<u>**NOTICE OF REGULAR MEETING**</u>

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

The Library Board of the Portage District Library will hold a regular meeting on Monday, July 25, 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.   **<u>Meeting Attendance</u>**. 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.   **<u>Procedures.</u>** The public may participate in the meeting in person or electronically and may make public comment through either of the following methods.

Please click the link below to join the webinar:
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3.   **<u>Contact Information.</u>** 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.   **<u>Persons with Disabilities</u>**. 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: July 21, 2022   Quyen Edwards
                                  Portage District Library
                                  300 Library Lane
                                  Portage, MI 49002

PORTAGE DISTRICT LIBRARY BOARD MEETING
July 25, 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 July 25, 2022 *(1 minute)* *(Vote)*

  V. Board Strategic Planning Kick Off Session **(75 minutes)**
 A. Board Strategic Planning Kick of Session led by Facilitator Amanda Standerfer. (***Info)*** ***Pg. 3-4***

 VI. Consent Agenda **(10 minutes) (Vote)**
 A. Minutes of the regular board meeting held on June 27, 2022. (***Info)*** ***Pg.5-12***
 B. Narrative Report for June 2022. (***Info)*** ***Pg.13-21***
 C. Financial Report for June 2022. (***Info)*** ***Pg.22-24***
 D. Marketing Report for June 2022. (***Info)*** ***Pg.25-26***
 E. Legislative Update for June 2022. (***Info***) ***Pg.27-32***
 F. Statistical Report for June 2022. (***Info***) ***Pg.33-34***
 G. Library Board Linkage for August 2022. (***Info)*** ***Pg.35***
 H. Monitoring Report on the Executive Limitation Policy for Minutes and Records Retention (***Info)***
  Pg.36-37
 I. 2nd Quarter Financial Report (***Info)*** ***Pg.38-40***
 J. 2nd Quarter Strategic Planning Statistics (***Info)*** ***Pg.41-45***
 K. Review Circulation Policy (***Info)*** ***Pg.46-48***

VII. Governance **(10 minutes)**
 A. Discussion of Internet Filtering required for E-Rate funding. (***Vote)*** ***Pg.49-56***

VIII. Ends Development **(45 minutes)**
 A. Presentation of the library's 3-Year Technology Plan (2023-2025) (***Info)*** ***Pg.57-70***
 B. Final Review and approval of the proposed FY 2023 Budget and Millage Rate for Public Inspection prior to Public Hearing at the August 22, 2022(***Vote)*** ***Pg.71-94***

 IX. Library Director's Reports **(20 minutes total)**
 A. Final remarks by Library Director for the July 25, 2022 Library Board Meeting.

  X. Process Evaluation **(5 minutes total)**
 A. Suggestions for Agenda Items to be included on the August 23, 2021 board meeting
  1. Minutes of the Regular Meeting held on July 26, 2021
  2. Public Hearing on the Proposed FY 2022 Budget and Formal Resolution to Adopt the FY 2022 Budget and Set the Amount of Millage Rate to be Levied for the Library
  3. Monitoring Report for Executive Limitation on Compensation and Benefits for Library Employees
 B. Monitoring Report on Executive Limitation for Treatment of Staff

 B. Assessment of this meeting

 C. Miscellaneous Items

 XI. Adjournment

Portage District Library – Strategic Planning Kick Off

Strategic Planning Timeline

LEARN Phase	
Kick-Off with Planning Team	June 16
Initial Board and Staff Meetings	July 25 and 26
Board and Staff Survey	Week of July 31
Community Survey	July – August
Focus Groups & Interviews	Week of August 16
Learning Report	August – September
DREAM Phase	
Board and Staff Retreat Sessions	September 23 and 24 (TBD)
DO Phase	
Prepare plan documents	October
Review draft with Board	October 24
Board approval	December 12
Plan implementation	December

Why engage in a strategic planning process?

- Engages the community in thinking about the future of the library
- Allows for collection of feedback and analysis of data with a future-focused lens
- Establishes direction and priorities
- Sharpens focus and creates alignment
- Outlines clear path and simplifies decision-making
- Allows time for reflection and grounding
- Provides sense of purpose and meaning
- Creates momentum and clear communication

The Golden Circle Framework

"Start with Why" by Simon Sinek

Environmental Scan

For this exercise, consider issues in our world, country, state and community in each of these six areas that we need to keep in mind as we plan for the future of the library.

Political	Economic	Social
Technological	**Legal**	**Library Sector**

SOAR Analysis

For this exercise, we'll narrow to thinking about the library and consider strengths, opportunities, aspirations and results we hope to achieve.

Strengths	Opportunities
What are we good at?	*What issues do we need to address?*
What are we known for?	*What does our community need?*
Aspirations	**Results**
What do we aspire to do?	*What do we hope to achieve?*
What would make us stronger?	*How will we know we are successful?*

PORTAGE DISTRICT LIBRARY BOARD MEETING
June 27, 2022
Regular Meeting, 300 Library Lane, Portage, MI 49002 at 6:00 PM

I. Start of Meeting

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

Board Members Absent: Carol Bale (excused)

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

Library Staff Absent: Doran LeFaive

Guests Present: Rehmann Robson Auditor Nathan Baldermann

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 Trustee Baker - Trustee Baker said he wanted to pass along information about a local author who was recently at *This is a Bookstore* for a conversation and signing of her debut book: "*The Heart of the Deal*". Author Lindsay Macmillan graduated from Mattawan in 2012.

B. Comment from Trustee Whitlock – Trustee Whitlock said the art exhibits in the library look great. There is the 10th annual *Animals in Art* exhibit in the atrium and *Gardening for Pollinators with Native Plants: Photos from My Backyard* by library staff Quyen Edwards in the café.

IV. Adoption of the Agenda for the Regular Meeting of June 27, 2022
Library Board Chair Behr asked if there were any changes needed to the agenda for the June 27, 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 Vander Vries and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of June 27, 2022. Vote: 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

V. Audit Presentation
A. Presentation of Audit Report for Fiscal Year 2021 by Rehmann Robson staff.
Nathan Baldermann of Rehmann Robson said thank you for allowing me to join virtually. Tonight I will be providing an update on where we are in the audit process. What you are seeing is a draft. This document received its final review early today with suggestions for some minor edits mostly in regards to formatting. Baldermann thanked Business Manager Foti for all his efforts in helping the audit process go smoothly. This year, the library had some significant changes with the construction project and bonds activity. It does have an impact in the financials and how they are recorded.

Baldermann pointed out that the report on the financial statements is now on page 1. This is different this year since the auditing standards have changed and so they have changed the format and look of the reports. The opinion is now at the beginning in the first two paragraphs. Baldermann said the library's financial statements are clean.

Baldermann directed trustees to page 15. This is a full accrual of the library's net position, including capital assets which currently is $13,510,131. He then directed them to page 16 which reflects the increase in the library's net position since the previous year in the amount of $1,461,346.

Baldermann said that the library's balance sheet on page 18 has multiple funds listed instead of just the general fund because of the construction projects. He noted that the Capital Projects Fund has a balance of $2,531,342 at the end of the year from the bond proceeds that have not been spent yet. Baldermann also noted that the General Fund balance saw an increase of $419,861.

Baldermann said page 22 is the Statement of Revenues, Expenditures and Changes in Fund Balance. This reflects the budget to actual.

Baldermann said the notes are similar to what you've had in the past and that the only change is regarding the obligation to bond payments. These payments are scheduled out yearly and the amounts are reflected on page 34.

"Independent Auditor's Communication with Those Charged with Governance" is the separate letter addressed to the Board of Trustees. This is standard, and similar to what you've seen in the past. Baldermann reported that there were no difficulties with management and no additional findings.

Baldermann concluded his audit review and opened the floor to questions from trustees. Board Chair Behr asked if it was standard to have the Capital Fund separated. Baldermann responded that this is a standard practice as in regards to long term debt, this makes it easier to keep track of. He said this process also makes sure that money is spent as intended. Behr asked if there were any suggestions for the library's accounting practices. Baldermann said there were no recommendations, as no weaknesses were found in internal controls.

Nathan Baldermann of Rehmann Robson concluded his audit presentation. Board Chair Behr asked if there were any final questions and there were none. She thanked Nathan Baldermann for his time. She said, "It's always nice to hear from an outside source that the library's finances are being handled well."

VI. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the June 27, 2022 board meeting before its adoption. No changes were requested.

  A. Minutes of the regular board meeting held on May 23, 2022.
  B. Narrative Report for May 2022.
  C. Financial Report for May 2022.
  D. Marketing Report for May 2022.
  E. Legislative Update for May 2022.
  F. Statistical Report for May 2022.
  G. Library Board Linkage for July 2022.

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

VII. Governance

A.   Initial Discussion about Plans for the 2022 Library Board Retreat

Library Director Klien said we are starting to work on the next round of Strategic Planning and discussed the timeline. Our Strategic Planning facilitator will be in town for Staff Development Day on Friday, September 23rd and suggested a Board Retreat the following day on Saturday, Sept 24th. The time has not yet been confirmed, but it will most likely start in the morning and last about 4 hours. Klien asked trustees to check their calendars. If you have a conflict, please let us know as soon as possible. If the majority has an issue, we can look at shifting the date, but this is the preferred time so that our facilitator can complete for staff and Board sessions in one trip.

DISPOSITION: The Library Board received the information about the Board Retreat.

B.   Request for allocation of 2021 undesignated donations

Klien said that staff discussed items that would impact public service, but were not part of the building project for these donation funds. One thing that we've always had issues with is cell service within the library building, especially on the lower level. With the expansion, that has increased to the point where there is a cell service dead zone. Staff and patrons are not able to get calls and texts on the lower level. Klien said this is why we are requesting to use fund for a Cell phone extender. The other suggestion for the remainder of the undesignated donation funds was to purchase some art and sculptures and other enhancements for the library's extended gardens. Klien asked if there were any questions about the recommendations.

Trustees wanted to know if there were items and art work already selected. Klien said that Assistant to the Director Quyen Edwards had made some suggestions for items, but it will depend on availability. Garden décor that is made of concrete, metal, and other all-weather appropriate materials will be purchased.

Klien opened the floor to questions. Behr asked if staff was certain this solution (a cell phone extender) would fix the issue. Systems Administrator Behrje responded since he was the one who received the quote. He said that the cell booster is compatible with all three cell phone architectures. It is used in big buildings and warehouses and is not a home product. An antennae will be installed on the roof and additional units will be strategically placed on the upper and lower level.

