PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
January 27, 2025

NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, January 27, 2025 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, January 27, 2025 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/86252248799

Dated: January 23, 2025   **Quyen Edwards**
                               Library Board Secretary

                               Portage District Library
                               300 Library Lane
                               Portage, MI 49002

AGENDA

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 January 27, 2025** *(1 minute) (Vote)*

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

A. Minutes of the regular meeting held on December 16, 2024 *(Info) Pg. 5-8*

B. December 2024 Narrative *(Info) Pg. 9-12*

C. Spotlight on the Circulation Department *(Info) Pg. 13*

D. 2025 Library Board Roster *(Info) Pg. 14*

E. 2025 Staff Organizational Chart *(Info) Pg15*

F. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2025 Budget to Offset Unpaid Encumbrances. *(Info) Pg.16-17*

G. Financial Condition for December 2024 *(Info) Pg. 18-19*

H. Statistical Report for December 2024. *(Info) Pg.20-21*

I. Year End Statistical Report for FY 2024 *(Info) Pg. 22-28*

J. February 2025 Program Calendar *(Info) Pg. 29*

K. Library Advocacy January 2025 *(Info) Pg. 30*

L. Review Community Meeting Room Policy *(Info) Pg. 31-35*

M. Monitoring Report on Executive Limitation: Global Executive Constraint. *(Info) Pg. 36-37*

VI.   **Governance** *(40 minutes)*

A. Election of Library Board Officers for 2025 *(VOTE) Pg. 38*

B. Appointment of Library Board Personnel Committee, Board Liaison to the Friends of the Library, and Library Board Secretary for 2025. *(Info) Pg. 39*

C. Annual signing of "Conflict of Interest" Statements by trustees. *(Info) Pg.40 -41*

D. MiDEAL Extended Purchasing Program Renewal *(VOTE) Pg.42*

E. Discussion About Continuation of Hybrid Board Meetings. *(VOTE) Pg. 43*

F. Consideration of Guests/Presenters to be Invited to Board Meetings in 2025. *(Info) Pg. 44*

AGENDA

G. MakerSpace Embroidery Pricing *(VOTE) Pg.45*

H. 4th Quarter Financial Report for FY 2024 and Variance Report. *(Info) Pg. 46-48*

VII. Ends Development *(20 minutes)*

A. Endorsement of Library Director's Personal Goals for 2025. *(VOTE) Pg. 49*

B. 4th Quarter 2024 Strategic Plan Report. *(Info) Pg. 50-56*

VIII. Library Director's Reports *(10 minutes)*

A. Final remarks by Library Director for the January 27, 2025 Library Board Meeting

IX. Process Evaluation *(5 minutes total)*

A. Suggestions for Agenda Items to be included on the February 24, 2025 Board Meeting
    1. Minutes of the Regular Meeting held on January 27, 2025.
    2. Review of Library Board Bylaws.
    3. Donations Report for Funds Received in 2024.
    4. Approval of Allocation of 2024 Gifts & Donations for Expenditure in 2025.
    5. Finalization of Guests to be Invited to Board Meetings in 2025.
    6. Monitoring Report: Emergency Library Director Succession.
    7. Monitoring Report: Treatment of Consumers.

B. Miscellaneous

X. Adjournment

MINUTES

**From the December 16, 2024
Regular Board Meeting**

I. Start of Meeting

II. Roll Call

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

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

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

Library Staff Absent: Ben Chee

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

Library Board Chair Tom Vance welcomed everyone to the December 16, 2024 Library Board Meeting. He asked if anyone present or online had any comments and there were none.

V. Adoption of the Agenda for the Regular Meeting of December 16, 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 VanderVries and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of December 16, 2024. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the December 16, 2024 board meeting before its adoption and there were none

A. Minutes of the regular meeting held on October 28, 2024.

B. October and November 2024 Narrative.

C. Financial Condition for October and November 2024.

D. Statistical Report for October and November 2024.

E. January 2025 Program Calendar.

F. MLA Advocacy.

G. Review Bulletin Board Policy.

H. Review Public Comment Policy.

I. Review FOIA Policy.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Behr that the Library Board approve the consent agenda for the regular meeting of December 16, 2024. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

MINUTES

VII. CreationStation Presentation by STEAM Librarian Jane Fleming

Jane Fleming, STEAM Librarian, was welcomed to the podium. She thanked trustees for visiting the Makerspace during their recent Board Retreat and for the opportunity to speak a little more about what has been happening in the Makerspace this year. Fleming said the goal of the Makerspace is to foster creativity, collaboration, and learning. This goal is in the forefront as they schedule programming and staffed hours at various times throughout the day. The Makerspace has activities for Adults, Teens, and Youth. Fleming said that she is also partnering with outside organinzations to provide access to specialized equipment to those who might not have it.

Fleming went over the different types of equipment in the Makerspace. She also spoke about the two part time Makerspace Assistants: Sean and Haley, who each bring a unique set of skills to the community.

Fleming shared stories of great interactions with patrons and ways that the Makerspace has assisted in problem solving unique issues.

Fleming discussed the Makerspace kits. These were originally created as something for kids to do while the parents are working on Makerspace equipment. They have now become a reason families come to use the Makerspace in the first place. The kits are always growing and changing depending on how they are being used.

Fleming said that looking ahead for the Makerspace, it will be important to keep the machines and offerings up to date, expand outreach, and expand communication about what we offer.

The Board thanked Fleming for her presentation and said that the Portage District Library Makerspace is a great customer service success story.

VIII. Governance

A. Adoption of Schedule of Library Board Meetings for 2025

Library Director Klien said that the March library board meeting does not fall during PPS Spring Break. They also understood that the May and December 2025 meetings would also need to be scheduled a week earlier due to holidays.

MOTION: It was moved by Trustee Behr and supported by Trustee Friedman to approve the 2025 schedule of Library Board Meetings as presented. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

B. Appointment of Nominating Committee Chair to survey trustees' interest in Board offices in 2025.

Board Chair Vance said he would entertain a volunteer for a nominating committee chair for 2025. Trustee Friedman volunteered and was appointed. Vance said that the Board Officers included chair and vice chair, and the committees (which will be appointed by the Board Chair) included personnel (2) and Friends liaison (1).

DISPOSITION: The Library Board accepted Trustee Friedman as the Nominating Committee Chair to survey trustees' interest in Board offices in 2025.

C. Friends Report

Trustees Baker and Terry said that the Friends made approximately $4,500 dollars at their December sale. Next year, they will begin to accept credit cards for purchases with a minimum of $5. The Friends decided at their Board meeting that they would try it for a year and reevaluate.

MINUTES

They have decided to use Square for sales and a laptop in place of a personal phone.

Perpetual book sales will remain cash or check only since we can't combine Friends and library money.

The Friends have a nice group of volunteers Tuesday and Friday mornings. Ruth Cowles, Adult Services Librarian, will contine to be our staff liaison in 2025.

The Library Board will consider inviting the Friends Board to a meeting in 2025.

IX. Library Personnel

A. Personnel Committee's recommendation for Library Director's compensation in 2024 and Renewal of Library Director 5 Year Contract.

Board Chair Vance said the Personnel Committee met on December 2nd. This year's committee included Trustee Jeanne Friedman and Trustee Linda Whitlock. Vance said that when the evaluations were reviewed, all seven trustees gave an outstanding of review of Library Director Christy Klien. The Personnel Committee made their decision based on the unanimous positive feedback from all trustees. They recommend a Library Director Salary increase of 2.5% and a bonus of $2,000. They would also like to renew Klien's five year contract. Trustee Friedman said she hoped this gives Klien an idea of how much the Board appreciates you and has confidence in your leadership and ability.

MOTION: It was moved by Trustee Behr and supported by Trustee Baker that the Library Board approve the recommendation from the Personnel Committee of a Library Director Salary increase of 2.5%, a $2,000 bonus, and a 5 year contract renewal.

During the discussion prior to a vote, the Board asked for a reminder on how Staff Bonuses would be handled at the end of the year. Klien responded that the staff bonus is a line item in the budget to be allocated by the Library Director and staff would receive a merit wage increase in the 3-3.5 percent range. After additional discussion about the percentage and without a vote taken, Trustee Behr withdrew her motion.

MOTION: A motion was made by Trustee Behr and supported by Trustee VanderVries that the Library Board approve a Library Director Salary increase of 3%, a $2,000 bonus, and a 5 year contract renewal. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

X. Library Director's Reports

A. Final remarks by Library Director for the December 16, 2024 Library Board Meeting.

Library Director Klien reminded reelected trustees that Board Secretary Edwards will reach out to them (Whitlock, Vance, Behr, and Baker) for a brief swearing in ceremony with a notary.

XI. Process Evaluation

A. Suggestions for Agenda Items to be included on the January 2025 Board Meeting
   1. Minutes of the Regular Meeting of December 16, 2024.
   2. Review of Community Meeting Room Policy.
   3. Review of Library Privacy & Search Warrant Policy.
   4. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2025 Budget to Offset Unpaid Encumbrances.
   5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.

MINUTES

6. Election of Library Board Officers for 2025 & Appointment of Library Board Personnel Committee, Board Liaison to the Friends of the Library, and Library Board Secretary for 2025.
7. Annual signing of "Conflict of Interest" Statements by trustees.
8. Discussion about guests to be invited to Library Board meetings in 2025.
9. Endorsement of Library Director's Personal Goals for 2025.
10. 4th Quarter Financial Report for Fiscal Year 2024 & Comments on Year-End Results.
11. 4th Quarter Strategic Plan Statistics
12. Monitoring Report on Executive Limitation: Global Executive Constraint.
13. Discussion About Continuation of Hybrid Board Meetings

A. Comments from public, board, and staff.
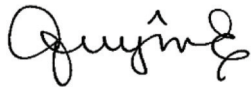
- Board Chair Vance concluded that the Library Board is really proud and grateful for the staff and all their hard work this year.

XII. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of December 16, 2024.

DISPOSITION: The regular board meeting of December 16, 2024 was adjourned at 6:45 PM.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary

Director's Report
January 2025

Adult Services

On December 3rd, Outreach Librarian *Sara Weyenberg* attended the monthly meeting of the Kalamazoo Refugee Resource Center's Advisory Council. The members of the Advisory Council represent various cultures within our community. Sara presented the group with materials that outlined different library services that are available to them and the individuals they serve. She also presented to them about the Library's upcoming plans to have a Human Library, answered questions about it, and expressed a desire to connect with individuals in the community who might be interested in participating. Some contacts were immediately given and others have come in afterwards.

On Tuesday, December 10th, Adult Services Librarian *Rachael Wiegmann* held General Trivia for Adults. Twenty-five individuals participated in five rounds for a chance to win a $10 Taco Bob's gift card. This was an enjoyable evening with new faces and lots of laughter.

On December 18th, Librarian *Ruth Cowles* hosted Musical Chairs for Adults Only. It proved to be a night filled with laughter and cheer. Highlighting the Victrola record player from the Library of Things, seven patrons played musical chairs while holiday music played. Each participant won at least one round, ensuring all received a wrapped present provided by an anonymous donor. A beautiful thing happened during the program as all the participants spontaneously shared their holiday traditions, creating a sense of comradery

On December 23rd, Light Lunch and Literature was held with nine participants discussing, "A Christmas Memory," by Truman Capote. Although this was a short story, it was heartwarming to read about Christmas traditions from a more modest time. Participants enjoyed what was called "Marry Me Chicken Soup" and warm rolls.

During the month of December, *Jane Fleming* held three programs that taught patrons how to design simple cookie cutters. This program was offered on Wednesday, December 11, Monday, December 16 and Tuesday, December 17. A total of 27 patrons attended. During this program, patrons learned how to use the website Cookie Cad to design cookie cutters for our 3D printers. They needed to find an appropriate image, upload it to the site, manipulate the design to get their desired cookie cutter, and then download the appropriate file. They then learned how to submit 3D files on the Portage District Library's website. The cookie cutters were printed after the program and patrons were notified when they were finished.

Youth Services

Youth Staff *Annette Wendt* collaborated with our young patron Sawyer to create our scavenger hunt this month. We are experimenting with allowing young patrons to participate in this popular library activity. According to Sawyer's father, he has been brainstorming about the scavenger hunt every day since he found out he would be helping.

A local teacher borrowed 2 School STEM Kits for her students, both kits were centered around fairy tales. Feedback received stated "The kits are so fun by the way. I have them set in stations and read fairy tales prior to the activity. The kids love them."

Andrea Smalley and *Emily Mingle* visited a Young 5's classroom at Central Elementary to talk about healthy eating. Students were able to eat the rainbow, trying different fruits and vegetables that were the colors of the rainbow. Students were excited to try all the foods with most students at least sampling every option.

Due to weather, Elementary Maker on December 12th had to be canceled, but the materials were able to be converted into take and make kits for registered participants. For those who were interested, kits could be picked up and the activity could be completed at home. One family shared their creation and said her kids loved it!

The Youth department and *Jane Fleming* worked with a class of fifth graders on a field trip to the Makerspace. Students were able to learn about Makerspace equipment and explore 9 different stations featuring Makerspace kits. All students also received their library card, a lanyard, and were able to make 5 buttons to keep. The teacher expressed his appreciation, stating that his students thoroughly enjoyed the trip and they would like to plan another field trip for later in the year.

