all records.
- > **Other Administrative Services:** These funds are used for any expenditures needed in the overall administration of the library at the discretion of the Library Director. Some examples of expenditures are: Library Board election costs and Staff Development Day training. The increase in funding for FY2024 is due to a Library Board election this year.
- > **Investment Services:** Funds are for expenses related to the library's investment accounts and ongoing expenses related to continuing disclosures for the Library Bonds.

**ADMINISTRATIVE SERVICES - Fiscal Year 2025**

- > The Library is budgeting for no substantive change for FY2025.

	FY 2023 Budget	FY 2024 Budget Request	Variance	Percent Change	FY 2025 Budget Estimate	Variance	Percent Change
<b>UTILITIES</b>							
Gas & Electric	\$ 158,500	\$ 110,000	\$ (48,500)	-30.6%	\$ 125,000	\$ 15,000	13.6%
Water & Sewer	6,000	5,000	(1,000)	-16.7%	5,000	-	0.0%
Telephone	36,220	34,100	(2,120)	-5.9%	34,600	500	1.5%
<b>Total Utilities</b>	<b>\$ 200,720</b>	<b>\$ 149,100</b>	<b>\$ (51,620)</b>	<b>-25.7%</b>	<b>\$ 164,600</b>	<b>\$ 15,500</b>	<b>10.4%</b>
<b>BUILDING</b>							
Library Grounds Maintenance	\$ 15,200	\$ 15,000	\$ (200)	-1.3%	\$ 15,000	\$ -	0.0%
Snow Removal	15,000	15,000	-	0.0%	15,000	-	0.0%
Building Repair & Maintenance	118,500	134,650	16,150	13.6%	134,650	-	0.0%
Building Insurance	37,000	32,500	(4,500)	-12.2%	35,000	2,500	7.7%
<b>Total Building</b>	<b>\$ 185,700</b>	<b>\$ 197,150</b>	<b>\$ 11,450</b>	<b>6.2%</b>	<b>\$ 199,650</b>	<b>\$ 2,500</b>	<b>1.3%</b>
<b>Total Building &amp; Utilities</b>	<b>\$ 386,420</b>	<b>\$ 346,250</b>	<b>\$ (40,170)</b>	<b>-10.4%</b>	<b>\$ 364,250</b>	<b>\$ 18,000</b>	<b>5.2%</b>

**UTILITIES - Fiscal Year 2024**

> **Gas & Electric:** Projection of a significant decrease in funding for FY2024. Since the Library reopened at its permanent location, Gas & Electric charges have been below pre-construction levels. The building renovation allowed the Library to install energy efficient equipment in the form of HVAC controls and LED lighting. Based on the trend of the previous year, the Library feels confident to lower the budgeted amount for this area.

> **Water & Sewer:** Projection of a slight decrease to this line.

> **Telephone:** Projection of a \$2,120 decrease in funding for FY2024. The Library will be looking at alternate telephone service providers for FY2024. Budgeted funds will cover the Library's main telephone service, stipends for cell phones for key staff, and internet access for programming outside the building.

**UTILITIES - Fiscal Year 2025**

> **Utilities Projection:** The Library will budget additional funds for gas & electric as usage is down and predictable, but rates are not.

**BUILDING - Fiscal Year 2024**

> **Library Grounds Maintenance:** Projection of a \$200 decrease in funding for FY2024. There will be no significant changes to planned services in this area.

> **Snow Plowing:** No increase is projected for FY2024. The Library believes that it has adequate funds budgeted to handle expected snowfall.

> **Building Repair & Maintenance:** Projection of a \$16,150 increase for FY2024. The increase in funding in the line will fund necessary contractor provided services, such as daily building cleaning, HVAC and elevator maintenance, waste and recycling and other services necessary to maintain the Library's infrastructure in good safe working order. Additionally, funds will cover needed repairs.

> **Building Insurance:** The projection of \$4,500 decrease in funding for the Library's building insurance premiums. The Library's building insurance is calculated on the replacement value of its building, equipment and furnishings. An anticipated increase in costs was not realized in FY2023 after the completion of the renovation project.

**BUILDING - Fiscal Year 2025**

> **Building Projection:** The Library will monitor the facilities and adjust funding to maintain a safe and appealing environment for both patrons and staff.



	FY 2023 Budget		FY 2024 Budget		Percent	FY 2025 Budget		Percent
			Request	Variance	Change	Estimate	Variance	Change
<b>EQUIPMENT</b>								
Non-Capital Equipment	\$	-	\$	-	0.0%	\$	-	0.0%
Capital Outlay			25,000	25,000	0.0%	-	(25,000)	0.0%
<b>Total Equipment</b>	\$	-	\$	25,000	0.0%	\$	(25,000)	0.0%
<b>FURNISHINGS</b>								
Non-Capital New Furnishings	\$	-	\$	-	0.0%	\$	-	0.0%
Non-Capital Furnishings Repair - Adult			-	-	0.0%	-	-	0.0%
Non-Capital Furnishings Repair - Youth			-	-	0.0%	-	-	0.0%
Non-Capital Furnishing Replacement			-	-	0.0%	-	-	0.0%
<b>Total Furnishings</b>	\$	-	\$	-	0.0%	\$	-	0.0%
<b>Total Furnishings &amp; Equipment</b>	\$	-	\$	25,000	0.0%	\$	(25,000)	-100.0%

**EQUIPMENT - Fiscal Year 2024**

> **Capital Outlay:** The Library is budgeting for a \$25,000 increase for FY2024. Additional funds are for a new AWE learning computer in Youth Services and additional equipment to the Maker Space/Creation Station area.

**EQUIPMENT - Fiscal Year 2025**

> **Equipment Projection:** The Library is anticipating a small reduction of funding for Equipment in FY2025.

**FURNISHINGS - Fiscal Year 2024**

> **Non-Capital New Furnishings:** The Library is budgeting for no planned expenditures in this line at this time.

> **Non-Capital Furnishings Repair - Adult:** The Library is budgeting for no planned expenditures in this line at this time.

> **Non-Capital Furnishings Repair - Youth:** The Library is budgeting for no planned expenditures in this line at this time.

**FURNISHINGS - Fiscal Year 2025**

> **Furnishings Projection:** The Library is not planning any furnishing projects for FY2025 at this time.

