

NOTICE OF REGULAR MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, April 25, 2022 at 6:00 p.m.

The Library Board of the Portage District Library will hold a regular meeting on Monday, April 25, 2022 at 6:00 p.m. This meeting will be held at the renovated Library at 300 Library Lane. The purpose of this meeting is for the discussion of library business. The Library gives notice of the following:

1. **Meeting Attendance.** The regular meeting is being held in person. 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: Apr 25, 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/85784017688>

Or One tap mobile :

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Webinar ID: 857 8401 7688

International numbers available: <https://us02web.zoom.us/j/85784017688>

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: April 21, 2022

Quyen Edwards
Portage District Library 300
Library Lane Portage, MI
49002

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

April 25, 2022

300 Library Lane, Portage Michigan 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 April 25, 2022 (1 minute) (Vote)
- V. Consent Agenda (5 minutes) (Vote)
 - A. Minutes of the regular meeting held on March 21, 2022 (Info) Pg. 3-6
 - B. March 2022 Narrative (Info) Pg. 7-14
 - C. Financial Condition for March 2022 (Info) Pg. 15-17
 - D. Marketing Update for March 2022 (Info) Pg. 18-19
 - E. Statistical Report for March 2022 (Info) Pg. 20-21
 - F. May 2022 Linkage (Info) Pg. 22
 - G. Review of Programming Policy (Info) Pg. 23
 - H. Review of Art Exhibit Policy (Info) Pg. 24-25
 - I. Monitoring Report on Executive Limitation: Fundraising Activity (Info) Pg. 26-27
- VI. Governance (20 minutes)
 - A. Scheduling of Mid-Year meeting with the Library Director (Info) Pg. 28
- VII. Ends Development (15 minutes)
 - A. Memo: Request to Use Patron Data and Trustee Signatures (VOTE) Pg. 29
 - B. First Quarter 2022 Strategic Planning Statistics (Info) Pg. 30-34
- VIII. Monitoring to Assure Compliance with Executive Limitations (10 minutes)
 - A. 1st Quarter Financial Report for FY 2022 (Info) Pg. 35
- IX. Library Director's Reports (20 minutes)
 - A. Building Update
 - B. Final remarks by Library Director for the April 25, 2022 Library Board Meeting
- X. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the May 23, 2022 Board Meeting
 1. Minutes of the Regular Meeting held on April 25, 2022
 2. Review of Patron Behavior Policy
 3. Audit Report for Fiscal Year 2021 by Rehmann Robson staff
 4. Follow-Up on mid-year meeting with Library Director
 5. Plans for 2022 Summer Reading
 - B. Assessment of this meeting
 - C. Miscellaneous Items
- XI. Adjournment

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

March 21, 2022

5528 Portage Road, Portage MI 49002

I. Start of Meeting

II. Roll Call

Board Members Present: Ken Baker, Carol Bale, Michele Behr, Tom Vance, Donna VanderVries,

Board Members Absent: Jeanne Friedman (excused) and Linda Whitlock (excused)

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

Library Staff Virtual: Doran LeFaive, Abby Pylar, Steve Rossio, Pam Triplett, Laura Wright

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

- A. Comment from Trustee Baker - Trustee Baker commented on this year's CommuniTeen event. The author, Dashka Slater, visited both Portage Central and Portage Northern High Schools. The evening event that was open to the community had an attendance of about 50 people in person at Portage Northern High School.
- B. Comment from Board Chair Behr – Behr mentioned an MLA webinar she recently attended titled - MLA Connect Advocacy Hour: Intellectual Freedom: When the Challenges Are Truly Political. She said the speaker was from Everylibrary.org and was involved with library political action. She said there was a very interesting discussion about book challenges. The message was about being prepared as a Board if this was to happen and that it important to have a good policy and use it. The Library currently has a “Request for Reconsideration” form as part of the Materials Selection Policy. It is up for yearly review in September. Behr recommended that all the trustees watch it and asked Library Board Secretary Edwards to send the link out with the proposed minutes.
- C. Comment from Trustee Vance – Vance noted that the Narrative reported Tech Services Assistant Fran Cooper's 12-year anniversary. Klien said that she has been at the library in different positions and was the Friends president for a while when she was when not part of the staff.

DISPOSITION: The Library Board acknowledged the comments made by Baker, Behr, and Vance.

IV. Adoption of the Agenda for the Regular Meeting of March 21, 2022

MOTION: It was moved by Trustee Vance and supported by Trustee VanderVries that the Library Board adopt the agenda for the regular meeting of March 21, 2022. 5-Yes, 0-No, 2-Absent (Friedman, Whitlock). Motion carried.

V. Consent

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the March 21, 2022 board meeting before its adoption. No changes or additional discussion was requested.

- A. Minutes of the regular meeting held on February 28, 2022.
- B. Narrative Report for February 2022
- C. Report on Financial Condition for February 2022.

- D. Budget Amendment.
- E. Marketing Update for February 2022
- F. Statistical Report for February 2022.

MOTION: It was moved by Trustee Vance and supported by Trustee VanderVries to approve the consent agenda. 5-Yes, 0-No, 2-Absent (Friedman, Whitlock). Motion carried.

