

# PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting  
December 11, 2023

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



# NOTICE OF REGULAR MEETING

## PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, December 11, 2023 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, December 11, 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](mailto:qedwards@portagelibrary.info) prior to the start of the meeting.

### 4. Persons with Disabilities

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

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

<https://us02web.zoom.us/j/81377672524>

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

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

Webinar ID: 813 7767 2524

Dated: December 7, 2023

**Quyen Edwards**

*Library Board Secretary*

Portage District Library  
300 Library Lane  
Portage, MI 49002

# AGENDA

December 11, 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 December 11, 2023 (1 minute) (Vote)

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

- A. Minutes of the regular meeting held on October 23, 2023 (Info) Pg.5-9
- B. October and November 2023 Narrative (Info) Pg.10-16
- C. Financial Condition for October and November 2023 (Info) Pg. 17-20
- D. Statistical Report for October and November 2023 (Info) Pg. 21-24
- E. January 2023 Program Calendar (Info) Pg.25
- F. MLA Advocacy (Info) Pg.26-28
- G. Review Bulletin Board Policy. (Info) Pg.29
- H. Review Public Comment Policy. (Info) Pg.30
- I. Review FOIA Policy. (Info) Pg.31-58

## VI. Heritage Room Presentation by Local Historian Steve Rossio (15 minutes)

## VII. Governance (20 minutes)

- A. Adoption of Schedule of Library Board Meetings for 2024. (Vote) Pg.59
- B. Appointment of Nominating Committee Chair to survey trustees' interest in Board offices in 2024. (Info) Pg.60

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

- A. Final remarks by Library Director for the December 11, 2023 Library Board Meeting

## IX. Library Personnel (20 minutes)

- A. Personnel Committee's recommendation for Library Director's compensation in 2024 and Renewal of Library Director 3 Year Contract. (Vote) Pg.61
- B. 2023 Year End Discussion Regarding Library Staff Performance Recognition. (Vote)

# AGENDA

## X. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the January 2024 Board Meeting
  - 1. Minutes of the Regular Meeting of December 11, 2023.
  - 2. Review of Community Meeting Room Policy.
  - 3. Review of Library Privacy & Search Warrant Policy.
  - 4. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2024 Budget to Offset Unpaid Encumbrances.
  - 5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.
  - 6. Election of Library Board Officers for 2024 & Appointment of Library Board Personnel Committee, Board Liaison to the Friends of the Library, and Library Board Secretary for 2024.
  - 7. Annual signing of "Conflict of Interest" Statements by trustees.
  - 8. Discussion about guests to be invited to Library Board meetings in 2024.
  - 9. Endorsement of Library Director's Personal Goals for 2024.
  - 10. 4th Quarter Financial Report for Fiscal Year 2023 & Comments on Year-End Results.
  - 11. 4th Quarter Strategic Plan Statistics
  - 12. Monitoring Report on Executive Limitation: Global Executive Constraint.
  - 13. Discussion About Continuation of Hybrid Board Meetings
- B. Miscellaneous

## XI. Adjournment

# MINUTES

From the October 23, 2023  
Regular Board Meeting

## I. Start of Meeting

## II. Roll Call

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

**Board Members Absent:** Donna VanderVries (excused)

**Library Staff Present:** Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Lawrence Kapture, Doran Lefaive, Abby Pylar, Steve Rossio, Colin Whitehurst, and Rachael Weigmann

**Library Staff Absent:** Rob Foti and Laura Wright

**Guests Present:** Rick Freiman (3218 Bennington Ct)

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

Library Board Chair Tom Vance welcomed everyone to the October 23, 2023 Library Board Meeting. He asked if anyone present or online had any comments.

A. Comment from Rick Freiman: Mr. Freiman said that he was attending the Library Board Meeting as a representative from the League of Women Voters Observer Corp. (An observer is an individual who attends a governmental meeting, notes what happens at the meeting, and reports back to the League and the community. By attending public meetings of local governmental bodies/agencies, observers learn more about what their government is doing. They learn about the issues facing their community and how issues are being addressed. <https://my.lww.org/michigan/copper-country/observer-corps>)

B. Comment from Local Historian Steve Rossio: Rossio reminded trustees that the annual Veterans Display is coming up in November. This display changes every year depending on what is on loan. Rossio said that this year's display will include a lot of military medals and include information about who they belong to. Board Chair Vance commented that the Veteran displays have been very engaging and powerful in the past and he looks forward to this year's display.

## IV. Adoption of the Agenda for the Regular Meeting of October 23, 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 Friedman and supported by Trustee Whitlock that the Library Board adopt the agenda for the regular meeting of October 23, 2023. Vote 6-Yes, 0-No, 1-Absent (VanderVries). 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 Board Meeting of September 25, 2023.
- B. Review of Donation Policy.
- C. Budget Amendment – Grandmother and CIG Donation
- D. Monitoring Report – Communication & Support to the Library Board.

# MINUTES

- E. Monitoring Report – Ends Focus of Grants/Contracts.
- F. Narrative Report for September 2023.
- G. Report on Financial Condition for September 2023.
- H. Statistical Report for September 2023.
- I. MLA Advocacy News for October 2023.
- J. PDL Events Calendar for November and December 2023.

**MOTION:** It was moved by Trustee Friedman and supported by Trustee Whitlock that the Library Board approve the consent agenda for the regular meeting of October 23, 2023. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

## VI. Guest - Adult Services Librarian Rachael Wiegmann

Library Board Chair Vance welcomed Adult Services Librarian Rachael Wiegmann to the Board Meeting and to the PDL Staff. Wiegmann introduced herself. She was previously at the Comstock Township Library for 15 years and wore many different hats while she was there including Assistant Director, Head of Reference, and scheduled programs. She is most proud of the Open House she coordinated there which included 500 participants and included live reindeer!

She said that she is happy to be joining the Portage District Library Staff. She is interested in working to bring more neurodivergent adults to the library for programs. She is also hoping to carry over relationships from the past to implement programming at PDL. Future program collaborations include Community Homeworks – a non-profit that helps educate the community to create sustainable homes.

Library Director Klien said we feel very fortunate to have Rachael Wiegmann join our team.

## VII. Governance

### A. Approval of Resident/Non-Resident Policy and Non-Resident Fee Amount for 2024.

Library Director Klien said that the recalculated non-resident fee has gone up again as property taxes have increased. The recommended amount is \$205 (compared to 2023 amount of \$192). This means that a non-resident would be paying the same amount as an average taxpayer within the library service area. Trustee Behr asked if the fee has to be paid all at one time, and Klien responded that they can make payments over time.

**MOTION:** It was moved by Trustee Terry and supported by Trustee Friedman that the Library Board approve the recalculated Non-Resident Fee for 2024. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

**MOTION:** It was moved by Trustee Friedman and supported by Trustee Behr that the Library Board approve the Resident/Non-Resident Policy as presented. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

### B. Approval of Holiday Schedule for Library Hours of Operation in 2023.

Library Director Klien said that the proposed holiday schedule includes Juneteenth as it was approved by the Library Board last year. Trustees asked if the observance day is adjusted and Klien responded that it is observed on June 19th which is a Wednesday in 2024. The schedule does not include Staff Development Day for 2024 as it is still to be determined. Klien said that request would be made to the board at a future meeting.

# MINUTES

**MOTION:** It was moved by Trustee Behr and supported by Trustee Friedman that the Library Board approve the Holiday Schedule for 2024 as presented. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

## C. Review of Investment Policy and Library Investment Listing

Library Director Klien said the Investment Policy remains the same as last year and that the Investment listing is provided in the packet. She asked if there were any questions. Trustee Terry asked about CDs as the interest rates have changed dramatically. She was wondering if the library was considering withdrawing from some early in pursuit of better rates. Klien said that she would follow up with Business Manager Rob Foti regarding this specific question though typically, we let the CDs mature to the end of the term.

**DISPOSITION:** The Library Board received the information about the Investment Policy and the Library's Investment listings.

## VIII. Ends Development

### A. Library Director's Accomplishment of Personal Goals for Fiscal Year 2023

Klien said that her update was provided in the packet and asked if trustees have any questions? She said it has been another good year. Trustee Behr asked about additional details regarding the wage survey. Klien said that its implementation is in process and adjustments will be made over the course of several years depending on the budget. Some positions were very on-target and will have little change. Some of the entry level positions have increased reflecting the current economy. Klien said she and Business Manager Foti are now working with the same consultants to review job descriptions which will tie in to staff performance evaluations. Target for completion of that process is midyear 2024.

**DISPOSITION:** The Library Board received the information about the Library Director's Accomplishment of Personal Goals for Fiscal Year 2023 .

### B. Library Director's 2023 Evaluation Process

Board Chair Vance said the Personnel Committee will be meeting to review Library Director Evaluation forms and reporting back to the Board at the December meeting. Trustees set a date for completed evaluations to be received to the Board Chair - Monday, November 20th. Library Board Secretary will send out the complied evaluation forms .

**DISPOSITION:** The Library Board received the information about the Library Director's Evaluation Process.

### C. Third Quarter 2023 Strategic Planning Statistics.

Klien said staff provided updates regarding activities completed in July, August, and September 2023 towards strategic planning goals. Klien said that some activities do not have updates or no significant progress to report. Klien received a questions about 1.2.2 regarding consulting with community partners. Klien said discussions are occurring within the departments, but there is not a library wide plan at this time. We are working on a grassroots not global/organizational push on this initiative.

**DISPOSITION:** The Library Board received the Third Quarter Strategic Planning Statistics and approved of the new reporting format.

# MINUTES

## D. Third Quarter 2023 Financial Report.

Klien said the report is as presented by Business Manager Foti. State Aid came in above budget. We are still looking at furniture needs now that we have lived in the building for awhile and recognize the need for adjustments or additions. We are working on identifying additional training for staff before year end.

**DISPOSITION:** The Library Board received the Third Quarter 2023 Financial Report.

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

Library Director Klien shared a draft of a letter with trustees. She said that we would like to send this out to our library patron database that includes updates about what happened at the library in 2023 and invite them to support the library if they are interested. Klien said she needs permission to use the patron database for the mailing and include trustees signatures on the letter. Trustee Behr asked about the ROI to do a large mailing. Klien said that the mailing is worth the cost as we do receive enough donations to cover it. She said she also considers this good PR for the library and a great way to communicate with patrons at the end of the year. Vance agreed that this was a great way to showcase what the library is doing in a different format from the Portager. Vance said he was in favor on sending out a letter to patrons. Klien said that there are still people who haven't visited in person since the renovation and this will be a great way to reach out to them and invite them back to the library.

**MOTION:** It was moved by Trustee Whitlock and supported by Trustee Baker to approve a one time use of the library patron database for a direct mailing at the end of the year and approve use of trustees signatures. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

## IX. Library Director's Reports

### A. Diversity, Equity, Inclusion, and Accessibility

Library Director Klien said the DEIA Committee has been working together since March 2023. This committee has representatives from all departments of the library. They want to address the needs of everyone to feel welcome at the library. The committee would like to post the following statement on the library's website and they request the Board's support. This statement is a reflection of our collection, facility, culture, staff, and is all encompassing.

*"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."*

**MOTION:** It was moved by Trustee Friedman and supported by Trustee Whitlock to support the diversity, equity, inclusion, and accessibility statement and endorse placing it on the library's website. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.



# MINUTES

## B. Final remarks by Library Director for the October 23, 2023 Library Board Meeting

Klien said the Friends of the Portage District Library had a Board meeting on Monday, October 16. Trustee Terry was pleased to report their sales total of \$4,270. The Friends are "back!" Since the beginning of the year they have also made \$9,000 from the sales shelf near the library entrance. Terry and Baker said that the December Book Sale will run as follows: Friday members only, Saturday public sale, and Sunday bag sale (bring your own bag). Trustee Whitlock said whenever she visits the library she always notices people browsing there. Klien said the Friends will hold their traditional Halloween pizza party for the staff this year.