	FY 2023 Budget	FY 2024 Budget Request	Variance	Percent Change	FY 2025 Budget Estimate	Variance	Percent Change
<b>OTHER CHARGES</b>							
Equipment Repair & Maintenance	\$ 278,060	\$ 261,000	\$ (17,060)	-6.1%	\$ 265,000	\$ 4,000	1.5%
Library Programming	45,000	83,170	38,170	84.8%	83,911	741	0.9%
Training, Education & Memberships	46,000	49,300	3,300	7.2%	49,300	-	0.0%
<b>Total Other Charges</b>	<b>\$ 369,060</b>	<b>\$ 393,470</b>	<b>\$ 24,410</b>	<b>6.6%</b>	<b>\$ 398,211</b>	<b>\$ 4,741</b>	<b>1.2%</b>

**OTHER CHARGES - Fiscal Year 2024**

> **Equipment Repair & Maintenance:** Projection of a \$17,060 decrease for anticipated costs related to keeping equipment in good repair and operational and to fund possible replacements, as well as for the licensing and support of software at the Library. The majority of this decrease is associated with moving the purchase of new Creation Station/Maker Space equipment to the Capital Outlay line.

> **Library Programming:** Projection of a \$38,170 increase in Library Programming. This increase includes a \$14,120 increase for Adult Programming, a \$16,050 for Youth Programming and a \$8,000 new budget for Maker Space/Creations Station Programming. These increases are necessary to maintain a level of programming demanded by the public and to utilize more outside performers and presenters.

> **Training and Education:** Projection of a \$3,300 increase in Training, Education & Memberships. Expenditures in this category are for dues and memberships to various professional organizations for staff. Also included in this line is Staff, Board, and Director training and mileage reimbursements.

**OTHER CHARGES - Fiscal Year 2025**

> **Other Charges Projection:** FY2025 will see small increases technology support and programming where needed.

	FY 2024 Budget		Percent	FY 2025 Budget		Percent
	FY 2023 Budget	Request	Change	Estimate	Variance	Change
<b>CAPITAL IMPROVEMENT PROJECTS</b>						
Library Bond Payment	\$ 964,100	\$ 962,350	\$ (1,750) 0.0%	\$ 960,300	\$ (2,050)	0.0%
Library Technology Project	170,000	175,000	5,000 2.9%	250,000	75,000	42.9%
Capital Maintenance	150,000	150,000	- 0.0%	193,879	43,879	29.3%
Building Improvement Project	-	-	- 0.0%	-	-	0.0%
<b>Total Capital Projects</b>	<b>\$ 1,284,100</b>	<b>\$ 1,287,350</b>	<b>\$ 3,250 0.3%</b>	<b>\$ 1,404,179</b>	<b>\$ 116,829</b>	<b>9.1%</b>

**CAPITAL PROJECTS - Fiscal Year 2024**

> **Library Bond Payment:** The Library issued bonds in the spring of FY2021 to fund the Library Improvement Project. The bonds are structured to pay only interest in FY2021 and principal and interest in FY2022-2029. The total annual debt payments, principal and interest, are structured to be consistent in those years to negate fluctuation in the annual debt service payments and therefore, cause stress on any one year's budget. This level will fund the Library's obligation for FY2024.

> **Library Technology Project:** Requested funds will be used in conjunction with the Library's technology plan. Planned expenditures include: the replacement of public access computers and mobile devices; some RFID equipment; and necessary equipment upgrades for wireless access throughout the building.

> **Capital Maintenance:** The Library is budgeting \$150,000 for capital maintenance. These funds are to be used for unplanned building repairs or projects that are not funded in other lines. Additionally, unused funds will be set aside to be used in future projects related to the building.

**CAPITAL PROJECTS - Fiscal Year 2025**

> **Capital Projects Projection:** The Library will set funds aside to complete building projects that may arise.

# MINUTES

From the July 24, 2023  
Regular Board Meeting

## I. Start of Meeting

## II. Roll Call

**Board Members Present:** Ken Baker, Michele Behr, Cara Terry, Tom Vance, and Donna VanderVries

**Board Members Absent:** Jeanne Friedman (excused), Linda Whitlock (excused)

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

**Library Staff Absent:** Doran Lefaive

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

Library Board Chair Tom Vance welcomed everyone to the July 24, 2023 Library Board Meeting. He asked if anyone present or online had any comments.

- A. Comment by Trustee Michele Behr - Trustee Behr said that she enjoyed volunteering to monitor the Lego City again this July! She saw a former trustee and her son in attendance. Trustee Terry and Trustee Baker agreed that it is a great event for the community. Head of Youth Services Laura Wright said that there were over 2,000 people who viewed the display during its week at the library.

## IV. Adoption of the Agenda for the Regular Meeting of July 24, 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 VanderVries and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of July 24, 2023. Vote 5-Yes, 0-No, 2-Absent (Friedman, Whitlock). Motion carried.

## V. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the July 24, 2023 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on June 26, 2023
- B. June 2023 Narrative
- C. Budget Amendment for Science Donation
- D. Financial Condition for June 2023
- E. Statistical Report for June 2023
- F. MLA Advocacy Update
- G. August 2023 Program Calendar
- H. 2nd Quarter Financial Report
- I. Monitoring Report on the Executive Limitation Policy for Minutes and Records Retention

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Behr that the Library Board approve the consent agenda for the regular meeting of July 24, 2023. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

# MINUTES

## VI. Governance

### A. Revisit Board Retreat Discussion

Library Director Klien provided trustees with a handout with options for their consideration for the Board Retreat that included individual training, getting together at the library to view a training together, virtual trainings, and attending the MLA Annual Conference in Kalamazoo this October.

Behr was in favor of allowing trustees who are able to attend sessions at MLA downtown at the Radisson October 17-20, 2023.

Vance was agreeable to the idea of not holding a traditional retreat. Klien said there is still time to decide if they want to hold a collective experience or not. Trustees agreed to continue the discussion at the August meeting.

### B. Discussion of Internet Filtering Required for E-Rate Funding and Approval of Internet Policy

Systems Administrator Rolfe Behrje said this agenda item is highlighting the requirement put forth by e-Rate to have a discussion about filtering. The Library Board needs to affirm that we will apply the standards as recommended in order to apply for USF E-Rate funding which helped the library last year in approximately \$65,000 in savings via technology rebates.

Question from VanderVries if there were any changes, and Behrje replied that there were not.

