



# **PORTAGE DISTRICT LIBRARY BOARD**

Regular Board Meeting  
March 24, 2025

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



# NOTICE OF REGULAR MEETING

## PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, March 24, 2025 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, March 24, 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 regular meeting is being held in person.

**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](http://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](mailto:qedwards@portagelibrary.info) prior to the start of the meeting.

**4. Persons with Disabilities**

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

Dated: March 20, 2025

**Quyen Edwards**  
*Library Board Secretary*

Portage District Library  
300 Library Lane  
Portage, MI 49002

# AGENDA

March 24, 2025

**I. Start of Meeting**

**II. Roll Call**

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

The Board Chair will recognize one person to speak at a time, and each speaker must provide their name and address. Each speaker is entitled to one (1) three-minute time during this Public Comment period. Please refer to the Policy for Public Comments at Meetings in its entirety at (<https://qrco.de/bdiESq>) or the printed documents at the entrance to the meeting room on the evening of the Library Board Meeting.

**IV. Adoption of the Agenda for the Regular Meeting of March 24, 2025 (1 minute) (Vote)**

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

- A. Minutes of the regular meeting held on February 24, 2025 *(Info) Pg.5-8*
- B. March 2025 Narrative *(Info) Pg.9-12*
- C. Budget Amendments for Friends Donation, Book PO's, and Kenneth Fischer Trust *(Info) Pg.13-15*
- D. Financial Condition for February 2025 *(Info) Pg. 16-17*
- E. Statistical Report for February 2025 *(Info) Pg. 18-19*
- F. April 2025 Program Calendar *(Info) Pg20-21.*

**VI. Marketing Plan 2025 (20 minutes)**

- A. Presentation of the 2025 Marketing Plan by Marketing Manager Colin Whitehurst *(Info) Pg.22*

**VII. Governance (30 minutes)**

- A. MLA Advocacy *(Info) Pg. 23-25*
- B. Circulation Policy *(Info) Pg. 26-29*

**VIII. Monitoring Reports (10 minutes)**

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

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

- A. Final remarks by Library Director for the March 24, 2025 Library Board Meeting

# AGENDA

## X. Process Evaluation *(5 minutes total)*

### A. Suggestions for Agenda Items to be included on the April 28, 2025 Board Meeting

1. Minutes of the Regular Meeting held on March 24, 2025.
2. Review of Art Exhibit Gift Policy.
3. Review of Programming Policy.
4. Report from Board Liaison to the Friends of the Library.
5. Scheduling of mid-year meeting with the Library Director.
6. 1st Quarter Financial Report for FY 2025.
7. 1st Quarter 2025 Strategic Plan Report
8. Monitoring Report on Executive Limitation: Fundraising Activities.

### B. Miscellaneous

## XI. Adjournment

# MINUTES

From the February 24, 2025  
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, Cara Terry, Tom Vance, Donna VanderVries

**Board Members Absent:** Michele Behr (excused), Jeanne Friedman (excused), and Linda Whitlock (excused)

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

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

Library Board Chair Tom Vance welcomed everyone to the February 24, 2025 Library Board Meeting. He asked if anyone present had any comments and there were none.

## V. Adoption of the Agenda for the Regular Meeting of February 24, 2025

Library Board Chair Vance asked if there were any changes to the agenda before its adoption and there were none. Vance asked for a motion to adopt the agenda.

**MOTION:** It was moved by Trustee Baker and supported by Terry that the Library Board adopt the agenda for the regular meeting of February 24, 2025. Vote 4-Yes, 0-No, 3-Absent (Behr, Friedman, Whitlock). Motion carried.

## VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the February 24, 2025 board meeting before its adoption and none were requested.

A. Minutes of the regular meeting held on January 27, 2025 *(Info) Pg.5-9*

B. February 2025 Narrative *(Info) Pg.10-15*

C. Financial Condition for January 2025 *(Info) Pg. 16-17*

D. Statistical Report for January 2025 *(Info) Pg.18-19*

E. March 2025 Program Calendar *(Info) Pg.20*

F. Review of Confidentiality Policy *(Info) Pg. 21-23*

G. Review of Social Media Policy *(Info) Pg. 24-25*

H. Review of Lost and Found Policy *(Info) Pg. 26*

I. MLA Advocacy News *(Info) Pg.27-28*

**MOTION:** It was moved by Trustee Vander Vries and supported by Trustee Baker that the Library Board adopt the consent agenda for the regular meeting of February 26, 2024. Vote 4-Yes, 0-No, 3-Absent (Behr, Friedman, Whitlock). Motion carried.

# MINUTES

## VII. Governance

### A. Review and Approve Library Board Bylaws

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

**MOTION:** It was moved by Trustee VanerVries and supported by Trustee Terry that the Library Board approve the Library Board Bylaws. Vote 4-Yes, 0-No, 3-Absent (Behr, Friedman, Whitlock). Motion carried.

### B. Report for Friends of the Library.

Co-Liaison to the Friends, Trustee Baker and Trustee Terry gave the Friends of the Portage District Library Board Meeting Update. The Friends made \$2,492 at their February book sale. Of that amount, \$880 was paid by credit card which is the Friends' new initiative.

There are 88 paying members of the Friends at this point in the year and they expect more to come. The Friends are considering selling books on eBay to expand their sale. The Friends approved the request for Adult Summer Reading Program support in the amount of \$2,000 as well as support for the Youth 1,000 Books Before Kindergarten program.

### C. Budget Amendment for Friends of the Library Donation

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

**MOTION:** It was moved by Trustee Terry and supported by Trustee Baker that the Library Board approve the budget amendment for the Friends of the Library donation as recommended. Vote 4-Yes, 0-No, 3-Absent (Behr, Friedman, Whitlock). Motion carried.

### D. Memo: Guests/Presenters to be Invited to Board Meetings in 2025.

Library Director Klien wanted to follow-up from the meeting in January regarding guests to invite to 2025 Board Meetings. Suggestions included Dan Jaqua, Portage Public Safety, and the Mayor of Portage. A final decision will be made at the March Meeting.

### E. Review and Approve Adjusting Wording.

Computer and Internet Usage Policy and Resident/Non-Resident Policy

Library Director Klien said that the Circulation Staff requested to change the name and process for the Internet User Pass to be more efficient and cover patron needs. It will now be called an On-Site Pass to describe the access provided to patrons including the ability to use the internet on public computers as well as use the Makerspace, or book meeting rooms.

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Terry that the Library Board approve the wording change to the Computer and Internet Usage Policy and the Resident/Non-Resident Policy. Vote 4-Yes, 0-No, 3-Absent (Behr, Friedman, Whitlock). Motion carried.