Michigan Library Association conference – Trustees Vance, Whitlock and Baker were in attendance and took away good information.

## X. Process Evaluation

### 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

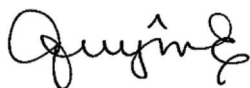
Trustee Whitlock was impressed with the calendar of events which went over one page! There was a discussion about Makerspace growth. Whitlock – attended a workshop and STEAM Librarian Jane Fleming did a great job! There are so many fun devices available to use including a sublimation printer which makes projects like mugs, coasters, and keychains. Board Chair Vance – noticed that the card catalog computers there is a sign for "Tough Topics" to help patrons find materials. "The empathy of that thinking impressed me."

## 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 October 23, 2023.

**DISPOSITION:** The regular board meeting of October 23, 2023 was adjourned at 6:45 PM.

Recorded and Transcribed by,



Quyen Edwards  
Library Board Secretary

# Director's Report

## December 2023

### Adult Services

On October 3rd, 5th, 10th, and 12th, STEM Librarian [Jane Fleming](#) presented Getting Started with Arduinos for Children and Caregivers. There was a total of 12 participants over 4 sessions. In a focus on STEM programming, this was first program on learning how to use Arduinos. Guest presenter Elijah Littell taught 5th – 7th graders the basics of Arduinos: how to code them to make a light turn on and blink, how to make a fan spin, and how to light up an LED board and put test on it. Adult caregivers joined the students to help them with coding and wiring. Elijah was an excellent teacher, and all of the students were able to get the code to work correctly. This was a four-part series and there was full attendance every single day.

**Attendee reaction:** “What a great thing for these kids to learn. This will help them a lot as they move into coding in high school.” “He’s much more interested in coding now.”

On October 10th, Librarian [Ruth Cowles](#) shared 8 video games and 10 board games that would make great holiday gifts for all ages. Before the discussion, Ruth went over video game ratings so they could make educated decisions as they shopped on their own. Participants shared other games they enjoyed with age recommendations that Ruth did not mention.



### Geekfest 2023– October 14th - 175 Portage attendees.

We drew up to 865 total attendees, a 22% increase from Geek Fest in 2022. 175 attendees were from Portage, which was 20% of attendance, up from 131 and 19% in 2019.

Guests and events this year included:

Mark Oshiro (they/them), the award-winning author of the young adult books *ANGER IS A GIFT* (2019 Schneider Family Book Award), *EACH OF US A DESERT*, and *INTO THE LIGHT*, as well as their middle grade books *THE*

*INSIDERS*, *YOU ONLY LIVE ONCE*, *DAVID BRAVO*, and *STAR WARS HUNTERS: BATTLE FOR THE ARENA*. They are also the co-author (with Rick Riordan) of the #1 New York Times Bestseller and #1 Indie Bestseller *THE SUN AND THE STAR: A NICO DI ANGELO ADVENTURE*.

DMScotty, Michigan creator of the Youtube channel The DMs Craft. His videos help make cheap and easy terrain, props and set pieces for DnD and table top games. DMScotty also RAN demos of his EZD6 system, and we gave away free copies in limited supply.

The Black Arts and Cultural Center was excited to present original comic books created by the students in

their Comic Creators program, a program designed to give youth ages 7 to 11 the space to create their very own comic book from start to finish.

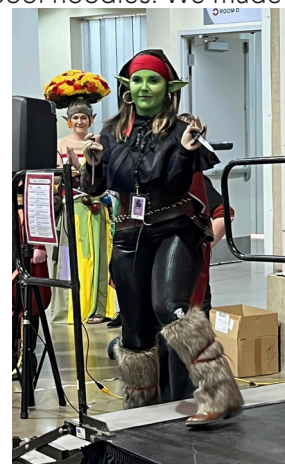
[Jane Fleming](#) ran the PDL sublimation printer for the entire four hours she was there, with a constant line. She created 122 Tumblers, Mugs, Coasters and Key Chains for patrons.

[Andrea Smalley](#), ran an extremely popular craft table making foam weapons out of pool noodles. We made approximately 240 LARP swords and light sabers!

Many of our popular regulars: Local design superstar and graphic novelist Paul Sizer, Cosplay specialist Sew Excited, a Super Smash Brothers Tournament, local game stores Fanfare and Voss Media running games, and a large game room.

Six PDL staff participated, including [Ruth Cowles](#), who oversaw volunteers, [Steve Rossio](#), who ran a cosplay photobooth, and [Daci Tufano](#) who also won a title in the Cosplay Contest with her display of PDL Attitude. Christina Doane, a former staff member, ran the gaming room as a volunteer.

Thank you to the Friends of the Portage District Library who provided a \$1000 grant to support Geek Fests 2023.



On October 15th, Outreach Librarian [Sara Weyenberg](#) attended the Portage Fall Festival with Youth Services CSA [Kristin McNeal](#). It was quite chilly and the last Farmer's Market of the season, but we had approximately 70 direct interactions. Kids were delighted by the scratch-off bookmarks and the button maker that we brought with us. Most of our interactions were with families and we even made a new library card despite the cold.

On November 9th, 13th, and 29th, STEM Librarian [Jane Fleming](#) presented Make It @ The Library: Create a Personalized Puzzle to a total of 30 participants. This was a program to introduce people to what the sublimation printer can do, and at the same time, show them how they can turn a personal photo into a puzzle. Patrons submitted their photo ahead of time. Everyone had a chance to attach their puzzle to the print and they were all able to use the heat press. A number of people asked if they could come back and make more.

On November 14th, Librarian [Ruth Cowles](#) discussed The Politics of Star Trek with 23 patrons, covering how a TV show can comment on the current status of politics. Star Trek holds up a mirror, trying to tell us that we can do better as a society locally and globally. Examples from TOS (The Original Series), TNG (The Next Generation), and others were shown and discussed. After the hour, a former UN representative of Afghanistan requested Ruth's PowerPoint slides, and a WMU sociology professor expressed her appreciation, stating she would be using some of the examples in her class.

Patricia is an ESL student who came into Portage District Library with her tutor after Outreach Librarian Sara Weyenberg had given a presentation to the ESL Tutor Forum the previous month. Sara helped Patricia to make her first library card and introduced her to graphic novels as a less intimidating way to work on her literacy skills, which she then credited upon the announcement of her winning the Mard Little Award for Adult Learner Excellence.



## Youth Services

During the week of Thanksgiving, visitors could drop in and create a structure for our Cardboard City. Our Book Buddy group from Portage Northern High School came in on their day off and created a magnificent city to showcase these creations (and add a few of their own), which were on display throughout the following week.

**Andrea Smalley** and Rachael Weigmann met with representatives from the Haenicke Institute, Asian Initiatives section to plan several Spring 2024 events celebrating and sharing Chinese language and culture.



Youth Staff again worked with Portage Northern Book Buddies to offer Books and Treats, one of our larger events. We had several returning high school volunteers who built on their experience from last year.

Youth Librarian **Andrea Smalley** held a Tween Advisory Board meeting for patrons in 4th through 7th grade.

**Andrea Smalley** and **Emily Mingle** attended Central Elementary's Family Literacy Night. They provided library materials for remote circulation, took requests for and created 48 PASS cards, and shared library information and programming events with families.

**Andrea Smalley** worked with staff and teachers at Community High School and at West Middle School to provide PDL book checkout and delivery for students.

Our outreach storytimes to Head Start and Great Start Readiness preschool classrooms are ongoing.



**Andrea Smalley** and **Laura Wright** hosted a Dance Party Author Visit for local author and WMU student Nadia Famiano with 59 attendees. Nadia recently published her first children's book, "Julie Loves to Dance." The book was inspired by Nadia's visits to the PDL Youth Department as a child, where former Youth Services Librarian **Quyen Edwards** encouraged her to write down the stories she created.

Our decodable book collection was highlighted in October to coincide with Dyslexia Awareness Month. This display included not only decodable books, but also resources about how these books can help all readers. We have also established a permanent "Windows and Mirrors" display in the preschool room. The goal of that display is to demonstrate to patrons that we have a rich variety of cultures represented in our picture book collection.

Teen displays during this period included "Teens Taking Action", created by Youth Services Assistant **Karina Gluys** and one celebrating Native American Heritage Month, created by Teen Services Librarian **Olivia Pennebaker**.

In monthly History Maker programs, attendees learned about mosaics, in particular, famous ones from ancient Rome and Pompeii, and the use of papyrus



Ancient Egypt. Both included hands-on activities.



Competition was fierce at the 2nd annual Teen Charcuterie Competition, hosted by Teen Services Librarian [Olivia Pennebaker](#) and Youth Services Assistant [Karina Gluys](#), with a major assist from celebrity guest judge [Kristin McNeal](#).

Teen Services Librarian [Olivia Pennebaker](#) and Youth Services Assistant [Karina Gluys](#) hosted a pair of well-attended spooky Halloween programs: the Teen After Hours Paranormal Investigation and the Teen Halloween Extravaganza.

Staff from the Youth and Adult departments participated in this year's Great Grownup Spelling Bee, an event to raise awareness and funding for the county-wide literacy initiative, Ready to Read. Images via this link: <https://www.flickr.com/photos/kalamazoopubliclibrary/albums/72177720312764919>

## Circulation and Technical Services

In the month of November, we sent out 1,291 SMS messages to our patrons regarding bills, overdue materials, and membership renewals. We also had 1430 students utilize their PASS cards during the month.

## Heritage Room

The month of October and November were exciting months for the Heritage Room as several new and rare items made their way into the Collection. The most interesting paper item to be added is a linen map of the United States printed in 1840. Titled "Vereinigde Staaten Von Nord Amerika" this historically significant map, written in Dutch, not only includes the various states and territories but also shows which Native American Tribes inhabited which regions at this time.

A unique artifact donated to the Heritage Room during the month of November is a large "Pharmacia" Flag that briefly flew over the Portage Road facility during the Pharmacia period. This was donated by a former employee along with several other items from their time employed with the company.

Along with standard monthly programming, the Heritage Room collaborated with the Adult Department on two military themed events on and around Veterans Day. One of particular interest was the Civil War Swordsmanship Program. The Swordsmanship program featured the curator of the Swordsmanship Museum and Academy, Jerry Berg, demonstrating the various swords and bayonets utilized throughout the American Civil War. Steve Rossio also was part of the program discussing and demonstrating the use of the standard Civil War musket. The event was well attended and thoroughly enjoyed by all.



Accompanying these programs was the annual Veterans Display that featured several historical sets of medals loaned by families of local veterans. Of particular interest was a Silver Star awarded to a D-Day participant and two different Purple Hearts given to the families of two Kalamazoo men who made the ultimate sacrifice during the war.

## Personnel/HR

The Library accepted the resignation of [Katie Lampert](#), Circulation Assistant. Katie is leaving for a full-time position. As a result, the Library posted her open position in a search for candidates and is reviewing applications with the hope of conducting interviews in December.

Began reviewing job descriptions as part of Phase II of the Library's Compensation Study. This portion of the project will center on the job descriptions and the year-end evaluation portion.

The Library's annual open enrollment meeting was held on November 1 and staff were able to select benefits for the upcoming plan year of 12/1/2023 – 11/30/2024.

The Library Director and Business Manager continued its in-depth review of the Employee Handbook in preparation for a review with the Library's labor attorney.

The Library Director and Business Manager met with all supervisors to discuss their employee's performance evaluations. After all meetings were completed, supervisors began the process of meeting with their employees to conduct their performance reviews. All evaluations will be reviewed with staff by December 8th.

## IT Department

After successfully upgrading its Library Automation System, the library has begun the process of planning its next upgrade of Enterprise (public access catalog) and web services (connector for 3rd party products). This upgrade may be unique in that may require an upgrade of its Library Automation System again.

The library has begun replacing staff workstations as a part of its normal technology refresh schedules. Coupled with this project, the library has begun strengthening its network accounts security settings.