VI. 2022 Marketing Presentation

A. Presentation of the 2022 Marketing Plan by Marketing Manager Colin Whitehurst

Marketing Plan 2022

- Meet the Marketing team
 - All staff and board members help communicate and inform the community about our events, services, and collections.
 - Staff from each department provide content and ideas for social media, videos, flyers and advertisements, and proofreading.
 - A new addition this year - Digital User Experience Coordinator: Jill Austin
 - The Digital User Experience Coordinator will coordinate website content, Enterprise, Blue Cloud Mobile, Niche Academy, and the Library’s event and room reservation tools. This includes the creation of content to communicate with library patrons across multiple platforms.
- Current Initiatives
 - Portager Insert
 - In House Flyers and brochures
 - Posters
 - Print Advertisements
 - In-House Digital Signage
 - Facebook & Twitter
 - E-Newsletter
 - Press Releases
 - Website
 - Self Check-Out Machine Ads
 - Library App
 - Outreach
 - Videos have really been expanded through the pandemic. Our new renovated library has a dedicated Studio space to enhance the production quality of our videos and reduce the amount of time it takes to set up all the equipment.
- New Initiatives
 - Website Update
 - We will be launching the new website during the closure. It will happen within the next month after a final security, backup tools, editing by additional staff.
 - Rebranding
 - Stationary, web tools, swag, flyers, name tags, signage. Now is the best time to launch a new logo when we are already buying new things. This is also keeping in the tradition of the previous renovation when the former logo was launched.
 - Building Reopening Campaign
 - “We’re moving” postcards sent to every Portage household
 - Adding reopening date to digital sign at the new building
 - Social Media - weekly moving updates and highlighting e-resources, virtual programs, YouTube channel etc.
 - Press Release to announce reopening.
 - Large reopening sign to be placed by South Westnedge avenue planter
 - Radio Ads

- Direct mail, once we have a reopening date
- Community post boards and Peach Jar with PPS – a way to send out flyers to all students/parents
- Fine Free Campaign - Once we reopen the library we will begin preparing the community for the changes to our circulation policy that will take effect sometime in 2022.
- Digital User Experience Coordinator to Update and Expand Existing tools
 - Switch all Symphony email account notifications from basic format to HTML format – notices will be designed and have a logo and more modern look. More flexibility for editing
 - Integrate E-resources into Enterprise – searching for items digital items will show up in the
 - Overhaul the design and functionality of Enterprise, the public access catalog
 - Prepare for an information campaign to provide SMS (text) notification from Symphony – getting updated numbers, no house numbers, prepare patrons for that. Especially related to circulation, renewing items, etc
 - Add training to Niche Academy related to the Creation Station and Maker Space – using it for the public in addition to staff. Great way to learn something new. E-Resource use, enhancing use of services we already have. That are with new tools, training so that the public will know how to use it. You get a certificate of completion.

Whitehurst concluded his presentation and asked if there were any questions. Board Chair Behr asked about Peach Jar at Portage Public Schools. Is it customized by grade level? Whitehurst said no, the service goes out to all students via pdf.

Trustee Bale said Niche Academy sounds like a great tool and it makes sense to utilize it more.

Trustees VanderVries asked if there will be a ribbon cutting ceremony and Whitehurst said yes, to some degree, but details are still to be determined.

Trustee Bale said that part of the message at a ribbon cutting ceremony should include a thank you to the community. Whitehurst agreed and said that we will talk about how the library is growing to meet the community's needs and to thank them for investing in the future.

Board Chair Behr asked if there was going to be a Memorial Day parade in Portage this year? Library Director Klien said she had not heard anything yet, but will look into it. It would be a great way to get the word out that we are open at Library Lane and ready for the community to visit.

DISPOSITION: The Library Board received the 2022 Marketing Plan.

VII. Monitoring to Assure Compliance with Executive Limitations

A. Monitoring Report on Executive Limitation: Asset Protection.

B. Monitoring Report on Executive Limitation: Financial Planning & Budgeting.

C. Monitoring Report on Executive Limitation: Financial Condition & Activities.

Klien said that these are the standard monitoring reports that are reviewed each year. Klien asked if there were any questions or concerns regarding any of them. Trustee Bale asked about the Financial Condition and Activities - Patio feasibility. Klien said this was in regards to the lower level patio. We put money in reserve to explore sun shades or other things that might make the area more pleasant for patrons to use and staff to have programs. This area was not part of the scope of the building renovation, however since we had some excess, we were able to spend some of that money to remove the concrete art structure that had fallen into disrepair as well as some heavy concrete planters and benches. We are also planning to turn the water feature into a planter.

DISPOSITION: The Library Board reviewed the Monitoring Report on Executive Limitation: Asset Protection, Financial Planning & Budgeting, and Financial Condition & Activities.

VIII. Library Director's Reports

A. Building Update.

Library Director Klien said things are continuing to move along. We are working on shelving books and shelf reading as our vendor works to put additional shelving units together. We are expecting a new shipment of shelves arriving tomorrow morning. Klien said she met with the construction management team and went through the punch list. They are constantly working on things, but some projects are still waiting for materials to arrive. Most should be done by the time the building is open, but it is possible that everything may not be complete.

B. Final remarks by Library Director for the March 21, 2022 Library Board Meeting.

Klien said last month, I congratulated Jill Austin on her new position and this month I am happy to announce that Abby Pylar will be the Head of Tech Services and Circulation. We will be posting for a full time Assistant Circulation Supervisor in the coming weeks who will oversee daily operations in the Circ Department.

Library Director Klien said she wanted to acknowledge all the work that the staff have done during the move. She also thanked Head of Technical Services Abby Pylar for all of the planning she has done with the moving team and the movers from Two Men and a Truck. Klien also thanked Head of Youth Services Laura Wright who took over the full staff schedule during the move.

Klien said that there was no Legislative update this month because there has not been anything new posted on the MLA website. We have not heard any updates regarding the virtual meeting bill.

DISPOSITION: The Library Board received the Library Director's Reports.

IX. Process Evaluation

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
- Trustee Vance wanted to acknowledge two things he read in the Narrative Report – Adult Service Librarian Ruth Cowles' pamphlet on movie reviews and Adult Services Librarian Katharyn Haas' list of reciprocal libraries patrons could use during the building closure. Well done!

X. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of March 21, 2022.

DISPOSITION: The regular board meeting of March 21, 2022 was adjourned at 6:36 PM.

