

PORTAGE DISTRICT LIBRARY BOARD

Public Hearing and
Regular Board Meeting
August 26, 2024

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Public Hearing and Regular Board Meeting, Monday, August 26, 2024

The Library Board of the Portage District Library will hold a regular meeting on Monday, August 26, 2024 at 6:00 p.m. This meeting will be held at 300 Library Lane. The purpose of the public hearing is the FY2025 Budget. 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 on the library's website www.portagelibrary.info.

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/83175052328>

Dated: August 22, 2024 **Quyen Edwards**
Library Board Secretary
Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

August 24, 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 August 24, 2024 (1 minute) (Vote)

V. Public Hearing

- A. Public Hearing on the proposed FY 2025 Budget. (Info) Pg. 5
- B. Formal Resolution to Adopt the FY 2025 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2025. (Info) Pg. 6-7

VI. Consent Agenda (5 minutes) (Vote)

- A. Minutes of the regular meeting held on July 22, 2024 (Info) Pg.8-11
- B. August 2024 Narrative (Info) Pg.12-14
- C. Budget Amendment for Designated Donations (Info) Pg.15
- D. Financial Condition for July 2024 (Info) Pg. 16-17
- E. Statistical Report for July 2024 (Info) Pg. 18-19
- F. September 2024 Program Calendar (Info) Pg.20
- G. MLA Advocacy August 2024 (Info) Pg.21
- H. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees. (Info) Pg.22-24
- I. Monitoring Report for Executive Limitation for Treatment of Staff. (Info) Pg.25-27

VII. Governance (20 minutes)

- A. Memo Allocation of Gifts and Donations From FY 2023 (Vote) Pg. 28

VIII. Library Director's Reports (20 minutes)

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

AGENDA

IX. Process Evaluation *(5 minutes total)*

- A. Suggestions for Agenda Items to be included on the September 23, 2024 Board
 - 1. Meeting Minutes of the Regular Meeting held on August 26, 2024
 - 2. Review of Capitalization Policy
 - 3. Review of Materials Selection Policy
 - 4. Guest
 - 5. Report on 2024 Summer Reading Program
 - 6. Initiation of Library Director's 2024 Evaluation Process
- B. Miscellaneous Items

X. Adjournment

Memo

Public Hearing on the Proposed FY 2025 Budget

To: Portage District Library Board
From: Christy Klien, Library Director
Date: August 20, 2024

The Portage District Library is required by law to conduct a public hearing on any budget under consideration. For this reason, a public hearing on the Proposed FY 2025 Budget will be held immediately before the regular board meeting on Monday, August 26, 2024. A special notice of this public hearing appeared in the Kalamazoo Gazette on Sunday, August 11, 2024.

The Library Board Chair will convene the meeting, announce that it is a public hearing on the budget and open the floor to any comments or questions from the public. After any member of the public has addressed the board and questions have been answered, the Library Board Chair or their designee, will then read a "Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2025 Library Budget" if there are any public guests attending and will then call for a motion to close the public hearing. Once that motion is made, seconded and passed, then the Library Board Chair will request a motion to pass the Resolution and a roll call vote will be taken.

The official action taken by the Library Board to set the millage levy and adopt the FY 2025 Budget for the Portage District Library will finalize the budget for FY 2025 and allow the library to proceed to have taxes collected at that millage levy rate.

Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2025 Library Budget

Public Hearing on Fiscal Year 2025 Budget Held on August 26, 2024

WHEREAS, in compliance with the requirements of the Michigan Uniform Accounting and Budgeting Act, a balanced budget has been set up for the Portage District Library for the Fiscal Year January 2025 through December 2025; and

WHEREAS, a public hearing was held on August 26, 2024 on the proposed Fiscal Year 2025; Portage District Library Budget, in compliance with all applicable laws;

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

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

WHEREAS, the Portage District Library Board has determined that the levy of a district-wide property tax in an amount not to exceed 2.0 mills, reduced by Headlee rollback to 1.9922, is necessary to generate revenue which, combined with other income and transfers derived from Industrial Facility Tax Income \$96,761, State Aid Income \$35,000, Local Community Stabilization Share Appropriation \$358,402, County Penal Fines \$50,000, Local Fines and Fees Income \$17,950, Interest Income \$200,000, Rental Income \$2,000, Vending Services \$4,000 and \$60,968 of funding into the Library's General Reserve, will result in adequate funding to provide library services to the residents of the Portage District Library district; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Portage District Library Board that the following sums are appropriated for the 2025; Fiscal Year of the Portage District Library for the purposes set forth below:

