

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
October 23, 2023

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, October 23, 2023 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, October 23, 2023 at 6:00 p.m. This meeting will be held at 300 Library Lane. The purpose of this meeting is for the discussion of library business. The Library gives notice of the following:

1. Meeting Attendance

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

2. Procedures

The public may participate in the meeting in person or electronically and may make public comment through either of the following methods. Each speaker has a time limit of three minutes. Please refer to the Policy for Public Comments at Meetings in its entirety at (<https://qrco.de/bdiESq>).

3. Contact Information

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

4. Persons with Disabilities

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

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

<https://us02web.zoom.us/j/83066428024>

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 +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 9128 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 830 6642 8024

Dated: October 19, 2023

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

October 23, 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 October 23, 2023 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (VOTE)

- A. Minutes of the Regular Board Meeting of September 25, 2023. (Info) Pg. 5-8
- B. Review of Donation Policy. (Info) Pg. 9
- C. Budget Amendment – Grandmother and CIG Donation (Info) Pg.10
- D. Monitoring Report – Communication & Support to the Library Board. (Info) Pg. 11-14
- E. Monitoring Report – Ends Focus of Grants/Contracts. (Info) Pg. 15
- F. Narrative Report for September 2023. (Info) Pg. 16-17
- G. Report on Financial Condition for September 2023. (Info) Pg. 18-19
- H. Statistical Report for September 2023. (Info) Pg. 120-21
- I. MLA Advocacy News for October 2023. (Info) Pg. 22-24
- J. PDL Events Calendar for November and December 2023.(Info) Pg. 25-26

VI. Guest - Adult Services Librarian Rachael Wiegmann (10 minutes)

VII. Governance (20 minutes)

- A. Approval of Resident/Non-Resident Policy and Non-Resident Fee Amount for 2024. (VOTE) Pg.27-30
- B. Approval of Holiday Schedule for Library Hours of Operation in 2023. (VOTE) Pg.31
- C. Review of Investment Policy and Library Investment Listing (Info) Pg.32-35

VIII. End Development (30 minutes)

- A. Library Director's Accomplishment of Personal Goals for Fiscal Year 2023. (Info) Pg.36-37
- B. Library Director's 2023 Evaluation Process. (Info) Pg.38
- C. Third Quarter 2023 Strategic Planning Statistics. (Info) Pg.39-45
- D. Third Quarter 2023 Financial Report. (Info) Pg.46-48
- E. Request for Library Board Approval for Restricted Use of Trustees Signatures and Library Patron Data Base for Direct Mail Initiatives (VOTE) Pg.49

AGENDA

IX. Library Director's Reports (20 minutes)

- A. Diversity, Equity, Inclusion, and Accessibility Statement (VOTE) Pg.50
- B. Final remarks by Library Director for the October 23, 2023 Library Board Meeting

X. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the December 11, 2023 Board Meeting
 1. Minutes of the Regular Meeting held on October 23, 2023.
 2. Review of FOIA Policy
 3. Approval of Annual Calendar of Library Board Activities for FY 2024
 4. Adoption of Schedule of Library Board Meetings for 2024
 5. Report on Financial Condition for October & November 2024
 6. Narrative Report for October & November 2023
 7. Statistical Report for October & November 2023
 8. MLA Advocacy News for November & December 2023
 9. Personnel Committee's Recommendation for Library Director's Compensation in 2024
 10. End-of-Year Report on Accomplishment of all Ends in 2023
- B. Miscellaneous

XI. Adjournment

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From the September 25, 2023
Regular Board Meeting

I. Start of Meeting

II. Roll Call

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

Board Members Absent: Ken Baker (excused), Michele Behr (virtual/non-voting)

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

Guests Present: Anne Seurynk, Library Attorney Foster, Swift, Collins & Smith

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

Library Board Chair Tom Vance welcomed everyone to the September 25, 2023 Library Board Meeting. He asked if anyone present or online had any comments and there were none.

IV. Adoption of the Agenda for the Regular Meeting of September 25, 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 Whitlock that the Library Board adopt the agenda for the regular meeting of September 25, 2023. Vote 5-Yes, 0-No, 2-Absent (Baker, Behr). Motion carried.

V. Consent Agenda

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

- A. Minutes of the regular meeting held on August 28, 2023
- B. August 2023 Narrative
- C. Financial Condition for August 2023
- D. Statistical Report for August 2023
- E. October 2023 Program Calendar
- F. Review of Materials Selection Polic
- G. Review of Capitalization Policy

MOTION: It was moved by Trustee VanderVries and supported by Trustee Friedman that the Library Board approve the consent agenda for the regular meeting of September 25, 2023. Vote 5-Yes, 0-No, 2-Absent (Baker, Behr). Motion carried.

VI. Board Meeting Guest

- A. Library Attorney Anne Seurynk

Library Attorney Anne Seurynk gave a presentation to the Library Board titled - Recent Trends in Library Law: Top 5 Challenges.

Challenge 1 - Public Comments.

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Seurynk recommended that Library Boards develop a Public Comment policy that covers time limits and whether the speaker must give their name and address. The PDL Board approved its Policy for Public Comments at Meetings in December 2022. Seurynk also recommended a social media policy that governs use of that site.

Challenge 2 - Freedom of Information Act - Confidential Information

Seurynk reminded trustees that there is no exemption for “confidential information” that companies submit as a part of an RFP process, therefore RFP’s should clearly state that there is no expectation of confidentiality.

Challenge 3 - Understanding New Rules Under Library Privacy Act

Seurynk explained the new rules under the Library Privacy Act. Library record does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a library.

Disclosure is permitted – library employees are not prohibited from providing a sworn statement or testimony to a law enforcement officer.

Challenge 4 - First Amendment Issues/Protecting Children

Seurynk discussed Requests for Reconsideration of library materials. She said that the main argument for removal of certain materials is that people who object are protecting children. She has observed concerns particularly regarding LGBTQ+ material or comments regarding protecting children from “offensive” material, “grooming”, or “soliciting”. She emphasized that the library does not act “in loco parentis.” There is no legal basis to protect children from books that may not be in agreement with parental views or religion. She shared the following quote:

“Moreover, if a parent wishes to prevent her child from reading a particular book, that parent can and should accompany the child to the Library, and should not prevent all children in the community from gaining access to constitutionally protected materials. Where First Amendment rights are concerned, those seeking to restrict access to information should be forced to take affirmative steps to shield themselves from unwanted materials; the onus should not be on the general public to overcome barriers to their access to fully-protected information.” *Sund v City of Wichita Falls*, 121 F Supp 2d 530 (ND Tex 2000)

Challenge 5 - Email

According to the Open Meetings Act, there cannot be communications between a quorum of the board on policy issues. Must keep this in mind when using emails or texts. She recommended using BCC when sending emails to all trustees as a precaution to using replay all.

Seurynk recommended that the library look at its retention policy. How are you saving emails and texts? She said documents can be public records regardless of whether using a personal phone or email address.

Trustees thanked Seurynk for her presentation and assistance with legal matters. Board Chair Vance said they have been thinking a lot about some of the topics she addressed.

VII. Governance

A. Initiation of Library Director’s 2023 Evaluation

The Library Board had a discussion of the Library Director’s 2023 evaluation. Board Secretary explained the reason for two separate evaluation forms in the past, one is Carver Governance

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specific and the other allows for more director-specific feedback. Trustees requested that the evaluation forms be combined into one in the future.

B. Appeal for Request for Reconsideration

Trustees had discussion regarding the appeal made to Library Director Klien's Request for Reconsideration. The Board expressed an understanding that the library does not act in loco parentis. The Board emphasized the legal issues brought forward by the Library's Attorney that removing access to books that some patrons find offensive violates the First Amendment Rights of other patrons. The Library Board reaffirmed the Material Selection Policy and the Procedure for Requests for Reconsideration. The Board voiced their support for Library Director Christy Klien's decision and the diligence of the Library staff when they are purchasing items for the library's collection.

Library Board Chair Vance read the Resolution to Deny Appeal of Reconsideration Request Regarding *Sex is a Funny Word* which was prepared by the Library's Attorney.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Friedman that the Library Board deny the appeal. Roll Call Vote: Friedman-Yes, Terry-Yes, Vance-Yes, Vander Vries-Yes, Whitlock-Yes, 0-No, 2-Absent (Baker, Behr). Motion carried.

VIII. Ends Development

A. Report on 2023 Summer Reading Program

Head of Youth Services Laura Wright and Adult Services Librarian Ruth Cowles gave a presentation on the 2023 Summer Reading Program. Wright said Youth Services made some adjustments to the start of the Summer Reading Program so that kids could sign up while school was still in session. They found that helped keep the momentum after the Summer Reading presentations while the students were excited.

Wright said that it has been the practice of the Youth Staff to double staff days during the summer. This year, however, they often had to triple staff so that the kids could give staff their feedback for quest activities. This was a change to the quest format following the recommendation from teachers and parents who said that kids need social emotional experiences outside of their family unit. This one on one time with staff proved a valuable asset to Summer Reading activities.