The IT Department completed DNS and MX (email) records and settings for Communico's Attend and Reserve products. These changes allow for a seamless experience for library patrons when reserving rooms and registration for library events.

## Maintenance & Building Services

Building services involved pest control treatment, removed tree stump from front garden, installed west concrete sidewalk and curb, replaced bad circuit board on new boiler, replaced two motors on VAV valves, added two downspouts to NW Atrium gutter and installed leaf guards on new shelter's gutter, replaced damaged lighted bollard on front sidewalk, winterized outdoor drinking fountain and rooftop HVAC condensate trap, repaired west outdoor water faucet, outdoor electronic sign electronic update, completed 2023 performance evaluations, commercially cleaned upholstered chairs, canine pest control inspection, installed new dimmers switches for three program rooms and began the winter snow removal services with the first significant snowfall on November 26.

# Spotlight On: Youth Passive Programming

Passive programming, or events and activities that patrons can access when and how they want to, has become an important part of Youth Department offerings. It's been a great way to accommodate families who may not be able to join us at a specific program time, or to extend a library visit beyond the time of a program. It also provides a way for staff to gauge interest in particular activities. Puzzles, coloring pages, community engagement pieces, and crafts are all activities provided to families on a regular basis.

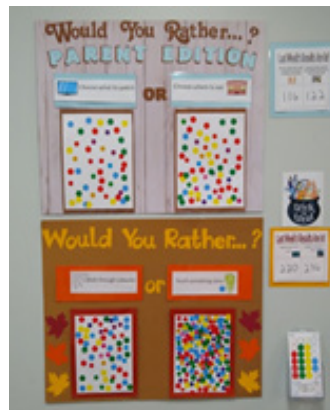


Always available are quick crafts, coloring pages, and scavenger hunts. To help measure the impact of these activities, the number of copies made has been tracked over the course of the year. Through October of this year, we have been able to provide:

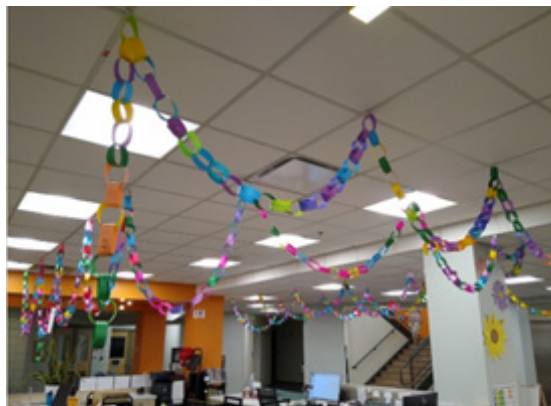
- 3,172 headbands
- 4,030 coloring pages
- 3,167 scavenger hunts
- 2,740 crafts

This means on average we provide enrichment activities for up to 400 patrons a month, with summer months reaching up to 600 patrons.

Throughout the year there are also special activities and events that are celebrated through passive programming. The March Madness Tournament of Books had 200 participants voting for their favorite book characters. To celebrate Kindergarten readiness and back to school, patrons were invited to color their school mascot and add it to our display. By the end of the summer, there were 364 school mascots displayed. Community art, that included puzzles pieces and Escher-like art, was contributed to by around 150 patrons each.



In addition to providing a more in-depth library experience for our patrons, these activities help fill important roles in our department. Games and prompts like our weekly "Would You Rather" spark conversation between caregivers and children, helping lead to important teaching moments. Scavenger hunts and crafts also create opportunities for staff members to interact with patrons, helping to build a rapport. These factors help contribute to a welcoming environment for families and align with our mission of cultivating connection, discovery, creativity, and personal growth. Most importantly, the small touches like an ever-growing paper chain or the chance to win a crochet hat create a sense of wonder for our youngest patrons, making the library an exciting space full of discovery.





# Financial Condition Report

October 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 \$ 8,310,023  
Expenditures \$ 5,399,238

Fund	9/30/2023	Changes	10/31/2023
General Reserve (13%)	\$ 727,173	-	\$ 727,173
Building Reserve	50,000	-	50,000
Benefits Reserve	29,741	-	29,741
Technology Reserve	111,305	-	111,305
Patio Feasibility Reserve	4,700	-	4,700
Bldg. Improvement Reserve	731,419	-	731,419
Personal Property Tax Reserve	805,946	-	805,946
Library Endowments	75,542	-	75,542
Unassigned Fund Balance	\$6,404,668	-	6,404,668

**Policy: 2. Indebt the organization money in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days.**

*Director's Response:* No new money has been borrowed that cannot be repaid within 60 days.

**Policy: 3. Use any long-term reserves.**

*Director's Response:* No reserves have been used.

**Policy: 4. Conduct inter-category shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days.**

*Director's Response:* No Inter-category shifting has taken place.

**Policy: 5. Fail to settle payroll and debts in a timely manner.**

*Director's Response:* Payroll is processed by Paylocity. (Payroll service) bi-weekly. Payables are also Processed monthly or "as needed".

**Policy: 6. Allow tax payments or other government-ordered payments for filings to be overdue or inaccurately filed.**

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

**Policy: 7. Make a single purchase or commitment of greater than \$10,000 not already found in the budget. Splitting orders to avoid this limit is not acceptable.**

*Director's Response:* No unbudgeted purchase that exceeds \$10,000 has been made.

**Policy: 8. Acquire, encumber or dispose of real property.**

*Director's Response:* No real property has been acquired, encumbered, or disposed.

**Policy: 9. Fail to aggressively pursue receivables after a reasonable grace period.**

*Director's Response:* All receivables are being pursued according to policy.

**Policy: 10. Fail to provide the Library Board with a one page monthly financial indicator monitoring report and a quarterly background financial monitoring report.**

*Director's Response:* A financial indicator monitoring report is provided each month and a quarterly background financial monitoring report is provided each quarter.

**Policy: 11. Fail to arrange for an external financial audit of the library services.**

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

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

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

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

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

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

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

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

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

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

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

# Financial Condition Report

## November 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 \$8,342,932  
Expenditures \$5,772,945

Fund	10/31/2023	Changes	11/30/2023
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

October 2023

	Month Statistics			YTD Statistics		
	Oct-23	Oct-22	CHANGE	2023	2022	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>75,002</b>	<b>70,572</b>	<b>6.28%</b>	<b>742,832</b>	<b>612,517</b>	<b>21.28%</b>
Adult - Books	17,280	17,376	-0.55%	169,737	138,132	22.88%
Adult - A/V	4,144	3,752	10.45%	38,807	29,347	32.23%
Youth - Books	28,420	28,556	-0.48%	303,105	230,492	31.50%
Youth - A/V	2,833	2,316	22.32%	29,486	32,148	-8.28%
Hot Picks	827	909	-9.02%	8,889	8,616	3.17%
E-Material	19,419	15,788	23.00%	172,958	160,535	7.74%
ILL - PDL Requests	1,296	991	30.78%	10,757	6,749	59.39%
ILL - Other Lib. Requests	783	884	-11.43%	9,093	6,498	39.94%
<b>Self-Checkout Percentage</b>	<b>48.79%</b>	<b>49.18%</b>		<b>52.55%</b>	<b>54.47%</b>	
<b>Total Library Collection</b>	<b>178,243</b>	<b>181,453</b>	<b>-1.77%</b>			
Adult - Books	71,803	73,951	-2.90%			
Adult - A/V	13,268	16,835	-21.19%			
Youth - Books	82,584	79,462	3.93%			
Youth - A/V	7,875	8,369	-5.90%			
Hot Picks	2,713	2,836	-4.34%			
<b>Net Acquisitions</b>	<b>(747)</b>	<b>327</b>	<b>-328.44%</b>	<b>128</b>	<b>(3,906)</b>	<b>103.28%</b>
Purchased - Books	1,909	1,902	0.37%	16,170	14,048	15.11%
Purchased - A/V	133	129	3.10%	1,564	1,863	-16.05%
Donated - Books	0	0	0.00%	1	0	100.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(2,789)	(1,704)	-63.67%	(17,607)	(19,817)	11.15%
<b>Total In-House Usage*</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
<b>Patrons</b>						
<b>Total Patrons</b>	<b>33,164</b>	<b>37,278</b>	<b>-11.04%</b>			
Adult	16,024	18,389	-12.86%			
Youth	2,789	4,159	-32.94%			
Non-Resident	190	160	18.75%			
Reciprocal	3,009	3,942	-23.67%			
Internet User	478	344	38.95%			
PASS Users	10,614	10,223	3.82%			
Professional	60	61	-1.64%			
<b>Net Patrons</b>	<b>(107)</b>	<b>230</b>	<b>-146.52%</b>	<b>(3,208)</b>	<b>2,973</b>	<b>-207.90%</b>
Adult	204	193	5.70%	2,143	3,392	-36.82%
Youth	11	25	-56.00%	185	811	-77.19%
Non-Resident	5	1	400.00%	27	68	-60.29%
Reciprocal	48	48	0.00%	579	311	86.17%
Internet User	31	39	-20.51%	365	274	33.21%
PASS Users	11	1	1000.00%	1,040	1,209	-13.98%
Professional	0	1	-100.00%	2	8	-75.00%
<b>Patrons Removed</b>	<b>(417)</b>	<b>(78)</b>	<b>-434.62%</b>	<b>(7,549)</b>	<b>(3,100)</b>	<b>-143.52%</b>

# Statistical Report

	Month Statistics			YTD Statistics		
	Oct-23	Oct-22	CHANGE	2023	2022	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	<b>734</b>	<b>555</b>	<b>32.25%</b>	<b>6,603</b>	<b>2,425</b>	<b>172.29%</b>
Internal/Collaboration	164	94	74.47%	997	256	289.45%
External/Outside Usage	570	461	23.64%	5,606	2,169	158.46%
<b>Total Program Audience</b>	<b>3,304</b>	<b>2,864</b>	<b>15.36%</b>	<b>27,344</b>	<b>11,236</b>	<b>143.36%</b>
Adult	868	1,092	-20.51%	5,771	2,971	94.24%
Youth	2,235	1,655	35.05%	19,683	8,179	140.65%
Heritage Room	201	117	71.79%	1,890	86	2097.67%
<b>Total Number of Programs</b>	<b>95</b>	<b>78</b>	<b>21.79%</b>	<b>756</b>	<b>441</b>	<b>71.43%</b>
Adult	34	30	13.33%	349	147	137.41%
Youth	58	45	28.89%	389	178	118.54%
Heritage Room	3	3	0.00%	18	116	-84.48%
<b>Total Volunteer Hours</b>	<b>152</b>	<b>244</b>	<b>-37.70%</b>	<b>2,097</b>	<b>1,235</b>	<b>69.80%</b>
Adult	37	65	-43.08%	550	236	133.05%
Youth	0	22	-100.00%	585	22	2559.09%
Technical	14	21	-33.33%	197	210	-6.19%
Circulation	69	94	-26.60%	389	502	-22.51%
Administration	32	32	0.00%	348	239	45.61%
Community Service	0	10	-100.00%	28	26	7.69%
<b>Total Front Door Traffic</b>	<b>20,878</b>	<b>19,887</b>	<b>4.98%</b>	<b>198,304</b>	<b>122,669</b>	<b>61.66%</b>
<b>Total Youth Services Traffic</b>	<b>13,246</b>	<b>11,232</b>	<b>17.93%</b>	<b>138,525</b>	<b>83,120</b>	<b>66.66%</b>
<b>Total Business Center Traffic</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	<b>6,979</b>	<b>5,508</b>	<b>26.71%</b>	<b>64,097</b>	<b>50,349</b>	<b>27.31%</b>
Adult Phone	350	328	6.71%	3,913	2,905	34.70%
Adult Ready Reference	1,714	1,468	16.76%	17,285	10,212	69.26%
Adult Reference	202	223	-9.42%	1,654	1,147	44.20%
Youth Phone	64	52	23.08%	637	485	31.34%
Youth Ready Reference	2,771	1,443	92.03%	26,112	16,926	54.27%
Youth Reference	342	175	95.43%	4,392	2,846	54.32%
HR Phone	6	6	0.00%	91	109	-16.51%
HR Ready Reference	231	402	-42.54%	2,030	1,730	17.34%
HR Reference	6	15	-60.00%	102	128	-20.31%
Circ Phone	257	310	-17.10%	2,751	3,422	-19.61%
Circ Ready Reference	673	452	48.89%	2,778	4,567	-39.17%
Circ Reference	363	634	-42.74%	2,352	5,872	-59.95%
<b>Total Edutainment LAN Use</b>	<b>81</b>	<b>79</b>	<b>2.53%</b>	<b>2,205</b>	<b>482</b>	<b>357.47%</b>
<b>Total Internet Computer Use</b>	<b>1,588</b>	<b>1,293</b>	<b>22.82%</b>	<b>14,462</b>	<b>8,695</b>	<b>66.33%</b>
Youth Computers	145	116	25.00%	1,567	755	107.55%
Adult Computers	1,441	1,175	22.64%	12,870	7,930	62.30%
Laptop Computer Circulated	2	2	0.00%	25	10	150.00%
<b>Total Electronic Transactions</b>	<b>35,321</b>	<b>75,124</b>	<b>-52.98%</b>	<b>628,448</b>	<b>481,192</b>	<b>30.60%</b>
WebSite Pageviews	24,231	65,631	-63.08%	514,212	370,869	38.65%
WebCatalog Sessions	9,879	8,564	15.35%	94,722	92,032	2.92%
Licensed Database Hits	1,211	929	30.36%	19,514	18,291	6.69%

