

NOTICE OF REGULAR MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY

Monday, January 24, 2022

at 6:00 p.m.

The Library Board of the Portage District Library will hold a regular meeting on Monday, January 24, 2022 at 6:00 p.m. This meeting will be held at the Library's temporary location at 5528 Portage Road. 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 due to the expiration of the Emergency order in Kalamazoo County on December 31, 2021. However, the public may attend and offer public comment electronically due to the current Covid positivity rates in our area. The Library wants to ensure participation by the public if the public cannot be physically present.

2. **Procedures.** The public may participate in the meeting in person or electronically and may make public comment through either of the following methods.

You are invited to a Zoom webinar.

When: Jan 24, 2022 06:00 PM Eastern Time (US and Canada)

Topic: Portage District Library Board Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82007060635>

Or One tap mobile :

US: +16465588656,,82007060635# or +13017158592,,82007060635#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 820 0706 0635

International numbers available: <https://us02web.zoom.us/j/82007060635>

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.

Dated: January 20, 2022

Quyen Edwards
Portage District Library
5528 Portage Road
Portage, MI 49002

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

January 24, 2022

5528 Portage Road, Portage, Michigan 49002

AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff (15 minutes total)
- IV. Adoption of the Agenda for the Regular Meeting of January 25, 2021 (1 minute) (Vote)
- V. Consent Agenda (5 minutes) (Vote)
 - A. Minutes of the Regular Meeting held on December 14, 2021. *Pg. 5-11*
 - B. 2022 Library Board Roster *(Info) Pg. 12*
 - C. Review Confidentiality Policy. *(Info) Pg. 13-15*
 - D. Budget Amendment Request to Increase Expense Lines in the FY 2022 Budget to Offset Unpaid Encumbrances. *(Info) Pg. 16-17*
 - E. Narrative Report for December 2021. *(Info) Pg. 18-26*
 - F. Report on Financial Condition for December 2021. *(Info) Pg. 27-29*
 - G. Marketing Update for December 2021. *(Info) Pg. 30-32*
 - H. Legislative Update for December 2021. *(Info) Pg. 33-36*
 - I. Statistical Report for December 2021. *(Info) Pg. 37-38*
 - J. Year-End Statistical Report for FY 2021. *(Info) Pg. 39-45*
 - K. Library Board Linkage *(Info) Pg. 46*
 - L. Updated Staff Organizational Chart *(Info) Pg. 47*
- VI. Governance (60 minutes)
 - A. Election of Library Board Officers for 2022. *(Vote) Pg. 48*
 - B. Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends, and Library Board Secretary for 2022. *(Info) Pg. 49*
 - C. Annual Signing of "Conflict of Interest" Statements by Trustees. *(Info) Pg. 50-51*
 - D. Consideration of Guests/Presenters to be Invited to Board Meetings in 2022. *(Info) Pg. 52*
 - E. 4th Quarter Financial Report for Fiscal Year 2020 & Variance Report. *(Info) Pg. 53-56*
 - F. Library RFID Technology. *(Vote) Pg. 57*
 - G. Library Meeting Room Technology. *(Vote) Pg. 58*
 - H. Library Public Access Computer, Print and Scan Technology. *(Vote) Pg. 59*
- VII. Ends Development (30 minutes total)
 - A. Endorsement of Library Director's Personal Goals for 2022. *(Vote) Pg. 60*
 - B. 4th Quarter 2021 Strategic Plan Statistics *(Info) Pg. 61-65*
 - C. Strategic Plan and Ends Statement Endorsement *(Vote) Pg. 66-69*
- VIII. Monitoring to Assure Compliance with Executive Limitations (5 minutes)
 - A. Monitoring Report on Executive Limitation: Global Executive Constraint. *(Info) Pg. 70-71*
- IX. Library Director's Reports (15 minutes total)
 - A. Building Update *(Info) Pg. 72-74*
 - B. Final remarks by Library Director for the January 24, 2022 Library Board Meeting
- X. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the February 28, 2022 Board Meeting
 1. Minutes of the Regular Meeting held on January 24, 2022.
 2. Review of Library Board Bylaws.
 3. Donations Report for Funds Received in 2021.
 4. Approval of Allocation of 2021 Gifts & Donations for Expenditure in 2022.

5. Finalization of Guests to be Invited to Board Meetings in 2022.
6. Monitoring Report: Emergency Library Director Succession.
7. Monitoring Report: Treatment of Consumers.
8. Discussion about Fines and Fees/Usage Policy.

B. Assessment of this meeting

C. Miscellaneous Items

XI. Adjournment

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

December 13, 2021

via Zoom at 6:00 PM

I. Start of Meeting - Board members and staff gathered virtually via Zoom and the board meeting started at 6:00 PM.

II. Roll Call

Ken Baker and I am participating virtually from my home in Portage, MI.

Carol Bale and I am participating virtually from my home in Portage, MI.

Michele Behr and I am participating virtually from Ft. Myers Beach, FL

Jeanne Friedman and I am participating virtually from my home in Portage, MI.

Donna VanderVries and I am participating virtually from my home in Portage, MI.

Board Members Absent: Tom Vance and Linda Whitlock

Library Staff Present: Library Director Christy Klien, Jill Austin, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Abby Pylar, Pam Triplett, Laura Wright and Colin Whitehurst

Library Staff Absent: Doran Lefaive

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

A. Comment from Trustee Baker – My wife and I went to the Author Hop last Friday. It was a great event and the authors that were there were very interactive. We purchased some books as gifts for Christmas. I wish the weather had been better that night and I know there were some conflicting events happening at Portage Central which might have limited participation.

Trustee Baker said that he had read an MLA release regarding banned books. He noted that one of our previous community reads, “The Hate U Give” by Angie Thomas, was one that was on that list. Baker talked with Sara Brown, the Media Specialist at Portage Central High School, and learned that they have already received comments about the upcoming ComuniTeen Read selection, “The 57 Bus” Dashka Slater.

Board Chair Behr asked Library Director Klien if the library had received any comment yet. Klien said that she was made aware of the book by Head of Youth Services Laura Wright.

As an employee of the schools, Trustee Friedman said she understands that there are a lot of people invested in this choice of book from school and library staff to community members. It is a valid book to study. She said that she was aware that there was a letter received by parent to not allow their student to read. She encouraged the Board to remain aware and remain updated about what is happening with ComuniTeen.

Head of Youth Services Laura Wright said that this concern can occur as we choose books that require thoughtful conversation. The committee has remained steadfast in the belief that while it can occasionally be uncomfortable, these discussions are worthwhile. What might be different this year is

that the community temperature is higher on almost every topic. The Library Staff goal as a co-facilitator is to provide resources for thoughtful discussion and participate in those discussions when asked. For Board Members, when the community event happens in March, it would be great if you can support it with your presence. Board members are also welcome to participate in community conversations if and when they happen.

The CommuniTeen Committee will be making a presentation to the Portage Public School Board in January. They will also bring it in front of the Curriculum Committee as well for classes beyond literature classes, to include opportunities for expression in art, etc.

Wright concluded by saying that the 2022 CommuniTeen Read, “The 57 Bus” by Dashka Slater was based on true events and is a well written, beautiful book. She highly recommends reading it prior to CommuniTeen events in March.

DISPOSITION: The Library Board acknowledged the comments made by Trustee Baker, Trustee Friedman, and Head of Youth Services Laura Wright.

IV. Adoption of the Agenda for the Regular Meeting of December 13, 2021.

Library Board Chair Behr asked if there were any changes needed to the agenda for the December 13, 2021 board meeting before its adoption. There were no changes requested by trustees, however Library Director Klien asked for a closed session to receive her yearly performance review. This will take place after the Director’s Reports. Behr asked for a motion to adopt the amended agenda.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Friedman that the Library Board adopt the amended agenda for the regular meeting of December 13, 2021. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, VanderVries – yes. 5-Yes, 0-No, 2-Absent (Vance, Whitlock). Motion carried.

V. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the December 13, 2021 board meeting before its adoption. Trustee VanderVries requested the removal of Item J - Legislative Update for October & November 2021.

- A. Minutes of the Regular Meeting of October 26, 2021.
- C. Review of FOIA Policy.
- D. Approval of Annual Calendar of Library Board Activities for FY 2022.
- E. Narrative Report for October & November 2021.
- G. Financial Condition for October & November 2021.
- H. Marketing Update for October & November 2021.
- I. Statistical Reports for October & November 2021.
- J. Legislative Update for October & November 2021.
- K. Library Board Linkage for December 2021 and January 2022.

MOTION: It was moved by Trustee Baker and supported by Trustee Friedman to approve the amended consent agenda with the removal of Item J. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, VanderVries – yes. 5-Yes, 0-No, 2-Absent (Vance, Whitlock). Motion carried.

Item J. - Legislative Update for October & November 2021. – Trustee VanderVries said she just wanted to mention House Bill 5351 which would raise small business personal property tax exemptions. This could potentially reduce library funding since we get state reimbursement for some

of the revenue lost. It is something that just caught Trustee VanderVries' attention this month, but it is something to keep an eye on. This is something we can reach out to our legislators about. VanderVries also recommended that Klien and Foti talk to City about how much potential revenue could be lost.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Baker to approve Item J - Legislative Update for October & November 2021. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, VanderVries – yes. 5-Yes, 0-No, 2-Absent (Vance, Whitlock). Motion carried.

VI. Governance

A. Adoption of Schedule of Library Board Meetings for 2022.

Library Director Klien referred to the board packet page 74 to discuss the 2022 Library Board Meeting schedule. She said the days recommended were keeping with the traditional 4th Monday of each month and a 6:00 start time. After discussion about when the Portage Public Schools Spring Break was to be held this year, PPS Spring Break starts March 24, it was decided to move the March meeting to the third Monday - March 21, 2022.

MOTION: It was moved by Trustee Friedman and supported by Trustee Baker to approve the amended 2022 Library Board Meeting schedule. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, VanderVries – yes. 5-Yes, 0-No, 2-Absent (Vance, Whitlock). Motion carried.

B. Appointment of Nominating Committee Chair to survey trustees' interest in Board offices in 2022.

Board Chair Behr said she would entertain a volunteer for a nominating committee chair for 2022. Trustee Bale volunteered. Board Chair Behr 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 Bale as the Nominating Committee Chair to survey trustees' interest in Board offices in 2022.

C. Discussion about Implementation of Circulation Policy

Vice Chair Bale took over the meeting as Board Chair Behr had some technology/connection problems. She asked Library Director Klien to discuss the memo. Klien said that the Circulation Policy has been discussed a number of times, most recently at the October 2021 Board Meeting where it was approved to go into effect on January 1, 2022. After key library staff met and discussed the implementation timeline, they have determined that in order to give the community ample time to learn about our upcoming policy changes and allow for additional testing, additional time is required. They are requesting that our Circulation Policy become effective in Summer 2022. This gives us time to move back into 300 Library Lane. Bale asked for comments and concerns and there were none.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Friedman to approve the request to revise the Circulation Policy Implementation timeline and make fine free changes effective Summer 2022. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, VanderVries – yes. 5-Yes, 0-No, 2-Absent (Vance, Whitlock). Motion carried.

VII. Ends Development

A. End-of-Year Report on accomplishment of all End Statements in 2021

Library Director Klien gave the End of the Year report and said that the staff have gone above and beyond this year and “knocked it out of the park”. Even with all the challenges presented by COIVD and moving to a new location, much progress has been made in activities towards the ends. Klien went through some highlights of the report.

The Creation Station is now available to our patrons and we have received a lot of positive feedback. Our programming is taking place in many different formats from virtual, to in-house, and hybrid.

We are still working on our technology goals and have added go-pros to circulation and purchased new hotspots to replace older models. Staff members Andrea Smalley and Christina Doane have been reaching out and maintaining connections with our ESL community.

We continue to focus on Outreach. Andrea Smalley takes the lead on Youth outreach and new staff member Sara Weyenberg will be doing the same thing for Adult outreach.

Local Historian Steve Rossio has been working with Tom Vance on projects related to the 100th anniversary of Portage Public Schools.

Regarding Operational Initiatives – So much work has been done since we started working on a Master Plan. It has taken years and Klien took a moment to recognize and commend staff members who have participated in the Building Committee: Abby Pylar, Colin Whitehurst, Doran Lefaive, Jill Austin, Kristy Zeluff, Steve Rossio, Rob Foti, Ruth Cowles, Rolfe Behrje, Laura Wright, Lawrence Kapture, Quyen Edwards, and myself. We already have a separate Moving Committee meeting to have discussions about moving back comprised of Abby Pylar, Laura Wright, Andrea Smalley, and Ruth Cowles.

The Business Department has transitioned to a paperless workflow which has time savings for paying invoices and recruiting and onboarding software.

We have had three staff members join Adult Services and one join Youth Services. We still have open positions that we are working on filling. Going into the new year, the main focus is going to be filling positions in the Circulation Department.

Klien asked if there were any questions and there were none. Board Chair Behr thanked the staff for all the hard work on this impressive list of accomplishments.

DISPOSITION: The Library Board received the End-of-Year Report on accomplishment of all End Statements in 2021.

VIII. Library Director's Reports

A. Building Update

Library Director Klien said the monthly update from the construction manager was provided in the board packet. It gives an overview of where we are at this stage in the renovation. Klien hoped everyone enjoyed the building tour and the behind the scenes look. Our construction manager is reporting that we are still on target for an on-time completion.

Klien said when the construction is complete, we will start moving shelving. This process will take longer than when we moved out of Library Lane, as we are incorporating new shelving which needs to be coordinated. Our new furniture has been ordered well in advance and we are hoping it will be delivered on schedule.

Currently in the building they are finishing drywall and ceilings. The carpet will be installed after the holidays along with the completion of the main staircase.

Klien asked if there were any questions. Trustee VanderVries asked how long will we be closed to the public during the transition? Klien said that at this point in the planning, she is anticipating two months closure. She said she is cautious about putting a date out because of the potential for change. Klien said there will be some sort of grand reopening. She has asked Library staff member Quyen Edwards to gather a team to determine details. She said the challenge is to know where we will be with Covid and what kind of gathering we can have, but we will have a Grand Opening in some way shape or form.

Trustee Bale had a question about building report. She asked about the contingencies built into the budget. Business Manager Foti said that our Construction Manager gives advice about what to expect and what is reasonable to keep in contingency. Even after the allocations the Board has already made for additional projects, there could possibly be money left over to do more. Bale also followed up on the report which said that the Library has already been billed 43% of the total cost of the project. Foti said he will confirm that number.

DISPOSITION: The Library Board received the Building Update.

B. Remarks by Library Director for the December 13, 2021 Library Board Meeting.

Library Director Klien said that she had an update regarding virtual meetings. The Kalamazoo County Commissioners met last week and there was no discussion or resolution proposed to continue emergency. The state of emergency will expire on December 31, 2021. Therefore, the Library Board will be required to hold in-person meetings starting in January. We will be in touch if something changes, but as of right now, we will have our January 24, 2022 meeting at the temporary location on Portage Road.

Klien asked trustees if they are still interested in having dinner available prior to meetings – a boxed meal, no buffet. Trustees said this would be helpful since many are coming to the meetings directly from work. Klien said that the library’s current policy does require masks in the programming room, except when you are eating.

