

NOTICE OF REGULAR MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY

Monday, March 21, 2022

at 6:00 p.m.

The Library Board of the Portage District Library will hold a regular meeting on Monday, March 21, 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. However, the public may attend and offer public comment electronically. 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: Mar 21, 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/82491321878>

Or One tap mobile :

US: +13126266799,,82491321878# or +16465588656,,82491321878#

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

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Webinar ID: 824 9132 1878

International numbers available: <https://us02web.zoom.us/j/82491321878>

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: March 16, 2022

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

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

March 21, 2022

5528 Portage Road, Portage MI 49002

AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)
- IV. Adoption of the Agenda for the Regular Meeting of March 21, 2022 (1 minute) (Vote)
- V. Consent Agenda (10 minutes) (Vote)
 - A. Minutes of the regular meeting held on February 28, 2022. (Info) Pg. 4-8
 - B. Narrative Report for February 2022. (Info) Pg. 9-15
 - C. Report on Financial Condition for February 2022. (Info) Pg. 16-18
 - D. Budget Amendment (Info) Pg. 19
 - E. Marketing Update for February 2022. (Info) Pg. 20-22
 - F. Statistical Report for February 2022. (Info) Pg. 23-24
- VI. 2022 Marketing Presentation (30 minutes total)
 - A. Presentation of the 2022 Marketing Plan by Marketing Manager Colin Whitehurst (Info) Pg. 25
- VII. Monitoring to Assure Compliance with Executive Limitations (15 minutes)
 - A. Monitoring Report on Executive Limitation: Asset Protection. (Info) Pg. 26-29
 - B. Monitoring Report on Executive Limitation: Financial Planning & Budgeting. (Info) Pg. 30-31
 - C. Monitoring Report on Executive Limitation: Financial Condition & Activities. (Info) Pg. 32-34
- VIII. Library Director's Reports (15 minutes total)
 - A. Building Update
 - B. Final remarks by Library Director for the March 21, 2022 Library Board Meeting.
- IX. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the April 25, 2022 Board Meeting
 1. Minutes of the Regular Meeting held on March 21, 2022.
 2. Review of Art Exhibit Gift Policy.
 3. Review of Programming Policy.
 4. Report from Board Liaison to the Friends of the Library.
 5. Scheduling of mid-year meeting with the Library Director.
 6. First Quarter Strategic Plan Statistics
 7. 1st Quarter Financial Report for FY 2022.
 8. Monitoring Report on Executive Limitation: Fundraising Activities.
 - B. Assessment of this meeting
 - C. Miscellaneous Items
- X. Adjournment

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

February 28, 2022

5528 Portage Road – PDL Temporary Location

I. Start of Meeting

II. Roll Call

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

Board Members Absent: Carol Bale (excused)

Library Staff Present: Library Director Christy Klien, Jill Austin, Rolfe Behrje, Rob Foti, and Quyen Edwards

Library Staff Virtual: Lawrence Kapture, Abby Pylar, Steve Rossio

Library Staff Absent: Doran LeFaive, Laura Wright, and Colin Whitehurst

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

- A. Comment from Head of Adult Services Lawrence Kapture – Kapture passed on the message from Adult Service Librarian Katharyn Haas that all trustees are invited to the CommuniTeen Read event. This in person program will feature Dashka Slater, author of *57 Bus* at Portage Northern High School on March 15 at 6:30 PM.
- B. Comment from Trustee Ken Baker – Baker said he had just returned from mid-winter break in South Carolina. He took the opportunity to visit a local library and met with the Local Historian there who showed him some books he was interested in and recommended where to purchase them locally. Baker asked if we have done collaborations with local books stores as well. Klien said the library has worked with This is a Bookstore/Bookbug, Kazoo Books, and Barnes and Noble in the past. We always make an effort to recommend purchasing local when possible though some local authors self-publish so sometimes those need to be purchased differently. Klien said the library has a local author section and she felt confident that staff could recommend one of our local bookstores if asked for a recommendation. Board Chair Behr said she also enjoys visiting other libraries while on vacation.

DISPOSITION: The Library Board acknowledged the comments made by Kapture and Trustee Baker.

IV. Adoption of the Agenda for the Regular Meeting of February 28, 2022

MOTION: It was moved by Trustee Friedman and supported by Trustee Vance that the Library Board adopt the agenda for the regular meeting of February 28, 2022. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

V. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the February 28, 2022 board meeting before its adoption. Trustee VanderVries requested the removal of Item G.

- A. Minutes of the regular meeting held on January 24, 2022.

- B. Narrative Report for January 2022.
- C. Report on Financial Condition for January 2022.
- D. Budget Amendments for Restricted Donations
- E. Marketing Update for January 2022.
- F. Statistical Report for January 2022.
- G. Legislative Update for January 2022.
- H. Library Board Linkage for March 2022.

MOTION: It was moved by Trustee Vance and supported by Trustee VanderVries to approve the consent agenda with the exception of Item G. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

Item G – Legislative Update for January 2022- Trustee VanderVries said small business personal property tax exemption (HB No. 5351) was raised from \$80,000 to \$180,000 recently. This may affect reimbursement amounts for the library in the future. It's an election year, so you never know what's going to happen with terms expiring. This includes taking account of redistricting, so we will watch to see what happens.

