

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
March 18, 2024

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, March 18, 2024 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, March 18, 2024 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 electronically. The Library wants to ensure access for the public if the public cannot be physically present.

2. Procedures

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

3. Contact Information

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

4. Persons with Disabilities

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

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

<https://us02web.zoom.us/j/88242415931>

Dated: March 14, 2024 **Quyen Edwards**
Library Board Secretary
Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

March 18, 2024

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 March 18, 2024 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)

- A. Minutes of the regular meeting held on February 26, 2024 (Info) Pg.5-8
- B. March 2023 Narrative (Info) Pg.9-13
- C. Financial Condition for February 2024 (Info) Pg. 14-15
- D. Statistical Report for February 2024 (Info) Pg. 16-17
- E. April 2024 Program Calendar (Info) Pg.18
- F. MLA Advocacy (Info) Pg. 19-20

VI. Marketing Plan 2024 (20 minutes)

- A. Presentation of the 2024 Marketing Plan
by Marketing Manager Colin Whitehurst (Info) Pg.21

VII. Monitoring Reports (15minutes)

- A. Asset Acquisition and Disposal Administrative Procedure (Vote) Pg.22-25
- B. Monitoring Report on Executive Limitation: Asset Protection (Info) Pg.26
- C. Monitoring Report on Executive Limitation: Financial Planning & Budgeting (Info) Pg.27
- D. Monitoring Report on Executive Limitation: Financial Condition & Activities (Info) Pg.28

VIII. Library Director's Reports (20 minutes)

- A. Final remarks by Library Director for the March 18, 2024 Library Board Meeting

IX. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the April 22, 2024 Board Meeting
 - 1. Minutes of the Regular Meeting held on March 18, 2024.
 - 2. Review of Art Exhibit Gift Policy.
 - 3. Review of Programming Policy.
 - 4. Report from Board Liaison to the Friends of the Library.

AGENDA

5. Scheduling of mid-year meeting with the Library Director.
6. 1st Quarter Financial Report for FY 2024.
7. 1st Quarter 2024 Strategic Plan Report
8. Monitoring Report on Executive Limitation: Fundraising Activities.
9. Guest: Michigan State Representative: Christine Morse, 40th House District

B. Miscellaneous

X. Adjournment

MINUTES

From the February 26, 2024
Regular Board Meeting

I. Start of Meeting

II. Roll Call

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

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

Board Members Absent: Jeanne Friedman (excused)

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

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

Library Board Chair Tom Vance welcomed everyone to the February 26, 2024 Library Board Meeting. He asked if anyone present had any comments and there were none.

V. Adoption of the Agenda for the Regular Meeting of February 26, 2024

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 Baker and supported by Trustee Vander Vries that the Library Board adopt the agenda for the regular meeting of February 26, 2024 Vote 6-Yes, 0-No, 1-Absent (Friedman). Motion carried.

VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the February 26, 2024 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on January 22, 2024
- B. February 2024 Narrative
- C. Financial Condition for January 2024
- D. Statistical Report for January 2024
- E. March 2024 Program Calendar
- F. Review of Confidentiality Policy
- G. Review of Social Media Policy

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Whitlock that the Library Board adopt the consent agenda for the regular meeting of February 26, 2024 Vote 6-Yes, 0-No, 1-Absent (Friedman). Motion carried.

MINUTES

VII. Governance

Review and Approve Library Board Bylaws

Library Director Klien said that this item on the agenda is the yearly review of the Library Board Bylaws. There were no changes made and trustees had no discussion

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

A. Report for Friends of the Library.

Co-Liaison to the Friends, Trustee Baker, said the Friends had an excellent Board meeting. They made approximately \$4,300 on the book sale in February even with a lower volume inventory. They also approved all the requests presented by the Library staff. Co-Liaison Trustee Terry said she was particularly interested in the Charlie Cart which includes everything you would need to do a cooking class. Terry remembered that when Marsha Meyer worked in Adult Services, they used to do a lot of cooking programs and this will enable the library to get back to that. Questions about current Friends members – the Friends Liaisons estimated that they currently have about 80 members. Not all Friends members volunteer to sort or sell books, many members join for the ability to attend the book presale on Friday night before the Saturday public sale.

B. Budget Amendment for Friends of the Library Donation.

Trustees reviewed the items that were proposed and approved by the Friends. Board Chair Vance asked for a motion.

MOTION: It was moved by Trustee Baker and supported by Trustee Vander Vries that the Library Board approve the budget amendment for the Friends of the Library donation as recommended. Vote 6-Yes, 0-No, 1-Absent (Friedman). Motion carried.

C. Memo: Guests/Presenters to be Invited to Board Meetings in 2024.

Klien wanted to follow-up from the meeting in January regarding guests to invite to 2024 Board Meetings. Trustees had a strong interest in inviting Kim Phillips, Director of Senior Citizen Services at the Portage Zhang Senior Center. They also expressed an interest to have our local legislators - State Senator Sean McCann and State Representative Christine Morse.

D. Review and Approve Lost and Found Policy.

Library Director Klien said that after discussion with staff, it was determined that the library needed a specific Lost and Found Policy. She asked trustees to approve the policy presented.

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

VIII. Ends Development

A. Donations Report for Funds Received in 2023

Business Manager Foti reminded trustees that donations are not budgeted for each fiscal year and must therefore be approved by budget amendment. Presented in the packet are the donations from the end of FY 2023 that have

MINUTES

been designated for specific use as well as the total amount of undesignated funds. Following additional discussions by staff, we will come back to the Board at a future date with a request for use for the undesignated funds.