Operating Expenses	Budget
Salaries & Wages	\$ 2,180,827
Fringes & Benefits	\$ 832,253
Library Materials	\$ 766,995
Library Supplies	\$ 186,040
Administrative Services	\$ 475,065
Buildings & Utilities	\$ 366,200
Furnishings & Equipment	\$ 16,550
Other Charges	\$ 410,894
Total Operating Expenses:	\$ 5,234,824
Capital Projects Expenses:	\$ 1,298,770
GRAND TOTAL EXPENSES:	\$ 6,533,594

BE IT FURTHER RESOLVED, that the total budget for the Portage District Library for Fiscal Year 2025; in the amount of \$6,533,594; presented by the Library Director, is hereby approved and adopted by the Portage District Library Board; and

BE IT HEREBY RESOLVED, that the Portage District Library Board sets the millage levy for the Portage District Library at 1.9922 mills (\$1.9922 per \$1,000) to be levied on real and personal property in the district on December 1, 2024; in compliance with applicable law.

PORTAGE DISTRICT LIBRARY BOARD | COUNTY OF KALAMAZOO, MICHIGAN

By: _____

Tom Vance, Chair

By: _____

Quyen Edwards, Secretary

DATE: _____

MINUTES

From the July 22, 2024
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, Ben Chee, Quyen Edwards, Rob Foti, Abby Pylar, Steve Rossio, Colin Whitehurst, and Laura Wright

Library Staff Absent: Lawrence Kapture

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

Library Board Chair Tom Vance welcomed everyone to the July 22, 2024 Library Board Meeting. He asked if anyone present or online had any comments and there were none.

IV. Adoption of the Agenda for the Regular Meeting of July 22, 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 Whitlock that the Library Board adopt the agenda for the regular meeting of July 22, 2024. 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 July 22, 2024 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on June 24, 2024
- B. June 2024 Narrative
- C. Budget Amendments for Designated Donations
- D. Financial Condition for June 2024
- E. Statistical Report for June 2024
- F. MLA Advocacy Update
- G. August 2024 Program Calendar
- H. 2nd Quarter Financial Report
- I. Monitoring Report on the Executive Limitation Policy for Minutes and Records Retention

MOTION: It was moved by Trustee Terry and supported by Trustee Baker that the Library Board approve the consent agenda for the regular meeting of July 22, 2024. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

MINUTES

VI. Governance

A. Revisit Board Retreat Discussion

In June, trustees indicated their interest in additional training on library services. Trustee Friedman said that after thinking it over for the month, this was her preferred 2024 retreat activity and other trustees agreed. There was some discussion about dates and times. A Doodle poll will be sent out to trustees with November options.

B. Creation Station & Makerspace Policy Update with New Service

Library Director Klien said that the content of the Creation Station & Makerspace Policy was the same, except for the addition of a new service - magnets! The library's new Magnet Maker machine makes magnets that are 2 inches by 3 inches. They will cost 50 cents each.

MOTION: It was moved by Trustee Friedman and supported by Trustee Whitlock that the Library Board approve the Creation Station & Makerspace Policy as presented. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

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

Systems Administrator Rolfe Behrje said this agenda item is highlighting the requirement put forth by e-Rate to have a discussion about filtering. The Library Board needs to affirm that we will apply the standards as recommended in order to apply for USF E-Rate funding which helped the library save almost \$100,000 over the past 3 years via technology rebates.

MOTION: It was moved by Trustee Behr and supported by Trustee Friedman to continue to maintain its CIPA compliant Internet Policy and allow the library to pursue USF E-Rate funding for all eligible technology and services and the Internet Policy. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

VII. Ends Development

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

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

Behrje made introductory remarks and began a slide presentation. Technology Plan highlights include Portage District Library Goals, Technology Trends, 2024 Projects and Accomplishments, 2025-2027 Technology Plan, and looking to the Future. Behrje said the goals for technology are aligned to support with the Strategic Plan. He equated a reliable network to good plumbing which equals good services for our patrons. Behrje said the library is supporting wireless internet numbers that we have never experienced before.

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

Print is still the large majority of items being circulated from our collection. Behrje expressed some frustration with how eMaterial are priced with high costs and borrowing restrictions.

Behrje said he is focused on making sure that the library has a balanced signal that makes sure everyone has a good experience. "Heat map" tool can show us where people are at certain times of the day and view user trends.