MOTION: It was moved by Trustee Friedman and supported by Trustee Baker to approve Item G – Legislative Update for January 2022. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

VI. Governance

A. Review and Approval of Library Board Bylaws.

Klien said that this item is a yearly review and there were no changes. She asked if trustees had any questions or discussion and there were none.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Whitlock to approve the Library Board Bylaws. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

B. Potential Future Candidates for the Library Board.

Klien said that this item was on the agenda to remind trustees that it is an election year. We have three trustees whose terms will expire in December 2022 and they are Trustee Bale, Friedman, and VanderVries. Klien said that while they may choose to run for another term, she asked all trustees to reach out to residents of the library district that they thought might be good candidates. Library staff cannot try to recruit Library Board candidates, but we will reach out to those who have expressed interest in the past and include articles in the monthly newsletter, the Portager, and on social media. Library Board Secretary Edwards puts together an information packet for potential candidates and that along with the timeline for when paperwork needs to be turned in to the County Clerk will be available by the time we reopen in May 2022.

DISPOSITION: Trustees received information about Potential Future Candidates for the Library Board.

C. Review of Confidentiality Policy.

Klien said this is a review of the policy and nothing has changed from last year. The Confidentiality Policy was written by our attorney, Anne Seurnyk, and was updated last year to include updates in the law.

MOTION: It was moved by Trustee Friedman and supported by Trustee VanderVries to approve the Confidentiality Policy. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

D. Report from Board Liaison to the Friends of the Library.

Trustee Ken Baker reported that the Friends hold short and effective meetings. This month, they were approving money for the 2022 Summer Reading Programs. They will continue to support purchasing local gift cards and books instead of buying plastic toy prizes. The Friends granted the library \$9,500 in support of summer reading. They said they are looking forward to getting back to Library Lane although

they have had a lot of success with the sale room at the temporary location. Trustee Whitlock also attended the Friends Board Meeting and was very impressed by the larger \$100-800 weekly deposits here at the temporary location. Board Chair Behr asked the Board Friends Liaisons to express our thanks to the commitment to the Friends.

DISPOSITION: Trustees received information about the Friends of the Library.

E. Finalization of Guests/Presenters to be Invited to Board Meetings in 2022.

Klien asked if trustees had any additional thoughts about guests to invite to Board Meetings in 2022. After additional conversation, the following list of potential guests and their priority order were determined.

1. Strategic Planning Facilitator
2. Legislators – It would be an interesting time to have them come to the library since it is an election year. Reps do try to coordinate schedules and Monday's they are not in Lansing, so it may be possible to schedule them at some point.
3. Ann Seurynk, Attorney for any updated legal information
4. Acting City Manager Adam Herringa.

Klien said she would take these recommendations and schedule guests depending on their availability.

Trustee Baker revisited his discussion on book banning and the book reconsideration process. Klien said that these types of challenges start with the public service desk staff, then the Head of the Department, then come to her. Board Chair Behr said that during her years of service, she has only seen a request for reconsideration of material escalated to the Board once. There is a request for reconsideration form for patrons to fill out and the process is outline in the Material Selection Policy which is available on the library's website and it reviewed every September.

DISPOSITION: Trustees received information about Guests to be Invited to Board Meetings in 2022.

VII. Ends Development

- A. Donations Report for Funds Received in 2021.
- B. Memo Regarding Allocation of 2021 Donations.

Klien said that after In Kind, restricted, grants, and Friends support which have been allocated for specific items already, we have a total of \$17, 724.08 unrestricted donations that need to be allocated. Staff have started discussions about how to allocate those funds, but aren't ready to make a proposal to the Board at this time. We will come back to the board to discuss how to spend those funds in community focused ways.

DISPOSITION: Trustees received information about the Donations Report for Funds Received in 2021.

VIII. Monitoring to Assure Compliance with Executive Limitations

- A. Monitoring Report: Emergency Library Director Succession.

Klien said this is an annual review of the process that would be undertaken if the Library Director needed to be out for an extended period of time. There have been no changes to this document. Klien asked if there were any questions or concerns and there were none.

DISPOSITION: Trustees received information about the Monitoring Report: Emergency Library Director Succession.

B. Library Director Succession/Replacement Plan.

Klien said this is an annual review of the process that would be undertaken if the Library Director needed to be replaced for any number of reasons. There have been no changes to this document. Klien asked if there were any questions or concerns and there were none.

DISPOSITION: Trustees received information about the Library Director Succession/Replacement Plan.

C. Monitoring Report: Treatment of Consumers.

Klien said there are no major changes to this document. We update it each year and have reflected the adjustments made at the temporary location. Klien said the key aspect of this review is to ensure that the library is taking all steps necessary to protecting patron privacy, computer security, ADA accessibility, and that we are meeting the needs of the community.

DISPOSITION: Trustees received information about the Monitoring Report: Treatment of Consumers.

IX. Library Director's Reports

A. Building Update.

Klien said that the monthly update from Walbridge has been included in the packet including updated photos of the building's interior. We have received temporary occupancy from the City of Portage, so we can start moving in. The moving of items starts next week. Starting tomorrow, we will be prepping and getting ready. Collections will move in March, furniture from the temporary location as well as the new items we have ordered are the focus of March/April, and the technology will move in April. We are hoping to reopen in May if everything goes as planned.

Klien said that we have some contingency money left and are working on quotes for some projects that were not part of the original scope and were out of budget. Some things may be finished up after we open depending on supplies and availability. Another thing we are looking at is purchasing furniture that was outside our original budget.