Behr asked if this was the most appropriate use for donation money. Klien responded that staff and patrons have no reception so that is an issue. Some patrons have expressed concerns because daycare provider calls could not get through to them while they are in the library on the lower level. Head of Youth Services Laura Wright added that any time youth staff are trying to demonstrate mobile services or help patrons download library apps, they are unable on the lower level without cell phone services. Demonstrating how our digital services work is also not possible. This includes Libby/OverDrive, Freegal, the Catalog app, or the Summer Reading app. The lack of cell phone services is also problematic when staff are using 2 factor authentication. They have to walk to a window or go upstairs for their authentication codes. Board Chair Behr said she appreciated those examples and that the issue is beyond patrons trying to make phone calls. Trustee Baker wanted to ensure that the antennae on the roof will withstand the Michigan weather and Behrje assured him it would. Trustee Whitlock said she was in favor of purchasing the cell extenders because it would be important to have cell phone service in the building in case of an emergency.

MOTION: It was moved by Trustee Baker and supported by Trustee Vander Vries to approve the allocation of FY 2021 gifts and donations revenue as proposed to purchase cell extenders for the upper and lower level and garden art and enhancements. Vote: 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

C.   Budget Amendment – Donation for Garden Kaleidoscope

Library Director Klien said that she had mentioned in previous meetings that there is a local couple wanting to make a contribution to the renovated library in honor of Betty Lee Ongley. Trustee Linda Whitlock had recommended a garden kaleidoscope as a possible option which the couple loved. Ongley has served on the SWMLC board, City of Portage Parks Board, and the Library Board, so this was a great tie-in for many of her passions. Library staff reached out to artist R.C Anderson to purchase a garden kaleidoscope. Through a number of happy circumstances, the kaleidoscope was delivered by the artist from Wisconsin ahead of schedule last week. We are in communication with Ongley to see if she would like to have a reception for the kaleidoscope in July. We are also working on wording to have a plaque made. We will keep you updated.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Friedman to approve the allocation of FY 2022 donation of $8,000 from Frederic Sammons and Barbara Rider to the following expenditure line: Capital Maintenance for the purchase of a R.C. Anderson Garden Kaleidoscope. Vote: 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

D.   Heritage Room Policy Update

Klien said it is standard practice to review the Heritage Room policy in June every year. Local Historian Steve Rossio suggested one change to the policy this year, to clarify the procedure for items that are dropped off in the Heritage Rooms with no name. Rossio suggested a time frame of two weeks to make a determination on whether or not to add an item to the collector and give the person time to identify themselves. Rossio gave trustees an example of this scenario happening. Trustee Whitlock asked how often items are donated to the Heritage Room without a name. Rossio responded that it isn't very often, but often enough to warrant a clear procedure for how to handle it within the policy.

MOTION: It was moved by Trustee Vance and supported by Trustee Baker to approve the Heritage Room policy as amended. Vote: 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

E.   Creation Station/Maker Space Policy

Klien said that with the new service point, a new policy is warranted. STEAM Librarian Jane Fleming spent time researching how other libraries handle fees for materials and waivers for equipment use.

Head of Adult Services Kapture said that what we are recommending are common sense standard disclosures. Board Chair Behr asked about the fee schedule, and Kapture responded that it depends on the equipment. Some materials will be provided and in some cases patrons can bring in their own materials. Klien said that the attorney has reviewed this proposed policy. Whitlock noticed that there are 2 price schedules, one on page 40 and a different one on page 41. Kapture thanked Whitlock for catching the discrepancy. The fee scheduled has been adjusted downwards to $1 per hour for the first 4 hours and 50 cents after. We will remove item 4 on page 41 of the board packet in the amended policy.

Behr asked about the amount of time patrons can use the equipment. Kapture said scheduling is a tricky area. In the policy, we outline the kinds of uses available for the different machines and it is possible that the procedure may change over time. Behr said she is curious to find out what people will make. Kapture said the adult staff is interested in what people are doing with the devices. We will also look at the plans for the future of the Creation Station and Makerspace within the Strategic Plan.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Friedman that the Library Board approve the newly created Creation Station, Makerspace, and 3D Printing Usage Policy and release of liability agreement as amended. Vote: 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

VIII. <u>Ends Development</u>
    A. <u>Presentation of Preliminary FY 2023 Budget for Portage District Library.</u>
        (<u>NOTE</u>: The proposed FY 2023 Budget is separately numbered and included at the end of the packet.)

Library Director Klien said she has asked Business Manager Rob Foti to do an overview of the FY2023 Budget. Please feel free to ask questions. Thanks to Business Manager Foti and everyone on our staff who cover different budget lines and submit requests to get this budget completed.

Foti said this is a preliminary budget and reflects what staff have requested and reflects shifting resources and priorities. At next month's meeting, after reflection, the Board can make any additional requests for changes. After July, the Proposed FY 2023 Budget will be available for public viewing. At the August meeting, the FY 2023 Budget is approved for official purposes.

This is a balanced budget. This document reflects what we are requesting for FY 2023. FY2024 is an estimate of where we think things are going and look ahead. We have seen very strong tax revenue increases this year of 4.7%. Trustee Vander Vries said the CPI is looking at 5%. Foti said he would review the forms that came from the county. The increase is due to property value increase and a lot of building going on (Oakland Drive, Osterhout, Lovers Lane, etc).

Klien and Foti elected not to increase the budgeted revenue amount of penal fines which is approximately $50,000. Foti said the Library should receive it soon and we can consider making changes. The Library has increased its General Fund Reserve by $30,634 in FY2023 and estimates an additional $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).

We are as close as we've ever been to being fully staffed in recent years. Covid put a halt on hiring, but we have two new people starting today and two tomorrow. We are now only one person down in the Circulation Department with 14 out of 15 positions filled. We also have one open full time Youth Services position, which we have posted internally. In the budget for next year, we have set aside a pool of funds for possible wage increases. We have also set some money aside in case we want to move a part-time position into a full-time position.

The Library has hired a consultant to look at salary ranges. They will look at the job descriptions and compare to other libraries as well as the private sector and make suggestions for changes. They may make suggestions for increases for cost of living and increase in skills over time. Vander Vries asked if the salary study includes benefits? Foti responded that the study does not include benefits. We use Rose Street Advisors for benefits health, dental. Board Chair Behr asked about the timeline for this project and Foti responded that it will take all summer.

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. We will no longer purchase games for circulation and music CDs are being phased out.

In the budget for Technology, replacement of staff computers and mobile devices will be purchased in 2023. We will also be replacing two staff copiers. Systems Administrator Behrje does a good job of spreading out needs of different budget years.

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.

This budget captures ILL costs in one place including packaging, delivery, and supplies.

Because of the big renovation and expansion project we just completed, we are not anticipating any major costs for capital maintenance or furniture for next year.

Trustee Whitlock said she wanted to commend the team for an emphasis on training and professional development.

Board Chair Behr said we will revisit the FY2023 Budget next month with additional comments. Library Director Klien asked if trustees had suggestions for any major changes and they responded that they did not.

IX. Library Director's Reports

A. Building Update

Klien said that while things are going well at the renovated library, we still have some issues we are working through. The glass partition wall for the café/atrium has been backordered and now cancelled. We are in the process of looking for new vendor. We still have some locks and door parts that are also backordered. There is new technology we are still waiting on including the new wireless routers and self-checkout stations. We are very pleased to report that we continue to get great comments and feedback.

Klien read some feedback the library had received that was addressed to the Board. The patron was concerned about the new parking islands, exterior ramp, and entrance stairs. The Board listened to the feedback and asked Klien to thank the patron in her response.

Klien said in her experience, she is generally receiving positive comments from people with mobility issues regarding the ramp. Patrons are pleased that it is not as steep, that there is a landing/resting spot in the middle, and they are always glad to find out that there is a snow melt system built into the concrete to prevent snow an ice buildup in the winter months.

Klien said she has also received comments that there is not enough contrast in the stair risers. This is something we are currently monitoring.

Comments have been heard from people who have mobility issues for more options for furniture that is not low and does not rock or have wheels. We are planning on spending some money from the furniture line for a second order to address this and any other issues that are brought to our attention.

Board Chair Behr said that the changes in the parking lot a matter of getting used to it. More front row and handicapped accessible is a good thing. Patrons are getting used to the change. Trustees wanted to know if the quantity of parking spaces was the same? Foti said that while it seems bigger without the island in the front, the number of parking spaces is approximately the same. One of the goals of the redesigned parking lot was to keep all the traffic from having to cross the front door. The redesign added

more stop signs than we had before which the public is still getting used to. Klien said we are monitoring comments and taking feedback into consideration for any future changes. We have had overwhelmingly positive responses from the public, but are open to room for improvement.

This will be the last building update item on Board Meeting agendas. Any future updates will be provided within the Director's Report.

B. <u>Final remarks by Library Director for the June 27, 2022 Library Board Meeting.</u>
Library Director Klien sent an email regarding the Trustee Roundtable training in July. This year, they are in Farmington or Petosky. There is also a possible virtual option coming up, so we will keep you update. Behr said they are very valuable and trustees should consider attending if able.

Staff anniversaries this month are Business Assistant Kathy Morris at 20 years and Head of Youth Services Laura Wright at 22 years!

Klien said it is almost time to start our Fine Free rollout to patrons. In July, we will be doing staff training and reviewing the policy. In August, we will start educating the community. The new Circulation Policy will officially go into effect in October. We are starting this process gently by sending out overdue notices which has helped get materials back.

Klien said as you are probably aware, there has been an increase in book challenges reported in the national news. We are aware on an incident in Hillsdale, Michigan and the library director resigned over it. We are also aware of an increase in challenges to book displays. PDL has a policy and procedure to address this and we are prepared.

Klien said "Potential Trustee Candidate Information Packets" will be available through the library's website tomorrow and will be emailed directly to trustees to share. Trustees Vander Vries and Friedman both indicated that they would be running for reelection.

Trustee Vance said he is enjoying the new website. It is easy to navigate and looks good! Marketing Manager Colin Whitehurst said there was lots of staff input and he thanked Haas, Behrje, Austin, Wright, and Edwards among others for their help.

X. <u>Process Evaluation</u>
  A. <u>Suggestions for Agenda Items to be included on the July 25, 2022 board meeting</u>
    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. <u>Assessment of this meeting</u>

  C. <u>Miscellaneous Items</u> - At the next Board meeting, there will be a virtual introduction from the Strategic Plan Facilitator and a brief Technology Report from Systems Administrator Rolfe Behrje.

