

NOTICE OF REGULAR MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, June 27, 2022 at 6:00 p.m.

The Library Board of the Portage District Library will hold a regular meeting on Monday, June 27, 2022 at 6:00 p.m. This meeting will be held at 300 Library Lane. The purpose of this meeting is for the discussion of library business. The Library gives notice of the following:

1. **Meeting Attendance.** The regular meeting is being held in person. 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: Jun 27, 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/88173785853>

Or One tap mobile :

US: +13017158592,,88173785853# or +13126266799,,88173785853#

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

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

Webinar ID: 881 7378 5853

International numbers available: <https://us02web.zoom.us/j/88173785853>

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: June 23, 2022

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

PORTAGE DISTRICT LIBRARY BOARD MEETING

June 27, 2022

Regular Meeting, 300 Library Lane, Portage, MI 49002 at 6:00 PM

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 June 27, 2022 (1 minute) (Vote)
- V. Audit Presentation (20 minutes)
 - A. Presentation of Audit Report for Fiscal Year 2021 by Rehmann Robson staff. *(Info)* Pg. 3
- VI. Consent Agenda (10 minutes) (Vote)
 - A. Minutes of the regular board meeting held on May 23, 2022. *(Info)* Pg.4-8
 - B. Narrative Report for May 2022. *(Info)* Pg.9-16
 - C. Financial Report for May 2022. *(Info)* Pg.17-19
 - D. Marketing Report for May 2022. *(Info)* Pg.20-22
 - E. Legislative Update for May 2022. *(Info)* Pg.23-25
 - F. Statistical Report for May 2022. *(Info)* Pg.26-27
 - G. Library Board Linkage for July 2022. *(Info)* Pg.28
- VII. Governance (10 minutes)
 - A. Initial Discussion about Plans for the 2022 Library Board Retreat *(Info)* Pg.29
 - B. Request for allocation of 2021 undesignated donations memo *(Vote)* Pg.30
 - C. Budget Amendment – Donation for Garden Kaleidoscope *(Vote)* Pg.31
 - D. Heritage Room Policy Update *(Vote)* Pg.32-34
 - E. Creation Station Policy *(Vote)* Pg.35-43
- VIII. Ends Development (45 minutes)
 - A. Presentation of Preliminary FY 2023 Budget for Portage District Library. *(Info)* Pg.1-20
(NOTE: The proposed FY 2023 Budget is separately numbered and included at the end of the packet.)
- IX. Library Director's Reports (20 minutes total)
 - A. Building Update
 - B. Final remarks by Library Director for the June 27, 2022 Library Board Meeting.
- X. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the July 25, 2022 board meeting
 1. Minutes of the Regular Meeting held on June 27, 2022.
 2. Final Review and Approval of Proposed Fiscal Year 2023 Budget and Millage Rate for public inspection prior to Public Hearing at the August 22, 2022 board meeting
 3. 2nd Quarter Report for Fiscal Year 2022
 4. Presentation of the library's 3-Year Technology Plan (FY 2023-2025)
 5. Monitoring Report on Executive Limitation for Minutes/Records Retention
 - B. Assessment of this meeting
 - C. Miscellaneous Items
- XI. Adjournment

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 22, 2022
Subject: Presentation of Audit Report for Fiscal Year 2021 by Rehmann Robson Representative

The Fiscal Year 2021 financial audit of Portage District Library has been completed, and a representative from the accounting firm Rehmann Robson will present virtually at the June 27, 2022, board meeting. They will go over the audit report and summarize the library's financial standing for the period January through December 2021. At that time, their major findings will be shared, and you will have an opportunity to ask any questions you may have.

PORTAGE DISTRICT LIBRARY BOARD MEETING

May 23, 2022

Regular Meeting at 300 Library Lane, Portage, Michigan & Zoom at 6:00 PM

I. Start of Meeting

II. Roll Call

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

Board Members Absent: Carol Bale (excused)

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

Guests Present: Adam Herringa, Portage Acting City Manager

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

Board Chair Behr welcomed everyone and then opened the meeting for any comments from the public, board members, or library staff

a.) Comment from Board Chair Behr - Behr thanked the Board members who were able to come to the ribbon cutting ceremony on May 9th. She noted that we had great weather. Behr commented that she has seen friends posting on Facebook pictures of their kids playing at the library and enjoying the new space. Trustee Baker said the library reopening had good coverage from Channel 3 with a five minute segment that played multiple times. Trustee Whitlock said she has received many positive comments from the community about the Library.

IV. Adoption of the Agenda for the Regular Meeting of May 23, 2022

Library Board Chair Behr asked if there were any changes needed to the agenda for the May 23, 2022 board meeting before its adoption. There were no changes requested by trustees. Behr asked for a motion to adopt the amended agenda.

MOTION: It was moved by Trustee Vance and supported by Trustee VanderVries that the Library Board adopt the agenda for the regular meeting of May 23, 2022. Vote: 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

V. Guest Presentation

A. Presentation by Acting City Manager Adam Herringa – Herringa said he would provide highlights of activity around the community and answer questions at the end. He thanked trustees for inviting him to speak at the first board meeting in the completed library space. As a patron, Herringa said he appreciated the focus on making the library a modern, welcoming space.

Herringa noted that there have been other building projects in the community including two middle schools and a new firehouse, and work on renovating and improving elementary schools starting with Central and Haverhill Elementary will begin soon. Herringa also noted that after the ribbon-cutting ceremony on Friday, the Charles and Lynn Zhang Portage Community Senior Center opened today. He hoped that in the future, the City and the library would work on figuring out ways to share space as

they are both too great of a resource to keep to ourselves. This is the conclusion of an exciting project and addition to the community.

In regards to the former Senior Center, the Parks Department will be moving over in late fall or early winter. The City decided it made sense to have a forward facing department in that space. City Council will be voting on a new City Manager, Mr. Patrick McGinness, who has been the city manager in Grand Haven since 2003.

Portage is opening a new park, Dr. Martin Luther King Jr. Park, on the corner of Martin Luther King Jr Drive and Constitution Blvd. The dedication is occurring prior to the park being complete. Ramona Beach house has been remodeled with new food experience. It will open for the season on Memorial Day Weekend.

Herringa said the city is about to adopt our budget for next year with money earmarked for a number of capital projects. One includes revitalizing the boardwalk along the canal at Lakeview Park. A second is the replacement of an aerial firetruck at the cost of \$1.6 million dollars. The city's current aerial firetruck dates back to the 80's and is an incredibly important safety component to our community.

The City's 10 year master plan is expiring this year. What to do with the Crossroads Mall is a topic of conversation. Pfizer continues to expand. They are currently building a 420,000 square foot production center for injectable medicines which should be in operation in 2025. Their last building project was where the Covid vaccine was created. Striker finished their world headquarters building. FedEx expanded in Portage. A lot of business that opened or reopened during Covid are now having ribbon-cutting ceremonies. The S. Westnedge Meijer is getting remodeled. It was the second oldest store that had not yet been remodeled in their network of stores. It should be complete by the end of the year.

Herringa spoke about the city's construction and road projects. They are experimenting with a process called micro-surfacing which should increase the amount of time the roads last. The city is not responsible for I-94, but we are working with them as needed. Their expansion project is scheduled to be done in December 2022.

Portage has received gold-level status for Michigan sustainability due to its decrease in energy usage by measures such as retrofitting all city facilities with new HVAC and the fact that city cars are all hybrids and moving towards electric. The city is looking into an all-electric snowplow.

Portage also has a Tree City USA designation. We plant trees where we can and gave away trees at the Green-a-thon event. Portage residents are the #1 user of household hazardous waste facility of any town in the county.

Acting City Manager Adam Herringa asked if there were any questions and said he would try to answer them to the best of his ability.

Facilities Manager Doran LeFaive asked about a bicycling route to the south. Herringa said the City is trying to connect Celery Flats to Portage Road this fiscal year by June 2023. LeFaive also asked about the housing construction on Lovers Lane. Herringa responded it is called Redwood Community Living and is similar to what was recently built in Texas Township.

Trustee Baker asked if the City purchased the house at Lakeview Park. Herringa responded, yes and its use is still to be determined while the city completes some studies.

Board Chair Behr asked about the City's timeline for their 10 year master plan. Herringa said that a consultant was hired last month. He expects community meetings to happen later this summer.

Business Manager Foti asked about the state of the Crossroads Mall. Herringa said the mall is currently owned by an investment group who plans to continue operating as a mall as long as they can. They also have plans to make Ring Road more passable. It is a private road and is currently in need of repair.

Board Chair Behr asked about the summer entertainment series and wondered if there would be future collaboration between the Library and the City. Library Director Klien said that budget restraints and Covid has affected everyone, but that we would continue to look for ways to collaborate.

Herringa said that the Sunday Portage Farmers Market is going well despite the fact that the city was late to the Farmers market game. We have caught up and see 600-700 people at the Farmers Market on a weekend and are turning down vendors. The City Hall location works, but is not ideal. Herringa said that City Council is looking at a spot to have a permanent Farmers Market with a pavilion. He noted that Friday at the Flats is starting again with vendors, live music, and food trucks.

DISPOSITION: The Library Board thanked Acting City Manager Adam Herringa for his presentation.

VI. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the April 25, 2022 board meeting before its adoption. Trustee Vander Vries requested the removal of Item I.

- A. Minutes of the Regular Board Meeting held on April 25, 2022.
- B. Narrative Report for May 2022.
- C. Review of Reciprocal Borrowing Policy
- D. Review of Patron Behavior Policy
- E. Financial Report for April 2022.
- F. Budget Amendment for Friends of the Library Donation
- G. Marketing Report for April 2022.
- H. Linkage June 2022.
- I. Legislative Update for April 2022.
- J. Statistical Report for April 2022.

MOTION: It was moved by Trustee Friedman and supported by Trustee Vance that the Library Board approve the consent agenda for the regular meeting of May 23, 2022. Vote: 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

Item I. Legislative Update for April 2022 – Trustee Vander Vries said she wanted to mention House Bill 6090 which was reintroduced this month. It regards Property tax exemptions; freeze of taxable value for primary residences of certain senior citizens. Taxable value impacts could affect library funding.

MOTION: It was moved by Trustee Whitlock and supported by Trustee VanderVries that the Library Board approve Item I. Legislative Update for April 2022. Vote: 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

VII. Governance

- A. Follow-up on Mid-Year Meeting with Library Director

Board Chair Behr said she had the mid-year discussion with Library Director Klien. They discussed her goals for the year. # 1 – the building is open, #2 community outreach and #3 virtual programming. Klien reminded trustees that a new Strategic Planning period is coming up this year. We are all taking a collective breath and appreciate how fortunate we were to get through the building project successfully. We are working through being open and being busy. The community has certainly found us and staff are happy to being doing their jobs again. We are observing a lot of kids back in the building.

B. Library Printing Policy/Cost

Klien said this is coming forward because we purchased a new system - TBS (Today's Business Solutions). Today's Business Solutions no longer supports fees based upon sheets of paper. Their method of assessing fees is different than the way we have done it in the past.

Klien and staff are recommending that the Portage District Library adjust its Public Faxing Fee to free, its Black and White copying/printing fee to \$0.05/printed page and its Color copying/printing fee to \$0.25/printed page. Please see the revised text in Section 4 of the Fine & Fees/Usage Policy which remains in place until the new Circulation Policy takes effect in the Fall 2022.

Klien said this price is more in line with what other libraries are charging and even with the drop in price, the library is covering its cost. Cash and card payments are accepted.

MOTION: It was moved by Trustee Baker and supported by Trustee Friedman that the Library Board approve the changes to the Fine & Fees/Usage Policy which remains in place until the new Circulation Policy takes effect in the Fall 2022. Vote: 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

VIII. Staff Presentation on the Library's Summer Reading Program

Head of Youth Services Laura Wright made the presentation of the library's 2022 Summer Reading Program. She said we are sticking with what worked last year. We will be doing weekly drawings based on children's reading during the week. We have found that they do better deciding on their own goals. We recommend 20 minutes of reading per day average, but some kids will do better with a goal that is larger or smaller. Every time they hit their reading goal 5 times, they are entered in a drawing.

Wright said we have moved away from the tchotchke toys, but we have heard a lot of good feedback for the change. The reading incentive is provided through experiences. Free books are now part of the summer reading program. Our programming this year is a little more cautious as we come out of the pandemic. We are doing registration for programming as we want to control the participation numbers.

