

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
October 28, 2024

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, October 28, 2024 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, October 28, 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 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 click the link below at the time of the meeting:

<https://us02web.zoom.us/j/82841124767>

Dated: October 24, 2024 **Quyen Edwards**
Library Board Secretary
Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

October 28, 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 October 28, 2024 (1 minute) (Vote)

V. Guest - Senator Sean McCann (Info) Pg. 5

VI. Consent Agenda (5 minutes) (VOTE)

- A. Minutes of the Regular Board Meeting of September 23, 2024. (Info) Pg. 6-8
- B. Review of Donation Policy. (Info) Pg.9
- C. Budget Amendment – Friends of the Library and Designated Donations (Info) Pg.10
- D. Monitoring Report – Communication & Support to the Library Board. (Info) Pg. 11-14
- E. Monitoring Report – Ends Focus of Grants/Contracts. (Info) Pg. 15
- F. Narrative Report for September 2024. (Info) Pg. 16-20
- G. Report on Financial Condition for September 2024. (Info) Pg. 21-22
- H. Statistical Report for September 2024. (Info) Pg. 23-24
- I. MLA Advocacy News for October 2024. (Info) Pg. 25-27
- J. PDL Events Calendar for November 2024.(Info) Pg. 28-29

VII. Governance (20 minutes)

- A. Approval of Circulation Policy (VOTE) Pg.30-34
- B. Approval of Resident/Non-Resident Policy and Non-Resident Fee Amount for 2025. (VOTE) Pg.35-38
- C. Approval of Holiday Schedule for Library Hours of Operation in 2025. (VOTE) Pg.39
- D. Review of Investment Policy and Library Investment Listing (Info) Pg.40-43
- E. Friends of the Library Update (Info) Pg.44
- F. Request to Approve Contract (VOTE) Pg.45

VIII. End Development (30 minutes)

- A. Library Director's Accomplishment of Personal Goals for Fiscal Year 2024. (Info) Pg.46
- B. Library Director's 2024 Evaluation Process. (Info) Pg.47
- C. Third Quarter 2024 Strategic Planning Statistics. (Info) Pg.48-54

AGENDA

- D. Third Quarter 2024 Financial Report. *(Info) Pg.55-57*
- E. Request for Library Board Approval for Restricted Use of Trustees Signatures and Library Patron Data Base for Direct Mail Initiatives *(VOTE) Pg.58*

IX. Library Director's Reports *(20 minutes)*

- A. Final remarks by Library Director for the October 28, 2024 Library Board Meeting

X. Process Evaluation *(5 minutes total)*

- A. Suggestions for Agenda Items to be included on the December 16, 2024 Board Meeting
 1. Minutes of the Regular Meeting held on October 28, 2024.
 2. Review of FOIA Policy
 3. Approval of Annual Calendar of Library Board Activities for FY 2025
 4. Adoption of Schedule of Library Board Meetings for 2025
 5. Report on Financial Condition for October & November 2024
 6. Narrative Report for October & November 2024
 7. Statistical Report for October & November 2024
 8. MLA Advocacy News for November & December 2024
 9. Personnel Committee's Recommendation for Library Director's Compensation in 2025
 10. End-of-Year Report on Accomplishment of all Ends in 2024
- B. Miscellaneous

XI. Adjournment

Memo

Guest Senator Sean McCann

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 24, 2024



Senator McCann is proud to serve Michigan's 19th Senate District which includes all of Alamo Township, Antwerp Township, Brady Township, Charleston Township, Comstock Township, Cooper Township, Galesburg, Kalamazoo, Kalamazoo Township, Oshtemo Township, Parchment, Pavilion Township, Portage, Prairie Ronde Township, Richland Township, Ross Township, Schoolcraft Township, and Texas Township.

<https://senatedems.com/mccann/>

MINUTES

From the September 23, 2024
Regular Board Meeting

I. Start of Meeting

II. Roll Call

Board Members Present: Michele Behr, Jeanne Friedman, Cara Terry, Tom Vance, and Donna VanderVries (6:05 PM)

Board Members Absent: Ken Baker (excused), Linda Whitlock (excused)

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

Library Staff Absent: Ben Chee, Rob Foti

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

Library Board Chair Tom Vance welcomed everyone to the September 23, 2024 Library Board Meeting. He asked if anyone present had any comments and there were none.

IV. Adoption of the Agenda for the Regular Meeting of September 23, 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 Behr and supported by Trustee Friedman that the Library Board adopt the agenda for the regular meeting of September 23, 2024. Vote 4-Yes, 0-No, 3-Absent (Baker, VanderVries, Whitlock). Motion carried.

V. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the September 23, 2024 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on August 26, 2024
- B. September 2024 Narrative
- C. Financial Condition for August 2024
- D. Statistical Report for August 2024
- E. October 2024 Program Calendar
- F. Review of Materials Selection Policy
- G. Review of Capitalization Policy
- H. MLA Advocacy

MOTION: It was moved by Trustee Friedman and supported by Trustee Terry that the Library Board approve the consent agenda for the regular meeting of September 23, 2024. Vote 4-Yes, 0-No, 3-Absent (Baker, VanderVries, Whitlock). Motion carried.

VI. Governance

A. Initiation of Library Director's 2024 Evaluation

The Library Board had a discussion of the Library Director's 2024 evaluation. Board Secretary

MINUTES

explained the reason for two separate evaluation forms in the past, one is Carver Governance specific and the other allows for more director-specific feedback. Trustees have requested that the evaluation forms be combined into one document which Library Board Secretary Edwards will test for saving and printing capabilities. As requested last year by the Personnel Committee, they are proposing that Library Director Klien's contract is renewed for 5 years.

VII. Ends Development

A. Report on 2024 Summer Reading Program

Head of Youth Services Laura Wright gave a brief presentation on the 2024 Summer Reading Program. Wright said Youth Services made some adjustments to the start of the Summer Reading Program so that kids could sign up while school was still in session. They found that helped keep the momentum after the Summer Reading presentations while the students were excited. There was a small drop in Youth participation this year while there was an increase in Adult participation. Staff made the decision not to include gift cards for kids as an incentive. Wright said that there was an increase in Youth materials circulation for the summer, so people were here but not necessarily participating in Summer Reading activities. Youth staff will continue to adjust the reading program to meet the needs of youth readers.

Trustees asked why do you think the adult numbers are going up? Wright said that Adult Services Librarian Ruth Cowles puts a lot of work into it and builds incentives to fit what might interest more people and supports local businesses. The Adult Summer Reading Program buys gift cards from local businesses with funds from Friends of the Library which is greatly appreciated.

VIII. Library Director's Reports

A. Final remarks by Library Director for the September 23, 2024 Library Board Meeting.

Library Director Klien said Senator McCann will be the Board guest at the October meeting.

Tomorrow morning we are hosting SWMFirst Rise and Thrive networking group. Klien will give a brief presentation. We are expecting 40-50 participants.

Library Director Klien said we held a Staff Development Day last Friday. Staff appreciate the time to spend together doing training, trivia, lunch, and afternoon departmental meetings.

Yesterday, a number of library staff was at the City of Portage Fall Fest at Celery Flats: Steve Rossio - local history, Quyen Edwards - Seed Library, Abby and Sara - library cards and button making activity, Rachel Stickney - Kalamazoo Book Arts, as well as Library Director Klien. Fall is a busy time for outreach.

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the October 28, 2024 Board Meeting

1. Minutes of the Regular Meeting held on September 23, 2024
2. Review of Donations Policy.
3. Review of Investment Policy.
4. Review of Resident Non-Resident Policy.
5. Approval of Holiday Schedule for Library Hours of Operation in 2025.
6. Monitoring Report – Communication & Support to the Library Board.
7. Monitoring Report – Ends Focus of Grants/Contracts.

MINUTES

8. Update on Library Director's 2024 Evaluation Process.
9. Library Director's accomplishment of personal goals for FY 2024.
10. 3rd Quarter Financial Report for FY 2024.
11. 3rd Quarter Strategic Plan Report.

B. Miscellaneous

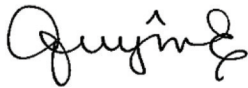
Trustees asked staff to take a look at results since the Fine Free initiative was implemented. Marketing Manager Colin Whitehurst shared we are working on a notice to patrons with long overdue materials to make sure they understand that those items can be returned without a fine. For the November 2024 election, incumbents are all running for the 4 open positions.

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 September 23, 2024.

DISPOSITION: The regular board meeting of September 23, 2024 was adjourned at 6:26 PM.

Recorded and Transcribed by,



Quyen Edwards
Library Board Secretary

Donation Policy

Last Reviewed & Approved: 10-25-23

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

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

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

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

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

Memo

Budget Amendment to Adjust the FY Budget 2024 for Friends of the Portage District Library Donations

To: Portage District Library Board
From: From Here
Date: Date Here

Background:

It is my pleasure to announce that the Friends of the Portage District Library will generously support the Library's Staff program and supplies requests.

\$220 for gift cards to local businesses for trivia games

\$1,922.82 for a book repair machine and supplies

\$4,978.89 to replace broken carts in

We are incredibly grateful to the Friends for the support and subsidy they regularly give us.

Recommendation:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2024 Budget to increase the Adult Programming - Restricted expenditure lines by \$220; and the Non-Capital – New Furnishings expenditure line by \$6,901.71. The amendment will enable the funds to be used as requested.

Monitoring Report on Executive Limitation Policy:

Communication and Support to the Library Board

October 28, 2024

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

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

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

Board Executive Limitations and Public Service Policies	Dates when Monitoring Data was provided to Library Board
Art Exhibit and Gift Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 4-22-24.
Asset Protection Policy (Executive Limitation)	Monitoring report provided to the Library Board on 3-18-24.
Capitalization Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 9-23-24.
Community Meeting Rooms Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 9-23-24.
Circulation Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 10-28-24.
Communication and Support to the Library Board Policy (Executive Limitation)	Provided information and communicated regularly throughout the year with the Library Board via: agenda packets, e-mails, e-newsletters, special mailings and presentations at board meetings; arranged for regular presentations by library staff to keep board members updated on library issues; Report by Behrje on 3-Year Technology Plan 7-22-24; conveyed important information to trustees, such as: Ends development and accomplishments; Friends of the Library; fundraising initiatives (Annual Campaign); library monthly narrative & statistical reports; marketing activities; Public Hearing on FY 2025 Budget; Monitoring report on this policy will be provided to the Board on 10-28-24.
Compensation and Benefits Policy (Executive Limitation)	Monitoring report provided to the Library Board on 8-26-24.
Confidentiality Policy (Public Service Policy)	Reviewed Library Privacy and Search Warrant Policy on 2-26-24.
Donation Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 10-28-24.
Emergency Library Director Succession (Executive Limitation)	Monitoring report provided to Library Board on 2-26-24.