Recorded and Transcribed by,



Quyen Edwards, Library Board Secretary

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

Administrative Activities:

During the month of March 2022, Library Director Christy Klien engaged in the following activities:

- ❖ Participated in weekly Administrative Team meetings.
- ❖ Participated in weekly staff meetings.
- ❖ Attended Friends of the Portage District Library Board Meeting
- ❖ Met with the PDL Moving Committee members on March 1 to prepare staff for the move
- ❖ Met with Friends group and provided a tour of 300 Library Lane on March 8.
- ❖ Interviewed an Adult Customer Service Assistant candidate on March 21.
- ❖ Met with Walbridge construction manager Lee Fitzgerald, Rob Foti, and Doran Lefaiave to review the building project punch list on March 21.
- ❖ Participated in PDL Public Board Meeting on March 21.
- ❖ Oversaw the window replacement at 5528 Portage Road on March 23.
- ❖ Participated in Portage Rotary Scholarship Interviews on March 23.
- ❖ Met with Walbridge construction manager Lee Fitzgerald and Rob Foti to review the building project budget on March 29.
- ❖ Attended a meeting with C2AE, Walbridge, and Circuit Electric to discuss lighting controls on March 29.

Maintenance and Building Services

- Scheduled snow removal services at Portage road temporary library entrances for the staff and moving company personnel on March 11.
- Participated in the Portage Fire Department walk through orientations for two of three shifts with Walbridge on March 14 and 15.
- Received owner training for the Carrier HVAC equipment including the rooftop units on March 16.
- Began to coordinate the transfer of waste and recycling services to 300 Library Lane while maintaining waste services at Portage Road library on March 17.
- Scheduled the annual sewer jetting/cleaning of the 300 Library Lane for March 31.
- Began janitorial services at the renovated library three times per week while reducing duties at the Portage facility including cleaning only two times on March 21.
- Coordinated and assisted with the Habitat Restore pick up of various items from 300 Library Lane March 22.
- Received and distributed the new waste/recycling/paper bins throughout the renovated areas on March 23.
- Mite-E Exterminating treated the renovated library on March 23.
- J & J Paint and Glass replaced the glass at the entrance at the Portage Road site while removing the fabricated book drop's insulated board on March 23.
- Filed a work order with Consumers Energy to correct the installation of the new transformer at the renovated library to level the concrete pad on 3 – 24. It appears that the work requires electrical shutdown to the library and also neighboring buildings and may be scheduled on a Sunday.

- Republic Services began both recycling and waste services at Library Lane on April 4. A new contract was required for the Portage Road site as the waste bin was inadvertently removed.
- Requested new occupancy signage for the public meeting rooms with the new logo in addition to the emergency egress signage for the program rooms on April 5.
- Began receiving HVAC preventative maintenance quotes to maintain the new equipment during the warranty period of one year with a Carrier meeting on April 5 and Pleune on April 7.
- Door hardware issues were reviewed with contractors on April 6 which continues further with shipping delays, electrical coordination and proper keying issues.
- Completed a “lessons learned” review and provided a summary for C2AE on April 6.
- HVAC programming was completed without internet service or all of the chillers operating on April 7 and plan to return after internet service is available later this month.
- The programming rooms’ new operable partitions were installed on April 7 and 8. New glass partition for the Café/Atrium and the recovering of the remaining partitions is scheduled for April 20.
- Johnson flooring installed the laminate on the lower level’s staff hallway on April 8 and 11.
- Scheduling outdoor spring cleanup and window cleaning prior to the reopening of library.
- Received the Paper Gator at Library Lane for the City to review if the bin requires an enclosure on April 12. The public and library recycles paper with this service in a sustainable method.
- Continue reviewing the contractor’s punch list for completion and coordinating with staff the areas to avoid. Also, organizing the renovated offices, mechanical and janitorial rooms for proper work flows for receiving new furniture and materials of construction.
- Continue with current temp library maintenance, moving issues, electronic waste recycling services and waste removal services. The library items are planned to be moved out of the building by the moving company on April 20 and any remaining items are the individual’s responsibility to remove. Final cleaning and any damages repaired before April 30.

Personnel Information:

The library undertook the following Human Resource activities since the March 21, 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 three candidates for the Customer Service Assistant position in Adult Services. Jacob Lambert began work for the Library on April 20, 2022.

- Conducted interviews for the open Assistant Circulation Manager position in the Circulation Department.
- Continue to prepare for the Library's Fiscal Year 2021 Audit that will begin in April of 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:

Build a creation station to allow patrons to use software for creation of art and technical design
 - Equipment for the Makerspace and Creation Station arrived in the month of March. STEAM Librarian Jane Fleming was not able to set them up as we did not yet have wi-fi at 300 Library Lane. However, she was able to do a lot of pre-planning to get our new services on the new website once it goes live.

Create programming that promotes interactive learning

- Cookbook Club: Portage Community Cookbook—Mar 1 – May 9

To keep the conversation going on our Cookbook Club Facebook group during our closure, Adult Services Librarian Katharyn Haas decided to host a Create Your Own Community Cookbook Challenge and help the entire Portage community create their own cookbook. Each week, we post a new category. Participants are encouraged to post their favorite recipes for that category throughout the week in the group. At the end of ten weeks, we will gather up the recipes from all the categories and make a Portage Community Cookbook that anyone can pick up for free at the library! Participants who post a recipe for at least 5 of the categories will be entered to win a \$30.00 gift card to Carrabba's Italian Grill!

Actively highlight the library's online resources and services on social media and other media outlets

- Adult Services Librarian Katharyn updated the Books and More virtual display on the website to feature popular titles available on Hoopla while we are closed and curated around 12 posts of the library's main Facebook page focusing on resources available outside of the library.

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

- Youth staff utilized the transition to the redesign and the expanded shelf space to improve and shift collections:

Easy Non Fiction and Juvenile Non Fiction were combined to create one collection. This reduces confusion and provides access to materials on all reading levels in one place.