Adults are continuing to use BeanStack for summer reading as well - winning badges, weekly and final drawings. The Final prize is 10 larger gifts and the Adult Staff have arranged it so that you can win or pay it forward to someone else that you think is deserving

The Teen program will also operate the way it did last year. Teens will win a book at the end if they complete a certain number of sessions and there will be grand prize drawings as well

Wright said that staff are very curious how this summer will go programming-wise and how many people will participate in Summer Reading since we have had two very unusual years in a row with the pandemic.

Wright said there have been no in-person visits to the schools. She said this may resume next year, but they aren't doing big assemblies and it takes a lot of staff time. A PDL Summer Reading flyer did go out to all the Portage Public School students through Peachjar. We also made the difficult decision not to have teen volunteers until the fall. We will continue with an unmanned station close to the desk as we find the parents are pretty technologically savvy.

A Summer Reading 2020 banner will be displayed at the front of the building.

IV. Library Director's Reports

A. Building Update

Library Director Klien said the building has been very busy since reopening, and we have talked with a lot of happy patrons. Over 1,000 came through the doors on the first day and over 500 every day through Thursday.

We are still working on wrapping up construction projects – installed cabinetry in the meeting rooms, working on refinishing partition walls, and completing the renovation on the lower level kitchenette. The glass partition between the café and the atrium is expected at the beginning of June. We are also completing our landscaping with a native planting project with Kalamazoo Nature Center Ecological Services.

B. Final remarks by Library Director for the May 23, 2022 Library Board Meeting.

Library Director Klien said we are working on putting together a committee for the Strategic Plan. We need one Board representative for that committee. After discussion regarding the time commitment, Trustee Tom Vance volunteered to serve on the committee. Klien and trustees thanked him for his willingness to participate.

Library Director Klien said thank you to the board and staff for all the hard work this past month. It has all come together and I am so proud of what we have accomplished together.

V. Process

A. Suggestions for Agenda Items to be included on the June 27, 2022 board meeting

1. Minutes of the Regular Meeting held on May 22, 2022.
2. Audit Presentation by Rehman Robson
3. Discussion about Plans for the 2022 Library Board Retreat.
4. Review of Heritage Room Policy.
5. Creation Station/Maker Space Policy.
6. Presentation of proposed Library Operating Budget for Fiscal Year 2023.

B. Assessment of this meeting

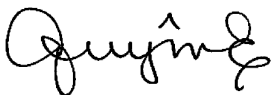
- C. Miscellaneous Items – Trustee Vance commented on the great job done by Local Historian Steve Rossio who resumed in-person presentations at area schools. Rossio thanked Vance for the acknowledgement and said that the teachers were ecstatic to have visitors again.

VI. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of May 23, 2022.

DISPOSITION: The regular board meeting of May 23, 2022 was adjourned at 7:09 PM.

Recorded and Transcribed by,



Quyen Edwards, Library Board Secretary

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

Administrative Activities:

During the month of May 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.
- Held trainings for library staff on May 3.
- Attended the Sneak Peek event on May 6.
- Participated in the preparations of reopening the library on May 9.
- Participated in the Library's Ribbon Cutting Ceremony on May 9.
- Served as greeter during the first week of re-opening.
- Attended the Library Director's Mid-Year Evaluation with Library Board Chair, Michele Behr, on May 17.
- Attended the Portage Community Senior Center Ribbon Cutting Ceremony on May 20.
- Participated in the May 23, 2022, PDL Public Board Meeting.

Maintenance and Building Services

- Contractors continue to complete late addition renovations while adjusting both mechanical and electrical improvements for the staff and the patrons to enjoy their library experience.
- Final adjustments were implemented for the new HVAC systems by Carrier to create a comfortable environment on 5-24.
- The PaperGator was removed from the library on 5-24.
- Kalamazoo Nature Center completed the landscape planting and mulching on 5-25.
- The recovering of the existing program partitions was completed 5-25.
- Investigating the cost to purchase and install two electric vehicle charging stations.
- Reviewing HVAC contractor preventative maintenance requirements and their respective costs.
- All emergency egress push bars are keyed the same and operable by 5-27.
- Applied window film on 8 doors to separate the public viewing into staff space 6-1.
- Lighting adjustments throughout the library rooms were implemented on 6-2 and replacement sensors were ordered as necessary.
- Completed the wall extension to the roof decking for private conversations 6-3.
- Prepared the program rooms for scheduled activities by 6-3.
- Consumers Energy power outage was completed on 6-5 (Sunday) to correct the transformer pad.
- Reconciled KNC invoice and sought another landscape design from Dropseed Native Gardens and Ecological Services for the bottom courtyard garden bed 6-7.
- Completed a walk through with C2AE interior designer and their office furniture supplier, OFS, showing the areas with issues 6-7.
- Walbridge brought a creative welding fabricator to quote additional railing and gate needs 6-7.

- Pest control services treated the interior and exterior areas with specific attention to the red mites found in some offices and the exterior walls and entry areas 6-8.
- The courtyard trees and existing mulch may be harboring the red mites, so quotes are being sought to remove them this fall with a quote expected by 6-17.
- Treated weeds and undesirable plants on the middle, north terrace for new future native plants and artwork 6-10.
- Studio ductwork modifications were implemented to reduce noise during recordings on 6-13.
- Received a Consumers Energy rebate of \$20,119.75 as incentives to improve HVAC efficiency and a building management system upgrade replacement on 6-13.
- Upgrading the new access door hardware of program room 103 (Austin Lake) for improved security by 6-14.
- Measured north study room windows for additional shading for a quote on 6-15.
- Assisted Walbridge with a photographer for their portfolio on 6-15.
- New program rooms and kitchen cabinets were installed, walls painted, sink and water filtering system installed and completed by 6-16.
- Purchased two new bike racks for trail users at the water drinking fountain and SE staff entrance with an expected delivery date by 6-17.
- The new glass partition installation for the Café/Atrium is being delayed due to supplier issues and no delivery date is known at this time.
- Continue reviewing the contractor's punch list for completion and coordinating with staff these areas. Prioritizing new items for the library and determining their costs.

Personnel Information:

The library undertook the following Human Resource and Financial activities since the May 23, 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.
- Interviewed candidates for the open Library Assistant positions in Circulation Services and made job offers to four (4) candidates. All candidates have accepted and are currently in the process of being screened. Potential start dates will be near the end of June or early July.
- Completed the Library's Fiscal Year 2021 Audit. Financial Statement will be presented at the June 2022 Board meeting.
- Worked through the budgeting process for the FY2023 budget by collecting budget requests from supervisors and reaching out to the City of Portage, Texas Township, and Pavilion Township for tax values and capture tax information.

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)

Resumption of Services

- Adult Services Librarian Katharyn Haas placed the community information board and flyer rack provided by Marketing Manager Colin in the vestibule of the library. These items will be used to provide community information to library visitors. Katharyn added and refined pages on the website including pages about the library's new printing system and meeting rooms.
- The volunteers are back! On May 23, 25, and 26, Adult Services Librarian Ruth Cowles held six volunteer orientations to familiarize the volunteers with the new building and explain the new shelving requirements. Each session lasted 60 minutes, with 24 volunteers participating. Volunteers are now assisting with shelving and other projects.

Project Updates:

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

- STEAM Librarian Jane Fleming set up the Cricut and Silhouette Cameo machines and wrote procedures for how the public will use these devices. She ordered new equipment and software for the Mac Station and set up the flatbed scanner, audio cassette digitization and VHS digitization. The Mac Station is now ready for the public to use. Jane created new tutorials for the Mac Station and the equipment there.

Create programming that promotes interactive learning

- Youth Staff staged several activities to engage and welcome families on their first visits back. All activities were designed to encourage creative and cooperative play. These included a customizable fort with props, castle blocks and characters, and a picture-based scavenger hunt.

Build programming and services that will reach groups at diverse levels

- Youth Staff Emily Mingle created a wall art display. Visitors cut out and decorated colorful paper hands and placed these on a tree. By the end of May, the tree was completely covered with colorful hands. Many children returned to seek out their contribution. In addition, Emily provided art sticks which visitors could decorate. She plans to take these sticks and create a framed art piece to display in the library. Youth Staff will continue to provide patrons with opportunities to contribute art to the walls of the Youth Area. Our visitors enjoy seeing their work displayed and this allows us to rotate both activities and eye-catching decoration frequently.

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 preparation for opening, Youth staff created displays of high-interest, non-fiction items with themed raffles to draw attention to these collections.
- Youth Outreach Librarian Andrea Smalley created displays of both the Book Buddies recommended reads and staff picks.

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

- Cookbook Club: Portage Community Cookbook—Mar 1 – May 31
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 posted a new category and collected the community's favorite recipes. The 2022 Portage Community Cookbooks was released on the Facebook group, PDL website, and in print at the library at the end of May. Usharani Pugazhendhi won the \$30.00 gift card to Carrabba's Italian Grill provided by the Friends of the Library.
The Cookbook Club group currently has 219 members.
- Portage Green-a-Thon – May 1st – 100+ people attended
Sara Weyenberg, Adult Outreach Librarian, attended the Portage Green-a-Thon with Quyen Edwards, Assistant to the Director. Partnering with the Portage Parks and Recreation department, the Library provided seeds for native pollinator plants and vegetables while the Parks and Recreation department brought compostable pots and potting soil. Hundreds of people attended the event, giving the Library many opportunities to tell the community that the Library would be opening the following week and to promote the PDL Seed Library.

- Brookdale Book Chat – May 12th – 8 people attended

Sara Weyenberg, Adult Outreach Librarian, gathered books, DVDs, and music CDs for the residents of Brookdale Assisted Living and brought them to the facility. They discussed the books the residents had borrowed on the previous visit and read the book descriptions of the new materials so they could find ones they were interested in borrowing. This month, there were new attendees who expressed an interest in audiobooks. Sara noted their reading interests and, after returning to the Library, selected audiobooks for the new attendees and brought them back to Brookdale on the same day.

- Portage Farmers' Market – May 15th – 100+ people attended

Sara Weyenberg, Adult Outreach Librarian, attended the Portage Farmers' Market with pollinator seed packets, seeds from the Seed Library, and handouts promoting future Library programs. In all, Sara handed out approximately 120 seed packets to the community and had many opportunities to discuss the new building, talk about upcoming programs, and answer questions.

- Youth Outreach Librarian Andrea Smalley and Teen Librarian Olivia Pennebaker visited both Central and West Middle Schools in May, providing activities for their Maker Manias.

- Youth Outreach Librarian Andrea Smalley and Head of Youth Services Laura Wright hosted an ice cream social and tour as a thank-you to the Portage Northern High School's Book Buddies group. Youth Staff hope to have members of this group continue to volunteer during the summer and into the fall.

- Both Youth Outreach Librarian Andrea Smalley and Youth Librarian Kristy Zeluff were invited to read at Kalamazoo Public Library's Party in the Park event. Unfortunately, it was rained out this year.

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

- During the month of May, 92 Portage Public School students used their PASS cards.

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)

Displays and use of space to showcase local arts and organizations

- Adult Services Librarian Katharyn Haas requested and acquired the necessary equipment to hang art at a gallery-quality level. She met with library art curator Ron Dumont and made arrangements for the 10th Animals in Art Exhibit at the library to begin in June.

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 officially opened the library on May 9, 2022, with a ribbon cutting ceremony prior to opening the doors at 9 AM. The majority of building projects are complete, and the library is working through the remaining items that still need to be addressed or are backordered.

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

- We are planning a Staff Development Day on September 23, 2022, that will focus on the Strategic Plan and staff training needs.

Maintain Symphony database of item and user records

- Continued to maintain the information regarding library users and item records.

- The Circulation Department is working towards a more efficient way of reshelving returned library materials.

Building Project Technology Updates May/June Activities

- Shutdown and Restarted Library Network during a planned transformer replacement.
- Upgraded Library Phone System
- Upgraded ScanEZ scan-to-email for secure email authentication
- Continued configuring Switchports for PAC Computers
- Updated PAC Computers per regular maintenance schedules
- Update Printing Services for PAC Computers to reflect new pricing changes
- Creation Station hardware has been configured and updated.
- Continued to recycle old technology through Green Earth.
- [COMPLETE] Worked with Aanalytics to get VPN setup and running.
- Continued Converting Staff from Microsoft Volume Licensed products to Office 365 Click-to-Run versions

New Library WebSite

- New Website moved into production mode on May 5, 2022
- Verified Wordpress Backups and Remote Storage using BackBLaze
- Verified Cpanel for Account Backups working on Remote Storage.
- Working on redirect for pdl.lib.mi.us domain name

New Public Access Management System

- New Laptops have been configured for printing for Creation Station.
- Installation and training was completed on May 3, 2022.