Wright said that a donation of books from a local business earlier in the year was used as Summer Reading prizes and were appreciated by all.

Cowles said that Adult Services changed how the Summer Reading Program worked during Covid and that it was such a success, they have continued that format. The Adult Summer Reading Program buys gift cards from local businesses with funds from Friends of the Library. They were able to have exciting prizes every week and a large prize at the end of the program. Cowles said after three years in this format the program keeps growing and we get such positive responses from the community.

IX. Library Director's Reports

A. Final remarks by Library Director for the September 25, 2023 Library Board Meeting.

Library Director Klien said we held a Staff Development Day last Friday. Staff was sent a survey

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to determine the topics for training. We had a de-escalation training with a team from Library Journal, Disability Network Southwest Michigan came to talk about disability etiquette and language, and the afternoon involved hands-on experience with the tools in the Makerspace.

As an update to the Monarch Waystation report, Klien expressed her thanks to Assistant to the Director Quyen Edwards who donated 300 native plants she grew from seed for the library's landscape.

Klien said that Adult Services Programming Librarian Rachael Wegmann is starting tomorrow.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the October 23, 2023 Board Meeting

1. Minutes of the Regular Meeting held on September 25, 2023
2. Review of Donations Policy.
3. Review of Investment Policy.
4. Review of Resident Non-Resident Policy.
5. Approval of Holiday Schedule for Library Hours of Operation in 2024.
6. Monitoring Report – Communication & Support to the Library Board.
7. Monitoring Report – Ends Focus of Grants/Contracts.
8. Update on Library Director's 2023 Evaluation Process.
9. Library Director's accomplishment of personal goals for FY 2023.
10. 3rd Quarter Financial Report for FY 2023.
11. 3rd Quarter Strategic Plan Report.

B. Public Comment

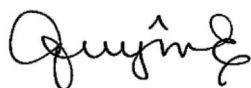
Christine Stamper, 930 Westmoreland Ave. – Stamper expressed her thanks to the Board for allowing her to make a public statement on the record. She said that she was a Portage Public School alumni, a community member, and that she has a PhD in Education with a focus on Literature for Children and Young Adults. She came to encourage the Board not to remove items that have been selected by the staff for the collection. She reference ALA, MLA and many other professional organizations have strong non-censorship and non-book banning stances. She emphasized the importance of children's literature as powerful tools that help readers learn about themselves and the world around them. She thanked the Board for standing behind the librarians and the books at Portage District Library.

XI. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of September 25, 2023.

DISPOSITION: The regular board meeting of September 25, 2023 was adjourned at 7:13 PM.

Recorded and Transcribed by,



Quyen Edwards
Library Board Secretary

Donation Policy

Last Reviewed & Approved: 10-24-22

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

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

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

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

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

Memo

Budget Amendment for Restricted Donations

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 17, 2023

BACKGROUND

It is my pleasure to announce that the Portage District Library has received a generous donation from the Kalamazoo Community Foundation Grandmother and CIG Endowment Fund been directed for specific uses.

- \$500 donation to support the Teen LGBTQ+ Meet-Up.

RECOMMENDATION:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2023 Budget to increase the Teen Programming line by \$500.

Monitoring Report on Executive Limitation Policy:

Communication and Support to the Library Board

October 25, 2023

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

1. Neglect to submit monitoring data required by the Library Board (see policy on Monitoring Library Director's Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored. Discriminate against any staff member for expressing an ethical dissent.

Director's Response: All board policy monitoring data has been submitted to the Library Board as required and noted on the Library Board's annual calendar as follows:

Board Executive Limitations and Public Service Policies	Dates when Monitoring Data was provided to Library Board
Art Exhibit and Gift Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 4-24-23.
Asset Protection Policy (Executive Limitation)	Monitoring report provided to the Library Board on 3-20-23.
Capitalization Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 9-25-23.
Community Meeting Rooms Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 9-25-23.
Circulation Policy (Public Service Policy)	Will replace the Fines and Fees Usage Policy and go to the Board for review on 7-25-22.
Communication and Support to the Library Board Policy (Executive Limitation)	Provided information and communicated regularly throughout the year with the Library Board via: agenda packets, e-mails, e-newsletters, special mailings and presentations at board meetings; arranged for regular presentations by library staff to keep board members updated on library issues; Report by Behrje on 3-Year Technology Plan 7-24-23; conveyed important information to trustees, such as: Ends development and accomplishments; Friends of the Library; fundraising initiatives (Annual Campaign); library monthly narrative & statistical reports; marketing activities; Public Hearing on FY 2024 Budget; Monitoring report on this policy will be provided to the Board on 10-25-23.
Compensation and Benefits Policy (Executive Limitation)	Monitoring report provided to the Library Board on 8-28-23.
Confidentiality Policy (Public Service Policy)	Replaced Library Privacy and Search Warrant Policy on 2-27-23.
Donation Policy (Public Service Policy)	Will provide information to the Board to review this policy on 10-25-23.
Emergency Library Director Succession (Executive Limitation)	Monitoring report provided to Library Board on 2-27-23.

Ends Focus of Grants or Contracts Policy (Executive Limitation)	Will provide information to the Board to review this policy on 10-25-23.
Financial Condition and Activities Policy (Executive Limitation)	Monthly & quarterly reports done all year; and Financial Audit Presentation on 6-26-23; recommended allocation of gifts & donations on 6-26-23; provided data on fundraising initiatives as part of Library Director's narrative reports in board meetings; and a Monitoring Report for this Executive Limitation was provided to Library Board on 3-20-23.
Financial Planning/Budgeting Policy (Executive Limitation)	Data provided in monthly & quarterly reports all through FY 2023. FY 2023 Budget projections given on: 6-67-23, 7-24-23, 8-28-23. Public Hearing was conducted on 8-28-23. Monitoring Report provided to Library Board on 03-20-23.
Freedom of Information Act (FOIA) Policy (Public Service Policy)	Will provide information to the Library Board for review on 12-11-23.
Fundraising Policy (Executive Limitation)	Provided information to Library Board to review this policy on 4-24-23.
Global Executive Constraint (Executive Limitation)	Provided information to Library Board to review this policy on 1-23-23.
Heritage Room Policy (Public Service Policy)	Provided information to the Library Board on 6-26-23 to review this policy.
Internet Policy (Public Service Policy)	Provided information to the Library Board on 7-24-23 to review this policy.
Investment Policy (Public Service Policy)	Will provide information to the Library Board on 10-25-23 to review policy.
Materials Selection Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 9-25-23.
Patron Behavior Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 5-22-23.
Programming Policy (Public Service Policy)	Provided information to Library Board to review this policy on 4-24-23.
Reciprocal Borrowing Policy (Public Service Policy)	Provided information to the Library Board on 5-22-23 to review this policy.
Records Retention Policy (Executive Limitation)	Monitoring report provided to Library Board on 7-24-23.
Resident/Non-Resident Policy (Public Service Policy)	Will provide information to the Library Board on 10-23-23 to review policy.
Treatment of Consumers Policy (Executive Limitation)	Monitoring report provided to Library Board on 2-27-23.
Treatment of Staff Policy (Executive Limitation)	Monitoring report provided to the Library Board on 8-28-23.

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

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

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

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

Director's Response: The Library Board has been in compliance with its own policies.

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

Arranged for regular staff presentations to Library Board highlighting various areas and services at the library (Three-Year Technology Plan; marketing initiatives; revenue projections; tax capture; Summer Reading Program report)

Arranged for guests/presenters to come to board meetings: Library Auditor Rehmann Robson, new library staff, City Manager Patrick McGinnis, and Library Attorney Anne Seuryneck)

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

Director's Response: Presented information to Library Board in the formats they requested.

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

Director's Response: The Library Board has been provided the complete support of the Library Director (Klien), the Assistant to the Library Director and Board Secretary (Edwards), and the Library Business Manager (Foti) in all matters of official Library Board, officer or committee communications. The support mechanism in place to assist the Library Board is an Administrative Team composed of these staff members, plus seven other Department Heads and team members who receive board directives and represent the Library Board's decisions and preferences to the rest of the library staff. The support service to the Library Board includes: participation in assessing current board policies and/or developing new policies as may be needed;

implementation of board policies and enforcement with the public; review and revision of library Ends Statements as identified by the Library Board and development of activities and projects to accomplish those Ends; representation of board preferences to the public; conduct of general research, online database searches for information, making contacts on behalf of the Library Board, handling correspondence and e-mail communications for the Library Board, managing official documentation of Library Board activities, and any other activities as required by the board as a whole, or upon individual request, if necessary and endorsed by the Board Chair. Legal services are always available to the Library Board as well.

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

Director's Response: Proper attention has been given to the position of all Library Board members and in particular to the Board Chair and Vice Chair when communicating with the Library Board.