      Trustee VanderVries said she will not be present at the July meeting.

XI.   Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of June 27, 2022.

DISPOSITION: The regular board meeting of June 27, 2022 was adjourned at 7:40 PM.

Recorded and Transcribed by,

Quyen Edwards, Library Board Secretary

<u>Library Director's Narrative Report for July 25, 2022</u>
(Activities at the end of June and beginning of July 2022)

<u>Administrative Activities</u>:
During the month of June 2022, Library Director Christy Klien engaged in the following activities:
- ❖ Participated in weekly Administrative Team meetings.
- ❖ Participated in weekly staff meetings.
- ❖ Met with metal fabricator to discuss rails for outside locations on June 7.
- ❖ Attended the Library of Michigan Virtual Director Meeting on June 10.
- ❖ Attended Friends of the Portage District Library Board Meeting on June 13.
- ❖ Participated in the PDL Strategic Planning Team Kick Off meeting on June 16.
- ❖ Held mid-year evaluations for Admin Team members on June 17, June 20, and June 22.
- ❖ Attended the Michigan Library Association webinar on Material Challenges on June 21.
- ❖ Met with Circulation Leadership on June 22.
- ❖ Met with kaleidoscope artist, Robert Anderson, during the installation on June 23.
- ❖ Interviewed Youth Services Librarian candidate on June 27.
- ❖ Participated in the June 27, 2022, PDL Public Board Meeting.

<u>Maintenance and Building Services</u>
- Investigating the cost to purchase and install two electric vehicle charging stations.
- Reviewing HVAC contractor preventative maintenance requirements and costs.
- TWF installed window shade in program room and valance in facilities office on 6 - 15.
- Reviewed card access door(s) status with Riverside, Circuit Electric and Sahr on 6 – 15.
- Riverside IS installed remote security keypad at the staff entrance on 6 - 16.
- Participated in the virtual admin Strategic Planning Kick Off meeting on 6 - 16.
- Seeking courtyard landscape quotes to remove eight diseased trees and mulch including the soil replacement with compost and covered with new mulch on 6 – 17.
- Replaced staff restroom exhaust motor on 6 – 23.
- Replaced the Friend's program room egress alarm on 7 – 5.
- New sliding glass entrance doors' preventive maintenance program initiated on 7 – 6.
- Investigating the replacement variable speed drives (VFDs) for the boiler pumps due to faults on 7 – 7.
- Circuit Electric reviewed the as-built notes for confirmation on 7 – 8.
- Investigating use of volunteers on August 7 for outdoor service opportunities on 7 – 11.
- Corridor door electric latch by the break room was installed on 7 – 11.
- Ordered north study room windows for additional shading and privacy on 7 - 12.
- Maker Space sink's towel and soap dispensers were installed on 7 – 12.
- Installed a staff outdoor bicycle rack near the staff entrance on 7 – 13.
- Pest control services treated the interior and exterior areas with specific attention to beetle entry areas on 7 - 15.
- Aireconomics and R W LaPine investigated the return air fan motor installation and the boiler VFDs while increasing the boiler's output temperature to 110 degrees F on 7 – 15.
- TWF installed new manual shades for the Director's office, large conference room and Steve's office on 7 -18.

- We continue to monitor the HVAC alarms while identifying power loss issues and VAV box's with a lack of response to temperature adjustments.
- 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.

<u>Personnel Information</u>:
The library undertook the following Human Resource and Financial activities since the June 27, 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.
- Posted an internal job posting for the Youth Services Librarian position. Interviewed and have promoted Emily Mingle to the position. Emily was a Customer Service Assistant in the Youth Services Department prior to this promotion.
- Completed the Library's Fiscal Year 2021 Audit. Financial Statements were presented at the June 2022 Board meeting.
- Presented the FY2023 Preliminary budget to the Library Board at the June 2022 Board meeting. Have worked through some minor tweaks and will update the Board at the July meeting.
- Met with Erin Roberts of ElementOnce to review the process for the Salary Range project to begin in late August.

<u>Anniversaries</u>:
Lawrence Kapture, Head of Adult Services – July 19, 18 years
Jay Cotter, Facilities Assistant - July 31, 8 years
Emily (Wallace) Mingle, Youth Services Librarian – July 1, 1 year

<div align="center">

<u>Ends Statement #1</u>
Optimize access to resources for information, education, and entertainment.

</div>

<div align="center">

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)

</div>

Project Updates:

Build a creation station to allow patrons to use software for creation of art and technical design
- We had two programs in the Makerspace in June, a Youth program on magnets and an adult program on how to protect yourself from Online Scams.

- STEAM Librarian Jane Fleming added the button maker and accessories to the Makerspace and created tutorials for patrons to follow and completed aligning and installing the Laser cutter.

- The new website for the Creation Station and the new Makerspace is in process. The new website will have signups for the following devices:

Mac Digitization Station
Windows Digitization Station
Moviemaker Pro 8 mm Digitization
Cricut Smart Cutter
Silhouette Cameo Smart Cutter
Button Making Machine

Here are some Creation Station statistics for the month of June.

Equipment	Number of Uses
VHS Conversion	14
Slide Conversion	12
Negative Conversion	1
Photo Digitization	12
Super 8/8 mm Conversion	2
Audio Cassette Conversion	4
Creative Cloud	0
Other	7
Cricut	2

Comments from patrons included: *We are working on a photo book as a Memorial for my Mom. Thank you so much, this is amazing!*
I haven't been able to listen to some of these songs for years.

Develop more instructional programming for adult patrons
- Protect Yourself from Online Scams—Jun 13—8 people attended
Adult Services Librarian Katharyn Haas led our first Grow with Google presentation. Attendees learned how to protect themselves from online scams and requested more tech-oriented content in the future. This was our first presentation in the Creation Station/Maker Space area and this space was ideal for this type of class.

Create programming that promotes interactive learning
- My Garden of 1,000 Bees Documentary and Discussion - June 21- 10 people attended.
As part of the #plantwildflowers Initiative, STEAM Librarian Jane Fleming showed the documentary My Garden of 1,000 Bees and distributed wildflower seeds and information about pollinators. After the documentary, there was a good discussion about the importance of

pollinators and the best ways to try to attract them to your yard or garden. The attendees enjoyed the documentary very much—they clapped when it ended.
- STEM Storytime: Pollinators - June 23 - 19 people attended.
This was a joint program with Kristy Zeluff, Youth Services Librarian STEAM Librarian Jane Fleming, and Quyen Edwards. They read the story "Kai and the Bees" (Boelts), played a game called "What NOT To Do When you Meet a Bee", explored the Monarch Waystation looking for pollinators, tasted honey, and sent home bee hotel crafts. The children were very enthusiastic about the program and the caregivers also had a good time. We received a Thank You card from one of the caregivers after the program.

- Youth Staff are currently rotating through storytimes so that we have an opportunity to brush up on our skills.   We are using registration to keep attendance numbers reasonable. Attendance is between 30 and 40 people, generally.

- June 14th: Youth Services Librarian Andrea Smalley held the first meeting of the Summer Middle Grade Book Club, an in-person continuation of the virtual youth Book Club. 14 readers attended and discussed "Pie in the Sky" by Remy Lai, a middle grade book about two brothers who deal with the stress of immigrating to Australia by baking fancy cakes.
- June 15th: Youth Librarian Laura Wright hosted the first Family Night of the summer, "Big Box Build".   Families created everything from food stalls to wolf caves and pirate ships. We were able to keep the builds in the smaller meeting rooms for an improvised art display through the following week.
- June 16th and June 30th: Miss Heather from Just Move Fitness held in-person Just Move Storytime and Family Fun sessions. 30-40 people attended each session.
- June 21st: Science, Technology, Engineering, Art, & Math. Kids had a blast exploring and creating with their favorite adult. After learning about magnets and magnetism in an entertaining video, families had the opportunity to experiment, build, make predictions and expand their thinking with fifteen fun engaging challenges.
- June 22nd: Youth Staff Kristy Zeluff and Megan Howard hosted the Family Night, "Shark Week" with several hands-on activities for children and families to explore the underwater realm of sharks and other marine life.

Actively highlight the library's online resources and services on social media and other media outlets
- Social Media team met to determine a new posting schedule and assign tasks.

Create methods to expand the reach of our Digital Literacy (computer education) programs
- The Library ran Facebook Ads about the new Macintosh Station, slide scanner, and VHS conversion.

Create videos to educate our patrons about our resources and how to use them
- Dragon Boat Festival Video June 2nd
- Live-streamed Chasing North Star Program June 23rd

Build programming and services that will reach groups at diverse levels
- Youth Staff is again providing Theme Weeks which allow patrons to drop in during any open hours and experience hands-on activities geared to all ages.

- Youth Staff member Mary Breuer created the first theme week, "Bears, Bees, and Honey".

- Youth Librarian Kristy Zeluff and staff member Megan Howard created the second week's activities, "Sharks and Marine Life"

- Youth Staff member Emily Mingle provided the final week, "Games".

- June 29th: The Kalamazoo Symphony Orchestra visited for a session of Musical Storybooks, with a performance and conducting lesson based on Mo Willems book "Because".

- June 29th: Youth Staff Nancy Muffley created the Family Night, "Fourth of July Bike Decorating" as part of our participation in "Let's Move in Libraries," an initiative focused on supporting healthy eating and active living through public library programs. Families registered to bring their bikes, big wheels, wagons, or tricycles to the library and creatively deck them out for the Fourth of July. Afterwards, they enjoyed a festive "test ride" in our blocked-off staff lot and continued down the bike path.

Ends Statement #2
Be a safe, welcoming, inclusive destination for families and individuals.

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

Project Updates:

Improve the accessibility and visibility of existing physical and electronic collections
- Youth Librarian Andrea Smalley created a "Start a New Summer Series" display, which features Book 1 from popular Beginning Chapter and Juvenile Fiction series. This has been heavily used by families this summer it answers one of our most asked questions.

- Youth Staff member Megan Howard created genre themed displays on the Youth Department's new mobile display shelves for Humor, Fantasy, Mystery, and Adventure books. Youth Staff have kept these displays stocked with books from the Juvenile Fiction and Juvenile Graphic Novel sections, and the displays have been very popular with browsers.

- Youth Staff member Annette Wendt created several displays highlighting non fiction collections, including craft books, Yoga (to spotlight Yoga Storytimes), and Dewey of the Week (629.4-space and astronauts).