Behr asked if internet filtering was based on urls and/or IP addresses, and Behrje responded that it is based on urls and also includes a 30 day restriction on new domains. According to the Internet policy, when a patron sits down at a public computer, it does say that the internet is filtered. If a patron needed to see something that is blocked for a session, they can ask the staff for unfiltered access. Those requests are reviewed on a case-by-case basis, and they are extremely infrequent.

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Baker to continue to maintain its CIPA compliant Internet Policy and allow the library to pursue USF E-Rate funding for all eligible technology and services. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

**MOTION:** It was moved by Trustee Terry and supported by Trustee Baker that the Library Board approve the Internet Policy as presented. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

## VII. Ends Development

### A. Presentation of the Library's 3-Year Technology Plan (2024-2026)

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

Behrje made introductory remarks and began a slide presentation. Technology Plan highlights include Portage District Library Goals, Technology Trends, 2023 Projects and Accomplishments, 2023-2026 Technology Plan, and looking to the Future. Behrje said the goals for technology are aligned to support with the Strategic Plan.



# MINUTES

Behrje said that technology continues to trend towards Cloud Services for everything, which are more reliable, and experience little to no down time.

The e-Materials and e-Services continue to grow and be used by patrons.

Behrje said that public service staff witness fewer people using the library's public computers, however they are seeing more people using the library's wireless for their device and using the rooms and spaces in the renovated building. Behrje said we tested the limits of the system during the power outage when we experienced 350+ users on our network at one time.

With the new access points, we have more user-friendly management. The system reports only a few failed clients, and it takes less than 5 seconds to connect.

Behrje talked about the library's app PDL Mobile. When he is out on the public floor he is always hand selling the app. It has a barcode wallet so that patrons do not need to carry their library cards with them. In June, the app had 1,000 active users compared to 200 on the library's previous app, Boopsie.

Other highlights Behrje mentioned: The updated website is performing well. Patrons are getting HTML notices recording account activity. Meeting room/study room use is very high and the library is changing vendors in the near future to use Communico for the public events calendar, room reservations, and more.

Still to come for this year, the telephone system and staff technology will be upgraded.

In 2024, Behrje said that Public Access computers will be upgraded. At that time, the public access copier will also be upgraded. Behrje said that with the free availability of the scanner and fax services, he was thinking that public printing use would decline, however the public still prints a couple thousand prints each month.

In 2025, Behrje said the library is considering purchasing a generator for Library Technology Services. In the event of a power outage, the system would not go down.

Behrje concluded his presentation saying the library applies FRAMEwork to all technology: Flexibility, Reliability, Agility, Measurability, Extendability

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

## **B. Final Review and Approval of the Preliminary FY2024 Budget and Millage Rate for Public Inspection Prior to Public Hearing at the August 28, 2023 Library Board Meeting**

Library Director Klien and Business Manager Foti said that this is the final review of the Preliminary Budget before it is proposed and available to the public for review. Klien said that after the Board asked us to look at how the budget could fund bonus/merit increases at year end, she and Foti moved \$41,500 from capitol projects to salary and wages line. This among is comparable to years past. This change is reflected in the budget presented in the packet this month and is the only change that was made since the June Board meeting.

After this meeting, copies of the Proposed FY2024 Budget will go to public service desks and next month there will be a Public Hearing before the Board votes to approve it.

Trustee VanderVries commented that the revenue side of the budget looks conservative. Foti said it is based on the numbers provided by the city.

**MOTION:** It was moved by Trustee Terry and supported by Trustee VanderVries that the Library

# MINUTES

Board approve the proposed Fiscal Year 2024 Budget and Millage Rate at 1.9945 mills for public inspection prior to Public Hearing at the August 28, 2023 Board Meeting. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

## C. Approval of Strategic Plan 2023-2026 with Activities

Klien referred to the document presented at the end of the July Board Packet. Klien said that this is the Strategic Plan with activities that the staff has determined the library will focus on between now and 2026. Klien also presented an example of the quarterly report trustees will receive on progress made towards these activities.

Trustee VanderVries asked out the outcome of the wage study. Klien said the library has already made some adjustments and will continue to implement some of the suggested changes incrementally as the budget allows. Klien said she and Foti are always talking to other libraries to see what they are doing for benefits and see if we are in line with that. We also work closely with Rose Street Advisors regarding staff benefits.

**MOTION:** It was moved by Trustee Behr and supported by Trustee VanderVries that the Library Board approve the Strategic Plan 2023-2026 with Activities as presented. Vote 5-Yes, 0-No, 2-Absent (Friedman, Whitlock). Motion carried.

## VIII. Library Director's Reports

### A. Final remarks by Library Director for the July 24, 2023 Library Board Meeting.

As has been previously emailed to the Board, Adult Services Librarian Katharyn Haas has resigned her position and Saturday, July 29 is her last day. We have posted her position on ALA and Michigan ListServ and have already received a handful of applications.

Trustees expressed their best wishes to Haas.

The library has received two more Requests for Reconsideration. One is for the book *Sex is a Funny Word: A book about bodies, feelings, and you* by Cory Silverberg and Fiona Smyth, and the Pride Month display. Klien said that she has already made her decisions about those requests and responded to the patrons. They have 10 days to appeal the decision to the Library Board. Klien said she has received an additional Request for Reconsideration for the title *You Be You!: The Kid's Guide to Gender, Sexuality, and Family* by Jonathan Branfman. Head of Youth Services Laura Wright and I will meet to discuss that request.

Staff Development Day is coming up on Friday, Sept 22nd and the library building will be closed to the public on that day. The Professional Development Committee is planning the activities for that day and is looking at some de-escalation training through Library Journal, a topic that was requested by staff. We will also do some training with the MakerSpace/Creation Station equipment so that all the staff has a chance to learn about what is available and how to use those items.