### F. Review and Approve Circulation Policy

Library Director Klien referred to page 49 changes, documenting charging of fees. Coffee and Electric Vehicle charges have now been added to the policy. Business Manager Foti and I did a charging comparison with what the City of Portage currently provides and we have decided to match our fees with the city policy so that it is consistent in our community.



# MINUTES

**MOTION:** It was moved by Trustee Baker and supported by Trustee VanderVries that the Library Board approve the charges on the Circulation Policy. Vote 4-Yes, 0-No, 3-Absent (Behr, Friedman, Whitlock). Motion carried.

## VIII. Ends Development

### A. Donations Report for Funds Received in 2024

Business Manager Foti reminded trustees that donations are not budgeted for each fiscal year and must therefore be approved by budget amendment. Presented in the packet are the donations from the end of FY 2024 that have been designated for specific use as well as the total amount of undesignated funds.

### B. Memo Regarding Budget Amendments for Restricted Donations and Allocation of 2024 Donations.

Library staff had an opportunity to discuss options for the Undesignated Donations as tallied above and made some specific recommendations for items that would enhance services to our community. They requested donation money for new paper folding machines, new print on demand card printers, and outreach materials for Youth Services. There is a remaining undesignated donations balance of \$3,000 which staff will follow up on a recommendation for use at a future time.

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Terry that the Library Board approve the budget amendment for undesignated donations as presented. Vote 4-Yes, 0-No, 3-Absent (Behr, Friedman, Whitlock). Motion carried.

## I. Monitoring Reports (10 minutes)

### A. Monitoring Report: Emergency Library Director Succession.

Lays out plans for an emergency if the Director were to suddenly leave.

### B. Monitoring Report: Succession/Replacement Plan.

Lays out plans for a permanent replacement for a Library Director if they were to resign or retire.

### C. Monitoring Report: Treatment of Consumers.

**Disposition:** Trustees received the monitoring reports.

## IX. Library Director's Reports

### A. Final remarks by Library Director for the February 24, 2025 Library Board Meeting.

Library Director Klien would like to purchase copies of photos taken in the library's Monarch Waystation by Library staff member Quyen Edwards. It is Klien's idea to purchase the art for promoting and educating the community about the benefits of the library's native plantings and the pollinators it attracts. If there is a time when an artist is unable to fulfill contract, we would have a collection of photographs to use to fill in the space. At other times, the art will hang in the staff areas.

**Motion:** It was moved by Trustee VanderVries and supported by Trustee Terry that the Library Board purchase a collection of photographs taken by library staff member Quyen Edwards at the price she sells her work to the community.

# MINUTES

Vote 4-Yes, 0-No, 3-Absent (Behr, Friedman, Whitlock). Motion carried.

## X. Process Evaluation

### A. Suggestions for Agenda Items to be included on the March 24, 2025 Board Meeting

1. Minutes of the Regular Meeting held on February 24, 2025
2. Monitoring Report on Executive Limitation: Asset Protection.
3. Monitoring Report on Executive Limitation: Financial Planning & Budgeting.
4. Monitoring Report on Executive Limitation: Financial Condition & Activities.
5. Library Investment Report.
6. 2025 Marketing Plan

### B. Comments from public, board, and staff.

Board Chair Vance commented on the excellent Monthly Director's Narrative.

## XI. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of February 24, 2025.

**DISPOSITION:** The regular board meeting of February 24, 2025 was adjourned at 6:32 PM.

Recorded and Transcribed by,



Quyen Edwards  
Library Board Secretary



# Director's Report

## March 2025

### Adult Services

STEM Librarian [Jane Fleming](#) hosted three programs showing patrons how to use the laser engraver to engrave key chains. These programs were on Monday, February 3, Tuesday, February 11, and Thursday, February 13. They are at different times of the day in order to reach as many people as possible.

A total of 34 people attended the programs. Patrons were able to choose personalized images and were shown how to manipulate those images and get them on the keychain the way they wanted. They also learned about the different engraver settings so they could get the image to look the way they wanted to. Patrons also were able to explore some of the Makerspace kits while they waited for their engravings to finish.



On February 10th, Outreach Librarian [Sara Weyenberg](#) was invited to present to the morning book club at the Portage Zhang Senior Center. There were 8 people in attendance. She brought the attendees materials that outlined services and resources that are available at the Library, discussed books that have been popular with book clubs in the area, and gave a list of upcoming titles that were anticipated to be book club choices throughout 2025. The meeting concluded with her answering the questions of attendees about Library services.

On February 11th, Outreach Librarian [Sara Weyenberg](#) held a meeting with a representative from the Braille and Talking Book Library to become more familiar with the services they offer to patrons who have difficulty reading physical books. The BTBL is a state agency operated by the Bureau of Services for Blind Persons as a part of the Department of Labor and Economic Opportunity and is also part of the network of regionally operated libraries under the Library of Congress' National Library Service for the Blind and Print Disabled.

On February 19th, Adult Services Librarian, [Rachael Wiegmann](#), hosted Casa de los Abuelos along with Outreach Librarian, [Sara Weyenberg](#). This event was in conjunction with the Kalamazoo Public Library's Reading Together event. In the memoir, *Solito*, by Javier Zamora, he writes about pupusas, and we thought it would be a wonderful opportunity to get a taste of El Salvador as a way of experiencing the culture of the book. Luckily, we were able to find a mom and son-owned food truck in Grand Rapids that makes pupusas and they were willing to come to PDL.

We had 79 participants for the pupusa demo. Casear and Dellmy were organized, and the demonstration went very smoothly. It was a great way to bring other libraries and their patrons to Portage. All the participants received a pupusa and garnishes. The participants seemed to enjoy themselves:

"Wonderful and tasty event at PDL. Thanks to Rachael and Sara for facilitating."



Library of Things February Statistics: 38 things in circulation. 22 total checkouts for the month.

Librarian [Ruth Cowles](#) has prepped the Bird Watchers Kits, the GoPros, the Voice Recorder, the External CD/DVD Drives, the Pickleball Kits, and board game Eldrich Horror for circulation.

## Youth Services

Youth Staff [Olivia Pennebaker](#) and [Karina Gluys](#) facilitated a lively Teen Advisory Group meeting. The ten teens in attendance shared their opinions about library collections, programming, and insects as cupcake toppings.

Youth Staff [Annette Wendt](#) and [Mary Breuer](#) hosted the first Kids' Mug Club. Young Attendees made Red Velvet Cake in a mug for Valentine's Day.

Youth Staff [Emily Mingle](#) and [Karina Gluys](#) had a successful Kitchen Science Elementary Maker. Attendees had messy fun experimenting with baking soda and vinegar, ooblek, density jars, marshmallows and toothpicks, and tie dye tinfoil.