- Adult Services Librarian Katharyn put up displays for Pride Month and Juneteenth. She received input for the Pride Month display from Adult Services CSA (Customer Service Associate) KayLee Davis.
- Adult Services Librarian Katharyn Haas worked with Digital User Experience Coordinator Jill Austin to update our virtual book display within the PDL app. Haas set up a procedure with Austin to continually refresh this list with input from the Adult Department.

- After seeing the Youth Department's shelving subject headers, Adult Services Librarian Ruth Cowles asked Youth Services staff about how they went about it. They will be duplicating the youth process for the adult collection.

Additional Adult Services Highlights:

- Pub(lic) Library Trivia - June 14th - 20 attended
Adult Services Librarian Ruth Cowles led a rousing night of trivia. Teams of 4-6 and a few individuals competed by answering miscellaneous questions. Three rounds were completed, and at the end of each round, the top two teams chose prizes from the prize table. The grand prize was gift cards to Cold Stone Creamery.

- The volunteers have logged over 130 hours for the month of June by helping with shelving, organizing donated books, pulling books for discard, and scanning for missing books. Three new volunteers joined in June.

- Michigan Author Talk: Heidi McCrary and *Chasing North Star*—Jun 23—30 people attended
Many attendees were delighted to hear local author Heidi McCrary and her sisters talk about the differences between fiction and reality in the memoir *Chasing North Star*, which is based on the author's childhood in Alamo. Adult Services Librarian Katharyn introduced the author and coordinated with Marketing Manager Colin Whitehurst to livestream the event on the library's YouTube channel. An author signing followed the event and Katharyn received requests for more author talks in the future.

- Book Tasting: Summer Reads—Jun 22—25 people attended
Adult Services Librarian Katharyn Haas hosted our first book tasting program. Attendees were welcome to bring their lunch to the library and sip a cup of delicious local coffee or tea while they explored themed book recommendations in our new café space. This month we featured great summer reads and paired them with Crumbl Cookies. Many patrons were excited to hear we will be doing this program again in July.

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

- June 3rd: Youth Librarians Andrea Smalley and Laura Wright attended the Moorsbridge Cultural Celebration at Moorsbridge Elementary School. They brought books for remote circulation, Summer Reading promotional materials, and crafts and stickers for the kids. Several hundred people attended the celebration and visited the library booth.

- June 6th: Youth Librarian Andrea Smalley hosted Portage Public School's Media Specialists for their final meeting of the year.

- June 11th: Youth Librarian Andrea Smalley attended the City of Portage's "Scalin' Up For Summer" at Celery Flats. This event was a combination of the City's previous annual Reptile Roundup and Fish Fair events. Andrea brought fish and reptile books as well as popular materials for all ages for remote checkout, and "scaly" arts and crafts for the kids. Several hundred people visited the library booth to learn about the newly reopened building, the Summer Reading Programs, and to check out books.

- June 20th: Youth Librarians Andrea Smalley and Kristy Zeluff visited the Oakland Child Development Center preschool and school-age classrooms for an outreach storytime and to register students for the Summer Reading Program.

- June 22nd: Youth Librarian Andrea Smalley provided catapult making kits for KRESA's Valley Center students and families.

- Summer Reading – Adult Services Librarian Ruth Cowles created this year's program in the same style as last year's. Some of the new activities this year are:

- Virtual Escape Room: Night at the Library written by STEAM Librarian Jane Fleming. Seventy patrons participated.

Improve service access to Portage Public School Students though a collaborative student registration process
- During the month of June, 70 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) Project Updates:

Displays and use of space to showcase local arts and organizations
- Adult Services Librarian Katharyn Haas coordinated the installation of our first local art exhibits since 2020 with the help of art curator, Ron Dumont. *Animals in Art* and *Gardening for Pollinators with Native Plants* will be displayed in the library until the end of August.

Operational

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

Project Updates:

Facilities Master Plan

The majority of building projects are complete, and we are working through the remaining items that 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. PDL supervisors will be focusing their professional development on performance coaching in August.

Circulation Updates:

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

- Working towards a more efficient way of reshelving returned library materials.

- Trained four new circulation members on shelving and operational procedures.

Technology Updates - Jun/Jul Activities

- Worked with Security company to verify integration of Access Controls
- Working with AAM, to update and validate HVAC Controls.
- Working with Abby Pylar to update label printing devices.
- Working with MOSS to add Cellular Signal Amplification service for the library.
- Working with MOSS to mount external access points for the library upgrade project.
- 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 Aunalytics 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
- Using C-Panel for website statistics

New Public Access Management System

- New Laptops have been configured for printing for Creation Lab.
- Worked on various software and hardware updates for the creation stations.

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)
- New Wireless Access System estimated shipping date August 2022.

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 Checkin machine will be configured for the internal bookdrop.

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 backorderd.
- 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.
- 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:
Michigan Library Association—How to Respond to a Public Challenge—Jun 21—Haas

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
June 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 $11,623,009
Expenditures $ 7,856,802

Fund	5/31/2022	Changes	6/30/2022
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 June 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.

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.

Portage District LIBRARY

Marketing Update

Recurring Monthly Projects:

· A weekly e-Newsletter was sent out to over 9,000 library patrons.

· The Portager contained information about services and programs which was sent out to about 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.

June Marketing Highlights:

· Continuing to order materials for the re-branding project.

· Re-branded Seed Library materials.

· Beginning to create materials to launch our fine-free campaign in August.

· Created graphics to support the Summer Reading Program.

· Live streamed an author talk event.

June Social Media Highlights:

Facebook

41 New Page Likes | 135 Post Shares | 1,671 Post Likes | 107 Comments | 473,162 Total Reach

Twitter

417 Tweet Impressions | 2 Likes | 1 Re-tweets | 229 Profile Visits | 1 Mentions | 0 New Followers

Portage District LIBRARY

Facebook Stats 2016 - March 2022

Total Followers:
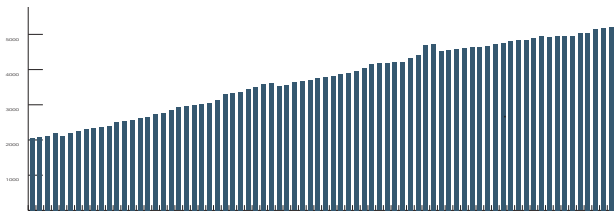
February 2016
2,052

May 2022
5,198

New Followers:
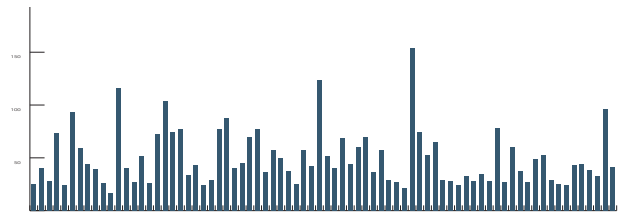
February 2016
25

May 2022
41

Likes:

February 2016
124

May 2022
1,671

Comments:

May 2016
7

May 2022
107

Shares:

February 2016
0

May 2022
135

Engagement:

February 2016
5,305

May 2022
473,162

MI Right to Read and New Resources for Libraries

MI Right to Read is a new MLA initiative coordinated through the leadership of the Intellectual Freedom Task Force to protect the right to read in Michigan. Read on to learn more about MI Right to Read and new resources available for libraries to assist with first amendment challenges and join the coalition today.

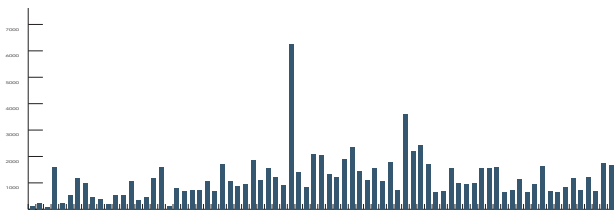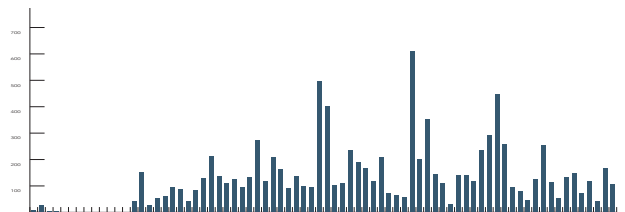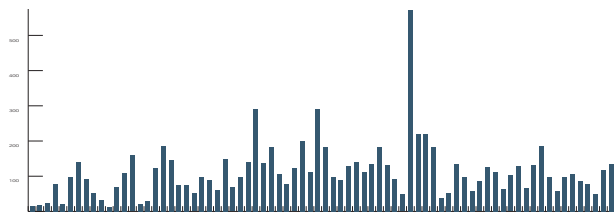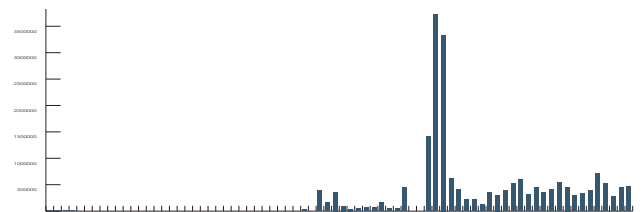MLA actively advocates and educates in defense of intellectual freedom – the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is a core value of the library profession and a basic right in our democratic society. MLA opposes censorship of materials and is a proponent of the accessibility to materials without prejudice to every member of the community.

For the past few months, the Intellectual Freedom Task Force has been preparing to launch MI Right to Read and has created a toolkit of resources to assist libraries with first amendment challenges.

MI Right to Read is a grassroots coalition of librarians and concerned Michigan residents. The coalition opposes any attempts to ban books from Michigan libraries based on content subjectively deemed inappropriate. Its purpose is to educate the public and oppose any current or future legislation that infringes upon First Amendment rights and intellectual freedom. The goal of the coalition is to protect Michiganders' right to read and ensure that librarians across Michigan are entrusted to continue to do their jobs and serve the needs of all students and communities.

Visit MIRighttoRead.com today and join the coalition.
View resources to assist libraries with first amendment challenges at milibraries.org/intellectual-freedom-toolkit.

HB 5097 Moves Forward to Ban Race and Gender Stereotyping in the Classroom – Challenging Intellectual Freedom

In early June, the Senate Education and Career Readiness Committee took up House Bill 5097, which was first introduced by Rep. Andrew Beeler (R-Fort Gratiot), and referred it to the committee of the whole. The legislation would ban "race and gender stereotyping" from the classroom. Two Democratic members of the committee walked out of the committee meeting in protest.

Under Beeler's legislation, lessons regarding a racial, ethnic or gender group holding the same "collective quality of belief" or that "cultural norms or practices" of one of these demographics "are flawed and must be eliminated" would be banned. Beeler's bill does not include a portion withholding 5% in a district or public school academy's state

funding for conducting such lessons as would an earlier bill proposed by Senator Lana Theis ([SB 0460](#)).