# MINUTES

## IX. Process Evaluation

- A. Suggestions for Agenda Items to be included on the August 28, 2023 Board Meeting
  - 1. Minutes of the Regular Meeting held on July 24, 2023.
  - 2. Public Hearing on the Proposed FY 2024 Budget and Formal Resolution to Adopt the FY 2024 Budget and Set the Amount of Millage Rate to be Levied for the Library
  - 3. Monitoring Report for Executive Limitation on Compensation and Benefits for Library Employees
  - 4. Monitoring Report on Executive Limitation for Treatment of Staff

- B. Assessment of this meeting

- C. Miscellaneous Items

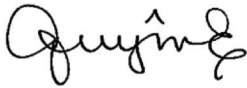
Trustee Donna VanderVries is also serving as Vice President of the International Association of Assessors

## X. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of July 24, 2023.

**DISPOSITION:** The regular board meeting of July 24, 2023 was adjourned at 7:08 PM.

Recorded and Transcribed by,



Quyen Edwards  
Library Board Secretary

# Director's Report

## August 2023

### Adult Department

Programming Librarian [Kathryn Haas](#) hosted Pokagon culture keeper Madalene Big Bear on July 26th for an evening of sundaes, sharing, and stories. Madalene expertly wove Indigenous culture and history with story. 90 people registered and 45 braved the storms to come out and hear from Madalene and her daughter. Many expressed interest in coming back for the August event.

**Attendee reaction:** "This was fascinating and enjoyable! I hope to see more programs like this."

[Ruth Cowles](#) and [Rosemary Cotter](#) prepared one hundred bags containing all the materials needed to make a sliding knot bracelet for our take-home craft program. All the bags were distributed within two business days. Patrons were very excited to receive such an easy craft.

Outreach Librarian [Sara Weyenberg](#) presented to ESL of Southwest Michigan's tutor forum on July 25th about materials and resources at PDL that can bolster the success of their tutors. Nine tutors and the facilitator were present. At least one tutor came into the library within the same week to look at and check out relevant materials for her learner.

STEM Librarian [Jane Fleming](#) taught etching with the Cricut on July 6th. 27 patrons learned how to make a stencil on the Cricut, apply it to a glass plate, and then add etching cream to etch their chosen design onto a glass plate. Each patron was able to individualize their project by choosing a unique design in Cricut Design Space.

**Attendee reaction:** "This is awesome to have the opportunity to learn at these classes. Thank you!"

STEM Librarian [Jane Fleming](#) related another success she encountered with the Maker Space. "A couple of months ago, a patron, Logan, aged 13, and his mother, stopped by the Makerspace. Logan wanted to use the jewelry kit to make some earrings for his mother. After making some, he told his mother he really enjoyed doing that and wanted to make more. She got the supplies for him, and he's been making jewelry ever since. His mother has worn some of the earrings he made to work and received positive comments, so he made some for her co-workers. He enjoyed it so much that he is going to have a booth at the Outdoor Craft Market at the Kalamazoo Expo on September 2. His mother told me that making jewelry at the Makerspace ignited a spark and a talent in this that she had no idea he possessed."

## Youth Department

July is typically a busy month in Youth Services and 2023 was no different. Our focus is always large family-oriented programs. We began with the LEGO City display provided by the Western Michigan LEGO Users Group. Thank you to our staff and Board volunteers for monitoring the room and helping our 2,027 visitors enjoy the display! We also had Big Build program with dominoes and specially-designed Hotwheels tracks. We hosted a day-long “Craftapalooza” and a Stuffed Animal Sleepover. Young children enjoyed a very messy Sandcastle building program as well. All told, Youth Services welcomed 2,709 people to 21 programs. Due to demand, we have had to resume requiring registration to almost all events.

In addition to our special programs, we continued to host our Summer Reading Program (report in September) and provide additional themed activities in our public area.



Photos from the top left (clockwise): Lego City 2023, Emily and Andrea at Amberly Elementary outreach, Kristy releasing monarch butterflies, Teen Ice Cream Social, Monarch banner for Pollinator Week 2023.

## Circulation and Technical Services Updates

During the month of July, we had 551 PASS users utilize their cards.

### Heritage Room

For the month of July the Heritage Room received a wonderful donation of over two dozen bound sets of the Portage Herald newspaper from the 1960's and 70's. These were donated by the Three Rivers Commercial News who discovered them while reorganizing their basement.

The Heritage Room already possesses copies of this newspaper however; they are loose copies which are difficult to work with. The bound editions will allow for easy public access.

### Information Technologies Department

The Information Technologies Department upgraded its switches and configuration dashboard for its Cisco Meraki hardware. Virtually no downtime occurred (less than 30 seconds) during this upgrade. The upgrade allows the library to pinpoint issues with enhanced access to supporting data.

The department finished its testing of Symphony 3.7.1 and is scheduling its production system upgrade to occur in September 2023. The upgrade window will be early in the AM to minimize service disruptions. Expected downtime is estimated to be 30-45 minutes. After completion, the library will schedule its Enterprise upgrade. PDL Mobile, the library mobile app, continues to grow: The library is looking forward PDL Mobile enhancements currently in progress that include push notifications (Overdue material and Held material).

#### PDL MOBILE

July 2023

Active Devices:	1,068
App Launches	5,977
New Device Installs	72
Lifetime Installs	3,471

### Personnel Information/HR

The Library has begun the work of interviewing candidates for the open position of Adult Librarian – Programming Coordinator. Formal Interviews are being conducted by Library Director [Christy Klien](#), Business Manager [Rob Foti](#) and Head of Adult Services [Lawrence Kapture](#), with all Adult Services Librarians meeting the candidates in a casual setting. Five (5) candidates have received interviews and a decision on a candidate is expected by August 28th. At that point an offer will be made pending results of background and reference checks.

The Library has been in contact with ElementOne and the second phase of the Library's wage study will commence in September. A completion date for this phase is planned for June of 2024.

The Library's 2023 Staff Development Day is being finalized and a complete agenda is expected by August 31. Library Director [Christy Klien](#), Business Manager [Rob Foti](#) met with John Schuemann and Stephanie Carrier-Petersen of Rose Street Advisors to discuss benefit offering for the 2023-2024 open enrollment. Rose Street Advisors will obtain quotes from all the various insurance and benefit providers and then present those findings to the Library. At that time, a decision of the benefit offerings will be decided and an open enrollment date will be set.

## Maintenance and Building Services

Building services involved HVAC quarterly filter change, landscaping improvements and wood/leaf debris removal from library's east side, power washed limestone facing, electrical improvements for south parking lot pole, installation of new LED light in Youth area, pest control treatment, exterior window cleaning, security door wiring at book drop, replaced broken egress window, installation of two new door shades, new rock path installation along parking space and K9 inspection services performed.

# Memo

## Budget Amendment for Restricted Donations

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** August 24, 2023

### BACKGROUND

It is my pleasure to announce that the Portage District Library has received three generous donations that have been directed for specific uses.