B. Memo Regarding Budget Amendments for Restricted Donations and Allocation of 2023 Donations.

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

IX. Library Director's Reports

A. Final remarks by Library Director for the February 26, 2024 Library Board Meeting.

Next month, we will be bringing forward the Asset Protection procedures. In recent years, we have talked about using MiDeal as well as furniture contact purchasing over an RFP. This process makes a lot of sense for the library as these contracts are negotiated at the state level in larger quantities that make it a better deal for us, pre-vetted, and saves time for staff. VanderVries says the county does that and she is comfortable with that.

Getting on the same page for next month, Library Director Klien reminded trustees that the March Board Meeting is on Monday, March 18th and we are already aware that two trustees are unable to attend. Klien asked the remaining trustees to communicate if their situation changes so that we can reschedule the meeting if needed.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the March 18, 2024 Board Meeting

1. Minutes of the Regular Meeting held on February 26, 2024
2. Monitoring Report on Executive Limitation: Asset Protection.
3. Monitoring Report on Executive Limitation: Financial Planning & Budgeting.
4. Monitoring Report on Executive Limitation: Financial Condition & Activities.
5. Library Investment Report.
6. 2024 Marketing Plan

B. Comments from public, board, and staff.

Trustee Baker highlighted the upcoming CommuniTeen Read author Ruta Sepetys and her book Salt to the Sea. Both Portage High Schools will have visits from the author and evening program on March 19th at the Portage Zhang Senior Center. This event is sponsored yearly by Portage District Library, Portage Public Schools, and This is a Bookstore/ Bookbug.

Trustee Behr said "Trustee Whitlock and I attended the webinar on book challenges. It made us feel very confident that we are in good shape and prepared. Clare Membiela did part of the presentation. She emphasized that libraries do not act in loco parentis. I believe that they were recording it, so I will forward it when I get the recording link. It was about one hour long and I would recommend everyone have a listen."

Board Chair Vance said he was impressed by the participation in the Family Literacy event, creation of the monthly art club. Always great engagement.

Trustee Baker went to the community presentation made by Malcolm X's daughter. It was great a great talk.

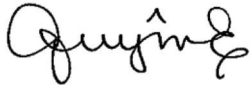
MINUTES

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 February 26, 2024.

DISPOSITION: The regular board meeting of February 26, 2024 was adjourned at 6:34 PM.

Recorded and Transcribed by,



Quyen Edwards
Library Board Secretary

Director's Report

March 2024

Adult Services

Adult Librarian [Ruth Cowles](#) hosted Steve Salaba's Classic Movie: The Absent-Minded Professor on February 17th. Steve shared a classic reel-to-reel film complete with a Micky Mouse cartoon short and real movie popcorn. 9 people of all ages enjoyed the comedy of Fred MacMurray in one of Disney's classic movies.

Outreach librarian [Sara Weyenberg](#) has arranged for Nancy Pollard from the Michigan Unemployment Insurance Agency to come to the library monthly starting February 28th. She will set up a table in the café space with information regarding unemployment insurance and the process of applying for it. She not only brings information, but is able to help individuals with questions specific to their needs while she is in the library.

On February 29th, Adult Programming Librarian, [Rachael Wiegmann](#), hosted Irene Miller's "Into No Man's Land." Ms. Miller is a Holocaust survivor and shared her experiences of surviving Siberian labor camps and orphanages. It was not until about ten years ago that Ms. Miller started sharing her story. Although troubling to hear, the compassion and benevolence Ms. Miller exudes after going through such a traumatic event is most inspiring. Ms. Miller also had a Q&A with the eighty-eight-member audience. If she was emotionally unable to answer a question, she would decline to do so.

Attendee reaction: "Irene Miller is a fabulous speaker, and I appreciated the educational opportunity "



STEM librarian [Jane Fleming](#) hosted The Great North American Eclipse of 2024: A Evening with Richard Bell on February 27. Professor Richard Bell gave an engaging and informative presentation to thirty one attendees about the eclipse that will be occurring on April 8. He had a lot of audience participation and received a loud round of applause when he was finished. He also gave eclipse glasses to every attendee. The patrons really enjoyed his talk and many stayed afterward to ask him additional questions.

Youth Services

Youth Staff [Laura Wright](#) collaborated with Portage Northern High School's Book Buddies to create a multi-day Hot Wheels event. Families could drop in and build a track for their own use, then leave it for the next group to enjoy. The initial setup was created by the Book Buddies.

In preparation for Sensory Night (Saturday, April 13th), staff have sent "Save the Date" information to area support organizations and requested input for that evening's activities.

Youth Outreach Librarian [Andrea Smalley](#) collaborated on a Lunar New Year Celebration with the Haenicke Institute from WMU.

Youth Staff developed a list of initial questions for 2024 and methods for requesting input.

An Outreach work group was created and met for the first time to coordinate outreach opportunities and increase involvement of all departments.

Youth Librarian [Kristy Zeluff](#) began work on a diversity audit of the Picture Book collection. Youth Staff are using this audit as a pilot project. This will inform our work on all collections in Youth.

Youth Staff [Jenni Chase](#) created an immersive cave painting experience for History Maker this month. Attendees learned about the extensive history of ancient cave paintings. They then recreated a famous handprint cave painting from Argentina and used inspiration from other famous sites, as well as their own imaginations.



11 teens hung out and created masterpieces at Teen Art Space, hosted by Youth Staff Member [Karina Gluys](#).

18 teens attended a cupcake decorating competition hosted by Teen Services Librarian [Olivia Pennebaker](#) and Youth Services Staff Member [Karina Gluys](#).

Circulation and Technical Services

During the month of February, we had 528 students use their PASS cards. We also sent out 1,384 text messages regarding overdue materials, membership renewals, and bills.

Personnel

The Library has posted the position of Makerspace/Creation Station Assistant and is accepting applications. This is a new position for the Library and will assist [Jane Fleming](#) in the Makerspace/Creation Station in the areas of patron assistance, equipment maintenance, and assisting and leading programs. It is the Library's goal to have this position filled by April 1, 2024. The HR team continues to complete the update of the Employee Handbook.