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

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

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

Director's Response: All items delegated to the Library Director or required by law or contract to be board approved have been included on the consent agenda with supporting monitoring assurance. Examples of this are: (1) the annual financial audit; (2) the annual State Aid report to the Library of Michigan; (3) the Public Hearing on the Library's Proposed Budget in August; (4) annual review of the library's public policies and the Library Board's executive limitation policies; (5) end-of-year budget amendments, as needed; (6) establishment of an updated Non-Resident Fee for the coming year; and (7) approval of any outsourced service contracts or purchases potentially exceeding \$20,000.

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

Director's Response: This document serves as a "Communications and Support Monitoring Report" for Fiscal Year 2023, to assure the Library Board that all communications with the board have been handled appropriately and was included in the October 25, 2023 board meeting agenda packet.

Monitoring Report on Ends Focus of Grants & Contracts for Fiscal Year 2023

October 23, 2023

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

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

Director's Response: All appropriate methods and activities were followed to ensure that any grant funds awarded to the Portage District Library, as grantee of funds, from granting agencies were used in prudent, lawful and ethical ways. The grant applications that were submitted and approved in FY 2023 were:

Granting Agencies or Partners	Amount	Purpose of Grant or Contract
SMLC (Southwest Michigan Library Cooperative)	\$3,000	Portage District Library requested and was awarded \$1,000 for collection development, \$1,000 for technology, and \$1,000 for professional development.
Friends of the Portage District Library	\$13,000	\$12,000 2023 Summer Reading Program \$1,000 Geek Fest 2023
Kalamazoo Community Foundation Nancy Haner Memorial Fund	\$845.58	Portage District Library was awarded this grant to be used for "achieving library goals and purposes".

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

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

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

Director's Response: The Library Director has not funded any specific methods that fall into this category.

Director's Report

September 2023

Adult Services

Jane Fleming, STEM librarian, taught 26 patrons how to make Sublimation Printed Coasters on September 13, September 18, and September 26. Patrons were able to choose from different types of sunflowers. They then printed them on the sublimation printer, centered the design on the coaster, and then used the heat press to transfer the design. Time was also spent explaining how sublimation works, and other types of projects you can make using a sublimation printer. A number of patrons came back after to make more coasters.

Attendee reaction: *"These are absolutely beautiful! I would like to make some more.."*

On September 12th, Librarian **Ruth Cowles** presented The Importance of Music in Film for 24 patrons, discussing why music makes a film. They started with silent films that relied on music to express feelings, danger, and romance. Then they moved through the Golden Era of film to finally ending with modern films. Williams, Horner, Zimmer, and Elfman were a few of the highlighted composers.

Patron reaction: *"This was excellent. We need to have more programs like this."*

On September 17th, local Artist Patrick Thomas hosted an art reception for his show hanging at the library. In cooperation with the library, the Paw Paw area Community Chorus provided music, and Patrick spoke about the history of watercolors. A hundred and fifty attendees enjoyed music, Patrick's artist talk, and refreshments in the atrium while touring our gallery spaces.

On September 28th, Outreach Librarian **Sara Weyenberg** hosted Is an Electric Car Right for Me?, by a local electric vehicle enthusiast Steve Grieve. The audience of twelve had a mix of people who already owned electric vehicles and people who did not which allowed for an active conversation toward the end of the event between the two groups about the differences between electric and gasoline-powered vehicles and which would be the right fit for an individual and why.

Youth Services

We began our Fall rotation of programming, instituting registration for several of our recurring events to help keep numbers at a good level. Our Storytime team of **Kristy Zeluff**, **Jenni Chase**, **Mary Breuer**, and **Steve Rossio** have been informing our preschool families that this was coming.

Maker programs continue to be popular with our families, so new to the rotation is our History Makers series. In September, Youth Staff **Jenni Chase** hosted a Medieval Catapult build in the Maker Space.

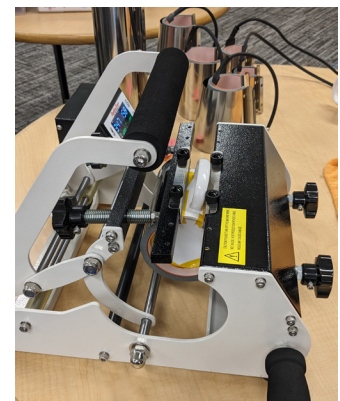
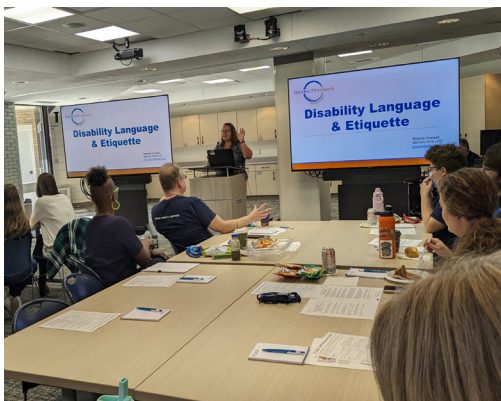
Outreach Librarian **Andrea Smalley** hosted a booth at Portage's Fall Fest, offering library cards, book checkout, and activities to area families.

Our new Work Experience student started this month. She will be with us for the school year, assisting with maintenance of the Preschool Room and collections.

Portage Northern Book Buddies set up an expansive Brio Train layout for children to play with this month. Around 300 people came in to play with the trains over a week's time. The train set was a generous donation from one of our Portage families.

Personnel

The Library held its 2023 Staff Development Day on Friday September 21, 2023. During the day staff attended training in the following areas: "De-escalation Training" by Library Journal; "Disability Language and Etiquette" by the Disability Network Southwest Michigan; and overview and demonstration of the various technology and equipment in the Creation Station /Maker Space. Final plans for the Library's 2023-2024 Open Enrollment for benefits have been finalized and will take place via a virtual meeting on November 1, 2023.



Maintenance & Building Services

Building services involved pest control treatment, planting native shrubs, removing rocks from front garden, participated in two electronic productivity webinars, selected alternative snow removal services company residing in Portage, waterproofing concrete joints in the preschool egress along walls and stairs, replaced program room's lighting with new LEDs including the recessed CFL lights, installing new restroom door openers on the main level for accessibility, replacing caulk in both the courtyard and north terrace exterior windows, installing new water line for new café coffee maker, replacing bad relay on new boiler and correcting low VAV temperatures on 5 units.

Information Technology Department

The IT department successfully upgraded to version 3.7.1. After hours downtime was limited to 45 minutes. The IT department has begun evaluating cloud VoIP telephone vendors and expects to select a new vendor by the end of October 2023. The department will also begin replacing staff devices over the next 2 months.

Financial Condition Report

September 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 \$8,181,291
Expenditures \$5,002,704

Fund	8/31/2023	Changes	9/30/2023
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

September 2023

	Month Statistics			YTD Statistics		
	Sep-23	Sep-22	CHANGE	2023	2022	CHANGE
Circulation/Collections						
Total Library Circulation	69,458	70,929	-2.07%	667,830	541,945	23.23%
Adult - Books	15,915	16,933	-6.01%	152,457	120,756	26.25%
Adult - A/V	3,496	3,796	-7.90%	34,663	25,595	35.43%
Youth - Books	27,832	29,709	-6.32%	274,685	201,936	36.03%
Youth - A/V	2,702	2,423	11.51%	26,653	29,832	-10.66%
Hot Picks	849	836	1.56%	8,062	7,707	4.61%
E-Material	16,962	15,366	10.39%	153,539	144,747	6.07%
ILL - PDL Requests	925	892	3.70%	9,461	5,758	64.31%
ILL - Other Lib. Requests	777	974	-20.23%	8,310	5,614	48.02%
Self-Checkout Percentage	50.13%	48.55%		52.95%	55.19%	
Total Library Collection	178,826	180,933	-1.16%			
Adult - Books	72,614	73,923	-1.77%			
Adult - A/V	13,289	16,808	-20.94%			
Youth - Books	82,207	78,997	4.06%			
Youth - A/V	8,001	8,370	-4.41%			
Hot Picks	2,715	2,835	-4.23%			
Net Acquisitions	455	1,533	-70.32%	875	(4,233)	120.67%
Purchased - Books	1,827	2,090	-12.58%	14,261	12,146	17.41%
Purchased - A/V	121	175	-30.86%	1,431	1,734	-17.47%
Donated - Books	0	0	0.00%	1	0	100.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(1,493)	(732)	-103.96%	(14,818)	(18,113)	18.19%
Total In-House Usage*	0	0	n/a	0	0	n/a
In-House Periodical Usage	0	0	n/a	0	0	n/a
In-House Book Usage	0	0	n/a	0	0	n/a
Patrons						
Total Patrons	33,284	37,617	-11.52%			
Adult	16,041	18,217	-11.94%			
Youth	2,895	4,178	-30.71%			
Non-Resident	185	159	16.35%			
Reciprocal	3,019	3,741	-19.30%			
Internet User	481	331	45.32%			
PASS Users	10,603	10,933	-3.02%			
Professional	60	58	3.45%			
Net Patrons	277	545	-49.17%	(3,101)	2,743	-213.05%
Adult	204	236	-13.56%	1,939	3,199	-39.39%
Youth	14	33	-57.58%	174	786	-77.86%
Non-Resident	0	5	-100.00%	22	67	-67.16%
Reciprocal	68	52	30.77%	531	263	101.90%
Internet User	34	39	-12.82%	334	235	42.13%
PASS Users	326	281	16.01%	1,029	1,208	-14.82%
Professional	1	1	0.00%	2	7	-71.43%
Patrons Removed	(370)	(102)	-262.75%	(7,132)	(3,022)	-136.00%