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

Christy Klien, Library Director

# Statistical Report

November 2023

	Month Statistics			YTD Statistics		
	Nov-23	Nov-22	CHANGE	2023	2022	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>70,199</b>	<b>69,958</b>	<b>0.34%</b>	<b>813,031</b>	<b>682,475</b>	<b>19.13%</b>
Adult - Books	15,547	16,350	-4.91%	185,284	154,482	19.94%
Adult - A/V	3,617	3,858	-6.25%	42,424	33,205	27.76%
Youth - Books	27,069	28,757	-5.87%	330,174	259,249	27.36%
Youth - A/V	2,906	2,777	4.65%	32,392	34,925	-7.25%
Hot Picks	920	839	9.65%	9,809	9,455	3.74%
E-Material	18,349	15,473	18.59%	191,307	176,008	8.69%
ILL - PDL Requests	675	983	-31.33%	11,432	7,732	47.85%
ILL - Other Lib. Requests	1,116	921	21.17%	10,209	7,419	37.61%
<b>Self-Checkout Percentage</b>	<b>52.17%</b>	<b>48.76%</b>		<b>52.52%</b>	<b>53.86%</b>	
<b>Total Library Collection</b>	<b>178,224</b>	<b>180,919</b>	<b>-1.49%</b>			
Adult - Books	71,675	73,632	-2.66%			
Adult - A/V	13,048	16,723	-21.98%			
Youth - Books	82,839	79,629	4.03%			
Youth - A/V	7,995	8,126	-1.61%			
Hot Picks	2,667	2,809	-5.06%			
<b>Net Acquisitions</b>	<b>101</b>	<b>(572)</b>	<b>117.66%</b>	<b>229</b>	<b>(4,478)</b>	<b>105.11%</b>
Purchased - Books	1,450	1,989	-27.10%	17,620	16,037	9.87%
Purchased - A/V	271	124	118.55%	1,835	1,987	-7.65%
Donated - Books	2	0	100.00%	3	0	100.00%
Donated - A/V	1	0	100.00%	1	0	100.00%
Material Discarded	(1,623)	(2,685)	39.55%	(19,230)	(22,502)	14.54%
<b>Total In-House Usage*</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
<b>Patrons</b>						
<b>Total Patrons</b>	<b>33,671</b>	<b>37,025</b>	<b>-9.06%</b>			
Adult	16,032	18,421	-12.97%			
Youth	3,010	4,072	-26.08%			
Non-Resident	190	160	18.75%			
Reciprocal	3,200	3,774	-15.21%			
Internet User	490	344	42.44%			
PASS Users	10,689	10,193	4.87%			
Professional	60	61	-1.64%			
<b>Net Patrons</b>	<b>(90)</b>	<b>180</b>	<b>-150.00%</b>	<b>(3,298)</b>	<b>3,153</b>	<b>-204.60%</b>
Adult	182	160	13.75%	2,325	3,552	-34.54%
Youth	9	18	-50.00%	194	829	-76.60%
Non-Resident	1	1	0.00%	28	69	-59.42%
Reciprocal	61	33	84.85%	640	344	86.05%
Internet User	38	27	40.74%	403	301	33.89%
PASS Users	75	0	100.00%	1,115	1,209	-7.78%
Professional	0	0	0.00%	2	8	-75.00%
<b>Patrons Removed</b>	<b>(456)</b>	<b>(59)</b>	<b>-672.88%</b>	<b>(8,005)</b>	<b>(3,159)</b>	<b>-153.40%</b>

# Statistical Report

	Month Statistics			YTD Statistics		
	Nov-23	Nov-22	CHANGE	2023	2022	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	<b>883</b>	<b>540</b>	<b>63.52%</b>	<b>7,486</b>	<b>2,965</b>	<b>152.48%</b>
Internal/Collaboration	151	95	58.95%	1,148	351	227.07%
External/Outside Usage	732	445	64.49%	6,338	2,614	142.46%
<b>Total Program Audience</b>	<b>2,359</b>	<b>1,715</b>	<b>37.55%</b>	<b>29,703</b>	<b>12,951</b>	<b>129.35%</b>
Adult	439	316	38.92%	6,210	3,287	88.93%
Youth	1,823	1,275	42.98%	21,506	9,454	127.48%
Heritage Room	97	124	-21.77%	1,987	210	846.19%
<b>Total Number of Programs</b>	<b>87</b>	<b>54</b>	<b>61.11%</b>	<b>843</b>	<b>495</b>	<b>70.30%</b>
Adult	29	14	107.14%	378	161	134.78%
Youth	53	37	43.24%	442	215	105.58%
Heritage Room	5	3	66.67%	23	119	-80.67%
<b>Total Volunteer Hours</b>	<b>196</b>	<b>220</b>	<b>-10.91%</b>	<b>2,293</b>	<b>1,455</b>	<b>57.59%</b>
Adult	73	65	12.31%	623	301	106.98%
Youth	50	21	138.10%	635	43	1376.74%
Technical	50	22	127.27%	247	232	6.47%
Circulation	23	94	-75.53%	412	596	-30.87%
Administration	0	8	-100.00%	348	247	40.89%
Community Service	0	10	-100.00%	28	36	-22.22%
<b>Total Front Door Traffic</b>	<b>18,769</b>	<b>19,786</b>	<b>-5.14%</b>	<b>217,073</b>	<b>142,455</b>	<b>52.38%</b>
<b>Total Youth Services Traffic</b>	<b>10,998</b>	<b>11,232</b>	<b>-2.08%</b>	<b>149,523</b>	<b>94,352</b>	<b>58.47%</b>
<b>Total Business Center Traffic</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	<b>6,769</b>	<b>6,010</b>	<b>12.63%</b>	<b>70,866</b>	<b>56,359</b>	<b>25.74%</b>
Adult Phone	368	397	-7.30%	4,281	3,302	29.65%
Adult Ready Reference	1,916	1,186	61.55%	19,201	11,398	68.46%
Adult Reference	201	182	10.44%	1,855	1,329	39.58%
Youth Phone	64	72	-11.11%	701	557	25.85%
Youth Ready Reference	2,510	2,086	20.33%	28,622	19,012	50.55%
Youth Reference	347	218	59.17%	4,739	3,064	54.67%
HR Phone	9	7	28.57%	100	116	-13.79%
HR Ready Reference	232	341	-31.96%	2,262	2,071	9.22%
HR Reference	7	11	-36.36%	109	139	-21.58%
Circ Phone	218	310	-29.68%	2,969	3,732	-20.44%
Circ Ready Reference	436	536	-18.66%	3,214	5,103	-37.02%
Circ Reference	461	664	-30.57%	2,813	6,536	-56.96%
<b>Total Edutainment LAN Use</b>	<b>112</b>	<b>134</b>	<b>-16.42%</b>	<b>2,317</b>	<b>616</b>	<b>276.14%</b>
<b>Total Internet Computer Use</b>	<b>1,380</b>	<b>1,280</b>	<b>7.81%</b>	<b>15,842</b>	<b>9,975</b>	<b>58.82%</b>
Youth Computers	125	139	-10.07%	1,692	894	89.26%
Adult Computers	1,251	1,139	9.83%	14,121	9,069	55.71%
Laptop Computer Circulated	4	2	100.00%	29	12	141.67%
<b>Total Electronic Transactions</b>	<b>36,413</b>	<b>69,799</b>	<b>-47.83%</b>	<b>664,861</b>	<b>550,991</b>	<b>20.67%</b>
WebSite Hits	26,211	59,587	-56.01%	540,423	430,456	25.55%
WebCatalog Sessions	8,878	8,980	-1.14%	103,600	101,012	2.56%
Licensed Database Hits	1,324	1,232	7.47%	20,838	19,523	6.74%