Board Chair Behr asked about setting a date for opening. Klien said that after previous experience, she is concerned about passing the final inspection. The goal is reopening at the beginning of May and we will work towards that. Trustees asked about the feedback staff have received after patrons realized that we will be unavailable for 2 months. Klien said that there is a misconception that the staff will be on vacation which is not the case. They will be very involved in the packing and unpacking process even though we have hired a moving company. Klien said we have also made sure that patrons know where else they can go. KPL is open to the public again, Waldo is open to the public until 8PM, and our users can take advantage of reciprocal library memberships. We have had a lot of people coming to get books which will help us have less to move. The majority of patrons are supportive and thankful for the temporary location. Circulation Supervisor Austin said she has only received 2 or 3 negative comments. Most people are understanding that it is quite an undertaking to coordinate moving the entire collection.

Klien said we will work out a time for tours for the Board to view the building prior to the March Board Meeting.

B. Final remarks by Library Director for the February 28, 2022 Library Board Meeting.

In her final remarks, Klien said that congratulations are in order for Circulation Supervisor Jill Austin. She has accepted a new position within library titled Digital User Experience Coordinator – focusing on our patrons' digital experience. She will be working on website content, ramping up Niche Academy (a training module for patrons and staff), the front face of library catalog, events and room management, and spending some time working at public service desks.

Due to this change, the Circulation Supervisor position has been internally posted. The Board congratulated Austin on the change. She said she has worked in Circulation Department of the library for 33 years and has been the supervisor about 20 years. She is looking forward to this new challenge.

Tomorrow is MLA Advocacy Day which is taking place virtually. Board Chair Michele Behr is leading a breakout session about open resources for education for her job at WMU. This event is free and a link has been sent to the Board so you can register online if you are available.

Board Chair Behr said she was surprised to read in the personnel report that the library received 75 applications for one posting, especially since so many businesses report having difficulty finding people to fill positions. Klien confirmed that this was true. She said it is a process to go through so many applications, but that it is a good sign that people want to work at the library. She said there are questions as part of the application process as part of an initial screening. Then, they make calls to applicants to see if they are a good candidate for moving forward followed by in person interviews.

DISPOSITION: Trustees received the Library Director's Reports.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the March 21, 2022 Board Meeting

1. Minutes of the Regular Meeting held on February 28, 2022.
2. Monitoring Report on Executive Limitation: Asset Protection.
3. Monitoring Report on Executive Limitation: Financial Planning & Budgeting.
4. Monitoring Report on Executive Limitation: Financial Condition & Activities.
5. Library Investment Report.
6. Presentation of the 2022 Marketing Plan by Marketing Manager Colin Whitehurst.

B. Assessment of this meeting – Trustees said it was good to gather in person again. For Trustee Baker, this was his first in person meeting of his term!

C. Miscellaneous Items - Klien reminded the group that the next Board meeting will be on Monday, March 21st at the temp location at 5528 Portage Road. The full building will not be open to the public, but we will have someone posted at the door the entire time to provide trustees, staff, and anyone who is interested in attending access. Please plan on the April Meeting being at the new location because our technology will be moved by that time.

Trustee VanderVries asked if anyone besides staff were watching virtually? Behrje responded no, not currently.

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 February 28, 2022.

DISPOSITION: The regular board meeting of February 28, 2022 was adjourned at 6:49 PM.

Recorded and Transcribed by,



Quyen Edwards, Library Board Secretary

Library Director's Narrative Report for March 21, 2022
(Activities at the end of February and beginning of March 2022)

Administrative Activities:

During February 2022 and the beginning part of March 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.
- ❖ Attended Friends of the Portage District Library Board Meeting on February 7.
- ❖ Met with MMRMA representative to discuss library's insurance renewal on February 10.
- ❖ Participated in PDL, C2AE, and Walbridge weekly building project update and Open Item discussion meetings on February 7, February 14, and February 28.
- ❖ Met with Walbridge construction manager Lee Fitzgerald, Rob Foti, and Doran Lefaive to review project budget and alternative projects on February 28
- ❖ Interviewed candidates for our open Library Assistant Positions in the Circulation Department during the week of February 14 and February 21.
- ❖ Participated in PDL Public Board Meeting on February 28, 2022.
- ❖ Met with the PDL Moving Committee members on March 1 to prepare staff for the move.

Maintenance and Building Services

- Assisted with the second AT&T telephone line and termination block installation for the elevator on 2-22.
- Participated in break room cabinetry options with regard to space for the refrigerator.
- Completed the new 36-month Republic Services contract for 300 Library Lane location on 2-23.
- Listened to a building maintenance system (BMS) webinar for controlling the building temperatures with the new HVAC units at 300 Library Lane on 2-23.
- Toured the renovation with Walbridge and the City of Portage's Fire Marshall and Bldg. Inspector on 2-24 which resulted in receiving verbal approval and written approval for the Temporary Certificate of Occupancy (TCO) on 3-2.
- Completed a 2nd showing of the Gentilozzi temporary building with Callander Commercial on 2-25 with the same interested company.
- Completed contractor orientations on 2-25 with RW LaPine (mech), Circuit Electric (electric) and Total Fire Protection (Fire suppression systems) at 300 Library Lane.
- Discussed additional emergency lighting with Walbridge for various public and staff areas of potential concern on 2-25.
- Construction's project wish list prioritized and costs reviewed for budget discussions on 2-28 from Walbridge and specific items approved to proceed with items while contractors are on-site.
- Participated in Owner/Architect/Contractor (OAC) meeting 2-28 discuss any project concerns, scheduling for both the existing library and temporary location and the progress on action items.
- Participated in construction site visit on 3-1 to discuss electrical and data differences for catalog and TV/Digital display areas on 3-1 with Walbridge and library staff.
- Began investigating possible metal recycling options for unnecessary furniture going forward.
- Participated in the moving activities beginning 3-3 including trailering some facility necessities for the renovated building on 3-4.
- Completed emergency lighting orientation with Quality Power Solutions service tech for the exterior wall pack lights on 3-7.
- Completed interior lighting and controls orientation with CTA (Crites, Tidey & Associates) 3-9.