Statistical Report

	Month Statistics			YTD Statistics		
	Sep-23	Sep-22	CHANGE	2023	2022	CHANGE
Library Building Usage						
Total Meeting Room Usage	650	498	30.52%	5,869	1,870	213.85%
Internal/Collaboration	154	67	129.85%	833	162	414.20%
External/Outside Usage	496	431	15.08%	5,036	1,708	194.85%
Total Program Audience	2,640	1,218	116.75%	24,040	8,486	183.29%
Adult	435	202	115.35%	4,903	1,879	160.94%
Youth	1,356	933	45.34%	17,448	6,524	167.44%
Heritage Room	849	83	922.89%	1,689	83	1934.94%
Total Number of Programs	83	53	56.60%	661	252	162.30%
Adult	31	17	82.35%	315	117	169.23%
Youth	50	34	47.06%	331	133	148.87%
Heritage Room	2	2	0.00%	15	2	650.00%
Total Volunteer Hours	209	196	6.63%	1,945	991	96.27%
Adult	54	47	14.89%	513	171	200.00%
Youth	52	0	100.00%	585	0	100.00%
Technical	42	17	147.06%	183	189	-3.17%
Circulation	28	81	-65.43%	320	408	-21.57%
Administration	32	47	-31.91%	316	207	52.66%
Community Service	1	4	-75.00%	28	16	75.00%
Total Front Door Traffic	18,998	19,890	-4.48%	177,426	102,782	72.62%
Total Youth Services Traffic	11,974	12,132	-1.30%	125,279	71,888	74.27%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	5,684	6,228	-8.73%	57,118	44,841	27.38%
Adult Phone	344	325	5.85%	3,563	2,577	38.26%
Adult Ready Reference	1,583	1,703	-7.05%	15,571	8,744	78.08%
Adult Reference	119	158	-24.68%	1,452	924	57.14%
Youth Phone	50	51	-1.96%	573	433	32.33%
Youth Ready Reference	2,659	1,925	38.13%	23,341	15,483	50.75%
Youth Reference	358	130	175.38%	4,050	2,671	51.63%
HR Phone	8	8	0.00%	85	103	-17.48%
HR Ready Reference	167	311	-46.30%	1,799	1,328	35.47%
HR Reference	12	21	-42.86%	96	113	-15.04%
Circ Phone	261	266	-1.88%	2,494	3,112	-19.86%
Circ Ready Reference	88	475	-81.47%	2,105	4,115	-48.85%
Circ Reference	35	855	-95.91%	1,989	5,238	-62.03%
Total Edutainment LAN Use	96	68	41.18%	2,124	403	427.05%
Total Internet Computer Use	1,367	1,326	3.09%	12,874	7,402	73.93%
Youth Computers	121	88	37.50%	1,422	639	122.54%
Adult Computers	1,244	1,237	0.57%	11,429	6,755	69.19%
Laptop Computer Circulated	2	1	100.00%	23	8	187.50%
Total Electronic Transactions	37,658	51,144	-26.37%	593,127	406,068	46.07%
WebSite Hits	25,676	38,952	-34.08%	489,981	305,238	60.52%
WebCatalog Sessions	9,765	9,878	-1.14%	84,843	83,468	1.65%
Licensed Database Hits	2,217	2,314	-4.19%	18,303	17,362	5.42%

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

Christy Klien, Library Director

MLA ADVOCACY NEWS

September 2023

Save the Date!

MICHIGAN LIBRARY ADVOCACY DAY

Tuesday, April 16, 2024

9:00 AM - 5:00 PM

Michigan State Capitol

MLA ADVOCACY AND LEGISLATIVE COMMITTEE FY2023 ACTION PLAN

The Michigan Library Association leads, educates and advocates for the advancement of the Michigan library community. MLA is the collective voice for Michigan libraries, and we advocate for public, school and academic libraries through grassroots advocacy, lobbying, and statewide publicity. We advocate for and protect library funding and monitor and respond to challenges and issues that impact our libraries' ability to serve our communities. Based on the Legislative Survey conducted in 2022, MLA's membership identified four key categories of work that were supported at 80% or higher at the same time indicating that MLA should place these at a priority or high priority in the work plan for FY2023:

Funding

Property Taxes:

Monitor property tax and local income tax funding structure for libraries.

Monitor and react to legislation that ensures the elimination of existing and new automatic tax captures.

Work in partnership with MML, MTA, MAC and others to restore libraries' abilities under Headlee to roll up their millage rates to the amounts originally authorized by a vote of the people.

Maintain the ability to hold millage elections in key months of May, August and November.

Penal Fines:

Monitor, protect and reverse any efforts to provide legislation for parallel ordinances and other methods to siphon this funding, where appropriate.

Educate all parties (legislators, county treasurers, librarians) on how this system works.

Promote transparency and consistency in reporting methods to libraries by the state and county treasurers.

Explore alternative sources of funding that moves away from penal fines. (Must be stable, predictable, secure and a more equitable system.)

State Aid:

Protect and increase State Aid to Libraries in the FY2023-24 Appropriations

Prepare for testimony at budget hearing.

Set up individual meetings with key legislative leadership on Appropriations after Consensus Revenue Estimating Conference in August.

Capital Improvement Resources:

Identify federal and/or state resources for capital improvement/infrastructure grants.

Other:

Identify other sources of revenue for libraries for programs/services/general operations.

MLA ADVOCACY NEWS

Access to Information

Intellectual Freedom:

Protect intellectual freedom and the right to read. Continue to react and provide support for libraries experiencing censorship, election challenges and book bannings.

Protect Privacy:

Monitor and respond to any challenges to library users' privacy.

Michigan eLibrary:

Encourage continued support and funding for Michigan eLibrary (MeL)

Universal Access to Broadband:

Raise awareness of the digital divide and support rural broadband initiatives by expanding Broadband/Wi-Fi Access for libraries and identify funding opportunities. Build relationship with the new Michigan High Speed Internet (MIHI) office.

Net Neutrality:

Oppose legislation that would encumber the internet allowing inequity of speed and influence of content.

K-12 Libraries:

Continue to build awareness of the need for K-12 School Libraries in Michigan schools to be staffed by certified school librarians/media specialists.

Literacy/Early Childhood Education:

Explore options to promote and secure funding for libraries' participation in early childhood education, digital literacy and digital citizenship.

Third Party Vendors:

Bring focus to e-book purchasing challenges which stifles library access to new releases.

Diversity, Equity, Inclusion and Accessibility (DEI&A)

Open Meetings Act:

Propose legislation that will allow library and cooperative boards to attend and participate in meetings on a virtual basis.

Elliott-Larsen Act:

Respond to challenges or legislation that directly affects protected classes of people.

Library Funding:

Address the individual inequities in penal fine funding by proposing a more just means of funding public libraries.

Safety

Open Carry:

Monitor legislation and work with partners to reform state law concerning open carry of firearms at public libraries.

Member Advocacy Development

Continue to motivate, mentor and assist library directors and trustees in building relationships with legislators on an ongoing basis.

Educate members about best practices for working with a legislator to change laws.

MLA ADVOCACY NEWS

- Encourage every library director to contact their legislators, offer to host office hours, host a tour.
- Encourage directors to contact their legislators in support of appropriations goals.
- Encourage all public library directors to invite legislators to summer reading kickoff programs and to read a book during March is Reading Month.
- Include a legislative update at MLA Annual Conference.
- Thank legislators when they vote favorable for issues/appropriations affecting libraries.
- Produce a statewide library advocacy day for library personnel and legislators.
- Provide advocacy training and talking points for legislative visits.

Communications

- Produce a statewide marketing/awareness campaign to amplify the value and importance of libraries.
- Build a statewide awareness campaign around reducing the spread of Mis-, Dis- and Mal-information.
- Continue to disseminate a monthly newsletter for state legislators and government officials that speaks to the value and importance of libraries.
- Hold regional meetings by zoom to introduce library members to newly elected legislators.
- Continue to support October as Library Appreciation Month, encourage resolutions, letters to the editor, etc. about the importance and value of libraries in each community.
- Produce short videos or talking point articles for library personnel about the issues.