Trustee Baker asked if all of the staff is vaccinated? Klien responded that the vast majority of the staff is vaccinated, but there is a small number who are not for personal reasons. All staff are required to wear masks in the building and while working on the public floor. Staff have the option to remove their masks in their office when they are alone. Klien said that she recently had a conversation with the library’s attorney. We are not requiring the community to wear a mask, but we are strongly recommending and asking that they do. We surveyed staff regarding patrons wearing masks and many were concerned about major conflicts that would occur when trying to enforce a mask requirement.

DISPOSITION: The Library Board received the Director’s Report.

Klien asked to go into closed session for her yearly performance review. There were some technical difficulties as the group had to log out to meet in a separate Zoom session.

MOTION: It was moved by Trustee Baker and supported by Trustee Friedman to move into a closed session to discuss personnel matters. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, VanderVries – yes. 5-Yes, 0-No, 2-Absent (Vance, Whitlock). Motion carried.

The Portage District Library Board of Trustees met in closed session at 7:36 p.m. with Library Director Christy Klien to discuss her yearly evaluation and Library Board Secretary Quyen Edwards joined them to take minutes of the closed session. The Library Board returned to the Zoom meeting at 7:49 PM.

IX. Library Personnel

A. Personnel Committee's recommendation for Library Director's compensation in 2022.

Library Board Chair Behr said that the Personnel Committee met and following their review of Klien's evaluations from all trustees and discussion, their recommendation is a 3.25% raise to her base salary and a \$1,000 bonus to compensate her for her hard work and thank her. Behr acknowledged that a 3% increase is what is designated in the budget, but that the 3.25 was warranted because her reviews were above average in every category. Trustees Friedman and VanderVries affirmed this was the consensus. Trustee Friedman said that another consideration for the committee was considering inflation as well. It is currently over 6% and so even that is not keeping up.

Board Chair Behr asked if there was any discussion and there was none.

MOTION: It was moved by Trustee Baker and supported by Trustee Friedman to approve the recommendation of the Personnel Committee to give Library Director Klien a 3.25% raise and a \$1,000 bonus. Roll Call Vote: Baker – yes, Bale – no, Behr - yes, Friedman - yes, VanderVries – yes. 4-Yes, 1-No, 2-Absent (Vance, Whitlock). Motion carried.

MOTION: It was moved by Trustee Friedman and supported by Trustee Baker to extend Library Director Klien's contract for an additional three years and to reflect the Board's previous motion. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, VanderVries – yes. 5-Yes, 0-No, 2-Absent (Vance, Whitlock). Motion carried.

B. 2021 Year End Staff Recognition Discussion.

Library Board Chair Behr said that last item up for discussion is 2021 Year End Staff Recognition. Behr said traditionally, the Board has recognized the hard work of the staff in one of two different ways – by allocating a specific amount for full-time, part-time, and substitute workers or by allocating a dollar amount to the Library Director to disburse as she sees fit. She asked Business Manager Rob Foti if he had any calculations ready.

Foti said he looked back at the history between 2013-2020. Overall, full time staff received a certain amount, part time received half that amount, and the subs received a quarter of that. This means that the bonus was based on hours per week each staff member worked. Foti said the Library is well under budget on Salaries and Wages. There is \$175,000 unspent in that line. We have had some open positions – some people leaving and not replaced yet. Currently, the Library has 20 full time, 21 part time, and 2 subs who are permanent members of the staff but work limited hours usually on the weekend.

Trustee Baker asked where \$1,000 would fall as a percentage of the average employees' salary. Foti said there is a salary range, but 2% would be a close estimate.

Trustee VanderVries noted that this amount doesn't keep up with the rate of inflation which is around 6%.

Trustee Friedman asked if new hires are prorated for a bonus amount for the amount of time they have worked for the library that year and Foti said, yes, they would be.

Foti said he knows that giving advice is a conflict of interest as he is the finance guy and a staff member. He said that all the work done on the building project is not part of anyone's normal job. Staff have done their job plus additional responsibilities.

Trustee Friedman said I think that in this climate everyone is going above and beyond at work. She said that she would like to recognize that everyone is working extra, but still wants to keep in the same tone as in year's past. Not everyone currently working is going to get a bonus at the end of the year.

Trustee Baker said we do have an inflation that is really high and I feel that this recognition isn't unreasonable. Moving isn't Covid related and this project is big and unrelated.

MOTION: It was moved by Trustee Friedman and supported by Trustee VanderVries to approve a one time allocation of \$30,000 for Library Director Klien to disburse for staff recognition. Roll Call Vote: Baker – yes, Bale – no, Behr - yes, Friedman - yes, VanderVries – yes. 4-Yes, 1-No, 2-Absent (Vance, Whitlock). Motion carried.

X. Process Evaluation (5 minutes total)

A. Suggestions for Agenda Items to be included on the January 24, 2022 Board Meeting

1. Minutes of the Regular Meeting of December 13, 2021.
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 2022 Budget to Offset Unpaid Encumbrances.
5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.
6. Election of Library Board Officers for 2022 & Appointment of Library Board Personnel Committee and Library Board Secretary for 2022.
7. Annual signing of "Conflict of Interest" Statements by trustees.
8. Discussion about guests to be invited to Library Board meetings & staff presentations in 2022.
9. Endorsement of Library Director's Personal Goals for 2022.
10. Endorsement of Activities & Projects to Accomplish Library Ends Statements in 2022.
11. 4th Quarter Financial Report for Fiscal Year 2021 & Comments on Year-End Results.
12. 4th Quarter Strategic Plan Statistics
13. Monitoring Report on Executive Limitation: Global Executive Constraint.

B. Assessment of this meeting

C. Miscellaneous Items - The group wished each other Happy Holidays!

XI. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of December 13, 2021.

DISPOSITION: The regular board meeting of December 13, 2021 was adjourned at 8:06 PM.

Recorded and Transcribed by,



Quyen Edwards, Library Board Secretary



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

LIBRARY BOARD 2022 ROSTER
 Revised: January 17, 2022

NAME	ADDRESS	CONTACTS	TERM EXPIRES
Ken Baker	2187 Austin Shores Ave. Portage, MI 49002	269-998-4395 kenbaker0425@aol.com	December 31, 2024
Carol Bale	3112 Fleetwood Drive Portage, MI 49024	(269) 599-8522 caannba@gmail.com	December 31, 2022
Michele Behr	6526 Robinswood Street Portage, MI 49024	(269) 365-0094 (Home) (269) 365-5387 (Cell) mdbehr@yahoo.com	December 31, 2024
Jeanne Friedman	3045 Kalarama Portage, Michigan 49024	(269) 323-8991 (Home) (269) 569-6777 (Cell) jfriedman@portageps.org	December 31, 2022
Tom Vance	7673 Moors Pointe Way Portage, MI 49024	269-327-5463 (Home) prguy1955@gmail.com	December 31, 2024
Donna VanderVries	7160 Venice Drive Portage, MI 49024	(616) 802-0044 (Cell #1) (231) 750-6750 (Cell #2) osulawyer@hotmail.com	December 31, 2022
Linda Whitlock	9706 Oakview Drive Portage, MI 49024	(269) 327-0583 (Home) (269) 370-4374 (Cell) whitkazoo52@gmail.com	December 31, 2024
Christy Klien (<i>Library Director</i>) (269) 585-8721 (Office #) (269) 216-1953 (Cell #) cklien@portagelibrary.info			
Quyen Edwards (<i>Assistant to the Director & Library Board Secretary</i>) (269) 585-8701 (Office #) (269) 455-9004 (Cell #) qedwards@portagelibrary.info			

CONFIDENTIALITY POLICY: DISCLOSURE OF LIBRARY RECORDS

I. Policy; Library Records

It is the policy of the Portage District Library (“Library”) to preserve the confidentiality and privacy of Library Records (“Library Records” or “Library Record”) to the fullest extent permitted by law.

II. Definitions of Library Record

A. *Agent or Employee.* An agent or employee includes an employee of the Library, a member of the governing body of the Library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of the Library, and any other person who is lawfully performing services on behalf of the Library under a written contract, including a collection agency.

B. *Crime.* A crime means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5

C. *Law Enforcement Officer.* A law enforcement officer means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

D. *Library Record.*

1. Definition. As defined by the Michigan Library Privacy Act, for the purpose of this policy means:

“a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library.”

For example, a Library Record would include, but not be limited to patron circulation records, internet browsing history, and program attendance records.

2. Excluded from Definition. The following are specifically excluded from the definition of Library Record.

a. *Non-Identifying Material.* Library Record does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

b. *Certain Video Surveillance.* A Library Record also does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from the Library.

3. Library Director Determination of “Library Record.” The Library Director, or his/her designee, shall be responsible for determining whether a particular document meets the definition of Library Record or whether the video surveillance footage contains any images that would require it to be considered a “library record.”

III. Disclosure of Library Records

The Library takes seriously its obligation to protect the privacy of every patron, as required by law, even if this commitment to patron’s privacy may appear to cause inconvenience on occasion. To that end, Library Records or other confidential information shall be released or disclosed only as provided for herein or otherwise provided by Michigan or federal law.

A. *Freedom of Information Act Requests.* All requests for public records that are not subpoenas, court orders or other legal process must be processed according to the Michigan Freedom of Information Act (“FOIA”) and the Library’s FOIA Procedures and Guidelines. See Procedures and Guidelines and Written Summary for additional information. Library Records are exempt from disclosure under the FOIA.

B. *Subpoenas, Court Orders or other Legal Process.* Any employee of the Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other Library document from (1) a state or local law enforcement agency or (2) a federal law enforcement agency shall promptly notify the Library Director, or his/her designee. If neither is available, the Library Board President shall be contacted.

1. Consultation with Attorney. The Library Director, his/her designee, or the Board President has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.
2. Action by Library Director. After review of the subpoena, court order or other legal process, the Library Director, his/her designee, or the Board President shall take appropriate action to respond.
3. Opportunity to be Heard. Depending upon the type of subpoena, court order or other legal process, the Library may appear and be represented by counsel at a hearing on the request for records.

4. Confidentiality. If a subpoena, court order or other legal process is submitted to the Library, the Library shall keep the subpoena, court order or other legal process confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that his/her records were sought. The Library Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state or federal agency has sought or obtained requested records.

C. *Consent.* In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a Library Record or portion of a Library Record may provide written consent for the release of that Library Record.

D. *Voluntary Disclosure without Court Order and Consent.* A library or an employee or agent of the Library may disclose Library Records without a court order or written consent under either of the following circumstances:

1. Collection Agency. The library or an employee or agent of the Library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The Library or an employee or agent of the Library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.
2. Interlibrary Loan. The Library or an employee or agent of the Library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The Library Records must be limited to those required for providing interlibrary loans.

IV. **Disclosures Regarding Alleged Crimes in this Library.** The Library Privacy Act does not prohibit an employee or agent of a library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the Library regarding a crime alleged to have occurred at the Library.

To: Christine Klien, Interim Library Director
From: Rob Foti, Business Manager
Date: January 19, 2022
Subject: Budget Amendment Request to Increase Expense Lines in the FY 2022 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 \$5,136,348.93.**

Employee Assistance Program	366.03
Supplies & Materials – Circulation	15,400.00
Office Supplies	9,246.70
Copier Paper	1,899.50
Heritage Room Supplies	14,481.59
Computer Supplies	4,314.50
Postage & Freight	24,202.20
Processing Supplies	805.07
Repair & Maintenance Supplies	19,000.00
Copying and Printing	79.72
Books-Teen	368.15
Books-Juvenile	27,233.30
Books-Preschool	5,930.53
Books-Heritage Room	2,700.00
Books-Parent Teacher	800.00
Books-Easy Reader	7,197.31
Books-Fiction-Adult	12,386.55
Books-Non Fiction-Adult	4,666.50
Books-Requests-Adult	146.91
E-Books-Adult	3,000.00
Circulating Wireless Hotspots	4,050.00
Digital Collections-Movies	333.00
Compact Discs-Adult	785.68
Compact Discs-Hot Picks	146.23
Videos-Adult	1,584.36
Videos-Teen	141.45
Videos-Juvenile	2,682.66
Video-Hot Picks	1,464.88
Talking Books-Adult	3,076.54
Talking Books-Juvenile	250.65
Talking Books-Easy	643.50
Reference-Youth	1,100.00
Licensed Databases	1,250.00
Gas & Electric	15,000.00
Library Grounds Maintenance	240.00
Building Repair-Projects	119,000.00
Non-Capital New Furnishings	15,000.00
Capital Outlay	13,000.00
Fundraising	18,600.00
Legal Counseling Services	10,000.00
Human Resources	15,000.00
Cataloging Services	415.04

Other Administrative Services	25,000.00
Internet Services	129,850.50
Program-Adult-Unrestricted	6,105.00
Program-Youth-Unrestricted	857.67
Program-Heritage Room-Unrestricted	2,000.00
Program-Summer Reading-Adult	729.25
Program-Summer Reading-Youth	42.00
Program-summer Reading-Teen	545.00
Programming-CommuniTeen	3,160.00
Program-Child Restricted	5,942.72
Training/Educational/Mtgs.	40,000.00
Board Training	2,700.00
Computer Repair and Maintenance	180,895.35
Technology Project-Capital	305,000.00
Library Refurbishing Project	1,453,284.84
2021 Bldg Renovation Project	<u>2,602,248.05</u>
TOTAL	\$5,136,348.93

Library Director's Narrative Report for January 24, 2022

(Activities at the end of December 2021 and beginning of January 2022)

Administrative Activities:

During December 2021 and the beginning part of January 2022, Library Director Christy Klien engaged in the following activities:

- ❖ Participated in weekly Administrative Team meetings.
- ❖ Participated in weekly staff meetings.
- ❖ Participated in Portage Rotary weekly meetings.
- ❖ Participated in PDL Virtual Public Board Meeting on December 13, 2021.
- ❖ Participated in PDL, C2AE, and Walbridge weekly building project update and Open Item discussion meetings on December 6, December 13, December 16, December 20, January 3, and January 10.
- ❖ Met with Building Committee to review signage on December 3 and December 7.
- ❖ Met with Walbridge construction manager Lee Fitzgerald, Rob Foti, Doran Lefaive, and C2ae project manager Kaveh Ipakchian to review project budget and alternative projects on January 4.
- ❖ Met with Moving Committee, Two Men and a Truck, C2AE interior designer, and LDA to discuss logistics of moving back to 300 Library Lane on December 7.
- ❖ Met with the PDL Moving Committee members Abby Pylar, Andrea Smalley, Laura Wright, and Ruth Cowles on December 13 and January 11.
- ❖ Attended Friends of the Portage District Library Board Meeting on December 6.
- ❖ Met with potential donors on December 15.
- ❖ Met with Rose Street representatives to discuss new employee benefits portal on January 6.