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

Christy Klien, Library Director



# PDL Events

## Jan 2023

### Movie, Popcorn and a Craft

Wednesday, Jan 03 | 1:00pm - 4:00pm

### Exploring Options with Warren

Thursday, Jan 04 | 10:00am - 11:30am

### Muffins and the Market

Thursday, Jan 04 | 9:00am - 10:00am

### Drop-In Hours @ The Makerspace

Thursday, Jan 04 | 6:00pm - 8:00pm

### Yoga with Apral

Monday, Jan 08 | 4:00pm - 5:00pm

### Baby/Toddler Storytime

Monday, Jan 08 | 9:30am & 10:30am

### Drop-In Hours @ The Makerspace

Monday, Jan 08 | 2:00pm - 4:00pm

### Family Storytime

Tuesday, Jan 09 | 9:30am & 10:30am

### Villains

Tuesday, Jan 09 | 7:00pm - 8:00pm

### Baby/Toddler Storytime

Wednesday, Jan 10 | 9:30am & 10:30am

### Middle Grade Book Club

Wednesday, Jan 10 | 6:00pm - 7:00pm

### Drop-In Hours @ The Makerspace

Wednesday, Jan 10 | 2:00pm - 4:00pm

### Make It @ The Library

Wednesday, Jan 10 | 6:30pm - 8:00pm

### Baby/Toddler Storytime

Thursday, Jan 11 | 9:30am & 10:30am

### International Mystery Book

#### Discussion

Thursday, Jan 11 | 7:00pm - 8:00pm

### Drop-In Hours @ The Makerspace

Thursday, Jan 11 | 6:00pm - 8:00pm

### Documentary and Donuts

Friday, Jan 12 | 10:00am - 11:30am

### Create a Vision Board

Sunday, Jan 14 | 2:00pm - 4:00pm

### Baby/Toddler Storytime

Monday, Jan 15 | 9:30am & 10:30am

### Yoga with Apral

Monday, Jan 15 | 4:00pm - 5:00pm

### Kalamazoo Valley Genealogical Society

Monday, Jan 15 | 7:00pm - 8:30pm

### Drop-In Hours @ The Makerspace

Monday, Jan 15 | 2:00pm - 4:00pm

### Family Storytime

Tuesday, Jan 16 | 9:30am & 10:30am

### Plots and Pages

Tuesday, Jan 16 | 6:00pm - 8:00pm

### Elementary Maker

Tuesday, Jan 16 | 4:30pm - 5:30pm

### Cookies and Conversations Book Group

Wednesday, Jan 17 | 2:00pm - 4:00pm

### Baby/Toddler Storytime

Wednesday, Jan 17 | 9:30am & 10:30am

### Drop-In Hours @ The Makerspace

Wednesday, Jan 17 | 2:00pm - 4:00pm

### Baby/Toddler Storytime

Thursday, Jan 18 | 9:30am & 10:30am

### Make It @ The Library

Thursday, Jan 18 | 2:30pm - 4:00pm

### Fairy Fun

Thursday, Jan 18 | 6:00pm - 7:00pm

### Muffins and the Market

Thursday, Jan 18 | 9:00am - 10:00am

### High School Exam Care Packages

Jan 15 - 21

### Drop-In Hours @ The Makerspace

Thursday, Jan 18 | 6:00pm - 8:00pm

### STEM Storytime

Friday, Jan 19 | 9:30am - 10:30am

### Kalamazoo Macintosh Users'

Saturday, Jan 20 | 9:00am - 12:00pm

### Teen Exam Late Night

Sunday, Jan 21 | 5:00pm - 9:00pm

### Baby/Toddler Storytime

Monday, Jan 22 | 9:30am & 10:30am

### Drop-In Hours @ The Makerspace

Monday, Jan 22 | 2:00pm - 4:00pm

### Family Storytime

Tuesday, Jan 23 | 9:30am - 10:00am

### Elementary Maker

Tuesday, Jan 23 | 4:30pm - 5:30pm

### Make It @ The Library

Tuesday, Jan 23 | 10:30am - 12:00pm

### Car Maintenance 101

Tuesday, Jan 23 | 6:30pm - 7:30pm

### Family Storytime

Tuesday, Jan 23 | 10:30am - 11:00am

### Purl for Portage

Tuesday, Jan 23 | 6:00pm - 8:00pm

### Baby/Toddler Storytime

Wednesday, Jan 24 | 9:30am & 10:30am

### How to Invest your First \$50

Wednesday, Jan 24 | 7:00pm - 8:30pm

### Drop-In Hours @ The Makerspace

Wednesday, Jan 24 | 2:00pm - 4:00pm

### Immaculate Snacks & Gaming

Wednesday, Jan 24 | 3:30pm - 4:30pm

### Caldecott Club Grand Finale

Wednesday, Jan 24 | 6:00pm - 7:00pm

### Baby/Toddler Storytime

Thursday, Jan 25 | 9:30am & 10:30am

### Drop-In Hours @ The Makerspace

Thursday, Jan 25 | 6:00pm - 8:00pm

### 80's Trivia

Thursday, Jan 25 | 6:30pm - 8:30pm

### Drop-In Hours @ The Makerspace

Monday, Jan 29 | 2:00pm - 4:00pm

### Baby/Toddler Storytime

Monday, Jan 29 | 9:30am & 10:30am

### Family Storytime

Tuesday, Jan 30 | 9:30am & 10:30am

### History Maker

Tuesday, Jan 30 | 4:30pm - 5:30pm

### Teen LGBTQ+ Meet-Up

Tuesday, Jan 30 | 6:30pm - 8:00pm

### Baby/Toddler Storytime

Wednesday, Jan 31 | 9:30am & 10:30am

### Comic Book Club

Wednesday, Jan 31 | 4:30pm - 5:30pm

### Baby/Toddler Storytime

Wednesday, Jan 31 | 10:30am - 11:00am

### Introduction to Needle Felting

Wednesday, Jan 31 | 6:30pm - 8:00pm

### Drop-In Hours @ The Makerspace

Wednesday, Jan 31 | 2:00pm - 4:00pm

# MLA ADVOCACY NEWS

December 2023

## A Public Library Bill: “Michigan Freedom to Read Act”

October 26, 2023

I would have never believed you two years ago if you told me that 80% of my work at MLA would be addressing book banning, censorship and intellectual freedom challenges. But the reality has set in and the pro-active work that MLA continues to institute, day in and day out, to combat these local challenges is to be commended. So many smart, talented and professional library directors, librarians and library workers are in my ear every day and I thank them for keeping me tuned in to their opinions, what is happening in their communities, what is keeping them up at night, and even their pride and incredible bravery in holding the line.

Continuing the extraordinary and unprecedented work of the Intellectual Freedom Task Force to collect public opinion, institute a public relations campaign, and create MI Right to Read, we are excited to outline and deliver the “Michigan Freedom to Read Act”.

But first, let’s start with some facts as we know them...

Groups and organizations that favor banning books in Michigan public libraries are clearly going against an overwhelming majority of public opinion that opposes book banning. In March 2023, the Michigan Library Association contracted with EPIC-MRA, who collected over 800 opinions on this very topic from voters in Michigan. The results of this public opinion poll validated MLA’s position to protect Michiganders’ First Amendment rights and the right to read.

What specifically did we find?

Overwhelmingly book banning and censorship issues are not tolerated by the majority of voters in Michigan. A 77% solid majority of all respondents said that “local public libraries should have a diverse selection of books and reading materials that represents the community and the world around them.”

An 87% plurality of all respondents agreed that “there is absolutely no time or rare times when a book should be banned from local public libraries.”

A 90% majority of all voters said that “books with descriptions and depictions of slavery” should never be banned, 89% of all respondents said that “discussions about race” should never be banned, 87% of all respondents said that “political ideas you disagree with” should never be banned, and 67% of all respondents said that “books with discussions about sex, gender identity or sexual orientation” should never be banned.

And perhaps, most important to the topic at hand: An 83% majority of respondents (67% strongly) would “support state legislation that would protect the right of the public to read what they wish to read in local public libraries and not have books banned.”

Acknowledging that fact, MLA began the proactive process to research and digest all “positive” legislation being proposed across the country to thwart book banning and censorship and to find a Michigan solution. We tried to find a solution for all library types (public, school and academic) in one fell swoop. With each library type working under different administrative structures, we didn’t succeed in finding the right solution for all but re-committed to finding separate solutions for all in the coming months. We looked at incorporating library employee protections – we found that Michigan employment laws were already protecting us. What we needed was more education on these protections rather than more legislation. We looked at the Illinois legislation and while good

# MLA ADVOCACY NEWS

for Illinois (and maybe a few other states), we didn't feel that penalizing libraries, and having funding withheld from grants and state aid was best for Michigan.

In conversation after conversation it became apparent that the best course of action to draft legislation would be to incorporate both the principals of the First Amendment and the rights afforded and upheld in civil rights protections. If we could incorporate both principals into standard library policy, we would be able to 1) protect citizen's rights to receive and express diverse ideas without censorship, and 2) we could put to rest baseless challenges targeting authors or the subject matter, content, or viewpoint of material based on protected class.

We also based our draft on the concept that every public library must have transparent and fair policies and procedures available for challenging library materials. In upholding the values of the library profession to be democratic and unbiased, we continue to believe strongly in the due process rights of individuals.

Utilizing the standard "Request for Reconsideration" process used by most public libraries, the proposed bill has incorporated a number of simple, yet distinct ideas:

1.) The proposed bill states explicitly that the public library director shall have final responsibility on the selection of materials for inclusion or withdrawal in a public library's collection. It also states that a library must have a policy in effect that complies with the act setting forth standards for selection of materials, standards for withdrawal of materials, a process for reconsideration, and other conditions, such as:

A) the reason or reasons for requesting reconsideration of the public library's material. (Any reasons that are not in compliance with this act cannot be considered.)

B) that the requester has read the entire material before filling

C) that a request may only be made by a resident of the library's legal service area or contracted service area

D) that a new request for reconsideration of the same material may not be submitted to the same public library for 365 days after the public library's determination

2) The reason or basis for a request for reconsideration cannot be made based on religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status of the author or that the subject matter, content or viewpoint of the material involves religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status. The public library director has discretion to determine if the reasons stated comply with this subsection.

3) A public library may not grant a request for reconsideration based on the subject matter, content, or viewpoint of material, unless the material has been adjudicated to be obscene or otherwise unprotected by the First Amendment of the United States Constitution or by Article 1, Section 5 of Const 1963, as determined by a court of competent jurisdiction over the community in which the library serves.

4) The Michigan Attorney General may, on behalf of the Library of Michigan, compel the public library to adopt a policy and the attorney general, a resident of the public library's legal service area or public library's contracted service area may commence a civil action including a temporary or permanent injunction to prevent the public library from unlawful removal of material or to compel the public library to return material to the collection that are removed in violation of this act.

Simple, direct legislation that attaches itself to a policy most libraries already have. It may not stop every challenge, but we hope it will stop the majority of those that target the books and materials so often at the top of the "most banned books" list.

# MLA ADVOCACY NEWS

The concepts of the proposed legislation, drafted by Anne Seurnyck and Mike Blum, Attorneys at Foster, Swift, Collins and Smith, is on the desks of two Michigan House Members - Rep. Veronica Paiz (D-11) and Rep. Carol Glanville (D-84). They are committed to working with the draft to introduce sometime in the next few weeks. When the final draft is done, we will share it immediately with MLA members as it may change based on input from the Legislative Service Bureau.

This work couldn't have happened without the wisdom and knowledge of many individuals coming to the table and determining the best course of action for our Michigan libraries including Dillon Geshel, MLA President; Jenny Marr, Advocacy and Legislative Committee Chair; Larry Neal, Advocacy and Legislative Committee Vice-Chair; Juliane Morian, Intellectual Freedom Task Force Chair; Bob DeVries, MLA Lobbyist; Randy Riley and Clare Membiela, Library of Michigan; Loren Khogali, ACLU of Michigan; and Amy Churchill, Lapeer District Library. Others have vetted the draft as well and we are indebted to them for their eye for detail, questions and unfettered opinions. Their wisdom, expertise and sincerity of purpose are to be applauded and praised.

Their voices are in my ear every day, they are at the other end of the line (or email) when I need them. They take whatever time is needed to research and share their professional opinions – which are then molded and shaped into the actions of MLA. My philosophy has always been that good ideas get tempered and improved - while flawed ideas get challenged and rejected. This will be how we take action and put to rest the challenges that are in front of us.

We must not remain silent; we must protect the right to read for all Michiganders; we must defend books and writers; we must support diverse literature; we must safeguard the freedom to express our opinions and to access the opinions, ideas and stories of others; and finally, we must push back and use our voices against extremist rhetoric of intolerance, exclusion and censorship. This legislation will help make that happen.

These are really tough moments for some of us right now, but there is a community of support behind you and super smart individuals that are helping shape the conversation (and the legislation) that affects us all.

We hope to see you at MLA's next Advocacy Hour on Thursday, November 16 with our house members, as well as Bob DeVries, Dillon Geshel, Jenny Marr, and Juliane Morian to share the draft of the bill and for anyone interested in asking further questions. [Register here](#). There will be much work ahead to get this passed and we will need everyone to step up and contact your legislators once the Michigan Freedom to Read Act has been introduced.

As always, standing strong to Protect the Right to Read.

**Deborah E. Mikula**

**Executive Director**

# Bulletin Board Policy

The Portage District Library ("Library") provides space for exhibits, displays and postings of a civic, charitable, educational, cultural, governmental, or recreational nature. Bulletin Boards may also be used for Library purposes such as to publicize Library services, collections, or activities. Thus, this Bulletin Board Policy ("Policy") does not apply to the Library's use or co-sponsored use and the Library's use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits, displays and postings pursuant to this Policy.