- a \$5,000 donation to our World Languages Collection.
- a \$400.00 donation for the Heritage Room
- a \$50.00 donation to the Monarch Waystation

### RECOMMENDATION:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2023 Budget to increase the World Languages line by \$5,000, the Heritage Room line by \$500, and the Library Grounds line by \$50.



# Financial Condition Report

July 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 \$7,133,650  
Expenditures \$3,702,397

Fund	6/30/2023	Changes	7/31/2023
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	6,404,668	-	6,404,668

**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

July 2023

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

	Month Statistics			YTD Statistics		
	Jul-23	Jul-22	CHANGE	2023	2022	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>82,798</b>	<b>71,176</b>	<b>16.33%</b>	<b>518,287</b>	<b>384,049</b>	<b>34.95%</b>
Adult - Books	19,097	16,406	16.40%	117,763	82,926	42.01%
Adult - A/V	3,970	3,067	29.44%	27,035	17,248	56.74%
Youth - Books	35,189	30,023	17.21%	213,773	133,863	59.70%
Youth - A/V	3,513	2,602	35.01%	20,145	23,586	-14.59%
Hot Picks	879	1,011	-13.06%	6,204	5,842	6.20%
E-Material	18,064	16,164	11.75%	119,317	113,164	5.44%
ILL - PDL Requests	817	1,020	-19.90%	7,441	3,948	88.48%
ILL - Other Lib. Requests	1,269	883	43.71%	6,609	3,472	90.35%
<b>Self-Checkout Percentage</b>	<b>54.00%</b>	<b>66.11%</b>		<b>53.60%</b>	<b>58.42%</b>	
<b>Total Library Collection</b>	<b>178,617</b>	<b>179,388</b>	<b>-0.43%</b>			
Adult - Books	72,356	73,876	-2.06%			
Adult - A/V	13,452	16,678	-19.34%			
Youth - Books	81,850	77,788	5.22%			
Youth - A/V	8,117	8,336	-2.63%			
Hot Picks	2,842	2,710	4.87%			
<b>Net Acquisitions</b>	<b>742</b>	<b>(631)</b>	<b>217.59%</b>	<b>428</b>	<b>(5,669)</b>	<b>107.55%</b>
Purchased - Books	1,907	1,052	81.27%	10,977	8,983	22.20%
Purchased - A/V	167	151	10.60%	1,102	1,299	-15.17%
Donated - Books	0	0	0.00%	1	0	100.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(1,332)	(1,834)	27.37%	(11,652)	(15,951)	26.95%
<b>Total In-House Usage*</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
In-House Periodical Usage	0	0	n/a	0	0	n/a
In-House Book Usage	0	0	n/a	0	0	n/a
<b>Patrons</b>						
<b>Total Patrons</b>	<b>33,262</b>	<b>35,998</b>	<b>-7.60%</b>			
Adult	16,125	17,831	-9.57%			
Youth	2,976	4,169	-28.62%			
Non-Resident	183	219	-16.44%			
Reciprocal	3,038	3,695	-17.78%			
Internet User	469	299	56.86%			
PASS Users	10,412	9,726	7.05%			
Professional	59	59	0.00%			
<b>Net Patrons</b>	<b>(132)</b>	<b>344</b>	<b>-138.37%</b>	<b>(3,876)</b>	<b>983</b>	<b>-494.30%</b>
Adult	217	306	-29.08%	1,486	2,704	-45.04%
Youth	24	68	-64.71%	140	699	-79.97%
Non-Resident	1	50	-98.00%	20	56	-64.29%
Reciprocal	64	2	3100.00%	414	171	142.11%
Internet User	35	34	2.94%	255	148	72.30%
PASS Users	1	0	100.00%	123	1	12200.00%
Professional	0	2	-100.00%	1	6	-83.33%
<b>Patrons Removed</b>	<b>(474)</b>	<b>(118)</b>	<b>-301.69%</b>	<b>(6,315)</b>	<b>(2,802)</b>	<b>-125.37%</b>

# Statistical Report

**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** August 1, 2023  
**SUBJECT:** Library Statistical Report - July 2023

	Month Statistics			YTD Statistics		
	Jul-23	Jul-22	CHANGE	2023	2022	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	<b>553</b>	<b>413</b>	<b>33.90%</b>	<b>4,595</b>	<b>911</b>	<b>404.39%</b>
Internal/Collaboration	71	14	407.14%	593	41	1346.34%
External/Outside Usage	482	399	20.80%	4,002	870	360.00%
<b>Total Program Audience</b>	<b>2,801</b>	<b>1,919</b>	<b>45.96%</b>	<b>20,549</b>	<b>5,986</b>	<b>243.28%</b>
Adult	172	188	-8.51%	4,140	1,360	204.41%
Youth	2,629	1,731	51.88%	15,569	4,626	236.55%
Heritage Room	0	0	0.00%	840	0	100.00%
<b>Total Number of Programs</b>	<b>51</b>	<b>48</b>	<b>6.25%</b>	<b>540</b>	<b>146</b>	<b>269.86%</b>
Adult	25	27	-7.41%	255	66	286.36%
Youth	26	21	23.81%	272	80	240.00%
Heritage Room	0	0	0.00%	13	0	100.00%
<b>Total Volunteer Hours</b>	<b>222</b>	<b>157</b>	<b>41.40%</b>	<b>1,540</b>	<b>470</b>	<b>227.66%</b>
Adult	63	30	110.00%	387	71	445.07%
Youth	92	0	100.00%	478	0	100.00%
Technical	13	18	-27.78%	128	68	88.24%
Circulation	20	77	-74.03%	272	203	33.99%
Administration	32	32	0.00%	251	128	96.09%
Community Service	2	0	100.00%	24	0	100.00%
<b>Total Front Door Traffic</b>	<b>17,898</b>	<b>17,098</b>	<b>4.68%</b>	<b>138,442</b>	<b>61,563</b>	<b>124.88%</b>
<b>Total Youth Services Traffic</b>	<b>12,366</b>	<b>11,212</b>	<b>10.29%</b>	<b>97,539</b>	<b>42,981</b>	<b>126.94%</b>
<b>Total Business Center Traffic</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	<b>7,228</b>	<b>8,281</b>	<b>-12.72%</b>	<b>45,528</b>	<b>31,161</b>	<b>46.11%</b>
Adult Phone	380	342	11.11%	2,833	1,847	53.38%
Adult Ready Reference	1,704	946	80.13%	12,380	5,549	123.10%
Adult Reference	120	113	6.19%	1,208	607	99.01%
Youth Phone	81	53	52.83%	465	320	45.31%
Youth Ready Reference	2,942	2,552	15.28%	18,031	11,311	59.41%
Youth Reference	1,133	502	125.70%	3,310	2,182	51.70%
HR Phone	5	13	-61.54%	69	80	-13.75%
HR Ready Reference	45	177	-74.58%	1,627	1,017	59.98%
HR Reference	4	11	-63.64%	81	92	-11.96%
Circ Phone**	259	494	-47.57%	1,976	2,428	-18.62%
Circ Ready Reference	227	1,026	-77.88%	1,890	2,878	-34.33%
Circ Reference	328	2,052	-84.02%	1,658	2,850	-41.82%
<b>Total Edutainment LAN Use</b>	<b>93</b>	<b>78</b>	<b>19.23%</b>	<b>1,924</b>	<b>278</b>	<b>592.09%</b>
<b>Total Internet Computer Use</b>	<b>1,420</b>	<b>1,294</b>	<b>9.74%</b>	<b>10,015</b>	<b>4,589</b>	<b>118.24%</b>
Youth Computers	191	169	13.02%	1,108	412	168.93%
Adult Computers	1,226	1,123	9.17%	8,889	4,172	113.06%
Laptop Computer Circulated	3	2	50.00%	18	5	260.00%
<b>Total Electronic Transactions</b>	<b>56,041</b>	<b>55,225</b>	<b>1.48%</b>	<b>469,988</b>	<b>267,307</b>	<b>75.82%</b>
WebSite Hits	45,342	44,543	1.79%	394,618	195,473	101.88%
WebCatalog Sessions	8,854	8,870	-0.18%	62,962	60,576	3.94%
Licensed Database Hits	1,845	1,812	1.82%	12,408	11,258	10.21%