- 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 February 28, 2022 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 and Dawn Lovrovich of UBS to reinvest Library funds as investments mature.
- Continue to review candidates for the open Library Assistant positions in Circulation Services.
- Interviewed and hired two candidates for the Library Assistant position in Circulation Services. Katie Lampert and Karina Gluys began work for the Library on March 14, 2022.
- Review candidates for the open Customer Service Assistant position in Adult Services. Interviews with several candidates will be scheduled.
- Met with Craig Manser of Ibex Insurance to review the Library’s building insurance renewal with Michigan Municipal Risk Management Authority (MMRMA).
- Continue to prepare for the Library’s Fiscal Year 2021 Audit that will begin in April of 2022.

Staff Anniversaries:

Fran Cooper, Tech Services – March 9, 12 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:

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

A comment from the creation station comment cards in February included the following:

My mother lived through World War II in Germany and immigrated to the USA in 1950. She recorded her life story on audio cassettes. I am converting this to be able to share it with my children and grandchildren.

It is great to be able to archive family memories!

Develop more instructional programming for adult patrons

- 2022 Movie Preview – Feb 8 at 7:00 PM on Zoom – 10 people attended

Librarian Ruth Cowles created a pamphlet of all the nationally released movies of 2022 from January to Labor Day. It included the release date, a brief synopsis, a list of all the major names involved, and the movie rating. Patrons who signed up for the program picked up their pamphlets. On February 8th, ten patrons joined Ruth as she shared little-known facts about the movies and watched trailers. Facts like, at

the insistence of Tom Cruise, there are no green screen or CG aerial shots in the upcoming film, *Top Gun: Maverick*, and even the close-up cockpit shots are taken during actual in-flight sequences. This meant that much of the cast had to undergo extensive G-force training sessions to withstand the physical demands of the G-force pressures during flights.

- Open for Discussion: *The Best We Could Do* – Feb 15 at 10:30 AM on Zoom– 7 people attended

This year's Reading Together pick is *The Best We Could Do* by Thi Bui. It is the first time the Reading Together committee picked a graphic novel. Librarian Ruth Cowles lead the discussion by focusing on the importance of the graphic novel format and then turning to the story held within that format. In addition, two patrons shared their personal experiences as immigrants to the USA, and another had two friends who were veterans of the North Vietnamese Army during the Vietnam War. It was a wonderful learning experience.

Create programming that promotes interactive learning

- Youth Staff Annette Wendt, Kristy Zeluff, and Andrea Smalley hosted February's virtual event, *Tasty Travels*, by creating sweet potato pop tart with families. Some materials were supplied, and staff members shared alternative filling ideas and information about New Orleans during the event.

- To celebrate Valentine's Day, our resident junior chef Gianna Key shared her recipe for Very Valentine Pudding Cookies via recorded event this month. Supply pickup was coordinated by Youth Staff Nancy Muffley.

- Cookbook Club Challenge: *Homemade Soup*—Feb 1 – Feb 28—12 participants

The winner of the February Cookbook Club Challenge, Ann Louise made and posted the recipe to *Potato Past Soup* from *Lidia's Italy*.

- Purl for Portage: A Virtual Yarn Arts Club—Feb 22—5 people attended

Through this program led by Adult Services Librarian Katharyn Haas, the Purl for Portage group made around 120 handmade knitted items for those in need.

- Take-Home Craft: *Memoir Watercolor Kits* – Feb 18 – 48 kits made

This year's Reading Together pick is *The Best We Could Do* by Thi Bui. Bui uses orange watercolor with a black marker to create an illustrated memoir of her family during and after the Vietnam War. The kits created allowed the patrons to illustrate their memoir in Bui's style. Included in the kit was a set of 8 color watercolor paints, a brush, a watercolor painting pad, a Hethrone black felt-tipped pen, instructions on watercolor painting, examples from *The Best We Could Do*, and instructions on creating an illustrated family memoir.

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

- Adult Services Librarian Katharyn Haas created a document with the addresses and telephone numbers of all nearby libraries and distributed this document to all staff and the public to inform patrons of other locations they could go during our closure.

Build programming and services that will reach groups at diverse levels

- Youth Staff Andrea Smalley led the 4th-6th Grade Book Group in a discussion of *Amari and the Night Brothers* by B.B. Alston.

- This month's special evening event geared for older children provided by Just Move was a *MARVELous Workout Adventure*, full of movement, dance, and engagement activities.

- Just Move provided regular weekly movement-based preschool storytimes. These will continue while we transition back to the other location.

- Teen Librarian Olivia Pennebaker hosted LGBTQ+ Meetup. This group will be on hiatus during the move.

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

- In celebration of Black History Month, Youth Staff created several displays highlighting characters and authors of color.

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

- Youth Staff Kristy Zeluff provided her weekly family storytimes, which continues to be popular among our patrons with little ones. She will stop filming additional storytimes during March and April.

- Reading Together: This season's pick is *The Best We Could Do* by Thi Bui is a graphic novel depicting her family history through the Vietnam War and immigrating to the United States. PDL has participated by sharing its resources with KPL on presenters and programming ideas. PDL will feature this book during Open for Discussion on February 15, 2022, and we will create Take-Home-Crafts for February, providing patrons with a watercolor kit, canvas, and inspiration from Thi Bui's book.

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

- In February 2022, 70 Portage Public School elementary students and 100 high school or middle school students used their P.A.S.S. cards to access services or checkout materials.