In February, Youth Staff [Andrea Smalley](#), [Emily Mingle](#), and [Laura Wright](#) met with School Media Specialists from Woodland, Haverhill, and Portage Central Elementary schools to plan for student access to library books during April and May while the school libraries are closed in preparation for moving buildings. Andrea and Emily built an Outreach Collection of high-interest elementary age books that will be used for these and other school library closures as well as future outreach efforts toward remote circulation.

In February, we hosted representatives from partner agencies Heart for Home (Foster, kinship, and respite care) and Healthy Babies, Healthy Start (pre- and post-natal parenting support and education) to provide information and activities for library patrons.

Youth Outreach Librarian [Andrea Smalley](#) accompanied Assistant to the Director [Quyen Edwards](#) and STEAM Librarian [Jane Fleming](#) for an episode of the Connecting Communities podcast, sharing

information about library services and events, including outreach, the PDL Seed Library and highlighting new initiatives like The Human Library and the Makerspace Artist in Residence. The episode is scheduled for release on Wednesday, March 26, 2025.

In the month of February, the Preschool staff and contractors provided 31 storytimes/preschool events, reaching a total of 1,380 children and caregivers.

Youth Staff [Kristin McNeal](#) created a display, "Love Across the World" to highlight our World Languages collection.



## Heritage Room

Historian Steve Rossio's primary focus during the month of February was working with the Heritage Room's brand-new negative scanner in conjunction with the John Todd photographic collection. Time was spent learning the idiosyncrasies of the new scanning and editing software along with scanning never-before seen images from the collection. This work is in preparation for the training and eventual implementation of the library's new software, "Recollect," which will allow the general public on-line accessibility to the Heritage Room's archival material.

## Circulation & Technical Services

During the month of February, we had 709 students utilize their PASS cards. We sent out 2697 text messages regarding bills, holds, overdue items, and account renewals.

## Personnel

Fran Cooper retired on Friday March 14, 2025. Business Manager Rob Foti and Head of Tech & Circulation Services Abigail Pylar have been interviewing prospective candidates to fill Fran's position. A decision on a new hire should be completed by Friday, March 21, 2025. The Business Manager, Library Director and Head of Youth Services are working with the Library's onsite HR Consultant, Stefon Hemphill to update the Adult and Youth Customer Service Assistant job descriptions. The Library will post an internal position for a Youth Customer Service Assistant to begin work at the end of April when Mary Breuer retires. The Library Director and Business Manager worked with Stefon Hemphill to update the employee handbook for the

new Earned Sick Time Act (ESTA). All part-time employees currently receive paid time off (PTO) based on the number of hours they work. As a result of the new policies, the Library will convert part-time staff to a sick time accrual mandated in the act and a vacation accrual similar to that of full-time staff, adjusted for their hours scheduled. The change was presented to staff at the Tuesday Staff Meeting.

## Information Technology

In February, the IT Department moved the library's fundraising software to Little Green Light. This online platform will provide a better interface and more robust services for Library's fundraising and management efforts.

The IT department completed its migration of its EZProxy server for database authentication again without issue on March 11, 2025. Careful planning and testing with networking partner Aunalytics made this process seamless. In fact the service disruption for this project was less than a minute.

The IT Department completed its upgrade of Symphony (Library Management System) and Web Services March 12, 2025. The upgrade was completed after hours and we minimized service disruptions by keeping SIP services running during the upgrade. By completing the upgrade in this manner library patrons only experienced a 30-45 minute outage.

The detailed preparatory work helped make the upgrade a smooth and uneventful transition. All the library's key system reports for MelCat, CollectionHQ and Communico ran without issue and made for uninterrupted services. Group Policies were employed to upgrade workstations and while not perfect, the process worked for library staff. The final step in the upgrade will be to copy our production instance to our test instance.

The IT department successfully extracted ContentDM metadata and images for its 2025 local history digitization project.

The IT Department is upgrading its web hosting instance and will be planning this transition to minimize service disruption. This upgrade will provide a better platform for the library's website in both speed and flexibility.

## Maintenance & Building Services

The scheduled updates for the boilers have been completed, with all necessary maintenance and repairs carried out to ensure optimal operation. The annual boiler inspection has been successfully conducted, and no major issues were found, confirming that all systems are functioning as expected. Roof maintenance has also been completed, including thorough inspections and necessary repairs to ensure the roof's structural integrity and to prevent any potential leaks or damage in the future. The fire inspection was performed with all safety protocols met, and as part of this, the backup batteries were replaced. The newly installed batteries are expected to last for the next three years, ensuring reliable emergency backup power when needed. Clean Earth has successfully carried out the yearly drain jetting, ensuring that our drainage systems are fully cleared of any blockages and are functioning at peak efficiency. The spring cleanup has begun, with a focus on preparing the grounds for the warmer months, and storing all winter supplies, including snow removal equipment and seasonal tools. The leak in the preschool room has been addressed, and the area is being repaired with drywall replacement currently underway. Lastly, the quarterly HVAC maintenance has been completed, including cleaning and servicing of all systems to ensure they are running efficiently and effectively for the next quarter.

# Memo

## Budget Amendment - 1,000 Books Before Kindergarten

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

### Background

It is my pleasure to announce that the Friends of the Portage District Library will generously support the Library's 1,000 Books Before Kindergarten Program in 2025 with an additional grant totaling \$1,500. We are most grateful for this grant, enabling us to conduct a program for our youngest patrons that fosters early literacy skills and a love for reading.

### Recommendation

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2025 Budget to increase the Programming-Youth Services line by \$1,500.



# Memo

## Allocation of Unassigned Fund Balance for FY2024 Purchase Order Error

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** February 24, 2025

### Background

In 2024 the Library converted its accounting software to a new web version. This upgrade was years in the making and is intended to make the software more accessible to all users. In FY2025 it was realized that a sixteen (16) Purchase Orders were created in the "Test Environment" of the upgraded software. The Test Environment is used for training and trying out actions before completing in the "Production Environment". Therefore, the result was that these purchase orders were never really created in the system, and orders to a book vendor were placed. Had these purchase orders been completed in Production Environment they would have been Open Purchase Orders at year end and included in the Open Encumbrance Board Amendment that was presented to the board in January 2025.

### Recommendation

The Library recommends that \$6,790.04 of Unassigned Fund Balance be used in FY2025 to cover the cost of these purchase orders. The funds should be allocated to the FY2025 Budget as follows: Books-Fiction-Adult \$3,218.25; Talking Books-Adult \$1,402.68; Videos – Adult \$625.50; and Hot Pick Videos \$1,543.61. This action would have the same result had the purchase orders been completed in the Production Environment.