## I. Bulletin Board Space:

- A.** Bulletin Boards. Bulletin Board space is also limited to the following areas ("Bulletin Boards"):
  - 1. Front Entrance
  - 2. Other areas as designated by Library Director.
- B.** Accessible to All Patrons. All pre-approved Bulletin Boards within the Library are open to adults and children of all ages and sensibilities.
- C.** Availability. Bulletin Boards are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

## II. Bulletin Board Space.

- A.** Approval. All notices for the Bulletin Board are to be given to the Adult Information Desk for the Library Director or their designee's approval and posting pursuant to this Policy.
- B.** Time Limit. Materials shall be posted for no more than two (2) weeks after receipt. Time sensitive material shall also be removed the day following the announced event or final date listed on the document. Postings that are not time sensitive, ie, happen throughout the year, may be delayed until there is room on the board as time sensitive postings are removed.
- C.** Nature of Materials. Materials posted are limited to postings that are educational, cultural, intellectual, charitable, or recreational in nature. Commercial notices or personal notices, including anything for sale, will not be posted.
- D.** Limit on Notices. There is a limit of one posting per sponsor at a time in any Bulletin Board. On the Bulletin Board, items must contain the name of the sponsor of that item and may not be larger than 11 x 17. Items may be reduced in size by library staff to fit available space. Further, multiple copies may not be posted. The Library does not permit petitioning, solicitation or distribution of literature, leaflets or similar types of appeals in the Bulletin Board.
- E.** No Violations of Law. Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.
- F.** No Endorsement. All postings must clearly identify the name of the person or organization that posted the material. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the postings.

## III. Right of Appeal

Any person or organization aggrieved by the Director or designee's decision regarding the use of the Bulletin Board or Display Spaces may appeal that decision to the Portage District Library Board ("Library Board"). Such appeal shall be made within 10 business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director. The person or organization must include the reasons for the appeal. The decision of the Library Board is final.

# Policy For Public Comments At Meetings

## I. Purpose

The Portage District Library welcomes and encourages comments from members of the public who attend Library Board meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the Library Board.

## II. Public Comment Period; Meeting Agendas

- A.** If an agenda is available, the Library Board will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. The Library Board will include at least one public comment period during each meeting. These rules apply to the public comment period in any regular or special meeting or in any committee meeting that is open to the public (“Public Comment”).
- B.** Members of the public have no right to address the Library Board or make comments outside of the Public Comment. At any time, the Library Board, at its discretion, may accept comments from the public. However, outside of the Public Comment time, the Library Board is under no obligation to hear comments from the public during a meeting.
- C.** The Library Board has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

## III. Rules of Public Comment

The Library Board adopts the following procedures to receive Public Comments:

- A.** When the Library Board meeting reaches a designated time for Public Comments, the Chair will invite attendees to make Public Comments. If the Chair is absent, the acting chair of the meeting will perform the Chair’s duties under this policy.
- B.** The Chair will ask persons wishing to speak to raise their hands to be recognized by the Chair. The Chair will recognize one person to speak at a time, and each speaker must provide his or her name and address. No person in attendance may make a comment without being recognized.
- C.** Public Comments must be addressed to the Library Board, not to other members of the audience.
- D.** Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or “give” the time to another speaker.
- E.** In lieu of speaking, a person may submit any written comments to the Library Board Secretary. Written materials submitted to the Library Board are considered public documents.

# **Exhibit A**

## **FOIA – Procedures and Guidelines**

**PORTAGE DISTRICT LIBRARY**  
**FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES**

**I. PURPOSE.**

The Portage District Library (“Library”) adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 (“FOIA”), that all persons, except those persons incarcerated in state, county or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process. These Procedures and Guidelines are enacted in compliance with the requirements set forth in Section 4(4) of the FOIA.

**II. FOIA COORDINATOR.**

The Library Director shall be the FOIA Coordinator. The FOIA Coordinator will respond to requests in accordance with the FOIA. An employee of the Library who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing and approving a denial of a request and signing the written notice of denial. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the Library’s public records, and in approving a denial.

**III. REQUEST REQUIRED.**

A. *Requestor; Public Record.* An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity, except those persons incarcerated in state, county or federal correctional facilities, may request public records from the Library. “Public Record” has the meaning as defined in Section 2(e) of the FOIA.

B. *Verbal Requests.* The Library may, but is not required to, provide public records in response to a verbal request, unless such verbal request is for information that the Library believes is available on its website. In such case, an employee, where practicable and to the best of his or her knowledge, shall inform the requestor about the pertinent website where the information is available.

C. *Written Requests.* Except as provided in Section III.B above, a person desiring to inspect, copy or receive a copy of a public record shall make a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission.

1. Where to Send the Request. Whenever possible, requests for public records should be directed to the following recipients so that the information can reach the FOIA Coordinator:



- a. By mail or in person:

Portage District Library  
Attn: FOIA Coordinator  
300 Library Lane  
Portage, MI 49002

- b. By e-mail: [foia@portagelibrary.info](mailto:foia@portagelibrary.info)  
c. By fax: (269) 324-9222

2. **Sufficient Description.** Requests in writing must identify the public record sufficiently to allow the Library to find the requested record. If not, the request may be denied on that basis.

3. **Requester Contact Information Required.** A request from a person must include the following (unless the request is from an individual who qualifies as indigent under Section 4(2)(a) of the FOIA):

- a. the requesting person's complete name, address, and contact information, and  
b. if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual.

An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

4. **Electronic Transmissions.** For requests sent by electronic transmission, the following shall apply:

- a. **Electronic Transmissions.** A written request made by facsimile, electronic mail, or other electronic transmission is not received by the Library's FOIA coordinator until 1 business day after the electronic transmission is made.  
b. **Spam or Junk Mail Folder.** If a written request is sent by electronic mail and delivered to the Library's spam or junk mail folder, the request is not received until 1 day after the Library first becomes aware of the written request. The Library shall note in its records both the time a written request is delivered to its spam or junk mail folder and the time the Library first becomes aware of that request. The FOIA Coordinator shall

be responsible for routinely monitoring the spam and junk mail folders in order to determine whether they contain any FOIA requests.

5. Specify Format. The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. The Library is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.

6. Subscription. A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

#### **IV. PROCEDURES FOR RESPONDING TO WRITTEN FOIA REQUESTS.**

A. *Response.* Unless otherwise agreed to in writing by the person making the request, the Library shall respond to a request within 5 business days after it receives the request by:

1. Granting the request (which would include notifying the requestor that all or a portion of the public records requested are available on the website, if applicable);
2. Issuing a written notice to the requesting person denying the request;
3. Granting the request in part and issuing a written notice to the requesting person denying the request in part (which would include notifying the requestor that all or a portion of the public records requested are available on the website if applicable); or
4. Issuing a notice extending for not more than 10 business days the period during which the Library shall respond to the request.

The Library's written response shall be considered the final determination regarding the FOIA request.

B. *Understanding the Library's Response.* The Library has an obligation to respond as required under the FOIA. If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted. However, if the request is denied or denied in part, the Library shall provide the following information:

- 1 Pursuant to Section 13 of the FOIA, the Library may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request

assistance from the Library's Attorney regarding the application of exemptions. If exempt, the Library shall provide an explanation of the basis under this act or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.

2. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library, if that is the reason for denying the request or a portion of the request. The denial letter may indicate that the letter serves as the certificate as required by the FOIA.

3. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA, if a separation or deletion is made.

4. A full explanation of the requesting person's right to do either of the following:

a. Submit to the Library Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or

b. Seek judicial review of the denial under Section 10 of the FOIA.

5. Notice of the right to receive attorneys' fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that the Library has not complied and orders disclosure of all or a portion of a public record.

C. *No Obligation to Create Records.* The FOIA does not require the Library to make a compilation, summary, or report of information. Further, the Library is not required to create a new public record in order to respond to a request.

D. *Documents Available on Website.* If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Library shall notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format. On the detailed itemization, the Library shall separate the requested public records that are available on its website from those that are not available on the website and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.

## V. FEES.

The Library may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record because it has established, made publicly available, and follows these Procedures and Guidelines and the FOIA. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication or publication including labor; the cost of search, examination and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a detailed itemization of costs on a standard form, as required under Section 4(4) of the FOIA (“Detailed Itemization”). The total fee shall not exceed the sum of the following components:

### A. *Labor Costs:*

#### 1. Searching for, Locating and Examining.

a. The Library may charge for searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

#### 2. Separating and Deleting Exempt from Non-Exempt:

a. For services performed by an employee of the Library, the Library shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from non-exempt information in the particular instance, regardless of whether that person is available or who actually performs the labor. All references in these Procedures and Guidelines to separating and deleting exempt information from non-exempt information shall refer to the separation and deletion requirements set forth in Section 14 of the FOIA, MCL 15.244.

b. If the Library does not employ a person capable of separating and deleting exempt information from non-exempt information in the particular instance, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information in the same manner as employee labor costs when calculating charges under this subdivision if all of the following occur:

1) The Library's FOIA Coordinator determines on a case-by-case basis that the Library does not employ a person capable of separating and deleting exempt information from non-exempt information.

2) The Library clearly notes the name of the contracted person or firm on the Detailed Itemization.

3) Total labor costs calculated for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

d. The Library shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the Library's possession.

f. If the Library directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from this labor charge.

3. Duplication or Publication Labor Charges.

a. The Library may charge labor costs for duplication and publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor.

c. Labor costs shall be estimated and charged in increments of one (1) minute, with all partial time increments rounded down.

4. Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits in the Detailed Itemization. Subject to the 50% limitation, the Library shall not

charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format but may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

5. Overtime Wages. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.

6. Itemization. All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

7. Unreasonably High Costs. The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of the deletion and separation of exempt information from non-exempt information, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has authority to determine when the costs are unreasonably high in a particular instance, including, but not limited to, instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. In doing so, the FOIA Coordinator may take into account considerations such as the volume and complexity of the FOIA request as well as the Library's particular fiscal condition at the time of the request or any other conditions authorized by law.

B. *Other Costs.*

1. Nonpaper Physical Media. Costs for providing records on nonpaper physical media.

a. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. The Library is not required to provide the documents on nonpaper physical media if it lacks the technological capability necessary to provide records on the requested particular nonpaper physical media.

b. For public records provided to the requestor on nonpaper physical media, the Library may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar

media. The Library may use (but is not required to) a computer disc, thumb drive or other nonphysical media provided by the requestor but only if it is provided in its original packaging. Because the safety and security of the Library's computers and network is of important public interest, the Library may take that security interest into account when determining the means of providing the documents on nonpaper physical media.

2. Costs for Providing Paper Copies.

a. For paper copies of public records provided to the requestor, the Library may charge the actual total incremental cost of necessary duplication or publication, not including labor.

b. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided.

c. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8½ by 11 inch paper or 8½ by 14 inch paper. For all other paper sizes, the Library may charge the actual total incremental cost of duplication or publication, not including labor.

d. The Library shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

3. Mailing Costs.

a. The Library shall charge the actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.

b. The Library shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.

C. *Statutory Fees.* The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

- D. *Fees Paid Before Providing Documents.* The Library shall require that all fees be paid in full before providing records in response to granted or granted in part written requests.

## VI. DEPOSIT.

A. *Deposit.* In either the Library's initial response or subsequent response as described under Section 5(2)(d), the Library may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds \$50.00, based on a good-faith calculation of the total. The deposit shall not exceed ½ of the total estimated fee, and the Library's request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by the Library regarding the time frame it will take the Library to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon the Library, but the Library shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state's public policy under Section 1 and the nature of the request in the particular instance. If the Library does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses. Providing an estimated time frame does not relieve the Library from any of the other requirements of this act.

B. *Increased Deposit For Prior Unpaid Requests.* After the Library has granted and fulfilled a written request from an individual under this act, if the Library has not been paid in full the total amount for the copies of public records that the Library made available to the individual as a result of that written request, the Library may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

1. The final fee for the prior written request was not more than 105% of the estimated fee.
2. The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
3. The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
4. Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
5. The individual is unable to show proof of prior payment to the Library.
6. The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.



The Library shall no longer require an increased estimated fee deposit from an individual described above if any of the following apply:

1. The individual is able to show proof of prior payment in full to the Library;
2. The Library is subsequently paid in full for the applicable prior written request; or
3. Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.