Update the Library Website

- During the move, we have made significant progress on the website and anticipate a launch in the first week of April.

New Library Website Activities

- Parked the portagelibrary.info domain for update.
- Configured SMTP for reliable email from Website and Forms.
- Configured Wordpress Backups and Remote Storage using BackBLaze
- Configured Cpanel for Account Backups working on Remote Storage.
- Tested EZProxy authentication for Research Databases.

- Testing existing firewall/security app for the new website.
- Preparing DNS changes for the new website.

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)

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

- Most projects for the Heritage Room were shelved for February in preparation for the move back to 300 Library Lane.
- The Heritage Room material that was accessed during the year at Portage Road was re-packed in anticipation for the March move.
- The library continued to be documented both inside and out for eventual placement into the library's collection in the archives.
- Work continued on transitioning the Heritage Room collection from reference to circulating.

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

-We received temporary occupancy and have begun the move back to 300 Library Lane. The shelving group is currently working on setting up the shelves at the library while library staff are actively moving books and packing items. Work and punch list items continue to be done while we are moving.

Maintain Symphony database of item and user records

- The cleanup of the Symphony user database continued with the removal of bills over 6 years old and their associated inactive user accounts. In total, \$26,111.12 worth of lost item charges were removed along with 494 users. Of the accounts purged, 137 were young adults whose parents would have been responsible for the charges incurred.

Systems Administrator Updates:

New Public Access Management System

- Server for new PAC software is built and tested for remote connectivity.
- SQL Express installed per vendors requirements
- Working with TBS for initial configuration.
- Preparing new Laptops for Creation Lab.
- Shipping is expected for early April.

New Network Updates

- Project Meeting Scheduled for March 16, 2022.
- E-Rate rebate has been submitted for the project.

- Planning for mid-April startup however lead times may force the library move its existing technology into the new library as an alternate plan.

New and Existing Fiber Updates

- Charter Spectrum 2Gb Fiber Service has been terminated in the MDF.
- Selected CTS 1Gb fiber has been terminated.
- E-Rate rebate has been submitted.
- Planning for mid-April startup however lead times may force the library move its existing technology into the new library as an alternate plan.

Upgraded RFID Equipment

- 5 Replacement Self Checkout Machines have been ordered.
- These machines will be built into the checkout desk and the Youth Services Desk.
- 1 Replacement Automated Check-in machine will be configured for the internal book drop.
- Shipping is expected for early April.

Meeting Room Technology

- 2 Mobile Meeting Room Carts have been ordered to initially service the meeting rooms.
- 1 Mobile Large Scale Meeting Room cart is being completed for the meeting rooms.
 - Ultra Short Throw Projector
 - Balanced PA/Sound System
 - 2 Wireless Microphones.
 - Portable Screen. For usage throughout the library.

Temporary Location Move January/February Activities

- Creation Station hardware has been purchased.
- 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.
- Continued to recycle old technology through Green Earth.
- Continued to troubleshoot SIP phone connection issues.
- SirsiDynix Work:
 - Automatic Renewals and Gentle Nudge Program

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 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 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.
- 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.
- 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 Heritage Room Historian Steve Rossio have been working together to make materials in the Heritage Room collection circulatable.
- Technical Services is doing everything that they can to help other departments prepare for the move back to Library Lane.

Adult Services Professional Development

- GIMP Training through LinkedInLearning: Lesson 2-4.
- Arduino Training Lesson 3.
- Michigan Library Association—Becoming a Self-Help Navigation Center with Michigan Legal Help—Feb 9—Haas
- Tangled Bank Studios, #Plantwildflowers Webinar About Grant, February 17, Fleming
- SciStarter.org, Planning for Citizen Science, February 18, Fleming
- Grow with Google, Activities and Partnership Opportunities, February 23, Fleming
- Scistarter.org, Science in the Library: Turn Your Curiosity into Impact, February 24, Fleming
- Starnet.org, Bringing STEM Learning to Public Libraries February 28, Fleming

Professional Reading:

Making and Learning in Museums and Libraries: A Practitioner's Guide by the Institute of Museums and Libraries

The Library and Community Guide to Citizen Science – by Sci Starter

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
February 2022

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

POLICY: 1. Expend more funds than have been received in the fiscal year to date unless the debt guideline (below) is met.

Director's Response:

Revenue	\$ 9,485,014
Expenditures	\$ 3,739,412

Fund	1/31/2022	Changes	2/28/2022
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	4,237,710	-	4,237,710

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 February 2022

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 February 2022

**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.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: March 15, 2022
Subject: Budget Amendment to adjust the FY 2022 Budget for a Grant

BACKGROUND

As reported in February, STEAM Librarian Jane Fleming and Assistant to the Director Quyen Edwards collaborated on applying for a grant from Tangled Bank Productions. We were notified in January that we were selected to receive the grant which includes the following:

Up to 2,000 packets of native Midwest wildflowers.
\$1,000 to use for events focusing on native plants and pollinators.
A copy of the documentary *My Garden of 1,000 Bees*.

We plan on offering events this spring and summer focusing on the importance of pollinators to the environment and will also be working with the Youth department to develop programming for children and families. This week, the check for \$1,000 arrived which will support this programming.

RECOMMENDATION:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2022 Budget to increase the Adult Programming – Restricted expenditure lines by \$1,000.

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.

February Marketing Highlights:

- Rebranding and ordering new stationary, business cards, name tags, t-shirts, table cloths, Library cards etc.
- Communicated our upcoming closure / move.
- Began to prepare communications for reopening.