MINUTES

Behrje discussed the library's new app which will auto-download on Apple devices, but needs to be selected and download new on Android. With the PDL Mobile app, patrons can book a study room, learn about upcoming events, and browse the catalog. Behrje said they are still working out some small kinks, but we are happy with the result.

In 2024, Behrje said that the library's phone system was upgraded.

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

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

B. Second Quarter Strategic Plan Update.

Klien asked trustees if they had any comments or questions about the Second Quarter Strategic Plan Update which outlines what staff have been working on above and beyond the daily library activities. Trustee Vance said he appreciates the three directions the strategic plan has focused on. He was very impressed with the variety of outreach the library staff is involved in.

Trustee Behr was pleased to read the Youth Staff had success delivering books weekly to the PPS/YMCA summer program with curated selections from Youth Services Librarian Andrea Smalley.

The Board is looking forward to hearing more about the Human Library program that Adult Services Librarian Rachel Weigmann will facilitate. The Human Library encourages empathy and civil discourse and will foster the community in creating unlikely connections.

C. Final Review and Approval of the Preliminary FY2024 Budget and Millage Rate for Public Inspection Prior to Public Hearing at the August 26, 2024 Library Board Meeting

Library Director Klien and Business Manager Foti said that this is the final review of the Preliminary Budget before it is proposed and available to the public for review. Klien said that no changes were requested or made.

After this meeting, copies of the Proposed FY2025 Budget will go to public service desks and next month there will be a Public Hearing before the Board votes to approve it.

MOTION: It was moved by Trustee Behr and supported by Trustee Baker that the Library Board approve the proposed Fiscal Year 2025 Budget and Millage Rate at 1.9922 mills for public inspection prior to Public Hearing at the August 26, 2024 Board Meeting. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

VIII. Library Director's Reports

A. Final remarks by Library Director for the July 22, 2024 Library Board Meeting.

2024 was another successful year for LegoCity! Over the course of a week, the exhibit had 2,343 views which is up about 300 visitors from the year before. The added component of Lego building had 1,880 participants. Everyone agreed it was a great idea and so much fun! People love the set-up video and timelapse. Thank you for including that in the experience.

Library Director Klien notified trustees that she will be on vacation from August 2 -11. Head of Adult Services Lawrence Kapture and Head of Youth Services Laura Wright will be in charge in her absence.

Reminder that trustee candidate filing for the November election is August 13th by 4:00 PM.

Klien said that the library has been hosting community meetings including FEMA/City of Portage, Kalamazoo Community Foundation, and the Three Rivers Public Library staff.

MINUTES

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the August 26, 2024 Board Meeting

1. Minutes of the Regular Meeting held on July 22, 2024.
2. Public Hearing on the Proposed FY 2025 Budget and Formal Resolution to Adopt the FY 2025 Budget and Set the Amount of Millage Rate to be Levied for the Library
3. Monitoring Report for Executive Limitation on Compensation and Benefits for Library Employees
4. Monitoring Report on Executive Limitation for Treatment of Staff

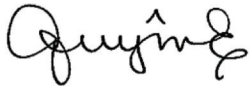
B. Miscellaneous Items

X. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of July 22, 2024.

DISPOSITION: The regular board meeting of July 22, 2024 was adjourned at 6:48 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary

Director's Report

August 2024

Adult Services

Outreach Librarian [Sara Weyenberg](#) hosted the Kalamazoo County Mobile Health Unit on July 2nd. They set up a vehicle and tables in the parking lot and offered vaccinations and health resources and information to the community. They vaccinated 3 individuals, looked up the records for a few others to determine what vaccinations they would need soon, and interacted with about 30 others by giving them health information and talking about resources that Kalamazoo Health and Community Services offer.

[Jane Fleming](#) held three separate sessions of Make it @ The Library: Engraved Wooden Box on July 10th, 16th, and 25th, to teach patrons how to use the laser engraver to engrave images and texts of their choice on top of a wooden box. Twenty one patrons were given information about what kinds of images would work the best as well as the dimensions of the box before the program. Some patrons chose to design something ahead of time to bring in while others came to the program and chose from provided options. Patrons learned how to use the text features and also how to place images correctly in the laser engraver. We spent some time talking about different settings to get the different outcomes that everyone wanted. Many patrons chose to make their boxes as a gift for children or grandchildren. Some made them for themselves to use to hold small items.

In July, we also debuted our newest piece of equipment in the Makerspace, our new Magnet Maker.