Youth Staff *Jenni Chase* and *Laura Wright*, along with Portage Northern Book Buddies, hosted a wind-themed Maker program for 3rd-6th graders. There were several kid-driven exploration stations that attendees could explore.

15 teens had a wonderful time building confectionary creations of questionable structural integrity at Teen Candy Cottages, hosted by Youth Services staff members *Olivia Pennebaker* and *Karina Gluys*.

Sawyer, one of our regular visitors, was excited to get his first library card!

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Circulation & Technical Services

During the month of December, we had 781 students utilize their PASS cards. We also sent out 2299 text messages regarding holds, bills, overdue materials, and membership renewals.

Every year, the Portage District Library is also a donation site for Salvation Army Angel Tree. This year, Assistant Circulation Supervisor, Chelsea Axtell, put the tree out during the first week of November, and we accepted gifts until December 11th. We put 300 tags on the tree for community members to take. In the end, we received 367 gifts, 16 books, and 19 gift cards! We then delivered all of these gifts to Salvation Army on December 16th. With the other members of the community, Salvation Army let us know that we were able to support 2433 children (929 families) with the 13265 toys that were collected!

Personnel

The Business Services Department has been working on updating all employee payroll records to reflect pay increases for 2025, along with updates to withholding for changes in benefits. All changes needed to be completed and reviewed for accuracy for the first pay date in January.

Library Assistant, *Megan Gansser* has announced that she will leaving the Library at the end of January for a full-time position elsewhere. The Business Services Department along with Assistant Circulation Supervisors *Abigael Galbraith-Frew* and *Chelsea Axtell*, will be working to hire a new Library Assistant as soon as possible to ensure that the department stays staffed.

Information Technology

In December the Portage District Library IT Department continued the administrative training segment of its migration of the library's accounting system. As the system moves toward a total web interface, end users are being trained in purchase orders, reporting, Two Factor authentication and VPN access.

The IT Department is scheduling and planning its upgrade of Symphony (Library Management System) and Web Services for March 6, 2025. The upgrade is being scheduled after working hours to minimize service disruptions. The library will also be verifying its key system reports for MelCat, CollectionHQ and Communico to ensure uninterrupted service. Additionally, the library is also planning an upgrade to authentication for Libby (Overdrive) to web services. While this upgrade will make things easier for our public the library will be working to inform users of the new PIN requirement for authentication.

The IT department is completing its USF bidding for its fiber link for the next 3 years as well as its Category 2 equipment. Acquiring services and equipment in this manner qualifies the library for USF funding that amounts to $20,000 in savings annually.

Maintenance & Building Services

In December 2024, the Facilities Department successfully completed several key maintenance and repair tasks to ensure the building's safety and functionality. Ongoing painting and scuff repairs were made to walls throughout the facility, while monthly and quarterly pest control services were completed to maintain a pest-free environment. A thorough roof inspection was carried out by WeatherGuard, and two roof leaks were promptly repaired. Torres Snow Removal kept the parking lot clear and sidewalks well-salted, ensuring safety during winter weather. The boiler system received a software update and the VAV 120 board was replaced, both contributing to improved HVAC system performance and trouble-free operation. Additionally, the café underwent a paint refresh with wall patching. These efforts highlight the department's commitment to maintaining a safe, functional, and efficient space for all building occupants.

Spotlight On:
Fine Free Initiative

In October 2022, Portage District Library had become a Fine-Free library. This means that we would no longer be charging fines for overdue materials. However, we would still charge for damaged materials or items that we considered to be lost. These lost items are items that 28 days past their final due date. With each checkout, we provide two courtesy renewals for all regular collection items that do not have any holds. We decided to become a Fine-Free library to help remove barriers for our patrons. We wanted them to be able to come in and enjoy our updated facility without having to worry about overdue bills.

This year, Circulation and Marketing worked together to create a postcard that we could send out to households who had assumed lost items, as well as households whose memberships had expired since moving into the renovated building. We wanted to let them know that we missed them in the library, and if they brought the materials back, the lost fees on their accounts would be dropped. Before we sent out the postcard, we had 4253 items that we had considered to be lost based on our 28-day post-due date standard since going fine free in October 2022. These items totaled $68531. We then sent our mailing to 3803 households in October 2024.

After sending out that postcard, we now only have 3965 items that are considered to be lost during that same two-year timeframe (Oct '22 – Oct '24). These items totaled $63334. Sending the mailing brought back 288 items, and recovered $5197 in item costs. We will continue reminding our patrons that we are a Fine-Free facility yearly in the hopes of bringing all of these numbers down.

Portage District LIBRARY

Life gets busy, but your library is always here for you!

(269) 329-4544 | 300 LIBRARY LANE, PORTAGE, MI 49002 | HTTPS://PORTAGELIBRARY.INFO
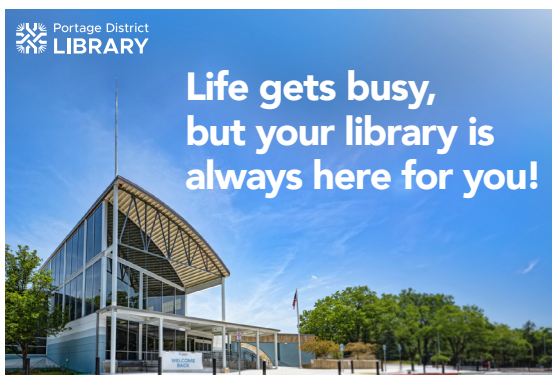
Whether your membership expired, you've lost your library card, or you have some overdue items to return, it's easy to reconnect with us.

Stop by today and we can help you to renew your membership with your ID.

Did you know we're fine-free?
Even though we charge a replacement cost for long overdue items, once items are returned the bills are removed. You're immediately back in good standing— No late fees!

Connect with us and enjoy access to our full range of resources, from books and digital collections to programs and more.

POSTAGE HERE

Firstname Lastname
1234 Street Name
Portage, MI
49024

Portage District LIBRARY

300 Library Lane
Portage, MI 49002
(269) 329-4544
(269) 324-9222   (Fax #)
www.portagelibrary.info

LIBRARY BOARD 2025 ROSTER
Reviewed: January 27, 2025

NAME	ADDRESS	CONTACTS	TERM EXPIRES
Ken Baker	2187 Austin Shores Ave. Portage, MI 49002	269-998-4395 kenbaker0425@aol.com	December 31, 2028
Michele Behr	6526 Robinswood Street Portage, MI 49024	(269) 365-0094 (Home) (269) 365-5387 (Cell) mdbehr@yahoo.com	December 31, 2028
Jeanne Friedman	3045 Kalarama Portage, Michigan 49024	(269) 323-8991 (Home) (269) 569-6777 (Cell) jfriedman@portageps.org	December 31, 2026
Cara Terry	9895 Fort Myers Parkway Portage, MI 49002	(269) 598-8878 carayterry@gmail.com	December 31, 2026
Tom Vance	7673 Moors Pointe Way Portage, MI 49024	269-251-2073 (Cell) 269-327-5463 (Home) prguy1955@gmail.com	December 31, 2028
Donna VanderVries	1225 Holiday Lane Portage, MI 49024	(616) 802-0044 (Cell #1) (231) 750-6750 (Cell #2) osulawyer@hotmail.com	December 31, 2026
Linda Whitlock	9706 Oakview Drive Portage, MI 49024	(269) 327-0583 (Home) (269) 370-4374 (Cell) whitkazoo52@gmail.com	December 31, 2028

Christy Klien *(Library Director)*

(269) 585-8721   (Office #)
(269) 216-1953   (Cell #)

cklien@portagelibrary.info

Quyen Edwards *(Assistant to the Director & Library Board Secretary)*

(269) 585-8701   (Office #)
(269) 455-9004   (Cell #)

qedwards@portagelibrary.info

Portage District LIBRARY

Staff Organizational Chart

Citizens of the Portage District Library Service Area

Portage District Library Board

Christy Klien*
Library Director

Abigail Pylar*
Head of Circulation and Technical Services

- **Chelsea Axtell***
  Abigael Gailbraith –Frew*
  Assistant Circulation Supervisors

Kevin Curtis	**Luke Ostrem**
Erik Fogderud	**Hannah Owens**
Megan Gansser	**Rachel Stickney**
Michelle Kessen	**Pam Triplett**
Lindsey Lake	**Daci Tufano**
Jenna McQuade	*Library Assistants*

- **Fran Cooper**
  Tech Services Clerk

Colin Whitehurst*
Marketing Manager

- **Jill Austin***
  Digital User Experience Coordinator

Ben Chee*
Facilities Manager

- **Jay Cotter**
  Maintenance Assistant

Laura Wright*
Head of Youth Services

Mary Breuer	**Kristin McNeal**	**Andrea Smalley***
Jenni Chase*	**Emily Mingle***	**Annette Wendt**
Karina Gluys	**Olivia Pennebaker***	**Kristy Zeluff***
	Youth Services Staff	

Lawrence Kapture*
Head of Adult Services

Leona Carter	**KayLee Davis**	**Sara Weyenberg***
Rosemary Cotter	**Jane Fleming***	**Rachael Wiegmann***
Ruth Cowles*	**Jacob Lambert**	**MS/CS Sean Cornish**
	Adult Services Staff	**and Haley Labian**

Quyen Edwards*
Assistant to the Director/ Library Board Secretary

Rob Foti*
Business Manager

- **Kathy Morris***
  Business Services

Rolfe Behrje*
Systems Administrator

- **Mark Johnson**
  Technology Assistant

Steve Rossio*
Local Historian

* Full time staff

PORTAGE DISTRICT LIBRARY   COMMUNICATION

To: Christine Klien, Interim Library Director

From: Rob Foti, Business Manager

Date: January 27, 2025

Subject: Budget Amendment Request to Increase Expense Lines in the FY 2025 Budget to Offset Unpaid Encumbrances

Every year we recommend to the board increases in expense lines to offset approved previous year purchase orders that had not been fully paid. I recommend the following expense lines be increased to offset the associated expenses. **The total is $1,650,110.**

Part-Time Hourly	10,000.00
Aides – Part-Time	25,000.00
Health Insurance	11,245.00
Employee Assistance Program	366.03
Supplies & Materials – Adult	76.01
Supplies & Materials – Outreach – Adult	8,000.00
Supplies & Materials – Outreach – Youth	3,000.00
Office Supplies	37.95
Copier Paper	635.88
Heritage Room Supplies	15,447.96
Computer Supplies	970.34
General Operating Supplies	10,280.87
Processing Supplies	1,306.42
RFID Supplies	6,000.00
Repair/Maintenance Supplies	17,400.00
Copy & Printing	6,863.00
Books-Teen	1,211.42
Books-Juvenile	7,444.24
Books – Preschool	1,447.41
Books-Early Reader	923.42
Books-Fiction-Adult	8,940.78
Books-Non-Fiction-Adult	10,802.40
Books – Non-Fiction – Juvenile	770.35
Books-Holds-Adult	1,811.30
Books-Graphic Novels-Juvenile	364.56
World Language	3,416.69
Sets & Kits - Juvenile	75.00
E-Books-Adult	8,382.98
Circulating Wireless Hotspots	3,039.00
Compact Discs-Hot Picks	43.77
Videos-Adult	669.06
Videos-Teen	145.99
Videos-Juvenile	119.48
Video-Hot Picks	2,986.63
Talking Books-Adult	2,615.18
Talking Books-Juvenile	526.43
Talking Books-Easy	642.96
Library of Things	7,881.44
Licensed Databases	3,000.00
Library Grounds Maintenance	10,477.58
Snow Removal	7,215.00
Building Repair/Maintenance	18,500.00

Building Repair – Contracted Services	12,250.00
Building Repair -Projects	48,049.47
Non-Capital Non-Furnishings	14,000.00
Capital Outlays	25,000.00
Human Resources Services	51,200.00
Cataloging Services	15,171.00
Online Subscriptions	29,300.00
Online Maintenance	7,000.00
Program-Adult-Unrestricted	5,586.20
Program-Youth-Unrestricted	2,682.77
Programming-Creations St/Maker Sp.	157.81
Programming-Adult-Restricted	1,350.00
Programming-Child-Restricted	10.91
Dues & Memberships	7,680.00
Training/Educational/Mtgs.	39,249.00
Computer Maint. & Support – Software	15,500.00
Computer Maint. & Support – Hardware	28,773.52
Technology Project-Capital	308,038.36
Capital Maintenance	300,000.00
Library Refurbishing Project	512,083.88
2021 Bldg. Renovation Project	6,944.55
TOTAL	**1,650,110.00**

Financial Condition Report

December 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 $9,046,752
Expenditures $7,984,473

Fund	11/30/2024	Changes	12/31/2024
General Reserve (13%)	$ 796,325	-	$ 796,325
Building Reserve	50,000	-	50,000
Benefits Reserve	29,741	-	29,741
Technology Reserve	111,305	-	111,305
Patio Feasibility Reserve	4,700	-	4,700
Bldg. Improvement Reserve	731,419	-	731,419
Personal Property Tax Reserve	805,946	-	805,946
Library Endowments	75,542	-	75,542
Unassigned Fund Balance	7,648,172	-	7,648,172

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

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

Policy: 3. Use any long-term reserves.