February Social Media Highlights:

Facebook

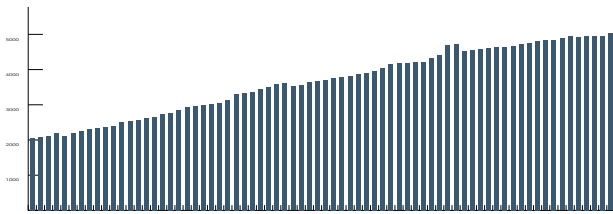
44 New Page Likes | 87 Post Shares | 723 Post Likes | 74 Comments | 719,147 Total Reach

Twitter

907 Tweet Impressions | 9 Likes | 2 Re-tweets | 615 Profile Visits | 1 Mentions | 1 New Followers

Facebook Stats 2016 - February 2022

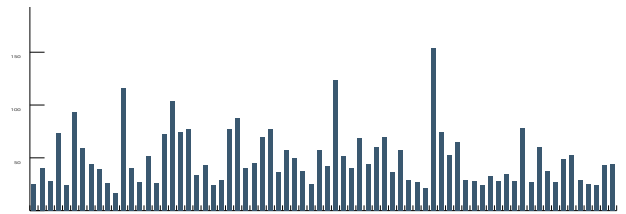
Total Followers:



February 2016
2,052

February 2022
4,953

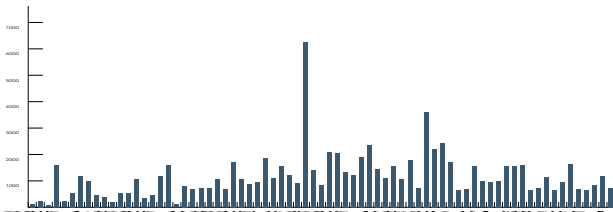
New Followers:



February 2016
25

February 2022
24

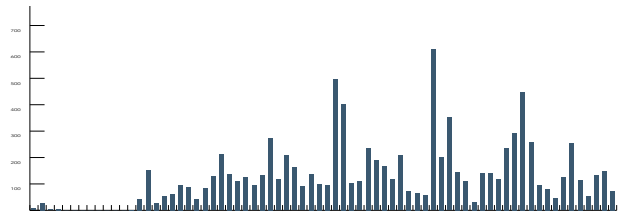
Likes:



February 2016
124

February 2022
838

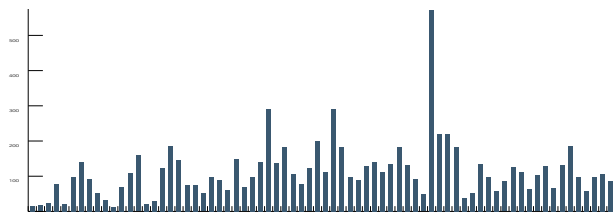
Comments:



February 2016
7

February 2022
132

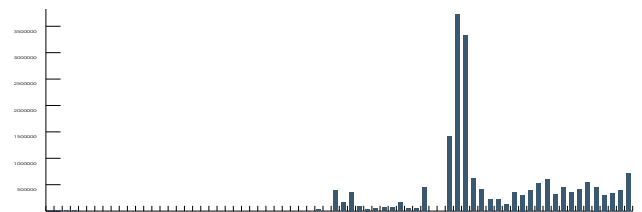
Shares:



February 2016
0

February 2022
99

Engagement:



February 2016
5,305

February 2022
336,567

Videos Created in February 2022

	Video Title	Department	Facebook Views	YouTube Views	Total Views
1	Family Storytime with Ms. Kristy // Bringing in the New Year	Youth	152	28	180
2	Kids in the Kitchen with Junior Chef Gianna Key: Very Valentine Pudding Cookies	Youth	N/A	10	10
3	Family Storytime with Kida and Ziva (and Ms. Kristy) // XO, Ox: A Love Story	Youth	406	30	436
4	Tasty Travels Pumpkin Pop Tarts	Youth	N/A	11	11
5	Family Storytime with Ms. Kristy // We Wait for the Sun	Youth	193	15	208
6	Family Storytime with Ms. Kristy // Llama Destroys the World	Youth	140	15	155
				Total	1000

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: March 1, 2022
SUBJECT: Library Statistical Report - February 2022