The Holiday Collections were integrated into the regular collections. In the past, this was not possible due to space constraints, and these items weren't easily findable in the old design.

Holiday items will still be distinguishable by a spine label, and will be pulled out and displayed during each holiday. Juvenile and Adult World Language Collections are now combined and located in a prominent space on the upper level. This will allow readers to easily access all World Language materials. Early Reader books were re-leveled to reflect current knowledge about how these are best accessed by our youngest readers.

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

Meet Dashka Slater, 2022 Portage CommuniTeen Author—Mar 15—40 people attended
The community was invited to meet award-winning and NYT bestselling author Dashka Slater at this free event sponsored by Portage CommuniTeen Read. Adult Services Librarian Katharyn Haas and Teen Librarian Olivia Pennebaker both contributed to this event. This year, the community author talk took place at Portage Northern High School and registered attendees could join the event virtually through a YouTube livestream and private recording. During the 2021/2022 school year, teens throughout Portage read and discussed *The 57 Bus* written by Dashka Slater. This non-fiction account tells the story of two teenagers and the aftermath of an act of violence that occurred on the 58 bus in Oakland. This event was co-hosted by Portage Public Schools, Portage District Library, and this is a bookstore | Bookbug. 40 community members attended an evening event that was free and open to the public. A total of 50 people viewed a recording of the event, which was available for a limited time afterwards. Although attendance at the community event was low this year, perhaps due to the library's closure and the lasting impact of the pandemic, the Portage CommuniTeen Read hopes to continue bringing bestselling authors to Portage to encourage reading and start community conversations. Learn more about the Portage CommuniTeen Read here: www.communitereadportage.com. Dashka Slater also gave a total of four school presentations while she was in Portage.

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

- In March 2022, 33 Portage Public School elementary students and 70 high school or middle school students used their P.A.S.S. cards to access services while the library was closed to in person services.

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)

Local Historian Steve Rossio spent the majority of March relocating the Heritage Room from the Portage Road Location to 300 Library Lane however, during this time he was invited to participate in three in-person events.

On March 2nd, Steve Rossio delivered a “History of Portage” presentation to the sixty plus 2nd Graders at Haverhill Elementary School. This was the first “In Person” school presentation that Steve has delivered since March of 2020!

On Friday, March 11th, Steve Rossio was invited to present “Kalamazoo and World War II” to students at Schoolcraft High School. He delivered his presentation to four classes (roughly 80 plus students) along with one period of “open house” where students and staff were able to talk to Steve without a formal presentation.

On Saturday, March 12th, Steve Rossio participated as a judge for the Regional History Day at Western Michigan University.

Along with programming, Steve Rossio was able to acquire a substantial collection of books and memorabilia from Kalamazoo County for the Local History Room. Items acquired consists of photographs, Portage School related items, local history books, some artifacts and other various pieces of ephemera.

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. Work and punch list items continue to be done while we are moving. The vast majority of shelving has been set up, and some furniture has arrived. The staff has been actively moving books, working on collection maintenance, and unpacking items. During the latter part of April and the beginning part of May, the office furniture and technology components are scheduled to be installed. We have experienced some delays in deliveries, but we hope to receive our critical pieces in time for our anticipated opening on May 9.

New Library WebSite

- New Website is schedule to be live the week of April 25th.

- SMTP for reliable email from Website and Forms and is working well.
- Verified Wordpress Backups and Remote Storage using BackBLaze
- Verified Cpanel for Account Backups working on Remote Storage.
- Scheduled DNS changes for the new website.

New Public Access Management System

- NEW PAC Software installed and configured
- SQL Express database access verified
- New Laptops have been configured for Creation Lab.
- Installation and training is scheduled for May 2-3, 2022.

New Network Updates

- Moving Day: April 18, 2022
- Downtime: April 18 and part of 19.
- April 20, 2022 endpoints are being plugged in.
- New Wireless Access System estimated shipping date August 2022.

New and Existing Fiber Updates

- Charter Spectrum 2Gb Fiber Service is currently in production use.
- Selected CTS 1Gb fiber is currently in production use
- Spectrum fiber has been fully tested and certified.

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 Checkin machine will be configured for the internal bookdrop.
- Shipping: Waiting for SelfCKO machines and Automated Checkin has arrived.

Meeting Room Technology

- 2 Mobile Meeting Room Carts are being prepped for usage. (Expected Installation early May)
- 1 Mobile Large Scale Meeting Room cart is being prepped. (Expected Installation early May)
 - Ultra Short Throw Projector
 - Balanced PA/Sound System
 - 2 Wireless Microphones.
 - Portable Screen. For usage throughout the library.

Temporary Location Move - March/April Activities

- Moved the entire server room.

- Installed new networking devices at the library
- New Wireless Devices are backordered (Earliest August 2022)
- Configured servers to work in the new library network.
- Swung the CTS fiber connection Upgraded to 1/2Gb Fiber.
- Installed 2Gb Spectrum Fiber connection.
- Brought services up at the renovated library.
- Creation Station hardware has been configured.
- Dealt with some drive failures.
- 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

- Technical Services is helping the various departments with anything that needs to be completed.
- 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.
- Technical Services is doing everything that they can to help other departments prepare for the move back to Library Lane.
- Processing Clerk Fran Cooper has been cross-training staff members in the Tech Services area.
- Technical Services has been processing all of the books that have been arriving since releasing the shipping holds on our accounts.

Professional Development – Youth

- Teen Services Librarian Olivia Pennebaker listened to “Kids These Days,” an NPR podcast created by teenagers about what it’s like to be a teenager right now.