Maintenance and Building Services

- Participated in Owner/Architect/Contractor (OAC) meetings Dec 20, Jan 3, 10 and 17 to discuss any project concerns, scheduling for both the existing library and temporary location and the progress on action items.
- Determined the locations for the waste/recycling receptacles using the C2AE floor plan from the interior designer while seeking an alternate supplier to meet our budget. A Co-op supplier offers a 42% discount with using competitive pricing for the same product.
- Met with Fence N Garden requesting a quote for the North terrace gate and SE egress barrier fence on Dec 14.
- Discussed the "Hot" construction concerns with Walbridge and C2AE on Dec 16.
- Completed a landscape tour with committee to verify the new plantings on Dec 17.
- Attended Walbridge's bi-monthly Contractor Coordination on Dec 20 and Jan 3 to ensure RFIs and submittals are correct and responses will meet the construction schedule.
- Met with Kalamazoo Awning for a quote at the SE corner along with a railing on Dec 22.
- Facility maintenance end of year budget discussions on Dec 30 and 31.
- Purchased supplies that fit the new paper and soap dispensers at the renovated library Dec 31.
- Participated in the construction budget review meeting with Walbridge on Jan 4.
- Completed Consumer Energy's 10% incentive requirements before the year end for energy rebates for the new library's LED lighting replacement.
- Kalamazoo Nature Center's Ecological Services personnel discussed the west garden plant design without xeriscaping incorporated in the design.
- Mite-E Exterminating treated the current bldg. for pest control on Jan 12.

- Reviewed the signage submittals for accuracy and participated in multiple signage discussions with PDL, C2AE, Valley City and Walbridge to finalize the descriptions for each door entrance hopefully culminating 1-10.
- Participated in the moving communication plan meeting on 1-14.
- Continue with current temp library maintenance issues, such as, janitorial services, waste services, PaperGator service, HVAC temperature and snow plowing with salting services for parking lot and sidewalks.

Personnel Information:

The library undertook the following Human Resource and Financial activities since the December 13, 2021 Board meeting:

- Meet weekly with Walbridge, and C2AE to review project progress, review submittals, review and update budget to actual financial data and discuss change orders as needed.
- Work with John Aymond of Multi-Bank Solution to reinvest Library funds as investments mature.
- Accepted the resignation of Library Assistant Zoey Mark. Zoey will be leaving PDL for a full-time position with Kalamazoo Public Schools.
- Worked with Debbie Graf and John Schuemann of Rose Street Advisors discuss and plan the migration of the Library’s Employment Benefit Portal to a new provider in 2022
- Made all necessary changes to employee profiles to account for new benefit withholding amounts and insured employee enrollment with various benefit providers.
- Creation of letters to all staff detailing their FY2022 Wage and Benefit packages.
- Posted Library Assistant job opening on the Library’s website and Indeed.

Staff Anniversaries:

Quyen Edwards, Assistant to the Director – January 5, 13 years

Ends Statement #1

Optimize access to resources for information, education, and entertainment.

We will accomplish this by providing a collection of tools to facilitate creating and learning (1a) and by reaching the community at their diverse literacy needs. (1b)

Project Updates:

Adult Services Programming Highlights:

Cookbook Club Challenge: Tasty Treats—December 1st – December 31st—10 new members/challenge participants

The winner of the December Cookbook Club Challenge, Amy O’Farrell, posted a Chewy Chocolate Crinkle Cookies recipe and shared pictures of making them with her child.

Take Home Craft: Gnome Ornaments - Friday, December 3rd - 30 Participants

We created instructions and put together materials for patrons to create a Gnome Ornament craft in the month of December. 30 patrons signed up for the craft and there were 19 people on the Waiting List.

Gentle Yoga with Wild Honey Yoga—December 8th—7 people attended

Instructor Gina Greene received a grant to promote easy, accessible yoga through her project Wild Honey Yoga. We were one of her community stops and attendees could participate in person or through our YouTube livestream.

International Mystery Book Discussion: *All the Devils Are Here*—December 9th—6 people attended

Quotes from Attendees:

“I enjoyed the discussion and learning others’ opinions.”

“Katharyn is GREAT!!!”

“[Host] more book clubs w/ different genres.”

“I learned some new things about Paris.”

Relaxing Floor Yoga with Wild Honey Yoga—December 10th—3 people attended

Holiday Author Hop—December 10th—50 participants

15 local authors joined Portage District Library for a Holiday Author Hop. Attendees used a passport with information about each author as their guide to locate and meet each author stationed throughout the library. We had 3 children’s authors and 12 adult authors with genres ranging from history to romance. Every attendee who met all the authors was entered in a drawing for some free books and library swag.

Quotes from Attendees:

“I didn’t realize there were so many local authors to support. This has been very lovely and thank you for doing it.”

“This was a great night. I didn't expect to spend as much time as I did. Everyone was wonderful to talk to.”

“I just moved back into the area and was excited when I saw this event in the Portager. It is nice to see some culture in the community.”

“This was fun. Thank you.”

Winter Sowing: Grow Your own Plants from Seed - December 11th - 70 attendees (Virtual)

Jon Warner, a certified Michigan Master Naturalist, presented this program on Winter Sowing of Native Plants virtually to 70 people from all around the country. This was a joint effort between Quyen Edwards, Colin Whitehurst, and Jane Fleming. The attendees were very enthusiastic about the topic and very appreciative of the presenter’s information and expertise. As of January 18, 2022, the Winter Sowing program is the highest watched video on the library’s YouTube channel with over 700 views!

Some comments during the virtual program included the following:

“Great presentation! I’m excited to try this!”

“Thanks Jon! You’ve got me wanting to do this today. Very encouraging!”

“Great information. Thanks very much.”

“Thank you so much, very informative and helpful.”

Outreach at Portage Holiday Farmer's Market - December 11th

Adult Services Librarian Jane Fleming attended Portage's Holiday Farmer's Market to advertise our Seed Library and to hand out seeds and fliers to interested attendees. It was a great success. There was a lot of interest. She handed out 75 handouts and over 200 seed packets. Many people there were unaware of the Seed Library and were very interested in coming to check it out.

6th Annual Trivia Night – December 14th – 7 people attended

A jeopardy-style trivia night was attempted by our public. It was full of friendly competition, but one patron had trivia coming out of his pores. The winning team received gift certificates to Fanfare, but all participants received small prizes just for participating.

Documentary and Donuts: *The Bowmakers*—December 15th—6 people attended

Open for Discussion: *The Shadow King*—December 21st—5 people attended

Quotes from Attendees:

“Have attended this book club since 2008 regularly.”

“We could be honest about how we felt about this difficult read. Still redeeming to learn about the characters.”

“[I like the] day and time—being in person.”

“[I like] to list to other people's opinions about the book.”

“Keep the book club!”

Documentary and Donuts: *The Bowmakers*—December 15th—6 people attended

Purl for Portage: A Virtual Yarn Arts Club—December 28th—8 people attended

Thus far, community members have donated 18 handmade items that will be distributed by hand to the homeless in the greater Kalamazoo area.

Youth Services Programming Highlights -

Youth Librarian Andrea Smalley hosted the final 4th-6th grade Book Club for the year.

Just Move presented “Be More Yoda”, a Star Wars-themed movement and storytime event.

Build a creation station to allow patrons to use software for creation of art and technical design LK

- After receiving our new 8 mm and Super 8 digitizer, it is now available for the public to use. All staff is trained on its use, and Jane created a tutorial for the public and added it to the other tutorials.

- Jane also trained our new Customer Service Associates and our new full-time librarian, Sara Weyenberg, on all the different devices at the Creation Station so they can assist patrons when they come to use them.

In November, a decision was made to change how patrons can check out Go Pro kits. They are now not available to be put on hold, but patrons can request them in advance, like how we check out telescopes.

Create programming that promotes interactive learning

- Joined by Steve Rossio as “Professor Higglebottom”, Youth staff Annette Wendt, Kristy Zeluff, and Andrea Smalley hosted a final 2021 Tasty Travels. Our popular Candy Cottages program was virtual this year, with participants building with our staff live online.
- Junior Chef Gianna Key taught participants to make a pepperoni pizza wreath for this month’s Kids in the Kitchen online class.

Create videos to educate our patrons about our resources and how to use them

- Library staff made 81 videos in 2021.
- We plan on continuing to create videos throughout 2022.

Create a literacy liaison who will make connections and give tours to ESL and Adult Literacy groups

- There is no progress to report for the month of December. Of note, as Christina Doane left for a full time position, these duties have been transferred to Sara Weyenberg, our new full-time outreach librarian.

Build programming and services that will reach groups at diverse levels

- Teen Candy Cottage Kits & Virtual Building Party: Teens picked up Candy Cottage Kits and tuned in for the Candy Cottages Virtual Building Party hosted by Teen Services Librarian Olivia Pennebaker.

Ends Statement #2

Be a safe, welcoming, inclusive destination for families and individuals.

We will accomplish this by providing collections and content to meet the evolving needs of the community and by supporting diverse perspectives.

Project Updates:

Improve the accessibility and visibility of existing physical and electronic collections

- As part of this month’s theme weeks, Tiny Things and Season of Light, displays were created and maintained by Youth staff.
- Displays of seasonal books were up for the month of December.
- Teen Librarian Olivia Pennebaker created “Cozy Teen Reads: A display of books to read in a comfy chair while you drink hot cocoa and watch the snow fall.”

Create tools to measure the needs of the community

- Staff started distributing satisfaction surveys at in-person library events again. The results are reported in the December 2021 quarterly statistics.
- We will implement surveys to help support some of our new initiatives once we move back into our building.

Ends Statement #3

Be a leader in strengthening our community.

We will accomplish this by providing a presence in the community where people are, when they need it, and how they want to use it.

Project Updates:

We will build outreach services that will meet the needs of people outside the building and outside of our traditional hours

- Please see program highlights above. Of special note, we were at the Portage Holiday Farmer's Market in December in support of our seed library, and hosted 15 local authors joined Portage District Library for a Holiday Author Hop after hours on Friday December 10th.
- Youth Librarian Kristy Zeluff continued to brave the cold with her group of storytime families, and finished up her fall season the second week of December.
- Outreach Librarian Andrea Smalley worked with Portage Northern Liaison Jeannie Friedman to deliver pen pal letters to and from young 5's and 4th grade classrooms.

Improve service access to Portage Public School Students through a collaborative student registration process

- We are now on our second year of the PASS registration procedure with the Portage Public Schools. We have made some improvements in the process and will continue to monitor the regular addition of new students on a monthly basis. We have an appropriate conversion and age out procedure that will occur annually each autumn to update students to their new grade level and school and purge the prior spring's graduates.

The success of the PASS program is highly dependent on promotion and support from Portage Public Schools. We will continue to monitor how often these memberships are used monthly and work on further promotion through our outreach to educators and students.

Update the Library Website

- We had to transition our draft version of the new site to a new server and are fixing the complications that arose from that move. In addition, we are finalizing site security, periodic backups, and integrations into various pieces of software the library is already utilizing. The site will be launched in 2022.

Ends Statement #4

Be a community center to experience and explore local arts and culture.

We will accomplish this by being a resource of Local Information, History, and Culture. (2)

Project Updates:

Displays and use of space to showcase local arts and organizations

- In our current building, we do not have the display space for art shows, so we will be putting this goal on hold until we are back in the new building.

The highlights for the Heritage Room for the month of December are as follows:

For the entire month of December, the Heritage Room was home to over a dozen vintage Lionel trains. Working with several area collectors, a board member of the national LCC (Lionel Collector's Club) and a local train club, Steve managed to borrow quite an extensive display of Lionel Trains from the 1930's, 1940's and 1950's. Unique trains that were on exhibit were:

- 1938 Lionel Deluxe Passenger Set
- 1938 Lionel Freight Set

1946 Lionel Bullet Nose Locomotive and Tender

1950's Lionel Smoke Pellet Locomotive and Tender (with box, smoke pellets and directions)

1950's Lionel freight train set and many more.

The display was well received by adults but even more so by the children who were constantly observed making the display their first stop on the way into the children's department and their last stop on the way out.

It was during the month of December that Local Historian Steve Rossio also met with members from the local O-Scale train club and the representative from the LCC to discuss how the display can be improved and expanded upon for next December. Some great ideas were discussed that could potentially make this an annual exhibit.

In regard to books, the month of December saw Local Historian Steve Rossio expanding the Heritage Room book collection. Several rare volumes were added along with an extensive collection of Kalamazoo memorabilia and numerous early (pre 1930's) back issues of Michigan History Magazine.

Operational

The Library will also provide continued operational support for administrative, human resource, facility, technology, acquisition, and circulation services to maintain and improve public access to library resources.

Project Updates:

Facilities Master Plan

- The library continues to meet weekly with C2AE and Walbridge representatives for project status reports. Construction and site work nears completion at 300 Library Lane. The building remodel is projected to be on schedule. Plans are being made for the move back to the library during the months of March and April 2022.

Maintain Symphony database of item and user records

- At the end of the year, we resumed purging inactive user accounts, a process that has been suspended since March 2020. Some of the long inactive accounts were previously not purged because of outstanding fine balances that were cleared in preparation for becoming fine free. There were 15,200 users that were purged in December. The monthly purge of inactive accounts will resume in January.

Sponsor annual community support initiatives

- The Salvation Army Angel Tree collection began November 8 and ended December 9. Our community of library users picked up almost 200 Angel tags. We delivered 181 items to Salvation Army.

Systems Administrator Update:

- Hybrid Cloud Network – Microsoft 365/Private Cloud/SaaS Services: Continue to monitor Microsoft 365 risk users and security.

- Software Patching: Ninite Pro – Expanding Ninite for Creation Stations

- Integrated Library System: SirsiDynix Symphony - Fixed an issue with BBlueCloud Authentication.

- Integrated Library System: SirsiDynix Web Services - Reviewing web services changes for potential Circulation History Display. Reviewing performance and maintenance processes.

Temporary Location Move - December/January Activities

- RFP for Switching, Firewalls, Access Points and Redundant Fiber Internet Connection has been released and receiving bid through January 17, 2022. Working on early install window beginning April 1, 2022.
- Requested firm quotes for library SelfCKO stations from Bibliotheca.
- Requested firm quotes for MyPC, ScanEZ and PaperCut from ITC.
- Building purchase list for Creation Station Hardware.
- Requesting firm quotes for Meeting Room Presentation hardware.
- Requesting firm quotes for replacement VOIP Cloud Hosted PBX.
- Continued to fix Windows AD issues and Printing Issues.
- Migrated new website to BlueHost.
 - Working on setting up CNAME records to handle the variety of domain names that the Portage District Library owns.
 - Configured both Cpanel and WHM for the new hosting environment
 - Assigned portagelibrary.info as a parked domain for the change.
 - Hardening our hosting instance
 - Validating Wordpress and plugins
 - Applied temporary SSL certificates.
 - Updating PHP, Apache, Mysql
 - Working with Colin Whitehurst to validate content and functionality.
- Supported Creation Stations for public usage.
- Requested a firm quote for Envisionware Replacement. MyPC, ScanEZ and PaperCut.
- Continued to recycle old technology through Green Earth.
- Continued to troubleshoot SIP phone connection issues.
- SirsiDynix Work:
 - Fixed issues with Web Services, BlueCloud Mobile and SIP authentication.
 - Fixed accidental delete of patrons

Technical Services will efficiently help acquire, process, and deliver accurate complete materials in a timely manner that will aide in borrowers search and retrieval of the information that they desire

- Head of Technical Services Abby Pylar will continue to monitor the reports on Collection HQ to see their completion by collection managers.
- Head of Technical Services Abby Pylar will continue to work on the organization and uniformity of items in the catalog throughout the year.
- Technical Services is working on getting the complete names of authors into the call number for all of the fiction materials, as well as getting the series information into the record. This will help the volunteers search for items more efficiently when they are using the scanners or helping the librarians with weeding projects.
- Head of Technical Services Abby Pylar is taking webinars for better cataloging practices.
- Head of Technical Services Abby Pylar and staff have started an inventory of all library materials. This will help to get a more accurate count of the number of items in the building for redesign purposes.
- Head of Technical Services Abby Pylar has been in communication with our vendors to have a better experience with receiving our ordered materials.
- Technical Services is working on receiving and processing all materials that have arrived.
- Technical Services is helping the various departments with anything that needs to be completed.