The Business Services team is working on preparing the Fiscal Year 2023 financial statements and having all work completed by April 29, 2024, for the auditors. A new Governmental Accounting Standards Board (GASB) pronouncement effective in 2023 will require a significant amount of work in the lead up to the audit. Information is being gathered for this work and Rehmann will conduct a review of the information submitted by the Library and calculate an adjustment for the Library by the beginning of the audit. Phase II of the HR project to update job descriptions and create a new year-end staff evaluation tool is on-going and will continue throughout the remainder of the year. The Library Director and Business Manager met with Craig Manser, the Library's building insurance agent, to review the renewal of the Library's building insurance policy.

Maintenance & Building Services

Building services involved the annual life safety inspections of two sprinkler systems, 2 AEDs/replaced both battery packs and the 17 fire extinguishers along with the semi-annual inspection of the FM200 server room, the canine quarterly pest inspection, pest control treatment, the annual fire alarm inspection, removed Circ workroom shelving, locksmith opened two Heritage Room items and tightened loose lockset, HVAC visit to reset rooftop E-stop on the condenser, demo'd 3 wires from along the boiler room's ceiling, participation in the strategic plan review and LVT floor's quarterly cleaning in the Maker Space, Café and main stairs.

IT Department

The Portage District Library IT Department is actively working with Communico and library staff on our Library Mobile App replacement. Changes have been made to greatly improve search and result displays. There are still a couple of items to be addressed before the new app can be placed into production and made available to the public. The library will not sacrifice usability and reliability of the App before delivering it to our patrons.

We also hosted Bibliotheca for discussions on their self-service products and circulation automation products. The library also held discussions with TBS regarding their patron PC and print management products.

Working with EliteFund, the library applied for E-Rate funding for its switches/access points/firewall licensing funding. This licensing renewal will save the library in excess of \$17,000 over the next 3 years. In 2025, the library will apply to renew its internet connection funding.

Heritage Room

Local Historian Steve Rossio shared two unique items which came into the Heritage Room at the beginning of 2024. They include:

01) Glass dish with artist rendering of Sears at Crossroads given out to dignitaries at the grand opening of the store in September, 1982. Crossroads Mall opened in 1980 but it wasn't until 1982 that the "anchor store" Sears was completed and finally opened its doors. Unfortunately, Sears has since gone out of business and this building currently stands empty.



02) Uniform jacket from Barbour Hall Boy's School located on the Nazareth campus. This often overlooked and since forgotten, Boy's Academy was established by Father O'Brien in 1902 in direct answer to the girl's school which had been established by the Sisters of St. Joseph a few years earlier. Its original building was a brick structure in a simple Queen Anne style that stood on the east side of the Mother House near Nazareth Road. The immediate popularity of the academy resulted in a substantial addition which was added in 1908 and another which was added in 1912. The school would remain in service through the 1970's however due to declining enrollment, possibly brought on by war weariness from the drawn-out Vietnam War, it closed its doors in 1979 and the building was subsequently demolished the following year.

This is a uniform ca. 1950's and would have been worn by one of the academy's attendees. It is a unique and rare item from a hugely popular and now virtually forgotten part of Kalamazoo history.



Spotlight On:

Heritage Room Circulating Material

Two years ago, Local Historian Steve Rossio, decided to break with standard “history room” policy by migrating a substantial portion of the Heritage Room’s collection from reference to circulating. This out-of-the-box decision was based on the considerable number of patron requests to check-out materials from the collection along with the desire to see this substantial Michigan history collection utilized.

The process of this transition required each book in the collection to be physically examined by Mr. Rossio with three factors determining its circulation status: one – the book’s value (both historical and monetary), two – its content and finally three – its condition (would it withstand the rigors of circulation). If the book met all three criteria, it was then processed, which involved changing the book’s status in the computer catalog, attaching and activating the R.F.I.D. Tag and finally placing a red sticker on the spine to denote that the book is circulatable. As of now, the main body of the collection has been processed and is available for checkout. The next phase, which has already commenced, is the migration of pertinent material from the main Adult Non-Fiction Collection into the Heritage Room thus creating a homogenous Michigan History center and thus “one stop shopping” for our patrons.

To ensure that the Heritage Room also continues to retain its status as a place for research, Mr. Rossio is “doubling-up” on certain highly utilized and requested titles making one copy circulatable while leaving the other copy as reference. To prevent any confusion by patrons and staff using the Heritage Room, all material, whether circulating or non-circulating is shelved together via the Dewey Decimal system. When this final stage is completed, new signage as well as a map will be generated and hung, debuting this to the public as a new circulating collection for their enjoyment.



Financial Condition Report

February 2024

Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

Policy: 1. Expend more funds than have been received in the fiscal year to date unless the debt guideline (below) is met.

Director's Response: Revenue \$6,614,827
Expenditures \$2,408,223

Fund	1/31/2024	Changes	2/29/2024
General Reserve (13%)	\$ 796,325	-	\$ 796,325
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