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

\*\* Includes Curbside Activity

# PDL Events

## Family Storytime

September 5 | 9:30 & 10:30 AM

## Family Storytime

September 6 | 9:30 & 10:30 AM

## Drop-In Hours @ Makerspace

September 6 | 2:00 PM - 4:00 PM

## Immaculate Snacks & Gaming (6<sup>th</sup>-12<sup>th</sup> Grade)

September 6 | 3:30 PM - 4:30 PM

## Muffins and the Market

September 7 | 9:00 AM - 10:00 AM

## Baby/Toddler Storytime

September 7 | 9:30 & 10:30 AM

## Drop-In Hours @ Makerspace

September 7 | 6:00 PM - 8:00 PM

## Documentary and Donuts: "Elephant Whisperer"

September 8 | 10:00 AM - 11:30 AM

## Afternoon with the Arts

September 10 | 2:00 PM - 4:00 PM

## Baby/Toddler Storytime

September 11 | 9:30 & 10:30 AM

## Drop-In Hours @ Makerspace

September 11 | 2:00 PM - 4:00 PM

## Family Storytime

September 12 | 9:30 & 10:30 AM

## Elementary Maker: Book Bags Session A

September 12 | 4:30 PM - 5:30 PM

## The Importance of Music in Film

September 12 | 7:00 PM - 8:00 PM

## Family Storytime

September 13 | 9:30 & 10:30 AM

## Drop-In Hours @ Makerspace

September 13 | 2:00 PM - 4:00 PM

## Middle Grade Book Club

September 13 | 6:00 PM - 7:00 PM

## Caldecott Club

September 13 | 6:00 PM - 7:00 PM

## Make It @ The Library: Sublimation Coasters

September 13 | 6:30 PM - 8:00 PM

## Baby/Toddler Storytime

September 14 | 9:30 & 10:30 AM

## Drop-In Hours @ Makerspace

September 14 | 6:00 PM - 8:00 PM

## Part of the Art

September 14 | 6:00 PM - 7:00 PM

## International Mystery Book Discussion:

September 14 | 7:00 PM - 8:00 PM

## STEM Storytime

September 15 | 9:30 AM - 10:30 AM

## Kalamazoo Macintosh Users Group

September 16 | 9:00 AM - 12:00 PM

## Saturday Sound Immersion

September 16 | 10:00 AM - 11:00 AM

## Baby/Toddler Storytime

September 18 | 9:30 & 10:30 AM

## Make It @ The Library: Sublimation Coasters

September 18 | 10:00 AM - 11:30 AM

## Drop-In Hours @ Makerspace

September 18 | 2:00 PM - 4:00 PM

## Kalamazoo Valley Genealogy Society

September 18 | 7:00 PM - 9:00 PM

## Family Storytime

September 19 | 9:30 & 10:30 AM

## History Maker

September 19 | 4:30 PM - 5:30 PM

## Plots and Pages: A Local Writers' Group

September 19 | 6:00 PM - 8:00 PM

## Sustainability with Jessica Thompson: Next Steps

September 19 | 7:00 PM - 8:00 PM

## Family Storytime

September 20 | 9:30 & 10:30 AM

## Cookies and Conversation:

September 20 | 2:00 PM - 3:00 PM

## Drop-In Hours @ Makerspace

September 20 | 2:00 PM - 4:00 PM

# September 2023

## Family Game Night

September 20 | 6:00 PM - 8:00 PM

## Muffins and the Market

September 21 | 9:00 AM - 10:00 AM

## Baby/Toddler Storytime

September 21 | 9:30 & 10:30 AM

## Drop-In Hours @ Makerspace

September 21 | 6:00 PM - 8:00 PM

## Baby/Toddler Storytime

September 25 | 9:30 & 10:30 AM

## Drop-In Hours @ Makerspace

September 25 | 2:00 PM - 4:00 PM

## Family Storytime

September 26 | 9:30 & 10:30 AM

## Make It @ The Library: Sublimation Coasters

September 26 | 2:00 PM - 3:30 PM

## Elementary Maker: Book Bags Session B

September 26 | 4:30 PM - 5:30 PM

## Teen LGBTQ+ Meet-Up

September 26 | 6:30 PM - 8:00 PM

## Just Move Storytime

September 27 | 9:30 & 10:30 AM

## Drop-In Hours @ Makerspace

September 27 | 2:00 PM - 4:00 PM

## Kalamazoo Area Wild Ones: Healthy Soils Lead to Healthier Food and Environment

September 27 | 7:00 PM - 8:00 PM

## Baby/Toddler Storytime

September 28 | 9:30 & 10:30 AM

## Comic Book Club

September 28 | 6:00 PM - 7:00 PM

## Bead Bookmarks

September 28 | 7:00 PM - 8:30 PM

## Is an Electric Car Right for Me?

September 28 | 7:00 PM - 8:00 PM

# MLA ADVOCACY NEWS

August 2023

Thursday, July 27, 2023

## New Distracted Driving Law Anticipated Impact on Penal Fine Revenue

Michigan's new distracted driving law could create an increase in Penal Fines for Michigan's public libraries. Public Acts 39, 40, and 41 of 2023 amend the Michigan Vehicle Code to prohibit, holding or using a cell phone or other mobile device while operating a motor vehicle, beginning June 30, 2023.