Ends Focus of Grants or Contracts Policy (Executive Limitation)	Provided information to the Library Board to review this policy on 10-28-24.
Financial Condition and Activities Policy (Executive Limitation)	Monthly & quarterly reports done all year; and Financial Audit Presentation on 6-24-24; recommended allocation of donations on 6-24-24; provided data on fundraising initiatives as part of Library Director's narrative reports in board meetings; and a Monitoring Report for this Executive Limitation was provided on 3-18-24.
Financial Planning/Budgeting Policy (Executive Limitation)	Data provided in monthly & quarterly reports all through FY 2024. FY 2024 Budget projections given on: 6-24-24, 7-22-24, 8-26-24. Public Hearing was conducted on 8-26-24. Monitoring Report provided to Library Board on 3-18-24.
Freedom of Information Act (FOIA) Policy (Public Service Policy)	Will provide information to the Library Board for review on 12-16-24.
Fundraising Policy (Executive Limitation)	Provided information to Library Board to review this policy on 4-22-24.
Global Executive Constraint (Executive Limitation)	Provided information to Library Board to review this policy on 1-22-24.
Heritage Room Policy (Public Service Policy)	Provided information to the Library Board on 6-24-24 to review this policy.
Internet Policy (Public Service Policy)	Provided information to the Library Board on 7-22-24, to review this policy.
Investment Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 10-28-24.
Materials Selection Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 9-23-24.
Patron Behavior Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 5-20-24.
Programming Policy (Public Service Policy)	Provided information to Library Board to review this policy on 4-22-24.
Reciprocal Borrowing Policy (Public Service Policy)	Provided information to the Library Board on 5-20-24 to review this policy.
Records Retention Policy (Executive Limitation)	Monitoring report provided to Library Board on 7-22-24.
Resident/Non-Resident Policy (Public Service Policy)	Provided information to the Library Board to review this policy on 10-28-24.
Treatment of Consumers Policy (Executive Limitation)	Monitoring report provided to Library Board on 2-26-24.
Treatment of Staff Policy (Executive Limitation)	Monitoring report provided to the Library Board on 8-26-24.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Director's Response: This document serves as a "Communications and Support Monitoring Report" for Fiscal Year 2024, to assure the Library Board that all communications with the board have been handled appropriately and was included in the October 28, 2024 board meeting agenda packet.

Monitoring Report on Ends Focus of Grants & Contracts for Fiscal Year 2024

October 28, 2024

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

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

Director's Response: All appropriate methods and activities were followed to ensure that any grant funds awarded to the Portage District Library, as grantee of funds, from granting agencies were used in prudent, lawful and ethical ways. The grant applications that were submitted and approved in FY 2024 were:

Granting Agencies or Partners	Amount	Purpose of Grant or Contract
SMLC (Southwest Michigan Library Cooperative)	\$3,500	Portage District Library requested and was awarded \$1,000 for collection development, \$2,000 for technology, and \$500 for professional development.
Friends of the Portage District Library	\$32,431.56	2024 Summer Reading Program and Geek Fest March is Reading Month Adult and Youth Program supplies
Kalamazoo Community Foundation Nancy Haner Memorial Fund	\$886.07	Portage District Library was awarded this grant to be used for "achieving library goals and purposes".

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

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

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

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

Director's Report

October 2024

Adult Services

On September 17th, Adult Services Librarian [Rachael Wiegmann](#) hosted a Cooking Demonstration with Dietician Gretchen Kauth. Gretchen taught participants about the health properties of pumpkin, spices, and herbs. In addition to learning how to cook with pumpkin, the participants were fed Pumpkin Chili and Apple Cider prepared on the Charlie Cart. This demonstration was full with fifteen participants and a waiting list. Gretchen and I are in the process of creating a winter-cooking demonstration. One patron remarked that he thoroughly enjoyed this program and the chili!

STEM Librarian [Jane Fleming](#) held a program using the router on September 10, September 16, and September 25. The router can be an intimidating piece of equipment, so the focus of the program was on learning what a router can do, and also learning the basic skills you need to design something in the CNC Router software. A total of 22 people attended across the three sessions.

Each patron was able to design a small sign with their choice of text and image. They first needed to learn how to use the design portion of the software, which was somewhat challenging. The next, even more challenging part was to learn which bit and which offset to use to get the image they wanted. When they were finished, they were able to see a preview of what it looked like, and STEM Librarian [Jane Fleming](#) made them after the program for patrons to pick up later. Everyone who attended did a great job learning something that was probably a little out of their comfort zone. The signs turned out great!

Patron reaction: *"I have an idea for something else I would like to try on the router. I will be back."*
 "I didn't think this was something I'd be able to do!"

On September 30th, Outreach librarian [Sara Weyenberg](#) partnered with the Kalamazoo County Sheriff's Office to host a presentation on Recognizing Scams and Fraud. This was presented by Lieutenant Jeff Baker who has extensive experience with scam and fraud cases. There were 43 attendees who all expressed their appreciation for the program and hopes that the Library host more like it so they can recommend it to others. Lt. Baker presented a vast amount of very useful information without overwhelming the audience.

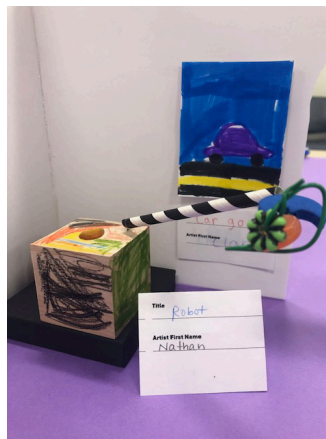


Youth Services

This month, Youth Staff [Emily Mingle](#) hosted Ripple Effects CEO Lauren Cavalli at the library to discuss future outreach opportunities and give a tour of our space.

Youth Staff [Olivia Pennebaker](#) and [Karina Gluys](#) hosted our first Teen Advisory Group meeting and the teens were enthusiastic and responsive. They shared a lot of great information with us about what they'd like to see in the collection and in future programs.

Youth Staff [Laura Wright](#) and several Book Buddies hosted a Tiny Art Show, and over 100 tiny works of art were submitted for display. Our Book Buddy volunteer group hosted 3 sessions where young artists could create with provided supplies, or families could drop in and draw a contribution during open hours.



As part of Staff Development Day, Youth Staff met with BookBug's youth book buyer to discuss current trends, vendors, and purchasing philosophies.

Youth Outreach Librarian Andrea Smalley met with a representative of KYD (Kalamazoo Youth Development) Network to explore collaboration opportunities.

Youth Staff Andrea Smalley posted her second "Pole Poll", inquiring what motivates our visitors to read.

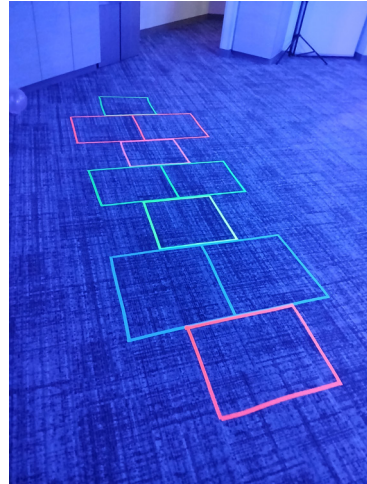
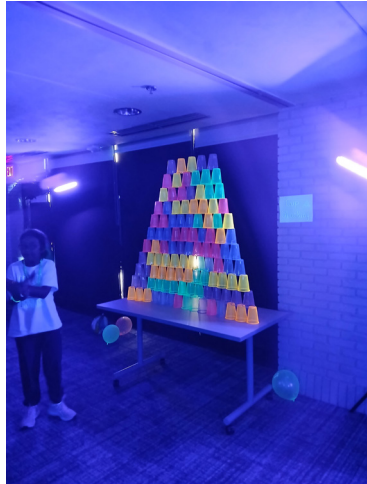
Youth Staff Andrea Smalley hosted the first of Portage Community High's monthly visits to the library.

In an effort to expand upon a previous Kindergarten Readiness program and provide support over the course of the entire year, Youth Staff Emily Mingle started a 4- and 5-year-old Book Club this month. 5 children and 3 parents attended the first session, and this increased in October to 6 children, 5 parents, and 3 younger siblings.

Additional Highlights:

22 teens attended Immaculate Snacks & Gaming, a monthly after school program for middle schoolers and high schoolers, hosted by Youth staff members Olivia Pennebaker and Karina Gluys.

Youth Staff Emily Mingle hosted a Family Glow Party. Participants of all ages enjoyed this event, and Youth Staff plan 2 additional glow-themed events due to the popularity of the activities.



Youth Staff Andrea Smalley, Laura Wright, and Board Member Jeanne Friedman held the first meeting for this year's Book Buddies. They will assist at 10 events over the next 8 months. 39 students have signed up to be part of the group for the '24-'25 school year.

Youth Staff Andrea Smalley hosted an Elementary Maker Egg Drop event. Young participants built protective structures for their eggs and then dropped them off the upper patio. A surprising number survived!



Heritage Room

The Heritage Room kicked off September with a wide variety of extremely exciting programming.

On September 16th, the Kalamazoo Valley Genealogical Society once again began its monthly meetings at the library sponsored by the Heritage Room. What is exciting is that this year the society is trying a new endeavor consisting of a once-a-month drop-in session in the Heritage Room where anyone from the public can stop in and receive assistance from members of the society as well as Historian Steve Rossio. The society meetings are always the 3rd Monday of the month at 7:00 while the drop-in's are the 3rd Thursday from 10:00 to 12:00. Both of these programs/events are free and open to the public.