Professional Development – Adult

- Michigan Library Association—Diverse Experiences on Diversity Audits—Mar 15—Haas
- Grow with Google Webinar: Negotiate Like a Pro, Google - March 23 – Fleming
- *Makers in the Library: A Toolkit for Building a Community-Driven Makerspace* by MakersintheLibrary.org

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
March 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	\$10,570,312
Expenditures	\$ 4,041,554

Fund	2/28/2022	Changes	3/31/2022
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 March 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 March 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.

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.

March Marketing Highlights:

- Continuing to order materials for the re-branding project.
- Assisted with creating signage for the newly renovated building.
- Researched and selected a digital signage service.
- Participated in moving materials back to 300 Library Lane.

March Social Media Highlights:

Facebook

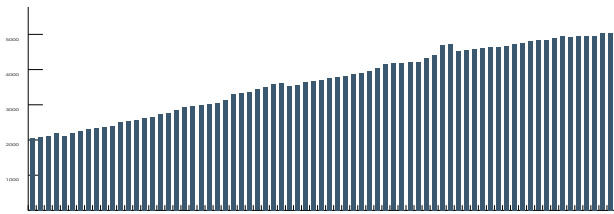
38 New Page Likes | 78 Post Shares | 1,214 Post Likes | 117 Comments | 519,993 Total Reach

Twitter

543 Tweet Impressions | 1 Likes | 1 Re-tweets | 203 Profile Visits | 1 Mentions | 0 New Followers

Facebook Stats 2016 - March 2022

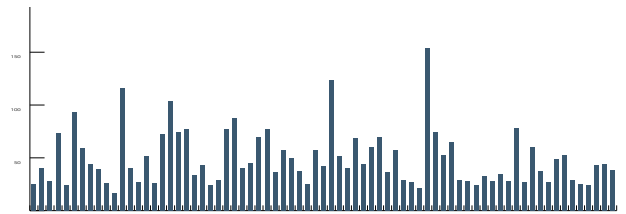
Total Followers:



February 2016
2,052

March 2022
5,046

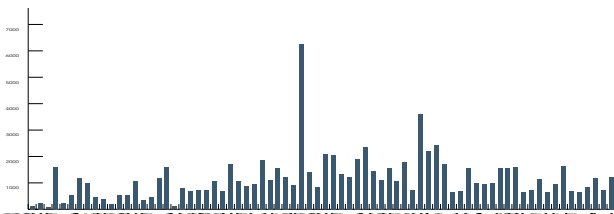
New Followers:



February 2016
25

March 2022
38

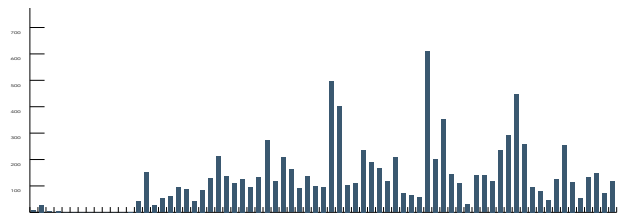
Likes:



February 2016
124

March 2022
1,214

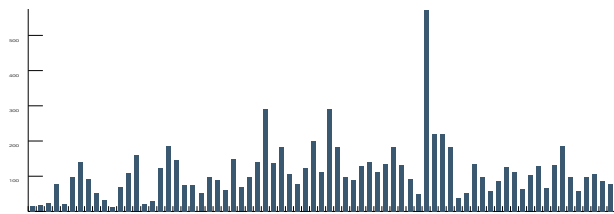
Comments:



February 2016
7

March 2022
117

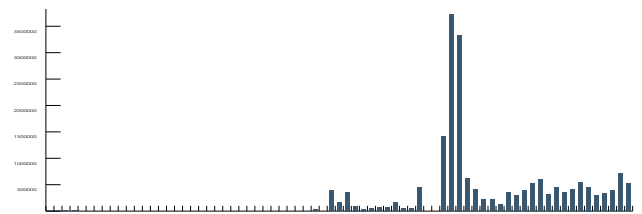
Shares:



February 2016
0

March 2022
7

Engagement:



February 2016
5,305

March 2022
519,993

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

	Month Statistics			YTD Statistics		
	Mar-22	Mar-21	CHANGE	2022	2021	CHANGE
Circulation/Collections						
Total Library Circulation	19,441	58,988	-67.04%	153,361	150,055	2.20%
Adult - Books	833	14,979	-94.44%	36,196	36,717	-1.42%
Adult - A/V	53	3,031	-98.25%	8,310	7,268	14.34%
Youth - Books	1,203	21,245	-94.34%	50,907	48,612	4.72%
Youth - A/V	64	2,434	-97.37%	4,114	4,778	-13.90%
Hot Picks	318	1,273	-75.02%	2,557	2,589	-1.24%
E-Material	16,970	14,477	17.22%	49,135	44,712	9.89%
ILL - PDL Requests	0	835	-100.00%	1,075	2,822	-61.91%
ILL - Other Lib. Requests	0	714	-100.00%	1,067	2,557	-58.27%
Self-Checkout Percentage	0.00%	56.46%		59.41%	41.73%	
Total Library Collection	175,255	187,569	-6.57%			
Adult - Books	74,668	84,234	-11.36%			
Adult - A/V	14,684	16,718	-12.17%			
Youth - Books	74,497	73,504	1.35%			
Youth - A/V	8,267	8,814	-6.21%			
Hot Picks	3,139	4,299	-26.98%			
Net Acquisitions	(1,156)	(1,430)	19.16%	(6,171)	(4,635)	-33.14%
Purchased - Books	30	1,447	-97.93%	1,639	4,049	-59.52%
Purchased - A/V	0	178	-100.00%	562	606	-7.26%
Donated - Books	0	0	#DIV/0!	0	0	#DIV/0!
Donated - A/V	0	0	#DIV/0!	0	0	#DIV/0!
Material Discarded	(1,186)	(3,055)	61.18%	(8,372)	(9,290)	9.88%
Total In-House Usage*	0	0	#DIV/0!	0	0	#DIV/0!
In-House Periodical Usage	0	0	#DIV/0!	0	0	#DIV/0!
In-House Book Usage	0	0	#DIV/0!	0	0	#DIV/0!
Patrons						
Total Patrons	35,777	50,015	-28.47%			
Adult	17,463	27,145	-35.67%			
Youth	4,186	6,135	-31.77%			
Non-Resident	210	368	-42.93%			
Reciprocal	3,720	6,424	-42.09%			
Internet User	418	892	-53.14%			
PASS Users	9,730	8,991	8.22%			
Professional	50	60	-16.67%			
Net Patrons	5	158	-96.84%	(269)	291	-192.44%
Adult	5	87	-94.25%	1,791	181	889.50%
Youth	0	14	-100.00%	493	19	2494.74%
Non-Resident	0	4	-100.00%	4	4	0.00%
Reciprocal	0	30	-100.00%	66	38	73.68%
Internet User	0	23	-100.00%	56	49	14.29%
PASS Users	0	0	0.00%	0	0	#DIV/0!
Professional	0	0	0.00%	0	0	0.00%
Patrons Removed	0	0	0.00%	(2,679)	0	#DIV/0!