# Memo

## Kenneth Fred Fischer Trust

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

### Background

I am pleased to inform you that we have received a generous donation to our library from the Kenneth Fred Fischer Trust. This contribution will significantly enhance our resources and provide new opportunities for the community to benefit from expanded library services.

The donation, amounting to \$244,200, has not been designated for a specific purpose at this time.

We are extremely grateful for the support from the Kenneth Fred Fischer Trust. This donation will make a lasting impact on the services we provide, and we look forward to sharing more details on how these funds will be utilized in the coming months.



# Financial Condition Report

February 2025

*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.**

<i>Director's Response:</i>	Revenue	\$7,823,543		
	Expenditures	\$1,889,233		
	<b>Fund</b>	<b>1/31/2025</b>	<b>Changes</b>	<b>2/28/2025</b>
	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

February 2025

	Month Statistics			YTD Statistics		
	Feb-25	Feb-24	CHANGE	2025	2024	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>77,148</b>	<b>73,647</b>	<b>4.75%</b>	<b>159,829</b>	<b>152,207</b>	<b>5.01%</b>
Adult - Books	15,843	15,984	-0.88%	33,399	33,478	-0.24%
Adult - A/V	2,599	4,308	-39.67%	5,680	7,998	-28.98%
Youth - Books	28,683	28,330	1.25%	57,461	58,106	-1.11%
Youth - A/V	2,517	2,692	-6.50%	4,966	6,663	-25.47%
Hot Picks	543	693	-21.65%	1,156	1,565	-26.13%
E-Material	25,342	19,745	28.35%	53,748	40,482	32.77%
ILL - PDL Requests	955	1,133	-15.71%	2,078	2,296	-9.49%
ILL - Other Lib. Requests	666	762	-12.60%	1,341	1,619	-17.17%
<b>Self-Checkout Percentage</b>	<b>53.84%</b>	<b>51.23%</b>		<b>53.56%</b>	<b>51.49%</b>	
<b>Total Library Collection</b>	<b>178,592</b>	<b>177,249</b>	<b>0.76%</b>			
Adult - Books	71,297	71,408	-0.16%			
Adult - A/V	9,865	11,979	-17.65%			
Youth - Books	87,675	84,104	4.25%			
Youth - A/V	7,228	7,177	0.71%			
Hot Picks	2,527	2,581	-2.09%			
<b>Net Acquisitions</b>	<b>541</b>	<b>(630)</b>	<b>185.87%</b>	<b>790</b>	<b>(1,478)</b>	<b>153.45%</b>
Purchased - Books	1,938	1,115	73.81%	4,241	2,189	93.74%
Purchased - A/V	87	254	-65.75%	236	468	-49.57%
Donated - Books	0	0	0.00%	0	0	0.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(1,484)	(1,999)	25.76%	(3,687)	(4,135)	10.83%
<b>Total In-House Usage*</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
In-House Periodical Usage	n/a	n/a	n/a	n/a	n/a	n/a
In-House Book Usage	n/a	n/a	n/a	n/a	n/a	n/a
<b>Patrons</b>						
<b>Total Patrons</b>	<b>33,711</b>	<b>33,230</b>	<b>1.45%</b>			
Adult	17,120	16,190	5.74%			
Youth	2,088	2,476	-15.67%			
Non-Resident	229	191	19.90%			
Reciprocal	3,507	3,045	15.17%			
Internet User	625	577	8.32%			
PASS Users	10,082	10,692	-5.71%			
Professional	60	59	1.69%			
<b>Net Patrons</b>	<b>195</b>	<b>62</b>	<b>214.52%</b>	<b>391</b>	<b>79</b>	<b>394.94%</b>
Adult	200	214	-6.54%	405	440	-7.95%
Youth	9	12	-25.00%	17	35	-51.43%
Non-Resident	0	0	0.00%	3	2	50.00%
Reciprocal	72	67	7.46%	159	148	7.43%
Internet User	31	55	-43.64%	62	113	-45.13%
PASS Users	23	2	1050.00%	56	3	1766.67%
Professional	1	0	100.00%	1	2	-50.00%
<b>Patrons Removed</b>	<b>(141)</b>	<b>(288)</b>	<b>51.04%</b>	<b>(312)</b>	<b>(664)</b>	<b>53.01%</b>

# Statistical Report

	Month Statistics			YTD Statistics		
	Feb-25	Feb-24	CHANGE	2025	2024	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	0	930	-100.00%	810	1,690	-52.07%
Internal/Collaboration		122	-100.00%	115	227	-49.34%
External/Outside Usage		808	-100.00%	695	1,463	-52.49%
<b>Total Program Audience</b>	2,846	3,129	-9.04%	6,251	5,191	20.42%
Adult	771	526	46.58%	2,282	1,120	103.75%
Youth	1,875	2,397	-21.78%	3,688	3,823	-3.53%
Heritage Room	200	206	-2.91%	281	248	13.31%
<b>Total Number of Programs</b>	100	99	1.01%	194	178	8.99%
Adult	46	37	24.32%	101	73	38.36%
Youth	52	59	-11.86%	89	101	-11.88%
Heritage Room	2	3	-33.33%	4	4	0.00%
<b>Total Volunteer Hours</b>	282	202	39.60%	453	385	17.66%
Adult	91	60	51.67%	143	125	14.40%
Youth	100	54	85.19%	151	101	49.50%
Technical	22	11	100.00%	35	23	52.17%
Circulation	35	43	-18.60%	58	68	-14.71%
Administration	34	34	0.00%	66	68	-2.94%
Community Service	0	0	0.00%	0	0	0.00%
<b>Total Front Door Traffic</b>	17,542	17,665	-0.70%	35,853	36,663	-2.21%
<b>Total Youth Services Traffic</b>	13,359	13,322	0.28%	27,355	27,654	-1.08%
<b>Total Business Center Traffic</b>	0	0	0.00%	0	0	0.00%
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	6,040	5,796	4.21%	13,521	11,960	13.05%
Adult Phone	575	472	21.82%	1,290	1,048	23.09%
Adult Ready Reference	1,363	1,039	31.18%	3,023	2,487	21.55%
Adult Reference	186	221	-15.84%	435	418	4.07%
Youth Phone	73	64	14.06%	191	148	29.05%
Youth Ready Reference	2,561	2,534	1.07%	5,929	5,194	14.15%
Youth Reference	271	346	-21.68%	547	707	-22.63%
HR Phone	7	11	-36.36%	23	17	35.29%
HR Ready Reference	299	347	-13.83%	455	524	-13.17%
HR Reference	7	15	-53.33%	13	20	-35.00%
Circ Phone	456	286	59.44%	1,083	631	71.63%
Circ Ready Reference	68	301	-77.41%	152	456	-66.67%
Circ Reference	174	160	8.75%	380	310	22.58%
<b>Total Edutainment LAN Use</b>		442	-100.00%	119	555	-78.56%
<b>Total Internet Computer Use</b>	1,676	1,489	12.56%	3,248	2,860	13.57%
Youth Computers	215	146	47.26%	428	346	23.70%
Adult Computers	1,457	1,341	8.65%	2,812	2,509	12.08%
Laptop Computer Circulated	4	2	100.00%	8	5	60.00%
<b>Total Electronic Transactions</b>	42,289	40,011	5.69%	83,300	82,699	0.73%
WebSite Hits	30,988	29,205	6.11%	61,020	60,896	0.20%
WebCatalog Sessions	9,980	9,417	5.98%	18,845	18,182	3.65%
Licensed Database Hits	1,321	1,389	-4.90%	3,435	3,621	-5.14%