The Heritage Room took part in Paw Paw's "Voices from the Past" cemetery tour on September 21st where Steve Rossio performed a roll as Elijah Durkee speaking to guests about the life of this interesting Paw Paw resident (with ties to Portage and the plank road). Steve wanted to take part in this tour as a learning experience due to the Heritage Room is interest in putting on a similar cemetery tour in 2025 featuring the Dry Prairie Cemetery.

On September 22nd, the Heritage Room participated in the Portage's Fall Festival. Steve drove the newly re-imagined library "history bike" (formally the book bike) to the program and set up an exhibit titled "Guess the Artifact." This exhibit invited guests to handle historic items from Portage's past and attempt to guess the purpose of said artifact.

The Heritage Room was fortunate to be asked to partner with the Daughter's of the American Revolution for their Korean War Veterans Program which took place on September 28th. Six local Korean War Veterans were honored with peace medals awarded to them by Hyungin Lee, Deputy Consul General of the Republic of Korea. The Deputy Consul General delivered remarks as did State Senator Sean McCann as well as Steve Rossio who was the Keynote Speaker for the event. The Heritage Room also provided a loaned display for the event featuring Korean War memorabilia.

On a side note, Steve has assumed "ownership" of the book-bike in an attempt to reinvent the bike into a history exhibit. This year was spent getting said bike out of storage, having the bike serviced and then cleaning and detailing the bike for use. The first program at Fall Fest went well enough to move forward with the rebranding of the bike which will take place in 2025. During the summer of 2025 the bike will be used for a series of pop-up programs on the Portage Bicentennial Trail.



Circulation & Technical Services

During the month of September, we had 1457 PASS card uses. We also sent out 1581 text messages regarding overdue notices, bills, and membership renewals.

After telling a patron about our courtesy renewals, they were very pleased and mentioned that "All libraries should be run like you! That just made my day! It is absolutely fantastic!"

Personnel

The Library Director and Business Manager are obtaining quotes on outsourcing (Fractional HR) some duties to professionals well trained in the Human Resource field. The belief is that there are certain situations that a professional HR specialist can handle more efficiently and complete within applicable laws. This would provide a benefit to staff, as well as the Business Department. The Library has talked to five (5) firms that could provide a form of this service. Internal discussion will now be conducted to determine which, if any, of the firms would be the right fit for the Library. The Library migrated its accounting and document storage software to a web solution that is hosted by the client. This will accomplish the task of making the software more accessible and ensuring timely updates to the software. The Library Director and Business Manager are in the process of receiving quotes for all benefit renewals to take place on January 1, 2025. Since this is a switch from our December 1, 2024 renewal date. Some benefits will need to go through two renewals. The first will be a one-month contract and then a new twelve-month contract beginning on January 1, 2025. All benefits will be enrolled as is for December 1, 2024, and any changes will take effect with the renewal on January 1, 2024. The Business Manager has sent Performance Reviews to supervisors to hand out to their staff for completion. This process will conclude at the end of November, with wage changes to take effect on January 1, 2025. The Library is in the process of working with ElementOne to update its salary ranges for use in 2025.

Information Technology

In September/October the Portage District Library IT Department completed its migration of the library's accounting system (Financial Edge NXT) to a Software-as-a-Service (cloud) system. In addition the library migrated its document management platform (PaperSave) Software-as-a-Service (cloud) system. These systems have also been connected together via Blackbaud's SkyAPI. Library Staff have been trained. These systems were moved into production mode on October 7, 2024.

The IT Department continues to work with Technical Services to refine the setup BlueCloud Cataloging a web based ILS product that adds modern tools for copy cataloging and bibliographic maintenance.

The IT Department is now beginning its next projects patron technology refresh, EZ-Proxy cloud migration and evaluating Magna-POS for fines and fees.

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

Facilities

- 2 emergency exit doors have had the locks replaced
- Small roof job has been completed with zero leaks
- Monthly pest control
- Fall and winter equipment is ready
- Carpet cleaning is ongoing· Native plants have been trimmed
- Multiple areas in Library have had paint touch up completed
- Outdoor drinking fountains and faucets have been shut off for the winter season
- Brick repair work on the exterior is in progress
- Winterization of the building is in progress
- Small shed has been delivered
- Pest control monthly visit
- 10 medical grade air cleaners were installed in Library common areas

Financial Condition Report

September 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 \$7,900,633
Expenditures \$4,225,372

Fund	8/31/2024	Changes	9/30/2024
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

September 2024

	Month Statistics			YTD Statistics		
	Sep-24	Sep-23	CHANGE	2024	2023	CHANGE
Circulation/Collections						
Total Library Circulation	74,822	69,458	7.72%	697,439	667,830	4.43%
Adult - Books	16,555	15,915	4.02%	151,503	152,457	-0.63%
Adult - A/V	3,022	3,496	-13.56%	30,465	34,663	-12.11%
Youth - Books	29,275	27,832	5.18%	284,252	274,685	3.48%
Youth - A/V	2,274	2,702	-15.84%	27,279	26,653	2.35%
Hot Picks	591	849	-30.39%	6,266	8,062	-22.28%
E-Material	21,253	16,962	25.30%	180,585	153,539	17.62%
ILL - PDL Requests	1,269	925	37.19%	10,726	9,461	13.37%
ILL - Other Lib. Requests	583	777	-24.97%	6,363	8,310	-23.43%
Self-Checkout Percentage	47.84%	50.13%		52.27%	52.95%	
Total Library Collection	178,763	178,826	-0.04%			
Adult - Books	72,723	72,614	0.15%			
Adult - A/V	9,971	13,289	-24.97%			
Youth - Books	86,441	82,207	5.15%			
Youth - A/V	7,091	8,001	-11.37%			
Hot Picks	2,537	2,715	-6.56%			
Net Acquisitions	1,485	455	226.37%	3,208	875	266.63%
Purchased - Books	2,642	1,827	44.61%	16,935	14,261	18.75%
Purchased - A/V	69	121	-42.98%	1,229	1,431	-14.12%
Donated - Books	1	0	100.00%	2	1	100.00%
Donated - A/V	0	0	0.00%	2	0	100.00%
Material Discarded	(1,227)	(1,493)	17.82%	(14,960)	(14,818)	-0.96%
Total In-House Usage*	0	0	n/a	0	0	n/a
In-House Periodical Usage	0	0	n/a	0	0	n/a
In-House Book Usage	0	0	n/a	0	0	n/a
Patrons						
Total Patrons	33,527	33,284	0.73%			
Adult	16,514	16,041	2.95%			
Youth	2,203	2,895	-23.90%			
Non-Resident	227	185	22.70%			
Reciprocal	3,239	3,019	7.29%			
Internet User	648	481	34.72%			
PASS Users	10,636	10,603	0.31%			
Professional	60	60	0.00%			
Net Patrons	(9)	277	-103.25%	2,472	(3,101)	179.72%
Adult	214	204	4.90%	2,034	1,939	4.90%
Youth	22	14	57.14%	176	174	1.15%
Non-Resident	12	0	100.00%	35	22	59.09%
Reciprocal	58	68	-14.71%	629	531	18.46%
Internet User	34	34	0.00%	441	334	32.04%
PASS Users	91	326	-72.09%	1,151	1,029	11.86%
Professional	0	1	-100.00%	5	2	150.00%
Patrons Removed	(440)	(370)	-18.92%	(1,999)	(7,132)	71.97%

Statistical Report

	Month Statistics			YTD Statistics		
	Sep-24	Sep-23	CHANGE	2024	2023	CHANGE
Library Building Usage						
Total Meeting Room Usage	910	650	40.00%	7,137	5,869	21.61%
Internal/Collaboration	155	154	0.65%	1,081	833	29.77%
External/Outside Usage	755	496	52.22%	6,056	5,036	20.25%
Total Program Audience	2,750	2,640	4.17%	32,540	24,040	35.36%
Adult	1,025	435	135.63%	7,501	4,903	52.99%
Youth	1,683	1,356	24.12%	24,284	17,448	39.18%
Heritage Room	42	849	-95.05%	755	1,689	-55.30%
Total Number of Programs	108	83	30.12%	820	661	24.05%
Adult	52	31	67.74%	418	315	32.70%
Youth	1	50	-98.00%	333	331	0.60%
Heritage Room	55	2	2650.00%	69	15	360.00%
Total Volunteer Hours	200	209	-4.31%	1,826	1,945	-6.12%
Adult	92	54	70.37%	559	513	8.97%
Youth	42	52	-19.23%	564	585	-3.59%
Technical	8	42	-80.95%	93	183	-49.18%
Circulation	25	28	-10.71%	306	320	-4.38%
Administration	32	32	0.00%	301	316	-4.75%
Community Service	1	1	0.00%	3	28	-89.29%
Total Front Door Traffic	18,634	18,998	-1.92%	177,484	177,426	0.03%
Total Youth Services Traffic	11,687	11,974	-2.40%	129,798	125,279	3.61%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	6,119	5,684	7.65%	56,787	57,118	-0.58%
Adult Phone	483	344	40.41%	4,111	3,563	15.38%
Adult Ready Reference	1,483	1,583	-6.32%	12,170	15,571	-21.84%
Adult Reference	190	119	59.66%	1,713	1,452	17.98%
Youth Phone	76	50	52.00%	654	573	14.14%
Youth Ready Reference	2,655	2,659	-0.15%	25,469	23,341	9.12%
Youth Reference	300	358	-16.20%	5,011	4,050	23.73%
HR Phone	20	8	150.00%	121	85	42.35%
HR Ready Reference	123	167	-26.35%	1,598	1,799	-11.17%
HR Reference	12	12	0.00%	82	96	-14.58%
Circ Phone	469	261	79.69%	3,311	2,494	32.76%
Circ Ready Reference	102	88	15.91%	1,280	2,105	-39.19%
Circ Reference	206	35	488.57%	1,267	1,989	-36.30%
Total Edutainment LAN Use	99	96	3.13%	2,180	2,124	2.64%
Total Internet Computer Use	1,494	1,367	9.29%	15,056	12,874	16.95%
Youth Computers	145	121	19.83%	1,665	1,422	17.09%
Adult Computers	1,347	1,244	8.28%	13,362	11,429	16.91%
Laptop Computer Circulated	2	2	0.00%	29	23	26.09%
Total Electronic Transactions	32,105	37,658	-14.75%	360,588	593,127	-39.21%
WebSite Hits	19,964	25,676	-22.25%	258,915	489,981	-47.16%
WebCatalog Sessions	10,234	9,765	4.80%	85,644	84,843	0.94%
Licensed Database Hits	1,907	2,217	-13.98%	16,029	18,303	-12.42%