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

	Month Statistics			YTD Statistics		
	Mar-22	Mar-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	0	0	#DIV/0!	0	0	#DIV/0!
Adult	TBD		#DIV/0!	0	0	#DIV/0!
Youth			#DIV/0!	0	0	#DIV/0!
Heritage Room			#DIV/0!	0	0	#DIV/0!
Total Number of Programs		0	#DIV/0!	0	0	#DIV/0!
Adult	TBD		#DIV/0!	0	0	#DIV/0!
Youth			#DIV/0!	0	0	#DIV/0!
Heritage Room			#DIV/0!	0	0	#DIV/0!
Total Volunteer Hours	0	88	-100.00%	117	184	-36.41%
Adult	0	0	#DIV/0!	21	0	#DIV/0!
Youth	0	0	#DIV/0!	0	0	#DIV/0!
Technical	0	32	-100.00%	27	32	-15.63%
Circulation	0	0	#DIV/0!	5	0	#DIV/0!
Administration	0	56	-100.00%	64	152	-57.89%
Community Service	0	0	#DIV/0!	0	0	#DIV/0!
Total Front Door Traffic	0	9,825	-100.00%	16,592	19,430	-14.61%
Total Youth Services Traffic	0	6,544	-100.00%	12,181	13,400	-9.10%
Total Business Center Traffic	0	0	#DIV/0!	0	0	#DIV/0!
Information Access/Reference/Research						
Total Reference Transactions	88	7,637	-98.85%	10,867	30,298	-64.13%
Adult Phone	7	194	-96.39%	811	951	-14.72%
Adult Ready Reference	0	1,287	-100.00%	3,135	4,456	-29.65%
Adult Reference	0	112	-100.00%	252	268	-5.97%
Youth Phone	3	73	-95.89%	119	363	-67.22%
Youth Ready Reference	0	3,104	-100.00%	3,678	12,353	-70.23%
Youth Reference	0	237	-100.00%	248	375	-33.87%
HR Phone	1	5	-80.00%	39	47	-17.02%
HR Ready Reference	0	122	-100.00%	450	295	52.54%
HR Reference	0	5	-100.00%	25	23	8.70%
Circ Phone	77	717	-89.26%	1,037	4,666	-77.78%
Circ Ready Reference	0	1,348	-100.00%	797	5,552	-85.64%
Circ Reference	0	433	-100.00%	276	949	-70.92%
Total Edutainment LAN Use	0	0	#DIV/0!	0	0	#DIV/0!
Total Internet Computer Use	0	687	-100.00%	1,612	1,345	19.85%
Youth Computers	0	19	-100.00%	0	34	-100.00%
Adult Computers	0	668	-100.00%	1,610	1,311	22.81%
Laptop Computer Circulated	0	0	#DIV/0!	2	0	#DIV/0!
Total Electronic Transactions	22,758	47,600	-52.19%	101,926	148,282	-31.26%
WebSite Hits	13,090	34,430	-61.98%	69,710	105,481	-33.91%
WebCatalog Sessions	9,545	10,627	-10.18%	27,669	33,593	-17.63%
Licensed Database Hits	123	2,543	-95.16%	4,547	9,208	-50.62%

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

Library Closed due to COVID-19 on March 13, 2020

Christy Klien, Library Director

Online Programming Statistics/Reference Transactions will be updated at a later date.

PORTAGE DISTRICT LIBRARY**COMMUNICATION**

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 20, 2022
Subject: Upcoming Library Board linkage opportunities in May 2022 for consideration

Monthly library board linkage has been included in the past as a list of upcoming events. Programming is light in May as we focus on events celebrating reopening the building and working through services in our renovated space.

Date	Time	Activity or Program Description
5/6	7:00 PM	<p>Evening reception with the Board, donors, former board members, community partners, and Friends of the Library by invitation only.</p> <p>Staff will be available to greet and answer questions, and the public areas of the building will be open for people to wander. Dessert and (non-alcoholic) drinks served.</p>
5/9	8:30 AM	<p>Ribbon-cutting ceremony before the building opens to the public at 9:00 AM. We will have a pop-up tent, plants/flowers, some ribbon to cut, and brief speeches.</p>
Week of May 9th	Open Library Hours	<p>Open House! We will have staff greeters available at the entrance to point patrons in the right direction, historical photos of PDL's past, free reusable bag with the new logo (while supplies last), other new logo swag, and a fun all-ages activity.</p>

PORTAGE DISTRICT LIBRARY

Programming Policy

A. POLICY STATEMENT

It is the policy of the *Portage District Library* to encourage library staff to continue their efforts in both youth and adult programming in order to develop new and evaluate existing programs which are consistent with the library's Mission Statement and Ends Statements.