According to legislative analysis from the House Fiscal Agency, the legislation, "would have an indeterminate fiscal impact on the state and on local units of government that would depend on the number of individuals ordered to pay a civil fine. The majority of the revenue would increase funding for public and county law libraries, which are the constitutionally designated recipients of those revenues."

Thursday, July 27, 2023

## Michigan's FY24 State Budget

On June 28, Michigan's Fiscal Year 2024 state budget was approved. Even with hard work and many communications with state legislators from our members, MLA staff, Board, and lobbyist, State Aid to Libraries has remained flat. At the request of the Michigan Department of Education (MDE), the library pilot program was cut even though we requested that the boilerplate language be changed to include all counties. We were happy to see that there was a special appropriation of \$100,000 for new learning pods in the Hazel Park District Library. We must all keep working and communicating the needs of our public libraries, now even more than ever.

The state budget does offer some additional opportunities for alternative funding sources for libraries. The Michigan Department of Labor and Economic Opportunity announced the availability of up to \$60 million in Community Center Grant program funds for Michigan municipalities and organizations to expand programming or work on capital projects.

Applicants may apply for both grants, but the total request from one organization cannot exceed \$2.5 million. The deadline to apply is August 31.

### Capital Project Grants

Projects could include but are not limited to: new construction, remodeling existing structures, purchasing land, purchasing equipment, purchasing and installing energy-efficient heating and/or cooling equipment, installing renewable energy systems, weatherizing facility, replacing roof and windows, installing/updating recreation fields.

### Program Grants

Project examples could include but are not limited to: mentoring, STEM education, environmental justice activities, renewable energy information, disaster preparedness, outdoor education, before or after-school education, volunteer programs, youth volunteer efforts, career or workforce training, programming for women, recreational or athletic activities, senior activities, veteran support activities, food access, and wraparound services (health services, behavioral services, licensed childcare).

# MLA ADVOCACY NEWS

**Tuesday, August 01, 2023**

## **New campaign urges Michiganders to protect their right to read and oppose book banning efforts**

LANSING, Mich. – With the rise of book banning and censorship efforts in libraries around the country, the Michigan Library Association (MLA) is launching a six-month MI Right to Read campaign, encouraging residents to oppose censorship and book banning efforts and protect their First Amendment right to read whatever they choose to at public libraries.

Public libraries are being targeted at an alarming rate by individuals and extremist groups to remove books that discuss topics such as racism, sexuality, gender, and history – censoring different perspectives.

In Ottawa County's Jamestown Township, residents voted down a library millage in the last midterm election, forcing the closure of the only local library after staff refused to remove LGBTQ books from its collection. Earlier this year, Michigan libraries were thrust into the political spotlight once more with a party-line vote on a resolution in the state House to honor Librarian and Library Worker Day, with Republicans all opposing.

In a statewide poll commissioned by MLA, 75% of respondents said we need to protect access to books, especially for young people learning about different perspectives, and 83% of all respondents would support state legislation that would protect the right of the public to read what they wish to read in local public libraries and not have books banned.

"The majority of Michiganders support the work our public libraries do and want to see various perspectives portrayed in the content available at their local libraries," said Debbie Mikula, executive director of the Michigan Library Association. "Michigan's public libraries are centers for community, and we want to ensure that librarians across Michigan can do their jobs and serve the needs of all individuals."

"Every family in Michigan has a different background, and our youth deserve to see themselves reflected in books available at their local public library," said Michigan Lt. Governor Garlin Gilchrist II. "Reading unlocks creativity, courage and imagination. Having diverse content available at our public libraries is crucial in making Michigan a better place for our kids to learn and grow."

The MI Right to Read campaign is urging Michigan parents to join the coalition of more than 1,500 members and speak out against book banning and censorship efforts happening throughout the state. The MI Right to Read website also has tips and resources for families looking to explore their local public library.

"We need help from parents and all community members when they see these types of efforts to limit or censor content at our public libraries," said Juliane Morian, coalition member and Rochester Hills Public Library director. "Parents should know that librarians want to partner with them during their family visits to the library to help guide children to age-appropriate content. We can also share resources they might not know exist at the library, like e-books, audiobooks, STEM kits and more."

Learn more about the MI Right to Read campaign and coalition at [www.MIRightToRead.com/parents](http://www.MIRightToRead.com/parents).

MI Right to Read is an initiative of the Michigan Library Association (MLA), coordinated through the leadership of the Intellectual Freedom Task Force. The Michigan Library Association is Michigan's oldest and largest library association. Since 1891, MLA has led the advancement of all Michigan libraries through advocacy, education, and engagement. MLA's membership is comprised of individual and organizational members from public, academic, school, tribal, and special libraries. For more information visit [www.mibraries.org](http://www.mibraries.org).

# Monitoring Report on the Executive Limitation Policy Compensation and Benefits

August 28<sup>th</sup>, 2023

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

**Policy 1: Change his/her own compensation and benefits.**

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

**Policy 2: Promise or imply permanent or guaranteed employment.**

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

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

**Director's Response:** The Library has conducted a salary survey of similar size libraries with the assistance of ElementOne. Salary range information received from the use of these consultants was used to make adjustments to the Library's existing salary ranges in 2023. These adjustments were part of a planned step adjustment. The Library will be using ElementOne to assist in updating salary ranges on a semi-annual basis. In 2023-2024, ElementOne will be assisting the Library in developing an evaluation tool that will marry with its salary ranges to provide guidance in year-end pay changes.