PDL Events

November 2023

Family Storytime

November 1 | 9:30 AM & 10:30 AM

Drop-In Hours @ The Makerspace

November 1 | 2:00 PM - 4:00 PM

Teen Community Art

Geometric Mural

November 1 | 6:30 PM - 7:30 PM

Muffins and the Market

November 2 | 9:00 AM - 10:00 AM

Baby/Toddler Storytime

November 2 | 9:30 AM & 10:30 AM

Drop-In Hours @ The Makerspace

November 2 | 6:00 PM - 8:00 PM

Baby/Toddler Storytime

November 6 | 9:30 AM & 10:30 AM

Drop-In Hours @ The Makerspace

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

Family Storytime

November 7 | 9:30 AM & 10:30 AM

Elementary Maker

November 7 | 4:30 PM - 5:30 PM

Teen LGBTQ+ Meet-Up

November 7 | 6:30 PM - 8:00 PM

Family Storytime

November 8 | 9:30 AM & 10:30 AM

Drop-In Hours @ The Makerspace

November 8 | 2:00 PM - 4:00 PM

Immaculate Snacks & Gaming

November 8 | 3:30 PM - 4:30 PM

Middle Grade Book Club

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

Caldecott Club

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

Baby/Toddler Storytime

November 9 | 9:30 AM & 10:30 AM

Make It @ The Library:

Create a Personalized Puzzle

November 9 | 3:00 PM - 4:30 PM

Andy Warhol Pop Art Portrait

November 9 | 6:00 PM - 7:30 PM

International Mystery Book

Discussion: "Breathless"

November 9 | 7:00 PM - 8:00 PM

Documentary and Donuts:

"Lead Me Home"

November 10 | 10:00 AM - 11:30 AM

Dance Party and Author Visit

November 10 | 4:00 PM - 5:00 PM

Meet Abraham Lincoln:

Celebrating the 160th Anniversary of the Gettysburg Address

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

Baby/Toddler Storytime

November 13 | 9:30 AM & 10:30 AM

Make It @ The Library:

Created a Personalized Puzzle

November 13 | 10:30 AM - 12:00 PM

Brain Revolution Workshop: Gearing Up For The Holidays

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

Drop-In Hours @ The Makerspace

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

Family Storytime

November 14 | 9:30 AM & 10:30 AM

Elementary Maker

November 14 | 4:30 PM - 5:30 PM

DIY Shower Steamers

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

The Politics of Star Trek

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

Brain Revolution Workshop:

November 15 | 9:00 AM - 11:00 AM

Family Storytime

November 15 | 9:30 AM & 10:30 AM

Cookies and Conversation: "In the Lives of Puppets"

November 15 | 2:00 PM - 3:00 PM

Drop-In Hours @ The Makerspace

November 15 | 2:00 PM - 4:00 PM

Blades of the American Civil War

November 15 | 6:30 PM - 8:00 PM

Muffins and the Market

November 16 | 9:00 AM - 10:00 AM

Baby/Toddler Storytime

November 16 | 9:30 AM & 10:30 AM

Drop-In Hours @ The Makerspace

November 16 | 6:00 PM - 8:00 PM

STEM Storytime

November 17 | 9:30 AM - 10:00 AM

Kalamazoo Macintosh Users Group

November 18 | 9:00 AM - 12:00 PM

Teen Community Art- Drop In

November 18 | 10:00 AM - 12:00 PM

Cardboard City- Drop In and Build

November 20 | 9:00 AM - 10:00 AM

Drop-In Hours @ The Makerspace

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

Kalamazoo Valley Genealogy Society

November 20 | 7:00 PM - 9:00 PM

Cardboard City- Drop In and Build

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

Elementary Maker: Wind Chimes

November 21 | 4:30 PM - 5:30 PM

Plots and Pages

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

Teen Charcuterie Competition

November 21 | 6:30 PM - 7:30 PM

Cardboard City- Drop In and Build

November 22 | 9:00 AM - 10:00 AM

Drop-In Hours @ The Makerspace

November 22 | 2:00 PM - 4:00 PM

Kalamazoo Area Wild Ones:

November 22 | 7:00 PM - 8:00 PM

Cardboard City

November 25 | 12:00 AM - 11:59 PM

Baby/Toddler Storytime

November 27 | 9:30 AM & 10:30 AM

Drop-In Hours @ The Makerspace

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

Family Storytime

November 28 | 9:30 AM - 10:00 AM

History Makers

November 28 | 4:30 PM - 5:30 PM

Purl for Portage: A Yarn Arts Club

November 28 | 6:00 PM - 8:00 PM

Just Move Storytime

November 29 | 9:30 AM & 10:30 AM

Drop-In Hours @ The Makerspace

November 29 | 2:00 PM - 4:00 PM

Creative Bug Class: Pour Painting

November 29 | 6:30 PM - 8:00 PM

Baby/Toddler Storytime

November 30 | 9:30 AM & 10:30 AM

Make It @ The Library:

Create a Personalized Puzzle

November 30 | 6:00 PM - 8:30 PM

PDL Events

December 2023

Friends of the Library Members Only Sale

December 1 | 4:00 PM - 5:30 PM

Friends of the Library Book Sale

December 2 | 9:00 AM - 3:00 PM

Pre-Traditional Holiday Celebration

December 2 | 12:30 PM - 4:30 PM

Baby/Toddler Storytime

December 4 | 9:30 AM & 10:30 AM

Drop-In Hours @ The Makerspace

December 4 | 2:00 PM - 4:00 PM

Family Storytime

December 5 | 9:30 AM & 10:30 AM

Make It @ The Library: Holiday Card Keeper

December 5 | 3:00 PM - 4:30 PM

Teen LGBTQ+ Meet-Up

December 5 | 6:30 PM - 8:00 PM

Family Storytime

December 6 | 9:30 AM & 10:30 AM

Drop-In Hours @ The Makerspace

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

Muffins and the Market

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

Baby/Toddler Storytime

December 7 | 9:30 AM & 10:30 AM

Drop-In Hours @ The Makerspace

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

PPS ELL Family Night

December 7 | 6:00 PM - 7:00 PM

Documentary and Donuts: "Learning to Skateboard in a Warzone (if you're a girl)"

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

Saturday Sound Immersion

December 9 | 10:00 AM - 11:00 AM

Baby/Toddler Storytime

December 11 | 9:30 AM & 10:30 AM

Drop-In Hours @ The Makerspace

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

Portage Public Schools Art Reception

December 11 | 5:00 PM - 6:00 PM

Family Storytime

December 12 | 9:30 AM & 10:30 AM

8th Annual Trivia Contest

December 12 | 6:30 PM - 8:00 PM

Family Storytime

December 13 | 9:30 AM & 10:30 AM

Drop-In Hours @ The Makerspace

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

Immaculate Snacks & Gaming (6th- 12th Grade)

December 13 | 3:30 PM - 4:30 PM

Middle Grade Book Club

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

Caldecott Club

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

Make It @ The Library: Holiday Card Keeper

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

Baby/Toddler Storytime

December 14 | 9:30 AM & 10:30 AM

Drop-In Hours @ The Makerspace

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

International Mystery Book Discussion: "The Windsor Knot"

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

STEM Storytime

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

Kalamazoo Macintosh Users Group

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

Make It @ The Library: Holiday Card Keeper

December 18 | 10:30 AM - 12:00 PM

Drop-In Hours @ The Makerspace

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

Kalamazoo Valley Genealogy Society

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

Plots and Pages:

A Local Writers' Group

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

Purl for Portage: A Yarn Arts Club

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

Teen Candy Cottages

December 19 | 6:30 PM - 7:30 PM

Cookies and Conversation: "Once Upon a Wardrobe"

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

Drop-In Hours @ The Makerspace

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

Family Candy Cottages and Stories

December 20 | 6:30 PM - 7:30 PM

Muffins and the Market

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

Drop-In Hours @ The Makerspace

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

Drop-In Hours @ The Makerspace

December 28 | 6:00 PM - 8:00 PM

Memo

Proposed Non-Resident Fee for Fiscal Year 2024

To: Portage District Library Board
From: Christy Klien, Library Director and Rob Foti, Business Manager
Date: October 16, 2023

BACKGROUND:

For many years, the library has extended library borrowing privileges to non-residents by providing an opportunity for them to get a library card by paying an annual fee that is comparable to what the average resident taxpayer would pay through tax assessment for library service. This is a reasonable approach to resource sharing by a tax supported public library and is a practice followed by many libraries. We have also always complied with Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, which states that a Non-Resident Fee "*may not exceed the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.*"

The current Library Board approved formula for calculating the library's Non-Resident Fee is: *Tax revenue generated by the taxable value of the average residential property in the Library taxing jurisdiction.*

CALCULATION:

Using this formula, we have determined that the library's Non-Resident Fee for 2024 would be: The current number of residential parcels in the Library's jurisdiction is 19,128. The total taxable value for all residential property is 1,973,580,198. Therefore, the average taxable value of a residential parcel of property in the Library's area would be 103,178. That means that tax revenue generated per average parcel in the coming year at the Headlee reduced millage rate of 1.9945 mills will be \$205.79.