New Network Updates

- Meraki Switches are much easier to configure and deploy.
- Sophos XG4300 UTM Firewall are installed to protect public access network. HA (high Availability) firewall means the library can continue its operations in the event of a hardware failure.
- Cisco Umbrella is operating as designed as a proactive URL filtering (Categories, Malware, Command and Control)
- All cables were tested and verified before computers were deployed.
- New virtual firewall deployed 5/27/2022.
- 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 are expected to be received in early July.
- We configured the old SCKO machine temporarily while we wait for the new replacements
- 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.

Meeting Room Technology

- 2 Mobile Meeting Room Carts have been installed.
- The webcam and speaker bars are currently backordered.
- 1 Mobile Large Scale Meeting Cart is currently backordered.
- The new tension screen has been installed.
 - Ultra Short Throw Projector
 - Balanced PA/Sound System
 - 2 Wireless Microphones.
 - Portable Screen. For usage throughout the library.

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

All available members of the Youth Staff attended KRESA’s Talking is Teaching training. This county initiative “is a public awareness and action campaign that helps parents recognize their power to boost their children’s early brain and vocabulary development through simple, everyday actions - like describing things while walking outside, or singing songs together during bath time.” Youth Staff learned how to encourage caregivers to use these strategies and how to incorporate more prompts into programs and activities at the library.

Youth Outreach Librarian Andrea Smalley attended Booklist’s Windows and Mirrors webinar, which focused on the idea that “books can be both a reflection of personal experiences, but also a gateway to experiences and mindsets that differ from our own.”

Professional Development – Adult

Adult Services Librarian Katharyn moderated the statewide MLA workshop New Takes on the Digital Divide: Connectivity Needs and How to Help on Tuesday, May 10th. Presenters included Dr. Vikki Katz, Associate Professor, Rutgers School of Communication and Information; Chris Rutherford, Director of Community Mobilization Strategy, Michigan College Access Network; and Ann Neff-Rohs, Carnegie Branch Manager, Jackson District Library.

Professional Development

Michigan Library Association—New Takes on the Digital Divide: Connectivity Needs and How to Help—May 10—Haas

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
May 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	\$11,601,160
Expenditures	\$ 6,587,875

Fund	4/30/2022	Changes	5/31/2022
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	86,944	-	86,944
Unassigned Fund Balance	4,040,163	-	4,040,163

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 May 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 May 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 and programs 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.

May Marketing Highlights:

- Continued ordering materials for the re-branding project.
- Launched the new website and have been making improvements as patrons have been using it.
- Designed materials to inform the community about our reopening.
- Created posters throughout the building to highlight new improvements to the building.
- Helped to create signage and labels for way-finding and explaining services to patrons.
- Designed an updated Friends of the Portage District Library logo.

May Social Media Highlights:

Facebook

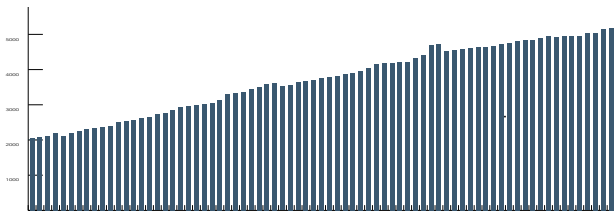
96 New Page Likes | 118 Post Shares | 1,746 Post Likes | 168 Comments | 447,872 Total Reach

Twitter

490 Tweet Impressions | 5 Likes | 1 Re-tweets | 400 Profile Visits | 1 Mentions | 0 New Followers

Facebook Stats 2016 - March 2022

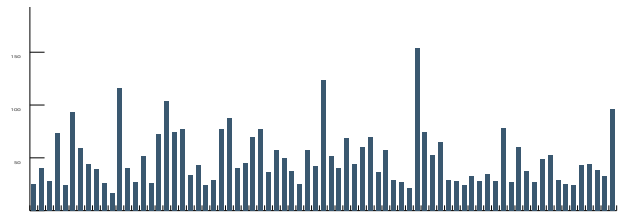
Total Followers:



February 2016
2,052

May 2022
5,184

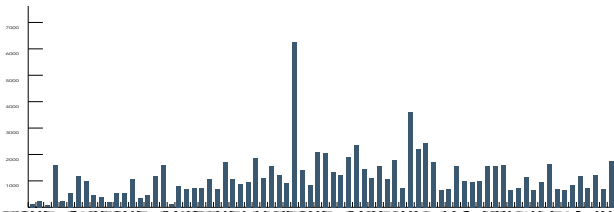
New Followers:



February 2016
25

May 2022
96

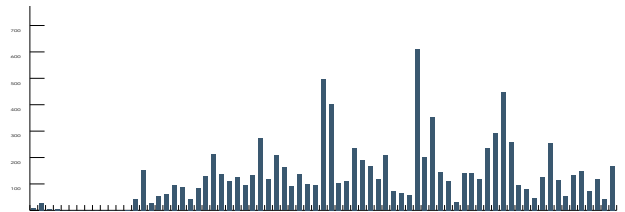
Likes:



February 2016
124

May 2022
1,746

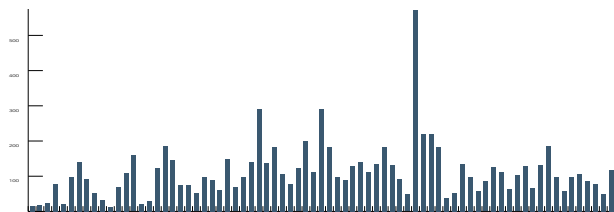
Comments:



May 2016
7

May 2022
168

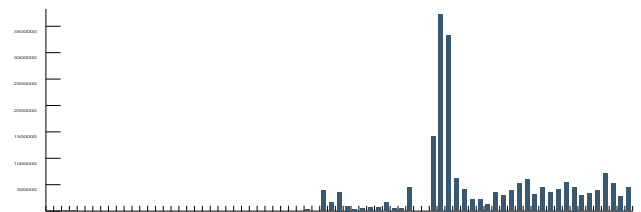
Shares:



February 2016
0

May 2022
118

Engagement:



February 2016
5,305

May 2022
447,872



MLA Statement of Principle - Guns in Libraries

Michigan libraries should be safe and welcoming places for everyone. As our country continues to experience gun violence in our public spaces, we are proactively advocating for solutions while being sensitive and aware of the debates surrounding gun regulations and the extreme reactions perceived attempts to regulate guns can cause.

In early 2021, MLA surveyed our membership and found that 78% support, and indicate as a high priority, that MLA advocate to reform state law prohibiting the open carry of firearms on library premises. On September 10, 2021, the MLA Board of Directors adopted the following Statement of Principle.

MLA will proactively support any new legislation that prohibits the open carry of firearms at public libraries. [Download the Statement of Principle - Guns in Libraries \(pdf\)](#).

Libraries have an interest in serving all members of the community, but also in keeping those community members safe as they take advantage of the resources and programming offered. Libraries, as places of public accommodation, are frequented by large numbers of people, and are highly vulnerable to the potential ills that a purposeful or accidental firearms incident would create. Every day, more than one hundred Americans are killed with guns, and hundreds more are wounded. The effects of gun violence are far-reaching and impact many of the individuals we serve in the library. MLA acknowledges that those individuals who have suffered trauma due to gun violence may not feel safe and welcome in the library if another patron is openly carrying a firearm.

Currently under Michigan law, public libraries created as districts, or by cities, townships, villages and counties, are unable to institute a ban on firearm possession on library premises - inclusive of both open carry and concealed carry of weapons.

In contrast, school libraries fall under a different set of laws that allow school districts to ban firearm possession on school property. Like schools, public libraries are places where thousands of children and teens come every day for

homework help, research and entertainment. The mental anguish of children who are intimidated and fearful of open carry shouldn't be taken lightly.

While public libraries are precluded from an outright ban on firearms, they are allowed to enact certain policies that are permitted under 1990 PA 319. These include:

- prohibiting employees from carrying firearms at work,
- prohibiting criminal conduct involving firearms,
- requiring supervision of individuals with firearms below the age of 16, and
- prohibiting those individuals with firearms from brandishing them in a threatening manner with the intent to induce fear.

Out of 50 states, a significant number have banned all firearms in libraries. MLA acknowledges that firearm regulation is a hotly debated and polarizing issue. We know that there are many respectful gun carriers who have been trained, hold a lawful license, and/or exhibit common sense. Yet our public libraries have grave concerns over open carry from those with ill intent, and/or those that use public accommodations as a place to display and boast their Second Amendment Rights.

An example of egregious open carry behavior happened in December 2010 at the downtown Lansing branch of the Capital Area District Library. "A man carrying what appeared to be a rifle or shotgun over his shoulder walked around the 1st and 2nd floors before police arrived in response to a terrified patron's call."¹ A lawsuit was filed to uphold the policy of the district library, but in the end, CADL's weapons policy that prohibited firearms in the library was struck down.

Regardless of their decision, the Court expressed concern about carrying guns in public libraries when they wrote:

"Our job is not to weigh in on who has the better moral argument regarding when and where it is appropriate to carry guns. Instead, we are obligated to interpret and apply the law, regardless of whether we personally like the outcome...Certainly, at a time where this country has witnessed tragic and horrific mass shootings in places of public gathering, the presence of weapons in a library where people of all ages –particularly our youth – gather is alarming and issue of great concern."²

With that in mind, MLA has opened discussion amongst our library members to gain input into the tenor of reforming state law. In early 2021, MLA surveyed our membership and found that 78% support, and indicate as a high priority, that MLA advocate to reform state law prohibiting the open carry of firearms on library premises. MLA will work proactively to support any new legislation that prohibits the open carry of firearms at public libraries.

1 Diana Gleason. "2015 Update: Can I Bring My Gun? A Fifty State Survey of Firearm Laws Impacting Policies Prohibiting Handguns in Public Libraries," University of Idaho College of Law Library, Moscow, ID.. 2 Ibid.

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

	Month Statistics			YTD Statistics		
	May-22	May-21	CHANGE	2022	2021	CHANGE
Circulation/Collections						
Total Library Circulation	69,632	22,660	207.29%	242,680	207,004	17.23%
Adult - Books	12,365	2,585	378.34%	50,144	45,956	9.11%
Adult - A/V	2,122	342	520.47%	11,376	9,211	23.50%
Youth - Books	21,889	4,155	426.81%	73,501	62,174	18.22%
Youth - A/V	14,459	322	100.00%	18,658	5,931	214.58%
Hot Picks	1,076	146	100.00%	3,661	3,489	4.93%
E-Material	16,011	15,110	5.96%	81,488	74,864	8.85%
ILL - PDL Requests	1,035	0	0.00%	2,110	2,822	-25.23%
ILL - Other Lib. Requests	675	0	0.00%	1,742	2,557	-31.87%
Self-Checkout Percentage	45.93%	0.00%		53.70%	45.58%	
Total Library Collection	176,632	178,868	-1.25%			
Adult - Books	74,825	75,627	-1.06%			
Adult - A/V	14,041	16,230	-13.49%			
Youth - Books	76,245	73,989	3.05%			
Youth - A/V	8,605	8,865	-2.93%			
Hot Picks	2,916	4,157	-29.85%			
Net Acquisitions	464	183	153.55%	(5,121)	(4,915)	-4.19%
Purchased - Books	1,309	419	100.00%	6,058	4,852	24.86%
Purchased - A/V	236	81	100.00%	897	762	17.72%
Donated - Books	0	0	0.00%	0	0	#DIV/0!
Donated - A/V	0	0	0.00%	0	0	#DIV/0!
Material Discarded	(1,081)	(317)	-241.01%	(12,076)	(10,529)	-14.69%
Total In-House Usage*	0	n/a	n/a	0	0	n/a
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
Patrons						
Total Patrons	36,141	50,670	-28.67%			
Adult	17,762	27,881	-36.29%			
Youth	4,180	6,049	-30.90%			
Non-Resident	214	367	-41.69%			
Reciprocal	3,765	6,422	-41.37%			
Internet User	438	900	-51.33%			
PASS Users	9,729	8,991	100.00%			
Professional	53	60	-11.67%			
Net Patrons	370	15	2366.67%	105	339	-69.03%
Adult	260	14	1757.14%	2,055	217	847.00%
Youth	39	1	3800.00%	532	23	2213.04%
Non-Resident	2	0	0.00%	6	4	50.00%
Reciprocal	51	0	0.00%	117	39	200.00%
Internet User	16	0	0.00%	72	56	28.57%
PASS Users	0	0	0.00%	0	0	#DIV/0!
Professional	2	0	0.00%	2	0	#DIV/0!
<i>Patrons Removed</i>	0	0	0.00%	(2,679)	0	#DIV/0!