February 2024

	Month Statistics			YTD Statistics		
	Feb-24	Feb-23	CHANGE	2024	2023	CHANGE
Circulation/Collections						
Total Library Circulation	73,647	69,214	6.40%	152,207	143,274	6.23%
Adult - Books	15,984	15,273	4.66%	33,478	32,743	2.24%
Adult - A/V	4,308	3,671	17.35%	7,998	7,815	2.34%
Youth - Books	28,330	29,192	-2.95%	58,106	58,548	-0.75%
Youth - A/V	2,692	2,454	9.70%	6,663	5,118	30.19%
Hot Picks	693	762	-9.06%	1,565	1,679	-6.79%
E-Material	19,745	15,921	24.02%	40,482	33,089	22.34%
ILL - PDL Requests	1,133	1,032	9.79%	2,296	2,269	1.19%
ILL - Other Lib. Requests	762	909	-16.17%	1,619	2,013	-19.57%
Self-Checkout Percentage	51.23%	53.07%		51.49%	53.56%	
Total Library Collection	177,249	177,658	-0.23%			
Adult - Books	71,408	73,075	-2.28%			
Adult - A/V	11,979	13,824	-13.35%			
Youth - Books	84,104	79,915	5.24%			
Youth - A/V	7,177	8,154	-11.98%			
Hot Picks	2,581	2,690	-4.05%			
Net Acquisitions	(630)	464	-235.78%	(1,478)	(179)	-725.70%
Purchased - Books	1,115	1,578	-29.34%	2,189	2,997	-26.96%
Purchased - A/V	254	81	213.58%	468	215	117.67%
Donated - Books	0	0	0.00%	0	0	0.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(1,999)	(1,195)	-67.28%	(4,135)	(3,391)	-21.94%
Total In-House Usage*	0	0	n/a	n/a	n/a	n/a
In-House Periodical Usage	n/a	n/a	n/a	n/a	n/a	n/a
In-House Book Usage	n/a	n/a	n/a	n/a	n/a	n/a
Patrons						
Total Patrons	33,230	33,684	-1.35%			
Adult	16,190	16,388	-1.21%			
Youth	2,476	3,240	-23.58%			
Non-Resident	191	168	13.69%			
Reciprocal	3,045	3,103	-1.87%			
Internet User	577	361	59.83%			
PASS Users	10,692	10,364	3.16%			
Professional	59	60	-1.67%			
Net Patrons	62	(150)	141.33%	79	(3,573)	102.21%
Adult	214	236	-9.32%	440	491	-10.39%
Youth	12	23	-47.83%	35	42	-16.67%
Non-Resident	0	3	-100.00%	2	7	-71.43%
Reciprocal	67	64	4.69%	148	120	23.33%
Internet User	55	32	71.88%	113	68	66.18%
PASS Users	2	69	-97.10%	3	70	-95.71%
Professional	0	0	0.00%	2	0	100.00%
Patrons Removed	(288)	(577)	50.09%	(664)	(4,371)	84.81%

Statistical Report

	Feb-24	Feb-23	CHANGE	2024	2023	CHANGE
Library Building Usage						
Total Meeting Room Usage	930	646	43.96%	1,690	1,189	42.14%
Internal/Collaboration	122	39	212.82%	227	61	272.13%
External/Outside Usage	808	607	33.11%	1,463	1,128	29.70%
Total Program Audience	3,129	3,026	3.40%	5,191	4,676	11.01%
Adult	526	996	-47.19%	1,120	1,422	-21.24%
Youth	2,397	1,910	25.50%	3,823	3,084	23.96%
Heritage Room	206	120	71.67%	248	170	45.88%
Total Number of Programs	99	95	4.21%	178	192	-7.29%
Adult	37	40	-7.50%	73	86	-15.12%
Youth	59	53	11.32%	101	103	-1.94%
Heritage Room	3	2	50.00%	4	3	33.33%
Total Volunteer Hours	202	185	9.19%	305	396	-22.98%
Adult	60	50	20.00%	109	100	9.00%
Youth	54	42	28.57%	54	93	-41.94%
Technical	11	19	-42.11%	23	47	-51.06%
Circulation	43	37	16.22%	51	80	-36.25%
Administration	34	32	6.25%	68	67	1.49%
Community Service	0	5	-100.00%	0	9	-100.00%
Total Front Door Traffic	17,665	17,865	-1.12%	36,663	36,772	-0.30%
Total Youth Services Traffic	13,322	13,456	-1.00%	27,654	26,701	3.57%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	5,796	6,012	-3.59%	11,960	13,423	-10.90%
Adult Phone	472	480	-1.67%	1,048	943	11.13%
Adult Ready Reference	1,039	1,635	-36.45%	2,487	3,769	-34.01%
Adult Reference	221	260	-15.00%	418	477	-12.37%
Youth Phone	64	87	-26.44%	148	152	-2.63%
Youth Ready Reference	2,534	2,164	17.10%	5,194	5,036	3.14%
Youth Reference	346	253	36.76%	707	592	19.43%
HR Phone	11	13	-15.38%	17	22	-22.73%
HR Ready Reference	347	329	5.47%	524	532	-1.50%
HR Reference	15	15	0.00%	20	23	-13.04%
Circ Phone	286	315	-9.21%	631	636	-0.79%
Circ Ready Reference	301	289	4.15%	456	755	-39.60%
Circ Reference	160	158	1.27%	310	486	-36.21%
Total Edutainment LAN Use	442	454	-2.64%	555	578	-3.98%
Total Internet Computer Use	1,489	1,462	1.85%	2,860	2,825	1.24%
Youth Computers	146	191	-23.56%	346	325	6.46%
Adult Computers	1,341	1,269	5.67%	2,509	2,495	0.56%
Laptop Computer Circulated	2	2	0.00%	5	5	0.00%
Total Electronic Transactions	40,011	64,488	-37.96%	82,699	145,257	-43.07%
WebSite Hits	29,205	53,354	-45.26%	60,896	122,930	-50.46%
WebCatalog Sessions	9,417	9,567	-1.57%	18,182	18,446	-1.43%
Licensed Database Hits	1,389	1,567	-11.36%	3,621	3,881	-6.70%