- Technical Services is looking into different ways of processing materials in order to be more efficient.
- Head of Technical Services Abby Pylar has been setting up and attending trainings with vendors.
- Head of Technical Services Abby Pylar has been setting up meetings with staff members to begin coordinating plans and strategies for the move back into the new building.
- Head of Technical Services Abby Pylar has started placing series labels on the spines of books in order to help patrons better find materials, staff members shelve materials, and collection managers order materials.
- Head of Technical Services Abby Pylar and Head of IT Rolfe Behrje have been coordinating a process for removing unused records from the catalog to provide for an easier work pattern for staff.
- Head of Technical Services Abby Pylar and Local Historian Steve Rossio have been working together so that some materials in the Heritage Room collection can circulate.

Adult Services Professional Development:

December 9: STEAM for Adults – by Network of the National Library of Medicine

December 13: STEAM in the Public Library – ALA

December 13: Foundations of Citizen Science – Citizen Science

December 16: Plant Wildflowers Webinar – STARNet

December 30: InDesign 2021 Essential Training — LinkedIn Learning

Youth Services Professional Development:

This month, Youth Staff focused on packing the first round of non-circulating materials and supplies.

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
December 2021

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	\$ 15,676,207
Expenditures	\$ 15,141,960

Fund	11/30/2021	Changes	12/31/2021
General Reserve (13%)	\$ 704,878	-	\$ 704,878
Building Reserve	50,000	-	50,000
Benefits Reserve	29,742	-	29,742
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	73,418	-	73,418
Unassigned Fund Balance	3,708,079	534,247	4,242,446

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.

Library Director's Report on Financial Condition for December 2021

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.

Library Director's Report on Financial Condition for December 2021

**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.

Marketing Update

Recurring Monthly Projects:

- A weekly e-Newsletter was sent out to over 12,000 library patrons.
- The Portager contained information about services patrons could access during our adjusted building hours and capacity restrictions which was sent out to 22,800 residences.
- Facebook "Events" were created to advertise our programs, and were then shared on our page.
- Our website and digital signage was updated to advertise our programs and service offerings.

December Marketing Highlights:

- Streamed and recorded live programs at our temporary location to help facilitate hybrid programming.
- Researched and selected equipment for digital signage in our new building.
- Continued creating materials to support our upcoming shift to our fine-free policies.
- Created materials to begin advertising March Reading Moth community reads.
- Updated signage based on changes with COVID-19.

December Social Media Highlights:

Facebook

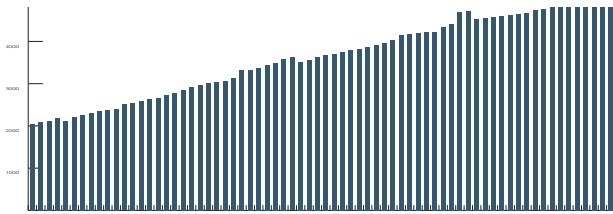
24 New Page Likes | 99 Post Shares | 838 Post Likes | 132 Comments | 336,567 Total Reach

Twitter

589 Tweet Impressions | 4 Likes | 1 Re-tweets | 161 Profile Visits | 2 Mentions | 0 New Followers

Facebook Stats 2016 - December 2021

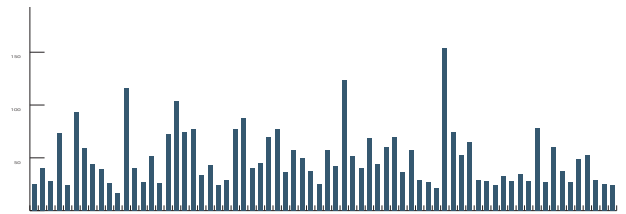
Total Followers:



February 2016
2,052

December 2021
4,953

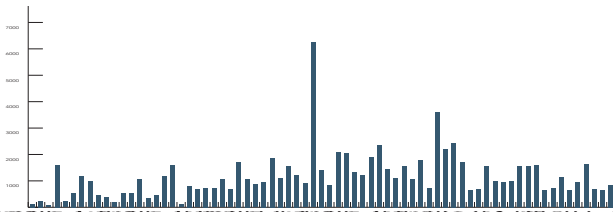
New Followers:



February 2016
25

December 2021
24

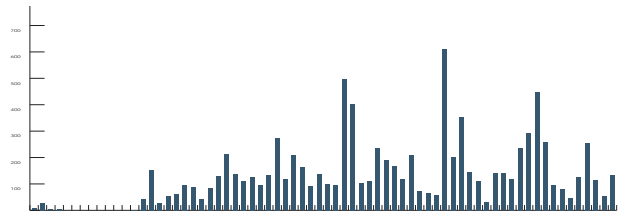
Likes:



February 2016
124

December 2021
838

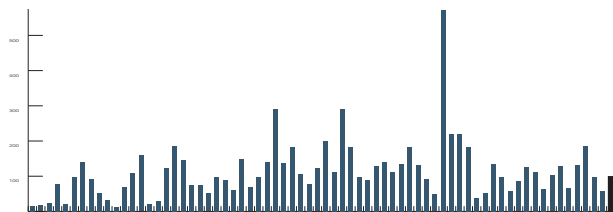
Comments:



February 2016
7

December 2021
132

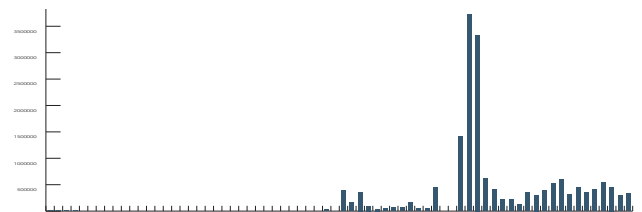
Shares:



February 2016
0

December 2021
99

Engagement:



February 2016
5,305

December 2021
336,567

Videos Created in December 2021

	Video Title	Department	Facebook Views	YouTube Views	Total Views
1	The Memory and Legacy of Emmett Louis Till	Adult	N/A	82	82
2	Family Storytime with Ms. Kristy // Knuffle Bunny: A Cautionary Tale	Youth	573	83	656
3	Gentle Yoga with Wild Honey Yoga	Adult	N/A	22	22
4	Family Storytime with Ms. Kristy // Our Favorite Day of the Year	Youth	198	18	216
5	Relaxing Floor Yoga with Wild Honey Yoga	Adult	N/A	7	7
6	Winter Sowing: Grow Your Own Native Plants from Seed	Adult	N/A	308	308
7	Kids in the Kitchen with Junior Chef Gianna Key Pepperoni Pizza Wreath	Youth	N/A	23	23
8	Family Storytime with Ms. Kristy // The Velveteen Rabbit	Youth	225	12	237
9	Tasty Travels Germany and Gingerbread	Youth	N/A	10	10
				Total	1,561

MLA ADVOCACY AND LEGISLATIVE COMMITTEE FY2022 ACTION PLAN

The Michigan Library Association leads, educates and advocates for the advancement of the Michigan library community. MLA is dedicated to protecting library services and funding. We advocate for libraries through statewide publicity, grassroots advocacy and lobbying. As a united community, MLA is the collective voice for Michigan libraries. We advocate for and protect library funding and monitor and respond to anything that impacts our libraries' ability to serve our communities.

Michigan Priorities

Funding

Property Taxes: Monitor property tax and local income tax funding structure for libraries.

- Monitor legislation to ensure the elimination of existing and new automatic tax captures
- Work in partnership with MML, MTA, MAC and others to reform the Headlee Amendment to allow millages rates to “roll up” during economic recession times.
- Maintain the ability to hold millage elections in key months of August and November.
- Encourage legislation to increase the obligation of abandoned big box stores and others to pay taxes through monitoring tax tribunals

Penal Fines: Monitor, protect and reverse any efforts to provide legislation for parallel ordinances and other methods to siphon this funding. Keep them until a permanent replacement and solid source of permanent funding can be put in place.

- Educate all parties (legislators, county treasurers, librarians) on how this system works
- Promote transparency and consistency in reporting methods to libraries by the state and county treasurers.
- Explore alternative sources of funding that moves away from penal fines. (Must be stable, predictable, secure and a more equitable system.)

State Aid: Protect and Increase State Aid to Libraries in the FY2022 Appropriations

- Prepare for testimony at budget hearing
- Set up individual meetings with key legislative leadership on Appropriations after Consensus Revenue Estimating Conference in August

Access to Information

Michigan eLibrary: Encourage continued support and funding for Michigan eLibrary (MeL)

Intellectual Freedom: Protect intellectual freedom (where every individual has the right to both seek and receive information from all points of view without restriction.)

Universal Access to Broadband:

- Raise awareness of the digital divide and support rural broadband initiatives.
- Find Local/Regional/Statewide partners to identify solutions to this inequality
- Expand Broadband/Wi-Fi Access for libraries, identify funding

Net Neutrality: Oppose legislation that would encumber the internet allowing inequity of speed and influence of content.

K-12 Libraries: Continue to support the funding for K-12 School Libraries and support certified school librarians/media specialists in K-12 education

- Letter to School Superintendents sent before school begins in September.
- Opportunity to promote use of APRA funding to increase libraries and certified librarians in K-12 education.

Literacy/Early Childhood Education: Explore options to promote and secure funding for libraries' participation in early childhood education, digital literacy and digital citizenship.

Third Party Vendors: Bring focus to e-book purchasing challenges which stifles library access to new releases.

Safety

Open Carry: Create a statement of principle and work to reform state law concerning open carry of firearms at public libraries

Pandemic: Continue to monitor and react to COVID-19 legislation/emergency rules/orders

Diversity, Equity, Inclusion and Accessibility (DEI&A)

Open Meetings Act: Propose legislation allowing library and cooperative boards to meet virtually in perpetuity.

Elliott-Larsen Act: Respond to challenges or legislation that directly affect protected classes of people.

Library Funding: Address the individual inequities in penal fine funding by proposing a more just means of funding public libraries that doesn't depend upon the state penalizing individuals.

Library Types

District Libraries: Begin conversations about condensing the number of ways libraries can form in Michigan and exploring ways to boost formation of district libraries as a solution to funding independence (with the ability to levy up to 4 mills).

Other

Redistricting: Monitor and promote library inclusion in the redistricting process for Michigan.

E-Book Purchasing: Work to propose legislation that would prohibit publishers from trying to stifle library access to new releases (like New York).

Federal Priorities

Partner with ALA or others on moving stabilization and infrastructure legislation forward

Member Advocacy Development

Continue to motivate, mentor and assist library directors and trustees in building relationships with legislators on an ongoing basis.

Educate members about best practices for working with a legislator to change laws.

Encourage every library director to contact his/her legislators, offer to host office hours, host a tour

Encourage directors to contact their legislators in support of appropriations goals.

Encourage all public library directors to invite legislators to summer reading kickoff programs and to read a book during March Reading Month

Include a legislative update at MLA Annual Conference

Thank legislators when they vote favorable for issues/appropriations affecting libraries.

Produce a statewide library advocacy day for library personnel and legislators.

- Provide advocacy training and talking points for legislative visits

Communications

Continue to disseminate a monthly newsletter for state legislators that speaks to the value and importance of libraries

Hold regional meetings by zoom to introduce library members to legislators

Establish October as Library Appreciation Month, encourage resolutions, letters to the editor, etc. about the importance and value of libraries in each community. Create a statewide campaign for libraries to use in their communities.

Produce short videos or talking point articles for library personnel about the issues.

Produce a statewide marketing/awareness campaign to amplify the value and importance of libraries post COVID.

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 1, 2022
SUBJECT: Library Statistical Report - December 2021

	Month Statistics			YTD Statistics		
	Dec-21	Dec-20	CHANGE	2021	2020	CHANGE
Circulation/Collections						
Total Library Circulation	52,880	38,608	36.97%	585,070	551,581	6.07%
Adult - Books	12,635	8,222	53.67%	131,342	116,589	12.65%
Adult - A/V	3,821	1,784	114.18%	29,328	31,081	-5.64%
Youth - Books	17,196	11,051	55.61%	195,048	165,455	17.89%
Youth - A/V	1,451	750	93.47%	16,605	16,904	-1.77%
Hot Picks	1,144	464	146.55%	11,294	16,953	-33.38%
E-Material	15,339	14,644	4.75%	184,914	189,575	-2.46%
ILL - PDL Requests	764	778	-1.80%	8,217	7,202	14.09%
ILL - Other Lib. Requests	530	915	-42.08%	8,322	7,822	6.39%
Self-Checkout Percentage	53.74%	0.32%		53.11%	51.58%	
Total Library Collection	181,899	189,671	-4.10%			
Adult - Books	77,970	87,326	-10.71%			
Adult - A/V	15,720	17,390	-9.60%			
Youth - Books	75,825	71,438	6.14%			
Youth - A/V	8,720	9,387	-7.11%			
Hot Picks	3,664	4,130	-11.28%			
Net Acquisitions	(2,099)	2,042	-202.79%	(7,849)	747	-1150.74%
Purchased - Books	1,742	3,577	-51.30%	17,100	15,844	7.93%
Purchased - A/V	248	372	-33.33%	2,679	3,003	-10.79%
Donated - Books	0	0	#DIV/0!	0	13	-100.00%
Donated - A/V	0	0	#DIV/0!	0	7	-100.00%
Material Discarded	(4,089)	(1,907)	-114.42%	(27,628)	(18,120)	-52.47%
Total In-House Usage*	0	0	#DIV/0!	0	384	-100.00%
In-House Periodical Usage	0	0	#DIV/0!	0	42	-100.00%
In-House Book Usage	0	0	#DIV/0!	0	342	-100.00%
Patrons						
Total Patrons	38,738	50,392	-23.13%			
Adult	19,973	27,462	-27.27%			
Youth	3,863	6,257	-38.26%			
Non-Resident	294	376	-21.81%			
Reciprocal	3,762	6,393	-41.15%			
Internet User	1,017	849	19.79%			
PASS Users	9,771	8,991	100.00%			
Professional	58	64	-9.38%			
Net Patrons	(13,121)	23	#####	(10,420)	10,133	-202.83%
Adult	72	17	323.53%	864	906	-4.64%
Youth	12	0	#DIV/0!	153	221	-30.77%
Non-Resident	0	0	#DIV/0!	6	9	-33.33%
Reciprocal	12	5	140.00%	146	209	-30.14%
Internet User	12	0	#DIV/0!	211	223	-5.38%
PASS Users	0	1	100.00%	1,426	8,970	-84.10%
Professional	0	0	0.00%	3	0	#DIV/0!
Patrons Removed	(13,229)	0	#DIV/0!	(13,229)	(405)	-3166.42%