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

Christy Klien, Library Director



MICHIGAN LIBRARY ASSOCIATION

MLA ADVOCACY AND LEGISLATIVE COMMITTEE FY2025 ACTION PLAN

The Michigan Library Association leads, educates and advocates for the advancement of the Michigan library community. MLA is the collective voice for Michigan libraries, and we advocate for public, school and academic libraries through grassroots advocacy, lobbying, and statewide publicity. We advocate for and protect library funding and monitor and respond to challenges and issues that impact our libraries' ability to serve our communities. MLA will place the 5 key categories below at a high priority in the work plan for FY2025:

Funding

- Property Taxes: Monitor property tax and local income tax funding structure for libraries.
 - Monitor and react to legislation that ensures the elimination of existing and new automatic tax captures.
 - Work in partnership with MML, MTA, MAC and others to restore libraries' abilities under Headlee to roll up their millage rates to the amounts originally authorized by a vote of the people.
 - Maintain the ability to hold millage elections in key months of May, August and November.
- Penal Fines: Monitor, protect and reverse any efforts to provide legislation for parallel ordinances and other methods to siphon this funding, where appropriate.
 - Educate all parties (legislators, county treasurers, librarians) on how this system works.
 - Promote transparency and consistency in reporting methods to libraries by the state and county treasurers.
 - Explore alternative sources of funding that moves away from penal fines. (Must be stable, predictable, secure and a more equitable system.)
- State Aid: Protect and increase State Aid to Libraries in the FY2025 Appropriations
 - Prepare for testimony at budget hearing.
 - Set up individual meetings with key legislative leadership on Appropriations after Consensus Revenue Estimating Conference in August.
- Capital Improvement Resources: Identify and propose investment from federal and/or state resources for capital improvement/infrastructure grants.

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

Access to Information

- Intellectual Freedom: Protect intellectual freedom and the right to read. Continue to react and provide support for libraries experiencing censorship, election challenges and book bannings. Codify the Freedom to Read legislation.
- Protect Privacy: Monitor and respond to any challenges to library users' privacy.
- Michigan eLibrary: Encourage continued support and funding for Michigan eLibrary (MeL)
- Universal Access to Broadband: Raise awareness of the digital divide and support rural broadband initiatives by expanding Broadband/Wi-Fi Access for libraries and identify funding opportunities. Build relationship with the new Michigan High Speed Internet (MIHI) office.
- Net Neutrality: Oppose legislation that would encumber the internet allowing inequity of speed and influence of content.
- K-12 Libraries: Continue to build awareness of the need for K-12 School Libraries in Michigan schools to be staffed by certified school librarians/media specialists.
- Literacy/Early Childhood Education: Explore options to promote and secure funding for libraries' participation in early childhood education, digital literacy and digital citizenship.
- Third Party Vendors: Bring focus to e-book purchasing challenges which stifles library access to new releases.

Equity, Diversity, Accessibility & Belonging

- Open Meetings Act: Propose legislation that will allow library and cooperative boards to attend and participate in meetings on a virtual basis.
- Elliott-Larsen Act: Respond to challenges or legislation that directly affects protected classes of people.
- Library Funding: Address the individual inequities in penal fine funding by proposing a more just means of funding public libraries.

Safety

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

Library Legislation Updates

- Explore updates to library establishments acts and to other legislation that affects libraries

- Explore and find incentive (money) for small libraries to join forces to form district libraries

Member Advocacy Development

- Continue to motivate, mentor and assist library directors, workers and trustees in building relationships with legislators on an ongoing basis.
- Educate members about best practices for working with a legislator to change laws.
- Encourage every library director and worker to contact their legislators, offer to host office hours, host a tour.
- Encourage library workers to contact their legislators in support of appropriations goals.
- Encourage all public library workers to invite legislators to summer reading kickoff programs and to read a book during March is Reading Month.
- Include a legislative update at MLA Annual Conference.
- Thank legislators when they vote favorable for issues/appropriations affecting libraries.
- Produce a statewide library advocacy day for library personnel and legislators.
- Provide advocacy training and talking points for legislative visits.

Communications

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

PDL Events

Edgar Wright Movie Night

Shaun of the Dead

Nov 1 | 6:30pm - 9:00pm

Baby/Toddler Storytime

Nov 4 | 9:30am & 10:30am

Knot for Profit

A Fiber Arts Club

Nov 04 | 3:00pm - 5:00pm

Vote the Chip

Sample and Vote for Your Favorite Potato Chip!

Nov 4 | 4:00pm - 8:00pm

Kalamazoo County Historical Society with Nancy Brock

Southwest Michigan and the Polar Bear Expedition

Nov 4 | 7:00pm - 8:30pm

Family Storytime

Nov 05 | 9:30am & 10:30am

Caldecott Club

Nov 5 | 6:00pm - 7:00pm

Make It @ The Library: Laser Engraved Slate Board

Nov 05 | 6:30pm - 8:00pm

Baby/Toddler Storytime

Nov 6 | 9:30am & 10:30am

Silent Book Club

for Adults

Nov 6 | 3:00pm - 4:30pm

Immaculate Snacks & Gaming

Nov 6 | 3:30pm - 4:30pm

Middle Grade Book Club

4th-6th Grade

Nov 6 | 6:00pm - 7:00pm

Muffins and the Market

An investment discussion group.

Nov 7 | 9:00am - 10:00am

Elementary Maker for K-2

Play with Clay

Nov 7 | 4:30pm - 5:30pm

Make It @ The Library: Sublimation socks

Nov 7 | 6:30pm - 8:00pm

Bedtime Storytime

Nov 7 | 7:00pm - 7:30pm

Toddler Playtime

Nov 8 | 9:30am & 10:30am

Documentary and Donuts

You Have No Idea. Runtime 1:26. 2023.

Nov 8 | 10:00am - 12:00pm

Edgar Wright Movie Night

Hot Fuzz

Nov 8 | 6:30pm - 9:00pm

Floorigami for Families

For children with their grown-ups

Nov 9 | 2:30pm - 3:30pm

Baby/Toddler Storytime

Nov 11 | 9:30am & 10:30am

4- and 5-Year-Old Book Club

Nov 11 | 2:00pm - 2:45pm

Dungeons and Dragons

4th-7th Grade

Nov 11 | 6:30pm - 8:00pm

Family Storytime

Nov 12 | 9:30am & 10:30am

Medicare 101

Presented by Kiss Financial Advisors

Nov 12 | 6:00pm - 7:00pm

Teen Advisory Group

Nov 12 | 6:30pm - 7:30pm

Baby/Toddler Storytime

Nov 13 | 9:30am & 10:30am

November 2024

Make It @ The Library: Laser Engraved Slate Board

Nov 13 | 10:30am - 12:00pm

Abra Berens's Cooking Demonstration

Live on the Charlie Cart!

Nov 13 | 4:00pm - 5:00pm

Audio Book Alternatives

Learn how to use digital audio book formats.

Nov 13 | 7:00pm - 8:00pm

Elementary Maker for 3rd - 6th Grade

Candy in 3D Printed Shape Molds

Nov 14 | 4:30pm - 5:30pm

International Mystery Book Discussion

"Malice"

Nov 14 | 7:00pm - 8:00pm

Bedtime Storytime

Nov 14 | 7:00pm - 7:30pm

STEM Storytime

Nov 15 | 9:30am - 10:30am

Kalamazoo Macintosh Users' Group

Meeting

Nov 16 | 9:00am - 12:00pm

Saturday Sound Immersion

Nov 16 | 10:00am - 11:00am

Baby/Toddler Storytime

Nov 18 | 9:30am & 10:30am

Make It @ The Library: Laser Engraved Slate Board

Nov 18 | 2:30pm - 4:00pm

Kalamazoo Valley Genealogical Society

General Meeting & Program

Nov 18 | 7:00pm - 8:30pm

Just Move Storytime

Nov 19 | 9:30am & 10:30am

Plots and Pages

A Local Writers' Group

Nov 19 | 6:00pm - 8:00pm

Creative Bug Class

Creating Art with Gel Pens on a Paper Notebook

Nov 19 | 6:30pm - 8:00pm

Teen LGBTQ+ Meet-Up

Nov 19 | 6:30pm - 8:00pm

Baby/Toddler Storytime

Nov 20 | 9:30am & 10:30am

MAKE A MONSTER HAT

3rd - 5th grade

Nov 20 | 4:30pm - 5:30pm

Kalamazoo Area Wild Ones

Native Gardening Q&A

Nov 20 | 6:30pm - 8:30pm

Muffins and the Market

An investment discussion group.

Nov 21 | 9:00am - 10:00am

Elementary Maker for K-2

Nov 21 | 4:30pm - 5:30pm

Bedtime Storytime

Nov 21 | 7:00pm - 7:30pm

Sense-sational hands-on fun

Sensory Activities for children 1yr - 4yrs

Nov 22 | 10:00am - 11:00am

Light Lunch and Literature

"What Belongs to You," by Garth Greenwell

Nov 25 | 12:00pm - 1:00pm

Make It @ The Library:**Sublimation socks**

Nov 25 | 2:30pm - 4:00pm

Yoga with Apral

A gentle approach

Nov 25 | 4:00pm - 5:00pm

Purl for Portage

A Yarn Arts Club

Nov 26 | 6:00pm - 8:00pm

Teen Charcuterie Competition

6th-12th Grade

Nov 26 | 6:30pm - 7:30pm

Hot Wheels Drop-in

Children and their families welcome

Nov 27 - 30 | 12:00am - 11:59pm

Memo

Changes to the Circulation Policy

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 14, 2024

Background:

Please see the attached two policies. The first is the current Circulation Policy. The second is a reformatted and edited policy. The adjustments have been made to reflect the changes in our collections including the discontinuation of the CD collection and the addition of the Library of Things.