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

Christy Klien, Library Director

PDL Events

April 2024

Baby/Toddler Storytime

Monday, April 1 | 9:30am & 10:30am

Yoga with Apral

Monday, April 1 | 4:00pm

Kalamazoo County Historical Society

Monday, April 1 | 7:00pm

Drop-In Hours @ The Makerspace

Monday, April 1 | 2:00pm

Elementary Maker for K-2

Tuesday, April 2 | 4:30pm

Family Storytime

Tuesday, April 02 | 9:30am & 10:30am

Mushrooms with Mycophile's Garden

Tuesday, April 2 | 6:00pm

Glasses for 2024 Total Solar Eclipse

Tuesday, April 02 | 12:00am

Swordsmanship

Pirate Cutlass Class

Tuesday, April 2 | 2:00pm

Make It @ The Library

Laser Engraved Pen

Tuesday, April 2 | 6:30pm

Demystifying Voter Registration for Teens

Tuesday, April 2 | 6:30pm

Immaculate Snacks & Gaming

Wednesday, April 3 | 3:30pm

Baby/Toddler Storytime

Wednesday, April 3 | 9:30am & 10:30am

Drop-In Hours @ The Makerspace

Wednesday, April 3 | 2:00pm

Baby/Toddler Storytime

Thursday, April 4 | 9:30am & 10:30am

Exploring Options with Warren

Thursday, April 4 | 10:00am

Muffins and the Market

Thursday, April 4 | 9:00am

Drop-In Hours @ The Makerspace

Thursday, April 4 | 6:00pm

Speed Friending for Adults!

Focused on 60-80 year olds!

Thursday, April 4 | 4:00pm

Friends of the Library Book Sale

Saturday, April 6 | 9:00am

Baby/Toddler Storytime

Monday, April 8 | 9:30am & 10:30am

Just Move Storytime

Tuesday, April 9 | 10:30am

Elementary Maker for 3rd - 5th

Tuesday, April 9 | 4:30pm

Teen Art Space

Tuesday, April 9 | 3:30pm

"Unofficial" Catan Tournament

Tuesday, April 9 | 6:00pm

Middle Grade Book Club

Wednesday, April 10 | 6:00pm

Early Elementary Book Club

Wednesday, April 10 | 6:00pm

Baby/Toddler Storytime

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

International Mystery Book Discussion

Thursday, April 11 | 7:00pm

Baby/Toddler Storytime

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

Documentary and Donuts

Friday, April 12 | 10:00am

Sensory Night

Saturday, April 13 | 5:30pm

DAR meeting

Saturday, April 13 | 12:00pm

Classic Movie

Saturday, April 13 | 1:00pm

Maker Event - Elephant Toothpaste

Sunday, April 14 | 2:30pm

Yoga with Apral

Monday, April 15 | 4:00pm

Kalamazoo Valley Genealogical Society

Monday, April 15 | 7:00pm

Baby/Toddler Storytime

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

Dungeons and Dragons

Monday, April 15 | 6:30pm

Drop-In Hours @ The Makerspace

Monday, April 15 | 2:00pm

Family Storytime

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

Make It @ The Library

Laser Engraved Pen

Tuesday, April 16 | 10:30am

Elementary Maker for K-2

Tuesday, April 16 | 4:35pm

Plots and Pages

Tuesday, April 16 | 6:00pm

An Evening with Author Angeline Bouley--

Great Michigan Read

Tuesday, April 16 | 6:30pm

Plumbing Basics with Community

Homeworks

Tuesday, April 16 | 6:30pm

Drop-In Hours @ The Makerspace

Wednesday, April 17 | 2:00pm

Toddler Playtime

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

Adult Staff Meeting

Wednesday, April 17 | 8:00am

Cookies and Conversations Book Group

Wednesday, April 17 | 2:00pm

Family Trivia

Wednesday, April 17 | 6:00pm

Introduction to Needle Felting

Wednesday, April 17 | 6:30pm

Baby/Toddler Storytime

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

Muffins and the Market

Thursday, April 18 | 9:00am

Drop-In Hours @ The Makerspace

Thursday, April 18 | 6:00pm

Chinese Tea Rituals

Thursday, April 18 | 2:00pm

Dr. Kuersten and Cold Cases

Director of the MSP Cold Case Program

Friday, April 19 | 3:00pm

STEM Storytime

Friday, April 19 | 9:30am

Saturday Sound Immersion

Saturday, April 20 | 10:00am

Live Music:

WMU's Afro-Latin Jazz Ensemble

Saturday, April 20 | 2:00pm

Kalamazoo Macintosh Users' Group

Saturday, April 20 | 9:00am

Crescendo Storytime

Monday, April 22 | 10:30am

Drop-In Hours @ The Makerspace

Monday, April 22 | 2:00pm

Crescendo Storytime

Monday, April 22 | 9:30am

Teen LGBTQ+ Meet-Up

Tuesday, April 23 | 6:30pm

Family Storytime

Tuesday, April 23 | 9:30am & 10:30am

Elementary Maker

Tuesday, April 23 | 4:30pm

Baby/Toddler Storytime

Wednesday, April 24 | 10:30am

Kalamazoo Area Wild Ones

Wednesday, April 24 | 6:30pm

Drop-In Hours @ The Makerspace

Wednesday, April 24 | 2:00pm

Baby/Toddler Storytime

Wednesday, April 24 | 9:30am

Drop-In Hours @ The Makerspace

Thursday, April 25 | 6:00pm

Make It @ The Library

Laser Engraved Pen

Thursday, April 25 | 2:30pm

Little Roots Storytime

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

Applying to college for Beginners

College Applications and Financial Aid

Thursday, April 25 | 6:00pm

Kalamazoo Plant It Forward Swap

Saturday, April 27 | 10:00am

Drop-In Hours @ The Makerspace

Monday, April 29 | 2:00pm

History Maker

Tuesday, April 30 | 4:30pm

Teen Murder Mystery Party

Tuesday, April 30 | 6:00pm

Knot for Profit

A Fiber Arts Club

Tuesday, April 30 | 6:00pm

MLA ADVOCACY NEWS

February 2024

Local Library Funding From Voter-Approved Millages Facing Opposition

What Would Happen if Libraries Were No Longer Funded by Property Taxes?