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 1, 2022
SUBJECT: Library Statistical Report - December 2021

	Month Statistics			YTD Statistics		
	Dec-21	Dec-20	CHANGE	2021	2020	CHANGE
Library Building Usage						
Total Meeting Room Usage	25	0	#DIV/0!	122	430	-71.63%
Internal/Collaboration	15	0	#DIV/0!	56	217	-74.19%
External/Outside Usage	10	0	#DIV/0!	66	213	-69.01%
Total Program Audience	0	0	#DIV/0!	0	5,280	-100.00%
Adult	TBD		#DIV/0!	0	467	-100.00%
Youth	TBD		#DIV/0!	0	4,617	-100.00%
Heritage Room			#DIV/0!	0	196	-100.00%
Total Number of Programs	0	0	#DIV/0!	0	155	-100.00%
Adult	TBD		#DIV/0!	0	30	-100.00%
Youth	TBD		#DIV/0!	0	121	-100.00%
Heritage Room			#DIV/0!	0	4	-100.00%
Total Volunteer Hours	55	32	71.88%	547	1,100	-50.27%
Adult	10	0	#DIV/0!	72	274	-73.72%
Youth	0	0	#DIV/0!	0	191	-100.00%
Technical	13	0	#DIV/0!	124	187	-33.69%
Circulation	0	0	#DIV/0!	71	284	-75.00%
Administration	32	32	0.00%	280	121	131.40%
Community Service	0	0	0.00%	0	43	-100.00%
Total Front Door Traffic	8,123	0	#DIV/0!	84,618	188,771	-55.17%
Total Youth Services Traffic	5,332	0	#DIV/0!	59,455	127,286	-53.29%
Total Business Center Traffic	0	0	#DIV/0!	34	6,335	-99.46%
Information Access/Reference/Research						
Total Reference Transactions	6,168	13,951	-55.79%	80,909	85,666	-5.55%
Adult Phone	328	638	-48.59%	3,317	4,512	-26.48%
Adult Ready Reference	1,359	1,902	-28.55%	13,015	20,353	-36.05%
Adult Reference	72	224	-67.86%	1,202	1,774	-32.24%
Youth Phone	69	210	-67.14%	866	1,100	-21.27%
Youth Ready Reference	2,719	4,531	-39.99%	33,968	27,373	24.09%
Youth Reference	69	27	155.56%	3,207	3,536	-9.30%
HR Phone	12	20	-40.00%	124	95	30.53%
HR Ready Reference	269	112	140.18%	2,425	1,716	41.32%
HR Reference	16	5	220.00%	147	103	42.72%
Circ Phone	463	3,167	-85.38%	8,354	9,160	-8.80%
Circ Ready Reference	620	3,021	-79.48%	8,820	14,120	-37.54%
Circ Reference	172	94	82.98%	5,464	1,824	199.56%
Total Edutainment LAN Use	0	0	#DIV/0!	0	966	-100.00%
Total Internet Computer Use	829	0	#DIV/0!	7,190	10,219	-29.64%
Youth Computers	0	0	#DIV/0!	72	628	-88.54%
Adult Computers	824	0	#DIV/0!	7,113	9,497	-25.10%
Laptop Computer Circulated	5	0	#DIV/0!	5	94	-94.68%
Total Electronic Transactions	35,982	61,839	-41.81%	472,946	580,092	-18.47%
WebSite Hits	26,529	47,199	-43.79%	348,328	426,661	-18.36%
WebCatalog Sessions	7,368	11,764	-37.37%	99,217	118,944	-16.59%
Licensed Database Hits	2,085	2,876	-27.50%	25,401	34,487	-26.35%

* 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 17, 2022
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
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
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
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
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
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
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
E-Materials												-	22,001	28,635	69,980	81,646	116,319	117,008	120,364	140,609	189,575	184,914
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
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
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
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
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
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
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
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
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)
Purchased - Books	18,425	17,477	15,527	17,550	17,661	15,816	15,472	20,116	22,088	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
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
Donated - Books	942	805	1,033	441	242	428	97	394	231	88	89	69	45	48	35	32	43	38	40	36	13	-
Donated - A/V		215	310	127	195	204	211	64	39	34	36	44	41	42	36	26	31	32	36	34	7	-
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)
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
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
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
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
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
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
Non-Resident		339	374	351	351	382	366	196	238	244	266	357	280	328	324	343	349	370	400	370	376	294
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
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
PASS Users																						
Professional		132	169	225	230	247	272	149	147	71	74	67	51	63	58	66	63	66	68	61	64	58
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)
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
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
Non-Resident	37	40	33	48	43	36	34	49	43	34	44	47	34	47	52	40	38	41	42	30	9	6
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
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
PASS Users																					8,970	1,426
Professional	n/a	16	30	63	21	11	20	31	29	2	7	2	-	4	3	2	10	4	3	-	-	3
Patrons Removed																						
																					(14,991)	(3,300)
																					(2,604)	(405)
																					(405)	(13,229)

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 17, 2022
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
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
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
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
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	5,280	-
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	467	-
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	4,617	-
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	-
Total Number of Programs			114	205	380	475	518	525	506	532	584	680	562	512	497	524	471	605	649	652	155	-
Adult			19	27	78	98	81	118	129	132	180	176	146	129	155	171	126	216	191	162	30	-
Youth			78	155	274	352	409	354	341	352	374	358	369	338	308	317	300	353	423	442	121	-
Heritage Room			17	23	28	25	28	53	36	48	30	146	47	45	34	36	45	36	35	48	4	-
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
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
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	-
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
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
Administration		16	11	15	37	10	1	503	299	356	378	352	399	384	337	329	361	395	296	304	121	280
Community Service		561	756	513	753	654	489	626	567	618	616	668	792	318	232	110	37	251	247	164	43	-
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
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
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 Transaction	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
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
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
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
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
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
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
HR Phone		310	301	331	243	268	187	192	202	192	213	360	345	323	351	151	200	185	150	156	95	124
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	5,031	5,504	5,356	5,222	1,716	2,425	
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
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
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
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
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	1,064	2,379	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	-	
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
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
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
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
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	
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
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
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
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
A/V	-	86,101	117,022	150,258	145,357	163,794																

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 17, 2022
SUBJECT: Library Statistical Report - Year End Comparison

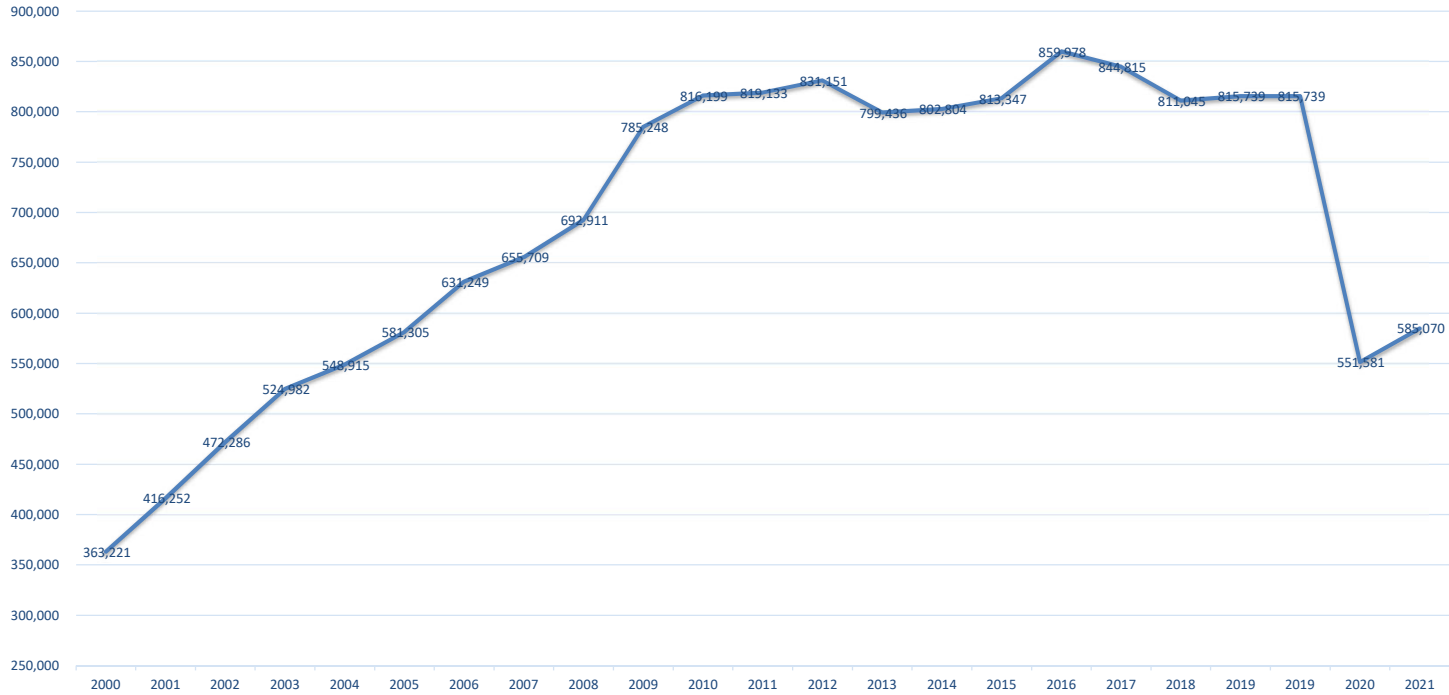
	Year-End Statistical Comparative Data																					
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Total Item Checkins	305,210	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	816,199	819,133	809,150	770,801	732,824	731,701	743,659	727,807	690,681	675,130	362,006	400,156
Automated Checkins	-	-	-	-	-	-	-	-	-	-	-	-	290,510	281,839	279,750	281,175	280,318	273,946	270,392	256,743	83,213	-
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
Total Staff-Assisted Transa	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
Total Automated Transactio	-	-	-	-	-	-	-	-	-	-	309,711	435,617	732,241	715,157	714,462	709,978	708,472	684,649	668,635	643,480	262,169	203,732

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 17, 2022
SUBJECT: Library Statistical Report - Year End Comparison

Year-End Statistical Comparative Data

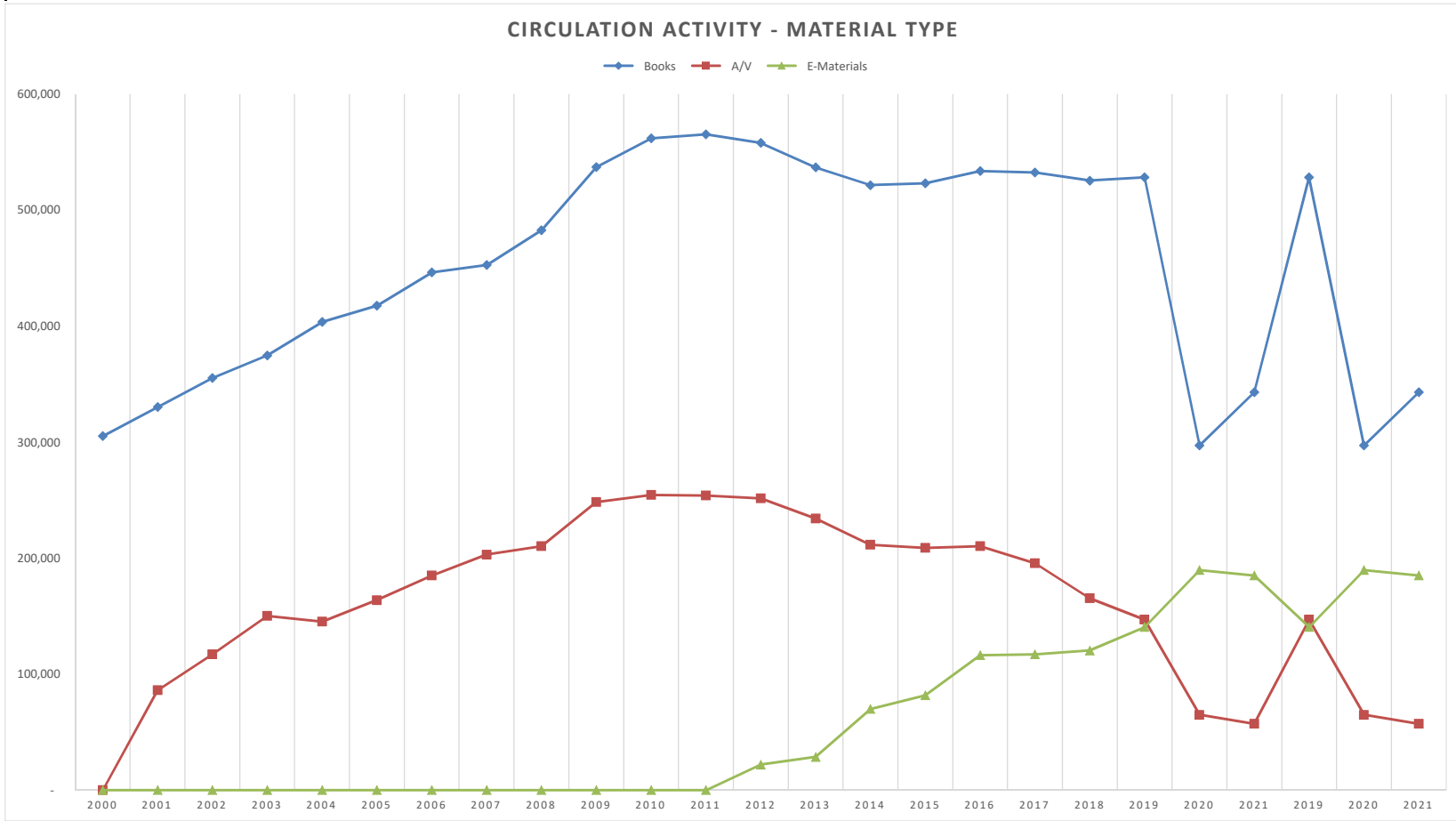
2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021

Annual Circulation for PDL



TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 17, 2022
SUBJECT: Library Statistical Report - Year End Comparison