Recommendation:

I recommend that you approve the changes in the Circulation Policy as presented.

PORTAGE DISTRICT LIBRARY

CIRCULATION POLICY

SERVICES & USAGE:

Subscription Services

The Library offers many premium services, such as interlibrary loan, Homebound Services, mobile hot spots, Favorite Authors, online learning resources, and various downloadable and streaming services. Due to cost and/or contractual obligations, reciprocal members are excluded from premium services, though they may have access to similar services through their home library.

Circulation Limits

- All members are limited to 15 non-Hot Pick DVD's on their account at one time.
- Members are limited to 5 items from each type of Hot Pick material (books, movies) on their account at one time. Reciprocal members are prohibited from checking out Hot Pick materials.
- All members are limited to 2 special collection kits per type on their account at one time. This includes, but is not limited to Book Discussion Bags and Resource Kits. Similar limits may be set for other special collection kits.
- Members are limited to 1 piece of equipment per type on their account at one time. This includes, but is not limited to, laptops, mobile hot spots, GoPros, telescopes, or Playaway Launch Pads and other types of equipment. Reciprocal members are prohibited from checking out certain types of equipment such as mobile hot spots and GoPros.
- Members who are under the age of 18 years old are prohibited from checking out rated "R" movies or laptops.
- Reference collections are for library use only.

Holds & Renewals

- All members may place up to 25 items on hold at one time.
- Items in Hot Pick collections cannot be put on hold.
- Telescope kits can be placed on hold.
- Two renewals are allowed for items that are not in demand. The renewal period is the same length as the original checkout period. The following types of items cannot be renewed: Hot Picks, mobile hot spots, GoPro kits, telescopes, Book Discussion bags, and items on hold for another member.

Additional Requirements

Borrowers are required to provide a photo ID to check out certain equipment, including but not limited to the following: laptop computer kits, telescope kits, GoPro kits and mobile hot spot kits. Loss or damage of the equipment or accessories will result in charges for repair or replacement either for the entire kit or per each lost or damaged piece based on availability.

Laptop computer kits are for use **within the library only** for a loan period of two hours. Borrowers must remain in the library with the laptop. Removal of laptop computers from the library building will be considered theft.

FINES & FEES:

1. Overdue Fines

- A. The Library will not charge any daily fines for overdue material.
- B. The patron is responsible for understanding when checked out material is due to be returned to the Library. Checked out material may be subject to renewals according to Library policy. However, there is no guarantee of renewals.
- C. Checked out material that is not returned within 28 days of the due date (or subsequent renewal dates) will be considered to be Lost Material by the Library and the Lost Item fees and regulations will apply.
- D. Although the Library will use its best efforts to notify you of the overdue material or equipment, the Library does not guarantee notice and failure to receive notice will not prevent the material or equipment from being considered Lost Items.

2. Lost or Damaged Item Fees and Regulations

- A. With the exception of magazines, lost or damaged material owned by the Library is charged at replacement/retail value plus a processing fee for making an item shelf-ready. A default price of \$20.00 will be used as the replacement cost if no retail value is available. Lost or damaged magazines will only be charged a replacement fee of \$5.00. Incidental damage to library material caused by normal use will be repaired without charge.
- B. Non-returned, lost, or damaged material borrowed through MeLCat will be charged in accordance with MeL Policy, as set by the Library of Michigan, and then billed to the borrowing member. Once the Library pays the lending institution for non-returned, lost, or damaged interlibrary loan material, the borrowing member is responsible for the replacement cost, regardless of the item being returned.
- C. Media formats, such as a DVD, CD, or Playaway, that are returned without their library case and/or accompanying graphics or booklets will be assessed a replacement fee of \$5.00.
- D. All lost or damaged pieces from kits will be charged at replacement/retail value or \$10.00 if no retail value is available. Total replacement of the kit may be charged if lost or damaged pieces are not replaceable and required for intended use of the kit.
- E. Accounts that have been billed for lost or damaged material will be blocked from use until the lost material is returned or the lost or damaged material is paid for. Refunds will not be given for lost material that has been paid for, regardless if the material is returned to the collection.
- F. Accounts that have been billed for \$25.00 or more in lost or damaged material and remain unresolved or unpaid for more than 28 days may be referred to a private notification service, but not reported to a credit bureau. Once an account has been sent to collections, a non-refundable fee equal to the private notification service fee charged to the Library will be assessed to the user's account.

3. Returned Check Fee

There is a fee for any returned checks written to the Portage District Library. The fee shall be assessed in the exact amount which the Library is charged by its current Bank for the processing of such items.

4. Photocopy /Printout/Faxing/Scanning Fees

A fee of 5¢ per printed side of a page will be charged for greyscale photocopies and printouts. A fee of 25¢ per printed side of a page will be charged for color printouts. No charge will be assessed for faxing or scanning pages to email or electronic storage.

Circulation Policy

I. SERVICES & USAGE:

A. Subscription Services

The Library offers many premium services, such as interlibrary loan, Homebound Services, mobile hot spots, Favorite Authors, online learning resources, Library of Things, and various downloadable and streaming services. Due to cost and/or contractual obligations, reciprocal members are excluded from premium services, though they may have access to similar services through their home library.

B. Circulation Limits

1. All members are limited to 15 non-Hot Pick DVD's on their account at one time.
2. Members are limited to 5 items from each type of Hot Pick material (books, movies) on their account at one time. Reciprocal members are not eligible to check out Hot Pick materials.
3. All members are limited to 2 special collection kits per type on their account at one time. This includes, but is not limited to Book Discussion Bags and Resource Kits. Similar limits may be set for other special collection kits.
4. Members are limited to 2 Library of Things items of each tier at one time. Reciprocal members are not eligible to check out Library of Things items.
5. Members are limited to 1 piece of equipment per type on their account at one time. This includes, but is not limited to, laptops, mobile hot spots, or Playaway Launch Pads and other types of equipment. Reciprocal members are not eligible to check out certain types of equipment such as mobile hot spots.
6. Members who are under the age of 18 years old are prohibited from checking out rated "R" movies, laptops, or tier 2 Library of Things items.
7. Reference collections are for library use only.

C. Holds & Renewals

1. All members may place up to 25 items on hold at one time.
2. Items in Hot Pick collections cannot be put on hold.
3. Telescope kits can be placed on hold.
4. Two renewals are allowed for items that are not in demand. The renewal period is the same length as the original checkout period. The following types of items cannot be renewed: Hot Picks, mobile hot spots, telescopes, Book Discussion bags, and items on hold for another member.

D. Additional Requirements

Borrowers are required to provide a photo ID to check out certain equipment, including but not limited to the following: laptop computer kits, mobile hot spot kits, and tier 2 Library of Things items. Loss or damage of the equipment or accessories will result in charges for repair or replacement either for the entire kit or per each lost or damaged piece based on availability.

Laptop computer kits are for use **within the library only** for a loan period of two hours. Borrowers must remain in the library with the laptop. Removal of laptop computers from the library building will be considered theft.

II. FINES & FEES:

A. Overdue Fines

1. The Library will not charge any daily fines for overdue material.
2. The patron is responsible for understanding when checked out material is due to be returned to the Library. Checked out material may be subject to renewals according to Library policy. However, there is no guarantee of renewals.
3. Checked out material that is not returned within 28 days of the due date (or subsequent renewal dates) will be considered to be Lost Material by the Library and the Lost Item fees and regulations will apply.
4. Although the Library will use its best efforts to notify you of the overdue material or equipment, the Library does not guarantee notice and failure to receive notice will not prevent the material or equipment from being considered Lost Items.

B. Lost or Damaged Item Fees and Regulations

1. With the exception of magazines, lost or damaged material owned by the Library is charged at replacement/retail value plus a processing fee for making an item shelf-ready. A default price of \$20.00 will be used as the replacement cost if no retail value is available. Lost or damaged magazines will only be charged a replacement fee of \$5.00. Incidental damage to library material caused by normal use will be repaired without charge.
2. Non-returned, lost, or damaged material borrowed through MeLCat will be charged in accordance with MeL Policy, as set by the Library of Michigan, and then billed to the borrowing member. Once the Library pays the lending institution for non-returned, lost, or damaged interlibrary loan material, the borrowing member is responsible for the replacement cost, regardless of the item being returned.
3. Media formats, such as a DVDs or Playaways, that are returned without their library case and/or accompanying graphics or booklets will be assessed a replacement fee of \$5.00.
4. All lost or damaged pieces from kits will be charged at replacement/retail value or \$10.00 if no retail value is available. Total replacement of the kit may be charged if lost or damaged pieces are not replaceable and required for intended use of the kit.
5. Accounts that have been billed for lost or damaged material will be blocked from use until the lost material is returned or the lost or damaged material is paid for. Refunds will not be given for lost material that has been paid for, regardless if the material is returned to the collection.
6. Accounts that have been billed for \$25.00 or more in lost or damaged material and remain unresolved or unpaid for more than 28 days may be referred to a private notification service, but not reported to a credit bureau. Once an account has been sent to collections, a non-refundable fee equal to the private notification service fee charged to the Library will be assessed to the user's account.

C. Returned Check Fee

There is a fee for any returned checks written to the Portage District Library. The fee shall be assessed in the exact amount which the Library is charged by its current Bank for the processing of such items.

D. Photocopy /Printout/Faxing/Scanning Fees

A fee of 5¢ per printed side of a page will be charged for greyscale photocopies and printouts. A fee of 25¢ per printed side of a page will be charged for color printouts. No charge will be assessed for faxing or scanning pages to email or electronic storage.