Director's Response: No reserves have been used.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Statistical Report

December 2024

	Month Statistics			YTD Statistics		
	Dec-24	Dec-23	CHANGE	2024	2023	CHANGE
Circulation/Collections						
Total Library Circulation	**75,186**	**69,537**	**8.12%**	**924,784**	**882,568**	**4.78%**
Adult - Books	15,954	15,719	1.50%	199,996	201,003	-0.50%
Adult - A/V	2,882	3,937	-26.80%	39,324	46,361	-15.18%
Youth - Books	25,989	25,685	1.18%	366,171	355,859	2.90%
Youth - A/V	2,533	3,316	-23.61%	34,766	35,708	-2.64%
Hot Picks	722	918	-21.35%	8,353	10,727	-22.13%
E-Material	25,597	18,269	40.11%	254,131	209,576	21.26%
ILL - PDL Requests	951	976	-2.56%	13,842	12,408	11.56%
ILL - Other Lib. Requests	558	717	-22.18%	8,201	10,926	-24.94%
Self-Checkout Percentage	**48.38%**	**49.10%**		**51.82%**	**52.25%**	
Total Library Collection	**179,497**	**178,793**	**0.39%**			
Adult - Books	71,926	71,676	0.35%			
Adult - A/V	9,933	12,934	-23.20%			
Youth - Books	87,823	83,904	4.67%			
Youth - A/V	7,220	7,612	-5.15%			
Hot Picks	2,595	2,667	-2.70%			
Net Acquisitions	**734**	**515**	**42.52%**	**6,018**	**744**	**708.87%**
Purchased - Books	2,385	2,566	-7.05%	24,156	20,186	19.67%
Purchased - A/V	163	255	-36.08%	1,748	2,090	-16.36%
Donated - Books	0	0	0.00%	5	3	66.67%
Donated - A/V	0	0	0.00%	4	1	300.00%
Material Discarded	(1,814)	(2,306)	21.34%	(19,895)	(21,536)	7.62%
*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	**33,306**	**33,182**	**0.37%**			
Adult	16,860	16,144	4.44%			
Youth	2,115	2,560	-17.38%			
Non-Resident	226	191	18.32%			
Reciprocal	3,360	3,018	11.33%			
Internet User	656	523	25.43%			
PASS Users	10,029	10,689	-6.17%			
Professional	60	57	5.26%			
Net Patrons	**175**	**131**	**33.59%**	**3,048**	**(3,167)**	**196.24%**
Adult	141	226	-37.61%	2,562	2,551	0.43%
Youth	6	17	-64.71%	194	211	-8.06%
Non-Resident	6	1	500.00%	52	29	79.31%
Reciprocal	35	50	-30.00%	798	690	15.65%
Internet User	34	55	-38.18%	555	458	21.18%
PASS Users	27	0	100.00%	1,239	1,115	11.12%
Professional	0	0	0.00%	5	2	150.00%
Patrons Removed	(74)	(218)	66.06%	(2,357)	(8,223)	71.34%

Statistical Report

	Month Statistics			YTD Statistics		
	Dec-24	Dec-23	CHANGE	2024	2023	CHANGE
Library Building Usage						
Total Meeting Room Usage	**594**	**784**	**-24.23%**	**9,466**	**8,270**	**14.46%**
Internal/Collaboration	87	131	-33.59%	1,475	1,279	15.32%
External/Outside Usage	507	653	-22.36%	7,991	6,991	14.30%
Total Program Audience	**1,669**	**1,388**	**20.24%**	**46,006**	**31,041**	**48.21%**
Adult	649	445	45.84%	15,306	6,655	129.99%
Youth	970	893	8.62%	29,589	22,399	32.10%
Heritage Room	50	50	0.00%	1,111	1,987	-44.09%
Total Number of Programs	**70**	**57**	**22.81%**	**1,113**	**900**	**23.67%**
Adult	45	20	125.00%	576	398	44.72%
Youth	24	36	-33.33%	461	478	-3.56%
Heritage Room	1	1	0.00%	76	24	216.67%
Total Volunteer Hours	**186**	**162**	**14.81%**	**2,401**	**2,455**	**-2.20%**
Adult	61	45	35.56%	727	668	8.83%
Youth	39	54	-27.78%	709	689	2.90%
Technical	6	8	-25.00%	172	255	-32.55%
Circulation	46	23	100.00%	414	435	-4.83%
Administration	32	32	0.00%	373	380	-1.84%
Community Service	2	0	100.00%	6	28	-78.57%
Total Front Door Traffic	**17,948**	**18,111**	**-0.90%**	**233,864**	**235,184**	**-0.56%**
Total Youth Services Traffic	**11,134**	**10,998**	**1.24%**	**165,081**	**160,521**	**2.84%**
Total Business Center Traffic	**0**	**0**	**0.00%**	**0**	**0**	**0.00%**
Information Access/Reference/Research						
Total Reference Transactions	**5,429**	**5,824**	**-6.78%**	**75,953**	**76,690**	**-0.96%**
Adult Phone	532	341	56.01%	5,735	4,622	24.08%
Adult Ready Reference	1,412	2,344	-39.76%	17,149	21,545	-20.40%
Adult Reference	182	230	-20.87%	2,299	2,085	10.26%
Youth Phone	74	70	5.71%	882	771	14.40%
Youth Ready Reference	2,024	1,821	11.15%	32,975	30,443	8.32%
Youth Reference	241	285	-15.44%	5,847	5,024	16.38%
HR Phone	18	23	-21.74%	179	123	45.53%
HR Ready Reference	129	39	230.77%	2,210	2,301	-3.95%
HR Reference	6	4	50.00%	114	113	0.88%
Circ Phone	459	262	75.19%	4,679	3,231	44.82%
Circ Ready Reference	224	225	-0.44%	1,877	3,439	-45.42%
Circ Reference	128	180	-28.89%	2,007	2,993	-32.94%
Total Edutainment LAN Use	**499**	**567**	**-11.99%**	**2,905**	**2,884**	**0.73%**
Total Internet Computer Use	**1,377**	**1,401**	**-1.71%**	**19,536**	**17,243**	**13.30%**
Youth Computers	147	184	-20.11%	2,102	1,876	12.05%
Adult Computers	1,226	1,214	0.99%	17,395	15,335	13.43%
Laptop Computer Circulated	4	3	33.33%	39	32	21.88%
Total Electronic Transactions	**39,745**	**38,497**	**3.24%**	**475,221**	**703,358**	**-32.44%**
WebSite Hits	29,823	28,943	3.04%	340,625	569,366	-40.17%
WebCatalog Sessions	8,221	7,768	5.83%	114,423	111,368	2.74%
Licensed Database Hits	1,701	1,786	-4.76%	20,173	22,624	-10.83%

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

Christy Klien, Library Director

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 16, 2025
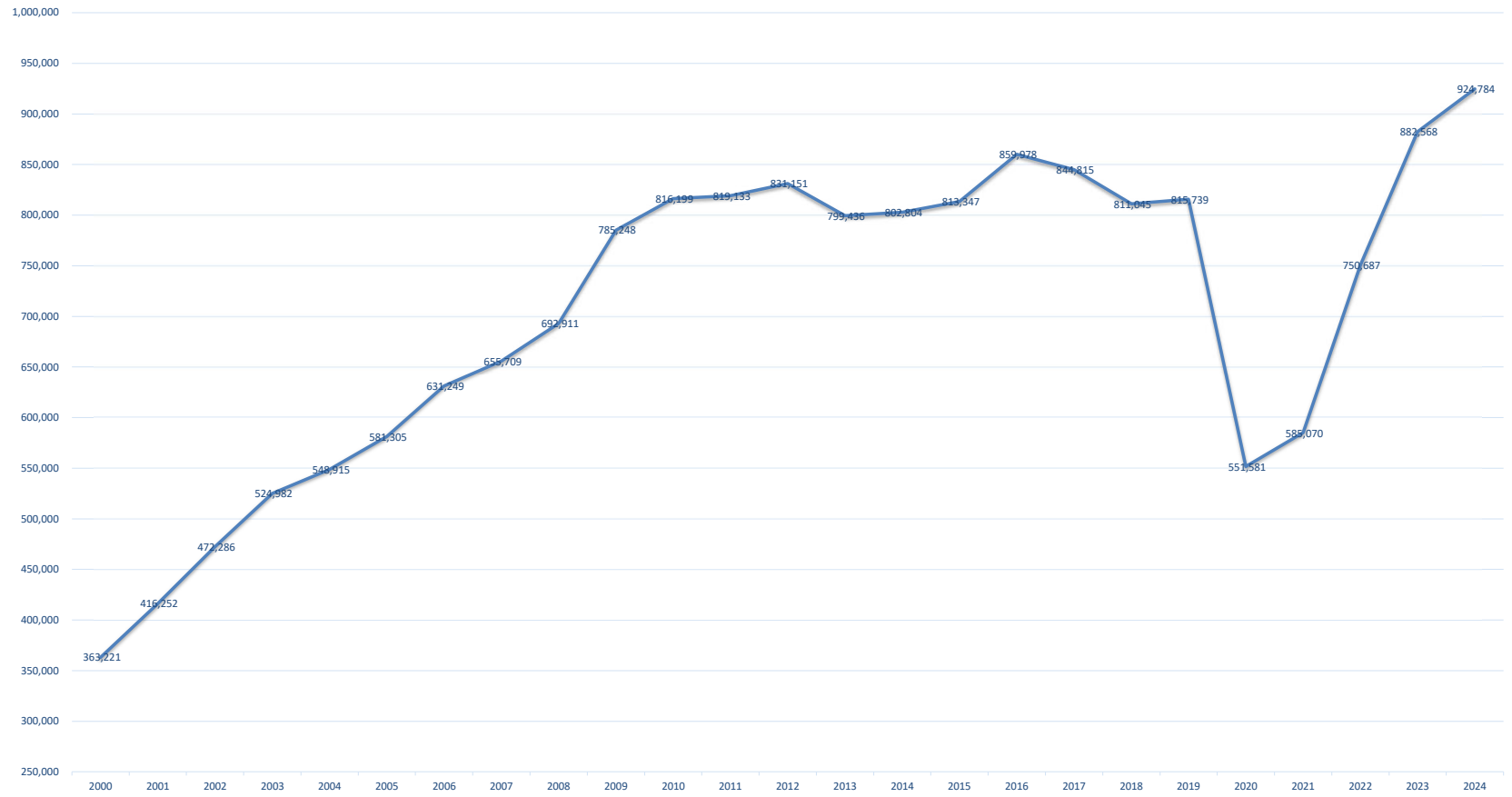**SUBJECT:** Library Statistical Report - Year End Comparison