On Tuesday, July 23rd, Adult Services Librarian, [Rachael Wiegmann](#), hosted crime historian, Tobin Buhk. Mr. Buhk presented about macabre criminals throughout Michigan's history. He is the author of seventeen books and is also a history teacher. His presentation included Mrs. Mary Knight, (also known as the "Strychnine Saint") Martha Beck and Raymond Fernandez, (the Lonely Hearts Killers) Arthur Walter Wait, who was arrested for trying to poison his in laws, as well as other criminals. Forty participants attended.



Youth Services

Our Part of the Art event encouraged young patrons to draw their own art or add to others' creations in a room completely covered in paper. Paintings from the Peculiar Painting event were displayed in the back corner of the Juvenile Room. We added a build component to this year's LEGO City event. Young participants could "buy" a LEGO lot and build a house, vehicle, or whatever else came to mind and add it to a PDL LEGO town. This was very popular with an average of 300 people visiting per day. All told, these three events had almost 4,000 participants. With teen volunteer assistance, these events are low maintenance and high return.

This summer we hosted monthly visits from Olive, the comfort dog from Angling Elementary. This is the second summer Olive has visited us and it is a great opportunity for students to stay connected with her over the summer, for Olive to have continued practice, and for all patrons to enjoy reading or talking with her.

A few comments were received this month in the Youth Juvenile Fiction area via the comment box and QR code on our sign requesting feedback to respond to a Google Form. Through these comments patrons expressed enjoyment of the summer reading program and scavenger hunts. A couple patrons also shared ideas for more buttons and passive programming requests. We are considering moving this comment box since the back corner is not heavily used.

LEGO City continues to be one of our most popular annual events, with 2,343 people attending.



Circulation & Technical Services

During the month of July, we had 659 students utilize their PASS cards. We also sent out 1617 text messages regarding overdue notices, bills, and membership renewals. On our prompt board, we were asking patrons what they were reading this summer and displayed books with summer activities. We had 261 sticky note responses and 151 out of the 174 books displayed were checked out. Assistant Circulation Supervisors Abbey Galbraith-Frew and Chelsea Axtell also worked on improving our procedure for creating cards for our paying members.

Personnel

The Library Director and Business Manager have made all changes to the Library's Employee Handbook and published it for staff's guidance. The Employee Handbook is available to all staff on their Self-Service Portal in Paylocity for easy access when needed. Paylocity is the library's payroll software, but also has other modules that handle recruiting, onboarding, training videos and document storage for employee files. The Business Manager completed the Workers' Compensation audit for the year 8/1/2023-8/1/2024. This is an annual reconciliation of actual wages paid by position class to determine the actual amount of workers' compensation wages that should have been paid. Depending on the result, the library could be charged additional premiums or receive a refund. A kickoff meeting has been held to map out the migration of the library's accounting software, Blackbaud, to a web solution.

Information Technology

The Portage District Library IT Department helped launch PDL Mobile, the library's new integrated mobile app. Since the relaunch, usage has steadily grown. Currently the library is averaging 600 sessions weekly on 1,250 devices from the Apple Store and 300 sessions weekly on 200 devices from the Google Play Store

The Portage District Library IT Department has setup BlueCloud Cataloging a web based ILS product that adds modern tools for copy cataloging and bibliographic maintenance. The library is actively working on setting up Z39.50 search targets for enhanced copy cataloging.

The library has confirmed its setup for the continued PASS project. The PASS project creates library memberships for PPS students automatically using their student ID. The library updated and added nearly 8,400 students for 2024/25.

The IT department regular updates have been made to network hardware and software.

Maintenance & Building Services

- Both all Gender Bathrooms are in perfect working order.
- All bids for small roofing job have been received and are being reviewed.
- Floor polishing has been completed.
- Power washing of lower South patio has been completed.
- Quote for repairing/upgrading multiple door locks has been received.
- Front Posts and exterior doors have been repainted and look great.
- Multiple areas in Library have had paint touch up completed.
- Handrails have been painted in the main stairwell.

Spotlight On:

Business Services

The Business Services Department, with the assistance of IT, will be upgrading its accounting software from a library hosted solution to a web solution. This project is currently in the planning phase and will progress to the testing phase on August 30. During this phase the financial database will be imported into the new web solution of Blackbaud for testing by Business Services. If all testing goes smoothly, the project will move to the next phase on October 4. At that point, the library will officially move its accounting information to the web solution for use on October 7. The web solution to this project will allow for all updates to the software to be done by the vendor in real time. Currently all updates need to be scheduled in house and at a time when the library's IT staff can accomplish them within their schedule. Additionally, the project will be available from anywhere an internet connection can be established and customer support can work to fix issues in the software using current data.