Resident / Non-Resident Membership Policy

I. Definition of the Portage District Library Service Area Boundaries

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

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

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

II. Who is able to get a free membership?

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

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

III. Non-Resident Memberships

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

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

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

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

IV. Required Documentation for Establishing a Membership

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

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

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

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

V. Special Circumstances & Other Membership Types

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

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

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

VI. Membership Responsibilities and Privacy

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

Memo

Proposed Non-Resident Fee for Fiscal Year 2025

To: Portage District Library Board
From: Christy Klien, Library Director and Rob Foti, Business Manager
Date: October 28, 2024

BACKGROUND:

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

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

CALCULATION:

Using this formula, we have determined that the library's Non-Resident Fee for 2025 would be:

The current number of residential parcels in the Library's jurisdiction is 19,195. The total taxable value for all residential property is 2,132,398,338. Therefore, the average taxable value of a residential parcel of property in the Library's area would be 111,091. That means that tax revenue generated per average parcel in the coming year at the Headlee reduced millage rate of 1.9945 mills will be \$221.32. This is a \$16.00 increase in the library's Non-Resident Fee from Fiscal Year 2024 which was \$205.00.

RECOMMENDATION:

It is recommended that the Library Board approve a 2025 Non-Resident Fee for the Portage District Library in the amount of \$221.00.

Schedule of Library Closings for Calendar Year 2025

The Portage District Library will be closed on the following selected federal holidays and special observance days in 2025:

**Wednesday,
January 1, 2025**
New Year's Day

Sunday, April 20, 2025
Easter

Thursday, June 19, 2025
Juneteenth

Monday, May 26, 2025
Memorial Day

Friday, July 4, 2025
Independence Day

Monday, September 1, 2025
Labor Day

Thursday, November 27, 2025
Thanksgiving Day

Wednesday, December 24, 2025
Christmas Eve

Thursday, December 25, 2025
Christmas Day

Wednesday, December 31, 2025
New Year's Eve Closing at 5:00 PM
(the scheduled time)

Investment Policy

I. STATEMENT of PURPOSE

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

II. SCOPE of POLICY

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

III. INVESTMENT OBJECTIVES

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

A. Safety:

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

B. Diversification:

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

C. Liquidity:

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

D. Return of Investment:

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

IV. DELEGATION of AUTHORITY to MAKE INVESTMENTS

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

V. AUTHORIZED INVESTMENT INSTRUMENTS

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

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

VI. SAFEKEEPING and CUSTODY

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

VII. STANDARD of PRUDENCE

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

VIII. STATEMENT of ETHICS

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

IX. INVESTMENT ACTIVITY REPORT

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

Investment Listing

As of September 30, 2024

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

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

Type	Issuer	Amount	Maturity Date	Interest Rate
Checking/Sweep Acct	Fifth Third Bank	6,042,406	Liquid	5.317%
Payroll Acct	Fifth Third Bank	\$ 0.00	Liquid	0.00%
Flex Checking	Fifth Third Bank	Variable	Liquid	0.00%
HRA Checking	Fifth Third Bank	Variable	Liquid	0.00%
Cash	UBS	\$445	Liquid	Variable
Money Market Funds	United States Treasury	\$1,184,459	2/20/2025	4.28%
CD	Upper Peninsula Bank of Escanaba	\$240,000	12/27/2024	1.75%
CD	Key Bank	\$250,000	3/17/2025	5.00%
CD	Wells Fargo	\$250,000	3/17/2025	5.25%
CD	Dort Financial Credit Union	\$300,000	12/9/2025	4.75%
CD	Flagstar Bank	\$250,000	12/23/2025	4.65%
CD	JP Morgan Chase	\$250,000	3/5/2026	5.25%
CD	Bank of America	\$250,000	3/9/2026	4.75%
CD	Bank of America	\$234,000	4/6/2026	4.80%
CD	First Merchants Bank	\$250,000	3/10/2028	3.70%
CD	Dort Financial Credit Union	\$250,000	10/10/2028	5.00%
U.S. Gov’t Bonds	Federated Farm Credit Bank	\$250,000	11/4/2024	0.44%
U.S. Gov’t Bonds	Federated Farm Credit Bank	\$500,000	4/28/2025	0.72%
U.S. Gov’t Bonds	Federated Farm Credit Bank	\$300,000	8/25/2025	0.61%
U.S. Gov’t Bonds	Federated Farm Credit Bank	\$500,000	5/4/2026	1.00%
U.S. Gov’t Bonds	Federated Home Loan Bank	\$1,000,000	5/26/2026	0.75%
U.S. Gov’t Bonds	Federated Home Loan Bank	\$250,000	7/15/2026	1.55%
U.S. Gov’t Bonds	Federated Home Loan Bank	\$255,000	8/28/2029	4.00%
GovMic (Bond Proceeds)	Various (Managed)	\$6,864	Liquid	5.21%

Memo

Report from Library Board Liaisons to the Friends of the Portage District Library

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 24, 2024

Portage District Library Board Members Cara Terry and Ken Baker are the Board Co-Liaisons to the Friends of the Library in 2024, and as such, at least one of them will attend Friends' board meetings and share information about Friends' activities.

There will be an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a book Sale on October 4th-5th and a board meeting on October 14th, there will be an item on the agenda for the October 28, 2024 Library Board meeting so that one of them can give a report.

Memo

Request to Approve Contract with Mulders Waterproofing & Sealants, Inc.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 28, 2024

Background:

In an effort to maintain the appearance and structural soundness of the Portage District Library, Facilities Manager, Ben Chee, had been seeking quotes to perform tuckpointing to brickwork around the Library's exterior. The work will entail replacing bricks and mortar in areas that have seen erosion and cracking due to weather and wear as well as repairing flaking concrete on the courtyard steps. Performing this work will insure that no further damage is caused by water seeping into cracks and broken bricks and increasing the rate of decay.

To adhere to the Library's purchasing policy, contractors who perform this work have been contacted to provide quotes and timeframes for accomplishing the work. It is the Library's policy to obtain a minimum of three (3) quotes before choosing a contractor. The Library has talked to seven (7) contractors to perform the work. To date, the Library has only received one (1) quote for the work. The quote was provided by Mulders Waterproofing & Sealants, Inc. Several of the companies contacted have expressed to the Library that the scope of work is beyond their capabilities and therefore they would not be able to provide a quote. The remaining contractors are not responding to requests from the Library. In an effort to get on a contractor's schedule for the work to be accomplished in early spring of 2025, the Library would like to accept the quote of \$17,660 provided by Mulders Waterproofing & Sealants, Inc. This contractor has more than twenty year (20) of experience in this area and has been contracted by the Library multiple times in recent years.

Recommendation:

It is the recommendation that the Board approve the use of Mulder's Waterproofing & Sealants, Inc to perform necessary work on the Library's brickwork at a price of \$17,660.

Memo

Year-End Update on the Library Director's Personal Goals for Fiscal Year 2024

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 28, 2024

GOAL 1: Lead the implementation of the library's Strategic Plan.

I worked with the administration team to continually review our plan and discuss progress to ensure we are working towards our strategic directions. As a living document, projects may need to be adjusted based on various factors. The regular conversations help us identify where we are doing well and where we need to make changes to fulfill our strategic plan.

GOAL 2: Refine the plan for staff satisfaction and retention.

This is an ongoing goal, as staff are our most valuable resource. In 2024, the Employee Handbook was updated to ensure compliance with all laws and regulations and to review it with a diversity, equity, and inclusion lens. We may need to make adjustments in 2025, with Michigan's Earned Sick Time Act (ESTA) going into effect on February 21, 2025.

This year, we are conducting an updated compensation survey to ensure we provide competitive wages and reviewing our benefit offerings to ensure we provide the best possible benefits to our staff.

I have spent the year attending seminars, reading books and articles, and talking with other directors about the unique benefits they are offering their staff. I plan to add some additional benefits in FY 2025.

Rob Foti and I have also met with several HR consultants to learn more about their services that might benefit our staff. As we head into 2025, I will engage with HR professionals and conduct a staff satisfaction survey in the new year.

GOAL 3: Strengthen the community through engagement.

I have strengthened the community by engaging and participating in community events and organizations such as the Southwest Michigan First Chamber Rise and Thrive event, Kalamazoo Community Foundation Community Conversation, Portage Rotary Club, Portage Community Center's Peacock Strut, and City of Portage's Fall Fest.

Memo

Update on the Library Director's 2024 Evaluation Process

To: Portage District Library Board
From: Tom Vance, Library Board Chair
Date: October 28, 2024

Following a discussion at the September 23, 2024 board meeting, it was decided that the same forms from previous years would be used for the 2024 Library Director's evaluation and be compiled into one document. Each trustee should complete the evaluation form based on their own assessment of the Library Director's accomplishments and performance in relation to her personal goals and the 2024 Ends Statements. Library Director Klien will present her Director's Goals update at the October 28, 2024 meeting and trustees will decide when completed forms will need to be returned to Library Board Chair. Trustees will receive the evaluation forms following the meeting.

The Board Personnel Committee (Friedman, Vance, Whitlock) will set their meeting after the evaluation deadline to review the responses and develop a recommendation to the Library Board for the Library Director's compensation in 2025. The Board Chair will then meet with the Library Director for her evaluation.

The Board Personnel Committee will present the recommendation to the whole board at the December 16, 2024 board meeting, at which time a vote will be taken.