Thursday, February 22, 2024

A small group in Michigan is questioning if property taxes should be eliminated by changing the Michigan Constitution and is actively working to get this question onto the November ballot. Over 446,000 valid voter signatures are needed by July 8, 2024, to make this a reality. And then it would be left to the voters.

Let's first say - It would be cataclysmic to libraries if property taxes were eliminated. Without this vital source of revenue, public libraries in communities throughout Michigan would let go of their staff members, close their doors, and cease to exist. As locally controlled cultural institutions, most libraries in Michigan are funded primarily (75-95%) through property taxes. For our communities to be welcoming and vibrant places to live, work, visit, and learn we must recognize that this investment is critical and essential for every resident.

With over 7,700 employees working at the 397 library systems in Michigan, libraries are one of the last free and open public institutions in the heart of every single community in Michigan. Over 50% of Michiganders hold library cards and consistently and enthusiastically value their libraries by voting to support them through local millages (some in perpetuity.) Libraries are more than just books and are constantly evolving to provide the community with free and open access to information – offering access to high-speed internet, employment assistance, workspace, early literacy support, and more.

Not only would libraries be affected, but the entire fabric of our communities would be decimated as well... local government, police, fire, schools, jail, downtown development authorities, community colleges, parks and recreation, and the list goes on and on. The snowball effect and tremendous loss of jobs of this chaos would devastate our communities. Based on information from the Detroit Free Press article on February 19, an \$18 billion dollar hole would be created in state and local finances and there is no indication of how any of these critical and vital services would be funded.

MLA is actively engaged in conversations about the devastation this would harbor with others including the Michigan Municipal League. We will keep everyone informed as more information becomes available.

MLA ADVOCACY NEWS

Governor Whitmer Proposes No Increase to State Aid to Libraries in FY25 Budget Thursday, February 22, 2024

As we have experienced for 8 years of the Snyder Administration and the 6th year of Governor Whitmer's administration, the FY25 State Aid to Libraries budget remains flat. We also saw no increases for Library of Michigan programs/staff. (Link to the full GF budget below – Library of Michigan budget is on page 76.

While this is disappointing, we will continue to advocate and find House and Senate ambassadors to increase this line item before the final budget is adopted in early summer. Our current State Aid to Libraries stands at \$15.5 million. We will be advocating for an additional \$2 million during our Advocacy Day in Lansing.

Other areas that libraries might find important in the proposed \$80.7 billion budget (\$14.3 billion for General Fund, and \$19 billion for school aid) include:

- \$251.2 million to help students reach their full academic potential, including continuation of payments for literacy grants and literacy coaches.
- \$200 million for tutoring through the MI Kids Back on Track program, and continuation of expanded learning opportunities (\$50 million) through before and after school programs.
- \$159 million for continued expansion of free pre-K to every 4-year-old in Michigan
- \$5 million one-time and \$11.1 million ongoing for the Arts and Cultural Program to expand grants to arts and cultural institutions that support the economy and contribute to vibrant communities.
- 2.5% increase in operations funding for public universities and community colleges
- 2.5% increase in funding for K-12 schools
- 5% increase in statutory revenue-sharing payments to cities, villages, and townships

Budget documents and materials are available here:

https://www.milibraries.org/index.php?option=com_content&view=article&id=1593:governor-whitmer-proposes-no-increase-to-state-aid-to-libraries-in-fy25-budget---news---michigan-library-association-&catid=44:news-advocacy&Itemid=311

Memo

Presentation of the 2024 Marketing Plan

To: Portage District Library Board
From: Christy Klien, Library Director
Date: March 13, 2024

At the March board meeting, Marketing Manager Colin Whitehurst, will present the 2024 Marketing Plan. He will discuss his vision for the future of marketing at our library, provide an overview of our current marketing efforts, and outline some strategies the library will investigate to address the needs identified in the strategic planning process.

Memo

Changes to the Library's Asset Acquisition and Disposal Administrative Procedure

To: Portage District Library Board
From: Christy Klien, Library Director
Date: March 13, 2024

Background

The Library last updated its Asset Acquisition and Disposal Administrative Procedure in 2014 to give Library employees guidance in the areas of asset purchasing and disposal. Defined in this procedure are guidelines for the method and standard operating procedures for how purchases by the library should be handled. It covers many aspects of the purchasing and disposal process including: (1) definition of goods, services and capital improvements; (2) designation of Purchasing Agent; procedure for execution of documents; prohibited purchases; (3) purchase arrangements; (4) purchases under \$5,000; (5) purchases more than \$5,000 and under \$20,000; (6) purchases or contracts over \$20,000; (7) exceptions to sealed bidding; (8) and sale of library property.

While I feel that the procedure provides very clear guidance to how purchases and disposals should be handled, I believe that the time has come to update the exceptions for which Requests for Proposals (RFPs) should become mandatory. The process of obtaining bids via RFP can be a very time consuming and arduous process that can use up Library resources that could otherwise be used more efficiently. The procedure as it currently states mandates purchases that are \$20,000 and greater to be received by sealed bid through a RFP, unless they fall into one of the exclusions defined in the procedure. Since the last update to the administrative procedure, the Library has been able to take advantage of pre-negotiated pricing on goods and services through state and other purchasing cooperatives. As a result, the Library is getting the advantage of volume pricing, while ordering in smaller quantities. Using these services saves the Library time and resources that would otherwise be used through a formal bidding process.

Recommendation

I would recommend that the Asset Acquisition and Disposal Administrative Procedure be amended to allow an exception to the requirement for a formal RFP for purchases greater than \$20,000, where pre-negotiated pricing is offered under the umbrella of a purchasing program.

Asset Acquisition and Disposal

Administrative Procedure

I. CONTRACTING FOR GOODS & SERVICES AND CAPITAL IMPROVEMENTS

Goods and services are defined to include supplies, operating services, maintenance agreements, insurance policies, professional services, leases for equipment and facilities and Capital Improvements. Capital improvement are defined to include improvements to the Library building and site, and durable goods such as furniture, and moveable equipment as needed to support Library operations.