In October/November the library will enter into an annual open enrollment period for benefits. During this period, staff will have a chance to review all benefit offerings by the library and choose the plan that works best for them and their families, as well as purchase additional voluntary benefits. Voluntary benefits include supplemental insurance, additional life insurance, pre-paid legal services, and others. In preparation for this meeting, the Business Services Department, along with the Library Director, have been meeting with Rose Street Advisors to discuss any changes to benefit plans for the upcoming year. Rose Street Advisors is currently obtaining quotes based on the results of these discussions. A change that has already been agreed upon is to move the library's plan year for the majority of its plans from a December 1 renewal date to January 1. The library had kept the renewal date at December 1 each year because it provided certain benefits at the outset of the Affordable Care Act passage. Those advantages have since disappeared and it is now more advantageous for the library to move its renewal date to a time that aligns all its benefit offerings, as well as align it with its budget year of January 1 – December 31.

The Business Services Department is tracking and training on the Michigan Supreme Court decision regarding Minimum Wage and Paid Time Off. This issue dates back to 2018 when the state legislature passed a ballot measure, without changes, regarding these topics before it was voted on at the November election that year. The legislature then amended the bill after the election and prior to the end of term, during its lame duck session. While the original passage of the bill was within their right to do, the Michigan Supreme Court has now ruled that the subsequent amending of that bill was unconstitutional in the manner in which it was done. As a result, the court has ruled that the original ballot measure will go into effect beginning February 21, 2025. As a result of this ruling, the Business Services Department is training on the new law and will be seeking guidance in the coming months as to the necessary changes that need to be made to abide by the law. The impact could be far reaching and affect areas of calculating employee paid sick time, its use, and eligibility for paid time. The impact of the law in its current state could also affect paid sick time for independent contractors and employees of vendors. This is a topic that will require monitoring and if unchanged by the current legislature, changes to the library's current benefit structure.

Financial Condition Report

July 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 \$7,699,830
Expenditures \$3,841,278

Fund	6/30/2024	Changes	7/31/2024
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	7,648,172	-	7,648,172

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

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

Policy: 3. Use any long-term reserves.

Director's Response: No reserves have been used.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Statistical Report

July 2024

	Month Statistics			YTD Statistics		
	Jul-24	Jul-23	CHANGE	2024	2023	CHANGE
Circulation/Collections						
Total Library Circulation	87,523	82,798	5.71%	541,245	518,287	4.43%
Adult - Books	18,722	19,097	-1.96%	116,616	117,763	-0.97%
Adult - A/V	3,252	3,970	-18.09%	24,388	27,035	-9.79%
Youth - Books	38,761	35,189	10.15%	220,493	213,773	3.14%
Youth - A/V	3,909	3,513	11.27%	21,778	20,145	8.11%
Hot Picks	743	879	-15.47%	4,882	6,204	-21.31%
E-Material	20,386	18,064	12.85%	139,563	119,317	16.97%
ILL - PDL Requests	1,075	817	31.58%	8,403	7,441	12.93%
ILL - Other Lib. Requests	675	1,269	-46.81%	5,122	6,609	-22.50%
Self-Checkout Percentage	54.61%	54.00%		52.77%	53.60%	
Total Library Collection	178,700	178,617	0.05%			
Adult - Books	72,427	72,356	0.10%			
Adult - A/V	10,869	13,452	-19.20%			
Youth - Books	85,634	81,850	4.62%			
Youth - A/V	7,223	8,117	-11.01%			
Hot Picks	2,547	2,842	-10.38%			
Net Acquisitions	584	742	-21.29%	612	428	42.99%
Purchased - Books	2,535	1,907	32.93%	11,829	10,977	7.76%
Purchased - A/V	129	167	-22.75%	1,005	1,102	-8.80%
Donated - Books	0	0	0.00%	1	1	0.00%
Donated - A/V	0	0	0.00%	2	0	100.00%
Material Discarded	(2,080)	(1,332)	-56.16%	(12,225)	(11,652)	-4.92%
Total In-House Usage*	0	0	n/a	0	0	n/a
In-House Periodical Usage	0	0	n/a	0	0	n/a
In-House Book Usage	0	0	n/a	0	0	n/a
Patrons						
Total Patrons	34,171	33,262	2.73%			
Adult	16,890	16,125	4.74%			
Youth	2,275	2,976	-23.56%			
Non-Resident	209	183	14.21%			
Reciprocal	3,291	3,038	8.33%			
Internet User	641	469	36.67%			
PASS Users	10,804	10,412	3.76%			
Professional	61	59	3.39%			
Net Patrons	377	(132)	385.61%	1,283	(3,876)	133.10%
Adult	223	217	2.76%	1,536	1,486	3.36%
Youth	32	24	33.33%	134	140	-4.29%
Non-Resident	3	1	200.00%	18	20	-10.00%
Reciprocal	65	64	1.56%	504	414	21.74%
Internet User	50	35	42.86%	362	255	41.96%
PASS Users	4	1	300.00%	117	123	-4.88%
Professional	0	0	0.00%	5	1	400.00%
Patrons Removed		(474)	100.00%	(1,393)	(6,315)	77.94%