B. SCOPE of POLICY

This Programming Policy applies to all types of programs whether conducted directly by or indirectly, through co-sponsorship, with the *Portage District Library*.

C. POLICY OBJECTIVES

Programming is a method by which the library provides life-long learning experiences for library patrons. Programs provide a forum for public discussion and self-expression while sharing ideas, skills, knowledge and experiences. Programming is also a way for the library to promote community resources. The library may use donations, co-sponsorships, grants and fees to recover some library costs for special programs.

D. POLICY RESTRICTIONS

During a library-sponsored presentation, the presenter may display his products, or books for purchase. No library personnel will be involved in the sale of said items. However, when a presenter rents space to do a public demonstration, books, products, or services may not be displayed for purchase. The program presenter may display his or her name, company name, and pertinent contact information. All contacts regarding said books, products or services must take place off library property.

PORTAGE DISTRICT LIBRARY

Art Exhibit

Art exhibits in different formats are welcome at Portage District Library. Exhibits stimulate interest in a variety of library materials, provide information, develop aesthetic appreciation, and offer an opportunity for individual and/or groups to display artistic and educational materials. The Portage District Library provides space for exhibits and displays of a civic, educational, cultural, or recreational nature. Display areas may also be used for Library purposes such as to display materials from the Library's collection, or to publicize Library services, collections, or activities. Thus, this policy does not apply to the Library's use or co-sponsored use and the Library's use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits and displays pursuant to this Policy.

I. General Principles

- A. It is not the goal of the Portage District Library to build an art collection.
- B. Exhibit and display areas are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- C. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays.
- D. Display space is limited.

II. Temporary Exhibits

- A. Acceptance and placement of an art exhibit will be determined by the Library Director or designee. Those who wish to display their artwork at the Portage District Library must read and sign the "Art Where You Are Artist Contract". Permission for hosting an art reception, and for conducting any activities or mounting displays during an art reception, will be granted at the discretion of the Library Director or designee.
- B. The Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of exhibit and display spaces. Applications for exhibits or displays will be reviewed in light of the Library's educational, cultural, intellectual, or recreational purpose and community interest. The limitations on space will also be taken into consideration.
- C. Length of time for each display will be determined by the Library Director or designee. Set-up and removal dates will be determined in advance.
- D. Sales transactions may occur on the library premises during gallery hops or special art receptions. However, artists must delay delivery of any purchased artwork to buyers until the agreed upon exhibit schedule at the library had concluded. No price tags may be affixed to any artwork on exhibit at the library, but price lists will be made available to the public at the Adult Information Desk for the duration of the art exhibit. Subject to the approval of the

Library Director, artists may display their names, addresses, and telephone numbers on their artwork.

- E. The Library must be provided with a license to use images of the artwork for Library uses, including but not limited to advertising, brochures, posters, catalogs, the Library's website or similar uses.
- F. The Exhibitor may be identified by name within the exhibit or display.
- G. The library's Curator is responsible for installing and labeling the exhibit or display on the agreed upon date.
- H. All exhibits or displays must be set up and removed with as little interference as possible to the daily operations of the Library. Once the exhibit or display is installed, changes may be made only with Library approval.
- I. The library's Curator shall remove the exhibit or display promptly on the agreed upon date at the end of the scheduled period. Exhibits or displays will be considered for exhibit for longer than the scheduled period with written approval of the Library Director or his/her designee.
- J. The Library has the right to remove exhibit or display materials if they are not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within sixty (60) days after the scheduled display period.
- K. Exhibitors may not charge an admission fee or request donations.
- L. Damages to the premises, equipment or furnishings as a result of the Exhibitor's use will be charged to the Exhibitor.

III. Decision and Appeal

A. The Library Director or his/her designee shall make the determination regarding the use of exhibit and display spaces. The Library Director or his/her designee has the right to review the materials, including promotion or publicity materials, in advance. The Library Director's decision shall be final.

B. Any person or organization aggrieved by the Director or designee's decision may appeal that decision to the Library Board. Such appeal shall be made within ten (10) business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director.

C. The Library reserves the right to remove any item from an exhibition or display on the above grounds or if the exhibition is a possible safety hazard, is too large for the display space, creates a maintenance problem, exceeds acceptable noise and light levels, interferes with the public service or other activities in adjacent Library areas or has been displayed without authorization.

PORTAGE DISTRICT LIBRARY

Monitoring Report

For

Executive Limitation Policy on Fundraising Activities

April 25, 2022

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

Policy: Utilize programs within the realm of normal library operation as fundraising vehicles.

Director's Response: There have been no instances of any library programs being used as fundraising vehicles within the realm of normal library operations. In the case of library programs that require extraordinary supplies, a nominal fee may be charged to program registrants to recover the cost of the program provisions.

Policy: Allow library facilities to be used by outside agencies for the purpose of fundraising, unless the funds being raised are going to be used for library purposes.

Director's Response: The library adheres to a strict rule about no outside agencies using the library facilities for the purpose of fundraising. The library's Community Meeting Room Policy states that: "Approved use of the library's community meeting rooms does **not** include selling or moneymaking enterprises except those that may be sponsored by the Portage District Library itself, or the Friends of the Portage District Library."

Policy: Permit the presentation of any fundraising program at the library without the approval of the Library Director.

Director's Response: There have been no instances of any fundraising programs being conducted at the library. The fundraising conducted by the library is done via the Annual Campaign mailing to donors, the Spring Appeal, and grant writing.

Policy: Allow donor lists to be shared with any other entity or charitable agency.

Director's Response: The library is in complete compliance with the rule to never share donor lists with any other entity or charitable agency. The Portage District Library fundraising activities include an Annual Campaign direct mailing initiative that is carried out at the end of each year. We send this solicitation to all of our previous donors and to all active library users requesting financial assistance to further enhance the library's special initiatives. Annually, a request is made to the Library Board to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library's patron database for the restricted, confidential and sole purpose of sending a direct mailing to previous donors and to active library users in October or November. The contract with our regular printer stipulates that the printer or any associate or partner of the printer will **not** use the library's patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.