MLA is opposed to this bill as it challenges intellectual freedom and the Governor is expected to veto the bill if it crosses her desk. We will continue to monitor this bill and make our opposition known at every stage of its movement through the legislative process.

MLA's Equity, Diversity, Accessibility and Belonging Journey 2019-2022. *We're in it for the long haul.*

A journey is one that takes time, focus and energy. Since 2019, MLA has been intentionally and consciously on a journey to address equity, diversity, accessibility and belonging, and "we are in it for the long haul." Our board, staff and ambassadors have been instrumental in keeping this front and center for the past 3 years in all that we do, in all decisions we make, and in our daily work to address the inequities that are inherent in our society. By digging deeper to examine the root causes of these inequities, MLA has become a more innovative and responsive organization with each passing day. But it is hard work.

I am my family's "history keeper," and on many days, the journey to address equity and diversity feels similar to tracing my family history. In researching, learning new things along the way, interviewing family members, documenting dates and places and stories passed down from one generation to the next, I have found that there is no finish line. It is never done. It is ever-evolving. There is always more to the story, always more to mold and shape, always a fork in the road, always walls to climb over. And as careful as I am, sometimes I spend months documenting a whole family line that needs to be erased and I am back to square one when a new piece of information crosses my path. But for 30+ years, I have never wavered from learning and growing in my knowledge. I guess the same can be said about MLA's and my own personal journey in equity and diversity.

I am proud to be on this journey with all of you, yet we (and I) still have a long way to go. There is always something to learn, always something to take into consideration, always a new path to travel, and always something to work harder at.

I am proud to say that MLA doesn't just have a statement…we have a plan…and we are taking important and intentional actions to address the plan.

It is important to note that MLA works with libraries and library workers in all 83 Michigan counties and our goals and values encompass the [demographics of the entire State of Michigan](#). As a statewide advocacy organization, we have made the Lansing area our home, as do most other organizations that work on a statewide basis, due to the legislative agenda that fuels our work at the state Capitol. With that being

said, MLA's journey these past few years (with board, staff and statewide member input) has elicited many wonderful accomplishments to date, and I want to take the time to share them with you.

1. In 2019 MLA adopted (and then updated in 2021) our Equity, Diversity, Accessibility and Belonging statement – signed by the full Board and staff. It is our north star and one that guides our work to be better prepared to address the inequities our state and country are subjected to.

2. MLA's number one strategic priority is Equity, Diversity, and Accessibility, and Belonging. It was with intentionality that MLA's Board and staff created our plan in 2019, updated in 2020, updated again in 2021, and again in 2022 with Equity, Diversity, Accessibility and Belonging leading the way. View the MLA Strategic Plan (pdf)

   - EQUITY, DIVERSITY, ACCESSIBILITY AND BELONGING: Advance, advocate and support a more diverse and inclusive environment within MLA amongst our board, staff, and ambassadors. We are committed to ensuring that all individuals who apply to, work with or otherwise interact with us are treated with fairness and respect and accorded equal opportunity. We must be vigilant that our programs and services are inclusive of all library personnel in all cities, townships, and villages, in rural, suburban and urban areas in both the Upper and Lower Peninsula.

3. MLA added a non-discrimination statement into our by-laws in 2020:
   - MLA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.

4. While it should be noted that 88.7% of librarians nationally are white, MLA took the extraordinary step to update our by-laws in 2020 to state that the nominating committee will present a slate of candidates that mirrors the state of Michigan demographics in racial representation (80% white). This year five individuals on the slate out of nine were BIPOC, four of whom were voted onto and will serve on the Board of Directors from 2022-2024.

5. MLA has much to celebrate in terms of overall diversity on our staff as well. Diversity is defined as the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, political beliefs, as well as others. Of the five full-time staff members and one that works less than 10 hours a week we are: **Race:** all white; **Sex:** there are five females and one male; **Age:** we have one in their 20's, three in their 30's, one in their 50's, and one in their 60's; **Physical Ability:** we have three with known disabilities; **Education:** one has a Master certificate, three with Bachelor degrees and two with Associate degrees; **Marital Status:** two of us are married (one with children), one of us is divorced (with children), three are single; **Veterans:** while we do not have any veterans on staff, we do have a spouse of a 20-year veteran who was a military family member for 15 of those 20 years. These are some of the unique attributes we can see and are shared, there are certainly many more that make us a very diverse staff.

6. MLA is also proud of the diversity of our social media interns that have joined us each semester since the Fall of 2021. One was Black, two were white, and one identifies as LGBTQIA+. All three have been women, all in their early 20's.

7. In 2022, MLA widened our search to fill the role of Database Coordinator. Our posting was sent to portals that we have never considered before to widen our reach to BIPOC applicants – paid advertising on Indeed, through Lansing Community College, and to 10 of our statewide universities through their "handshake" portal. Those qualified candidates with resumes that reflected the skill set needed were vetted and interviewed but none included a candidate of color. Besides this newly created position in 2021, MLA's staff remains stable and with only five full-time and 1 part-time positions, with limited staff turnover in the past three years. Can we do a better job of finding candidates of color to be vetted for a position when we have an opening – absolutely. When we have a position available, we will again widen our reach even more to identify qualified BIPOC candidates. As with most nonprofits that have small budgets, it is important that we are able to sustain, provide good pay and benefits, and support the staff who are dedicated and committed in their current roles.

8. To address any barriers to professional development opportunities amongst BIPOC library workers, in 2020, MLA added a small but dedicated source of funds for scholarships through Equity Fund Grants. This fund reduces financial barriers and uplifts the professional development for Black, Indigenous, Latinx, Asian, North African, and Middle Eastern individuals by providing resources to be used for memberships, attendance at workshops, educational events or conferences of applicants' choosing, or for other purposes that they believe increase their ability to impact and transform the library profession. Close to $10,000 has been distributed to date.

9. During their tenure as MLA Presidents, Jennifer Dean (now the director at the UofM-Flint Thompson Library) Kelly Richards (now the director at the Free Library of Philadelphia), and Ryan Wieber (Director at the Kalamazoo Public Library) asked the finance committee for increased investment in EDI training for the MLA Board and staff. Concentration on the internal leadership of MLA gave us all a firm understanding and direction for the role we can play in offering more external trainings in the years to come. In 2021 and again in 2022, the MLA board/staff went through deep and robust training with the Michigan Dept. of Civil Rights and ALA Office of Diversity, Equity & Inclusion. Opportunities for individual trainings have taken place by participation in the Michigan Civil Rights Symposium in 2022 and through direct work with MLA Think Space trainers.

10. Under the leadership of MLA President Kelly Richards in 2021-2022, MLA developed a 4-day in-person program for library directors, called Think Space with focused sessions on equity, diversity, and inclusion as the theme. Speakers and trainers were contracted who were diverse and could speak with authority on theory, best practices, and ways to implement action steps for themselves and for their staff and boards.

11. Our world has been thrown into a variety of chaotic challenges over the past three years and standing as a credible and trustworthy authority, MLA addressed statewide and national issues with public statements through the lens of EDI on Black Lives Matter, the Jurnee Hoffmeyer haircutting incident in Mt. Pleasant, and the insurrection at our nations' Capitol.

12. In 2021-2022, MLA stood strong in our legislative advocacy and publicly opposed two bills that were introduced that bar schools from teaching critical race theory, the 1619 project and any other anti-American and racist theories. The first, SB 460 introduced by Senator Lana Theis in May 2021 would also attach punitive repercussions and withhold school aid resources of 5% for non-compliance; and the second, HB 5097 introduced by Representative Andrew Beeler in June 2021.

13. MLA publicly supported HB 4275 "The Crown Act" introduced in February 2021 by Representative Sarah Anthony. This bill sets out to amend 1976 PA 453 entitled the Elliott-Larsen Civil Rights Act and includes a new definition of "Race" being inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles – including but not limited to, braids, locks and twists."

14. In May 2022, Dr. Michael Rice, the superintendent for the Michigan Department of Education requested that MLA sign on as a sponsor to a series of webinars directed at teachers to learn more about how to teach the full breadth of US and world history – including race, racism, sexism and other difficult and challenging subjects. The series will provide educators with additional tools to teach relevant content about historical movements, events and peoples that are part of the rich, diverse history of our country beginning with the Holocaust and then to using Indigenous-developed studies about First Peoples. Additional webinars on other topics will be announced in the coming months.

15. To fulfill our vision, MLA has built, and is dedicated to maintaining, an inclusive and equitable community where **all people** can come together to advance our shared vision. Directly attributed to the MLA statement on Equity, Diversity, Accessibility and Belonging, in June the MLA Board approved and updated a comprehensive Code of Conduct for staff, board, ambassadors, and members addressing conduct at all MLA Functions. MLA will respond aggressively and immediately to any violations of unjust or discriminatory conduct (gender, age, race, religion, political affiliation, marital status, etc); sexual harassment; violence, threats and criminal acts; as well as excessive drinking. View the MLA Code of Conduct (pdf).

16. With every event that MLA produces - from our Spring Institute to our Annual Conference to Think Space - we are intentional in discussing, vetting and ultimately contracting with a diverse group of speakers and keynoters who represent many different facets of our world. We have been blessed to hear the voices of the LGBTQIA+ community through people like Alex Gino, voices from the Black community through people like Dr. Jewell Parker Rhodes, and voices from the Indigenous community through people like Angeline Boulley.

17. MLA affirms and values gender identity. To be inclusive and respectful of each and every person's individuality, MLA began requesting that all who attend our events add their pronouns on nametags. We have also added pronouns to our own staff email signatures as we continue to help normalize the sharing of gender pronouns which can be particularly helpful to people outside of the binary.

18. Not only are our programs and services accessible through free, scholarship-based and/or reasonable pricing; they are geographically accessible and available through remote online platforms; they are available in an alternative format for those with hearing or visual impairments, and barrier-free for those with physical limitations. All requests for accommodation for hearing, sight, meals, etc. are addressed proactively.

19. MLA continues to work toward being ADA compliant with each new addition to our website. Our choice of fonts, alt-text on photos, colors, anchor text, skip navigation, video subtitles, etc. all matter in addressing those with visual impairment. Being aware of the challenges makes MLA staff more proactive in addressing ADA compliancy before any problems occur.