Year-End Statistical Comparative Data	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Circulation/Collections																									
Total Library Circulation	363,221	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	816,199	819,133	831,151	799,436	802,804	813,347	859,978	844,815	811,045	815,739	551,581	585,070	750,687	882,568	924,784
Adult - Books	172,093	183,804	199,391	213,416	222,934	227,933	235,467	246,437	270,234	290,534	293,020	275,563	261,705	248,226	229,005	214,863	217,525	210,617	203,676	204,830	116,589	131,342	170,277	201,003	199,996
Adult - A/V		55,358	69,945	84,990	76,021	83,940	92,624	96,273	101,079	109,796	91,165	83,830	89,767	91,300	89,740	93,954	99,465	93,072	79,127	67,272	31,081	29,328	36,876	46,361	39,324
Youth - Books	129,105	142,570	151,504	155,710	174,471	183,218	205,086	201,927	204,017	232,723	253,304	270,826	273,784	267,645	273,638	286,327	291,481	295,275	293,177	294,160	165,455	195,048	286,824	355,859	366,171
Youth - A/V		30,743	47,077	65,268	69,336	79,854	92,443	106,767	109,159	138,462	108,533	84,654	76,286	66,379	58,361	51,752	51,114	49,116	44,229	40,890	16,904	16,605	37,540	35,708	34,766
Hot Picks											54,785	85,474	85,343	76,354	63,317	63,082	59,583	53,257	42,044	38,843	16,953	11,294	10,248	10,727	8,353
E-Materials												-	22,001	28,635	69,980	81,646	116,319	117,008	120,364	140,609	189,575	184,914	192,219	209,576	254,131
ILL - PDL Requests	1,615	1,542	1,846	1,624	1,591	1,893	1,795	3,470	6,177	6,986	7,438	8,825	11,061	11,381	10,698	12,101	13,484	13,314	15,012	15,146	7,202	8,217	8,468	12,408	13,842
ILL - Other Lib. Requests	2,397	2,235	2,523	3,974	4,562	4,467	3,834	835	2,245	6,747	7,954	9,961	11,204	9,516	8,065	9,622	11,007	13,156	13,416	13,989	7,822	8,322	8,235	10,926	8,201
Total Library Collection	138,915	154,110	162,856	164,252	170,161	182,168	165,744	172,952	173,341	182,767	179,934	188,141	192,966	194,873	199,097	205,673	205,592	200,264	198,404	189,651	189,671	181,899	180,672	178,793	179,497
Adult - Books		91,306	93,118	93,052	94,356	95,985	85,909	90,358	89,123	92,357	91,808	93,711	96,517	97,654	97,375	98,742	96,408	93,115	91,302	87,416	87,326	77,970	73,183	71,676	71,926
Adult - A/V		9,857	11,472	12,735	13,723	14,711	12,939	13,144	13,178	15,612	14,185	15,284	16,825	15,710	17,039	17,768	18,027	17,909	17,539	17,270	17,390	15,720	16,738	12,934	9,933
Youth - Books		48,977	51,356	52,106	54,581	62,661	59,039	60,064	61,054	60,774	57,726	62,419	62,682	65,714	68,668	72,037	73,897	73,604	75,619	71,542	71,438	75,825	79,625	83,904	87,823
Youth - A/V		3,970	6,910	6,359	7,501	8,811	7,857	9,386	9,986	14,024	12,434	12,441	12,645	11,002	11,129	12,504	12,714	11,146	10,346	9,480	9,387	8,720	8,264	7,612	7,220
Hot Picks											3,781	4,286	4,297	4,793	4,886	4,622	4,546	4,490	3,598	3,943	4,130	3,664	2,862	2,667	2,595
Net Acquisitions		6,675	8,915	3,927	7,915	9,291	(18,105)	6,626	(2,514)	23,925	(3,542)	2,545	8,614	(1,628)	9,109	3,183	1,728	(5,151)	991	(9,147)	747	(7,849)	(4,622)	744	734
Purchased - Books	18,425	17,477	15,527	17,550	17,661	15,816	15,472	20,116	22,068	22,584	20,367	18,556	19,337	18,251	18,353	17,899	19,775	18,395	17,865	20,207	15,844	17,100	17,794	20,186	2,385
Purchased - A/V		2,424	2,263	2,838	1,402	1,797	1,689	2,098	3,191	4,844	5,876	4,460	4,458	4,079	5,431	4,984	4,459	3,684	3,733	3,618	3,003	2,679	2,378	2,090	163
Donated - Books	942	805	1,033	441	242	428	97	394	231	88	89	69	45	48	35	32	43	38	40	36	13	-	-	3	-
Donated - A/V		215	310	127	195	204	211	64	39	34	36	44	41	42	36	26	31	32	36	34	7	-	-	1	-
Material Discarded		(14,246)	(10,218)	(17,029)	(11,585)	(8,954)	(35,574)	(16,046)	(28,043)	(3,625)	(29,910)	(20,584)	(15,267)	(24,048)	(14,746)	(19,758)	(22,580)	(27,300)	(20,683)	(33,042)	(18,120)	(27,628)	(24,794)	(21,536)	(1,814)
Total In-House Usage*		6,129	3,508	3,138	3,833	3,659	3,864	3,791	4,049	4,114	4,645	4,886	4,727	4,833	4,819	4,719	4,635	4,558	4,222	3,858	384	0	0	0	0
In-House Periodical Usage		873	639	660	713	457	490	524	616	635	651	799	838	812	787	756	728	724	681	500	42	0	0	0	0
In-House Book Usage		5,256	2,869	2,478	3,120	3,202	3,374	3,267	3,433	3,479	3,994	4,087	3,889	4,021	4,032	3,963	3,907	3,834	3,541	3,358	342	0	0	0	0
Patrons																									
Total Patrons	36,169	40,194	42,653	40,112	40,072	43,377	45,360	34,639	37,914	43,377	47,337	47,119	46,610	49,612	47,747	51,629	52,383	40,244	40,393	40,335	50,392	38,738	37,287	33,182	33,306
Adult	25,287	27,348	28,139	25,061	24,037	25,603	25,995	20,169	22,526	26,428	28,495	28,817	28,648	31,102	31,995	34,520	36,693	26,258	26,432	26,460	27,462	19,973	18,548	16,144	16,860
Youth	6,861	7,842	8,401	8,357	8,613	9,352	9,789	8,002	8,716	8,547	8,990	8,430	8,455	8,464	7,798	7,849	8,173	6,691	6,653	6,472	6,257	3,863	4,061	2,560	2,115
Non-Resident		339	374	351	351	382	366	196	238	244	266	357	280	328	324	343	349	370	400	370	376	294	161	191	226
Reciprocal	4,021	4,149	4,732	4,802	5,117	5,844	6,496	4,551	4,556	5,565	6,277	6,249	6,133	6,803	4,905	5,565	6,179	6,015	6,178	6,256	6,393	3,762	3,809	3,018	3,360
Internet User		384	838	1,316	1,724	1,949	2,442	1,572	1,731	2,522	3,235	3,199	3,043	2,852	2,667	3,286	926	844	662	716	849	1,017	354	523	656
PASS Users																					8,991	9,771	10,294	10,689	10,029
Professional		132	169	225	230	247	272	149	147	71	74	67	51	63	58	66	63	66	68	61	64	58	60	57	60
Net Patrons	4,353	4,811	5,148	5,443	5,449	5,529	5,591	6,305	6,590	5,514	4,455	4,739	4,307	4,022	3,816	3,599	3,618	(11,195)	251	1,056	10,133	(10,420)	3,408	(3,167)	3,048
Adult	2,390	2,495	2,521	2,552	2,690	2,757	2,744	3,080	3,382	2,973	2,379	2,437	2,392	2,187	1,926	1,828	1,793	1,988	1,827	1,775	906	864	3,717	2,551	2,562
Youth	1,293	1,208	1,262	1,296	1,212	1,265	1,097	1,219	1,209	640	470	685	480	507	537	506	468	517	577	737	221	153	847	211	194
Non-Resident	37	40	33	48	43	36	34	49	43	34	44	47	34	47	52	40	38	41	42	30	9	6	70	29	52
Reciprocal	633	698	807	994	861	827	944	1,102	1,135	960	747	707	624	565	558	521	496	482	456	460	209	146	387	690	798
Internet User	n/a	354	495	490	622	633	752	824	792	905	808	861	777	712	740	702	813	764	646	658	223	211	326	458	555
PASS Users																					8,970	1,426	1,310	1,115	1,239
Professional	n/a	16	30	63	21	11	20	31	29	2	7	2	-	4	3	2	10	4	3	-	-	3	8	2	5
Patrons Removed																		(14,991)	(3,300)	(2,604)	(405)	(13,229)	(3,257)	(8,223)	(2,357)

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 16, 2025
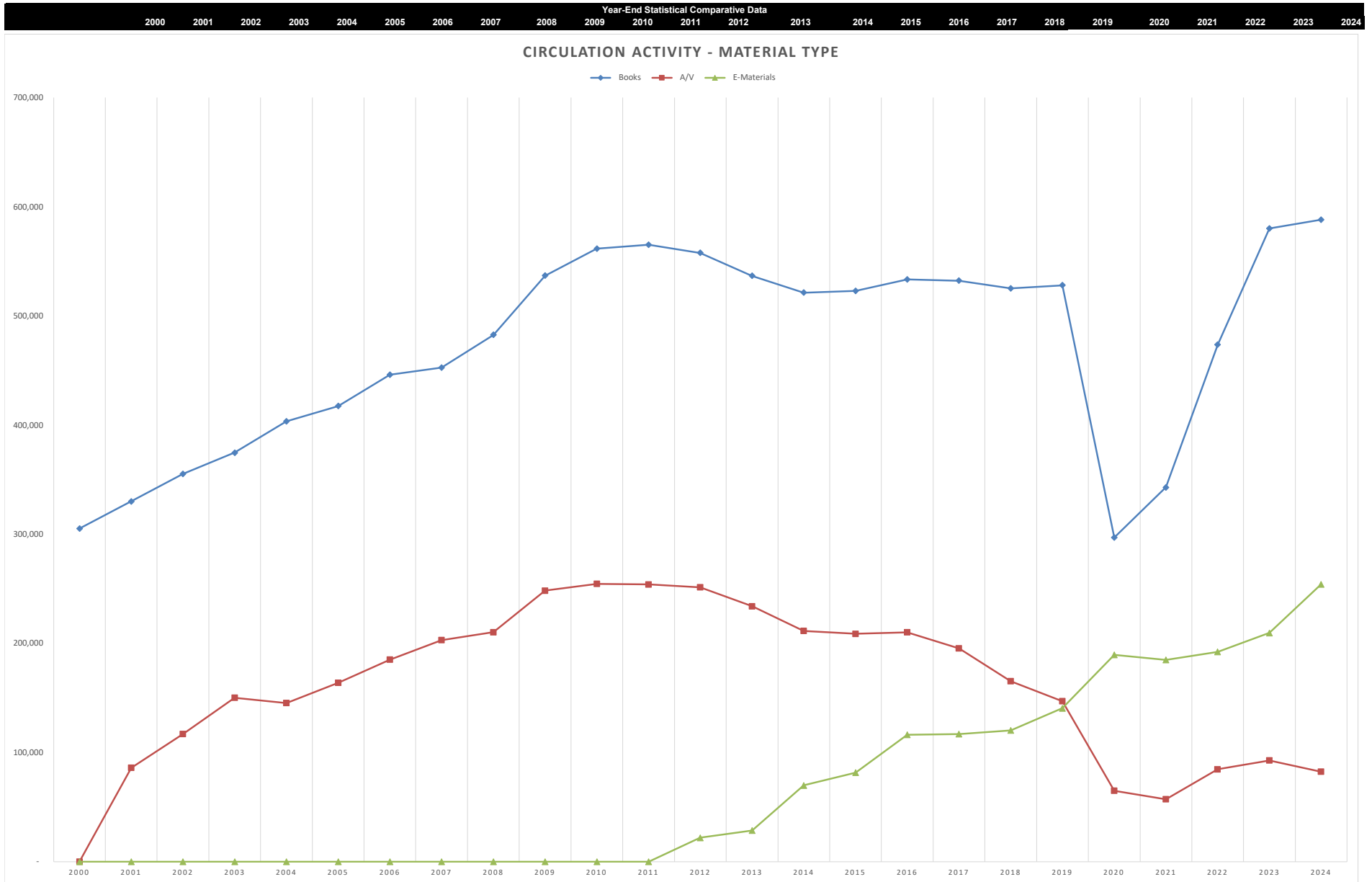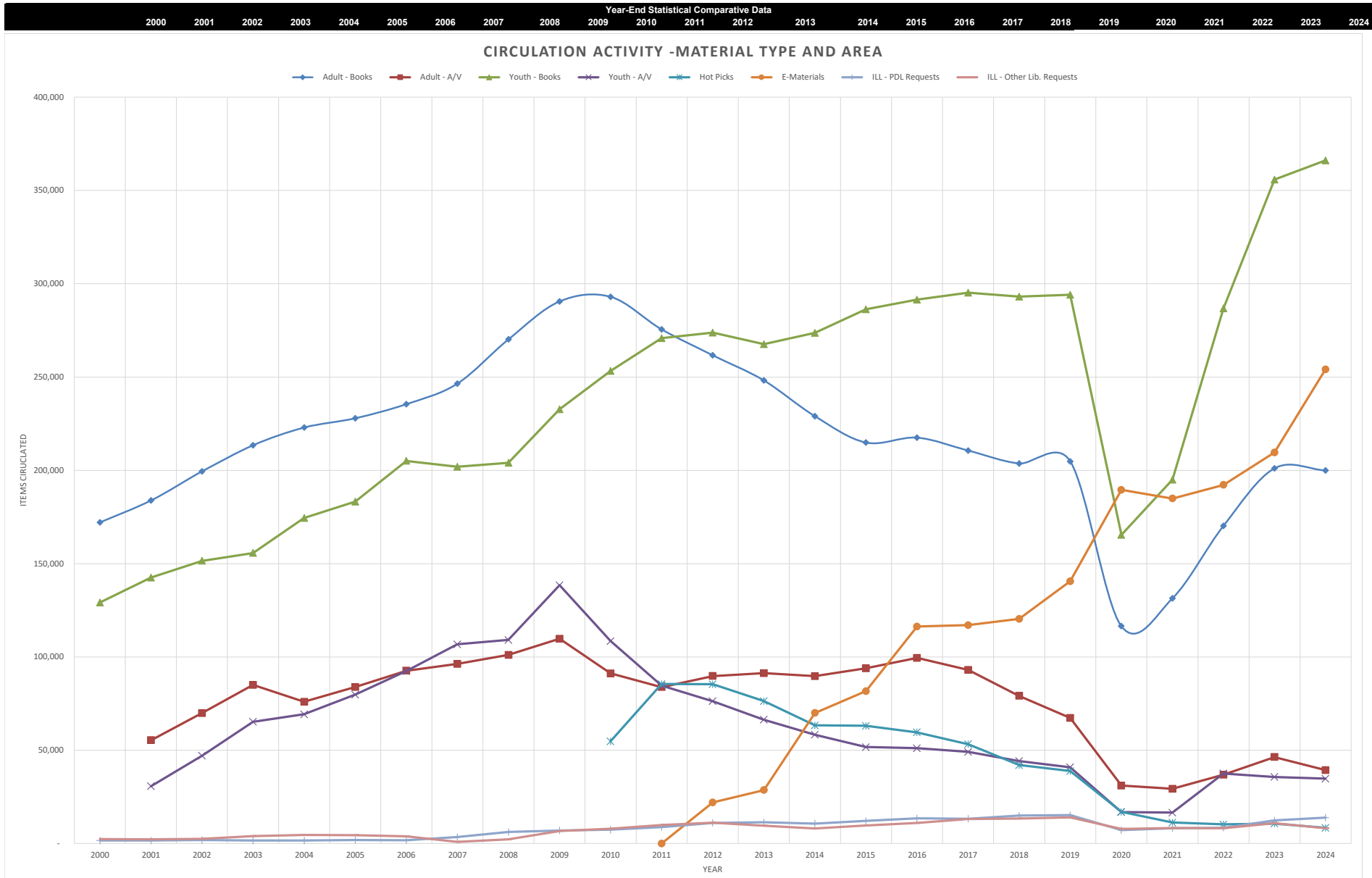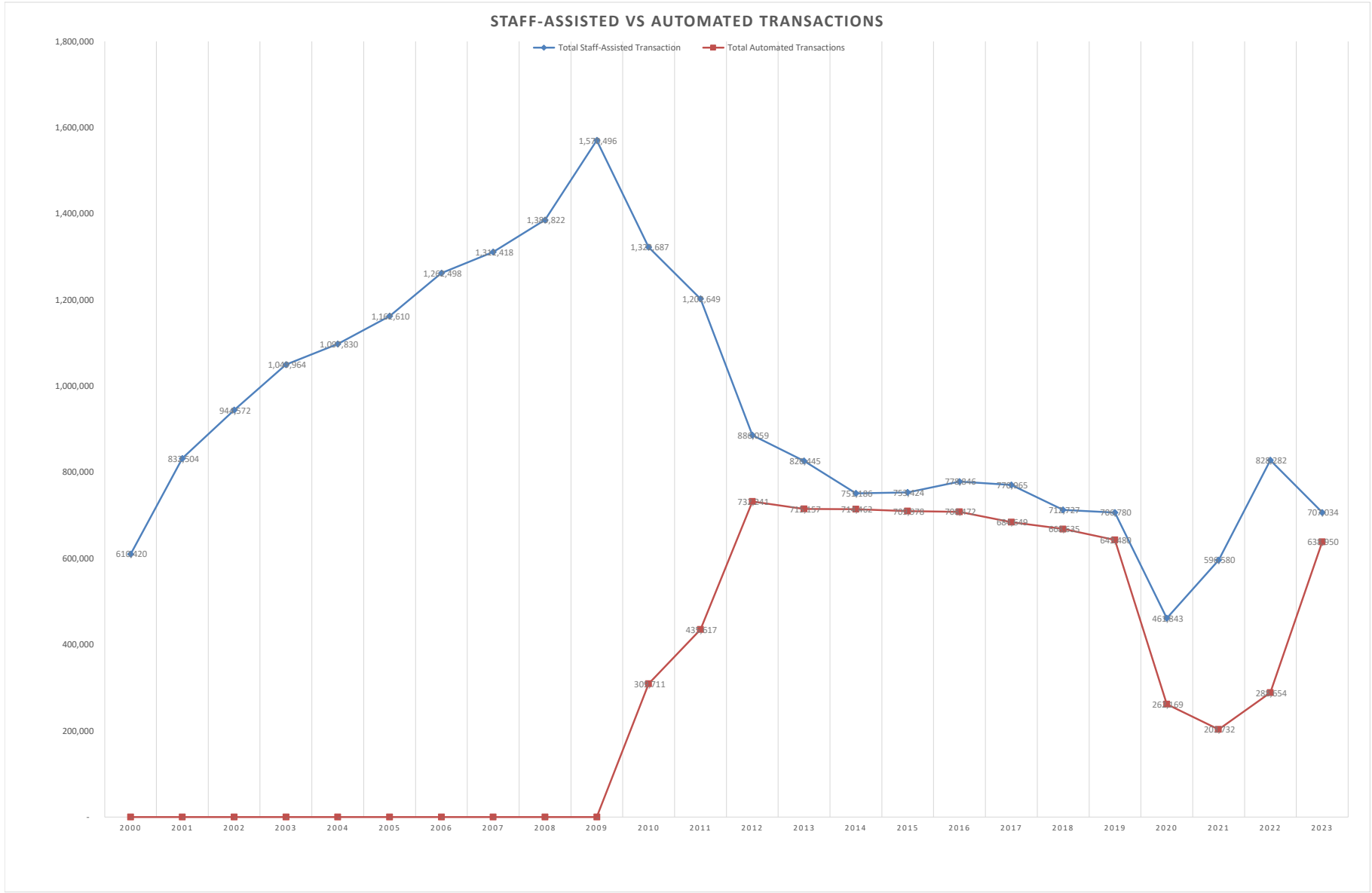**SUBJECT:** Library Statistical Report - Year End Comparison