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

Christy Klien, Library Director



# PDL Events

April 2025

## Family Storytime

Tuesday, April 1  
9:30am & 10:30am

## Combat of the Vikings

with Jerry Berg  
Tuesday, April 1  
6:00pm - 7:00pm

## Art-rageous Springtime Creations

Children and their grownups drop in for arts and crafts!  
Wednesday, April 2  
10:00am - 12:00pm

## Audio Book Alternatives

Learn how to use digital audio book formats  
Wednesday, April 2  
2:00pm - 3:00pm

## Immaculate Snacks & Gaming

Wednesday, April 2  
3:30pm - 4:30pm

## Mindful Meditation

with Nicole Najjar!  
Wednesday, April 2  
6:00pm - 7:00pm

## Muffins and the Market

An investment discussion group  
Thursday, April 3  
9:00am - 10:00am

## Friends of the Library Members Only

Book Sale  
Friday, April 4  
4:00pm - 5:30pm

## Friends of the Library

Book Sale  
Saturday, April 5  
9:00am - 3:00pm

## Casting in Silicone

Creating Molds out of Silicone  
Sunday, April 6  
2:00pm - 3:30pm

## Baby/Toddler Storytime

Monday, April 07  
9:30am & 10:30am

## Knot for Profit

A Fiber Arts Club  
Monday, April 07  
3:00pm - 5:00pm

## Yoga with Apral

A gentle approach  
Monday, April 7  
4:00pm - 5:00pm

## Kalamazoo County Historical Society

Monday, April 7  
7:00pm - 8:30pm

## Family Storytime

Tuesday, April 8  
9:30am & 10:30am

## Design with Canva

Unleash Your Creativity  
Tuesday, April 8  
6:30pm - 8:00pm

## Baby/Toddler Storytime

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

## Kids' Mug Club (3rd-5th Grades)

Wednesday, April 9  
4:30pm - 5:30pm

## Middle Grade Book Club

4th-6th Grade  
Wednesday, April 9  
6:00pm - 7:00pm

## Books, Babies, and Bellies

For expecting and new parents.  
Thursday, April 10  
10:00am - 11:30am

## Make It @ The Library

Cricut Gift Bags  
Thursday, April 10  
10:30am - 12:00pm

## Elementary Maker

Coding Robots  
Thursday, April 10  
4:30pm - 5:30pm

## Bedtime Storytime

Thursday, April 10  
6:30pm - 7:00pm

## International Mystery Book Discussion

"The Enigma of Room 622"  
Thursday, April 10  
7:00pm - 8:00pm

## Documentary and Donuts

It's Basic. Runtime 1hr 16min. 2023.  
Friday, April 11  
10:00am - 12:00pm

## Daughters of the American Revolution

Lucinda Hinsdale Stone Chapter  
Saturday, April 12  
1:00pm - 2:00pm

## Baby/Toddler Storytime

Monday, April 14  
9:30am & 10:30am

## 4- and 5-Year-Old Book Club

Monday, April 14  
2:00pm - 2:45pm

## Just Move Storytime

Tuesday, April 15  
9:30am & 10:30am

## Plots and Pages

A Local Writers' Group  
Tuesday, April 15  
6:00pm - 8:00pm

## Plumbing Basics with Community Homeworks

Learn about your home's plumbing system  
Tuesday, April 15  
6:00pm - 7:00pm

## Teen Advisory Group

Tuesday, April 15  
6:30pm - 7:30pm

## Baby/Toddler Storytime

Wednesday, April 16  
9:30am & 10:30am

## Make It @ The Library

Cricut Gift Bags  
Wednesday, April 16  
2:30pm - 4:00pm

## Drawing with Natalie Budnick

Learn to draw!  
Wednesday, April 16  
6:00pm - 7:00pm

## Muffins and the Market

An investment discussion group.  
Thursday, April 17  
9:00am - 10:00am

## Bedtime Yoga Storytime

with Little Roots Yoga  
Thursday, April 17  
6:30pm - 7:00pm

## Springtime Paper Collage

With Guest Artist Sarah Lindmark  
Thursday, April 17  
6:30pm - 8:00pm

## Sense-sational hands-on fun

Sensory Activities for children 1yr - 4yrs  
Friday, April 18  
10:00am - 11:00am

**Kalamazoo McIntosh Users' Group**

Saturday, April 19  
9:00am - 12:00pm

**Saturday Sound Immersion**

Saturday, April 19  
10:30am - 11:30am

**Baby/Toddler Storytime**

Monday, April 21  
9:30am & 10:30am

**Yoga with Apral**

A gentle approach  
Monday, April 21  
4:00pm - 5:00pm

**Dungeons & Dragons**

4th-7th Grade  
Monday, April 21  
6:30pm - 8:00pm

**Kalamazoo Valley Genealogical Society**

General Meeting & Program  
Monday, April 21  
7:00pm - 8:30pm

**Family Storytime**

Tuesday, April 22  
9:30am & 10:30am

**Purl for Portage**

A Yarn Arts Club  
Tuesday, April 22  
6:00pm - 8:00pm

**Teen LGBTQ+ Meet-Up**

Tuesday, April 22  
6:30pm - 8:00pm

**Baby/Toddler Storytime**

Wednesday, April 23  
9:30am & 10:30am

**Make It @ The Library**

Cricut Gift Bags  
Thursday, April 24  
6:30pm - 8:00pm

**Bedtime Storytime**

Thursday, April 24  
6:30pm - 7:00pm

**Art Adventure Drop-in**

Children and their families welcome  
Friday, April 25  
12:00am - 11:59pm

**Art Adventure Drop-in**

Children and their families welcome  
Saturday, April 26  
12:00am - 11:59pm

**Art Adventure Drop-in**

Children and their families welcome  
Sunday, April 27  
12:00am - 11:59pm

**Baby/Toddler Storytime**

Monday, April 28  
9:30am & 10:30am

**Light Lunch and Literature**

"The House on Mango Street," by  
Sandra Cisneros  
Monday, April 28  
12:00pm - 1:00pm