II. PURCHASING AGENT

The Business Manager shall act as Purchasing Agent of the library, or, under his or her responsibility, delegate such duties to some officer or employee of the library and shall, with approval of the director, adopt any necessary rules respecting requisitions and purchase orders.

III. EXECUTION OF DOCUMENTS

The purchasing agent or his designees may sign all purchase orders to be issued on behalf of the library. The Purchasing Agent or Library Director must sign all other written contracts on behalf of the library, except where the Library Board has expressly authorized another party to sign written contracts on behalf of the library.

IV. PROHIBITED PURCHASES

The Library shall not purchase goods or services from:

- A. Any person or entity representing a conflict of interest with any library official without the express consent of the Library Board, consistent with all legal requirements.
- B. Any person or entity which the library is otherwise prohibited from contracting with by law.

V. PURCHASE ARRANGEMENTS

The purchasing agent, with the approval of the Library Director, shall be authorized to establish arrangements to make the purchase of goods and services more efficient including, without limitation:

- A. Establishing contractual arrangements and/or multiyear contracts with vendors by which items or services can be purchased for a fixed period of time at an established price. Notwithstanding any other provision of this article, such contractual arrangements shall not be effective for more than three years without the express consent of the Library Board, and shall not in any case be effective for more than five years. In the event that the contractual arrangement shall run for more than three years, the contractual arrangement may not be continued beyond three years without new and additional determination by the purchasing department to affirm that the prices contained in the contractual arrangement continue to represent the overall best value and/or otherwise best meet the needs of the Library.
- B. Designating a vendor as a "preferred vendor" after determining that such vendor can provide goods or services to the library in a manner that conveys to the library the best overall value based on cost and expertise in their field where a long term relationship with the library can bring the most efficient and effective service. A Preferred Status shall not be effective for more than three years without new and additional determination by the purchasing department to affirm that the prices and expertise of the vendor would still provide the Library with the overall

best value. At any time during the three year period, the Library may decide at its discretion to revoke Preferred Status from a vendor and begin the process of choosing another vendor for goods or service under the guidelines established in this document. Examples of such services that would benefit from a vendor having Preferred Status are: mechanical repair and maintenance, architectural, legal, banking, payroll, technology support and auditing.

- C. Establishing open accounts with vendors by which authorized Library personnel can procure goods needed for Library operations.
- D. Using electronic "purchase cards" or similar means through which authorized Library personnel can procure goods needed for Library operations.

The use of these or similar means of procurement must otherwise comply with all of the Library's purchasing requirements.

VI. PURCHASES UNDER \$5,000

Purchases involving expenditures of \$5,000 or less may be made with the approval of the Purchasing Agent.

VII. PURCHASES MORE THAN \$5,000 AND UNDER \$10,000

- A. Purchases of supplies, materials or equipment the cost of which is more than \$5,000 and less than \$10,000 or such other amount that may be established by the Library Board may be made in the open market by the purchasing agent, but such purchase shall be based on competitive prices and shall be awarded to the lowest competent vendor except as otherwise provided in this section.
- B. The agent may solicit prices verbally, by telephone or by written communication.
- C. In determining the competency of a bidder, the agent shall be guided by his judgment of the ability of the bidder to provide the required material or services in compliance with the specifications set forth. If the purchase is not made from the lowest bidder, a statement of the reasons for placing the order with a higher bidder shall be prepared by the agent and filed with the purchase order.

VIII. PURCHASES OR CONTRACTS OVER \$20,000

- A. Any expenditure for supplies, materials, equipment, capital improvements or contracts obligating the city, where the amount of the city obligation is in excess of \$10,000 or such other amount that may be established by the Library Board and not previously approved in the Library Budget, must be approved by the Library Board.
- B. Sealed bids shall be obtained by the purchasing agent by mailing a copy of the specifications or requirements to such qualified vendors as may be known to him or by posting a copy of the request in the form of a newspaper advertisement.
- C. Where the interest of the library and the public good are best served, the library may elect to purchase from other than the lowest bidder. The approving authority for each purchase shall reflect in the official purchasing record the basis for any procurement not made from the lowest bidder.
- D. The library may reject any or all bids on a proposed purchase as determined to be in the best interest of the library.
- E. The library may elect, at its sole discretion, not to proceed with any proposed purchase for which it has sought bids, whether through public advertisement or otherwise.
- F. All purchases must be approved by the Purchasing Agent or Library director before the library becomes obligated to a vendor by purchase order or by other contractual arrangement.
- G. When other considerations are equal, contracts shall be awarded to local vendors.

IX. EXCEPTIONS TO COMPETITIVE BIDDING

Competitive bidding shall not be required in the following cases:

- A. Where the subject of the contract is other than a public work or improvement and the product or material contracted for is not competitive in nature and no advantage to the Library could result from requiring competitive

bidding, and the Library Board, upon written recommendation of the Library Director, authorizes execution of a contract without competitive bidding;

- B.** In the employment of professional services, including but not limited to accounting, auditing, data processing, legal, planning, engineering, and architectural.
- C.** Where goods or services can be purchased under the umbrella of a purchasing program where goods and services have been bid out to obtain the lowest pricing and then made available to its members at that best price. The use of the purchasing program will take the place of the Library issuing an RFP as the a reduced price has been negotiated and the Library can also eliminate time conducting its own RFP process.
- D.** Where the Library Board shall determine that the public interest will be best served by purchase from or joint purchase with another unit of government.
- E.** Where the Library elects to undertake the work itself.
- F.** In purchasing any type of insurance coverage.
- G.** Non-contractible services, where the scope of the work is not definitive or the cost of preparing contract documents exceeds the cost of the service.
- H.** Specialty services or goods.
- I.** Additional services may be included in the above listing as the Library Board deems necessary to be in the best interest of the Library. For other items for which it is not practical to obtain competitive quotes or bids, the Library Board may waive the requirements of the purchasing ordinance and authorize the purchase as recommended by the purchasing agent.