20. MLA made intentional changes in 2022 to our guidelines for the Youth Literary Awards that addressed the need to represent the diversity of human culture and experiences. The MLA Youth Literary Awards recognize that there is a book for every reader and a reader for every book and aim to recognize and celebrate the very best books for every young reader in Michigan. Workgroup members consider authenticity and representation – who is telling the story, and is it their story to tell, when reviewing titles on the reading list, in an effort to find the most engaging books for Michigan's youth.

21. MLA is committed to doing everything we can, in our libraries and our communities to promote justice and equality for all. We continue to add to our webpage that addresses Racial Equity resources as they become available as we plan and act on our commitment to equity, diversity and inclusion, in our organization, libraries and communities. https://www.milibraries.org/racial-equity-resources

22. As book banning across the nation increases, MLA is taking a proactive stance against the impending national crisis for libraries. Books currently being targeted are those written by and about traditionally marginalized people and experiences - LGBTQIA+, BIPOC and women. MLA believes that it is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those that some individuals in our society may consider to be unconventional, unpopular, or unacceptable. Censorship is nothing new. However, the volume of attempted censorship efforts we are seeing across our nation is unprecedented. MLA determined that it is our duty to provide resources (both monetary and information) to protect intellectual freedom and our first amendment rights for Michigan citizens. We fear this is just the beginning and, if not stopped, will have long-term ramifications on society. In March 2022, MI Right to Read was initiated and a robust coalition of individuals from across Michigan have joined to help protect the right to read in Michigan. Read MLA's Statement of Principle on Intellectual Freedom.

While we know we do not have all the answers and we acknowledge that this is a long and hard journey, let's not squander the momentum that we have made. I'm sure there is more but I guess the question now begs: By 2025, what else should we/could we do to address equity, diversity accessibility and belonging? If there is something that you would like to see addressed – you know the door is always open for conversation and action. Your input, as members of MLA, is what is fueling the journey.

There is so much more to do to embed, engrain and elevate our work in equity, diversity and inclusion. We are in this for the long haul. We believe with our hearts and souls we will affect real change within the library field for generations to come.

Deborah E. Mikula
Executive Director, Michigan Library Association

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

	Month Statistics			YTD Statistics		
	Jun-22	Jun-21	CHANGE	2022	2021	CHANGE
Circulation/Collections						
Total Library Circulation	70,193	53,440	31.35%	312,873	260,444	20.13%
Adult - Books	16,376	10,778	51.94%	66,520	56,734	17.25%
Adult - A/V	2,805	2,439	15.01%	14,181	11,650	21.73%
Youth - Books	30,339	20,521	47.84%	103,840	82,695	25.57%
Youth - A/V	2,326	1,688	37.80%	20,984	7,619	175.42%
Hot Picks	1,170	1,467	-20.25%	4,831	4,956	-2.52%
E-Material	15,512	15,024	3.25%	97,000	89,888	7.91%
ILL - PDL Requests	818	664	23.19%	2,928	3,486	-16.01%
ILL - Other Lib. Requests	847	859	-1.40%	2,589	3,416	-24.21%
Self-Checkout Percentage	64.73%	58.95%		56.48%	48.59%	
Total Library Collection	179,780	176,712	1.74%			
Adult - Books	74,354	74,021	0.45%			
Adult - A/V	16,833	16,028	5.02%			
Youth - Books	77,357	73,904	4.67%			
Youth - A/V	8,444	8,856	-4.65%			
Hot Picks	2,792	3,903	-28.47%			
Net Acquisitions	83	(691)	112.01%	(5,038)	(5,606)	10.13%
Purchased - Books	1,873	938	99.68%	7,931	5,790	36.98%
Purchased - A/V	251	352	-28.69%	1,148	1,114	3.05%
Donated - Books	0	0	0.00%	0	0	#DIV/0!
Donated - A/V	0	0	0.00%	0	0	#DIV/0!
Material Discarded	(2,041)	(1,981)	-3.03%	(14,117)	(12,510)	-12.85%
*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	36,009	50,928	-29.29%			
Adult	17,808	28,018	-36.44%			
Youth	4,193	6,037	-30.54%			
Non-Resident	215	367	-41.42%			
Reciprocal	3,726	6,434	-42.09%			
Internet User	280	914	-69.37%			
PASS Users	9,729	9,098	100.00%			
Professional	58	60	-3.33%			
Net Patrons	534	277	92.78%	639	616	3.73%
Adult	343	101	239.60%	2,398	318	654.09%
Youth	99	34	191.18%	631	57	1007.02%
Non-Resident	0	1	100.00%	6	5	20.00%
Reciprocal	52	15	246.67%	169	54	212.96%
Internet User	42	19	121.05%	114	75	52.00%
PASS Users	1	107	100.00%	1	107	100.00%
Professional	2	0	0.00%	4	0	0.00%
Patrons Removed	(5)	0	0.00%	(2,684)	0	#DIV/0!

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

	Month Statistics			YTD Statistics		
	Jun-22	Jun-21	CHANGE	2022	2021	CHANGE
Library Building Usage						
Total Meeting Room Usage	TBD	0	#DIV/0!	0	0	#DIV/0!
Internal/Collaboration			#DIV/0!	0	0	#DIV/0!
External/Outside Usage			#DIV/0!	0	0	#DIV/0!
Total Program Audience	TBD	0	#DIV/0!	0	0	#DIV/0!
Adult			#DIV/0!	0	0	#DIV/0!
Youth			#DIV/0!	0	0	#DIV/0!
Heritage Room			#DIV/0!	0	0	#DIV/0!
Total Number of Programs	TBD	0	#DIV/0!	0	0	#DIV/0!
Adult			#DIV/0!	0	0	#DIV/0!
Youth			#DIV/0!	0	0	#DIV/0!
Heritage Room			#DIV/0!	0	0	#DIV/0!
Total Volunteer Hours	196	0	#DIV/0!	313	184	70.11%
Adult	20	0	#DIV/0!	41	0	#DIV/0!
Youth	0	0	#DIV/0!	0	0	#DIV/0!
Technical	23	0	#DIV/0!	50	32	56.25%
Circulation	121	0	#DIV/0!	126	0	#DIV/0!
Administration	32	0	#DIV/0!	96	152	-36.84%
Community Service	0	0	#DIV/0!	0	0	#DIV/0!
Total Front Door Traffic	8,795	6,721	30.86%	44,465	28,886	53.93%
Total Youth Services Traffic	5,465	4,764	14.71%	31,769	19,929	59.41%
Total Business Center Traffic	0	0	0.00%	0	34	-100.00%
Information Access/Reference/Research						
Total Reference Transactions	6,905	5,394	28.01%	22,880	43,865	-47.84%
Adult Phone	404	184	119.57%	1,505	1,381	8.98%
Adult Ready Reference	696	762	-8.66%	4,603	5,806	-20.72%
Adult Reference	112	131	-14.50%	494	455	8.57%
Youth Phone	84	86	-2.33%	267	525	-49.14%
Youth Ready Reference	3,056	2,423	26.12%	8,759	16,753	-47.72%
Youth Reference	946	485	95.05%	1,680	1,098	53.01%
HR Phone	17	11	54.55%	67	70	-4.29%
HR Ready Reference	312	226	38.05%	840	648	29.63%
HR Reference	45	22	104.55%	81	57	42.11%
Circ Phone	520	370	40.54%	1,934	6,122	-68.41%
Circ Ready Reference	490	485	1.03%	1,852	6,233	-70.29%
Circ Reference	223	209	6.70%	798	4,717	-83.08%
Total Edutainment LAN Use	155	0	#DIV/0!	200	0	#DIV/0!
Total Internet Computer Use	1,305	586	122.70%	3,295	2,275	44.84%
Youth Computers	229	0	#DIV/0!	243	70	247.14%
Adult Computers	1,075	586	83.45%	3,049	2,205	38.28%
Laptop Computer Circulated	1	0	0.00%	3	0	#DIV/0!
Total Electronic Transactions	45,577	40,407	12.79%	212,082	248,348	-14.60%
WebSite Hits	35,254	30,870	14.20%	150,930	182,447	-17.27%
WebCatalog Sessions	8,901	7,905	12.60%	51,706	51,195	1.00%
Licensed Database Hits	1,422	1,632	-12.87%	9,446	14,706	-35.77%

* 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: July 18, 2022

Subject: Upcoming Library Board linkage opportunities in August 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.
August	ALL DAY	Cookbook Club Challenge: Plant-Based Meals (Facebook)
July & August	ALL DAY	Art Exhibit: Animals in Art Art Exhibit: Gardening for Pollinators with Native Plants
Through 8/13	ALL DAY	Escape Room: Night at the Library (Virtual)
See Calendar	For Dates and Times	Makerspace Drop-In Hours
8/5	10:00 AM	Showcasing Children's Book Authors From the Mitten
8/6	9:00 AM	Friends of the Library Book Sale
8/10	6:30 PM	Pollinator Garden Tour: Monarch Waystation
8/11	7:00 PM	International Mystery Book Discussion: "Conviction"
8/13	10:00 AM	Yoga with Books
8/15	10:30 AM	Get Real Nonfiction Book Discussion: "The Monopolists"
8/17	6:00 PM	Kalamazoo Plant It Forward - August Swap

PORTAGE DISTRICT LIBRARY

Monitoring Report on the Executive Limitation Policy for
Minutes and Records Retention

As an elected, public governance body, the Library Board will generate and retain official board meeting minutes and other board records in a manner that complies with the Michigan Open Meetings Act (Public Act No. 267 of 1976, as amended.)

POLICY:	**1. Minutes will be produced for all library board meetings, and will contain:** *a. Information about the agenda topics, and the date, time and location of the board meeting.* *b. A list of all attendees/absentees.* *c. A brief summary of any public comments, staff presentations or discussions.* *d. A record of any decisions made at the meeting; motions made with the results (may include a very brief summary); and a record of all roll-call votes.* *e. A listing of other topics discussed (may include a very brief synopsis of the discussion.)* *f. A list of unresolved issues or other items to be carried forward to the next month (may include a brief discussion).* *g. References to any pertinent supporting documents, as deemed appropriate by the Library Director, Board Secretary or as requested by the Library Board.*
Director's Response:	➢ The <u>contents of the minutes</u> produced for the Portage District Library Board include: (1) date, time, location and agenda topics for the meeting; (2) list of attendees and absentees; (3) summary of public comments and all other discussions; (4) a record of decisions and motions made and votes taken; (5) a list of other topics discussed; (6) a list of unresolved issues or other items to be handled at a future date; and (7) references to pertinent supporting documents. ➢ In compliance with the State of Michigan's OPEN MEETINGS ACT 267 of 1976, requiring ***proposed minutes to be available for public inspection within (8) business days after the meeting,*** the board meeting minutes are e-mailed to trustees for review, made available at the Adult Information Desk for public inquiry, and kept on file in the Library Office for easy access and referral. A list of any issues needing further consideration is maintained and used to generate agenda items for subsequent board meetings. ***Approved minutes will be available for public inspection within (5) business days after the meeting*** and are made available on the library's website, at the Adult Information Desk, and kept on file in the Library Office for easy access and referral. ➢ Every effort is made to produce professional, informational and accurate minutes of board meetings that will be retained in Library Archives as the only permanent record of Library Board activities and the chronological progress of the Portage District Library over the years.