C. *Payment of Deposit; Abandonment of Request.* If a deposit that is required under Subsection 4(8) or 4(11) of the FOIA (as described in Subsections VI.A and B above) is not received by the Library within 45 days from receipt by the requesting person of the notice that a deposit is required, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the public body is no longer required to fulfill the request. This notice of a deposit requirement is considered received 3 days after it is sent, regardless of the means of transmission. Notice of a deposit requirement will include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

## VII. WAIVER OR REDUCTION OF FEES.

A. *Waiver of Fees of First \$20.00.* A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:

1. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

- a. If the requestor is eligible for a requested discount, the Library shall fully note the discount on the Detailed Itemization.

- b. If a requestor is ineligible for the discount, the Library shall inform the requestor specifically of the reason for ineligibility in the Library's written response. An individual is ineligible for this fee reduction if any of the following apply:

- 1) The individual has previously received discounted copies of public records from the Library twice during that calendar year.

- 2) The individual requests the information in conjunction with outside parties who are offering or providing payment or

other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

- a. Is made directly on behalf of the organization or its clients.
- b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- c. Is accompanied by documentation of its designation by the state, if requested by the Library.

B. *Public Interest Reduction or Waiver.* The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

C. *Reduction for Late Responses.* If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall do the following:

1. Reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:
  - a. The late response was willful and intentional.
  - b. The written request:
    - (i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or
    - (ii) specifically included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy”, or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

2. If a charge reduction is required, the Library shall fully note the charge reduction on the Detailed Itemization.

## **IX. INSPECTION.**

Upon request, the Library must furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and must furnish reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. Pursuant to Section 4(1) of the FOIA, the Library may charge a fee for the public record search, for the necessary copying of a public record for inspection or for providing a copy of the public record after inspection.

The FOIA permits the Library to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. The Library must protect public records from loss, unauthorized alteration, mutilation, or destruction. As such, the Library authorizes the FOIA Coordinator to determine whether in a particular circumstance an employee or agent of the Library must be present at any inspection of documents to protect the public records, and in such cases may assess charges as appropriate under law.

## **X. CERTIFIED COPIES.**

The Library must, upon written request, furnish a requesting person a certified copy of the public record disclosed in whole or in part by the Library.

## **XI. APPEALS.**

### **A. *Appeal of a Final Determination to Deny All or a Portion of the Request.***

1. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request, the requestor must submit to the Portage District Library Board (“Library Board”) a written appeal that specifically states the word “appeal” and identifies the reason or reasons for reversal of the denial.
2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.
3. Response to Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:
  - a. Reverse the disclosure denial.
  - b. Issue a written notice to the requesting person upholding the disclosure denial.

c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Library Board shall respond to the written appeal. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

B. *Appeals of Fees (Including Deposits).*

1. Submit an Appeal. If the Library requires a fee that exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA, the requesting person may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal under until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response of Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

a. Waive the fee.

b. Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available Procedures and Guidelines and Section 4 of the FOIA.

c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.

d. Issue a notice extending for not more than 10 business days the period during which the Library Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

## **XII. CIVIL ACTION.**

### **A. *Civil Action for Non-Disclosure or Denial of Public Records.***

1. **Civil Action After Appeal:** If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library's final determination to deny a request.
2. **Civil Action Directly After Denial.** A requestor may also commence a civil action in the circuit court to compel the Library's disclosure of the public records within 180 days after the Library's final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.
3. **Remedies; Fines.** If the court determines a public record is not exempt from disclosure, it shall order the Library to cease withholding or to produce all or a portion of a public record wrongfully withheld. If the person prevails, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Library prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines that the Library has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Library to pay a civil fine of \$1,000.00 and shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00.

### **B. *Civil Action Regarding Fees.***

1. **Civil Action After Appeal.** A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) made a determination on a written appeal. A requestor must submit an appeal to the Library Board for a fee reduction before commencing a civil action. If a civil action is commenced against the Library, the Library is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board.
2. **Remedies; Fines.** If the requesting person prevails by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines the Library has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the Library to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or

compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction.

**XIII. FOIA RECORD RETENTION.**

The FOIA Coordinator must keep a copy of all written requests and documents sent in response to the request for public records on file for no less than 1 year, unless a longer retention time has been specified in a record retention policy applicable to the Library.

**XIV. PUBLICATION AND NOTIFICATION OF PROCEDURE AND GUIDELINES.**

Because the Library maintains a website, these Procedures and Guidelines and the summary shall be posted and maintained on the website. The Library shall make these Procedures and Guidelines and summary publicly available by providing free copies both in the response to a written request and upon request by visitors at the Library. However, the Library may include the website link instead of providing paper copies in its response to a written request.

**XV. SEVERABILITY; ENFORCEABILITY.**

If any clause, provision or section of these Procedures and Guidelines shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections. If any of the Procedures and Guidelines is determined by the FOIA Coordinator to be in conflict with the FOIA or other law after adoption, the FOIA Coordinator has the authority to process FOIA requests in conformance with the FOIA and shall seek to amend these Procedures and Guidelines as soon as possible.

**XVI. EFFECTIVE DATE.**

These Procedures and Guidelines shall become effective upon approval.

# **Exhibit B**

## **FOIA – Written Public Summary**

## **PORTAGE DISTRICT LIBRARY**

### **WRITTEN PUBLIC SUMMARY OF THE FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES**

The Portage District Library (“Library”) adopts this written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act, 1976 PA 442 (“FOIA”) so that the public will understand the Library’s Procedures and Guidelines for processing FOIA requests. This is a summary of the Procedures and Guidelines. A complete copy of the Procedures and Guidelines is available at the Library located at 300 Library Lane, Portage, Michigan 49002 or on the website at [http://www.portagelibrary.info/about/policies\\_guidelines/](http://www.portagelibrary.info/about/policies_guidelines/).

#### **A. How Can I Request a Public Record?**

- A person (except those persons incarcerated in state, county or federal correctional facilities), may request public records.
- The requestor must send a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission. The requests should be directed to the FOIA Coordinator. The contact information is as follows: Portage District Library, Attn: FOIA Coordinator, 300 Library Lane, Portage, Michigan 49002; E-mail – [foia@portagelibrary.info](mailto:foia@portagelibrary.info); Fax – (269) 324-9222..
- A request from a person must include (unless the request is from an individual who qualifies as indigent) the person’s complete name, address (in compliance with United State Postal Service standards), and contact information, and if made by a person other than an individual, the complete name, address, and contact information of the person’s agent who is an individual. Contact information must include a valid telephone number or electronic mail address.
- The requestor will not be required to use a specific form or format, but requests must identify the public record sufficiently to allow the Library to find the requested record.
- The Library may, but is not required to, respond to a verbal request. However, if the Library believes the information is available on its website, the Library will inform the requestor of the website location where practicable and to the best of his or her knowledge.

#### **B. When Can I Expect a Response?**

- Unless otherwise agreed to in writing, the Library will respond or seek a deposit within 5 business days after it receives the request. However, the Library may extend that time period by 10 business days.
- Please keep in mind that a request sent by e-mail or other electronic means is not considered received until 1 business day after it is transmitted. If the request is sent to a spam or junk mail folder, it is not considered received until 1 day after it is discovered.



### C. How Can I Understand the Response?

- If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted.
- However, if the request is denied or denied in part, the Library shall provide any or all the following information, depending upon the reason for the denial:
  - An explanation of the basis that the public record, or portion of that public record, is exempt from disclosure, including a description of the information that is separated or deleted.
  - A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library.
  - A full explanation of the requesting person's right to (1) submit to the Library Board a written appeal; or (2) seek judicial review of the denial under Section 10 of the FOIA. (See below for more details).
  - Notice of the right to receive attorneys' fees and damages if a court determines that the Library has not complied and orders disclosure of all or a portion of a public record.
- If a request is granted in part or granted in full, the Library will require payment before providing documents.

### D. What if I Request Documents Available on the Website?

- If documents are available on the website, to the degree practicable, the response will include a specific webpage address where the requested information is available.
- The Library will inform the requestor of the additional charge to receive copies of the public records that are available on its website.

### E. What Fees Will the Library Charge?

- The FOIA Coordinator will provide a detailed itemization of costs.
- For labor costs, the fee shall not exceed the sum of the following components:
  - Hourly Wage. The Library will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records; separating and deleting exempt information from non-exempt information; and for duplication and publication regardless of whether that person is available or who actually performs the labor, except if the Library does not employ a person capable of separating and deleting exempt information from non-exempt information, it may treat necessary contracted labor costs for that purpose in the same manner as employee labor costs but may not exceed 6 times the State minimum hourly wage.
  - Time Increments: The fee will be charged in fifteen (15) minute increments, with all partial time rounded down, except the labor fee for duplication and publication, which shall be charged in one (1) minute increments.

- Determination of Unreasonably High Labor Costs. The fee for searching for, locating and examining public records and separating exempt information from non-exempt information (including redacting) will not be charged, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs.
  - Overtime. Overtime wages shall not be included unless agreed to by the requestor.
  - Description of Charge. The detailed itemization will include both the hourly wage and the number of hours charged.
  - Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount (but may not exceed actual costs) to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits, unless a requestor wants records that are available on the website. In which case, the fringe benefit multiplier can be greater than the 50% limitation.
- For public records provided to the requestor on nonpaper physical media (discs, flash drives, e-mails), the Library may charge the actual and most reasonably economical cost of the media.
  - For paper copies, the Library may charge the actual total incremental cost of necessary duplication or publication not to exceed \$.10 per page (single or double sided) for 8½ by 11 inch paper or 8½ by 14 inch paper. The Library will charge the actual cost of copies made on paper of a different size. The Library will use double-sided printing, if cost saving and available.
  - The Library may charge the actual cost of mailing and the least expensive form of postal delivery confirmation.

**F. Will a Deposit be Required? When do I have to Pay the Deposit?**

- The Library may require a good-faith deposit of ½ of the estimated fee if the entire fee estimate or charge authorized under the FOIA exceeds \$50.00, based on a good-faith calculation of the total estimated fee.
- The Library will also provide a best efforts, nonbinding estimate of the time frame it will take the Library to provide the public records to the requestor.
- If the Library has granted a prior request but has not been paid in full, the Library may require a deposit of up to 100% of the estimated fee if all of the following apply:
  - The final fee for the prior written request was not more than 105% of the estimated fee.
  - The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
  - The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
  - Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
  - The individual is unable to show proof of prior payment to the Library.

- The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit if **any** of the following apply:

- The individual is able to show proof of prior payment in full to the Library;
  - The Library is subsequently paid in full for the applicable prior written request; or
  - Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.
- If a deposit is not received within 45 days from receipt of the deposit notice letter (it is considered received 3 days after it is sent), and no appeal of the deposit amount is filed, the request is abandoned. The notice of a deposit will include the date by which the deposit must be received (48 days after notice is sent).

**G. Am I Entitled to a Wavier or Reduction of Fees?**

- A reduction of the fee by \$20.00 is available to certain individuals who submit an affidavit stating they are indigent and receiving public assistance, or if not receiving public assistance, stating facts showing in ability to pay because of indigency. For this reduction to apply, the individual may not have received discounted fees twice during that calendar year and the person may not be requesting on behalf of parties who are paying to make the request.
- A reduction of the fee by \$20.00 is also available to certain non-profit organizations formally carrying out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act, provided that the request is made on behalf of the organization or its clients, is made for a reason consistent with the laws under Section 931 of the mental health code and is accompanied by documentation of its designation by the state.
- The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.
- If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if the late response was willful and intentional or the written request included specific language as set forth more fully in the Procedures and Guidelines.

**H. How Can I Appeal a Decision to Deny All or Part of My Request?**

- If a requestor desires to appeal all or part of a decision to deny a request, the requestor must submit to the Portage District Library Board ("Library Board") a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by reversing the disclosure denial, upholding the denial, revising in part and upholding in part the denial or issuing a 10 business day extension.