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

	Month Statistics			YTD Statistics		
	May-22	May-21	CHANGE	2022	2021	CHANGE
Library Building Usage						
Total Meeting Room Usage	0	0	0.00%	0	0	#DIV/0!
Internal/Collaboration	0	0	0.00%	0	0	#DIV/0!
External/Outside Usage	0	0	0.00%	0	0	#DIV/0!
Total Program Audience	TBD	0	0.00%	0	0	#DIV/0!
Adult	TBD		0.00%	0	0	#DIV/0!
Youth	TBD		0.00%	0	0	#DIV/0!
Heritage Room	0		0.00%	0	0	#DIV/0!
Total Number of Programs	TBD	0	0.00%	0	0	#DIV/0!
Adult	TBD		0.00%	0	0	#DIV/0!
Youth	TBD		0.00%	0	0	#DIV/0!
Heritage Room			0.00%	0	0	#DIV/0!
Total Volunteer Hours	0	0	0.00%	117	184	-36.41%
Adult	0	0	0.00%	21	0	#DIV/0!
Youth	0	0	0.00%	0	0	#DIV/0!
Technical	0	0	0.00%	27	32	-15.63%
Circulation	0	0	0.00%	5	0	#DIV/0!
Administration	0	0	0.00%	64	152	-57.89%
Community Service	0	0	0.00%	0	0	#DIV/0!
Total Front Door Traffic	19,078	435	4285.75%	35,670	22,165	60.93%
Total Youth Services Traffic	14,123	256	5416.80%	26,304	15,165	73.45%
Total Business Center Traffic	0	0		0	34	-100.00%
Information Access/Reference/Research						
Total Reference Transactions	5,108	4,122	23.92%	15,975	38,471	-58.48%
Adult Phone	290	52	457.69%	1,101	1,197	-8.02%
Adult Ready Reference	772	189	308.47%	3,907	5,044	-22.54%
Adult Reference	130	19	584.21%	382	324	17.90%
Youth Phone	64	3	2033.33%	183	439	-58.31%
Youth Ready Reference	2,025	161	1157.76%	5,703	14,330	-60.20%
Youth Reference	486	31	1467.74%	734	613	19.74%
HR Phone	11	7	57.14%	50	59	-15.25%
HR Ready Reference	78	80	-2.50%	528	422	25.12%
HR Reference	11	10	10.00%	36	35	2.86%
Circ Phone	377	404	-6.68%	1,414	5,752	-75.42%
Circ Ready Reference	565	55	927.27%	1,362	5,748	-76.30%
Circ Reference	299	3,111	-90.39%	575	4,508	-87.24%
Total Edutainment LAN Use	45	0	100.00%	45	0	#DIV/0!
Total Internet Computer Use	378	54	600.00%	1,990	1,689	17.82%
Youth Computers	14	0	#DIV/0!	14	70	-80.00%
Adult Computers	364	54	574.07%	1,974	1,619	21.93%
Laptop Computer Circulated	0	-	0.00%	2	-	#DIV/0!
Total Electronic Transactions	36,106	30,607	17.97%	166,505	207,941	-19.93%
WebSite Hits	25,091	24,507	2.38%	115,676	151,577	-23.68%
WebCatalog Sessions	9,693	4,377	121.45%	42,805	43,290	-1.12%
Licensed Database Hits	1,322	1,723	-23.27%	8,024	13,074	-38.63%

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

Christy Klien, Library Director

PORTAGE DISTRICT LIBRARY**COMMUNICATION****To:** Portage District Library Board**From:** Christy Klien, Library Director**Date:** June 17, 2022**Subject:** Upcoming Library Board linkage opportunities in July 2022 for consideration

Monthly library board linkage has been included in the past as a list of upcoming events. Programming has with a full range of activities for all ages. If you are planning to attend an event as a Board Member, please let me or Quyen Edwards know and wear your name tag. Thanks!

Date	Time	Activity or Program Description
Sundays	Closed	The library resumes Sunday closures starting the day before Memorial Day through Labor Day.
July	ALL DAY	Summer Reading Program for all ages.
July & August	ALL DAY	Art Exhibit: Animals in Art Art Exhibit: Gardening for Pollinators with Native Plants
6/13-8/13	ALL DAY	Escape Room: Night at the Library
7/12	7:00 PM	“Salem’s Lot” Book Discussion
7/13	5:00 PM	Tasty Travels (in person) Picnic and Ice Cream
7/14	2:00 PM	Hands-on Silhouette Cameo Basics
7/16	10:00 AM	Saturday Sound Immersion
7/18	10:30 AM	Get Real Book Discussion: "The Mushroom Hunters"
7/19	2:00 PM	DIY Native Bee House
7/21	7:00 PM	Bees Knees and Beeyond

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 21, 2022
Subject: Discussion about Plans for the 2022 Library Board Retreat

BACKGROUND:

The Portage District Library Board typically holds an Annual Retreat in the fall. Over the years, trustees have participated in many different activities for their retreat. It is usually a learning opportunity for trustees and library administrative staff to experience together. In the past few years, the Library Board Retreat time has been used to rewrite the Library's mission, vision, and values statements, complete a Strategic Plan for the Library, and that is our plan for the 2022 Board Retreat.

The Library has hired Amanda Standerfer of Fast Forward Libraries as our consultant through the process. In the initial meeting with Library Director Christy Klien and Assistant to the Director Quyen Edwards, we outlined a timeline to have the Strategic Plan completed and approved by the Board by 2023.

The Library's Strategic Planning Team had its Kick Off meeting on Thursday, June 16th and is already working on questions for a community survey.

UPDATE:

Strategic Planning consultant Amanda Standerfer has recommended Saturday, September 24 as the time for a 4 hour, in-person Board Retreat Session.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 20, 2022
Subject: Allocation of FY 2021 Gifts and Donations Revenue

BACKGROUND:

It has been our usual practice to ask the Library Board to consider endorsing the expenditure of a certain amount of gifts and donations revenue that had been received in the previous fiscal year. These monies come to the library as unsolicited and unrestricted donations for discretionary use for library purposes.

In the past, gifts and donation funds have been used to bolster purchases of library materials or to acquire needed equipment or furnishings, or to supplement adult and youth programming budgets. Year by year, we have identified targeted needs and allocated gifts and donations revenue accordingly.

A review of donations received by the library in FY 2021 has determined that there is **\$17,724.08** in gifts and donation funds available for allocation in FY 2022. In February, the staff was still discussing the best use of these funds.

After much discussion, the staff is requesting to use **\$15,184.24** to purchase a cell phone extender. In the past, the cell service in the lower level of the library has been spotty and this has only increased with the addition and renovation. Staff and patrons have concerns being on the lower level for an extended period of time due to the chance of missed calls, especially in an emergency. This “booster” would be a benefit to both staff and patrons for safety and convenience.

The staff is requesting that the remainder of the undesignated funds be used for garden art and enhancements in the amount of **\$2,539.76**. The library is very proud of its registered Monarch Waystation and the new landscaping on the library grounds in the form of native plantings. We would like to add concrete statuary and all-weather art to those spaces, as well as the terraced areas, to create an outdoor atmosphere patrons can enjoy outside and view from inside the building.

RECOMMENDATION for USE of FY 2021 GIFTS & DONATIONS REVENUE:

I recommend that the Library Board approve the allocation of FY 2021 gifts and donations revenue to the following expenditure lines:

Item	Amount	Expenditure Line
Cell Extenders for Lower and Upper Level	\$15,184.24	Technology Project-Capital
Garden Art and Enhancements	\$2,539.76	Capital Outlay
Total:	\$17,724.08	

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 23, 2022
Subject: Budget Amendment – Donation for Garden Kaleidoscope

BACKGROUND:

The library was approached by local couple Frederic Sammons and Barbara Rider who wanted to make a donation to purchase something for the library in honor of Betty Lee Ongley in acknowledgment of her love of nature, literacy, and service to the Portage community. It was determined that a Garden Kaleidoscope would be purchased with their donation. This outdoor metal sculpture was made by Robert C. Anderson. You can see more samples of his work on his website (<https://rcandersondoorcounty.com/>).

Usually, these custom made garden kaleidoscopes take 8-10 weeks to make and deliver, and we were expecting ours in August 2022. Due to an opening in the artist's schedule and coordination with another Michigan delivery, we were able to get our kaleidoscope much sooner. It was delivered and installed this morning by the artist.

RECOMMENDATION:

I recommend that the Library Board approve the allocation of FY 2022 donation of \$8,000 from Frederic Sammons and Barbara Rider revenue to the following expenditure line: Capital Maintenance for the purchase of a R.C. Anderson Garden Kaleidoscope.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 21, 2022
Subject: Addition to the Heritage Room Policy

BACKGROUND:

June is the month that the Heritage Room Policy is up for annual review. After review for this month's board packet, Local Historian Steve Rossio had a request to make an addition to the policy to address items that he receives with no indication of the donor. The change to this policy is on the first page, item 6. It outlines how an item will be added to the Heritage Room collection with a deed of gift, or how and when it will be properly disposed of if it is determined not to be of use.

RECOMMENDATION:

I recommend that the Library Board approve the revised Heritage Room Policy to account for anonymous donations.

PORTAGE DISTRICT LIBRARY

Heritage Room Collections and Use Policies

Collections Policy

The Local Historian will, at his/her discretion, accept donations of materials for the Heritage Room that complement existing collections, add to the history of the immediate community and surrounding areas, and/or develop collections of specific interest to the library, provided no restrictions are attached to their use, display or disposition.

- 1) At the discretion of the Local Historian, materials may be added to the Heritage Room Collection through gifts, purchases or trades from individuals or institutions, or by deposit from various governmental bodies.
- 2) In regards to donations, the Local Historian reserves the right to reject any material if said material is deemed to be unsuitable for the Heritage Room Collection by reason of subject, format, condition, or restrictions.
- 3) For every donation received, a Deed of Gift Agreement must be filled out by the Local Historian and then signed by both the Local Historian and the Donor. This Deed of Gift Agreement must also include a concise inventory of items received and a list of any restrictions placed on said donations (see number 4). Any items left for the Local Historian that do not have contact information will be treated solely as a gift and will fall under Collections Policy number 2.
- 4) If restrictions are requested on a donation, they will be listed on the Deed of Gift Agreement and will be reviewed by both the Local Historian and the Portage District Library Director to determine if the item(s) will be accepted or declined due to the nature of said restrictions verses the historical value of said donation.
- 5) Items which are accepted into the Heritage Room Collection become the sole property of the Portage District Library and will be available for use by the general public. If at any time after acceptance an item is determined to be outside the scope of the Heritage Room Collection, it may be deaccessioned and disposed of according to the terms of the Material Disposition Form which accompanies the Deed of Gift. Deaccessioning will take place after a review by both the Local Historian and the Portage District Library Director.
- 6) The acceptance of any historical material left in the Heritage Room without contact information will fall to the discretion of the Heritage Room Coordinator. The Heritage Room Coordinator will determine if said material left in the Heritage Room should be admitted to the collection, and, if so, a deed of gift will be completed with the header reading "Unknown Donor. Item left in Heritage Room on (date)." If the item(s) is/are determined to be of no use to the Heritage Room Collection, it will be properly disposed of two weeks after being discovered.

Use Policies

1) The use of rare or fragile materials by the general public shall be determined by the Local Historian and may be limited under certain circumstances (see NOTE). Copies of the original items will be provided in lieu of the primary source material when original materials are deemed to be too fragile or rare for use.

NOTE – Reasons for limiting access to original materials may be, but are not limited to, fragility of said materials, rarity of said materials, and/or value of said materials.

2) For patron ease of locating material within the Heritage Room, all Heritage Room books shall be catalogued in the same manner as other Portage District Library materials and shall receive a distinguishing label of “H.R.” on their spine. Items determined to be of a unique historical character or of great monetary value shall receive a special archival book-mark containing relevant information in lieu of the standard library sticker labels.