Year-End Statistical Comparative Data

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Library Building Usage																									
Total Meeting Room Usage	1,410	1,509	1,471	1,872	1,987	2,155	2,234	2,476	2,517	2,520	2,519	2,502	2,497	2,409	2,293	2,245	2,254	2,261	2,257	2,241	430	122	3,497	8,270	9,466
Internal/Collaboration	419	473	622	942	1,055	1,053	1,105	1,285	1,323	1,345	1,327	1,297	1,274	1,237	1,183	1,156	1,156	1,173	1,174	1,154	217	56	430	1,279	1,475
External/Outside Usage	991	1,036	849	930	932	1,102	1,129	1,191	1,194	1,175	1,192	1,205	1,223	1,172	1,110	1,089	1,098	1,088	1,083	1,087	213	66	3,067	6,991	7,991
Total Program Audience	12,863	20,441	18,739	21,975	22,305	25,747	28,038	28,601	24,093	26,051	26,047	27,687	23,019	23,358	26,325	27,857	27,642	34,547	29,591	32,696	28,665	15,527	14,642	31,091	46,006
Adult	1,449	2,175	1,241	2,109	2,254	2,453	1,867	2,840	3,812	3,204	3,969	4,053	3,338	3,822	3,024	3,295	3,384	4,030	3,920	3,629	2,473	2,307	3,557	6,655	15,306
Youth	11,414	17,386	16,212	17,049	18,179	21,242	24,231	20,656	17,212	18,979	19,832	21,610	16,822	16,557	20,769	21,542	20,007	27,538	23,107	26,631	25,996	13,220	10,820	22,399	29,589
Heritage Room		880	1,286	2,817	1,872	2,052	1,940	5,105	3,069	3,868	2,246	2,024	2,859	2,979	2,532	3,020	4,251	2,979	2,564	2,436	196	-	265	2,037	1,111
Total Number of Programs			114	205	380	475	518	525	506	532	584	680	562	512	497	524	471	605	649	652	432	292	567	900	1,113
Adult			19	27	78	98	81	118	129	132	180	176	146	129	155	171	126	216	191	162	133	103	191	398	576
Youth			78	155	274	352	409	354	341	352	374	358	369	338	308	317	300	353	423	442	295	189	256	478	461
Heritage Room			17	23	28	25	28	53	36	48	30	146	47	45	34	36	45	36	35	48	4	-	120	24	76
Total Volunteer Hours	4,881	4,249	4,930	5,076	4,884	4,517	4,191	4,626	4,597	4,551	5,179	5,414	6,268	6,274	6,326	6,034	5,759	6,527	5,733	6,055	1,100	547	1,699	2,455	2,401
Adult		1,238	1,605	1,922	1,417	1,069	1,425	848	1,045	1,451	1,321	1,022	1,219	1,686	1,434	1,272	1,232	1,484	1,336	1,545	274	72	366	668	727
Youth		1,183	1,458	1,487	1,757	1,816	1,324	1,521	1,512	1,064	1,712	1,856	1,998	1,846	1,880	1,874	1,809	1,714	1,605	1,810	191	-	65	689	709
Technical		452	386	385	200	225	387	589	656	647	778	999	1,046	1,102	1,102	1,028	860	982	785	888	187	124	253	255	172
Circulation		799	714	754	720	744	565	539	518	415	374	517	814	938	1,341	1,421	1,460	1,701	1,464	1,344	284	71	690	435	414
Administration		16	11	15	37	10	1	503	299	356	378	352	399	384	337	329	361	395	296	304	121	280	279	380	373
Community Service		561	756	513	753	654	489	626	567	618	616	668	792	318	232	110	37	251	247	164	43	-	46	28	6
Total Front Door Traffic	356,888	369,275	379,237	379,165	385,250	396,215	522,044	726,273	766,397	775,364	780,898	774,100	766,136	739,740	729,622	722,558	714,828	699,351	688,143		188,771	84,618	161,436	235,184	233,864
Total Youth Services Traffic	227,560	233,685	246,282	250,143	255,579	268,091	349,146	517,852	548,135	547,717	549,987	545,106	532,450	514,758	509,651	506,011	501,817	495,688	493,869		127,286	59,455	105,437	160,521	165,081
Total Business Center Traffic	23,371	21,408	8,611	5,636	5,043	3,547	13,795	25,505	28,601	30,408	34,773	37,044	38,526	37,906	37,568	37,246	35,964	35,037	32,584	6,335	34	-	-	-	-
Information Access/Reference/Research																									
Total Reference Transactions	47,796	67,358	74,798	84,307	89,604	89,769	93,523	94,808	92,517	97,229	97,140	97,337	98,483	98,138	94,004	98,618	97,792	104,800	107,487	99,617	85,666	80,909	61,162	76,690	75,953
Adult Phone		4,253	3,948	4,320	4,112	3,756	3,394	3,814	5,343	5,701	5,505	5,046	4,086	4,478	5,004	5,328	5,269	5,333	4,406	4,220	4,512	3,317	3,641	4,622	5,735
Adult Ready Reference		2,847	2,980	3,378	3,754	2,545	2,348	2,284	2,282	3,376	3,656	30,070	34,298	32,151	29,646	29,984	30,300	30,144	32,974	30,059	20,353	13,015	13,165	21,545	17,149
Adult Reference	33,785	25,684	27,984	31,151	33,369	32,915	36,581	37,849	36,572	37,209	34,653	2,265	2,327	2,728	2,498	1,926	2,213	2,098	3,300	3,462	1,774	1,202	1,551	2,085	2,299
Youth Phone		3,543	3,325	4,346	4,407	4,093	3,688	3,692	4,418	4,975	4,988	3,154	2,600	2,016	1,860	1,440	1,579	1,620	1,418	1,332	1,100	866	608	771	882
Youth Ready Reference	13,284	16,028	19,878	23,075	24,953	25,491	25,775	26,356	27,201	27,822	30,212	29,800	29,916	30,310	27,725	30,544	31,761	34,611	37,630	34,167	27,373	33,968	20,405	30,443	32,975
Youth Reference		3,484	4,373	4,194	4,298	4,114	3,983	4,202	4,375	4,477	2,038	2,782	2,951	4,336	5,267	6,072	4,743	6,125	6,074	6,178	3,536	3,207	3,195	5,024	5,847
HR Phone		310	301	331	243	268	187	192	202	192	213	360	345	323	351	151	200	185	150	156	95	124	122	123	179
HR Ready Reference		1,379	2,321	2,006	1,800	2,046	2,057	3,064	2,553	5,381	5,433	6,064	6,261	5,418	5,063	4,503	5,031	5,504	5,356	5,222	1,716	2,425	2,100	2,301	2,210
HR Reference	727	1,402	1,165	1,069	1,272	1,102	1,120	972	1,361	801	1,191	900	1,021	914	896	267	317	321	330	318	103	147	141	113	114
Circ Phone								10,194	6,617	6,151	3,902	4,530	3,617	3,370	6,212	8,140	7,798	7,623	6,925	6,588	9,160	8,354	3,988	3,231	4,679
Circ Ready Reference									1,614	1,020	432	2,649	7,698	6,088	7,507	6,864	6,814	5,710	7,349	5,948	4,815	14,120	8,820	5,450	3,439	1,877
Circ Reference									575	573	712	2,700	4,668	4,973	4,587	2,618	3,449	2,871	3,887	2,976	3,100	1,824	5,464	6,796	2,993	2,007
AnswerLine Phone		2,909	2,736	3,564	3,392	3,818	3,693																		
AnswerLine Electronic		182	317	209	143	133	240																		
AnswerLine Ready Ref		5,088	5,335	6,552	7,624	9,323	10,273																		
AnswerLine Ref		249	135	112	237	165	184																		
Total Edutainment LAN Use	4,830	381	16	1	1,064	2,239	2,942	3,558	3,757	4,531	4,595	4,961	5,366	5,428	5,287	5,681	5,820	5,777	5,636	5,697	966	-	1,164	2,884	2,905
Total Internet Computer Use	15,967	38,954	45,336	53,195	58,775	57,896	59,652	68,800	73,353	73,258	74,298	73,829	73,826	73,202	64,523	40,551	36,369	35,397	31,763	28,773	10,219	7,190	11,452	17,243	19,536
Youth Computers		7,828	9,582	12,269	14,646	14,617	14,977	17,325	18,728	19,263	19,917	19,986	20,096	19,557	16,518	5,487	4,974	3,886	3,517	3,585	628	72	1,126	1,876	2,102
Adult Computers		31,126	35,754	40,926	44,129	43,279	44,675	46,001	48,124	47,025	51,721	51,626	51,275	49,740	46,045	34,100	30,206	29,980	27,051	24,103	9,497	7,113	10,312	15,335	17,395
Laptops Circulated								5,474	6,501	6,970	2,660	2,217	2,455	3,905	1,960	964	1,189	1,531	1,195	1,085	94	5	14	32	39
Total Electronic Transactions		477,433	1,123,210	1,442,269	1,909,193	2,525,904	3,673,196	4,248,988	4,537,736	3,207,136	515,787	562,246	650,915	645,232	612,664	578,814	551,472	545,385	539,050	587,973	580,092	472,946	625,480	703,358	475,221
WebSite Hits		436,887	1,004,063	1,292,854	1,764,714	2,393,195	3,552,974	4,129,703	4,419,563	3,091,119	401,095	448,817	508,162	489,807	460,708	429,661	400,981	387,998	377,324	420,805	426,661	348,328	495,082	569,366	340,625
WebCatalog Sessions		18,651	39,616	55,284	60,642	62,788	62,199	62,192	63,336	62,108	60,485	59,898	89,935	104,378	102,864	101,240	104,099	112,149	118,010	125,589	118,944	99,217	108,888	111,368	114,423
Licensed Database Hits		21,895	79,531	94,131	83,837	69,921	58,023	58,023	57,093	54,837	53,909	54,207	53,531	51,047	49,092	47,913	46,392	45,238	43,716	41,579	34,487	25,401	21,510	22,624	20,173
Alternate Circulation View																									
Circulation Data																									
Books	305,210	330,151	355,264	374,724	403,558	417,511	446,182	452,669	482,673	536,990	561,716	565,175	557,754	536,768	521,406	522,913	533,497	532,362	525,281	528,125	297,068	342,929	473,804	580,196	588,210
A/V	-	86,101	117,022	150,258	145,357	163,794	185,067	203,040	210,238	248,258	254,483	253,958	251,396	234,033	211,418	208,788	210,162	195,445	165,400	147,005	64,938	57,227	84,664	92,796	82,443
E-Materials	-	-	-	-	-	-	-	-	-	-	-	-	22,001	28,635	69,980	81,646	116,319	117,008	120,364	140,609	189,575	184,914	192,219	209,576	254,131
Total Item Checkouts (Physical Only)																									
Total Item Checkouts	305,210	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	816,199	819,133	809,150	770,801	732,824	731,701	743,659	727,807	690,681	675,130	362,006	400,156	558,468	672,992	670,653
Self Checkouts	-	-	-	-	-	-	-	-	-	-	309,711	435,617	441,731	433,318	434,712	428,803	428,154	410,703	398,243	386,737	178,956	203,732	288,154	336,104	0
Staff-Assisted Checkouts	305,210	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	506,488	383,516	367,419	337,483	298,112	302,898	315,505	317,104	292,438	288,393	183,050	196,424	270,314	336,888	670,653
Total Item Checkins (Physical Only)																									
Total Item Checkins	305,210	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	816,199	819,133	809,150	770,801	732,824	731,701	743,659	727,807	690,681	675,130	362,006	400,156	558,468	672,992	670,653
Automated Checkins													290,510	281,839	279,750	281,175	280,318	273,946	270,392	256,743	83,213	-	500	302,846	301,794
Staff-Assisted Checkins	305,210	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	816,199	819,133	518,640	488,962	453,074	450,526	463,341	453,861	420,289	418,387	278,793	400,156	557,968	370,146	368,859
Total Staff-Assisted Transactions	610,420	832,504	944,572	1,049,964	1,097,830	1,162,610	1,262,498	1,311,418	1,385,822	1,570,496	1,322,687	1,202,649	886,059	826,445	751,186	753,424	778,846	770,965	712,727	706,780	461,843	596,580	828,282	707,034	1,039,512
Total Automated Transactions	-	-	-	-	-	-	-	-	-	-	309,711	435,617	732,241	715,157	714,462	709,978	708,472	684,649	668,635	643,480	262,169	203,732	288,654	638,950	301,794