This is a \$13.00 increase in the library's Non-Resident Fee from Fiscal Year 2023 which was \$192.00.

RECOMMENDATION:

It is recommended that the Library Board approve a 2024 Non-Resident Fee for the Portage District Library in the amount of \$205.00.

Resident / Non-Resident Membership Policy

I. Definition of the Portage District Library Service Area Boundaries

The service area of the Portage District Library is property located within the City of Portage or the portions of the Portage Public School District located in Texas Township and Pavilion Township.

Only those who reside within or own property or businesses within these boundaries are entitled to free membership.

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

II. Who is able to get a free membership?

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

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

III. Non-Resident Memberships

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

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

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

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

IV. Required Documentation for Establishing a Membership

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

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

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

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

V. Special Circumstances & Other Membership Types

- A.** In the case of children under the age of 18 who are unable to show identification or proof of current residential address and are not accompanied by a parent or documented legal guardian, an alternative form of registration will be offered that will require the membership card to be notification to the responsible party that a membership card has been issued.
- B.** For those individuals seeking membership who may live in alternative living situations, such as shelters, temporary housing, group homes, transitional housing or care facilities, there

may be other options for registration and/or proof of residence. Memberships may be limited in duration and/or limited in amount or type of material that can be checked out for those who are unable to provide the requested residency documentation.

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

VI. Membership Responsibilities and Privacy

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

Schedule of Library Closings for Calendar Year 2024

The Portage District Library will be closed on the following selected federal holidays and special observance days in 2024:

Monday, January 1, 2024

New Year's Day

Monday, September 2, 2024

Labor Day

Sunday, March 31, 2024

Easter

Thursday, November 28, 2024

Thanksgiving Day

Wednesday, June 19, 2024

Juneteenth

Tuesday, December 24, 2024

Christmas Eve

Monday, May 27, 2024

Memorial Day

Wednesday, December 25, 2024

Christmas Day

Thursday, July 4, 2024

Independence Day

Tuesday, December 31, 2024

New Year's Eve Closing at 5:00 PM
(the scheduled time)

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

Investment Policy

I. STATEMENT of PURPOSE

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

II. SCOPE of POLICY

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

III. INVESTMENT OBJECTIVES

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

A. Safety:

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

B. Diversification:

The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

C. Liquidity:

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

D. Return of Investment:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow from characteristics of the portfolio.

IV. DELEGATION of AUTHORITY to MAKE INVESTMENTS

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

V. AUTHORIZED INVESTMENT INSTRUMENTS

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

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

VI. SAFEKEEPING and CUSTODY

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

VII. STANDARD of PRUDENCE

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

VIII. STATEMENT of ETHICS

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

IX. INVESTMENT ACTIVITY REPORT

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

Memo

Investment Listings As of September 30, 2023

To: Portage District Library Board
From: Robert Foti, Business Manager
Date: September 30, 2023

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

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

Type	Issuer	Amount	Maturity Date	Interest Rate
Checking/Sweep Acct	Fifth Third Bank	4,691,804	Liquid	5.317%
Payroll Acct	Fifth Third Bank	\$ 0.00	Liquid	0.00%
Flex Checking	Fifth Third Bank	Variable	Liquid	0.00%
HRA Checking	Fifth Third Bank	Variable	Liquid	0.00%
Cash	UBS	\$323	Liquid	Variable
Money Market Funds	United States Treasury	\$1,184,000	12/28/2023	Variable
CD	Upper Peninsula Bank of Escanaba	\$240,000	12/27/2024	1.75%
CD	Key Bank	\$250,000	3/17/2025	5.00%
CD	Wells Fargo	\$250,000	3/17/2025	5.25%
CD	Dort Financial Credit Union	\$300,000	12/9/2025	4.75%
U.S. Gov't Bonds	Federal Home Loan Banks	\$250,000	12/15/2023	2.55%
U.S. Gov't Bonds	Federal Home Loan Banks	\$500,000	2/28/2024	2.10%
U.S. Gov't Bonds	Federal Home Loan Banks	\$500,000	8/28/2024	2.25%
U.S. Gov't Bonds	Federated Farm Credit Bank	\$250,000	10/4/2024	0.44%
U.S. Gov't Bonds	Federated Farm Credit Bank	\$500,000	4/28/2025	0.72%
U.S. Gov't Bonds	Federated Farm Credit Bank	\$300,000	8/25/2025	0.61%
U.S. Gov't Bonds	Federated Farm Credit Bank	\$500,000	5/4/2026	1.00%
U.S. Gov't Bonds	Federated Home Loan Bank	\$1,000,000	5/26/2026	0.75%
U.S. Gov't Bonds	Federated Home Loan Bank	\$250,000	7/15/2026	0.86%
Asset Backed Securities	FNMA	\$260,000	3/01/2024	2.72%
GovMic (Bond Proceeds)	Various (Managed)	\$6,516	Liquid	5.28%

Memo

Year-End Update on the Library Director's Personal Goals for Fiscal Year 2023

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 9, 2023

GOAL 1: Implement and operationalize the new strategic plan.

- Develop an action plan for the three strategic directions.
- Implement the new strategic plan and provide updates to the board throughout the year.

Update:

- The Admin group has reviewed the document and developed action items and internal metrics.
- The Library Board will receive the 3rd Quarter Strategic Plan statistics at the October 23, 2023, Library Board Meeting.

GOAL 2: Develop a plan for staff satisfaction and retention.

- Complete wage survey process with consulting firm and adjust library's budget accordingly.
- Review the library's Employee Handbook and hiring policies with a Diversity, Equity, and Inclusion lens.
- Implement monthly check-ins for supervisors to meet one-on-one with their staff to improve communication.
- Review and compare staff benefits with current best practices and implement changes.

Update:

- We worked with ElementOne to continue to implement our wage survey process and then started the job descriptions portion of the project in September.

- The Employee Handbook has been reviewed by the library's labor law attorney. We have included holiday and bereavement pay for part-time employees.
- Monthly and Quarterly check-ins are occurring, and annual reviews will take place October and November.
- We worked with Rose Street to review benefits and make recommended changes to staff medical benefits. We have also reached out to other libraries to compare practices.
- The Staff Morale (AKA the Sunshine Committee) has been working to provide fun surprises and activities for staff throughout the year to boost staff satisfaction and morale.

GOAL 3: Continue to strengthen the community through engagement.

- Participate in library community events, such as CommuniTEEN Read, Festival in the Flats, and the PDL table at the Farmer's Market.
- Be an active member of the Rotary Club of Portage and serve on the Portage Rotary Scholarship Committee and chair the Bulletin Committee.

Update:

- I have participated in the following events: Author Hop (2/10), CommuniTeen Read (2/21), Kalamazoo Marathon (4/23).
- I participated in the Festival in the Flats (5/16) and the Portage Farmer's Market (6/18 and 7/16).
- I am an active member of the Portage Rotary Club and served as Chair of the Bulletin Committee, and member of the Greeter committee and Scholarship Committee. I hosted the scholarship student interviews at the library on 4/10 and 4/12.

Memo

Update on the Library Director's 2023 Evaluation Process

To: Portage District Library Board
From: Tm Vance, Library Board Chair
Date: October 18, 2023

Following a discussion at the September 25, 2023 board meeting, it was decided that the same forms from previous years would be used for the 2023 Library Director's evaluation and be compiled into one document. Each trustee should complete the evaluation form based on their own assessment of the Library Director's accomplishments and performance in relation to her personal goals and the 2023 Ends Statements. Library Director Klien will present her Director's Goals update at the October 24, 2023 meeting and trustees will decide when completed forms will need to be returned to Library Board Chair. Trustees will receive the evaluation forms following the meeting.

The Board Personnel Committee (Friedman, Vance, VanderVries) will set their meeting after the evaluation deadline to review the responses and develop a recommendation to the Library Board for the Library Director's compensation in 2024. The Board Chair will then meet with the Library Director for her evaluation.

The Board Personnel Committee will present the recommendation to the whole board at the December 11, 2023 board meeting, at which time a vote will be taken.

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

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

1. Has there been progress on achieving Board endorsed Ends Statements in 2023?
2. Has there been progress on accomplishing Board endorsed personal goals in 2023?
3. Has the Library Director been in compliance with the Board's Executive Limitation in 2023?



Portage District
LIBRARY

STRATEGIC PLAN 2023-2026

THIRD QUARTER UPDATE 2023



Strengthening the Community

We facilitate community members learning, creating, and bridging divides.

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

Activities:

1.1.1 Invest in cutting edge technology in the Makerspace, Creation Station, and Library of Things service areas to provide learning opportunities for patrons.