3) Heritage Room Archival material may not be loaned from the Portage District Library without the written permission of the Local Historian and the approval of the Portage District Library Director. Heritage Room reference books may be checked out by Portage District Library card holders but will be reviewed on a case by case basis by the Local Historian. The checkout time for Heritage Room material is two weeks. Items will be checked out and checked in solely by the Local Historian.

4) Due to space restrictions within the Heritage Room, items may not be placed on long term loan to the Heritage Room. Items loaned to the Heritage Room for display or copying purposes shall not exceed a loan period of six weeks. Each loaned item will be documented in writing with a copy given to the loaner, a copy accompanying the item while in possession of the Heritage Room and a copy placed in the Heritage Rooms master loan file.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 21, 2022
Subject: Creation Station, Makerspace, and 3D Printing Usage Policy

BACKGROUND:

With the expansion of the Creation Station and the new Makerspace area, a usage policy was created based on the best practices and recommendations from other libraries who provide similar services. The Library worked with our attorney to craft the policy and release of liability agreement that is being presented to the Library Board for approval.

RECOMMENDATION:

I recommend that the Library Board approve the newly created Creation Station, Makerspace, and 3D Printing Usage Policy and release of liability agreement.

Creation Station, Makerspace, and 3D Printing Usage Policy

The Makerspace and Creation Station, including 3D printing, will fulfill the following purposes:

- To facilitate the exploration of new technology, which will help participants gain practical skills and experience with that technology.
- To encourage participants to utilize their creative and “maker” skills as they create new things.
- To encourage creativity, collaboration, the sharing of skills/knowledge, and social connections among participants.

Participants may use the Makerspace and Creation Station supplies and equipment in the following ways:

1. As part of a program or workshop.
 - a. These workshops will involve all participants working on the same project or activity and will generally not require advanced technological skills.
2. During a “drop-in” lab time.
 - a. The Portage District Library will strive to hold as many “drop-in” times as possible, during which times the Portage District Library staff will be available to assist users with the materials and equipment. A few devices are considered Appointment Only devices and will not be available for use during Drop-In times.
3. One-on-One
 - a. The Makerspace and Creation Station will be available by appointment for users who wish to have more assistance with their project. 3D printing is available only by appointment or through direct submission.
4. On their Own
 - a. The Makerspace and Creation Station will be available for independent use during all hours the Portage District Library is open and when no other program is scheduled. However, Portage District Library staff members will not be available to assist during these times. This option is

best for participants that are comfortable using the Creation Station and Makerspace equipment and supplies independently.

- i. Note: Some equipment will not be available for use during these times.

5. Electronic Submission

- a. In addition to an appointment, 3D printing is available via electronic submission.

Conditions Prior to Use

1. Prior to using the Makerspace or participating in a Library hosted “workshop” for the Makerspace, patrons must sign a Release of Liability Agreement. The patron will be considered the “User” for the purpose of the Release of Liability Agreement. If the patron is under the age of 18, a parent or legal guardian must sign the Release of Liability Agreement. Patrons must also participate in a mandatory training session with a librarian or participate in a Library hosted “workshop” for using the equipment from the Makerspace and review this Policy before using the Makerspace.

2. Users under age 14 must be accompanied by a parent or caregiver over the age of 18 while using the Makerspace unless they are attending a sponsored Library workshop involving the use of the Makerspace.

The following policy establishes terms of use:

1. Portage District Portage District Library’s policies, including but not limited to the [Patron Behavior Policy](#) and [Internet Policy](#), apply to the Makerspace and Creation Station. Failure to comply with Portage District Library policies may result in loss of Portage District Library privileges.

2. Equipment in the Makerspace and Creation Station, including but not limited to 3D printing, may be used only for lawful purposes subject to any condition set forth in this policy or any other Portage District Library policy. The public will not be permitted to use the equipment in the Makerspace of Creation Station to create material that is:

- a. Prohibited by local, state, or federal law or regulation.
- b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- c. Obscene, sexually explicit, or harmful to minors.

d. In violation of another's intellectual property rights. The patron will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark, and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user and the Portage District Library disclaims any responsibility or liability resulting there from. The person requesting to use Makerspace and Creation Station equipment is liable for any infringement.

e. Weapons or weapon replicas of any kind.

f. Produced for commercial purposes or goods to be sold for profit.

3. The Portage District Library is not responsible for any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the Makerspace and Creation Station's tools or equipment. Portage District Library is not responsible for failed 3D prints, although we will do our best to assist in completing successful 3D prints.

4. Computers in the Makerspace and Creation Station are to be used for programming, digital content creation, and creative work only.

5. The Portage District Library is not responsible for any loss of digital data, injuries, property damage or other damage to materials provided by users or caused by objects or materials using 3D printers.

6. Some of the Makerspace and Creation Station equipment can only be operated under the supervision of designated Portage District Library staff.

7. Equipment in the Makerspace and Creation Station and 3D printing via electronic submission is available for use on a first-come, first-served basis unless a patron has reserved a specific time to use the equipment.

8. Patrons are responsible for bringing their own materials except for 3D printing filament and when attending Portage District Library sponsored workshops. Portage District Library staff must approve all materials before they are used.

9. Users (or, if minors, their parents/guardians) are responsible for any fees incurred for loss or damage to Portage District Portage District Library property, not associated with normal wear and tear, that is the result of inappropriate or unauthorized use of tools, equipment, or consumable materials, or for clean-up of the tools, equipment, or space. Portage District Portage District Library is not responsible for any damage to or

loss or theft of users' personal property including electronic files left on Portage District Portage District Library computers.

10. The Portage District Library Director and designated staff reserve the right to:

- a. Refuse any request/service.
- b. Review and approve all materials before using equipment in the Makerspace and Creation Station. If there is a problem with designs and/or production, the patron will be informed. The Portage District Library cannot guarantee a successful project or time frame of completion. Failed projects may be attempted two more times.
- c. Halt, delete, or disallow the creation of items that violate any Portage District Library policy.
- d. Stop a request due to time or equipment capabilities.
- e. Set a limit as to the maximum number of projects.
- f. Close the Makerspace and Creation Station at any time for programs or maintenance with little or no notice.

11. The Patron agrees to follow the safety policies and procedures involved with the Makerspace, including the following:

- a. The Patron will follow all equipment safety procedures as documented in either a training session, workshop and/or detailed in the owner's manuals. Owner's manuals will be available for review by the User.
- b. The patron agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify Portage District Library staff.
- c. The Patron must report any accident/incident that occurs to a Portage District Library staff member, at the time of the accident/incident.

12. The patron agrees that items used in the Makerspace and Creation Station are to be returned in the same condition as they were issued, barring normal wear and tear. The Patron agrees to pay for the loss or damage to any items and further agrees to accept the Portage District Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.

13. The Patron agrees to take precautions to avoid causing unnecessary mess. The Patron agrees to clean up his/her workspace following use and will inform a Portage District Library staff member if they are unable to return a work surface, tool, or equipment to its original state.

14. The Portage District Library is not responsible for the following:

a. The Portage District Library does not accept responsibility if a project is destroyed, does not print correctly, or does not work.

b. The Portage District Library will not offer refunds for supplies used.

c. The Portage District Library does not accept responsibility if a patron's personal equipment (VHS, DVD) is damaged or destroyed while using the tools.

15. Food and drinks are prohibited when using the Makerspace or Creation Station.

16. Users must save their work on their own external memory source – external hard drive, CD, DVD, cloud storage, or flash drive.

17. It is the responsibility of the User to delete and/or remove any files (digital or print) from the Portage District Library equipment in the Makerspace. The Portage District Library is not responsible for equipment or files (digital or print) left behind by Users.

18. Portage District Library staff will provide very limited assistance in using the equipment and software or transporting of supplies, equipment, or furniture to and from the Makerspace.

19. While the Portage District Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Portage District Library. Approval to use the Makerspace does not constitute endorsement by Portage District Portage District Library of the uses to which the space is put or the products produced therein. The Portage District Library is not responsible for any object created with the use of the equipment, including any harm or injury incurred because of any usage of the equipment.

20. The Makerspace and Creation Station are not single occupancy rooms. More than one patron/group may be in them at a time, working on different projects.

21. All equipment in the Makerspace and Creation Station must stay in the Makerspace and Creation Station.

3D Printing

In addition to the above policy provisions, the following are applicable to 3D printing:

1. If submitted electronically, the print file submitted must be sent in .stl format.

2. Only one print request per person will be accepted and printed at a time. A person may submit one request every two weeks.
3. The print object must be smaller than 9.8" x 8.2" x 8.2". Library staff reserve the right to resize projects unless dimensions are specific in the request.
4. The cost to print is by the hour. It is \$2.00 for the first hour and \$1.00 every hour after that.
5. The nature of 3D printing does not allow complete member privacy, but the library will comply with the Library Privacy Act.
6. The printer will only print an object in a single color. Color preferences may be submitted and we will do our best to accommodate requests, but the library staff will determine the color of the filament based on availability.

Fee Schedule for Makerspace

3D Printing

The cost for 3D printing is by the hour. It is \$1.00 per hour up to four hours. After that it is \$0.50 per hour.

Button Making Machine

Patrons may make two buttons for free. If patrons want to make more than that, the cost is \$0.10 per button.

Smart Cutting Machines

Patrons are encouraged to bring in their own supplies to use the Cricut or Cameo. The library will have a supply of vinyl for patrons who are interested in purchasing some. The cost is \$1.00 per 12 x 12 sheet, including transfer tape.

RELEASE OF LIABILITY AGREEMENT

THIS AGREEMENT made this ___ day of _____ 20___, by and between the **Portage District Library** (“Library”) and _____ (“User”).

In consideration for User’s participation in the use of the Library’s Creation Station, Makerspace, and 3D Printing Program, User agrees as follows:

1. **Conditions of Use.** The User agrees that (a) the User has reviewed the Library’s Library’s Creation Station, Makerspace, and 3D Printing Policy (“Policy”) and agrees to its terms, which are incorporated by reference into this Agreement, and (b) the User has been trained by Library staff or participated in a Library workshop regarding the use of the Makerspace and Creation Station and 3D Printing Program (collectively referred to as “Makerspace”). The User agrees to comply with all Library policies, including the payment of any fees associated with the use of the Makerspace. If the User is under the age of 18, a parent or legal guardian agrees to this Release of Liability on behalf of the minor child and the term “User” applies to both the minor child and any parent or legal guardian.

2. **Assumption of Risk.** User acknowledges the risks in the use of tools, equipment, devices, and hazardous materials of any kind commonly used in electronics construction, fabrication, software design and other technology related activities and that User’s participation in such activities and/or use of the Library’s Makerspace may result in injury, illness, death or damage to User or User’s personal property. Further, such risks and dangers may be caused by User or other Users. Such injury, illness death or damage to User or User’s personal property may arise from foreseeable or unforeseeable causes. User, and the User’s heirs, family, estate, personal representatives and assigns, fully assumes all such risks (known, unknown and/or unforeseen) and any other risks which arise in connection with the use of the Library’s Makerspace.

3. **Release of Liability.** User, including the User’s heirs, family, estate, personal representatives and assigns, releases the Portage District Library, its staff, board members, exhibitors, guests, fellow Makerspace users/patrons, employees, agents, guests and assigns from any and all liabilities, claims, losses, demands, and causes of action arising or that could arise out of any damage, loss or injury to User or User’s property while using the Makerspace of the Library and/or using any equipment owned by the Library or another user or guest of the Library, regardless of whether such loss or injury is as a result of negligence of the Library or its users, guests, agents and assigns, or is a result of some other cause. This release includes all damages, costs, medical costs, expenses, attorney fees and any other losses.

4. **Covenant Not to Sue.** User agrees that User will not, under any circumstances, initiate any legal action or administrative proceeding against the Library, its staff, board members, exhibitors, fellow Library users/patrons, employees, agents, guests, and assigns and

User will not assist in the prosecution of any legal action filed by another, arising out of an injury to the person or property of User while participating in the use of the Makerspace in the Library. This covenant extends to include the family, estate, heirs, personal representatives, administrators and assigns of User.

5. Third Party Indemnification. User will defend, indemnify, save and hold harmless the Library, its staff, board members, exhibitors, guests, fellow Makerspace users/patrons, employees, agents, guests and assigns from any and all losses, claims, demands, damages, causes of actions or proceedings of every kind and character which may be initiated by any other persons or organizations, and which arise directly or indirectly from the actions of User while engaged in the use of the Makerspace by using the Library's tools, equipment, materials, space, or educational opportunities. User acknowledges that User has carefully read all the above provisions, fully understands same, and voluntarily signs this document as a condition of use of the Makerspace.