**I. How Can I Appeal a Determination of the Fee or Deposit Amount?**

- The requestor may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under the Procedures and Guidelines or Section 4 of the FOIA.
- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by waiving the fee, reducing the fee and explaining the basis for the remaining fee, upholding the fee or issuing a 10 business day extension.

**J. Can I File a Lawsuit Regarding the Denial of a FOIA Request?**

- If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requestor may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library’s final determination to deny a request. A requestor may also commence a civil action in the circuit court to compel the Library’s disclosure of the public records within 180 days after the Library’s final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.
- If a person prevails in an action regarding the denial of a request, the court shall award reasonable attorneys fees, costs and disbursements. If the person prevails in part, the court may award all or a portion of the attorneys’ fees, costs and disbursements. If the court determines the FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$1,000.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

**K Can I File a Lawsuit Regarding the Fee Charged For a FOIA Request?**

- A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) issued a determination of a written appeal. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board. The requestor must file an appeal for a fee reduction before commencing a circuit court action.
- If a person prevails in an action by receiving a reduction of 50% or more of the total fee, the court may award all or a portion of the reasonable attorneys’ fees. If the court determines FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$500.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

# **Exhibit C**

## **FOIA – Detailed Itemization Sheet**

**PORTAGE DISTRICT LIBRARY DETAILED ITEMIZATION**

<b>LABOR CHARGES</b>	
<p><b>A. Cost for Searching for, Locating and Examining of Public Records in Conjunction with Receiving and Fulfilling a <u>Granted Written Request</u>.</b></p> <p>1. Determination of the Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier = \$ _____)</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>2. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours; for 45 minutes use .75 hours). _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to Library because of the nature of the request in the particular instance because of the following reasons:</p> <p>_____</p> <p>_____</p>	<p>Hourly wage: \$ _____</p> <p>Total time: _____ hours</p> <p><b>A. Total Fee (hourly wage x total time):</b> \$ _____</p>
<p><b>B. Cost for Separating Exempt Information from Non-Exempt, including Redaction of Documents.</b></p> <p>1. For <u>Employee Labor Costs</u>:</p> <p>a. Determination of the Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier = \$ _____)</p> <p><input type="checkbox"/> This fee is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours). _____ hours.</p>	<p>1.a Hourly wage for employees: \$ _____</p> <p>1.b Total time for employees: _____ hours</p> <p><b>1.c Total Employee labor charge (hourly wage x hours):</b> \$ _____</p>

<p><b>2. For Contracted Labor Costs:</b></p> <p><input type="checkbox"/> The FOIA Coordinator has determined that the Library does not employ a person capable of deleting exempt information from non-exempt information in the particular instance and the work is being performed by the following person or firm:</p> <p>_____</p> <p><b>a. Determination of the Hourly wage:</b></p> <p>The hourly wage of the contracted labor (not to exceed 6 times the State of Michigan minimum hourly wage): \$ _____</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p><b>b. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours; 45 minutes use .75 hours). _____ hours.</b></p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons:</p> <p>_____</p> <p>_____</p>	<p><b>2.a Contracted labor hourly wage:</b> \$ _____</p> <p><b>2.b Contracted labor hours:</b> _____ hours</p> <p><b>2.c Total Fee for contracted labor (hourly wage x hours):</b> \$ _____</p>
<p><b>C. Cost for Duplication and Publication.</b></p> <p><b>1. Determination of the Hourly wage:</b></p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier = \$ _____)</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p><b>2. Determination of total time using increments of one (1) minute with partial time rounded down. _____ hours.</b></p>	<p><b>Hourly wage:</b> \$ _____</p> <p><b>Total time:</b> _____ hours</p> <p><b>C. Total Fee (hourly wage x hours)</b> \$ _____</p>

<b>Other Actual Costs</b>	
<p><b>D. Costs for Paper Copies.</b>                  The actual total incremental cost of necessary duplication and publication using the most economical means available:</p> <p>1. Not to exceed \$.10 per sheet for 8 ½ by 11 or 8 ½ by 14 in paper:                  \$ _____ per sheet x _____ number of sheets = \$ _____.</p> <p>2. Other paper sizes:                  \$ _____ per sheet x _____ number of sheets = \$ _____.</p>	<p><b>D. Total Fee (add totals for all sizes of paper):</b>                  \$ _____</p>
<p><b>E. Costs for Nonpaper Physical Media.</b>                  The actual and most reasonably economical cost of the computer disc, flash drives, computer tape or other similar media:                  \$ _____ per item x _____ number of items .</p>	<p><b>E. Total Fee:</b>                  \$ _____</p>
<p><b>F. Cost of Mailing:</b></p> <p>1. The actual cost of mailing: \$ _____</p> <p>2. Fee for the least expensive postal delivery confirmation: \$ _____</p> <p>3. Costs for the envelope or box for mailing \$ _____.</p> <p><input type="checkbox"/> The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.</p>	<p><b>F. Total Fee: (add all 3 costs):</b>                  \$ _____</p>
<b>Costs for Providing Documents Available on the Website</b>	
<p>G. <input type="checkbox"/> The Library has notified the requestor in its written response that all or a portion of the requested information is available on its website. The following is a detailed itemization of cost of the information that is available on the website:</p> <p>1. <i>Labor Costs – Searching for, locating and examining:</i></p> <p>a. Determination of Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor.                  \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a multiplier of _____% (hourly wage x percentage multiplier = \$ _____)</p> <p><input type="checkbox"/> This fee is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down _____ hours.</p>	<p>1. Total fee (hourly wage x hours):                  \$ _____</p>



<p>2. <i>Labor Costs: Copying or Duplication:</i></p> <p>a. Determination of Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a multiplier of _____% (hourly wage x percentage multiplier = \$ _____)</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>b. Determination of total time using increments of ___ minutes with partial time rounded down. _____ hours.</p> <p>3. The actual total incremental cost of necessary duplication and publication:</p> <p>a. Not to exceed \$.10 per sheet for 8 ½ by 11 or 8 ½ by 14 in paper: \$ _____ per sheet x _____ number of sheets = \$ _____.</p> <p>b. Other paper sizes: \$ _____ per sheet x _____ number of sheets = _____.</p> <p>4. Costs for Nonpaper Physical Media \$ _____ per item x _____ number of items.</p> <p>5. Cost of Mailing:</p> <p>a. The actual cost of mailing in a reasonably commercial and justifiable manner: \$ _____</p> <p>b. The charge for the least expensive postal delivery confirmation: \$ _____</p> <p>c. Costs for the envelope or box for mailing. \$ _____</p> <p><input type="checkbox"/> The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.</p>	<p>2. Total fee (hourly wage x hours): \$ _____</p> <p>3. Total cost for paper copies: \$ _____</p> <p>4. Total cost for nonpaper physical media: \$ _____</p> <p>5. Total cost of Mailing: \$ _____</p> <p><b>G. Total Cost for Providing Documents:</b> \$ _____</p>
<p><b>1. Subtotal Charges: Add Items A – F Above:</b></p> <p><b>2. Subtotal with Website Document Charges from G above if applicable</b></p>	<p><b>Total Fee:</b> \$ _____</p> <p><b>Total Fee with website records included if applicable</b> \$ _____.</p>

<b>Waivers or Reductions</b>		
<b>Public Interest Reduction or Waiver.</b> The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. <input type="checkbox"/> Fee waiver granted or granted in part for a reduction of \$ _____		Subtract \$ _____
<b>Waiver of Fees of First \$20.00.</b> A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following: <b>1. Indigency:</b> Certain individuals who submit an affidavit stating that the individual is indigent or receiving public assistance as stated more fully in the FOIA and the Library's Procedures and Guidelines. <input type="checkbox"/> FOIA Coordinator Approves the Waiver. <b>2. Certain Non-Profit Organizations.</b> A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act as stated more fully in FOIA and the Library's Procedures and Guidelines. <input type="checkbox"/> FOIA Coordinator Approves the Waiver.		Subtract Waiver of Fee: \$ _____
<b>Reduction for Late Response:</b> If the Library does not respond to a written request in a timely manner, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction. However, this reduction only applies (1) if the late response was willful and intentional or (2) or the request contained the language required by the FOIA for such reduction (See Procedures and Guidelines). _____ number of days x 5% of labor costs = \$ _____		Subtract \$ _____ of labor charges (up to 50% of labor costs).
<b>Final Total After Any Applicable Reductions or Waivers:</b>		\$ _____
<b>Deposit:</b> <input type="checkbox"/> The Library requires a deposit of \$ _____ (1/2 of the estimated fee) and this total estimated fee exceeds \$50.00. <input type="checkbox"/> The Library requires a deposit of \$ _____ (100% of the estimated fee) because this request meets the statutory requirements for failing to pay for prior requests under Section 4(11) of the FOIA.  The deposit must be received on or before _____. If the deposit is not received by this date, the request will be considered abandoned.		Deposit Amount: \$ _____ <input type="checkbox"/> Deposit Paid on _____
<b>Total Fee</b> \$ _____ <b>- Deposit Amount</b> \$ _____ <b>= Remaining Fee Due of</b> \$ _____ <input type="checkbox"/> Fee Paid on _____		Total Fee Due: \$ _____

# Memo

## Proposed Schedule for 2024 Library Board Meetings

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** December 6, 2023

The following is the proposed schedule of Portage District Library Board meetings from January through December 2024. Please note that the regular day and time for all library board meetings will be the 4th Monday\* of each month at 6:00 p.m. Additional meetings may be called or changes in meeting dates may be made by the Library Board Chair if needed. The location and/or attendance instructions for library board meetings are indicated on the meeting notice which is posted three days prior to a regular meeting. Rescheduled regular meetings or special meeting notices are posted a minimum of 18 hours prior to their start.

January 22, 2024	Monday	Regular Meeting
February 26, 2024	Monday	Regular Meeting
*March 18, 2024	Monday	Regular Meeting
April 22, 2024	Monday	Regular Meeting
*May 20, 2024	Monday	Regular Meeting
June 24, 2024	Monday	Regular Meeting
July 22, 2024	Monday	Regular Meeting
August 26, 2024	Monday	Regular Meeting & Public Budget Hearing
September 23, 2024	Monday	Regular Meeting
October 2024	Library Board Retreat	To be determined
October 28, 2024	Monday	Regular Meeting
November 2024	No Library Board Meeting Planned	
*December 16, 2024	Monday	Regular Meeting

*\* NOTES: PDL Staff are proposing holding the March 2024 board meeting one week earlier due to Portage Public Schools Spring Break, the May 2024 board meeting one week earlier due to Memorial Day, and the December 2024 board meeting one week earlier due to winter holidays.*

# Memo

## Appointment of Nominating Committee Chair for 2024 Library Board Officers

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** December 7, 2023

The Library Board bylaws that were last reviewed and approved on February 27, 2023, include a provision for election of officers as follows:

### ARTICLE III Officers

Officers of the Portage District Library Board shall be a Chairperson, and a Vice-Chairperson, who shall be elected at the January meeting, for a term of one year, commencing at the first board meeting in January.

For this reason, the "Library Board Officers for 2024" has been placed as an item under Governance on the agenda for discussion at the December 11, 2023 board meeting. At that time, Board Chair Vance will appoint a Nominating Committee Chair to survey trustees' interest in serving as a Board Officer in 2024. The election of officers will occur at the January 22, 2024 meeting.

# Memo

## Library Personnel

**To:** Portage District Library Board  
**From:** Tom Vance, Library Board Chair  
**Date:** December 4, 2023

The Library Board Personnel Committee met on Saturday, December 2, 2023. Following that meeting, Board Chair Vance requested the following items to be included on the agenda of the December 11, 2023 Library Board Meeting:

1. Library Personnel Committee Recommendation for Library Director's Compensation in 2024
2. Renewal of Library Director's 3-year contract
3. Discussion Regarding Library Staff Performance Recognition at the end of 2023.