POLICY:	**2. RETENTION of library board meeting official minutes, notes, and audiotapes will be kept according to the official record retention schedule adopted by the State of Michigan as follows:** a. For <u>open session</u> library board meetings, official minutes will be **retained indefinitely.** b. For <u>open session</u> library board meetings, **recordings will be retained until official minutes are approved by the Library Board,** after which the recordings will be deleted. c. For <u>open session</u> library board meetings, **notes taken by the Library Board Secretary for the purpose of producing official board meeting minutes will be retained until official minutes are approved by the Library Board,** after which the notes will be deleted. d. For <u>closed sessions</u> of library board meetings, official minutes will be recorded but will <u>not</u> be available for public inspection unless disclosure is required by a civil action. **These closed session minutes may be destroyed one year (365) days and (1) day after approval of the minutes of the regular meeting at which the closed session was approved.** <u>NOTE</u>: Except for minutes taken during a <u>closed session</u>, all minutes are considered public records, open for public inspection, and must be available for review (on the library's website and in print) as well as copying at the address designated on the public notice for the meeting.
Director's Response:	➢ The process for <u>retaining minutes</u> of Library Board meetings is followed according to this Executive Limitation Policy. The Board Secretary maintains all Library Board meeting files and complies with all retention period requirements. ➢ Open session board meeting minutes *in print* are kept indefinitely. Recordings and notes for each open session library board meeting are kept until official minutes are approved by the Library Board and are subsequently destroyed. ➢ After each board meeting, minutes are filed by board meeting dates in both the Library Office and in library archives in the Heritage Room. These files are weeded at the end of the fiscal year and old board meeting files with minutes are rotated out of the active file into the Business Storage Room. ➢ Closed session minutes are kept separately from regular session minutes, and are <u>not</u> made available to the public.

Revenue

				Percent of Year Gone -->				50%			

General Ledger Category	2nd Qtr Actual	% of Annual Budget	2022 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received
Total Tax Revenue	$ 116,197	2%	$ 5,064,867	$ 5,067,545	$ 5,067,545	100%
State Aid Revenue	27,651	7%	408,818	385,153	385,153	94%
Other Revenue	58,640	35%	169,950	187,254	187,254	110%
Revenue (To)/from Reserves	17,724	0%	5,088,707	5,088,707	5,088,707	100%
Other Financial Sources	$ 894,350	93%	$ 966,000	$ 894,350	$ 894,350	93%
Total Revenue	**$ 1,114,562**		**$ 11,698,342**	**$ 11,623,009**	**$ 11,623,009**	**99%**

Expenses

General Ledger Category	2nd Qtr Actual	% of Annual Budget	2022 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent
Total Salaries & Wages	$418,943	24%	$ 1,717,136	$766,199	$766,191	45%
Total Fringes & Benefits	146,026	21%	700,044	310,660	311,392	44%
Total Library Materials	167,539	22%	751,391	350,799	453,955	60%
Total Utilities	44,465	21%	213,345	79,022	79,982	37%
Total Buildings	37,966	13%	300,958	60,792	66,414	22%
Total Furnishings & Equipment	5,014	16%	30,540	21,265	21,265	70%
Total Supplies	34,487	14%	238,809	56,176	87,465	37%
Total Professional Services	70,056	13%	529,685	135,401	313,972	59%
Total Other Charges	51,726	9%	569,037	200,386	264,597	46%
Other Financial Uses	$ 894,350	93%	$ 966,000	$ 894,350	$ 894,350	93%
TOTAL OPER. EXPENSES	**$ 1,870,572**		**$ 6,016,945**	**$ 2,875,050**	**$ 3,259,583**	**54%**
TOTAL CAPITAL PROJECTS	**$ 2,920,372**	51%	**$ 5,681,397**	**$ 4,231,469**	**$ 4,597,219**	**81%**
TOTAL EXPENSES	**$ 4,790,944**	**41%**	**$ 11,698,342**	**$ 7,106,519**	**$ 7,856,802**	**61%**

EFFECT ON FUND BALANCE *	$ (3,676,382)		$ -	$ 4,516,490	$ 3,766,207	

Cash Flow Analysis of all money including prior year(s)	
12/31/21 Audited Total cash (Fund Equity*) minus liabilities	$ 11,782,076
+ 2022 Revenues	10,728,659
- 2022 Operating Expenses	1,980,700
- Capital Projects	4,231,469
- General Reserves	704,878
- Building Reserves	50,000
- Benefits Reserve	29,741
- Technology Reserve	111,305
- Patio Feasibility Reserve	4,700
- Personal Property Tax Reserve	805,946
- Building Improvement Reserve	731,419
- Library Endowments	86,944
- Encumbrances	750,283
Total available cash as of 6/30/2022 (Fund Balance*)	$ 13,023,350

* Please Note: Effect on Fund Balance represents the Effect that the current period has on the overall cash
position of the Library. This does not represent any individual expense line.

* Fund Equity is defined as the excess of fund assets and resources over fund liabilities. The Fund Balance
is the Fund Equity minus any reserves.

Property Taxes - Property Tax collections are on budget for the year. The Library has collected more than it budgeted due to the collection of delinquent Personal Property Tax from prior years. Collections of current year taxes are approximately $200 over budget. The Library will continue to collect delinquent Personal Property Tax as they are paid. Chargebacks for propery tax appeals by the City of Portage and County of Kalamazoo have been under budget by approximately $9,700 for the year. There will be additional chargebacks during the remainder of the year, but they are not anticipated to exceed the budgeted amount.

State Aid Revenue - The Library has received its State Aid payments in the current year. That amount was approximately $10,000 greater that budgeted for. There will be a second payment from the State of Michigan in the second half of the year. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was $16,316 less than anticipated. This amount will be made up by State Aid revenue greater than anticipated.

Revenue from Reserves - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned Fund Balance. As part of the Library's FY2022 budget, the library will maintain 13% of its budget in its General Reserve. In doing so, the General Reserve from the prior year will be increased by $22,295 in FY2022. Funds have been added to the FY2022 budget for the following items: prior year encumbrances ($5,088,028), and donations received in FY2021 ($22,974).

Other Revenue - Other Revenue appears slightly ahead of pace for this time of year. Penal Fines have not been received and Interest income will be collected throughout the year as interest is earned. Fines and Fees are slightly behind pace, but have increased since the move to the renovated building. The Library does not budget for donations, but instead chooses to request budget amendments when they are received and needed for use. The Library has received approximately $5,000 of donations and grants that have have yet to be requested for use. The Library received a distribution from the Michigan Municipal Risk Management Authority (MMRMA) for building insurance premiums of approximately $18,000. Additionally, the Library has received approximately $34,500 of rebates from Consumers Energy for the installation of energy saving equipment during the renovation.

Other Financing Sources/Uses - The Library pays its debt obligation out of a Debt Serice Fund, and not the General Fund that is used for the vast majority of Library activity. Therefore, this line represents a transfer of funds from the General Fund to the Debt Service Fund to service the debt payment. There is a corresponding Other Financing Uses line in the transfers section of the Debt Service Fund. Debt payments are due on May 1 and November 1.

Salaries & Wages - Salaries & Wages are below pace for this time of year. This is due to three (3) full-time vacancies and several part-time vacancies. The Library has filled all of the full-time positions and currently has two (2) part-time vacancies to fill.

Fringes & Benefits - Fringes & Benefits are less than 50% expended as of June 30, 2022. This is due to two employees opting out of the Library's insurance plan and picking up a spouse's insurance plan, and the vacant positions noted above. Based on this scenario, there should be a surplus of funds at the end of the year.

Library Materials - This category shows that it is ahead of pace for this time of year. This is due to a large amount of encumbered funds coming into FY2022 from the prior year. The effect of those encumbrances will ease as the year goes on.

Utilities - Utilities are under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures were slightly below normal as the Portage Rd. building was slightly smaller in size and monthly energy costs were less. Since the move back to the renovated space, the gas & electric costs have been very comparable to pre-construction levels, even though the Library has additional space. This is an outcome that was hoped for with the installation of new energy efficient HVAC equipment and LED lighting. The level of reduction in energy cost was unknown. This will be tracked against prior years and reported on at the end of the year.

Building - Year-to-date actual and encumbrances are less than the 50% target. The Library has had very few repairs and projects since moving back from the temporary location. There will be additional expenses as the year goes forward and all contractors are back to providing their regular service.

Furnishings & Equipment - This category is over its target for this time of year. There are encumbrances coming forward from 2021 for furnishing items associated with the renovation of the new building. These include new trash/recycling bins throughout the Library, preschool furniture and end cap holders for signage.

Supplies - The supply category is under the 50% target for this time of year. The majority of accounts in this category are used on an as needed basis. The library has tried to adopt a very conservative approach to it spending for lines such as supplies.

Professional Services - This category is lower than the 50% target for several reasons. Due to the Library adopting an annual budget in place of quarterly budgets, lines with large budgets that have recurring monthly expenses will appear more spent out than other lines. This is evident with Internet Services that has a large recurring monthly expense. Purchase Orders have been prepared for the entire year and therefore will make this line appear more spent out. There are no concerns at this point with any lines within this category being over budget for the year.

Other Charges - This category is on pace for this time of year. The Computer Repair & Maintenance lines have many annual contracts that have been expensed fully in January. Therefore, these lines make the category appear more spent out for this time of year. This is being offset by other lines that are used as needed. These include the training line and the Creation Station/Maker Space line, that received a large generous donation during the year.

Capital Projects - This category is ahead the target for this time of year. The Library's renovation project is substantially done and the vast majority of expenses have occurred by June 30. There are some contractors with open items that will not be completed until material can be received in August or later. Lastly, the Technology Project line has the majority of its funds encumbered for the year and therefore appearing spent out.