6. Damage of Tools and Equipment. If User damages the Makerspace tools or equipment, the User will be liable for the damage, which may include replacement costs.

7. Recordings and Photography Waiver. User acknowledges that Library events may be recorded in audio, visual, and/or audiovisual media ("Recordings") and User consents to the making and use of such Recordings. User releases the Library and its staff, board members, employees, agents, and assigns from, and waives any claims related to or arising by reason of, the making and/or use of any such Recordings, including any claims under the Michigan Library Privacy Act. User grants to the Library the right to use the User's likeness in connection with the Recordings.

8. Intellectual Property. User agrees that he/she has the copyright and other intellectual property rights for materials made on the Makerspace printer and is not violating any other person's intellectual property rights.

9. Use of Facilities, Tools and Materials. User agrees to use the facilities, tools, and materials in a safe and careful way, and to alert the Library staff, and/or program leaders when facilities, tools, and materials are being used in a way that could cause harm to themselves or others.

User Name (printed) _____

Parent/Legal Guardian Name (printed)(if under 18) _____

User or Legal Parent/Guardian signature _____

Library Authorized Representative: _____



Portage District
LIBRARY

Preliminary Budgets

for

Fiscal Year 2023 and 2024

Assuming a 1.9945 Mill Levy

**To be presented to the Library Board
at the regular board meeting held on**

June 27, 2022

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	FY 2022 Budget	FY 2023 Budget Request	Variance	Percent Change	FY 2024 Budget Estimate	Variance	Percent Change
REVENUE							
Millage Rate	1.9945	1.9945			1.9945		
Tax Revenue	\$ 5,064,867	\$ 5,303,902	\$ 239,035	4.7%	\$ 5,412,792	\$ 108,890	2.1%
Other Revenue	506,473	494,748	(11,725)	-2.3%	512,096	17,348	3.5%
Total Revenue	\$ 5,571,340	\$ 5,798,650	\$ 227,310	4.1%	\$ 5,924,888	\$ 126,238	2.2%

OPERATING EXPENSES							
Salaries & Wages	\$ 1,717,136	\$ 1,864,385	\$ 147,249	8.6%	\$ 1,929,636	\$ 65,251	3.5%
Fringes & Benefits	699,678	722,879	23,201	3.3%	742,084	19,205	2.7%
Library Materials	663,303	666,066	2,763	0.4%	683,531	17,465	2.6%
Library Supplies	149,380	163,660	14,280	9.6%	146,610	(17,050)	-10.4%
Administrative Services	330,820	342,080	11,260	3.4%	347,200	5,120	1.5%
Building & Utilities	380,063	386,420	6,357	1.7%	403,620	17,200	4.5%
Furnishings & Equipment	-	-	-	0.0%	-	-	0.0%
Other Charges	284,960	369,060	84,100	29.5%	373,890	4,830	1.3%
Total Operating Expenses	\$ 4,225,340	\$ 4,514,550	\$ 289,210	6.8%	\$ 4,626,571	\$ 112,021	2.5%

CAPITAL PROJECTS							
Capital Projects	\$ 1,346,000	\$ 1,284,100	\$ (61,900)	-4.6%	\$ 1,298,317	\$ 14,217	1.1%
Total Expenses	\$ 5,571,340	\$ 5,798,650	\$ 227,310	4.1%	\$ 5,924,888	\$ 126,238	2.2%

RESERVES	Year End 2022	Year End 2023	Difference	% of Total		Year End 2024	Difference	% of Total	
				Exp				Exp	
General Reserve	\$ 727,173	\$ 757,807	\$ 30,634	13.1%		\$ 772,092	\$ 14,285	13.0%	
Building Reserves	50,000	50,000	-	0.9%		50,000	-	0.8%	
PPT Reserve	805,946	805,946	-	13.9%		805,946	-	13.6%	
Patio Feasibility Reserve	4,700	4,700	-	0.1%		4,700	-	0.1%	
Benefits Reserve	29,740	29,740	-	0.5%		29,740	-	0.5%	
Technology Reserve	111,305	111,305	-	1.9%		111,305	-	1.9%	
Building Improvement Reserve	731,419	731,419	-	12.6%		731,419	-	12.3%	
Unassigned Fund Balance	4,040,163	4,040,163	-	69.7%		4,040,163	-	68.2%	
Total	\$ 6,500,446	\$ 6,531,080	\$ 30,634	112.6%		\$ 6,545,365	\$ 14,285	110.5%	

GENERAL BUDGET SUMMARY

Overview: These budget documents provide a general overview of the Fiscal Year 2023 and 2024 Budget scenarios for the Portage District Library. They include projections of tax revenue for the Library, assuming a 1.9945 mill levy and forecasts for total other expected income. Along with revenue projections, these budget sheets also categorize and delineate library operating expenses and capital projects, to give a total cost picture for operating the Library in Fiscal Year 2023. The main goals for the FY2023 Budget are: (1) to allocate and expend funds appropriately across specific line items to support operations which, fulfill the Library's long range strategic plans; (2) to function in an annual budgeting mode in order to identify the Library's cash flow for investment purposes; and (3) to produce accurate financial reports of library activities. The FY2024 Budget is a projection based on information that is available as of June 2022 and is meant to serve as an estimate only.

Key Considerations: When reviewing the proposed Fiscal Year 2023 Portage District Library Budget, it should be noted that it covers the time period January 1, 2023 through December 31, 2023 [Note: In the same manner, taxes collected in December 2022 must be considered revenue for FY2023]. In preparing the budget for Fiscal Year 2023, the Library considered the current economic climate in Portage, as well as a projection of property tax revenue for Fiscal Year 2023 and Fiscal Year 2024. The overall projection of property tax revenue is for a 4.7% increase in Fiscal Year 2023 and for a 2.1% increase in Fiscal Year 2024. New building initiatives and increasing home values in Portage are strong and expected to increase in the coming years. The State of Michigan has continued to fund PPT reimbursement and State Aid to libraries at its full amount. If PPT is not reimbursed to its anticipated level in FY2023, the Library has a PPT Reserve to assist. The estimated loss in tax revenue due to personal property elimination is set at \$370,431 for FY2023. The reimbursement of these funds will come from the Local Community Stabilization Authority and will be treated as State Aid and not Tax Revenue. Therefore, the Library has included this amount under Other Revenue in this budget document. The Library has increased its General Fund Reserve by \$30,634 in FY2023 and again by \$14,285 in FY2024 to keep it at a level of 13% (which falls within the ideal range of 13% to 15% of total expenditures); has maintained funding for library materials at a level of 14.75% of operating expenses; allocated \$170,000 for technology improvements; continues a Building Fund Reserve (\$50,000); maintains \$29,740 for a Benefits Reserve to be used for employee lump sum retirement payments of accrued sick and vacation time payout; \$4,700 for improvements to the north patio; and \$805,946 in a PPT Reserve at the end of FY2022. In June of FY2021, the Library sold bonds to raise capital to complete its building improvement project. The bonds were sold with a True Interest Cost of 0.84798%. The bonds will be paid back through FY2029, which corresponds with the Library's last year of the additional millage. The average debt service on the bonds for Fiscal Years 2022-2029 will be \$963,356 per year, with a net interest cost of \$278,730.

Undesignated Fund Balance: As of the end of Fiscal Year 2021, the Library had an Unassigned Fund Balance of \$4,040,163. This amount will be increased at the end of FY2022 with any further unspent funds. This Unassigned Fund Balance is in addition to the 13% General Reserve of annual budgeted expenditures that are available for situations that may arise. Furthermore, the library has \$50,000 in a Building reserve for emergencies that may arise with building assets. The Library is preparing this budget under the realization that all funding to be reimbursed by the Local Community Stabilization Authority for Personal Property Tax elimination will be realized. The Library may use a portion of its \$731,419 Building Improvement Reserve in FY2022 to fund small projects that could not be accomplished during the building renovation.

	FY 2022 Budget	FY 2023 Budget Request	Variance	Percent Change	FY 2024 Budget Estimate	Variance	Percent Change
TAX REVENUE							
Millage Rate	1.995	1.995	-		1.995	0	
Property Tax	\$ 4,996,353	\$ 5,230,933	\$ 234,580	4.7%	\$ 5,338,546	\$ 107,613	2.1%
IFT/CFT Tax	68,514	72,969	4,455	6.5%	74,246	1,277	1.8%
Total Tax Revenue	\$ 5,064,867	\$ 5,303,902	\$ 239,035	4.7%	\$ 5,412,792	\$ 108,890	2.1%
OTHER REVENUE							
State Aid	\$ 35,000	\$ 35,000	\$ -	0.0%	\$ 35,000	\$ -	0.0%
Local Community Stabilization Share Approp.	373,818	370,431	(3,387)	-0.9%	370,431	-	0.0%
County Penal Fine Income	50,000	50,000	-	0.0%	50,000	-	0.0%
Local Fine & Fee Income	17,950	17,950	-	0.0%	17,950	-	0.0%
Interest Income	40,000	40,000	-	0.0%	40,000	-	0.0%
Rental Income	2,000	2,000	-	0.0%	3,000	1,000	50.0%
Vending Services	10,000	10,000	-	0.0%	10,000	-	0.0%
Funding to/from Reserves	(22,295)	(30,633)	(8,338)	37.4%	(14,285)	16,348	-53.4%
Total Other Revenue	\$ 506,473	\$ 494,748	\$ (11,725)	-2.3%	\$ 512,096	\$ 17,348	3.5%
Total Revenue	\$ 5,571,340	\$ 5,798,650	\$ 227,310	4.1%	\$ 5,924,888	\$ 126,238	2.2%

TAX REVENUE - Fiscal Year 2023

> **Property Tax:** The Library is planning for an increase in property tax revenue of \$239,035. The Library saw good increases to tax values of residential property throughout its service area. The Library was not subject to an additional Headlee Rollback and will levy its maximum 1.9945 mills. Tax values rose by 5.03% across all property types. The largest increase was in Texas Township at 7.02%, followed by Pavilion Township at 6.12% and Portage at 4.72%. Portage accounts for 85.77% of the library's tax base. There is strong tax growth within the Library's taxing jurisdiction with several new housing developments in the city.

> **Industrial Facilities Tax:** Anticipated revenue for the Library to be generated from tax assessments made on industries in the service population area of the Portage District Library.

> **State-Aid:** Anticipated funding for Libraries by the State of Michigan was not reduced in FY2022. As a result, the Library is maintaining its current level of estimated revenue.

> **Local Community Stabilization Share Appropriation:** The reimbursement for the Personal Property Tax loss is budgeted to be \$370,431. This represents a slight decrease from the prior year as the funding received was slightly lower than the budgeted amount in the prior year. This level of funding will safeguard against possible reductions in funding for unforeseen circumstances.

> **County Penal Fines:** Based on historical data, the Library will budget for no change in revenue to be generated by a share of penal fines distributed to public libraries by Kalamazoo County. The Library budgets very conservatively for this revenue, as funding has sharply decreased in recent years.

> **Local Fines & Fees:** The Library is maintaining its budget for Fines & Fees for 2023. This will be the first full year the Library will be open to patrons since FY2019, and a conservative approach is warranted.

> **Investment Interest Income**: Anticipated revenue for the Library that will be generated by interest earned on investments. The Library attempts to stagger the maturity of its investments. Therefore, as investments mature, they will be reinvested at higher rates of return.

> **Rental Income & Vending Services**: The Library is anticipating no increase in room rental or charges for photocopies, computer printouts, and other miscellaneous items.

> **Funding from Reserves**: The Library calculates the General Reserve to be 13% of all revenue before Funding to/from Reserves. Due to a slight increase in revenue for FY2023, the Library will adjust the General Reserve upward by \$30,633.

TAX REVENUE - Fiscal Year 2024

> **Tax Revenue Projection**: The Library is estimating that overall property values within the City of Portage by 1.75%, Pavilion Township by 1.50%, while property values in Texas Township will increase by 4.0% in FY2024. Building is strong in the community and the area is seeing new property being added to the tax rolls. These are conservative estimates and fit within the Library's concept of estimating revenues conservatively.

> **Funding From Reserves**: For FY2024, the Library is planning to only make the necessary adjustment to the General Reserve.