Policy: Enter into any fundraising agreement that requires the library to permanently endorse a product or [promote an individual or business], without prior knowledge and approval of the Library Board.

Director's Response: There have been no instances of the library entering into any fundraising agreement that requires the library to permanently endorse a product or promote an individual or business.

Policy: **Enter into any fundraising agreement that requires the library to take on responsibility, financial or otherwise, that would be above and beyond the provisions in the current budget or that would necessitate an increase in staffing level, without prior knowledge and approval of the Library Director.**

Director's Response: The library is in full compliance with this mandate and has not entered into any fund-raising agreement that would obligate or burden the library financially or otherwise.

Policy: **Receive any funds for the library that have restrictions placed on their use, without prior knowledge and approval of the Library Director.**

Director's Response: The only instances of funds received by the library that have restrictions placed on their use are memorial donations made specifically in memory of someone with requests for the purchase of particular materials, directed gifts at the time of the donation, or in the case of contributions made to the library's Grandmother & CIG Endowment fund which are restricted gifts used only to benefit youth.

Policy: **Place the library in potential jeopardy by accepting any funds derived from questionable sources, or connected to any entity or program that might not be in the best interest of the library.**

Director's Response: The library is in complete compliance with this mandate and has not accepted any funds from questionable sources.

Policy: **Utilize fundraising to supplement regular, day-to-day library operations.**

Director's Response: All donated funds are reported annually to the Library Board and a request is made to the board to approve the allocation of gifts and donations funds received in the previous year for specific purposes in the current year.

Policy: **Fail to recognize donors, in some special manner, who contribute gifts to the library of \$5,000 or more.**

Director's Response: All donors are properly recognized with a letter of thanks following their donation. The library has received several donations of \$5,000 or more and all have been significantly recognized through letters and personal contacts.

Policy: **Allow fundraising plan to be executed without board approval.**

Director's Response: The Library Director gives updates to the Library Board on the library's future fundraising activities for the year and provides details of everything that will be done in relation to fundraising at the library. All plans are outlined clearly to the Library Board and executed only with board endorsement.

To: Portage District Library Board Members
From: Michele Behr, Library Board Chair
Date: April 21, 2022
Subject: Mid-Year Meeting in FY 2022 with the Library Director

April is the month that a mid-year meeting with the Library Director is scheduled in order for the Library Board to assess current activities and to make sure that things are progressing appropriately and everything is on track with activities to accomplish the Ends and Strategic Plan.

This will be an agenda item for the April 25, 2022 board meeting and we can discuss the mid-year meeting with the Library Director at that time.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 20, 2022
Subject: Request for Library Board Approval for Restricted Use of Trustees Signatures and Library Patron Data Base for Direct Mail Initiatives

Building Reopening and Annual Campaign Direct Mailing

We would like to send out direct mail with a building reopening update to the citizens residing within the library district and are considering an Annual Campaign for 2022. This is also a direct mailing initiative that is usually carried out in October/November each year. We send the Annual Campaign to all active library users requesting financial assistance to further enhance the library's special initiatives. In order to do this, we need to use the library patron data base for these two direct mailings.

REQUEST:

We request that the Library Board pass a motion at the April 25, 2022 board meeting to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library's patron database for the restricted, confidential and sole purpose of sending a direct mailing to citizens residing within the library district and to active library users for the Annual Campaign. The contract with our regular printing vendor stipulates that the printer or any associate or partner of the printer will not use the library's patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.

We also request permission to use trustees' signatures on these mailings, following prior review of the document. If this request is granted, we ask that you sign your name on a blank sheet of white paper (no lines) with a sharpie or other thick black marker which will be provided at the April 25 meeting. If you are not present at the meeting, please scan the signature or use your phone to take a picture of it and send it to our Marketing Manager, Colin, at cwhitehurst@portagelibrary.info.

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%	133%
50% of programs offered will provide guided learning activities (Adult/Youth)	A 63% Y 72%				A 63% Y 72%	A 50% Y 50 %	A 126% Y 144%
20% increase of hits of online learning tools	340%				340%	20%	1700%
Implement 12 software/devices that allow people to create and learn	9				9	12	75%
12 videos are created	16				16	12	133%

- 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 4 I 3 E 3				B 4 I 3 E 3	B 3 I 3 E 3	125% 100% 100%
Help 150 patrons become more info-literate *	374				0	150	Target Met
Have 50 people in the library for ESL tours *	88				0	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	100%				100%	80%	0%
Active holds older than 3 month less than 200 titles	288				288	Less than 200	-30%
21 Special programs will target groups representing different perspectives or cultures *	44				0	21	Target Met
25% of kits will change annually to reflect changing needs of the community	0				0%	25%	0%
20% reduction in total physical collection size	11.77%				11.77%	20%	58.85%

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	80%				56%	20%	280%
15% of our programs annually will be outreach (Adult/Youth)	A 16 % Y 13%				A 16% Y 13%	A 15% Y 15%	A 53% Y 73%
70% of patrons who completed an exit survey were satisfied that the program met their needs	100%				100%	70%	100%
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	14				14	12	117%

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

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	-				0%	90%	0%
5 large projects completed in the Local History Rooms *	1				1	5	20%
90% of patron responses say displays are meaningful	-				0%	90%	0%
4 new resources for information will be added each year	0				0	4	0%

* Target number over the course of the 5 year plan

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 21, 2022
Subject: First Quarter Financial Report for FY 2022

The First Quarter Financial Report for FY 2022 will be presented in person at the Board Meeting on Monday, April 25, 2022 by Business Manager Rob Foti.