**Family Storytime**

Tuesday, April 29  
9:30am & 10:30am

**Teen Murder Mystery Party**

Tuesday, April 29  
6:00pm - 7:30pm

**3D Design**

Create Your Own Fidget  
Tuesday, April 29  
6:30pm - 8:00pm

**Toddler Playtime**

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

**Silent Book Club @ Brewery Outre**

for Adults  
Wednesday, April 30  
5:00pm - 6:30pm

**Introduction to Polymer Clay**

with Sarah Nott  
Wednesday, April 30  
6:00pm - 7:30pm

**Kalamazoo Area Wild Ones**

Presentation by Roger LaBine &  
Courtney Collia  
Wednesday, April 30  
6:30pm - 8:30pm

# Memo

## Presentation of the 2025 Marketing Plan

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

At the March board meeting, Marketing Manager Colin Whitehurst, will present the 2025 Marketing Plan. He will discuss his vision for the future of marketing at our library, provide an overview of our current marketing efforts, and outline some strategies the library will investigate to address the needs identified in the strategic planning process.



# MLA ADVOCACY NEWS

March 2025

## Governor Whitmer Proposes No Increase to State Aid to Libraries in FY26 Budget

As we have experienced for 8 years of the Snyder Administration and the 7th year of Governor Whitmer's administration, the FY26 State Aid to Libraries budget remains flat. We also saw no increases for Library of Michigan programs/staff.

While this is disappointing, we will continue to advocate for an increase to State Aid to Libraries before the final budget is adopted. Our current State Aid to Libraries stands at \$16.5 million and this will most likely be one of our talking points at Advocacy Day in Lansing on April 30.

## Federal Changes Impacting Grant Programs for Michigan Libraries

Federal budget uncertainties, shifting priorities, and policy changes are causing significant changes and delays in grant programs and funding processes for Michigan libraries and cultural organizations. Updates from the Library of Michigan, Michigan Humanities, and the Michigan Arts and Culture Council highlight adjustments to grant cycles, compliance requirements, and funding priorities. These changes may impact future opportunities for libraries and their partners. We will continue to monitor and share updates on these programs. Below, we provide an overview of the latest developments to keep you informed and prepared.

Library of Michigan (and the Institute for Museum and Library Services – IMLS)

The Library of Michigan is continuing the hiatus for the Public Library Services grant program through 2025 and delaying the application and grant period for the Improving Access to Information 2025/2026 program. When there is more information on the status of LSTA funding for fiscal year 2026, the Library of Michigan will update the status of the Improving Access to Information grant program.

Michigan Humanities (and the National Endowment for the Humanities – NEH)

Due to the delay in the approval of the fiscal year 2025 federal budget, and the uncertainty of the amount of funding that will be appropriated to the National Endowment for the Humanities and the Office of State and Federal Partnerships, it has become necessary to make some procedural changes to the timing of grant rounds to ensure organizational consistency at Michigan Humanities. To this end, all grant rounds will be announced after the approval of each new fiscal year's federal budget. This allows for transparent and accurate information to be released to partners regarding funding availability. Within 30 days of federal budget approval, funding windows and application guidelines will be released. This will be our process for the foreseeable future. Please note: the Arts and Humanities Touring Grant program is not currently affected by these changes. As a collaboration between Michigan Humanities and the Michigan Arts and Culture Council, it utilizes funding from the state of Michigan.

Michigan Arts and Culture Council (and the National Endowment for the Arts – NEA)

Many libraries also receive grant dollars from the Michigan Arts and Culture Council. While the majority of the funds that support arts and cultural organizations come from the state general fund, approximately 300 organizations that receive operational awards have federal dollars attached from the National Endowment for the Arts. There is currently no impact for FY25 grant recipients as the funds have already been expended, but changes in FY26 are likely. Of note from the National Endowment for the Arts, the Assurance of Compliance section that each applicant must sign off on if receiving federal funds has been updated and states that the

# MLA ADVOCACY NEWS

applicants will comply with all applicable Executive Orders and calls out specifically that applicants will not operate any programs promoting “diversity, equity and inclusion” (Trump’s administration has referred to DEI initiatives as “illegal and immoral discrimination programs”) that violate any applicable Federal anti-discrimination laws in accordance with Executive Order 14173, nor promote gender ideology, pursuant to Executive Order No. 14168. The NEA has altered its 2026 grant guidelines to prioritize projects that honor the upcoming 250th anniversary of the signing of the Declaration of Independence. The NEA has also eliminated the Challenge America grant, which awarded projects that “extend the reach of the arts to underserved groups/communities” by giving \$10,000 to small organizations that could allocate matching funds (about \$1M each year to Michigan-based organizations.)

## Joint Statement on IMLS from Michigan Libraries, Museums, and Archives

([https://www.milibraries.org/index.php?option=com\\_content&view=article&id=1744%3Ajoint-statement-on-imls-from-michigan-libraries--museums--and-archives---advocacy---news---michigan-library-association&catid=27%3Anews-mla&Itemid=292](https://www.milibraries.org/index.php?option=com_content&view=article&id=1744%3Ajoint-statement-on-imls-from-michigan-libraries--museums--and-archives---advocacy---news---michigan-library-association&catid=27%3Anews-mla&Itemid=292))

On March 14, 2025, President Trump issued an Executive Order (EO) that adversely affects the only federal agency that provides resources to our nation’s libraries, museums, and archives. The EO “Continuing the Reduction of the Federal Bureaucracy” directs the Institute of Museum and Library Services (IMLS) to eliminate non-statutory programs and reduce its functions and personnel to the minimum required by law. For IMLS, this would mean a dramatic reduction in its scope and capacity to support our nation’s cultural institutions. Libraries and museums across the country will feel the effects of these cuts, particularly in areas reliant on discretionary funding and special initiatives.

Michigan receives modest federal funding from IMLS, but our 397 public library systems, 87 academic libraries, nearly 3,000 school libraries, 650 museums, and hundreds of historical organizations pride themselves on using these resources efficiently and innovatively to deliver outstanding programs and services. The changes to IMLS ordered in the EO would be devastating to the cultural and literary landscape enjoyed by all Michigan residents.