	FY 2022 Budget	FY 2023 Budget Request	Variance	Percent Change	FY 2024 Budget Estimate	Variance	Percent Change
SALARIES & WAGES							
Full Time Staff Salaries	\$ 1,117,376	\$ 1,105,821	\$ (11,555)	-1.0%	\$ 1,144,524	\$ 38,703	3.5%
Full Time Staff Hourly	239,607	314,638	75,031	31.3%	325,650	11,012	3.5%
Part Time Staff Salaries	128,743	183,376	54,633	42.4%	189,794	6,418	3.5%
Library Aide Salaries	220,910	253,015	32,105	14.5%	261,870	8,855	3.5%
Substitute Salaries	10,500	7,535	(2,965)	-28.2%	7,798	263	3.5%
Total Salaries & Wages	\$ 1,717,136	\$ 1,864,385	\$ 147,249	8.6%	\$ 1,929,636	\$ 65,251	3.5%
FRINGES & BENEFITS							
Health Insurance	\$ 362,600	\$ 365,000	\$ 2,400	0.7%	\$ 375,000	\$ 10,000	2.7%
Dental	36,000	36,500	500	1.4%	36,500	-	0.0%
Vision	5,500	5,500	-	0.0%	5,650	150	2.7%
Life & Disability Insurance	10,750	11,750	1,000	9.3%	12,500	750	6.4%
Pension	135,699	143,320	7,621	5.6%	147,017	3,697	2.6%
Employee Assistance Program	1,800	1,800	-	0.0%	1,800	-	0.0%
Personal Well-being Program	11,000	11,000	-	0.0%	11,000	-	0.0%
Workers Compensation	5,000	5,000	-	0.0%	5,000	-	0.0%
FICA - Employer	131,329	143,009	11,680	8.9%	147,617	4,608	3.2%
Total Fringes & Benefits	\$ 699,678	\$ 722,879	\$ 23,201	3.3%	\$ 742,084	\$ 19,205	2.7%
Total Salaries & Benefits	\$ 2,416,814	\$ 2,587,264	\$ 170,450	7.1%	\$ 2,671,720	\$ 84,456	3.3%

SALARIES & WAGES - Fiscal Year 2023

>**Staff Salaries & Wages:** Salaries and wages for all positions are being budgeted to increase 8.6% overall. This includes funds to be used for merit increases of salaries and. Merit increases are based on a combination of performance reviews and current market conditions for labor (i.e. cost of living). The Library will be using a consultant in 2022 to review its current salary ranges and suggest changes where needed. Additionally, the consultants will help the Library implement a strategy for year-end wage increases that can be used in future years. As result of this study, which will not be finalized until after the final budget is approved, the Library recognizes that there may be changes to salary ranges and is budgeting a small amount of funds for possible increases. Additionally, the Library is budgeting funds that would allow for the promotion of a part-time position to a full-time position with benefits. There are several areas under consideration and any change will not take place until 2023. The Library's strategic plan will be used to guide the Library in this decision.

SALARIES & WAGES - Fiscal Year 2024

> **Salary & Wage Projection:** The library is budgeting for merit increases to wage rates for Fiscal Year 2024. The Library will continue to review its staffing level and add staff in areas that align with its strategic plan or needs.

FRINGES & BENEFITS - Fiscal Year 2023

- > **Health:** Projection of a 0.7% increase to health insurance benefits is due to several factors. The PA152 hard cap has increased approximately 3.7% from the prior year. The Library currently has only one (1) open full-time position and therefore a more accurate picture of needed funds is known. This differs from the prior year when the Library had three (3) open. In the prior year, open positions were budgeted at a higher level of insurance (i.e. family vs. individual) than they were filled, and therefore, a reduction in anticipated cost for 2023. There are funds included in this budget should the Library decide to increase a part-time position to full-time.
- > **Dental & Vision:** Projection of no increase in funding for Dental and Vision Insurance based on anticipated increases in premiums and possible changes to the Library's staffing model.
- > **Life & Disability Insurance:** Projection of a small increase is due to wage increase and the possibility of an additional full-time staff member.
- > **Pension:** Projection of a 5.6% increase in employer contributions into the retirement fund for all current and future full-time employees is due to overall higher wages and possible changes to staffing.
- > **Employee Assistance:** Projected cost for the employee assistance program. The Library contracts with an independent company to provide counseling in various areas if employees or their family members wish to seek assistance.
- > **Personal Well-being:** The Library is budgeting \$11,000 for the Personal Well-Being Program that allows staff to attend classes or attain memberships in organizations or clubs of their choosing during the 2023 fiscal year.
- > **Workers' Compensation:** Projection of no increase in Workers' Compensation cost for FY2023.
- > **FICA / Employer:** Projected cost for employer paid social security for all paid Library employees, currently 7.65% of total wages.

FRINGES & BENEFITS - Fiscal Year 2024

- > **Fringes & Benefits Projection** - The Library will project for a small increase to the hard cap limits that dictate Health Insurance costs. Other third party administrator costs are being projected based on past history. FICA and Pension costs are anticipated to increase as the Library's overall budget for wages increases.

	FY 2023 Budget			Percent Change	FY 2024 Budget		
	FY 2022 Budget	Request	Variance		Estimate	Variance	Percent Change
LIBRARY MATERIALS							
Books - Adult	\$ 164,740	\$ 167,980	\$ 3,240	2.0%	\$ 169,700	\$ 1,720	1.0%
Digital Collections	200,022	202,530	2,508	1.3%	215,500	12,970	6.4%
Audio/Visual - Adult	41,480	35,200	(6,280)	-15.1%	32,000	(3,200)	-9.1%
Books - Youth	114,831	122,593	7,762	6.8%	126,988	4,395	3.6%
Audio/Visual - Youth	13,300	13,873	573	4.3%	13,953	80	0.6%
Audio/Visual - Hot Picks	30,630	23,090	(7,540)	-24.6%	22,090	(1,000)	-4.3%
Electronic Information Products	79,000	81,500	2,500	3.2%	84,000	2,500	3.1%
Periodicals & Publications	19,300	19,300	-	0.0%	19,300	-	0.0%
Total Library Materials	\$ 663,303	\$ 666,066	\$ 2,763	0.4%	\$ 683,531	\$ 17,465	2.6%

LIBRARY MATERIALS - Fiscal Year 2023

> **Books - Adult:** Projection of an increase in printed materials in FY2023. The largest increase is in the area of Adult Fiction. The Library is adding large print to its Favorite Authors collection and will increase funding to add necessary material to the collection. Funding is being requested to fund the Ready Reads and the Local Authors collections. While some material has been purchased in these areas in the past, dedicated funds will allow for these collections to grow. Additionally, there will be a small increase in funding to the Non-Fiction Book collection.

> **Digital Collections:** The Library is projecting a increase in funding for this area for FY2023. The Library is budgeting for a small increase for the Hoopla service. This will allow the Library to meet the anticipated growing demand of this service. The largest increase is to the Adult E-book line. This is an ever growing collection and funds are needed to purchase necessary material, and to fund increases to consortium fees. Kanopy is a new movie service that was added in 2022. Based on circulation stats, funding for this service will be scaled back, as the level of activity is less than anticipated. The Freegal music service will continue to be funded.

> **Audio/Visual - Adult:** Projection of a \$6,280 decrease for the purchase of Talking Books, Compact Discs and Videos. Circulation of these collections has been dropping and a reduction of funding is warranted. The Library anticipates phasing out its Compact Disc music collection by 2026, so further reductions in this area will occur.

> **Books - Youth:** Projection of an increase to the Preschool, Juvenile and Early Reader Collections. Collection HQ stats show that additional funds are needed in these areas to meet the demands of patrons. Due to the use of these collections, material needs to be replaced at a rate that is higher than other collection due to wear and tear. Funding will be provided for the replacement of Discovery and Early Reader Kits. These are heavily used and are in need of updating.

> **Audio/Visual - Youth:** Projection of a slight increase for the replacement of Juvenile Videos. This is a heavily used collection and in need of replacement material.

> **Audio/Visual - Hot Picks:** Projection of a \$7,540 decrease in funding is due to the elimination of funding for CD-ROM Hot Pick material. It is increasingly harder for borrowers to use the video games at home in manner that is convenient. Additionally, a reduction to the funding for Hot Pick CDs will be made as this collection is being phased out.

> **Electronic Information:** Projection of a \$2,500 increase is needed to maintain the current selection of databases and covering increases in renewal costs.

> **Periodicals & Publications:** Projection of a no increase for periodicals and publications is warranted at this time.

LIBRARY MATERIALS - Fiscal Year 2024

> **Library Material Projection:** The Library feels that the collection is one of the core services that it provides for patrons and that it must be funded at an appropriate level. The Library is always analyzing collection levels and circulation stats so that funds can be shifted to the appropriate places to meet patron demands. In addition, available shelf space and the introduction of more electronic formats are considerations that need to be followed closely. The Library will continue utilizing Collection HQ to help it monitor popular collections and to determine where funding increases and decreases should take place. The areas that are in need of increases are currently in E-Books, Adult, and Youth print material.

	FY 2023 Budget			Percent	FY 2024 Budget			Percent
	FY 2022 Budget	Request	Variance	Change	Estimate	Variance	Change	
SUPPLIES								
Office Supplies	\$ 22,040	\$ 30,300	\$ 8,260	37.5%	\$ 29,750	\$ (550)	-1.8%	
Operating Supplies	56,700	57,000	300	0.5%	56,000	(1,000)	-1.8%	
Central Copying/Printing	49,500	53,200	3,700	7.5%	53,500	300	0.6%	
Postal/Freight	21,140	23,160	2,020	9.6%	7,360	(15,800)	-68.2%	
Total Supplies	\$ 149,380	\$ 163,660	\$ 14,280	9.6%	\$ 146,610	\$ (17,050)	-10.4%	

SUPPLIES - Fiscal Year 2023

> **Office Supplies:** Projection of a \$8,260 increase in the Office Supplies category is due to the increased funding for ILL delivery fees and Outreach services. The Library budgets for supplies at a level that can fund necessary purchases if needed, but tries to only purchase as needed. With the higher cost of fuel, the Library is budgeting additional funds for the fees associated with Inter-Library Loan delivery. Additionally, with the hiring of an Adult Librarian with a focus on outreach, funding is being requested to build an outreach kit of supplies that can be transported to off-site locations to assist in the promotion of Library services.

> **Operating Supplies:** Projection of a small increase in overall Operating Supplies. The increase is to maintain adequate funding for Repair and Maintenance Supplies, as well as Computer Supplies.

> **Central Copying & Printing:** Projection of a \$3,700 increase is needed for copy and printing of Library services. Increased funding is needed to meet the demand for a monthly event poster to promote programming. Additionally, expenses associated with mainting patron library cards has been moved to this line. The Library added a printer that will allow replacement library cards to be printed at the Circulation Desk, allowing patron to keep their old patron number in the event of a lost card. Increases to these areas will be offset by a reduction to the need for funding for signage throughout the Library. This was accomplished during the renovation.

> **Postal/Freight:** Projection of a small increase to Postage & Freight for direct communication to residents within the Portage District Library's area. This increase will provide funding in the event of an increase to postage rates, as well as provide funds for additional communication to patrons regarding a change in our Circulation Policy.

SUPPLIES - Fiscal Year 2024

> **Supplies Projection:** In FY2024, the library will decrease its funding for Postage as it will have completed its return to the renovated space in FY2022, moved to fine free, and conducted all of its major communication initiatives to patrons.