	Month Statistics			YTD Statistics		
	Feb-22	Feb-21	CHANGE	2022	2021	CHANGE
Circulation/Collections						
Total Library Circulation	75,783	51,845	46.17%	133,920	91,067	47.06%
Adult - Books	21,756	13,949	55.97%	35,363	21,738	62.68%
Adult - A/V	4,986	2,699	84.74%	8,257	4,237	94.88%
Youth - Books	30,141	16,524	82.41%	49,704	27,367	81.62%
Youth - A/V	2,372	1,584	49.75%	4,050	2,344	72.78%
Hot Picks	1,232	1,054	16.89%	2,239	1,316	70.14%
E-Material	15,295	14,179	7.87%	32,165	30,235	6.38%
ILL - PDL Requests	1	869	-99.88%	1,075	1,987	-45.90%
ILL - Other Lib. Requests	0	987	-100.00%	1,067	1,843	-42.11%
Self-Checkout Percentage	65.23%	48.58%		60.88%	30.62%	
Total Library Collection	176,693	186,333	-5.17%			
Adult - Books	75,067	84,707	-11.38%			
Adult - A/V	14,687	17,113	-14.18%			
Youth - Books	75,013	70,969	5.70%			
Youth - A/V	8,465	9,300	-8.98%			
Hot Picks	3,461	4,244	-18.45%			
Net Acquisitions	(1,751)	(2,866)	38.90%	(5,015)	(3,205)	-56.47%
Purchased - Books	860	1,294	-33.54%	1,609	2,602	-38.16%
Purchased - A/V	318	144	120.83%	562	428	31.31%
Donated - Books	0	0	#DIV/0!	0	0	#DIV/0!
Donated - A/V	0	0	#DIV/0!	0	0	#DIV/0!
Material Discarded	(2,929)	(4,304)	31.95%	(7,186)	(6,235)	-15.25%
Total In-House Usage*	0	n/a	n/a	n/a	n/a	n/a
In-House Periodical Usage	n/a	n/a	n/a	n/a	n/a	n/a
In-House Book Usage	n/a	n/a	n/a	n/a	n/a	n/a
Patrons						
Total Patrons	35,777	50,495	-29.15%			
Adult	17,434	27,619	-36.88%			
Youth	4,208	6,185	-31.96%			
Non-Resident	210	367	-42.78%			
Reciprocal	3,721	6,398	-41.84%			
Internet User	418	871	-52.01%			
PASS Users	9,730	8,991	100.00%			
Professional	56	64	-12.50%			
Net Patrons	(421)	88	-578.41%	(274)	133	-306.02%
Adult	118	51	131.37%	1,786	94	1800.00%
Youth	11	3	266.67%	493	5	9760.00%
Non-Resident	0	0	#DIV/0!	4	0	#DIV/0!
Reciprocal	25	8	212.50%	66	8	725.00%
Internet User	23	26	-11.54%	56	26	115.38%
PASS Users	0	0	0.00%	0	0	#DIV/0!
Professional	0	0	0.00%	0	0	#DIV/0!
Patrons Removed	(598)	0	#DIV/0!	(2,679)	0	#DIV/0!

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: March 1, 2022
SUBJECT: Library Statistical Report - February 2022

	Month Statistics			YTD Statistics		
	Feb-22	Feb-21	CHANGE	2022	2021	CHANGE
Library Building Usage						
Total Meeting Room Usage	0	0	#DIV/0!	0	0	#DIV/0!
Internal/Collaboration	0	0	#DIV/0!	0	0	#DIV/0!
External/Outside Usage	0	0	#DIV/0!	0	0	#DIV/0!
Total Program Audience	TBD	0	#DIV/0!	0	0	#DIV/0!
Adult	TBD		#DIV/0!	0	0	#DIV/0!
Youth	TBD		#DIV/0!	0	0	#DIV/0!
Heritage Room	0		#DIV/0!	0	0	#DIV/0!
Total Number of Programs	TBD	0	#DIV/0!	0	0	#DIV/0!
Adult	TBD		#DIV/0!	0	0	#DIV/0!
Youth	TBD		#DIV/0!	0	0	#DIV/0!
Heritage Room			#DIV/0!	0	0	#DIV/0!
Total Volunteer Hours	54	32	68.75%	117	96	21.88%
Adult	3	0	#DIV/0!	21	0	#DIV/0!
Youth	0	0	#DIV/0!	0	0	#DIV/0!
Technical	16	0	#DIV/0!	27	0	#DIV/0!
Circulation	3	0	#DIV/0!	5	0	#DIV/0!
Administration	32	32	0.00%	64	96	-33.33%
Community Service	0	0	100.00%	0	0	#DIV/0!
Total Front Door Traffic	8,567	9,605	-10.81%	16,592	9,605	72.74%
Total Youth Services Traffic	6,743	6,856	-1.65%	12,181	6,856	77.67%
Total Business Center Traffic	0	0	#DIV/0!	0	0	#DIV/0!
Information Access/Reference/Research						
Total Reference Transactions	6,009	7,169	-16.18%	10,779	22,661	-52.43%
Adult Phone	382	209	82.78%	804	757	6.21%
Adult Ready Reference	1,717	1,359	26.34%	3,135	3,169	-1.07%
Adult Reference	122	72	69.44%	252	156	61.54%
Youth Phone	51	95	-46.32%	116	290	-60.00%
Youth Ready Reference	2,376	2,719	-12.61%	3,678	9,249	-60.23%
Youth Reference	76	69	10.14%	248	138	79.71%
HR Phone	25	22	13.64%	38	42	-9.52%
HR Ready Reference	207	78	165.38%	450	173	160.12%
HR Reference	12	3	300.00%	25	18	38.89%
Circ Phone	482	933	-48.34%	960	3,949	-75.69%
Circ Ready Reference	439	1,275	-65.57%	797	4,204	-81.04%
Circ Reference	120	335	-64.18%	276	516	-46.51%
Total Edutainment LAN Use	0	0	#DIV/0!	0	0	#DIV/0!
Total Internet Computer Use	809	658	22.95%	1,612	658	144.98%
Youth Computers	0	15	-100.00%	0	15	-100.00%
Adult Computers	809	643	25.82%	1,610	643	150.39%
Laptop Computer Circulated	0	0	#DIV/0!	2	0	#DIV/0!
Total Electronic Transactions	37,897	49,043	-22.73%	79,168	100,682	-21.37%
WebSite Hits	26,499	35,535	-25.43%	56,620	71,051	-20.31%
WebCatalog Sessions	9,186	10,184	-9.80%	18,124	22,966	-21.08%
Licensed Database Hits	2,212	3,324	-33.45%	4,424	6,665	-33.62%

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

Christy Klien, Library Director

To: Portage District Library Board Members
From: Christy Klien, Library Director
Date: March 11, 2022
Subject: Presentation of the 2022 Marketing Plan by Marketing Manager Colin Whitehurst

At the March 21, 2022 Board Meeting, Marketing Manager Colin Whitehurst will give a presentation on the Library's 2022 Marketing Plan. His presentation will outline the initiatives that will be undertaken at the Portage District Library in 2022 to fulfill the Library's four end statements, to achieve the goals of the strategic plan, and to notify the community about the library's renovations, reopening, and upcoming policy changes.