UPDATE: STEAM Librarian Jane Fleming has reported that patrons are using the resources of the maker space to support decisions like running a business and testing equipment before purchasing. A thirteen year old patron used our jewelry making kit and has turned that interest into a business. A number of patrons learned how to use the Cricut to see if this was something they wanted to invest in themselves have decided to go ahead and purchase their own device, while others have decided that they like the Cricut, but don't need one of their own.

Two new STEM Kits were added to the Makerspace, Sphero Coding Cars Kit and a Makedo Kit. The Sphero kit teaches beginning coding to children and the Makedo kit helps kids be creative to build things out of cardboard.

Overall, we had 131 patrons learning new skills by using the devices in the maker space, including a very busy August schedule of events.

1.1.2 Create opportunities for patrons' creative work to be displayed and highlighted at the library.

UPDATE: This summer, patrons were given the chance to show their creativity and school pride through the coloring of school mascots, which were then displayed for the remainder of the summer.

Starting in July, children age 10 and under were invited to apply to have their art displayed in the Youth Area for a 2-week period. The art space is now booked through late February of 2024. Staff are now periodically including community art components in their themed passive programming including puzzle pieces and tessellation chickens.

The Kindness Chain begun in April by the Book Buddies was added to by children until October. At the end, it was over 700 feet long.

Youth Staff hosted "Part of the Art" which allowed visitors to illustrate a room completely covered in paper. This began as a program and was kept open for a week.

We had four local artists display on the main level of the library, four smaller shows in July and August, and a large show in September. In July, one of our artists hosted two programs about art, which was attended by twenty seven patrons. Our reception for the September show attracted one hundred and fifty patrons for music, a craft talk, and the show itself.

GOAL 2: Build and expand vibrant partner plans with organizations working towards aligned goals.

Activities:

1.2.1 Partner with community organizations to host programming.

UPDATE: Creating STEM kits for teacher use has allowed for further collaboration with the schools as well as created a new opportunity for collaboration with the Air Zoo as they work to develop their own STEAM materials. Feedback from teachers and students has informed our purchases and focus.

Youth Staff developed a relationship with Special Education Teacher Heidi Ali to learn about how to best serve our patrons with Autism, leading to a tentatively scheduled Sensory Night in the spring.

Youth Staff consulted with members of PPS administration and early elementary staff to create a Kindergarten Readiness program.

This summer the Reading Resource section was updated to reflect current teaching practices and provide resources for parents. This included adding new kits that were made in collaboration with the schools.

Youth Staff partnered with Portage Public Schools to host a curriculum night to highlight PPS new curriculum. The library provided a needed neutral space for this.

1.2.2 Consult with existing and potential community partners about effective ways to meet community needs.

UPDATE: There is no update at this time.

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

Activities:

1.3.1 Prioritize directions for outreach including staff connections and community interest.

UPDATE: There is no update at this time.

1.3.2 Create a robust feedback system to allow data from multiple sources to be analyzed and shared with the staff and community.

UPDATE: As an ongoing effort to monitor our passive programming, we have a feedback poster and comment box, located in well-used area.

Staff requested comment cards from youth patrons and families as part of the Summer Reading Quest program.

Youth and marketing staff worked together to develop a tabletop sign that has been displayed in one of the storytime programming rooms, called "Share Your Story".

Extraordinary Experiences

We provide exceptional services that lead to delightful and meaningful interactions.

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

Activities:

2.1.1 For outreach to under served populations, prioritize access to regular remote circulation of materials and personal connections with Library staff.

UPDATE: Youth Staff collaborated with Amberly Elementary Media Specialist Maggie Parker to create and deliver Educator Library Cards to Amberly Elementary staff.

Staff circulated library materials through remote outreach at the City of Portage's Fall Fest at Celery Flats in September.

Youth Staff hosts Woods Edge classes to provide much-needed off-site visits. The flexibility and ability to accommodate and connect with a very diverse group of children have really been positive for Woods Edge staff and students.

Outreach Librarian Sara Weyenberg presented to ESL of Southwest Michigan's tutor forum (9), gave a tour to students (3), and visited the morning book club at the Portage Senior Center (8). Lawrence Kapture hosted the International Baccalaureate program for a study session. All together, we made contact with thirty nine patrons.

The Library was present at the Portage Fall Festival and Farmers Market, interacting with 969 patrons to talk about library resources and give out library cards.

2.1.2 Prioritize offsite outreach opportunities that target those who have barriers to in-building services.

UPDATE: There is no update at this time.

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

Activities:

2.2.1 Develop and execute training to educate staff on diversity, equity, inclusion, and accessibility (DEIA) principles, ensuring their effective implementation throughout the organization.

UPDATE: There is no update at this time.

2.2.2 Conduct staff trainings to enhance their skills in providing empathetic support and social emotional assistance to patrons.

UPDATE: In September, youth staff delivered storytimes to both Head Start classrooms at PCOC and the classroom in Woodland Elementary, and also to both Great Start Readiness Program classrooms. An informal poll indicated that around 80% of the 46 children in all five classrooms have never been to the library, so connecting with these classrooms is an excellent way to reach children who have probably barriers to in-building services.

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

Activities:

2.3.1 Host more programs that foster interaction and community.

UPDATE: The Adult Services Department hosted Pokagon culture keeper Madalene Big Bear on three dates in June, July and August, bringing in a total of one hundred and eleven patrons to listen to a native story teller and

Our Documentaries and Doughnuts discussion groups started up again in September, drawing seventeen patrons for a short documentary and conversation about it afterwards.

2.3.2 Investigate framework that helps people share differing viewpoints in a safe space.

UPDATE: There is no update at this time.

Investing in the Future

We help the community evolve and grow.

Goal 1: Maintain high-quality staff by investing in hiring, orientation, and retention practices that are equitable and inclusive.

Activities:

3.1.1 Review staff wages and adjust based on the results of the compensation study.

UPDATE: There is no update at this time.

3.1.2 Create a standardized orientation and cross training.

UPDATE: There is no update at this time.

3.1.3 Implement robust internal communication procedures.

UPDATE: There is no update at this time.

3.1.4 Create a performance evaluation system that encourages open communication and clear expectations.

UPDATE: There is no update at this time.

Goal 2: Provide technology access and learning opportunities for community members so they are confident navigating an evolving digital world.

Activities:

3.2.1 Offer a robust, cutting-edge catalog for patrons to access our full collections including Library of Things, e-resources, and databases.

UPDATE: There is no update at this time.

3.2.2 Create promotional campaigns to highlight the library's services.

UPDATE: Youth Staff created displays celebrating National Hispanic Heritage Month and LGBT History Month.

Youth Staff added books to the World Language collection in Farsi and Bengali and increased the French and Arabic collections in response to patron and ELL educator input.

Expanded the Who Would Win nonfiction series that is highly popular with reluctant readers. These were also moved to their own location to make them more visible and accessible to the public.

Our 1,000 Books Before Kindergarten program has enjoyed a renaissance following the installation of the interactive display in the preschool room this last April. Prior to the display, we averaged around 24 new participants each month, and after we average 50 new participants each month. Since April, children have added more than 120 decorations to the display.

3.2.3 Invest in more device offerings.

UPDATE: There is no update at this time.

Goal 3: Find ways to be welcoming and inclusive through collections, programs, displays, messaging, and facilities.

Activities:

3.3.1 Create successful collection display practices.

UPDATE: There is no update at this time.

3.3.2 Improve access to and visibility of collections/services that meet local needs and interests.

Prioritize currency, responsiveness, local information, and ties to library and local events.

UPDATE: Youth Staff tagged DEI related items in the catalog for each teen book order that arrived during Q3 in order to increase their discoverability.

Youth Staff created an ongoing display of picture books called "Windows and Mirrors", highlighting books that help you discover things about yourself (mirrors) and those who are different from you (windows).

3.3.3 Prioritize accommodating people with disabilities when designing or selecting offerings

UPDATE: There is no update at this time.