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



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

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

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

**Director's Response:**

All employee benefits have been specifically placed in the current budget, and all benefits can be supported for the 2023 fiscal year. The library reviews the current policy each year against other policies available to insure that the process of comparing health insurance costs are kept at a reasonable level for the library, while providing comparable coverage to employees. In September 2023, the Library will obtain quotes from health insurance companies for premiums for the plan year beginning December 1, 2023. The library will continue to use Rose Street Advisors to obtain quotes and advise the library on the merits of each submission. The library will make a choice on health insurance plans to be offered to employees that will offer the best coverage at the best price that can be afforded by the library and its employees.

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

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

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

A. Incur unfounded liabilities.

*Director's Response:* No unfounded liabilities have been incurred.

B. Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.

*Director's Response:* A benefit package has been offered and accepted by all full time employees. Although some benefits increase with longevity, i.e. vacation accrual, no additional benefits have been offered as a negotiation tool to encourage longevity.

C. Allow any employee to lose benefits already accrued from any foregoing plan.

*Director's Response:* No employee has lost benefits already accrued from any foregoing plan.

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

*Director's Response:* Compensation and Benefits Monitoring Reports are provided to the Library Board once a year, on a frequency set forth on the Annual Calendar of Library Board Activities. The last time this report was presented to the board, prior to this report, was at the board meeting held on August 22, 2022.

# Monitoring Report on the Executive Limitation Policy for Treatment of Staff

August 28<sup>th</sup>, 2023

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

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

**Director's Response:**

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

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

The Library worked with HRM Innovations to review and make corrections and updates to the employee handbook during the 2015 Fiscal Year. Those changes were discussed with the Library's Administrative Team. The Library has received an updated employee handbook with recommended changes completed by Luis Avila of Varnum Law. The handbook was updated to include Paid Time Off (PTO) for part-time employees beginning January 2020. The handbook is currently being reviewed for further updates and will be finalized by the end of 2023.

**Policy 2: Discriminate against any staff member for expressing an ethical dissent.**

**Director's Response:**

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

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**Policy 3: Fail to evaluate staff on expected performance once a year, and produce an internal report.**

**Director's Response:** All library employees receive performance evaluations by their supervisors once a year, along with a mid-year meeting to adjust goals and objectives and to discuss any issues. The procedures in place require employees to provide written accomplishments of goals and submit them to their supervisors at specified times. The supervisors then use that information, along with their own records and direct observations to evaluate employee performance and write comments on the evaluation form, then discussed with employees in a personal, one-on-one evaluation session. The evaluation process is intended to be an assessment tool for determining employees' progress on goals and objectives related to the library's ends statements, and to guide employees in their personal growth and development. Evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The evaluation documents are written internal reports that become part of the employee's personnel file.

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

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

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

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

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

## Additional Documentation for Treatment of Staff

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

### Conditions of the workplace for staff:

The Portage District Library is an exceptional physical environment that gives employees a safe, clean, comfortable and attractive place to work. A regular preventive maintenance program, monitored by the Facilities Manager keeps all of the building's systems running smoothly for maximum comfort.

This year, the following improvements to the facility & furnishings were made:

- (1) Cleaning of carpet and tile throughout the Library to maintain its appearance while providing a clean atmosphere.
- (2) Regular appointments with a pest control service.
- (3) Replacement of cracked concrete in the north patio area.

### Staff Development

The library administration encourages staff development in numerous ways:

**Budget Allocations:** Staff needs are addressed through the budget process by allocating funds to line items that support staff training & development, as well as to purchase equipment and supplies that benefit employees.

**Staff Development Day:** The Library Staff will have a Staff Development Day that is focused on safety and first aid training, as well as additional Strategic Planning exercises with our facilitator Amanda Standerfer.

**Staff Training:** There are various types of training and professional enrichment opportunities provided for library employees on a continuous basis throughout the year, as budgetary provisions allow. These are job-related classes, conferences, seminars & training sessions that can have a positive impact on employees' jobs.

### Workload Issues:

Distribution of work across the library organization is addressed on many levels. Library administration considers workload issues in terms of:

1. The best use of human resources to accomplish the Library's Ends.
2. Public service needs.
3. Budget constraints.
4. Staff expertise and experience in specific areas.
5. Availability of acceptable candidates to fill position vacancies.

# Memo

## Process for Appeal for Request for Reconsideration

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** August 23, 2023

### From the Materials Selection Policy Regarding Requests for Reconsideration of Library Materials Procedure

The Portage District Library Board, administration, and staff support intellectual freedom and subscribe to the principles of the American Library Association's Library Bill of Rights and its statements on Freedom to Read and Freedom to View. The Library staff applies the selection criteria described in this Materials Selection Policy and thus endeavors to provide books and other materials that reflect the diversity of viewpoints within the community.

#### Reconsideration Process:

- A.** A member of the library staff explains the selection policy to the patron. If the patron wishes, they may then submit a written Request for Reconsideration of Library Materials form to the Library Director.

*Library Director Christy Klien received a written Request for Reconsideration of Library Materials form for the book *Sex is a Funny Word* by Cory Silverberg and Fiona Smith dated June 6, 2023.*

- B.** Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.

*Library Director Christy Klien read the book, then consulted with library staff. She read reviews on the book in question in review journals including *School Library Journal*, *Publishers Weekly*, and *Kirkus Reviews*. She noted that the book has received several awards and honors.*

- C.** The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.

*The requester was notified in writing in a letter from Library Director Christy Klien dated July 13, 2023 of her decision to retain the book Sex is a Funny Word by Cory Silverberg and Fiona Smith.*

- D.** A written appeal of the Library Director's decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.

*Library Board Chair Tom Vance was in receipt of an appeal to Library Director Klien's decision on July 31, 2023. In order to give all trustees time to review the book Sex is a Funny Word by Cory Silverberg and Fiona Smith, a vote on the Appeal for the Request for Reconsideration received on July 31, 2023 will be made at the Library Board Meeting on September 25, 2023.*

- E.** The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

# Memo

## Continued Discussion About Plans for 2023 Library Board Retreat

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** August 24, 2023

### Background:

The Portage District Library Board typically holds an Annual Retreat in the fall. Over the years, trustees have participated in many different activities for their retreat. It is usually a learning opportunity for trustees and library administrative staff to experience together. In the past few years, the Library Board Retreat time has been used to rewrite the Library's mission, vision, and values statements, and complete a Strategic Plan for the Library with facilitator Amanda Standerfer.

The Library Board requested to continue the discussion at the August 28, 2023 Library Board meeting.