PORTAGE DISTRICT LIBRARY

Monitoring Report

For

Executive Limitation Policy on Asset Protection

March 21, 2022

The Library Director shall not allow library assets to be unprotected, inadequately maintained or unnecessarily risked. Accordingly, the Library Director may not:

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

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

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

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

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

Bookshelves are regularly checked for materials that are worn, torn or dirty and these items are removed and either cleaned, repaired or replaced. The library has a disk cleaning machine that cleans and removes scratches from the library's CDs and DVDs and this has extended the life of AV items.

Finally, the Employee Handbook covers employee conduct and work rules on pg. 36 and indicates that: *“Negligence or improper conduct [by an employee] leading to damage of employer-owned or customer-owned property, may result in disciplinary action, up to and including termination of employment.*

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

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

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

Director's Response: Procedures are always followed as stated in the Executive Limitations on Financial Condition and Asset Protection. The Library Director and Library Business Manager work closely to ensure that checks and balances are in place to safeguard against any conflict of interest. In August 2008, the Library Board endorsed a new "Asset Acquisition and Disposal Administrative Procedure" that thoroughly defines methods and standard operating procedures for purchasing. It covers many aspects of asset acquisition and disposal, including: (1) definition of goods, services and capital improvements; (2) designation of Purchasing Agent; procedure for execution of documents; prohibited purchases; (3) purchase arrangements; (4) purchases under \$5,000; (5) purchases more than \$5,000 and under \$20,000; (6) purchases or contracts over \$20,000; (7) exceptions to sealed bidding; (8) and sale of library property. In addition, a review of preferred vendors will be done regularly (every 3-5 years) in order to assess their contracts and determine if they were still financially advantageous to the library. It was stated that if the library did not choose a vendor with the lowest bid, the reason for doing so would be put into writing and kept on file with the contract. The Library Business Manager closely monitors purchase activities and approves all Purchase Orders so that he sees what is being ordered at all times. Whenever there is a purchase to be made over \$5,000, comparative prices and quotations are obtained. In cases of purchases exceeding \$20,000, the "Request For Proposal" ("RFP") process is usually followed and proposals are solicited from various sources to obtain competitive sealed bids. In addition, for any contractual services provided to the library, such as building construction or enhancements, or purchase of large-scale equipment, there may be other assurances required from vendors such as: Labor and Material Bonds, Maintenance and Guarantee Bonds, Performance Bonds, and warranties.

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

Director's Response: All library administrative files are kept in locked file cabinets to protect confidential information and personnel files. Keys to these file cabinets are held in strict security accessible to a very limited number of people. Archival information is stored in Hollinger boxes in the Heritage Room that protect and preserve important or valuable documents and items. Patron records are kept online and privacy protected by password, and electronically backed up to Secant Technologies on a nightly basis. Art pieces, such as wall murals, and the outdoor sculptures and water wall are considered intellectual properties and these are protected by specific contracts with each artist. Valuable art objects are protected by Plexiglas cases for public display. Library board files and records are maintained and protected against loss and/or damage by storing them in a locked office. The public information, files and library collections are safeguarded against theft.

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

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

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

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

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

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

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

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

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

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

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

Director's Response: Procedures are always followed as stated. An Asset Protection Monitoring Report is scheduled on the Library Board's annual calendar for presentation in the month of March, and then it may also be provided at any other time during the year at the Library Board's request. The Monitoring Report on Asset Protection will be presented at the March 22, 2021 board meeting.

PORTAGE DISTRICT LIBRARY
Monitoring Report
on
Executive Limitation Policy on Financial Planning & Budgeting
March 21, 2022

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

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

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

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

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

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

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

POLICY: **3. Reduces the current assets at any time to less than twice current liabilities, allows cash to drop below a safety reserve of less than \$727,173 at any time; reduces the reserve fund to a level less than 13%; or fails to provide for adequate reserves for building needs and technology.**

Director's Response: Current budgeting processes reflect this policy. (\$727,173 in General Reserve, \$50,000 in Building Reserve, \$29,742, in Benefits Reserve, \$111,305 in Technology Reserve, \$4,700 in Patio Feasibility Reserve, 805,946 in PPT Reserve and \$731,419 in Building Improvement Reserve; \$4,237,710 in Unassigned Fund Balance).

POLICY: **4. Provides less for board prerogatives during the year than is set forth in the Cost of Governance policy.**

Director's Response: As described above, the Library Board reviews and makes any changes to the proposed budget before it is presented in a public hearing, voted on by board members and officially adopted. Adequate funds are allocated for board prerogatives.

PORTAGE DISTRICT LIBRARY
Monitoring Report
on
Executive Limitation Policy on Financial Condition and Activities
March 21, 2022

Executive Limitation Policy on Financial Condition & Activities: With respect to the actual, ongoing financial condition and activities, the Library Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies.

Accordingly, the Library Director shall not:

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

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

Revenue	\$9,485,014
Expenditures	\$3,739,412

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

Director's 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.

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 or filings to be overdue or inaccurately filed.

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

Monitoring Report on Executive Limitation on Financial Condition & Activities

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

Director's 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 appropriately pursue receivables after a reasonable grace period.**

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

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

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

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

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

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

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

POLICY: 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.

Monitoring Report on Executive Limitation on Financial Condition & Activities

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.