3rd Quarter Financial Report 2023

Revenue		Percent of Year Gone -->			75%	
General Ledger Category	3rd Qtr Actual	% of Annual Budget	2023 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received
Total Tax Revenue	\$ -	0%	\$ 5,303,902	\$ 5,307,498	\$ 5,307,498	100%
State Aid Revenue	13,981	3%	405,431	410,788	410,788	101%
Other Revenue	191,877	144%	133,050	390,198	390,198	293%
Revenue (To)/from Reserves	-	0%	1,172,607	1,172,607	1,172,607	100%
Other Financial Sources	-	0%	964,100	901,200	901,200	93%
Total Revenue	\$ 205,858		\$ 7,979,090	\$ 8,182,291	\$ 8,182,291	103%

Expenses						
General Ledger Category	3rd Qtr Actual	% of Annual Budget	2023 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent
Total Salaries & Wages	\$475,187	26%	\$ 1,858,492	\$1,326,338	\$1,326,338	71%
Total Fringes & Benefits	167,367	23%	720,772	483,668	516,189	72%
Total Library Materials	82,684	11%	736,519	437,597	488,563	66%
Total Utilities	30,975	15%	200,720	85,065	85,065	42%
Total Buildings	47,013	15%	318,223	149,002	200,307	63%
Total Furnishings & Equipment	11,789	N/A	21,400	11,875	11,875	55%
Total Supplies	23,743	12%	196,954	72,854	75,306	38%
Total Professional Services	58,411	13%	433,106	211,554	219,054	51%
Total Other Charges	36,748	8%	476,804	246,954	247,368	52%
Other Financial Uses	0	0%	964,100	901,200	901,200	93%
TOTAL OPER. EXPENSES	\$ 933,917		\$ 5,927,090	\$ 3,926,107	\$ 4,071,265	69%
TOTAL CAPITAL PROJECTS	\$ 5,272	0%	\$ 2,052,000	\$ 931,439	\$ 931,439	45%
TOTAL EXPENSES	\$ 939,189	12%	\$ 7,979,090	\$ 4,857,546	\$ 5,002,704	61%

EFFECT ON FUND BALANCE *	\$ (733,331)	\$ -	\$ 3,324,745	\$ 3,179,587
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Cash Flow Analysis of all money including prior year(s)

12/31/21 Audited Total cash (Fund Equity*) minus liabilities	\$ 8,940,493
+ 2023 Revenues	7,281,091
- 2023 Operating Expenses	3,024,907
- Capital Projects	931,439
- General Reserves	727,173
- Building Reserves	50,000
- Benefits Reserve	29,741
- Technology Reserve	111,305
- Patio Feasibility Reserve	4,700
- Personal Property Tax Reserve	805,946
- Building Improvement Reserve	731,419
- Library Endowments	75,542
- Encumbrances	145,158
Total available cash as of 6/30/2023 (Fund Balance*)	\$ 9,584,254

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

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

Property Taxes - Property Tax collections are on pace for this time of year. The Library has collected slightly more than its budgeted revenue for the year. The Library will continue to collect delinquent Personal Property Taxes as they are paid in the current year and additional years. Chargebacks for property tax appeals to the City of Portage and County of Kalamazoo are budgeted at \$12,500 and have only been \$231 for the year. This amount will increase as the year goes on, but has been under budget in prior years. The Library will begin collecting FY2024 tax revenue in December.

State Aid Revenue - The Library has received all of its State Aid Revenue for the year. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax in an amount that was approximately \$16,700 under budget. State Aid to Libraries from the State of Michigan was \$57,096 for the year. This amount is approximately \$22,000 more than its budget.

Revenue from Reserves - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned Fund Balance. As part of the Library's FY2023 budget, the library will maintain 13% of its budget in its General Reserve. In doing so, the General Reserve from the prior year will be increased by \$30,633 in FY2023. Funds have been added to the FY2023 budget for the following items: prior year encumbrances (\$1,160,056); donations received in FY2022 (\$31,575); and unspent creation station funds from FY2022 in the amount of \$11,607.

Other Revenue - Other Revenue is significantly ahead of pace for this time of year. Interest income will be collected throughout the year as interest is earned. As interest rates have risen over the last two years, the Library has reinvested funds at a much greater rate of return. Interest income is approximately \$213,000 greater than its budgeted amount for the year. As more investments mature they will be reinvested at high rates and the Library will try to extend out its extra funds further into the future to capitalize on high rates as long as it can. Fines and Fees are slightly ahead of pace. The Library does not budget for donations, but instead chooses to request budget amendments when they are received and needed for use. The Library has received approximately \$31,405 of donations and grants to date. Penal Fines were budgeted at \$50,000, and \$59,961 was received. The Library received a distribution from the Michigan Municipal Risk Management Authority (MMRMA) for building insurance premiums in the amount of approximately \$18,000.

Other Financing Sources/Uses - The Library pays its debt obligation out of its Debt Service Fund, and not the General Fund that is used for the vast majority of Library activity. Therefore, this line represents a transfer of funds from the General Fund to the Debt Service Fund to service the debt payment. Debt payments are due on May 1 and November 1. The May 1st debt payment was made by ACH on April 24, 2023 and the November 1, 2023 payment has been scheduled to be paid with 5/3 Bank on October 25, 2023 by ACH.

Salaries & Wages - Salaries & Wages are slightly below pace for this time of year. The Library is close to fully staffed, but does currently has 2 part-time position open in the Circulation Department. All full-time positions are filled.

Fringes & Benefits - Fringes & Benefits are less than 75% expended as of September 30, 2023. This is due to four (4) employees opting out of the Library's insurance plan and picking up a spouse's insurance plan. Based on this scenario, there should be a surplus of funds at the end of the year.

Library Materials - This category is slightly below pace for this time of year. The large amount of encumbrances from the prior year have predominantly been filled. Additionally, order of Youth material slows down during the summer months when the Library's Summer Reading program is taking place. Ordering will pick up in the 4th qtr. and the majority of funds will be expended or encumbered by year-end..

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

Building - Year-to-date actual and encumbrances are slightly less than the 75% target. All projected costs for contracted services, snow removal and library grounds projects and contracts are on pace with anticipated costs. The Library has several building projects that are either being completed or being scheduled to be completed at this time. The majority of funds in this category should be expended or encumbered by year-end.

Furnishings & Equipment - The funds in this category are from FY2022 encumbrances and are designated for specific projects. These projects should be completed by the end of the fiscal year.

Supplies - The supply category is significantly below of the 75% target for this time of year. The majority of accounts in this category are used on an as needed basis. The library has tried to adopt a very conservative approach to it spending for lines such as supplies. Postage, Heritage Room Supplies and Repair and Maintenance Supplies are all significantly below budget at this time of year. It is anticipated that not all of these funds will be spent by year-end.

Professional Services - This category is slightly higher than the 75% target for several reason. The Library has several projects that it is in the midst of completion. These include Phase II of the salary study, employee handbook review, 2023 fundraising appeal, and employee training through our legal advisors. It is anticipated that the majority of these funds will be spent by year-end.

Other Charges - This category is below budget for this time of year. Lines in this category include programming, training and maintenance and support for the various hardware and software located throughout the Library. The Library is working on a training calendar for FY2024 and some of the unused training funds will be encumbered to fund those efforts in the subsequent year. There are several annual maintenance contracts that will renew near year and funds will be expended for their use.

Capital Projects - This category is significantly under pace for this time of year. The Library's renovation project is substantially done and the Library is analyzing furniture needed, as funds originally planned for these purchases were cut from the budget during construction. Orders will be placed for these purchases by year-end. The Library will make its debt payments in October, however this is the smaller payment of the two each year. Lastly, the Library will work to complete all of it technology projects for the year. These are typically completed in the 4th qtr. of the year and are typically significant in value.

Memo

Request for Library Board Approval for Restricted Use of Trustees Signatures and Library Patron Data Base for Direct Mail Initiatives

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

ANNUAL CAMPAIGN DIRECT MAILING

We would like to send out an Annual Campaign letter for 2023 to all active library users providing an end-of-the-year update on library activities and invite financial assistance to further enhance the library's special initiatives. In order to do this, we need to use the library patron data base for these two direct mailings.

REQUEST:

We request that the Library Board pass a motion at the October 23, 2023 board meeting to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library's patron database for the restricted, confidential and sole purpose of sending a direct mailing to citizens residing within the library district and to active library users for the Annual Campaign. The contract with our regular printing vendor stipulates that the printer or any associate or partner of the printer will not use the library's patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.

We also request permission to use trustees' signatures on file for these mailings, following prior review of the document.

Memo

PDL DEIA Committee Web Statement Proposal

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 9, 2023

BACKGROUND

In March of 2023, the library started a Diversity, Equity, Inclusion and Accessibility committee (DEIA). We want to make sure that we are creating a welcoming environment for everyone. In order to do that, one of our first steps has been to create a DEIA web presence statement. As a committee, we have drafted the following statement, that we request to be posted on our website:

“Portage District library is committed to advancing an inclusive environment that celebrates and respects all races, religions, orientations, genders, political philosophies, backgrounds, ages, and cultures. PDL stands with the community against systemic racism and oppression of marginalized communities. We are a place where every culture learns and belongs. You belong at PDL.”

Although our journey is far from complete, we are striving to ensure that every member of the community feels welcome and respected in the library.

RECOMMENDATION:

I recommend that the Library Board support the diversity, equity, inclusion, and accessibility statement by voting to endorse the prepared statement to be placed on the library’s website.

“Portage District library is committed to advancing an inclusive environment that celebrates and respects all races, religions, orientations, genders, political philosophies, backgrounds, ages, and cultures. PDL stands with the community against systemic racism and oppression of marginalized communities. We are a place where every culture learns and belongs. You belong at PDL.”