X. SALE OF CITY PROPERTY

The purchasing agent will be responsible to administer the disposal of Library assets subject to the following:

- A.** The conveyance of real property may only occur with the prior approval of the Library Board.
- B.** Except as otherwise provided in this article, the sale of assets other than real property must be by publicly advertised sale and shall be awarded to the bidder whose bid is deemed most advantageous to the library.
- C.** The purchasing agent may establish the minimum price for which an asset other than real property may be sold and may, with the prior approval of the Library Director, delegate authority for the sale of assets other than real property to other library employees.
- D.** Assets or property for which no buyer can be found may, with the prior approval of the Library Director and Library Board, be donated to one or more nonprofit organizations or other noncommercial entities approved by the Library Board.
- E.** The library may not sell assets directly to library employees. At the discretion of the purchasing agent, assets may be sold to library employees provided that such sales are conducted on the open market and the assets are sold at fair market value.

Monitoring Report For Executive Limitation Policy: Asset Protection

Policy: 1. Fail to insure against theft and casualty losses to at least 100% replacement value and against liability losses to board members, staff and the organization itself in an amount greater than the average for comparable organizations.

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

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

Policy: 2. Subject facilities, materials and equipment to improper wear and tear or insufficient maintenance.

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

Bookshelves are regularly checked for materials that are worn, torn or dirty and these items are removed and either cleaned, repaired or replaced.

Finally, the Employee Handbook covers employee conduct and work rules on pg. 49 and indicates that: *"Negligence or improper conduct [by an employee] leading to damage of employer-owned or customer-owned property, may result in disciplinary action, up to and including termination of employment."*

Policy: 3. Unnecessarily expose the organization, its board or staff to claims of liability.

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

Policy: 4. Make any purchase (a) wherein normally prudent protection has not been given against conflict of interest; (b) of over \$5,000 without having obtained comparative prices and quality; (c) of over \$20,000 without a stringent method of assuring the balance of long-term quality and cost.

Director's Response: Procedures are always followed as stated in the Executive Limitations on Financial Condition and Asset Protection. The Library Director and Library Business Manager work closely to ensure that checks and balances are in place to safeguard against any conflict of interest. In August 2014, the Library Board endorsed a new "Asset Acquisition and Disposal Administrative Procedure" that thoroughly defines methods and standard operating procedures for purchasing. It covers many aspects of asset acquisition and disposal, including: (1) definition of goods, services and capital improvements; (2) designation of Purchasing Agent; procedure for execution of documents; prohibited purchases; (3) purchase arrangements; (4) purchases under \$5,000; (5) purchases more than \$5,000 and under \$20,000; (6) purchases or contracts over \$20,000; (7) exceptions to sealed bidding; (8) and sale of library property. In addition, a review of preferred vendors will be done regularly (every 3-5 years) in order to assess their contracts and determine if they were still financially advantageous to the library. It was stated that if the library did not choose a vendor with the lowest bid, the reason for doing so would be put into writing and kept on file with the contract. The Library Business Manager closely monitors purchase activities and approves all Purchase Orders so that he sees what is being ordered at all times. Whenever there is a purchase to be made over \$5,000, comparative prices and quotations are obtained. In cases of purchases exceeding \$20,000, the "Request For Proposal" ("RFP") process is followed, unless the situation meets one of the exceptions to competitive bidding, as laid out in the procedure. In addition, for any contractual services provided to the library, such as building construction or enhancements, or purchase of large-scale equipment, there may be other assurances required from vendors such as: Labor and Material Bonds, Maintenance and Guarantee Bonds, Performance Bonds, and warranties.

Policy: 5. Fail to protect intellectual property, information and files from loss or significant damage.

Director's Response: All library administrative files are kept in locked file cabinets to protect confidential information and personnel files. Keys to these file cabinets are held in strict security accessible to a very limited number of people. Archival information is stored in Hollinger boxes in the Heritage Room that protect and preserve important or valuable documents and items. Patron records

are kept online and privacy protected by password, and electronically backed up to Secant Technologies on a nightly basis. Art pieces, such as wall murals, and the outdoor sculptures and water wall are considered intellectual properties and these are protected by specific contracts with each artist. Valuable art objects are protected by Plexiglas cases for public display. Library board files and records are maintained and protected against loss and/or damage by storing them in a locked office. The public information, files and library collections are safeguarded against theft.

Policy: 6. Receive, process or disburse funds under controls, which are insufficient to meet the board-appointed auditor's standards.

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

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

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

Policy: 7. Invest or hold operating capital in insecure instruments, in violation of state statutes for investments.

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

Policy: 8. Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

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

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

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

Policy: 9. Fail to provide the Library Board with an asset protection monitoring report twice a year.

Director's Response: Procedures are always followed as stated. An Asset Protection Monitoring Report is scheduled on the Library Board's annual calendar for presentation in the month of March, and then it may also be provided at any other time during the year at the Library Board's request. The Monitoring Report on Asset Protection will be presented at the **March 18, 2024** board meeting.

Monitoring Report

For Executive Limitation Policy:

Financial Planning & Budgeting

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

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

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

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

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

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

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

Monitoring Report

For Executive Limitation Policy:

Financial Condition and Activities

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.

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

Revenue: \$6,614,827
Expenditures: \$2,408,223

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

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

Policy: 3. Use any long-term reserves.

Director's Response: No reserves have been used.

Policy: 4. Conduct inter-category shifting.

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

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

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

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

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

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

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

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

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

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

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

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

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

Policy: 11. Fail to arrange for an external financial audit of the library once a year.

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

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

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

Policy: 12A. 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.