Statistical Report

	Month Statistics			YTD Statistics		
	Jul-24	Jul-23	CHANGE	2024	2023	CHANGE
Library Building Usage						
Total Meeting Room Usage	775	553	40.14%	5,481	4,595	19.28%
Internal/Collaboration	134	71	88.73%	843	593	42.16%
External/Outside Usage	641	482	32.99%	4,638	4,002	15.89%
Total Program Audience	7,741	2,801	176.37%	28,007	20,549	36.29%
Adult	593	172	244.77%	5,728	4,140	38.36%
Youth	7,148	2,629	171.89%	21,566	15,569	38.52%
Heritage Room	0	0	0.00%	713	840	-15.12%
Total Number of Programs	93	51	82.35%	644	540	19.26%
Adult	50	25	100.00%	313	255	22.75%
Youth	43	26	65.38%	317	272	16.54%
Heritage Room	0	0	0.00%	14	13	7.69%
Total Volunteer Hours	245	222	10.36%	1,434	1,540	-6.88%
Adult	48	63	-23.81%	396	387	2.33%
Youth	126	92	36.96%	476	478	-0.42%
Technical	10	13	-23.08%	77	128	-39.84%
Circulation	29	20	45.00%	254	272	-6.62%
Administration	32	32	0.00%	230	251	-8.37%
Community Service	0	2	-100.00%	1	24	-95.83%
Total Front Door Traffic	18,443	17,898	3.05%	138,971	138,442	0.38%
Total Youth Services Traffic	14,021	12,366	13.38%	102,297	97,539	4.88%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	7,894	7,228	9.21%	44,377	45,528	-2.53%
Adult Phone	498	380	31.05%	3,112	2,833	9.85%
Adult Ready Reference	1,519	1,704	-10.86%	9,266	12,380	-25.15%
Adult Reference	218	120	81.67%	1,398	1,208	15.73%
Youth Phone	91	81	12.35%	500	465	7.53%
Youth Ready Reference	3,662	2,942	24.47%	19,774	18,031	9.67%
Youth Reference	1,121	1,133	-1.06%	4,286	3,310	29.49%
HR Phone	16	5	220.00%	82	69	18.84%
HR Ready Reference	22	45	-51.11%	1,468	1,627	-9.77%
HR Reference	2	4	-50.00%	63	81	-22.22%
Circ Phone**	456	259	76.06%	2,357	1,976	19.28%
Circ Ready Reference	135	227	-40.53%	1,101	1,890	-41.75%
Circ Reference	154	328	-53.05%	970	1,658	-41.50%
Total Edutainment LAN Use	100	93	7.53%	1,954	1,924	1.56%
Total Internet Computer Use	1,947	1,420	37.11%	11,723	10,015	17.05%
Youth Computers	285	191	49.21%	1,346	1,108	21.48%
Adult Computers	1,658	1,226	35.24%	10,352	8,889	16.46%
Laptop Computer Circulated	4	3	33.33%	25	18	38.89%
Total Electronic Transactions	37,402	56,041	-33.26%	288,623	469,988	-38.59%
WebSite Hits	26,418	45,342	-41.74%	214,558	394,618	-45.63%
WebCatalog Sessions	8,986	8,854	1.49%	62,275	62,962	-1.09%
Licensed Database Hits	1,998	1,845	8.29%	11,790	12,408	-4.98%

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

** Includes Curbside Activity

Christy Klien, Library Director

PDL Events

Family Storytime

Tues, Sept 3 | 9:30 AM & 10:30 AM

Baby/Toddler Storytime

Wed, Sept 4 | 9:30 AM & 10:30 AM

Middle Grade Book Club

4th-6th Grade

Wed, Sept 4 | 6:00pm - 7:00pm

Cooking Demo with Rust Belt Ramen!