	FY 2023 Budget			Percent Change	FY 2024 Budget		
	FY 2022 Budget	Request	Variance		Estimate	Variance	Percent Change
ADMINISTRATIVE SERVICES							
Public Relations	\$ 14,000	\$ 11,700	\$ (2,300)	-16.4%	\$ 11,800	\$ 100	0.9%
Fundraising	10,800	10,800	-	0.0%	10,800	-	0.0%
Professional Surveys	800	800	-	0.0%	800	-	0.0%
Human Resources	7,500	12,500	5,000	66.7%	15,000	2,500	20.0%
Bank Service Charges	10,920	12,680	1,760	16.1%	13,680	1,000	7.9%
Legal Services	10,000	10,000	-	0.0%	10,000	-	0.0%
Online Subscription	55,000	61,400	6,400	11.6%	59,320	(2,080)	-3.4%
Online Maintenance	3,000	5,900	2,900	0.0%	4,000	(1,900)	-32.2%
Internet Services	112,200	107,200	(5,000)	-4.5%	109,700	2,500	2.3%
Payroll Services	16,000	19,000	3,000	18.8%	20,000	1,000	5.3%
Financial Services	14,000	15,000	1,000	7.1%	16,000	1,000	6.7%
Cataloging & Processing Services	61,300	65,800	4,500	7.3%	60,800	(5,000)	-7.6%
Other Administrative Services	13,300	7,300	(6,000)	-45.1%	13,300	6,000	82.2%
Investment Services	2,000	2,000	-	0.0%	2,000	-	0.0%
Total Administrative Services	\$ 330,820	\$ 342,080	\$ 11,260	3.4%	\$ 347,200	\$ 5,120	1.5%

ADMINISTRATIVE SERVICES - Fiscal Year 2023

- > **Public Relations:** A projection of a \$2,300 decrease for Public Relations in FY2023. The Library had additional expenses in 2022 associated with the move and getting its new studio equipped. Funding for video and sound equipment is being reduced in this year.
- > **Fundraising:** Projection of no increase to produce the annual campaign and fundraising letters to patrons.
- > **Professional Surveys:** Projection of no increase in this line.
- > **Human Resources:** Funding to the Human Resources line will fund shredding services, job advertising, drug screening and backgrounds checks for new employees. This funding level will also enable the Library to conduct yearly human resource training. An increase of \$5,000 is being requested to provide necessary training and support to staff in this area.
- > **Bank Service Charges:** Projection of a \$1,760 increase for higher costs in this line.
- > **Legal Services:** Projection of no increase in this line.
- > **Online Subscriptions:** This line is to be used to budget for subscription services to online products such as DeskTracker, Content DM, Evanced, Gale Analytics, and Collection HQ. The majority of the increase in funding is for an upgrade to a new meeting room manager solution. The previous software was very basic and did not provide users the functions to do necessary tasks. A new solution will require a significant increase in funding. Offsetting the increase for the meeting room manager solution is a decrease in funding for the Blue Cloud Mobile product. Funding for this product is being moved to the Computer Repair and Maintenance-Software line in the Other Services category.
- > **Online Maintenance:** This line will be used for the Library's website, including graphics, maintenance, and summer reading updates. A \$2,900 increase is needed for upgrades and additions to the Enterprise product. Enterprise software runs the functionality that patrons use and see when they are accessing the Library's catalog.
- > **Internet Services:** Projection of a \$5,000 decrease in funding for FY2023 is warranted as the Library accomplished necessary work in the prior with the EVC circuit.
- > **Payroll Services:** Projection of \$3,000 increase is for anticipated price increases for the Library's Payroll, Learning Management System, Onboarding and Recruiting modules through its contracted vendor, Paylocity. The Library has expanded its use of Paylocity through the add-on modules in recent years and the product has proved efficient and effective in meeting the Library's goals.
- > **Financial Services:** Projection of a small increase to perform the year end audit procedures for FY2023. The budgeted amount will allow the Library to have the annual audit conducted as well as a small amount for additional assistance from the Library's auditors for other issues that may arise.
- > **Cataloging and Processing Services:** Projection of a small increase for costs associated with necessary services to make material ready for circulation.
- > **Other Administrative Services:** These funds are used for any expenditures needed in the overall administration of the library at the discretion of the Library Director. Some examples of expenditures are: Library Board election costs; Staff Development Day training and the Volunteer Recognition Luncheon. The decrease in funding for FY2023 is due to no Library Board election this year.
- > **Investment Services:** Funds are for expenses related to the library's investment accounts and ongoing expenses related to continuing disclosures for the Library Bonds.

ADMINISTRATIVE SERVICES - Fiscal Year 2024

- > The Library is budgeting for small increases due to a rise in prices and the potential costs.

	FY 2022 Budget		FY 2023 Budget			FY 2024 Budget		Percent	
			Request	Variance	Change	Estimate	Variance	Change	
UTILITIES									
Gas & Electric	\$	158,525	\$ 158,500	\$ (25)	0.0%	\$ 158,500	\$ -	0.0%	
Water & Sewer		6,000	6,000	-	0.0%	6,000	-	0.0%	
Telephone		33,820	36,220	2,400	7.1%	38,220	2,000	5.5%	
Total Utilities	\$	198,345	\$ 200,720	\$ 2,375	1.2%	\$ 202,720	\$ 2,000	1.0%	
BUILDING									
Library Grounds Maintenance	\$	13,800	\$ 15,200	\$ 1,400	10.1%	\$ 18,500	\$ 3,300	21.7%	
Snow Removal		15,000	15,000	-	0.0%	15,000	-	0.0%	
Building Repair & Maintenance		115,918	118,500	2,582	2.2%	127,400	8,900	7.5%	
Building Insurance		37,000	37,000	-	0.0%	40,000	3,000	8.1%	
Total Building	\$	181,718	\$ 185,700	\$ 3,982	2.2%	\$ 200,900	\$ 15,200	8.2%	
Total Building & Utilities	\$	380,063	\$ 386,420	\$ 6,357	1.7%	\$ 403,620	\$ 17,200	4.5%	

UTILITIES - Fiscal Year 2022

> **Gas & Electric:** Projection of a minor increase in funding for FY2023. Gas & Electric charges are the hardest to predict in the year as there are several factors that have impact to the Library with results that are currently unknown. Fuel prices continue to rise and to what level is currently unknown. Additionally, the building renovation allowed the Library to install energy efficient equipment in the form of HVAC controls and LED lighting. Savings from these features should help offset added fuel prices. Lastly, the Library expanded by nearly 14,000 sq.ft. and that will add to energy costs. To safeguard against these unknowns, the Library is maintaining funding near its prior year level until these unknowns are clearer.

> **Water & Sewer:** Projection of no increase to this line. Current funding appears adequate at this time.

> **Telephone:** Projection of a \$2,400 increase in funding for FY2023. The Library will be looking at alternate telephone service providers for FY2023. Budgeted funds will cover the Library's main telephone service, stipends for cell phones for key staff, and internet access for programming outside the building.

UTILITIES - Fiscal Year 2024

> **Utilities Projection:** The Library will have a clearer picture of what future annual Gas & Electric costs will be for FY2024. Adjustment will then be made to more closely match realized costs.

BUILDING - Fiscal Year 2023

> **Library Grounds Maintenance:** Projection of a \$1,400 increase in funding for FY2023. The Library will be using the majority of the additional funds on maintaining its landscaping completed as part of the building renovation. This will include weeding, trimming, and both fall and spring clean-up of the grounds by contractors.

> **Snow Plowing:** No increase is projected for FY2023. The Library believes that it has adequate funds budgeted to handle expected snowfall.

> **Building Repair & Maintenance:** Projection of a \$5,000 increase for FY2023. These funds will cover unplanned repairs to the building as they occur.

> **Building Repair & Maintenance:** Contracted Services: The small decrease in funding in the line will fund necessary contractor provided services, such as daily building cleaning, HVAC and elevator maintenance, waste and recycling and other services necessary to maintain the Library's infrastructure in good safe working order.

> **Building Insurance:** The projection of no increase in funding for the Library's building insurance premiums. The Library's building insurance is calculated on the replacement value of its building, equipment and furnishings. An adjustment for the expanded facility and added equipment will be made in 2022, once all expansion and renovation costs are complete.

BUILDING - Fiscal Year 2024

> **Building Projection:** The Library will monitor the facilities and adjust funding to maintain a safe and appealing environment for both patrons and staff.

	FY 2023 Budget			Percent Change	FY 2024 Budget			Percent Change
	FY 2022 Budget	Request	Variance		Estimate	Variance	Change	
EQUIPMENT								
Non-Capital Equipment	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
Capital Outlay	-	-	-	0.0%	-	-	0.0%	
Total Equipment	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
FURNISHINGS								
Non-Capital New Furnishings	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
Non-Capital Furnishings Repair - Adult	-	-	-	0.0%	-	-	0.0%	
Non-Capital Furnishings Repair - Youth	-	-	-	0.0%	-	-	0.0%	
Non-Capital Furnishing Replacement	-	-	-	0.0%	-	-	0.0%	
Total Furnishings	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	
Total Furnishings & Equipment	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%	

EQUIPMENT - Fiscal Year 2023

> **Capital Outlay:** The Library is budgeting for no planned expenditures in this line at this time.

EQUIPMENT - Fiscal Year 2024

> **Equipment Projection:** The Library is anticipating no funding for Equipment at this time.

FURNISHINGS - Fiscal Year 2023

> **Non-Capital New Furnishings:** The Library is budgeting for no planned expenditures in this line at this time.

> **Non-Capital Furnishings Repair - Adult:** The Library is budgeting for no planned expenditures in this line at this time.

> **Non-Capital Furnishings Repair - Youth:** The Library is budgeting for no planned expenditures in this line at this time.

FURNISHINGS - Fiscal Year 2024

> **Furnishings Projection:** The Library is not planning any furnishing projects for FY2024 at this time.

	FY 2023 Budget			Percent	FY 2024 Budget			Percent
	FY 2022 Budget	Request	Variance	Change	Estimate	Variance	Change	
OTHER CHARGES								
Equipment Repair & Maintenance	\$ 205,210	\$ 278,060	\$ 72,850	35.5%	\$ 278,960	\$ 900	0.3%	
Library Programming	38,500	45,000	6,500	16.9%	45,630	630	1.4%	
Training, Education & Memberships	41,250	46,000	4,750	11.5%	49,300	3,300	7.2%	
Total Other Charges	\$ 284,960	\$ 369,060	\$ 84,100	29.5%	\$ 373,890	\$ 4,830	1.3%	

OTHER CHARGES - Fiscal Year 2023

> **Equipment Repair & Maintenance:** Projection of a \$72,850 increase for anticipated costs related to keeping equipment in good repair and operational and to fund possible replacements, as well as for the licensing and support of software at the Library. The majority of this increase, \$40,000, is associated with future additions, upgrades and maintenance support for the new equipment located in the Creation Station and Maker Space. Additional increases due to costs associated with the Library's accounting software vendor, Blackbaud, and its document scanning partner PaperSave.

> **Library Programming:** Projection of a \$6,500 increase in Library Programming. A \$6,000 increase for Adult Programming will allow for several larger programs during 2023.

> **Training and Education:** Projection of a \$4,750 increase in Training, Education & Memberships. Expenditures in this category are for dues and memberships to various professional organizations for staff. Also included in this line is Staff, Board, and Director training and mileage reimbursements. The increase in this line is being requested to increase staff training and adequate fund necessary dues & memberships for staff.

OTHER CHARGES - Fiscal Year 2024

> **Other Charges Projection:** FY2024 will see small increases technology support and programming where needed.

	FY 2023 Budget			Percent Change	FY 2024 Budget		
	FY 2022 Budget	Request	Variance		Estimate	Variance	Percent Change
CAPITAL IMPROVEMENT PROJECTS							
Library Bond Payment	\$ 966,000	\$ 964,100	\$ (1,900)	0.0%	\$ 962,350	\$ (1,750)	0.0%
Library Technology Project	230,000	170,000	(60,000)	-26.1%	138,000	(32,000)	-18.8%
Capital Maintenance	150,000	150,000	-	0.0%	197,967	47,967	32.0%
Building Improvement Project	-	-	-	0.0%	-	-	0.0%
Total Capital Projects	\$ 1,346,000	\$ 1,284,100	\$ (61,900)	-4.6%	\$ 1,298,317	\$ 14,217	1.1%

CAPITAL PROJECTS - Fiscal Year 2023

> **Library Bond Payment:** The Library issued bonds in the spring of FY2021 to fund the Library Improvement Project. The bonds are structured to pay only interest in FY2021 and principal and interest in FY2022-2029. The total annual debt payments, principal and interest, are structured to be consistent in those years to negate fluctuation in the annual debt service payments and therefore, cause stress on any one year's budget. This level will fund the Library's obligation for FY2023.

> **Library Technology Project:** Requested funds will be used in conjunction with the Library's technology plan. Planned expenditures include: the replacement of staff computers and mobile devices; two (2) new staff copiers; and necessary equipment upgrades for wireless access throughout the building.

> **Capital Maintenance:** The Library is budgeting \$150,000 for capital maintenance. These funds are to be used for unplanned building repairs or projects that are not funded in other lines. Additionally, unused funds will be set aside to be used in future projects related to the building.

CAPITAL PROJECTS - Fiscal Year 2024

> **Capital Projects Projection:** The Library will set funds aside to complete building projects that may arise.