Year-End Statistical Comparative Data

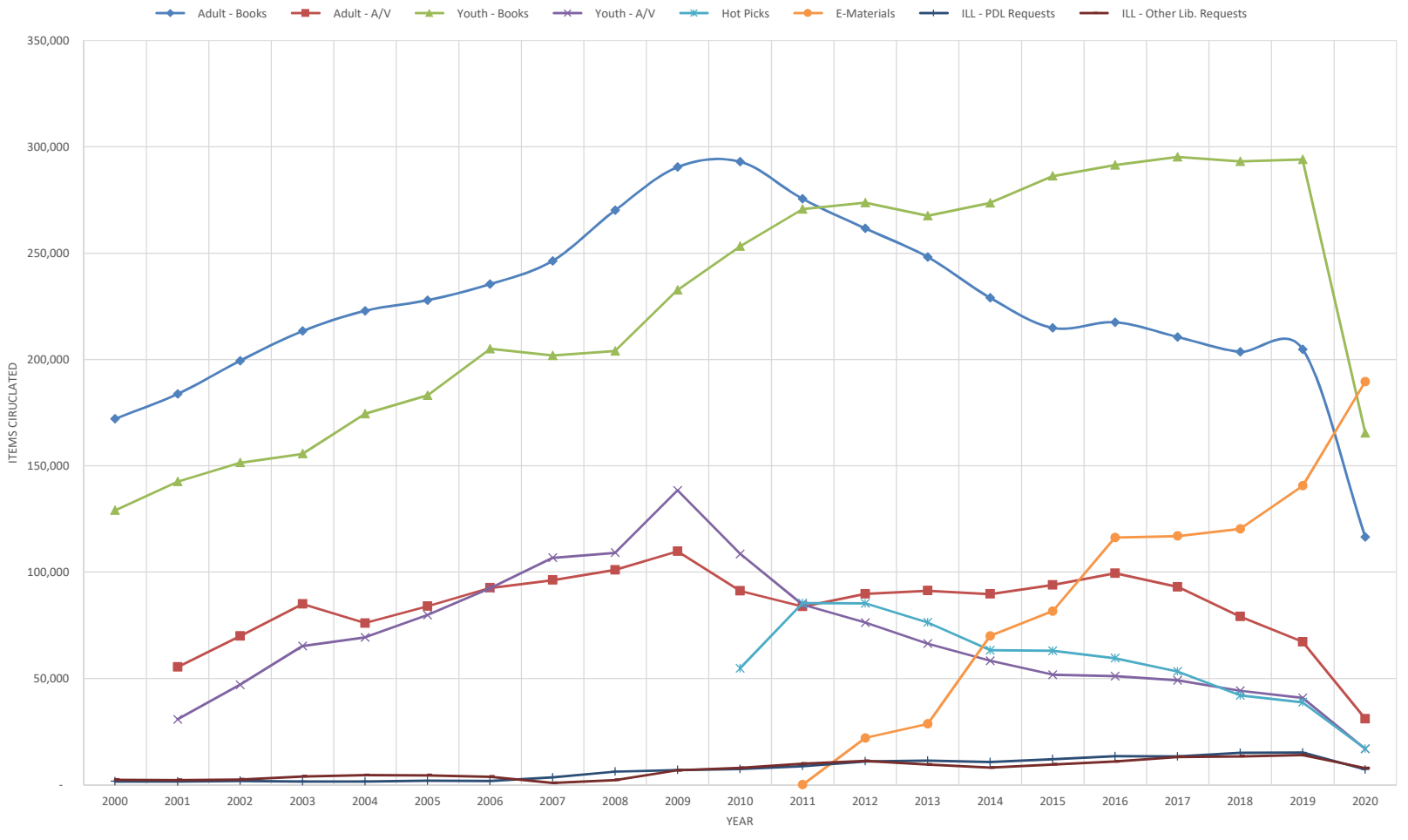


TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 17, 2022
SUBJECT: Library Statistical Report - Year End Comparison

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

CIRCULATION ACTIVITY - MATERIAL TYPE AND AREA

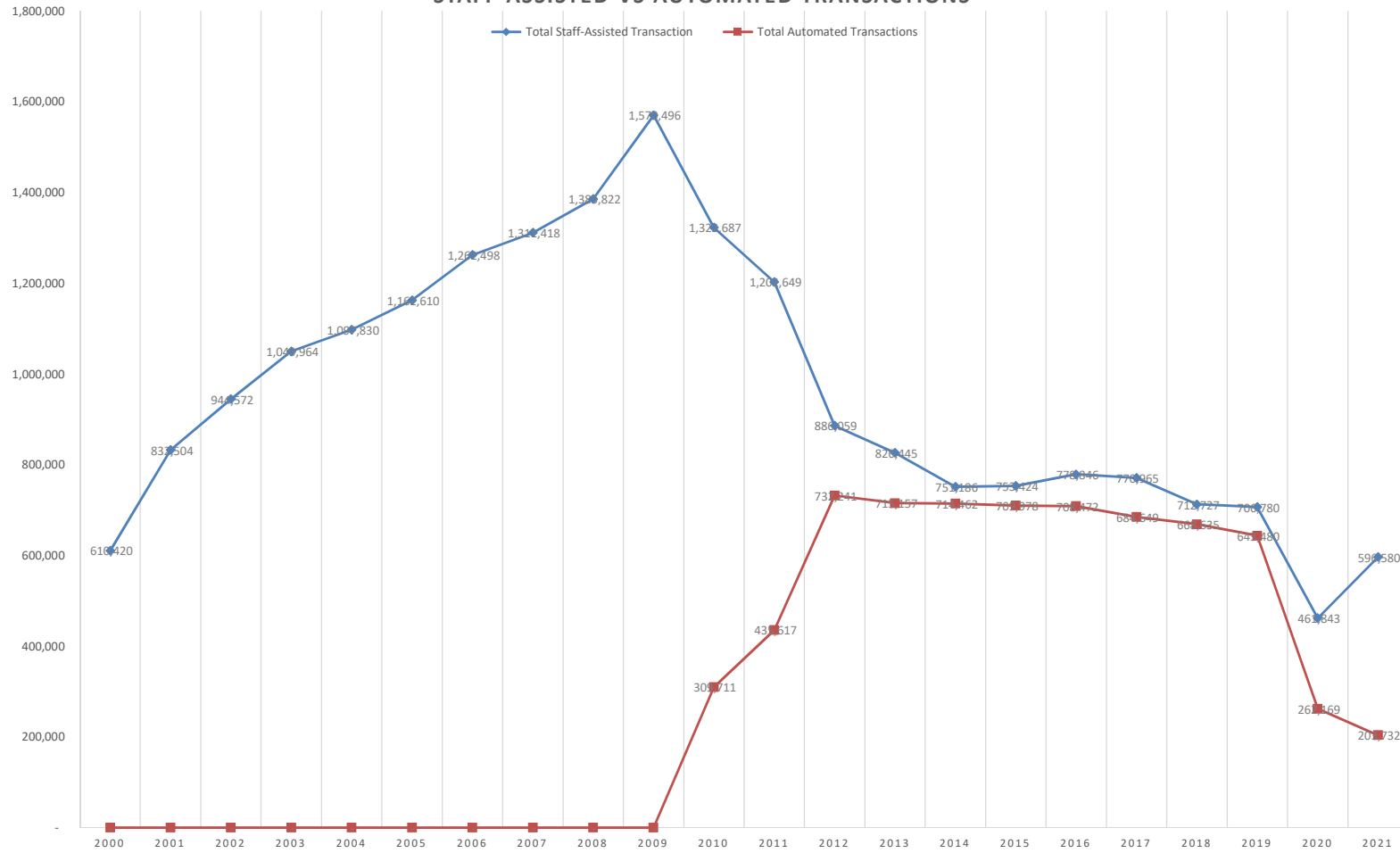


TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 17, 2022
SUBJECT: Library Statistical Report - Year End Comparison

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

STAFF-ASSISTED VS AUTOMATED TRANSACTIONS



PORTAGE DISTRICT LIBRARY**COMMUNICATION**

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 17, 2021
Subject: Upcoming Library Board linkage opportunities in February 2022 for consideration

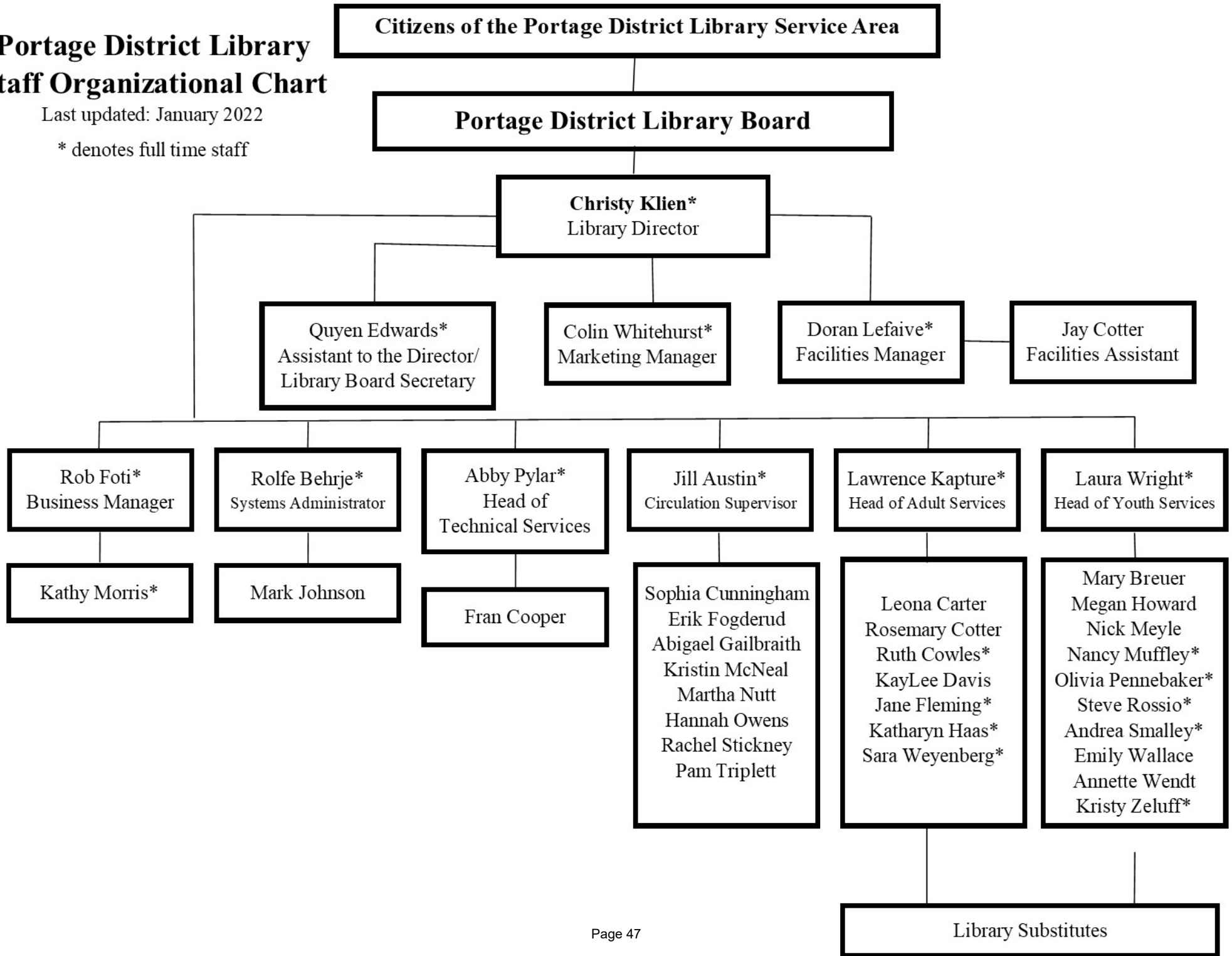
Monthly library board linkage has been included in the past as a list of upcoming events. This linkage information is provided to highlight a few virtual programs that will occur before the next month's board meeting. We welcome you to attend any library event as a trustee and representative of the library as it is an excellent opportunity to observe what is happening on a daily basis and to speak to patrons about their experiences. If you choose to attend a program as a trustee, we ask that you let Quyen or myself know in advance so that we can make the staff presenter aware. Thank you.

Date	Time	Activity or Program Description
All Month		Cookbook Club Challenge: Homemade Soup
2/2	6:00 PM	4th-6th Grade Book Club (Virtual)
2/3, 2/17	9:00 AM	Muffins and the Market
2/4, 2/11, 2/18, 2/25	9:00 AM	Family Online Storytime
2/3, 2/10, 2/17, 2/24	9:00 AM	Just Move Storytime
2/8	7:00 PM	2022 Movie Preview
2/10	7:00 PM	International Mystery Book Discussion: "Six Four"
2/11	All Day	Kids in the Kitchen with Junior Chef Gianna Key: Very Valentine Pudding Cookies
2/15	10:30 AM	10:30 AM - Open for Discussion: "The Best We Could Do"
2/17	6:00 PM	MARVELous Workout Adventure - Elementary
2/18		Adult Take Home Craft: Memoir Watercolor Kit (Registration begins 2/1)
2/22	7:00 PM	Purl for Portage: A Virtual Yarn Arts Club

Portage District Library Staff Organizational Chart

Last updated: January 2022

* denotes full time staff



To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 17, 2022
Subject: Election of Library Board Officers for 2022

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 Bale has 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 24, 2022 Board Meeting.

Procedure:

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

After that, Library Board Chair Behr will ask for another motion to accept the slate of proposed Library Board Officers for 2022. 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 2022 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 2022* has been placed as an item under Governance on the agenda for the January 24, 2022 board meeting.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 17, 2022
Subject: Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends and Library Board Secretary for 2022

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 2022 has been placed on the January 24, 2022 agenda under Governance.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 18, 2022
Subject: Annual Update of “*Conflict of Interest*” Statements by Trustees

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 Compiled 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 distributed via email to trustees following the January 24, 2021=2 Board Meeting. Trustees may return a signed document to the Library Board Secretary in-person or via email..

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 24, 2022 board meeting.

Thank you.

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 Compiled 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

01-24-2022

Disclosures:

(Indicate “none” if applicable. Otherwise, please give a brief explanation of the conflict.)

To:	Portage District Library Board Members
From:	Christy Klien, Library Director
Date:	January 18, 2022
Subject:	Discussion about Guests to be Invited to Library Board Meetings in 2022

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 24, 2022.

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 2022 Annual Calendar. In March it is the Marketing Plan; in May 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.

Board Meetings:	Agenda	Guest or Presentation
February 28, 2022	Regular board meeting	
March 28, 2022	Regular board meeting	Marketing Plan
April 25, 2022	Regular board meeting	
May 23, 2022	Regular board meeting	Auditor’s Report
June 27, 2022	Regular Board meeting & FY 2023 Budget	Budget Presentation
July 25, 2022	Regular board meeting	3-Yr Technology Plan
August 22, 2022	Public Hearing on proposed FY 2023 Budget	Public Hearing
September 26, 2022	Regular Board Meeting	
October 2022	LIBRARY BOARD RETREAT	
October 24, 2022	Regular board meeting	
December 12, 2022	Regular board meeting	

RECOMMENDATION:

I recommend that the Library Board invite a Strategic Planning facilitator to work with the Board and Staff to create a new Strategic Plan to start in 2023. I am also open to exploring other suggestions made by the Board.