Year-End Statistical Comparative Data

2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024

Annual Circulation for PDL

(Data labels on chart: 363,221; 416,252; 472,286; 524,582; 548,915; 581,305; 631,249; 656,709; 692,911; 785,248; 816,199; 819,133; 831,151; 799,436; 802,804; 813,347; 859,978; 844,815; 811,045; 815,739; 551,581; 585,070; 750,687; 882,568; 924,784)

Year-End Statistical Comparative Data

| 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |

CIRCULATION ACTIVITY - MATERIAL TYPE

Year-End Statistical Comparative Data

2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024

CIRCULATION ACTIVITY -MATERIAL TYPE AND AREA

	Year-End Statistical Comparative Data																								
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024

STAFF-ASSISTED VS AUTOMATED TRANSACTIONS

Total Staff-Assisted Transaction — Total Automated Transactions

PDL Events

Baby/Toddler Storytime
Feb 3 | 9:30am & 10:30am

Make It @ The Library:
Feb 3 | 10:30am - 12:00pm

Knot for Profit
A Fiber Arts Club
Feb 3 | 3:00pm - 5:00pm

Family Storytime
Feb 4 | 9:30am & 10:30am

Merze Tate: A Biography
Feb 4 | 6:00pm - 7:00pm

**Teen Community Art :
Abstract Collage**
6th-12th Grade
Feb 4 | 6:30pm - 7:30pm

Baby/Toddler Storytime
Feb 5 | 9:30am & 10:30am

Immaculate Snacks & Gaming
Feb 5 | 3:30pm - 4:30pm

Music Trivia!
Feb 5 | 6:00pm - 7:30pm

Muffins and the Market
An investment discussion group.
Feb 6 | 9:00am - 10:00am

Bedtime Storytime
Feb 6 | 6:30pm - 7:00pm

Brio Train Drop-in
Children and their families welcome
Feb 7 - 9 | Open Hours

Baby/Toddler Storytime
Feb 10 | 9:30am & 10:30am

4- and 5-Year-Old Book Club
Feb 10 | 2:00pm - 2:45pm

Just Move Storytime
Feb 11 | 9:30am & 10:30am

Teen Advisory Group
Feb 11 | 6:30pm - 7:30pm

Make It @ The Library:
Engraved Keychain
Feb 11 | 6:30pm - 8:00pm

Baby/Toddler Storytime
Feb 12 | 9:30am & 10:30am

Kids' Mug Club
Feb 12 | 4:30pm - 5:30pm

Middle Grade Book Club
4th-6th Grade
Feb 12 | 6:00pm - 7:00pm

Books, Babies, and Bellies
For expecting parents and parents with babies under 12 mos.
Feb 13 | 10:00am - 11:30am

Make It @ The Library:
Feb 13 | 2:30pm - 4:00pm

Bedtime Storytime
Feb 13 | 6:30pm - 7:00pm

International Mystery Book Discussion
"The Searcher"
Feb 13 | 7:00pm - 8:00pm

Documentary and Donuts
Feb 14 | 10:00am - 12:00pm

Kalamazoo McIntosh Users' Group
Feb 15 | 9:00am - 12:00pm

Saturday Sound Immersion
Feb 15 | 10:30am - 11:30am

Baby/Toddler Storytime
Feb 17 | 9:30am & 10:30am

Dungeons & Dragons
4th-7th Grade
Feb 17 | 6:30pm - 8:00pm

Kalamazoo Valley Genealogical Society
Feb 17 | 7:00pm - 8:30pm

Family Storytime
Feb 18 | 9:30am & 10:30am

Plots and Pages
A Local Writers' Group
Feb 18 | 6:00pm - 8:00pm

Introduction to Watercolors
Feb 18 | 6:00pm - 7:30pm

Baby/Toddler Storytime
Feb 19 | 9:30am & 10:30am

Pupusa Cooking Demo with Casa De Los Abuelos!
Feb 19 | 6:00pm - 7:00pm

Muffins and the Market
Feb 20 | 9:00am - 10:00am

Rhythm Kids
Feb 20 | 4:30pm - 5:30pm

Bedtime Storytime
Feb 20 | 6:30pm - 7:00pm

Bedtime Yoga Storytime with Little Roots Yoga
Feb 20 | 6:30pm - 7:00pm

Sense-sational hands-on fun
Feb 21 | 10:00am - 11:00am

What to Know Before You Go
Feb 22 | 1:00pm - 3:00pm

Baby/Toddler Storytime
Feb 24 | 9:30am & 10:30am

Light Lunch and Literature
Feb 24 | 12:00pm - 1:00pm

Family Storytime
Feb 25 | 9:30am & 10:30am

Purl for Portage
A Yarn Arts Club
Feb 25 | 6:00pm - 8:00pm

Teen LGBTQ+ Meet-Up
Feb 25 | 6:30pm - 8:00pm

Toddler Playtime
Feb 26 | 9:30am & 10:30am

Elementary Maker
Kitchen Science
Feb 27 | 4:30pm - 6:00pm

Bedtime Storytime
Feb 27 | 6:30pm - 7:00pm

LEGO Town Drop-in
Feb 28 | 12:00am - 11:59pm

MLA ADVOCACY NEWS

December 2024

MLA Update - December 19, 2024

Last Friday, MLA was feeling like the holidays came a bit early, and as the Grinch would say "It came without ribbons. It came without tags. It came without packages, boxes, or bags." MLA leadership felt a small spark of hope, a tiny flicker of optimism, despite the things we have no control over. And that optimism was rewarded on Friday, December 13 around 7:30 PM when the democratic House Members voted unanimously to move the Freedom to Read bills to the Senate.

Board showing a roll call vote in the Michigan House of Representatives. 56 representatives have voted aye and 54 are absent.But, Lame Duck is turning out to be, somewhat predictably, unpredictable. The Freedom to Read legislation could be impacted by factors beyond our control. Protest absences by members in both the House and Senate have stalled progress on several pieces of legislation and could potentially derail our efforts to see these bills pass before the end of the legislative session. Due to the absence of two Democrats (one in the House and one in the Senate) and all House Republicans, there was no voting in the Michigan House or Senate on Wednesday, December 18. Today, Thursday, December 19, there was again no voting in the House due to the absence of Rep. Whitsett and all House Republicans. The House has adjourned.

All hope is not lost. After the House adjourned this afternoon, Senate Majority Leader Winnie Brinks issued a statement affirming the Senate's commitment to completing the agenda, stating, "The Michigan Senate is still in session, and we have the opportunity to do good - a lot of good. In the coming hours, residents can count on us to act on key items that will protect the state's children, improve on-the-job rights for workers, and more."

We are crossing our fingers that the Senate will schedule additional session days but at this late date, we are unsure of the future. We must continue to advocate and encourage our Senators to pass the Freedom to Read Acts. If the bills are passed in the Senate, they will head to Governor Whitmer. We remain confident that if these bills reach the Governor's desk before the end of this legislative session, they will be signed into law.

Thank you for your continued advocacy and support for Michigan's public libraries. We will keep you tuned in as more is known of the fate of the Freedom to Read bills.

Deborah E. Mikula

Executive Director, Michigan Library Association

Portage District
LIBRARY

Community Meeting Rooms Policy

The mission of the Portage District Library ("Library") is to provide quality Library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides community meeting rooms for Library programs as well as Library business meetings. When the community meeting rooms are not scheduled for Library- sponsored or co-sponsored events, they may be used by the public within the parameters set by the Policy. The community meeting rooms are intended to host organized meetings and are not available for private, party-type functions such as birthday parties and showers. The restrictions of this Policy regarding Application and Scheduling do not apply to Library- sponsored or co-sponsored events. The regulations in the policy apply to all community meeting rooms unless otherwise specified.

I. Reserving, Scheduling and Rental Charges of the Library's Community Meeting Rooms:

    A. Community meeting rooms may be reserved by any person, group or organization.

    B. Library use of community meeting rooms takes precedence over all other uses. If the Library should find it necessary to cancel a scheduled activity in a community meeting room, then the Library Staff person in charge of room reservations will notify the User that booked that room that other arrangements must be made. A full refund of the room fee will be issued to the User. The Library shall not be responsible for any loss, damage or other claim based on the cancellation.

    C. Reservation Process.

        1. Any person 18 years or older may request to reserve the community meeting rooms by contacting our Meeting Room Coordinator. If the person is requesting the room for a corporation or organization, that person must have authority to do so.

        2. If you need to cancel the reservation, the User must provide the Library 24 hours' notice.

        3. At the time of room use, the User must sign a community meeting room Application that includes Waiver of Liability prepared by the Library. The Library is released and held harmless from any and all claims for personal injury, property damage or other claims as a result of the use or application to use the community meeting room.

        4. Users shall not promote that the event or meeting is at the Library until the Library confirms the reservation is accepted. The Library shall not be used as the address, information contact source, or headquarters for Users using the Library community meeting rooms.

        5. Reservations may not be transferred to other Users.

    D. Any use of the community meetings rooms is not sponsored by the Portage District Library unless sponsorship is expressly approved in writing by the Portage District Library. Groups shall not cause a probability of confusion or misunderstanding as to sponsorship of their use of the community meeting rooms by the Portage District Library. Use of facilities does not imply Portage District Library endorsement of the group or ideas presented at the meeting. A written disclosure is required in all advertising from outside groups that use advertising to promote their meeting. A verbal disclosure is required for all others. The following statement is required: **"This program is neither sponsored nor endorsed by the Portage District Library."** Use of the Portage District Library logo on advertising by outside groups is prohibited.