Wed, Sept 04 | 6:00pm - 7:00pm

Elementary Maker for K-2

Thurs, Sept 05 | 4:30pm - 5:30pm

Muffins and the Market

Thurs, Sept 05 | 9:00am - 10:00am

Monarch Waystation Workshop

Thurs, Sept 5 | 5:30pm - 7:00pm

Dungeons and Dragons

4th-7th Grade

Mon, Sept 09 | 6:30pm - 8:00pm

Baby/Toddler Storytime

Mon, Sept 9 | 9:30 AM & 10:30 AM

4 - and 5-Year-Old Book Club

Mon, Sept 09 | 2:00pm - 2:45pm

Teen Advisory Group

6th-12th Grade

Tues, Sept 10 | 6:30pm - 7:30pm

Make It @ The Library:

CNC 101 - Design a Small Sign

Tues, Sept 10 | 6:30pm - 8:00pm

Knot for Profit

Tues, Sept 10 | 2:30pm - 4:30pm

Family Storytime

Tues, Sept 10 | 9:30 AM & 10:30 AM

Baby/Toddler Storytime

Wed, Sept 11 | 9:30 AM & 10:30 AM

Caldecott Club

Wed, Sept 11 | 6:00pm - 7:00pm

Elementary Maker for 3rd - 6th

Thurs, Sept 12 | 4:30pm - 5:30pm

International Mystery

Book Discussion

Thurs, Sept 12 | 7:00pm - 8:00pm

Bedtime Storytime

Thurs, Sept 12 | 7:00pm - 7:30pm

Saturday Sound Immersion

Saturday, September 14
10:00am - 11:00am

Kalamazoo Valley Genealogical Society

Mon, Sept 16 | 7:00pm - 8:30pm

Make It @ The Library:

CNC 101 - Design a Small Sign

Mon, Sept 16 | 2:30pm - 4:00pm

Baby/Toddler Storytime

Mon, Sept 16 | 9:30 AM & 10:30 AM

Family Storytime

Tues, Sept 17 | 9:30 AM & 10:30 AM

Plots and Pages

A Local Writers' Group

Tues, Sept 17 | 6:00pm - 8:00pm

Cooking Demonstration with Gretchen

Tues, Sept 17 | 6:00pm - 7:15pm

Immaculate Snacks & Gaming

Wed, Sept 18 | 3:30pm - 4:30pm

Family Glow Night

Wed, Sept 18 | 6:00pm - 7:00pm

Intro to comic/manga drawing

Wed, Sept 18 | 6:00pm - 7:00pm

Baby/Toddler Storytime

Wed, Sept 18 | 9:30 AM & 10:30 AM

General Trivia for Adults!

Thurs, Sept 19 | 6:00pm - 7:30pm

Elementary Maker for K-2

Thurs, Sept 19 | 4:30pm - 5:30pm

Muffins and the Market

Thurs, Sept 19 | 9:00am - 10:00am

Bedtime Storytime

Thurs, Sept 19 | 7:00pm - 7:30pm

Pilates with Joy!

Fri, Sept 20 | 3:00pm - 4:00pm

Make It @ The Library: Laser Engraved metal cards

Sunday, September 22 | 2:00pm - 3:30pm

Baby/Toddler Storytime

Mon, Sept 23 | 9:30 AM & 10:30 AM

Teen LGBTQ+ Meet-Up

Tues, Sept 24 | 6:30pm - 8:00pm

Family Storytime

Tues, Sept 24 | 9:30 AM & 10:30 AM

Knot for Profit

Tues, Sept 24 | 6:00pm - 8:00pm

Kalamazoo Area Wild Ones

Wed, Sept 25 | 6:30pm - 8:30pm

Baby/Toddler Storytime

Wed, Sept 25 | 9:30 AM & 10:30 AM

Make It @ The Library:

CNC 101 - Design a Small Sign

Wed, Sept 25 | 10:30am - 12:00pm

History Maker

(Grades 3rd-6th)

Thurs, Sept 26 | 4:30pm - 5:30pm

Bedtime Storytime

Thurs, Sept 26 | 7:00pm - 7:30pm

Tiny Art Show

All kid artists are welcome!