Portage District Library
4th Quarter Report
December 31, 2021

Revenue		Percent of Year Gone -->				100%		
General Ledger Category	4th Qtr. Budget	4th Qtr. Actual	4th Qtr. % Received	2021 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received	
Total Tax Revenue	\$ (3,125)	\$ 4,895	-157%	\$ 4,949,347	\$ 4,944,325	\$ 4,944,325	100%	
Other Revenue	18,988	32,765	173%	131,092	180,368	180,368	138%	
Revenue (To)/from Reserves	-	-	N/A	2,593,053	2,593,053	2,593,053	100%	
State Aid Revenue	-	-	N/A	342,843	382,279	382,279	112%	
Bond Proceeds	-	-	N/A	7,520,196	7,520,196	7,520,196	100%	
Other Financial Sources	\$ 55,986	\$ 55,986	100%	\$ 55,986	\$ 55,986	\$ 55,986	100%	
Total Revenue	\$ 71,849	\$ 93,646	130%	\$ 15,592,517	\$ 15,676,207	\$ 15,676,207	101%	

Expenses

General Ledger Category	4th Qtr. Budget	4th Qtr. Actual	4th Qtr. % Spent	2021 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent
Total Salaries & Wages	\$402,819	\$422,596	105%	\$1,611,276	\$1,495,362	\$1,495,362	93%
Total Fringes & Benefits	163,900	142,835	87%	660,600	580,161	580,527	88%
Total Library Materials	155,258	155,258	100%	769,306	573,970	655,908	85%
Total Utilities	43,013	43,013	100%	174,350	138,578	153,578	88%
Total Buildings	40,593	18,722	46%	282,360	153,661	272,901	97%
Total Furnishings & Equipment	0	0	N/A	30,498	0	28,000	92%
Total Supplies	31,363	27,243	87%	192,539	77,766	167,195	87%
Total Professional Services	65,558	65,558	100%	424,607	185,492	384,357	91%
Total Other Charges	205,738	32,237	16%	392,512	112,801	355,778	91%
Other Financial Uses	\$ 55,986	\$ 55,986	100%	\$ 55,986	\$ 55,986	\$ 55,986	100%
TOTAL OPER. EXPENSES	\$ 1,164,228	\$ 963,448	83%	\$ 4,594,034	\$ 3,373,777	\$ 4,149,592	90%
TOTAL CAPITAL PROJECTS	\$ 3,224,143	\$ 3,224,143	100%	\$ 10,998,483	\$ 6,631,835	\$ 10,992,368	100%
TOTAL EXPENSES	\$ 4,388,371	\$ 4,187,591	95%	\$ 15,592,517	\$ 10,005,612	\$ 15,141,960	64%

EFFECT ON FUND BALANCE *	\$ (4,316,522)	\$ (4,093,945)		\$ -	\$ 5,670,595	\$ 534,247
--------------------------	----------------	----------------	--	------	--------------	------------

Cash Flow Analysis of 2021 money only		Cash Flow Analysis of all money including prior year(s)	
2021 cash as of 9/30/2021	\$ 1,196,510	12/31/20 Audited Total cash (Fund Equity*) minus liabilities	\$ 8,830,874
+Fourth Quarter Revenues	93,646	+ 2021 Revenues	15,620,221
- Fourth Quarter Operating Expenses	963,448	- 2021 Operating Expenses	3,317,791
- Fourth Quarter Capital Projects	3,224,143	- Capital Projects	6,631,835
		- General Reserves	704,878
		- 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	73,418
		- Encumbrances	5,136,348
2021 cash as of 12/31/2021	\$ (2,897,435)	Total available cash as of 12/31/2021 (Fund Balance*)	\$ 6,853,715

* 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 on pace for this time of year. The library has approximately \$21,000 of outstanding property taxes as of September 30, 2021. This amount is slightly higher than the prior year's balance. The Library will continue to collect delinquent Personal Property Tax as it is paid in the current year and additional years. Chargebacks for property tax appeals by the City of Portage and County of Kalamazoo have been under budget by approximately \$11,500 for the year.

State Aid Revenue - The library has received all of its State Aid payments in the amount of \$45,247. The Library did not budget for State Aid in FY2021, as it was unsure of the impact that the COVID-19 pandemic would have on State resources. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was \$5,811 less 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 FY2021 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 \$6,218 in FY2021. Funds have been added to the FY2021 budget for the following items: prior year encumbrances (\$1,285,248); donations received in FY2020 with specific requests (\$16,725); funds for the Library Improvement Project (\$1,000,000).

Other Revenue - Other Revenue is slightly ahead of pace for this time of year. The majority of this category is comprised of Fines and Fees, Penal Fines and Interest income. Fines and Fees are behind pace for the 3rd qtr., but were expected to lag as a result of the Library's temporary closure. Penal Fines were received and were \$9,291 higher than budgeted. 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 \$15,847 of donations and grants to date. Interest Income is ahead of pace for this time of year, but as investments mature and are reinvested, rates available will be at a much lower rate. The Library recently received a \$12,943 distribution from the Michigan Municipal Risk Management Authority (MMRMA) for building insurance premiums.

Bond Proceeds - In June the Library received its proceeds from the sale of its bonds. The received \$7,000,000 for the value of the bonds and an additional \$520,196 in premiums on the sale of those bonds. The premiums were received because the interest on the repayment of the bonds is higher than the true interest rate. The true interest rate that the Library will pay on the bonds will be 0.84%.

Salaries & Wages - Salaries & Wages are below pace for this time of year. The approximate 140,000 that the Library is under budget is due to three (3) full-time vacancies and two (2) part-time vacancy that are planned to be filled in FY2021. The Library has begun to hire for these vacancies and will continue to do so throughout the 4th qtr..

Fringes & Benefits - Fringes & Benefits are less than 75% expended as of September 30, 2021. This is due to two employees opting out of the Library's insurance plan and picking up a spouse's insurance plan, and the vacant positions noted above. 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 on pace for this time of year. As we enter the 4th qtr., individual lines will be analyzed and purchasing will pick-up. Additionally, funds will be shifted among individual lines as needed to meet demands in collections.

Utilities - Utilities are under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures are below budget for the year. The Library encumbered \$25,000 of funds in FY2020 and brought those funds into FY2021 to help offset additional utility costs from the temporary location. These costs will be in addition to utility costs at the main library, which should be reduced due to a reduced level of activity. The Library is monitoring the cost of gas & electric at both locations closely to determine if the current will be enough for the remainder of the year.

Building - Year-to-date actual and encumbrances are less than the 75% target. The Library has had very few repairs and projects since moving into the temporary location. Additionally, Snow Removal was well below budget for the 1st quarter. Building cleaning costs at the temporary location are trending lower than previously experienced at the library permanent location.

Furnishings & Equipment - This category is over its target for this time of year. There are \$30,498 of encumbrances coming forward from 2020. Therefore, all of the expenses were encumbered in the 1st quarter. Projects being carried over from the prior year are: book bins; atrium shelving; teen room display furniture; and DVD shelving. These projects will be reviewed and may be cancelled if they are being covered in the furniture plan in the Library Improvement Project.

Supplies -The supply category is under budget 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 majority of activity in this category is from encumbrances brought forward from 2020.

Professional Services - This category is lower than the 75% target for several reason. The majority of lines within this category are close to pace. There are a few lines that are underspent. Legal fees have been less than anticipated through the 2nd qtr, but will increase in the 3rd qtr. as the fees associated with the bond sale are paid.

Other Charges - This category is on pace for this time of year. Invoices for services will be analyzed to determine if they need to be treated as prepaids. All adjustments will be made and that could affect the effect the expenses in this category downward.

Capital Projects - This category is below the budget for this time of year. This is due to several reasons. Funds for technology projects will not be spent until the 4th qtr of FY2021. The Library has a large amount of funds available to complete the Library Building and Renovation Project. The \$150,000 of Capital Maintenance will be held onto in the event of needed funds for a project or large repair. Lastly, the Library budgeted \$210,000 for interest on the bond repayment in 2021. Due to the lower then anticipated interest rate the Library received it will only spend approximately \$55,000 in 2021.

To: Christine Klien, Library Director
From: Rob Foti, Business Manager
Date: January 19, 2022
Subject: Fourth Quarter, Fiscal Year 2021 Explanation of Budget Variances exceeding 20%

Revenue

Other Revenue – The Other Revenue category is greater than budgeted funds by \$49,276.58 (35.89%). The move to a temporary location had a negative effect on revenue in the areas of Fines & Fees and Vending Services. Fines & Fees were down \$17,227 and Vending Services were down by \$7,084. This reduction was offset in higher than budgeted revenue in the areas of Penal Fines (\$9,290.91), Contributions and Grants (\$2,371.19), Interest Income (\$26,262.88), and Other Revenue (\$15,565.91). The \$15,565.91 of other revenue was the result of a distribution of premiums from the Library’s building insurance pool.

Expenditures

No Budget categories had a variance exceeding 20% for Fiscal Year 2021.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 20, 2022
Subject: Library RFID Technology

Background:

The Portage District Library has been working with Bibliotheca (3M Library Systems) since 2009 and been well served in this relationship. Our evolution with RFID has provided our patrons with reliable a self-service solution. Using this RFID solution, the library has made itself more efficient in providing services. Tagging library material has allowed the library to efficiently circulate items, speed up inventory procedures, and manage collections. As the library moves into its new building the library would like to continue its relationship with Bibliotheca as its provider of library RFID technology.

It must also be stated that the encoding used on its tags is unique to 3M Library Systems which was acquired by Bibliotheca. The library uses this encoding to secure and scan library materials for circulation and collection management.

Recommendation

I recommend that the Portage District Library engage Bibliotheca for its planned and budgeted RFID technology for the renovated library.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 20, 2022
Subject: Library Meeting Room Technology

Background:

The Portage District Library plans to offer mobile technology carts in its meeting rooms that will offer flexibility to its patrons and staff. We will no longer be limited by fixed drop down screens in the meeting rooms. Mobile technology carts will allow the staff and public to arrange the room in a manner that suits the presentation and preferred seating layout. Furthermore, these carts will be adjustable and will be able to be moved between rooms as needs change.

The library has worked with the local company Home Automation and Design for many years. Home Automation and Design has designed and deployed these solutions in local churches, businesses and schools. Demonstrations and local installations have shown that these solutions are robustly built to be safe, flexible and high quality. Home Automation can equip these safe commercial carts with webcams, speakers, and smart solutions.

Recommendation

I recommend that the Portage District Library engage Home Automation Design for planned and budgeted Meeting Room technology and Mobile Carts technology for the renovated library.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 20, 2022
Subject: Library Public Access Computer, Print and Scan Technology

Background:

The Portage District Library has used various software and hardware solutions to manage its public access computers. This growth has been in-line with services and needs of its public. Starting with Cybrayn and growing to Envisionware the library grown into solutions that manage the time, printing, reservations and recently scanning, fax and copying. Our current solution has served our patrons fairly well but the staff is seeing a decline in the reliability of our print release, fax and mobile remote print functions of our current solution. This lack of reliability spurred the library to review other products.

This review led us to TBS (Today's Business Solutions). Today's Business Solutions sells and supports MyPC (Computer Time Management), PaperCut (Print Management), TBS 9900 (Coin and Debit Print Vending), ePrintIt (Mobile Print Management) and ScanEZ (Multi-Service). The library invited TBS to the library for a successful and impressive demonstration. The difficulties with the library's current solution were addressed and the new solution added a unique debit/credit payment solution to address high transaction and low amounts. This solution will be more flexible addressing patrons needs more thoroughly. Other current customer reviews were positive.

Recommendation

I recommend that the Portage District Library engage TBS for its Public Access Computer, Print and Scanning Services technology for the renovated library.

PORTAGE DISTRICT LIBRARY
Library Director's Personal Goals for Fiscal Year 2022

Goals Description	Measurement Criteria
<p>GOAL 1: Work with the library's building project team of professionals to provide services from a temporary location and complete the library building's expansion and remodeling project by May 2022.</p> <ul style="list-style-type: none"> • Conduct regular scheduled meetings with the architect and construction management firm to keep up-to-date and on track. • Develop a plan to move back to 300 Library Lane in the Spring of 2022. • Communicate regularly with community to provide project updates. 	<ul style="list-style-type: none"> • Successful move back to library • Building project is complete by May 2022. • Monthly updates are given to the Board and community. <hr/> <p style="text-align: center;">End of Year Accomplishments</p>
<p>GOAL 2: Work with the library's community outreach librarians to develop a plan to actively engage with the community</p> <ul style="list-style-type: none"> • Conduct meetings with outreach librarians and programming staff to discuss library's current and future community engagement efforts. • Develop a plan for re-engaging community groups in a post-covid environment. 	<ul style="list-style-type: none"> • A community engagement plan is developed. <hr/> <p style="text-align: center;">End of Year Accomplishments</p>
<p>GOAL 3: Work with library programming staff to continue to provide hybrid or virtual programming for greater access.</p> <ul style="list-style-type: none"> • Meet with programming staff to discuss programming offerings and develop a plan to offer a variety of programs that allow for virtual participation. • Analyze virtual participation data at the end of 2022 to determine plans for 2023. 	<ul style="list-style-type: none"> • A variety of programs for all ages are offered in a virtual format. <hr/> <p style="text-align: center;">End of Year Accomplishments</p>

Quarterly Statistics for Strategic Plan 2018-2022

Ends Statement #1

Optimize access to resources for information, education, and entertainment.

We will accomplish this by providing a collection of tools to facilitate creating and learning (1.1)
and by reaching the community at their diverse literacy needs. (1.2)

Projects:

- Build a creation station to allow patrons to use software for creation of art and technical design
- Develop more instructional programming for adult patrons
- Create programming that promotes interactive learning
- Actively highlight the library’s online resources and services on social media and other media outlets
- Create videos to educate our patrons about our resources and how to use them
- Provide peripheral technologies (devices that extend computer, tablet and phone functionality) to extend services to patrons in new dynamic formats

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Year to Date	2021 Target	% of Target
75 % patrons responded that they learned something in a guided learning event	-	-	-	100%	100%	75%	100% in months surveyed
50% of programs offered will provide guided learning activities (Adult/Youth)	A 64% Y 79%	A 64% Y 60%	A 63% Y 69%	A 63% Y 48 %	A 63.5% Y 64%	A 50% Y 50 %	A Target Met Y Target Met
20% increase of hits of online learning tools	277%	277%	284%	288%	281.5%	20%	Target Met
Implement 12 software/devices that allow people to create and learn	2	2	8	9	21	12	Target Met
12 videos are created	28	11	19	23	81	12	Target Met

- Create a literacy liaison who will make connections and give tours to ESL and Adult Literacy groups
- Create methods to expand the reach of our Digital Literacy (computer education) programs
- Build programming and services that will reach groups at diverse levels

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Year to Date	2021 Target	% of Target
Youth Services will provide 3 programs annually targeting each literacy level (Beginner, Intermediate, Expert)	B 12 I 10 E 3	B 29 I 3 E 6	B 16 I 4 E 3	B 5 I 8 E 6	B 62 I 25 E 18	B 3 I 3 E 3	Target Met
Help 150 patrons become more info-literate *	284	284	300	364	80	150	Target Met
Have 50 people in the library for ESL tours *	84	84	84	88	5	50	Target Met

Ends Statement #2

Be a safe, welcoming, inclusive destination for families and individuals.

We will accomplish this by providing collections and content to meet the evolving needs of the community and by supporting diverse perspectives.

Projects:

- Evaluate reference and periodical collections, in print and electronic formats, in order to find ways to increase use and lower cost of these services
- Offer, programming, services, and collections that will better meet the needs of our immigrant population
- Create tools to measure the needs of the community
- Improve the accessibility and visibility of existing physical and electronic collections

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Year to Date	2021 Target	% of Target
80% of user satisfaction with collections and instructional events	-	-	-	-	-	80%	-
Active holds older than 3 month less than 200 titles	307	167	430	413	Greater than 200	Less than 200	Target Not Met
21 Special programs will target groups representing different perspectives or cultures *	37	39	41	42	13	21	Target Met
25% of kits will change annually to reflect changing needs of the community	-	-	-	-	-	25%	-
20% reduction in total physical collection size	6.34%	5.79%	-1.67%	-1.24%	9.21%%	20%	46.06%

Ends Statement #3
Be a leader in strengthening our community.