E. Rooms are to be booked on a first-come, first-served basis in two-hour blocks of time, and may be reserved a maximum of two months in advance. A community meeting room rental charge shall be required as set forth below and the fee is based on a two-tier system. Room access will be denied if payment of the rental charge is not received prior to the start of the rental period. Exceptions to these community meeting room rental charges may only be granted by the Library Director. Prices effective April 1, 2024.

Meeting Room	Tier 1	Tier 2
Austin Lake Room	$45.00	$85.00
Sugarloaf Lake Room	$35.00	$75.00
West Lake Room	$30.00	$65.00
Long Lake Room	$35.00	$75.00

Meeting Room Combinations	Tier 1	Tier 2
Austin + Long + Sugarloaf + West Lake Rooms	$140.00	$300.00
Austin + Sugarloaf + West Lake Rooms	$105.00	$225.00
Austin + Long + Sugarloaf Lake Rooms	$110.00	$235.00
Austin + Sugarloaf Lake Rooms	$75.00	$160.00
Austin + Long Lake Rooms	$65.00	$140.00
Sugarloaf + West Lake Rooms	$75.00	$160.00

II. The two-tier system is as follows:

Tier 1: Residents of the Portage District Library service area, resident business members, and paying non-resident library card members. Groups wishing to take advantage of the Tier 1 rate must have an active Resident or Paying Non- Resident Portage District Library card.

Tier 2: An individual or group who resides outside of the Portage District Library service area.

A. Set-up and tear-down of a community meeting room is the responsibility of the User. Chairs and tables are provided at no additional charge. Any time spent prior to, or after the reserved time, may result in an additional charge of one or more two-hour blocks of time. At the conclusion of a meeting, the room should be left in the same condition as it was found or an additional fee will be assessed equal to a minimum of one two-hour block of time for clean-up.

B. Any damage done, whether accidental or due to negligence, including the need for special cleaning, will result in the billing of the User for the actual cost of the cleaning, repair, and or replacement of the damaged article(s).

PORTAGE DISTRICT LIBRARY | COMMUNITY MEETING ROOM POLICY

C. Users must be completely out of their community meeting room one-half hour prior to the Library's closing time. If a User remains past the Library's posted hours of operation, an additional fee of ($100.00) one hundred dollars may be charged to the User. Users must be out of the rooms by:

8:30 PM : Monday - Thursday | 5:30 PM - Friday | 4:30 PM - Saturday

Note: Meeting rooms are not rented on Sunday.

Use of the Library's community meeting rooms is not permitted before or after Library hours or when the Library is closed.

D. The following items may be available on request:

- **Media Cart with large screen TV** (HDMI hookup and webcam)
- **Portable Sound System** with 2 wireless lapel microphones
- **BluRay/DVD player**
- **Computer projector**
- **Dry erase board** with dry erase markers.

All equipment must be requested at least forty-eight (48) hours prior to room use.

It is the responsibility of the organization using the room to make sure that their equipment is compatible the Portage District Library's technology. Meeting Room Users are encouraged to contact the Meeting Room Coordinator at least forty-eight (48) hours prior to room use to test and/or review connectivity.

III.   Rules and Regulations Regarding Community Meeting Rooms:

A. Food and drink are permitted but must remain within the User's rented room. Coffee pots are available, however the Library does not supply coffee, cream, sugar, serving ware, etc. As per fire codes, no open flames of any kind are allowed within the Portage District Library.

NO ALCOHOLIC BEVERAGES ARE ALLOWED ON LIBRARY PREMISES EXCEPT FOR LIBRARY SPECIAL EVENTS - WITH THE APPROVAL OF THE PORTAGE DISTRICT LIBRARY.

B. No tobacco or vaping use is allowed inside the Library.

C. The community meeting rooms are used for multiple purposes and therefore nothing may be permanently affixed to the walls.

D. The community meeting rooms shall not be used for any unlawful purposes, and anyone using the meeting rooms will abide by all Library policies, rules and regulations.

E. The Library is not responsible for loss or damage to exhibits left in the community meeting rooms or for the personal property of those attending the meetings.

F. In accordance with the Elliot-Larsen Civil Rights Act, the Library, as a tax supported facility, may be used only by those groups whose membership is open to all people without discrimination because of religion, race, color, national origin, age, sex, height, weight, familial status or marital status.

G. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property. Users shall not use the community meeting room for fundraising, commercial purposes, or selling goods or services. The exception to this rule is for the following:

   1. The sale of books, CDs and other items by authors or artists and Library sponsored or co-sponsored events;

   2. Events for which the proceeds are used for Library programs or for the benefit of the Library, provided that the Library accepts the donated proceeds. However, the User must be authorized by law to conduct the fundraising or solicitation.

H. Users of the community meeting room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, and financially responsible for any damages if they occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one adult supervisor for every twenty (20) minors. This ratio may be altered by the Library Director depending on the age of the minors.

I. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the community meeting rooms.

J. Users shall permit no more persons than is stated by occupancy requirements.

K. The Library staff may attend or observe any event or activity in the community meeting room.

IV. Violation and Appeal Section:

The Library Director or the Director's designee may restrict access to Library facilities, including the Library community meeting rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

A. Incident Reports:

Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy – Suspension of Privileges:

Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:

   1. **Initial Violation:**
   Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.

   2. **Subsequent Violations:**
   The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security:

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of Library Staff and/or patrons shall be handled as follows:

1. **Initial Violation:**
   The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.

2. **Subsequent Violations:**
   The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement:

The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Policy before their privileges may be reinstated.

E. Damages:

If the User violates the Policy by causing damage to Library property, the User shall be assessed the actual costs.

F. Right of Appeal:

Users may appeal a decision in writing to the Library Director within ten (10) business days of the date of the letter stating why Library privileges should be restored. The Library Director or a designee will respond to the appeal in writing within ten (10) business days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

Portage District LIBRARY

Monitoring Report on Executive Limitation Policy:
Global Executive Constraint

January 27, 2025

POLICY: The Library Director shall not cause or allow any practice, activity, decision, or organizational circumstance, which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics.

RESPONSE: The Library Director has not caused or allowed any practice, activity, decision, or organizational circumstance to occur which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics. Supporting evidence to substantiate this statement is available in the Library Office, and the following list outlines the ways in which the Library Director maintains compliance with the Global Executive Constraint Policy:

Controls in Place

Evidence of Compliance

District Library Law

The library is in compliance with all aspects of the District Library Law, including:

- Powers of the Board are well defined and followed.
- Limitations on borrowing money and issuing bonds are followed.
- Limitations on issuance of limited tax bonds or notes are followed.
- All procedures for millage authorization and tax levy are followed and public notices posted as required by law.
- All legal requirements pertaining to real property, personal property, intangible property, and employee benefits are met.
- All election requirements are met within the timeframe specified.

State Library Requirements

The library is fulfilling all requirements for a Class VI public library as determined by the Library of Michigan, including:

- Filing an annual state-aid report by February 1st each year.
- Maintaining library standards as they pertain to collections and professionally certified staff.
- Maintaining compliance with state and federal regulations, such as:

√ Library Bill of Rights

√ Library Privacy & Search Warrant Act

√ Patriot Act

√ Right to Read

√ Right to View

√ Michigan Freedom of Information Act

√ Michigan Open Meetings Act

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Controls in Place | Evidence of Compliance

Federal and State Laws And City of Portage Ordinances

The library is in compliance with all federal and state laws and City of Portage ordinances. Examples of this are:

- Federal and state financial laws – all required reports filed.
- Federal and state employment laws – all personnel rules followed.

- City of Portage ordinances such as: parking and traffic, leaf removal, disposal of waste, outdoor signage, flag display, etc.

Library Board Policies

All Library Board policies are reviewed on an annual basis, and library staff and patrons are made aware of board policies.

- Board meetings, agenda planning sessions and other board gatherings are posted & comply with Michigan Open Meetings Act.

- An up-to-date Library Board Policy Manual is kept in the Library Office for referral purposes.

Administrative Procedures

The Library Director administers the library in a manner that guards against any activity, decision, or organizational circumstance which would be unlawful, imprudent or in violation of commonly accepted business and professional ethics by using these management techniques:

√ Maintaining an ongoing contract with attorneys for legal advice and counsel as needed. (Anne Seurynck for general counsel and Luis Avila for labor issues).

√ Maintaining an ongoing contract with a professional accounting firm to conduct independent annual audits of the library (Rehmann for internal audits of the library).

√ Maintaining checks and balances in the overall operation of the library by instituting practices to safeguard against theft, embezzlement, impropriety, or any unprofessional or unethical behavior.

√ Making sure that bank authorization signature cards are up-to-date.
[Note: Authority for expending funds and signing checks is split between the Library Director, the Head of Adult Services, the Head of Youth Services, and the Business Manager and bank authorization signature cards are up-to-date and include one for the current Library Board Chair.)

Maintaining an Employee Handbook with rules and regulations.

√ Maintaining an ongoing relationship with governmental officials to keep current on new business practices or rules and community developments.

√ The Library Director or her designee participates in activities with governmental officials, such as the City of Portage, Portage Rotary Club, Portage Public Schools, organizational boards, contact with state legislators and membership in the Michigan Library Association.

√ Maintaining compliance with laws and consulting appropriate authorities as required.

√ Systematically checking operations throughout the library on a regular basis to ensure that they are being run properly.
[Note: The Library Director has weekly meetings with the Administrative Team, weekly library-wide staff meetings, and daily interactions/monthly one-on-one check-in's with the Assistant to Director, Business Manager, Systems Administrator, Marketing Manager, Facilities Manager, Heads of Adult Services & Youth Services, Head of Circulation and Technical Services, and the Local Historian.)

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Memo

Election of Library Board Officers for 2025

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 23, 2025

Background

The Library Board bylaws include a provision for election of officers as follows:

Article III   Officers

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

Trustee Friedman was appointed to surveyed the other trustees regarding their interest in serving as a Library Board officer and those names will be put forward prior to a vote at the January 27, 2025 Board Meeting.

Procedure:

Library Board Chair Vance will ask if there are any other nominations from the floor, and if there are none, he will ask for a motion to close the nominations. A vote will then be taken to close the nominations.

After that, Library Board Chair Vance will ask for another motion to accept the slate of proposed Library Board Officers for 2025. If there is more than one person interested in a position, then separate votes will be taken by paper ballot to determine who will be elected. (Instructions will be provided if this event occurs.)

The new Library Board officers for 2025 will be identified and noted in the minutes for an official record of the election and the Portage District Library Board roster will be revised accordingly. The newly elected Library Board Chair may choose to conduct the remainder of the January board meeting if desired.

Update

The Election of Library Board Officers for 2025 has been placed as an item under Governance on the agenda for the January 27, 2025 board meeting.

Memo

Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends and Library Board Secretary for 2025

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 23, 2025

Background

The Library Board bylaws include provisions for special appointments by the Library Board Chair as follows:

Article III Officers

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

The Library Board Chairperson may appoint a board member as official Secretary when needed, such as to take minutes for a closed session. The staff Library Board Secretary shall record minutes at meetings, maintain official Library Board files and records, and produce Library Board correspondence as required. The staff Library Board Secretary shall, in collaboration with the Chairperson and Library Director, prepare the agenda. The agenda-planning meeting shall be two weeks prior to the Library Board meeting. It is the responsibility of the staff Board Secretary to provide the Library Board with the agenda and supporting materials 96 hours (4 days) prior to the Library Board meeting.

Article V Committees

The Chairperson of the Library Board may nominate members to special committees, with Library Board approval, as the need arises.

The Personnel Committee will consist of the Chairperson of the Library Board and two members of the Library Board nominated by the Chairperson and elected by the full Library Board at the next regular board meeting. The purpose of the Personnel Committee is to complete the annual evaluation of the Library Director.

Update

The Appointment of a Library Board Personnel Committee, Library Board Liaison(s) to the Friends and a Library Board Secretary for 2025 has been placed on the January 27, 2025 agenda under Governance.

Memo

Annual Update of "Conflict of Interest" Statements by Trustees

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 22, 2025

Background

Every year at the January board meeting, trustees are asked to sign "Conflict of Interest" statements that are kept on file for library board members in order to comply with Michigan Complied Laws 15.321 et seq.

In order to ensure that these "Conflict of Interest" statements for trustees are always current, we have added this activity to the Library Board's Annual Calendar and have prepared a "Conflict of Interest" statement for each board member to sign. These will be printed and available at the meeting.

Request

Please review the "Conflict of Interest" form in the board packet and consider any changes that may need to be made. All trustees will be asked to sign an up-to-date "Conflict of Interest" statement following the January 27, 2025 board meeting.

Conflict of Interest Policy
for
Library Board Members

(Adopted on October 27, 2008)

Conflict of Interest – Library Board

The Portage District Library complies with Michigan Complied Laws 15.321 et seq. Members of the Library Board will annually sign a Conflict of Interest Statement (see below) to ensure compliance with the law.

Library Board Conflict of Interest Statement

I have read and understand the law pertaining to conflict of Interest (Michigan Compiled Laws 15.321, et seq.) which was provided to me. There are no present or potential future conflicts of interest other than those listed below. I have and will continue to observe the law carefully including, without limitation, the obligation to promptly disclose any pecuniary interest in a contract to be considered by the Board.