What is at stake if IMLS reduces its workforce and dismantles programming, funding, and services to our libraries, museums, and archives? Close to \$2.25 million/year in individual grants to our libraries, and an additional \$1.77 million/year for our museums and archives could be affected. In addition, the Library of Michigan may be adversely affected if the \$4.78 million Grants to States were to cease including:

- the Michigan Electronic Library (MeL and MeLCat) – a centralized catalog and resource-sharing service (inter-library loan) created to lend and share materials among all types of libraries in Michigan
- MeL databases that are used extensively by our academic and school libraries
- travel stipends for library staff to attend professional development opportunities to stay current with trends that affect the profession
- funding for cohorts on financial sustainability, digital literacy, artificial intelligence, and public library management
- excellent training and educational opportunities for all library workers through participation in Niche Academy offerings

We strongly support continued funding and staffing and implore President Trump to rescind this Executive Order. Our goal is to ensure that the IMLS continues to fund worthy and essential library, museum, and

# MLA ADVOCACY NEWS

archival programs that benefit Michigan communities well into the future.

In Fiscal Year 2024, the government spent \$6.75 trillion, exceeding its revenue and resulting in a deficit. While the stated purpose of the EO is to reduce bureaucracy and waste, it is unreasonable to target the federal funding allocated to libraries and museums that represents just a tiny fraction – approximately 0.0043% in FY 2024 – of the federal budget. This minimal investment supports institutions that are vital to education, cultural preservation, and community enrichment.

While funding for the remainder of Fiscal Year 2025 (ending Sept. 2025) has been appropriated to the IMLS in the newly approved Continuing Resolution, we have no guarantees of funding for IMLS in the Fiscal Year 2026 budget.

It is time to take a stand and speak up today by calling, writing, emailing, visiting, or sending a letter to your federal elected officials. We encourage you to use one of the links below that have been set up by various national organizations. Contact your legislators and tell them to continue fully funding IMLS – both discretionary programs and those explicitly mandated by law. Don't forget that your communication will be stronger by adding your own words, and how this will affect you, your cultural institution, and your community.

**American Library Association:**

<https://app.oneclickpolitics.com/campaign-page?cid=9CyapZUB9sorxFLO4J0c&lang=en>

**EveryLibrary:** <https://action.everylibrary.org/saveimls2025>

**American Association for State and Local History:** <https://www.congressweb.com/aam/94/>

**American Alliance of Museums:** <https://www.congressweb.com/aam/95/>

Collectively, we the undersigned, stand together and call on all Michiganders who value reading, learning, history, and enrichment to take a stand in support of our libraries, museums, and archives. We urge President Trump to rescind the EO targeting IMLS and implore Congress to continue fully funding IMLS at levels that protect both discretionary and statutory programs.

Deborah E. Mikula  
Executive Director, Michigan Library Association

Steven Bowers  
President, Library Cooperatives of Michigan

Christine Beachler  
President, Michigan Association of School Librarians

Mies Martin  
President, Michigan Academic Library Association

Lisa Craig Brisson  
Executive Director, Michigan Museums Association

Elizabeth Nicholson Green  
President, Michigan Archival Association

Larry J. Wagenaar  
Executive Director and CEO, Historical Society of Michigan

# Memo

## Regarding: Changes to the Circulation Policy

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

### Background

We noticed we had long wait times on some mid-tier titles or titles gaining popularity through social media because we allowed individuals to renew their items immediately without holds. Thus, the titles were not available for other patrons for up to three months. We recommend that we change the policy so that renewals cannot be completed more than 5 days prior to an item's due date. Our system will automatically renew an eligible item 2 days prior to an item's due date if there are no holds.

### Recommendation

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

# Circulation Policy

## I. SERVICES & USAGE:

### A. Subscription Services

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

### B. Circulation Limits

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

### C. Holds & Renewals

1. All members may place up to 25 items on hold at one time.
2. Items in Hot Pick collections cannot be put on hold.
3. Telescope kits can be placed on hold.
4. Two renewals are allowed for items that are not in demand. Renewals cannot be completed more than 5 days prior an item's due date. The renewal period is the same length as the original checkout period. The following types of items cannot be renewed: Hot Picks, mobile hot spots, telescopes, Book Discussion bags, and items on hold for another member.

### D. Additional Requirements

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

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



## **II. FINES & FEES:**

### **A. Overdue Fines**

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

### **B. Lost or Damaged Item Fees and Regulations**

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

### **C. Returned Check Fee**

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

### **D. Photocopy /Printout/Faxing/Scanning Fees**

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

### **E. Coffee Vending Fees**

A fee of \$2.50 will be charged for a 12 oz. cup of coffee purchased through the coffee vending machine.

### **F. Car Charging Fees**

A fee for use of the car charging station will \$0.13/kwh. An additional fee of \$0.75 will be charged per hour after the first two hours. A \$0.99 Guest Fee will be charged per session.

An estimate of costs is as follows:

\$0.86 for 1 hour

\$1.72 for 2 hours

\$3.32 for 3 hours

\$4.93 for 4 hours

\$6.54 for 5 hours

\$8.15 for 6 hours

\$9.76 for 7 hours

\$11.36 for 8 hours

\$12.97 for 9 hours

\$13.80 for 10 hours



## Asset Acquisition and Disposal

### Administrative Procedure

#### I. CONTRACTING FOR GOODS & SERVICES AND CAPITAL IMPROVEMENTS

Goods and services are defined to include supplies, operating services, maintenance agreements, insurance policies, professional services, leases for equipment and facilities and Capital Improvements. Capital improvement are defined to include improvements to the Library building and site, and durable goods such as furniture, and moveable equipment as needed to support Library operations, having a useful life of more than one (1) year.

#### II. PURCHASING AGENT

The Business Manager or his/her designee shall act as purchasing agent of the library and shall, with approval of the director, adopt any necessary rules respecting requisitions and purchase orders, in accordance with Library purchasing policies.

#### III. EXECUTION OF DOCUMENTS

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

#### IV. PROHIBITED PURCHASES

The Library shall not purchase goods or services from:

A. Any person or entity representing a conflict of interest with any Library Board member or Library employee without the express consent of the Library Board, consistent with all legal requirements.

B. Any person or entity which the library is otherwise prohibited from contracting with by law.

#### V. PURCHASE ARRANGEMENTS

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

A. Establishing contractual arrangements and/or multiyear contracts with vendors by which items or services can be purchased for a fixed period of time at an established price.

Notwithstanding any other provision of this policy, such contractual arrangements shall not be effective for more than three years without the express consent of the Library Board and shall not in any case be effective for more than five years. At the end of the contractual arrangement a new arrangement may be entered into with the same vendor only if a determination is made, the contractual arrangement determination by the purchasing agent affirming that the prices contained in the contractual arrangement continue to represent the best overall value and/or otherwise best meet the needs of the Library.