We will accomplish this by providing a presence in the community where people are,
 when they need it, and how they want to use it.

Projects:

- We will build outreach services that will meet the needs of people outside the building and outside of our traditional hours
- Realign budgets from other materials lines in Adult Services to boost electronic material needs and to fill holds
- Improve service access to Portage Public School Students through a collaborative student registration process
- Update the Library Website

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Year to Date	2021 Target	% of Target
20% more items available for circulation will be digital	56%	58%	59%	66%	66%	20%	295%
15% of our programs annually will be outreach (Adult/Youth)	A 8% Y 11%	A 10% Y 9.5%	A 12% Y 6%	A 10% Y 17%	A 10% Y 10.9%	A 15% Y 15%	A 67% Y 73%
70% of patrons who completed an exit survey were satisfied that the program met their needs	-	-	-	100%	100%	70%	100% in months surveyed
100% of PPS middle school and high school students have access to PDL electronic services	-	-	-	-	100%	100%	100% with PASS card implementation
12 events or table events will be held outside the Library by the Adult Department	7	7	10	12	12	12	Target Met

Ends Statement #4

Be a community center to experience and explore local arts and culture.

We will accomplish this by being a resource of Local Information, History, and Culture. (2)

Projects:

- Track the use of space used to showcase local arts and organizations
- Provide information and services for users new to the area or new to the U.S.
- The Heritage Room will initiate a long-term CONTENTdm Scanning Project
- Heritage Room Book Expansion Project
- “Future History Project: South Westnedge Avenue Documentation”
- Portage Schools Project
- World War 1 100th Anniversary Commemorative Walking Trail 2018 - COMPLETE
- Initiate Harwood Community Conversations - COMPLETE

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Year to Date	2021 Target	% of Target
90% of display space used for local artists and organizations	-	-	-	-	-	90%	-
5 large projects completed in the Local History Rooms *	1	1	1	1	1	5	20%
90% of patron responses say displays are meaningful	-	-	-	-	-	90%	-
4 new resources for information will be added each year	0	0	0	0	0	4	0%

* Target number over the course of the 5 year plan

Portage District Library Strategic Plan 2018 - 2022

Ends Statement #1

Optimize access to resources for information, education, and entertainment.

We will accomplish this by providing a collection of tools to facilitate creating and learning (1a) and by reaching the community at their diverse literacy needs. (1b)

Project Updates:

Adult Services Programming Highlights - LK

Youth Services Programming Highlights - LW

(1.1) Build a creation station to allow patrons to use software for creation of art and technical design LK

(1.2) Develop more instructional programming for adult patrons LK

(1.3) Create programming that promotes interactive learning LK/LW

(1.4) Actively highlight the library's online resources and services on social media and other media outlets LK/ JA

(1.5) Create videos to educate our patrons about our resources and how to use them CW

(1.6) Provide peripheral technologies (devices that extend computer, tablet and phone functionality) to extend services to patrons in new dynamic formats RB

(1.7) Create a literacy liaison who will make connections and give tours to ESL and Adult Literacy groups LK

(1.8) Create methods to expand the reach of our Digital Literacy (computer education) programs LK

(1.9) Build programming and services that will reach groups at diverse levels LW

Ends Statement #2

Be a safe, welcoming, inclusive destination for families and individuals.

We will accomplish this by providing collections and content to meet the evolving needs of the community and by supporting diverse perspectives.

Project Updates:

(2.1) Evaluate reference and periodical collections, in print and electronic formats, in order to find ways to increase use and lower cost of these services LK

(2.2) Offer, programming, services, and collections that will better meet the needs of our immigrant population LW

(2.3) Improve the accessibility and visibility of existing physical and electronic collections
LK/LW/RB/JA

(2.4) Create tools to measure the needs of the community CW/LK

Ends Statement #3
Be a leader in strengthening our community.

We will accomplish this by providing a presence in the community where people are,
when they need it, and how they want to use it.

Project Updates:

(3.1) We will build outreach services that will meet the needs of people outside the building and outside of our traditional hours LK/LW

(3.2) Realign budgets from other materials lines in Adult Services to boost electronic material needs and to fill holds LK

(3.3) Improve service access to Portage Public School Students through a collaborative student registration process JA/RB

(3.4) Update the Library Website CW

Ends Statement #4
Be a community center to experience and explore local arts and culture.

We will accomplish this by being a resource of Local Information, History, and Culture. (2)
Project Updates:

(4.1) Displays and use of space to showcase local arts and organizations LK

(4.2) Provide information and services for users new to the area or new to the U.S. LW

(4.3) The Heritage Room will initiate a long-term CONTENTdm Scanning Project SR

(4.4) Heritage Room Book Expansion Project SR

(4.5) "Future History Project: South Westnedge Avenue Documentation" SR

(4.6) Portage Public Schools Project SR

~~(4.7) World War 1 100th Anniversary Commemorative Walking Trail 2018 SR— COMPLETE~~

~~(4.8) Initiate Harwood Community Conversations CK/CW— COMPLETE~~

Operational

The Library will also provide continued operational support for administrative, human resource, facility, technology, acquisition, and circulation services to maintain and improve public access to library resources.

Project Updates:

(O.1) Facilities Master Plan CK/RF

(O.2) Professional Development (Develop a schedule, conduct employee training and certification in topics such as employee benefits, emergency procedures, safety/first aid, equipment use) CK/RF

(O.3) Create a library of informational how-to videos and learning aids for staff use in areas of technology, office machines, and processes RF

(O.4) Develop a paperless purchasing workflow that will increase efficiency of staff ordering and provide the necessary documentation of approvals for auditing purposes RF

(O.5) Convert paper employee files to paperless and develop a schedule for new/updated documents and workflow for obtaining in electronic formats RF

(O.6) Develop a paperless workflow for applicants to apply for positions, staff to monitor candidates throughout the process RF

(O.7) Maintain Symphony database of item and user records JA

(O.8) Manage self-checkout functionality and strive for greater use of self-checkout by library users JA

(O.9) Sponsor annual community support initiatives JA

(O.10) Make use of new technologies like RFID (Radio Frequency Identification) to empower patrons with self-service and to manage its ongoing operations effectively RB

(O.11) Deploy server and virtualization technology, storage consolidation, Software as a Service (SaaS) and will eliminate single points of failure to provide patron and staff access to computing resources, and to ensure that these resources are available to the maximum extent possible while addressing new technology needs as they may arise RB

(O.12) Provide the necessary communication tools for library staff and patrons to enable library patrons and staff to conduct daily business and functions, access digital services and increase productivity of library operations RB

(O.13) The Portage District Library will provide the necessary technology and Internet bandwidth to enable library patrons and staff to conduct daily business and functions, to make its web services available to the larger Internet community, and to allow for remote support services that will be necessary for smooth, continuous operations RB

(O.14) Technical Services will efficiently help acquire, process, and deliver accurate complete materials in a timely manner that will aide in borrowers search and retrieval of the information that they desire AP

(O.15) Create a sustainable Maker area for Youth LW

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 19, 2022
Subject: Strategic Plan 2022

In January 2021, Library Board extend the 2018-2020 Strategic Plan until 2023, allowing the completion of the building project and the growth of several new initiatives hindered by the COVID-19 pandemic. In 2022, the library will undertake the prep work involved in developing a new Strategic Plan to begin in January 2023.

As a Library Board that runs under the Carver Governance model, we ask that the Board vote to reaffirm our four End Statements for the 2022 calendar year with the understanding that they will be reported on within the goals outlined by the 2018-2022 Strategic Plan.

End Statement #1 for 2022

Optimize access to resources for information, education, and entertainment.

We will accomplish this by providing a collection of tool to facilitate creating and learning and by reaching the community at their diverse literacy needs.

End Statement #2 for 2022

Be a safe, welcoming, inclusive destination for families and individuals.

We will accomplish this by providing collections and content to meet the evolving needs of the community and by supporting diverse perspectives.

End Statement #3 for 2022

Be a leader in strengthening our community.

We will accomplish this by providing a presence in the community where people are, when they need it, and how they want to use it.

End Statement #4 for 2022

Be a community center to experience and explore local arts and culture.

We will accomplish this by being a resource of Local Information, History, and Culture.

The Library will also provide continued operational support for administrative, human resource, facility, technology, acquisition, and circulation services to maintain and improve public access to library resources.

PORTAGE DISTRICT LIBRARY

Monitoring Report on Executive Limitation Policy: Global Executive Constraint

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	<p>The library is in compliance with all aspects of the District Library Law, including:</p> <ul style="list-style-type: none"> • 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	<p>The library is fulfilling all requirements for a Class VI public library as determined by the Library of Michigan, including:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ✓ 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
Federal and State Laws And City of Portage Ordinances	<p>The library is in compliance with all federal and state laws and City of Portage ordinances. Examples of this are:</p> <ul style="list-style-type: none"> • 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	<p>All Library Board policies are reviewed on an annual basis, and library staff and patrons are made aware of board policies.</p> <ul style="list-style-type: none"> • 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.

Controls in Place	Evidence of Compliance
Administrative Procedures	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ✓ Maintaining an ongoing contract with attorneys for legal advice and counsel as needed. (Anne Seuryneck 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. <i>[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.]</i> ✓ 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. ✓ <u>Systematically checking operations throughout the library on a regular basis to ensure that they are being run properly.</u> <i>(Note: The Library Director has weekly meetings with the Administrative Team, weekly library-wide staff meetings, and daily interactions with the Assistant to Director, Business Manager, Systems Administrator, Marketing Manager, Facilities Manager, Heads of Adult Services & Youth Services, Head of Technical Services, Circulation Supervisor and the Local Historian.)</i>

KEY PROJECT PERFORMANCE INDICATORS

Safety				Critical Decisions/Actions	Required By:	Financial Update											
RISK ACTIVITIES 1. Overhead work and ladder safety 2. Lifts for high ceiling work in Cafe 3. Elevator install safety, fall protection and guardrails				No open Critical Decisions/Actions		Contract Amounts											
Total Incidents: 1 Incidents this Month: 0						Original Project Budget \$10,585,427											
						Approved Change Orders \$1,073,643											
						Current Project Budget \$10,858,427											
						Approved CORs (Not presently in a change order) (\$1,048)											
						Pending/Anticipated Changes \$88,088											
						Projected Project Cost \$10,585,427											
						Contingency											
						Original Contingency Balance \$875,152											
						Contingency Transfer Notices Submitted \$510,597											
						Current Contingency Balance \$164,555											
						Projected Contingency Changes (Includes Pending and Future Changes) \$88,088											
						Projected Contingency Balance \$76,467											
						Billing											
						<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Pay Period</th> <th style="text-align: left;">Billing Amount</th> <th style="text-align: left;">Total % Billed</th> </tr> </thead> <tbody> <tr> <td>December (Submitted)</td> <td>\$510,959</td> <td>17%</td> </tr> <tr> <td>January (Will be open soon)</td> <td></td> <td></td> </tr> </tbody> </table>			Pay Period	Billing Amount	Total % Billed	December (Submitted)	\$510,959	17%	January (Will be open soon)		
Pay Period	Billing Amount	Total % Billed															
December (Submitted)	\$510,959	17%															
January (Will be open soon)																	
Design and Procurement				Construction Schedule Update ❖ Earley on site end of January to fill new stairs with concrete. ❖ Division 5 completing misc. extras. Fabricating stairs, railings and ladder. Stairs scheduled for delivery and install 1/21. ❖ A&G completed all floor prep. Set one exterior expansion joint and two interior floor expansion joints. Breakroom cabinets set, countertops being set with under-mount sinks. Toilet partitions beginning in first floor restrooms. Wood doors being hung throughout. ❖ Division 7 Roofing completed West canopy work. ❖ Sobie Company ceiling grid near complete throughout addition and renovation. Beginning cloud ceiling in first floor Café. Finishing staff restrooms ceiling and wall. Installed sound spray foam insulation in Collins Studio. ❖ Johnson Interiors carpet crew mobilized. Carpet and base in lower level renovation preschool space and youth services. Working towards programming rooms, lower level addition spaces, and first floor renovation offices this week. ❖ H&H Painting first coat throughout spaces. Second coat and touch ups in some renovation spaces. Painting door frames ahead of door hangers. ❖ McNally Elevators on site, installed platforms, rails, and frames at elevators. Ongoing elevator install. ❖ Total Fire Protection installing sprinkler heads in lower level and first floor addition. ❖ RW LaPine Plumbing continuing fixture installation in restrooms, working with countertops for under-mount sinks. Heat pumps, boiler, and snow melt system start up this week. RW LaPine Sheet Metal grille install throughout, running misc. duct as received. Controls contractor ongoing work on VAV's and devise to air handling units. ❖ Circuit Electric lower level lights and devices installed. Continuing first floor addition lights with ceiling grid. Lower level and first floor addition overhead inspection scheduled for Friday 1/21. Running power to motorized blinds, elevator and panels. Moss Communications on site installing cable tray and pulling wire to server room. ❖ Triangle Window Fashions installing motorized blinds.													
Bulletin 7 expected this month.																	
Submittals and RFI's																	
Submittals Completed to Date (non-closeout) 99%																	
Critical Open Submittals: Requesting Closeout Submittals (As-Builts/O&M Data/Attic Stock)																	
Total Project RFI's to Date 143																	
Open RFI's 1																	
Open RFI's More Than 5 Days 0																	
Schedule Milestones:																	
	<u>Planned Date</u>	<u>Current Date</u>															
Renovation Finishes Complete	2/8/22	2/8/22															
Addition Finishes Complete	2/8/22	2/4/22															
Punchlist	2/9/22	2/21/22															
Substantial Completion	3/1/22	3/1/22															





West Parking Lot View



First Floor Restroom Partitions



Youth Services Carpet, Lighting and Ceiling



Breakroom Casework



Crane Setting Rooftop Unit



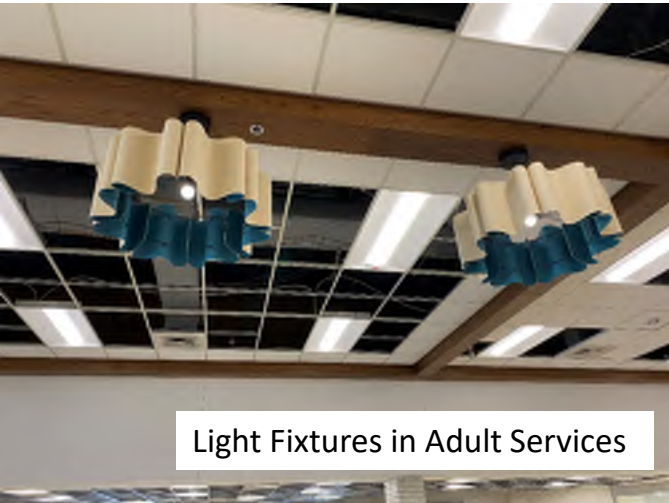
Heritage Room Wall Tile and Ceiling Grid



First Floor Addition Creation Station and Makers Space



Family Restroom Fixtures



Light Fixtures in Adult Services



Elevator Install Ongoing



Hanging Doors in First Floor



Wall Covering in Mothers Room