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

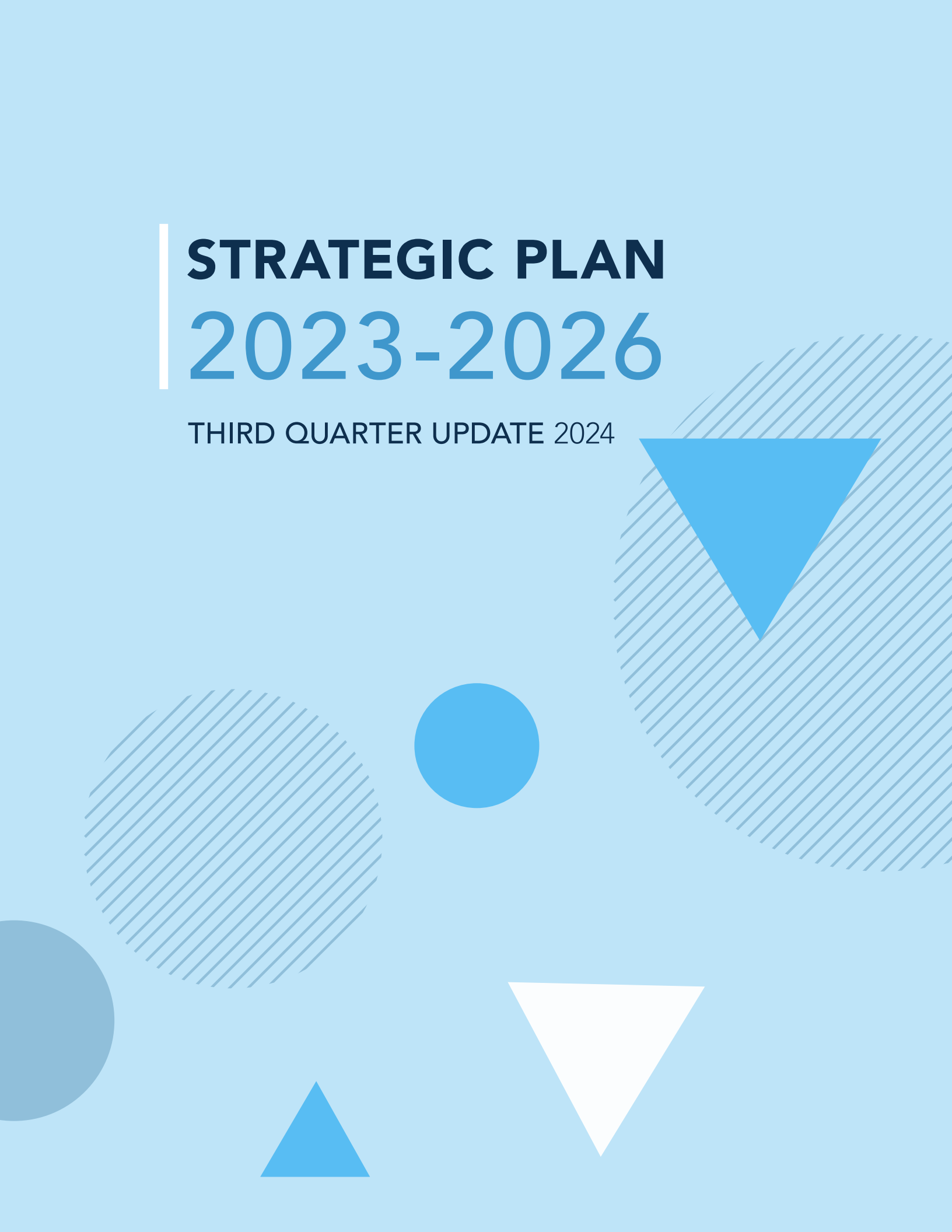
The Library Director's performance evaluation entails the following assessments:

1. Has there been progress on achieving Board endorsed Ends Statements in 2024?
2. Has there been progress on accomplishing Board endorsed personal goals in 2024?
3. Has the Library Director been in compliance with the Board's Executive Limitation in 2024?



STRATEGIC PLAN 2023-2026

THIRD QUARTER UPDATE 2024



Strengthening the Community

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

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

Activities:

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

UPDATE: Many items in the Library of Things (LoT) collection provide learning opportunities for our patrons. The guitars, ukuleles, steel drum, and tong drum all have beginner-level books and CDs for learning how to play the instrument. The Blue Driver Automobile Scan Tool allows patrons to learn about their vehicle and explain problems to a mechanic more intelligently. The Wacom tablet comes with instructions on how to use it, allowing patrons who may not be able to afford this technology a chance to experience creating art digitally.

Jane shares this email from a patron who was very pleased with the 3D rendering and print that solved a problem he was having. To help this patron we used Solidworks to help design a replacement finger rest and then our 3D printer to print it.

Hello Jane and Sean,

Many thanks to you both for creating a custom finger rest device for our friend Jim Kilgore. He is a wonderful musician who plays in the Portage Senior Center Band with Larry. The old finger rest attached to his trombone cracked and broke, and Jim had a difficult time finding someone to make a new, custom piece. Larry remembered that the library had a 3D printer that might be able to do the job and brought the broken piece to Jane and Sean. The project was a success and the 3D printer created a perfect replica of the original piece. We thought you might want to share this story with the Library Board.

Many thanks to you.

Sue and Larry Bacon

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

UPDATE: In the third quarter of 2024, we hosted four art displays in the gallery. In the café gallery, Adrian Chene continued his show as did Ron Dumont and friends in the atrium. In August and September, Jan Vander Kooi displayed her beautiful art inspired from world travels. In addition to this, Cynthia Kennedy shared her vibrant floral paintings with the library in the atrium gallery.

Comments: "Fantastic! I come here often just to look at the art!"
"Keep up the great work—love seeing the local artwork."

In the third quarter, the Youth Services 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 Juvenile Room. Youth Staff Laura Wright and several Book Buddies hosted a Tiny Art Show, and over 100 tiny works of art were submitted for display.

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

Activities:

1.2.1 Partner with community organizations to host programming.

UPDATE: The adult department contacted 30 local organizations. Of those 30, we helds programming or events with 18 of them in the last quarter, have plans for programs with 11 of them moving forward (including some repeat partnerships), and have 3 that are still pending response.

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

UPDATE: The theater teachers at Portage Northern and Portage Central needed a space for students in the theatre clubs at both schools to work on sewing microphone bags for upcoming performances. They also did not have enough sewing machines for all the students. They contacted Jane Fleming and asked if they could come to use the sewing machines on Friday, September 27. They all came and it was a rousing success. Everyone was able to complete their project. While they were working on this project, other patrons were still able to come and use different equipment in the Makerspace.

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

As part of Staff Development Day, Youth Staff met with Book Bug's Youth Book Buyer to discuss current trends, vendors, and purchasing philosophies.

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

Activities:

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

UPDATE: There was targeted outreach with a focus on community events, the refugee community (through English as a Second Language), as well as some connection with those needing community services (Mobile ID Unit and Mobile Health Unit). Discussions have also begun about furthering Library offerings with the neurodivergent community (Ripple Effects).

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

UPDATE: There is no update at this time.

Extraordinary Experiences

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

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

Activities:

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

UPDATE: Youth Staff attended a community outreach event at Amberly Elementary, as well as a Family Resource Fair through PPS. We also hosted a Back to School Night for PPS which was well-attended.

The Library was present at the Portage Fall Festival, interacting with hundreds of community members to talk about library resources, activities from the Local History Room, the BookBike, the PDL Seed Library, and to register people for library cards.

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

UPDATE: Adult Services Staff attended twelve events that were offsite, targeting community events (Kalamazoo Area Resource Fair, Farmer's Markets, Friday at the Flats, Oktoberfest) and seniors in assisted living facilities.

On Sunday, August 4 and Sunday, September 15, Jane Fleming attended the Portage Farmer's Market with Makerspace information and equipment to promote the Makerspace in the community.

On Thursday, August 22, the group Kalamazoo In Bloom came into the Makerspace to create a variety of items for their organization, using the sublimation printer and the Heat Press.

On Friday, September 27, the theatre clubs at Portage Central and Portage Northern came in to use the Makerspace sewing machines to create items they needed for upcoming play productions."

Youth staff members attended the Portage Public Safety's Pig Out at Public Safety event on August 15th. Youth Staff handed out promotional library items, free books, and helped visitors make buttons. Over the course of the three-hour event, library staff interacted with over 200 patrons.

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

Activities:

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

UPDATE: There is no update at this time.

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

UPDATE: There is no update at this time.

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

Activities:

2.3.1 Host more programs that foster interaction and community.

UPDATE: "The adult department hosted several programs that create connections in the community. During the third quarter, Speed Friending, a true crime presentation, two new book groups, and trivia took place at the library. Speed Friending remains a popular program and is the most obvious way to encourage connections.

-In June, both Light Lunch and Literature and Antique Lit were introduced to the community. The intention was to add summer book groups to keep people socially engaged. While both programs were successful, I decided to keep Light lunch and Literature as a way for people to connect over a meal and a novella or short story. The already popular book group, International Mystery, started up in September.

-In July, sensory-friendly DnD was held with Dungeon Master, Amy and had the largest group yet with ten participants. There was a participant who was a Dungeon Master, and he kindly offered to do another table.

-Tobin Buhk, a Michigan Crime Historian, gave a presentation on Murder Mayhem and Michigan. This informative presentation was based on his book and had 50 participants.

-In August, Speed Friending for 30–40-year-olds was held. It is always nice to see people connect with one another in an unlikely way.

-In August and September, Joy Morris-Burton from Move with Joy! led a group in Pilates.

-In September, Gretchen Kauth, a registered Dietician, held a cooking demonstration on the health benefits of pumpkin and spices.

-On August 28th, Andrea Smalley, Sara Weyenberg and I met with Marcy Peak to get some ideas on how to run the Human Library.

-On August 29th, Andrea Smalley, Jane Fleming, Kristy Zeluff, and I met with Lauren Cavalli and Ron Swank from Ripple Effects to learn about their inclusive organization. They kindly gave us a tour of their facility. We will be meeting with them in quarter 4 to further discuss ways that the library can be of service to them.

We continued our new group, Knot for Profit, that meets twice a month during the summer and will meet once a month during cool weather months. Knot for Profit is a fiber arts social group that focuses on fostering connection and community with those who share similar interests. We hosted a cultural fair with the Chinese-American Association of Greater Kalamazoo in the Café space that drew in 43 individuals of all walks of life to learn about Chinese culture and participate in tea ceremonies."

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

UPDATE: There is no update at this time.

Investing in the Future

We help the community evolve and grow.

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

Activities:

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

UPDATE: There is no update at this time.

3.1.2 Create a standardized orientation and cross training.

UPDATE: There is no update at this time.

3.1.3 Implement robust internal communication procedures.

UPDATE: There is no update at this time.

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

UPDATE: There is no update at this time.

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

Activities:

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

UPDATE: We expanded our Freegal collection to include Freegal Streaming, which allows users to listen to the entire catalog for an unlimited amount of time, and also to build playlists.

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

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

Our 1,000 Books Before Kindergarten program has enjoyed a renaissance following the installation of the interactive display in the preschool room. We received a comment card with the following "Our family just completed the "1,000 Books Before Kindergarten" program and have participated in the Summer Reading Program as well. I just wanted to be sure to fully compliment those who put so much effort into the planning and execution of it all. My four year old LOVES the library...Good job, everyone. You are so appreciated!"