B. Designating a vendor as a “preferred vendor” after determining that such vendor can provide goods or services to the library in a manner that conveys to the library the best overall value based on cost and expertise in their field where a long-term relationship with the library can bring the most efficient and effective service. A preferred status shall not be effective for more than three years without a new and additional determination by the purchasing agent affirming that the prices and expertise of the vendor would still provide the Library with the overall best value. At any time during the three year period, the Library may decide at its discretion to revoke preferred status from a vendor and begin the process of choosing another vendor for goods or service under the guidelines established in this document. Examples of such services that would benefit from a vendor having preferred status are: mechanical repair and maintenance, architectural, legal, banking, payroll, technology support and auditing.

C. Establishing open accounts with vendors by which authorized Library personnel can procure goods needed for Library operations.

D. Using electronic “purchase cards” or similar means through which authorized Library personnel can procure goods needed for Library operations.

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

#### VI. PURCHASES UNDER \$5,000

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

#### VII. PURCHASES MORE THAN \$5,000 AND UNDER \$20,000

A. Purchases of supplies, materials or equipment the cost of which is more than \$5,000 and less than \$20,000 or such other amount that may be established by the Library Board may be made in the open market by the purchasing agent, but such purchase shall be based on competitive prices and shall be awarded to the lowest competent vendor except as otherwise provided in this document.

B. The agent may solicit prices verbally, by telephone or by written communication.

C. In determining the competency of a bidder, the agent shall be guided by his judgment of the ability of the bidder to provide the required material or services in compliance with the specifications set forth. If the purchase is not made from the lowest bidder, a statement of the reasons for placing the order with a higher bidder shall be prepared by the agent and filed with the purchase order.

#### VIII. PURCHASES OR CONTRACTS OVER \$20,000

A. Where the amount of a Library obligation is in excess of \$20,000 or such other amount as may be established by the Library Board and not previously approved in the Library Budget, and expenditure for supplies, materials, equipment, capital improvements or services must be approved by the Library Board.

B. Sealed bids shall be obtained by the purchasing agent by mailing a copy of the specifications or requirements to such qualified vendors as may be known to him or by posting a copy of the request in the form of a newspaper advertisement.

C. Where the interest of the library and the public good are best served, the library may elect to purchase from other than the lowest bidder. The approving authority for each purchase shall reflect in the official purchasing record the basis for any procurement not made from the lowest bidder.

D. The library may reject any or all bids on a proposed purchase as determined to be in the best interest of the library.

E. The library may elect, at its sole discretion, not to proceed with any proposed purchase for which it has sought bids, whether through public advertisement or otherwise.

F. All purchases must be approved by the purchasing agent or Library director before the library becomes obligated to a vendor by purchase order or by other contractual arrangement.

G. When other considerations are equal, contracts may be awarded to local vendors, based on, without limitation, their contribution to the local taxbase, prompt service based on close proximity, and the administrative benefit of having a local vendor.

#### IX. EXCEPTIONS TO COMPETITIVE BIDDING

Competitive bidding shall not be required in the following cases:

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

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

B. In the employment of professional services, including but not limited to accounting, auditing, data processing, legal, planning, engineering, and architectural.

C. Where goods or services can be purchased under the umbrella of a purchasing program where goods and services have been bid out to obtain the lowest pricing and then made available to its members at that best price. The use of the purchasing program will take the place of the Library issuing an RFP as the a reduced price has been negotiated and the Library can also eliminate time conducting its own RFP process.

D. Where the Library Board shall determine that the public interest will be best served by purchase from or joint purchase with another unit of government.

E. Where the Library elects to undertake the work itself.

F. In purchasing any type of insurance coverage.

G. Non-contractible services, where the scope of the work is not definitive or the cost of preparing contract documents exceeds the cost of the service.

H. Specialty services or goods.

I. Additional services may be included in the above listing as the Library Board deems necessary or in the best interest of the Library. For other items for which it is not practical to obtain competitive quotes or bids, the Library Board may waive the requirements of the purchasing policy and authorize the purchase as recommended by the purchasing agent.

#### X. SALE OF LIBRARY PROPERTY

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

A. The conveyance of real property may only occur with the prior approval of the Library Board.

B. Except as otherwise provided in this policy, for the sale of assets other than real property, the purchasing agent must determine the fair market value of the item based on its condition and market for such items. If the fair market value is deemed to be more than \$250, adjusted for the purchasing agent's time and effort to sell the asset, then the Library can offer those assets for sale by auction, public sale, or to other entities within the library community. The method chosen will be based on the nature of the asset. The recipient of

a bidding process shall be chosen as the bidder whose bid is deemed most advantageous to the Library.

C. At the discretion of the purchasing agent, surplus assets valued at less than \$250.00 may be sold to library employees provided that such sales are conducted in a fair and equitable manner. If an asset is determined to be in a condition that would render it undesirable or unsafe for sale, the item may be discarded or donated without being offered to sale. Once it is determined that assets will be offered for sale to employees, the purchasing agent will make it known to all employees of the assets available through an interoffice posting. The posting will include an asset description, price and timetable for interest employees to convey their interest to the purchasing agent. If there are more interested parties than assets, a fair method, as determined by the Library Director, will be used to determine the order in which the employees will purchase items.

D. Assets or property for which no buyer can be found may, with the prior approval of the Library Director, be donated to one or more Libraries, nonprofit organizations or other non-commercial entities.

E. All proceeds from the sale of assets or property, in any manner articulated in this policy, will be deposited into the Library's General Fund.

# Monitoring Report

## For Executive Limitation Policy:

### Asset Protection

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

**Director's Response:** Procedures are always followed as stated. An Asset Protection Monitoring Report is scheduled on the Library Board's annual calendar for presentation in the month of March, and then it may also be provided at any other time during the year at the Library Board's request. The Monitoring Report on Asset Protection will be presented at the March 21, 2023 board meeting.

# Monitoring Report

## For Executive Limitation Policy:

### Financial Planning & Budgeting

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

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

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

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

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

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

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

# Monitoring Report

## For Executive Limitation Policy:

### Financial Condition and Activities

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

**Policy: 1. Expend more funds than have been received in the fiscal year to date.**

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

*Response:* Revenue: \$7,823,543  
Expenditures: \$1,889,233

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

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

*Response:*

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

*Director's* No reserves have been used.

*Response:*

**Policy: 4. Conduct inter-category shifting.**

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

*Response:*

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

*Director's* Payroll is processed by Paylocity. (Payroll service) bi-weekly. Payables are also processed

*Response:* monthly or "as needed".

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

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

*Response:*

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

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

*Response:*

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

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

*Response:*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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