_____   _____

Board Member's Signature   **01-27-2025**

Disclosures:
(Indicate "none" if applicable. Otherwise, please give a brief explanation of the conflict.)

_____

_____

_____

Memo

MiDEAL Extended Purchasing Program Renewal

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 20, 2025

Background

The Portage District Library joined the State-Wide MiDEAL program in 2022 and has used this program for purchasing copiers and computers in the past. This program is the State of Michigan's extended purchasing program that allows Michigan cities, townships, villages, counties, school districts, universities, colleges and nonprofit hospitals to buy goods and services from state contracts. The program is authorized by Michigan Legislation and has been in existence since 1984. Members benefit directly from the reduced cost of goods and services and indirectly by eliminating the time needed to process bids. There are approximately 500 contracts available to MiDEAL members.

The library has benefited from this program when purchasing furniture, technology, various supplies and services. The library would like to renew this service and use these contracts to acquire goods.

Recommendation

I recommend the Portage District Library continues to use these contracts in lieu of competitive bids where applicable for the foreseeable future.

Memo

Discussion about Continuation of Hybrid Board Meetings

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 23, 2025

Background

At the December board meeting, Library Director Klien and trustees began a discussion about additional changes to the virtual component of the Library Board Meetings. Trustees understood that other community boards may have different processes in place since Covid changed the way some meetings were made accessible to the community. At the January 22, 2024 meeting, the Board made the decision to discontinue public comment via electronic methods. Public comment is, as always welcome in person or via written means. At our upcoming board meeting, we will include an agenda item to discuss whether or not to continue broadcasting our meetings on Zoom. This decision will be made considering various factors, including community access, engagement, and any associated costs or logistical challenges.

Update

Discussion about Continuation of Hybrid Board Meetings has been placed as an item under Governance on the agenda for the January 27, 2025 board meeting.

Memo

Discussion about Guests to be Invited to Library Board Meetings in 2025

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 17, 2025

Background

At the beginning of each year, it has been the practice of the Library Board to consider guests to be invited to board meetings throughout the year or presentations to be heard that would be beneficial. This will be a topic for discussion on the agenda for the board meeting on January 27, 2025. Last year, we had Representative Christine Morse and Senator Sean McCann as guests.

Note

There are (11) board meetings held in a year (there is no meeting in November) and some of the board meetings have standard presentations as indicated on the Library Board's 2025 Annual Calendar. In March it is the Marketing Plan; in May or June it is an Auditor's Report; in June it is the budget presentation; in July it is the 3-Year Technology Plan; in August we hold a Public Hearing for the follow year's budget. It is realistic to plan for 1-2 external guest presentations for the year.

Memo

Creation Station & Makerspace Usage Policy

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 17, 2025

Background

We have a new service available in the Makerspace: an Embroidery Machine!

The Janome MB-7 Embroidery Machine is the perfect tool to help you conquer your next embroidery project. This innovative machine is built to work with embroidery formats used by industry professionals such as .jef+, .jef and .dst. With 50 built-in embroidery designs and 10 fonts for monogramming, a USB port to easily import designs, and a maximum speed of 800 SPM, the possibilities are endless. All embroidery operations are noticeably faster and smoother on the MB-7. You will be impressed with your project's professional-finished results.

After staff did some research and consulted other libraries that offer this service, the recommended pricing is as follows:

10¢ per 1,000 stitches

Stablizer is 50¢ per foot

Minimum charge of $1.00 per project

Recommendation

I recommend that the Library Board vote to approve the pricing as presented at which time the service will be made available to the public and price will be added to the Creations Station & Makerspace Policy.

4ᵗʰ Quarter Financial Report 2024

Revenue

		Percent of Year Gone -->			100%	

General Ledger Category	4th Qtr Actual	% of Annual Budget	2024 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received
Total Tax Revenue	$ (35)	0%	$ 5,567,876	$ 5,686,315	$ 5,686,315	102%
State Aid Revenue	-	0%	408,753	419,210	419,210	103%
Other Revenue	137,805	72%	191,711	657,582	657,582	343%
Revenue (To)/from Reserves	-	0%	1,321,295	1,321,295	1,321,295	100%
Other Financial Sources	54,450	6%	962,350	962,350	962,350	100%
Total Revenue	**$ 192,220**		**$ 8,451,985**	**$ 9,046,752**	**$ 9,046,752**	**107%**

Expenses

General Ledger Category	4th Qtr Actual	% of Annual Budget	2024 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent
Total Salaries & Wages	$532,568	27%	$ 1,991,261	$1,938,947	$1,973,947	99%
Total Fringes & Benefits	143,181	19%	744,281	691,032	702,643	94%
Total Library Materials	156,946	20%	800,017	648,655	715,915	89%
Total Utilities	37,389	24%	159,100	127,281	127,281	80%
Total Buildings	41,087	14%	289,394	187,934	284,426	98%
Total Furnishings & Equipment	7,205	12%	61,902	22,792	61,792	100%
Total Supplies	49,688	21%	237,078	127,488	197,506	83%
Total Professional Services	39,117	9%	456,343	267,395	370,066	81%
Total Other Charges	8,320	2%	484,219	289,181	390,172	81%
Other Financial Uses	54,450	6%	962,350	962,350	962,350	100%
TOTAL OPER. EXPENSES	**$ 1,069,951**		**$ 6,185,945**	**$ 5,263,055**	**$ 5,786,098**	**94%**
TOTAL CAPITAL PROJECTS	**$ 55,410**	**2%**	**$ 2,266,040**	**$ 1,071,308**	**$ 2,198,375**	**97%**
TOTAL EXPENSES	**$ 1,125,361**	**13%**	**$ 8,451,985**	**$ 6,334,363**	**$ 7,984,473**	**75%**

EFFECT ON FUND BALANCE *	$ (933,141)		$ -	$ 2,712,389	$ 1,062,280	

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	8,084,402
- 2024 Operating Expenses	4,300,705
- Capital Projects	1,071,308
- 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	1,650,110
Total available cash as of 9/30/2024 (Fund Balance*)	$ 8,678,537

* 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 propery 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 Serice 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.

Building - Year-to-date actual and encumbrances are less than the 75% target. The Library has set up encumberances for anticipated building and equipment maintence 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 Facilites 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

Library Director's Personal Goals for Fiscal Year 2025

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 10, 2025

Following feedback from the end of year evaluation received from the Library Board, the Library Directors Goals for 2025 are as follows:

Goal 1:
Restructure the library's Human Resources department

Goal 2:

Conduct a staff satisfaction/climate survey to better understand the staff's work experience

Goal 3:

Identifying staffing needs and develop a plan for future budgeting

Goal 4:

Professional development in Intentional Leadership

Portage District LIBRARY

STRATEGIC PLAN
2023-2026

FOURTH 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.**

Similar to last year at this time, December was very busy in the Makerspace with patrons using the devices and software available for the holiday season. The total number of visitors who came through the Makerspace during Staffed Hours was 482, which is a new high number. This does not include patrons who used the Makerspace outside of Staffed Hours this month.

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

In the final quarter of 2024, Youth Staff compiled feedback from the year's patron-generated creations. Efforts that were most successful included some of the following characteristics: They appealed to multiple ages, there was potential for collaboration (building something that a later visitor could use) or discussion (Vote the Chip), there were multiple ways and times to participate, and work could be displayed but reclaimed later by the creator (Tiny Art).

In October and November, Alexa Karabin's artwork was on display in the café gallery while Anna Barnhart's work was in the atrium.

In December, the artwork of Portage Public Schools was on display In the atrium while Quyen Edwards presented her photography in the cafe.

Comments: "I like the diverse kinds of art you have on your different displays! Each display is very different than the others I've seen. Each is unique!

"I come every week to work on classwork and I love seeing the new artwork. It is all lovely work"

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.**

The adult department contacted 39 local organizations. Of those 39, we held programming or events with 8 of them in the last quarter, have plans for programs with 7 of them moving forward (including some repeat partnerships), and have 2 that are still pending response.

In conjunction with the Youth Department, the Makerspace hosted a 5th grade class that visited the Makerspace for 1.5 hours on Friday, December 6. The students used the robotics and STEM kits in the Makerspace and rotated from one station to the next. It was very successful, and another class is coming in January.

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

The Media Specialists from Portage Public Schools had a meeting here at the library and part of the meeting was a tour of the Makerspace. During the tour we discussed different ways the Makerspace might be able to assist them in their roles at the schools.

Some representatives from KRESA came by and asked for a tour of the Makerspace. We were able to talk about potential ways that they might be able to use Makespace resources for KRESA. Since that tour at least two people from the tour have visited the Makerspace to use devices.

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.**

Youth Staff prioritized meeting with outside groups in the fourth quarter. They met with several new organizations including KYDNetwork and Ripple Effects. Earlier meetings resulted in new connections with Portage Community High and Book Bug, and the addition of a Teen Advisory Group.

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

Data from the year's feedback efforts resulted in changes to drop-in and preschool programming, plans for 2025 Summer Reading Program, and Book Clubs. In addition, Youth Staff were able to ascertain what feedback methods work best for what types of questions.

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.**

In the fourth quarter Youth Outreach Librarian Andrea Smalley began a collaboration with Portage Community High that includes regular visits to the Teen Room and Maker Space, library cards, and a rotating collection of materials for their classrooms. This has been a long-time hope for the Youth Department.

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

Youth Librarian Kristy Zeluff grew her outreach to local Head Start/Great Start Readiness classrooms this year, traveling to their locations and completing 45 storytimes.

For the second year in the row, the Makerspace was present at Geekfest, which is the largest Outreach Event the Adult Department does each year. Participants who stopped at the table were able to use the equipment to make a magnet with a design of their choice on it. We were able to hand out informational fliers about the Makerspace and have lots of conversations about what it is we do.

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.**

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

The library purchased a subscription to Empathy Studios, an online training service for staff to take focused on trainings to enhance their skills and knowledge.

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.**

During the fourth quarter, we offered Home Staging with Kalamazoo Kitty, Introduction to Mindful Meditation, Yoga with Apral, Haunted Michigan, Introduction to Beekeeping with Charlotte Hubbard, General Trivia, Medicare 101 with Kiss Financial Advisors, and a reception for the Portage Public Schools Art Show,

-We hosted six book groups and two chefs this quarter: Anthony Cox of Rust Belt Ramen and Abra Berens.

Comments:
On Introduction to Mindful Meditation:"Great class- I can tell people enjoyed it!

On Haunted Michigan with Kathy Conder: "It was great! You have the best adult programs!".

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

Documentary and Doughnuts have continued with about 8 or 9 attendees, with robust attendance for Somme in December at 16.

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: Staff wages were reviewed at the end of 2024 and adjusted to align with the compensation study plan that was created by ElementOne.

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: We are currently working with ElementOne on reviewing and revising staff job descriptions and will create a performance evaluation system that ties evaluations directly to staff job descriptions and expectations.

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:

In the first full year offering the Wall Street Journal, we had a total of 399 active users, 1,692 total accesses, and 17,946 page views. Use dipped in the middle of the year, but shows overall growth.

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

In 2024, Youth Staff created over 100 book displays, with roughly 50% of them tied to a local theme, holiday, or topic of current interest. In the Preschool Room, a permanent display was created called "Windows and Mirrors" to highlight books that reflect visitors' own experiences ("mirrors") and offers perspectives from diverse backgrounds ("windows")

3.2.3 Invest in more device offerings.

UPDATE:
Ruth Cowles is currently training on using external drives for laptops, a digital microscope, and GoPros. All these items will be introduced into the Library of Things first quarter of 2025.

In the fourth quarter, we added the following to the Makerspace:
o Express Burn CD and DVD Burner software
o Solidworks 3D modeling software

o Kaibot Robotics Kit
o Hexbugs STEM Kit
o Kumihumo Bracelet Kit

The Adult Library of Things introduced board games during the last quarter of 2024. Studies have shown that board games increase memory formation, practice decision-making, and enhance creativity. Two light therapy lamps are now available, improving patrons' quality of life."

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

Activities:

3.3.1 **Create successful collection display practices.**

UPDATE: There is no update at this time.

3.3.2 **Improve access to and visibility of collections/services that meet local needs and interests. Prioritize currency, responsiveness, local information, and ties to library and local events.**

UPDATE:

As publishers improve and expand their offerings of diverse materials, Youth Staff continue to develop balanced and diverse collections. Staff are consulting "Best" and awards lists, review journals, outside sources such as the Youth Buyer at Book Bug and independent publishers, to select quality materials that support our community's need for diverse options. We continue to explore ways to assess the diversity of the collection, but this has proven to be a challenge.

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

October – Spooky, Startling, Ghostly Reads; Indigenous People's Day; Paranormal Romance; Dwarves

November – Resilience in Adversity; Trans Awareness Week; Thanksgiving for the People of the Three Fires; Holiday Romance; Cats in Science Fiction and Fantasy; History in Manga; DC Comics; Sci-Fi Graphic Novels

December – Immigration Information; New Year's; Fantasy Romance

3.3.3 **Prioritize accommodating people with disabilities when designing or selecting offerings**

UPDATE: There is no update at this time.