3.2.3 Invest in more device offerings.

UPDATE:

New Equipment in the Makerspace from July – September:
Knitting Machine
Paper Circuit Art Kit

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

Activities:

3.3.1 Create successful collection display practices.

UPDATE: The Adult Services CSAs and Circulation employees rotate book and information displays once a month. This quarter's displays have been:

July – Books with Summer in the title, Disability Pride, Disaster Readiness, Voter Information, Classic American Literature

August – Dog Days of Summer, Historical Fiction, Examining our Assumptions about Others, Contemporary Romance, Dragon Books, Seinen Manga, Marvel, Star Wars

September – What Does it Mean to Vote?, Mysteries

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

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

UPDATE: "The month of July was training for PDL staff for checking out the Library of Things.

Wednesday, July 3rd : Adult staff received training at their staff meeting. Staff learned how LoT was going to be locked down on the shelves, how to unlock the item, and the procedure of walking the patron to the circulation desk with the item.

Friday, July 12, Monday, July 15 and Wednesday, July 17: Circulation staff received training on these three days about checking out LoT and assisting the patron with the waiver.

Thursday, July 18: The administration staff was trained on how to check out LoT and the adult staff's responsibilities."

3.3.3 Prioritize accommodating people with disabilities when designing or selecting offerings

UPDATE: Working with the Library's DEI committee, Makerspace Staff used the 3D printer to print a variety of assistive devices for people with different disabilities. These items are on display in front of the Makerspace for the month of October.

3rd Quarter Financial Report 2024

General Ledger Category	3rd Qtr Actual	% of Annual Budget	2024 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received
Total Tax Revenue	\$ 43,380	1%	\$ 5,567,876	\$ 5,686,190	\$ 5,686,190	102%
State Aid Revenue	29,114	7%	408,753	419,210	419,210	103%
Other Revenue	179,917	98%	184,489	473,938	473,938	257%
Revenue (To)/from Reserves	-	0%	1,321,395	1,321,295	1,321,295	100%
Other Financial Sources	-	0%	962,350	907,900	907,900	94%
Total Revenue	\$ 252,411		\$ 8,444,863	\$ 8,808,533	\$ 8,808,533	104%
<u>Expenses</u>						
General Ledger Category	3rd Qtr Actual	% of Annual Budget	2024 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent
Total Salaries & Wages	\$96,198	5%	\$ 1,991,261	\$1,408,551	\$1,408,551	71%
Total Fringes & Benefits	152,479	20%	744,281	515,044	515,410	69%
Total Library Materials	179,335	22%	800,017	489,949	553,284	69%
Total Utilities	46,488	29%	159,100	96,408	96,408	61%
Total Buildings	32,631	11%	289,394	140,833	181,833	63%
Total Furnishings & Equipment	176	0%	55,000	16,142	25,642	47%
Total Supplies	21,562	9%	237,078	76,129	108,607	46%
Total Professional Services	48,974	11%	456,343	220,410	235,964	52%
Total Other Charges	30,965	6%	483,999	246,008	259,473	54%
Other Financial Uses	0	0%	962,350	907,900	907,900	94%
TOTAL OPER. EXPENSES	\$ 608,808		\$ 6,178,823	\$ 4,117,374	\$ 4,293,072	69%
TOTAL CAPITAL PROJECTS	\$ 68,309	3%	\$ 2,266,040	\$ 1,015,898	\$ 1,061,413	47%
TOTAL EXPENSES	\$ 677,117	8%	\$ 8,444,863	\$ 5,133,272	\$ 5,354,485	61%
EFFECT ON FUND BALANCE *	\$ (424,706)		\$ -	\$ 3,675,261	\$ 3,454,048	

Cash Flow Analysis of all money including prior year(s)

12/31/2023 Audited Total cash (Fund Equity*) minus liabilities	\$ 10,232,248
+ 2024 Revenues	7,900,633
- 2024 Operating Expenses	3,209,474
- Capital Projects	1,015,898
- General Reserves	796,325
- Building Reserves	50,000
- Benefits Reserve	29,741
- Technology Reserve	111,305
- Patio Feasibility Reserve	4,700
- Personal Property Tax Reserve	805,946
- Building Improvement Reserve	731,419
- Library Endowments	86,555
- Encumbrances	221,213
Total available cash as of 9/30/2024 (Fund Balance*)	\$ 11,070,305

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

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

Property Taxes - Property Tax collections are complete for the year. The Library has collected approximately \$118,000 above that which was budgeted. The Library will continue to collect delinquent Personal Property Taxes each quarter as they are paid in the current year and additional years. Chargebacks for property tax appeals by the City of Portage and County of Kalamazoo are budgeted at \$12,500 and have only been \$247 for the year. This amount will increase as the year goes on, but has been under budget in prior years.

State Aid Revenue - The Library has received all of its State Aid payments for the year. The Library collected approximately \$10,500 more than budgeted for the year. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was \$361,748. This amount was \$12,005 less than budgeted and made up for by the additional funds received in the Library's State Aid payments. Offsetting that were collections of direct state aid to libraries of \$22,462 greater than anticipated.

Revenue from Reserves - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned Fund Balance. As part of the Library's FY2024 budget, the library will maintain 13% of its budget in its General Reserve. In doing so, the General Reserve from the prior year will be increased by \$38,518 in FY2024. Funds have been added to the FY2024 budget for the following items: prior year encumbrances (\$1,325,886); and restricted donations received in FY2023 (\$33,926).

Other Revenue - Other Revenue is ahead of pace for the year. Interest income will be collected throughout the year as interest is earned. Revenue from interest in the first three quarters has already surpassed the annual budget for this area. Fines and Fees are ahead of pace for the year as well. The Library does not budget for donations, but instead chooses to request budget amendments when they are received and needed for use. The Library has received approximately \$22,000 of donations and grants during the year that it has not requested budget amendments in order to spend. Penal Fines are budgeted at \$50,000, and \$64,335 was collected. The Library received a distribution from the Michigan Municipal Risk Management Authority (MMRMA) for building insurance premiums of approximately \$20,000.

Other Financing Sources/Uses - The Library pays its debt obligation out of its Debt Service Fund, and not the General Fund that is used for the vast majority of Library activity. Therefore, this line represents a transfer of funds from the General Fund to the Debt Service Fund to service the debt payment. Debt payments are due on May 1st and November 1st of each year.

Salaries & Wages - Salaries & Wages are slightly below pace for this time of year. The Library is nearly fully staffed, with two (2) part-time positions in the Circulation Department open. These positions were used for Library Aides for summer help. There are additional funds in this line that are earmarked for year-end bonuses and thus unspent.

Fringes & Benefits - Fringes & Benefits are less than 75% expended as of September 30, 2024. This is due to three (3) employees opting out of the Library's insurance plan and picking up a spouse's insurance plan. Based on this scenario, there should be a surplus of funds at the end of the year.

Library Materials - This category shows that it is less than 75% spent for this time of year. This can be due to ordering slowing as staff become busy with summer reading. It is expected that ordering will pick up in the 4th quarter of the year. The expectation is that the majority of these funds will be spent by year-end.

Utilities - Utilities are under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category. Overall, Gas & Electric are under budget for the year. With the mild winter, expenses were less than prior years, however, the May and June electric invoices have shown a surge in usage. This will be watched as the year progresses. The budget should be adequate for the remainder of the year.

Portage District Library
3rd Quarter Report
September 30, 2024

Building - Year-to-date actual and encumbrances are less than the 75% target. The Library has set up encumbrances for anticipated building and equipment maintenance for the year. Therefore, there is a large proportion of the budget accounted for at this time. Several funds are below the 75% mark for the year, which is bringing the whole category below that mark. Snow Removal funds will not be used until the 4th qtr. There were funds brought forward from the prior year for small building projects that has gone unspent to date. These projects will be reviewed with the new Facilities Manager and a plan will be devised for those funds.

Furnishings & Equipment - The library has budgeted \$25,000 for new expenditures in this line for FY2024. It has since increased that budget by \$9,500 for FY2023 encumbrances, \$15,000 for items approved in the Friend's donation request, and \$5,500 for donations received in FY2023. A portion of those funds have been purchased or encumbered. Funds in this line should be spent before the end of the year.

Supplies - The supply category is on target for this time of year. The majority of accounts in this category are used on an as needed basis. The library has tried to adopt a very conservative approach to it spending for lines such as supplies. The Computer Supplies, Postage and Repair/Maintenance Supply lines are considerably underspent for this time of year. These lines are used as needed. The expectation is that these funds will be mostly used by year end as equipment is evaluated for replacement or additional need.

Professional Services - This category is slightly lower than the 75% target for several reason. The Library has several lines that have projects, that have not started or been billed yet this year. These projects include: Phase II of the salary & wage study; various small projects for the Library's attorneys, and fundraising initiatives. There are no concerns at this point with any lines within this category being over budget for the year. Funds should begin to be spent as those projects are completed.

Other Charges - This category is below 75% spent for this time of year. Lines in this category include programming, training and maintenance and support for the various hardware and software located throughout the Library. The majority of lines in this category are being used at an acceptable rate. The Computer Repair & Maintenance lines comprise agreements that are annual renewals in the 4th qtr. This category should see a majority of its funds spent by year end.

Capital Projects - This category is behind pace for this time of year. The Library will make its last debt payment for the year in October. The Library's annual tech project will not begin until the 4th quarter. This, along with the debt, is the largest of the two lines in this category.

Memo

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

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 28, 2024

ANNUAL CAMPAIGN DIRECT MAILING

We would like to send out an Annual Campaign letter for 2024 to all active library users providing an end-of-the-year update on library activities and invite financial assistance to further enhance the library's special initiatives. In order to do this, we need to use the library patron data base for these two direct mailings.

REQUEST:

We request that the Library Board pass a motion at the October 28, 2024 board meeting to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library's patron database for the restricted, confidential and sole purpose of sending a direct mailing to citizens residing within the library district and to active library users for the Annual Campaign. The contract with our regular printing vendor stipulates that the printer or any associate or partner of the printer will not use the library's patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.

We also request permission to use trustees' signatures on file for these mailings, following prior review of the document at the October 28, 2024 Library Board Meeting.