Thurs, Sept 26 | 12:00am - 11:59pm

Toddler Playtime

Fri, Sept 27 | 9:30 AM & 10:30 AM

STEM Storytime

Fri, Sept 27 | 9:30am - 10:30am

Baby/Toddler Storytime

Mon, Sept 30 | 9:30 AM & 10:30 AM

Recognizing Scams and Fraud

Mon, Sept 30 | 6:30pm - 8:00pm

Light Lunch and Literature

Mon, Sept 30 | 12:00pm - 1:00pm

MLA ADVOCACY NEWS

July 2024

ALA Advocacy Alert: #FundLibraries in FY25

The U.S. House of Representatives has proposed a 15% cut to federal library funding. Contact your federal legislators using the ALA action center and tell them we need their help to preserve and expand this critical funding and the services it supports.

Take action and watch for more calls to action from ALA in the coming weeks!

<https://www.ala.org/advocacy/fund-libraries>

Monitoring Report on the Executive Limitation Policy Compensation and Benefits

August 24, 2024

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

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

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

Policy 2: Promise or imply permanent or guaranteed employment.

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

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

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

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

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

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

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

Director's Response:

All employee benefits have been specifically placed in the current budget, and all benefits can be supported for the 2024 fiscal year. The library reviews the current policy each year against other policies available to insure that the process of comparing health insurance costs are kept at a reasonable level for the library, while providing comparable coverage to employees. In September 2024, the Library will obtain quotes from health insurance companies for premiums for the plan year beginning January 1, 2025. The library will continue to use Rose Street Advisors to obtain quotes and advise the library on the merits of each submission. The library will make a choice on health insurance plans to be offered to employees that will offer the best coverage at the best price that can be afforded by the library and its employees.

The library will be moving its plan year for all benefit plans from December 1st of each year, to January 1st. This will align all plans with the same benefit year and also align their benefits years with the library's fiscal year. Making this change will assist in the budgeting process, as well as providing additional time for vendors to make necessary billing changes before the benefit year begins.

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

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

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

A. Incur unfounded liabilities.

Director's Response:

No unfounded liabilities have been incurred.

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

Director's Response:

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

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

Director's Response:

No employee has lost benefits already accrued from any foregoing plan.

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

Director's Response:

Compensation and Benefits Monitoring Reports are provided to the Library Board once a year, on a frequency set forth on the Annual Calendar of Library Board Activities. The last time this report was presented to the board, prior to this report, was at the board meeting held on August 28, 2023.

Monitoring Report on the Executive Limitation Policy for Treatment of Staff

August 26, 2024

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

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

Director's Response:

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

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

The Library worked with its attorney, Luis Avila of Varnum Law, to review and make corrections and updates to the employee handbook in August of 2024. The handbook was updated for changes to laws and current trends. All staff have received a copy of the handbook for their reference.

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

Director's Response:

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

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

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

Director's Response:

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

The Library is currently working with Element One to develop anew evaluation tool that will encompass their job description, quarterly check-ins, and annual review to provide each employee a clear understanding of their performance expectations.

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

Director's Response:

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

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

Director's Response:

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

Additional Documentation for Treatment of Staff

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

Conditions of the workplace for staff:

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

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

- (1) Cleaning of carpet and tile throughout the Library to maintain its appearance while providing a clean atmosphere.
- (2) Regular appointments with a pest control service.
- (3) Upgrades to restroom doors to allow easier use.

Staff Development

The library administration encourages staff development in numerous ways:

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

Staff Development Day: The Library Staff will have a Staff Development Day that is focused on DEIA speakers, library staff responsibilities, and department specific training.

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

Workload Issues:

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

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

Memo

Allocation of Gifts & Donations From FY 2023

To: Portage District Library Board
From: Christy Klien, Library Director
Date: August 22, 2024

Background

At the April Board Meeting, the library staff recommended using \$8,226.45 of the unallocated donations for Outdoor Furniture. The staff wanted to purchase an additional bench installed on a concrete pad adjacent to the Library's Monarch Waystation. Since that time, a generous donation has been made by the Ken Fischer Trust for an outdoor bench and plaque in his memory. With the cost of the bench covered, staff are looking at purchasing other items to enhance the library's outdoor space. This could include additional artwork, signage, sculptures, and furniture.

Recommendation

I recommend that the Library Board approve broadening the scope of the allocation of FY 2023 gifts and donations revenue in the amount of \$8,226.35 from Outdoor Furniture to Outdoor Enhancements.