Quarterly Statistics for Strategic Plan 2018-2022

Ends Statement #1
Optimize access to resources for information, education, and entertainment.

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

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

Target	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date	2022 Target	% of Target
75 % patrons responded that they learned something in a guided learning event	100%	N/A			100%	75%	133%
50% of programs offered will provide guided learning activities (Adult/Youth)	A 63% Y 72%	A 63% Y 48%			A 63% Y 60%	A 50% Y 50 %	A 126% Y 120%
20% increase of hits of online learning tools	340%	344%			344%	20%	Target Met
Implement 12 software/devices that allow people to create and learn	9	11			11	12	92%
12 videos are created	16	0			16	12	133%

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

Target	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date	2022 Target	% of Target
Youth Services will provide 3 programs annually targeting each literacy level (Beginner, Intermediate, Expert)	B 4 I 3 E 3	B 5 I 3 E 3			B 9 I 6 E 6	B 3 I 3 E 3	166% 200% 200%
Help 150 patrons become more info-literate *	374	412			38	150	Target Met
Have 50 people in the library for ESL tours *	88	88			0	50	Target Met

Ends Statement #2
Be a safe, welcoming, inclusive destination for families and individuals.

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

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

Target	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date	2022 Target	% of Target
80% of user satisfaction with collections and instructional events	100%	N/A			100%	80%	0%
Active holds older than 3 month less than 200 titles	288	412			412	Less than 200	Target Not Met
21 Special programs will target groups representing different perspectives or cultures *	44	45			1	21	Target Met
25% of kits will change annually to reflect changing needs of the community	0	0			0%	25%	0%
20% reduction in total physical collection size	11.77%	-1.75 %			10.02%	20%	50.11%

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

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

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

Target	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date	2022 Target	% of Target
20% more items available for circulation will be digital	80%	83%			83%	20%	415%
15% of our programs annually will be outreach (Adult/Youth)	A 16 % Y 13%	A 14% Y 33%			A 15% Y 23%	A 15% Y 15%	A 100% Y 153%
70% of patrons who completed an exit survey were satisfied that the program met their needs	100%	N/A			100%	70%	100%
100% of PPS middle school and high school students have access to PDL electronic services	-	-	-	-	100%	100%	100% with PASS card implementation
12 events or table events will be held outside the Library by the Adult Department	14	14			14	12	117%

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

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

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

Target	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date	2022 Target	% of Target
90% of display space used for local artists and organizations	-	100%			0%	90%	0%
5 large projects completed in the Local History Rooms *	1	1			1	5	20%
90% of patron responses say displays are meaningful	-	-			0%	90%	0%
4 new resources for information will be added each year	0	1			1	4	25%

* Target number over the course of the 5 year plan

PORTAGE DISTRICT LIBRARY   COMMUNICATION

To: Portage District Library Board

From: Christy Klien, Library Director

Date: July 21, 2022

Subject: Circulation Policy

The Portage District Library staff have some small proposed changes to the Circulation Policy which will go into effect October 1, 2022. We are currently training staff on these changes and will launch a public education campaign on August 1, 2022.

PORTAGE DISTRICT LIBRARY

CIRCULATION POLICY

SERVICES & USAGE:

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

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

Holds & Renewals
- All members may place up to 25 items on hold at one time.
- Items in Hot Pick collections cannot be put on hold.
- Telescope kits can be booked in advance through the Adult Information Desk, but cannot be placed on hold.
- Two renewals are allowed for items that are not in demand. The renewal period is the same length as the original checkout period. The following types of items cannot be renewed: Hot Picks, mobile hot spots, GoPro kits, telescopes, Book Discussion bags, and items on hold for another member.

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

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

FINES & FEES:

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

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

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

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

PORTAGE DISTRICT LIBRARY   COMMUNICATION

To: Portage District Library Board

From: Christy Klien, Library Director

Date: July 20, 2022

Subject: Internet Filtering Discussion

BACKGROUND:

The Portage District Library is required to discuss internet filtering annually at a public board meeting in accordance with Children's Internet Protection Act (CIPA) in order to apply for USF E-Rate funding.

The FCC statement is as follows:

"Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal."

The library currently has an Internet Policy that addresses the above requirement.   In Section III of the Library's Internet Policy we state that all library workstations and all library wireless connections are filtered to comply with Children's Internet Protection Act ("CIPA") and Michigan's Public Act 212 of 2000 ("PA 212").

The library uses the following technology and services to comply with its policy. Cisco Umbrella has been configured to filter DNS requests from all wired and wireless devices at the Portage District Library in accordance with CIPA. The filtering profile has been extended to remote proxy and anonymizers categories to prevent a means to bypass its filtering. The library utilizes MobileBeacon and Sprint (now T-Mobile) to apply CIPA filtering on all of its circulating hotspots.

RECOMMENDATION:

I recommend that the Library Board vote to continue to maintain its CIPA compliant Internet Policy and allow the library to pursue USF E-Rate funding for all eligible technology and services.

Portage District Library
COMPUTER AND INTERNET USE POLICY

I.   General Statements Regarding Internet.

A.   <u>Internet Access</u>. The Portage District Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This Policy applies to both the Library owned computers and wireless access available at the Library.

B.   <u>Validity of Information</u>. The Internet offers access to a wealth of information and Internet sites including useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Internet Users will need to evaluate for themselves the validity of the information found.

C.   <u>Library Does Not Endorse Information on Internet</u>. Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

D.   <u>View Internet at Own Risk</u>. The Internet may contain information that is controversial, sexually explicit or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.

E.   <u>No Liability</u>. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Patrons shall use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the User's disks, data, or electronic transactions of any type. The Library is not responsible for the loss of any portable media.

II.   Nature of the Public Library Setting.

A.   <u>Respect Others</u>. Because Library Users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to other's values and beliefs when accessing potentially controversial information and images.

B.   <u>Use with Caution of Risks.</u> Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

III.   Internet Filtering; Children Under 18

A.   <u>Internet Filtering – General</u>.

1.   *Filtered Access.* In order to comply with the requirements of the Children's Internet Protection Act ("CIPA") and Michigan's Public Act 212 of 2000 ("PA 212"), all computer terminals are filtered. Further, the Library's wireless access is also filtered. Filtered access means the computer or wireless system has a program installed that is designed to restrict minors[1] from receiving obscene material or sexually explicit material that is harmful to minors as defined by PA 212 and visual depictions that are obscene, child pornography or harmful to minors as defined by CIPA. This filtering method is designed to prevent access by minors to inappropriate matter on the Internet. Children under the age of 18 shall only use the Library computers designated and posted for use by minors.

2.   *Safety of Minors Regarding E-Mail.*   The Library does not filter e-mail or other direct electronic communications. It is the responsibility of the parent or guardian to educate the minor on safety and security and monitor the use of these communications.

3.   *Internet Access*. Patrons wishing to access the Library's workstations must possess a valid library card or internet user card. If a patron doesn't have either then he/she must register for a card at the Checkout desk. Then, the patron must read and accept the Library's Internet Use Policy. All patrons should be able to show proof of identification if requested by a staff member.

B.   <u>Internet Filtering – Patrons 18 Years of Age or Older</u>.

1.   *Disable Filters.* Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. The Library's wireless access cannot be disabled, so any patron who desires to have the filters disabled must use the Library's computers.

2.   *Unblock Sites.* Individuals 18 years of age or older who believe an Internet site has been improperly blocked can request that the site be "unblocked." A decision on the site's status will be made by the Director

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[1] Under Michigan Law, "adults" are 18 years of age or older. CIPA defines an adult as 17 years of age or older. As required by CIPA, 17 year olds may have the filter disabled, but only as specifically described in Section C.3 below.

or his or her designee, who will prepare a written reply to the individual submitting the form.

C. Internet Filtering – Patrons Under 18 years of Age.

1. Responsibility of Parents and Legal Guardians. As with other materials in the Library's collection, it is the Library's Policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool. Parents and youth patrons are encouraged to talk to the Librarian regarding both the benefits and pitfalls inherent in its use.

2. Un-filtering Terminals. Minors who are 17 years old may only have the filters (filters used to filter visual depictions of obscenity, child pornography and material that is deemed harmful to minors as prohibited by CIPA) disabled on a computer used by that patron for (1) bona fide research or other lawful purposes and (2) only if a parent or legal guardian has accompanied them to the Library and is sitting at the computer station or terminal at all times. Patrons under the age of 17 may not ask for the workstation to be unfiltered pursuant to the requirements of CIPA.

3. Unblocking Websites. Patrons under the age of 18 may request in writing that a particular site be unblocked, but only if the site does not include obscene or sexually explicit material deemed harmful to minors or other material prohibited by law. The Library Director shall make that determination.

IV. **Procedure for Use.**

A. Reservation/Time Limits.

1. If a User wishes to use the Internet station, the User may use a computer if he/she has a valid library card or internet user card. Internet computers are available on a first come first served basis. There are no waiting lists and time extensions are not granted when library computers are at capacity.

2. Patrons are required to sign in using their valid barcode and pin.

3. The Patron must possess a valid (not expired) library card or internet user card.

4. The User may sign up to use the Internet station for periods of only one (1) hour at a time for one time per day. Use of the Internet stations is available on a first come, first served basis. If no one is waiting, the User

may use the terminal for additional 30 minute increments until another User signs up to use the terminal.

5. Patrons must sign out by clicking the "End Session" button. Upon clicking the button the computer will reboot and reset the computer for the next patron.

B. <u>Availability</u>. The public computers are only available for use by Users if they are not being used for Library purposes, such as classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events. Library patrons should be aware that there are some computers that are limited to only the online public access catalog and research databases and have been kiosked for the intended use. The online public access computers are available on a first come, first served basis.

C. <u>Closing</u>. All computers and printers are shut down ten (10) minutes before the Library closes.

D. <u>Reimbursement for Printing</u>. The library has a print vending system through which Patrons pay for printed materials. Currently the Library charges ten ($.10) cents a page for black and white printing and seventy-five ($.75) a page for color printing. Print jobs are retained for reprinting purposes until the end of the day at which time the print jobs are purged. The Patron shall be responsible for all printing costs, so Patrons are encouraged to use "print preview" so that they are aware of the number of copies.

V. Acceptable Use.

All Users of the Library's Internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy.

A. <u>Lawful Use</u>. The Library Internet connection and workstations shall be used in a lawful manner. The Library's Internet and workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, accessing material that can be classified as obscene or child pornography.

B. <u>Intellectual Property</u>. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the User. The Library expressly disclaims any liability or responsibility resulting from such use.

C.   <u>Use Must Not be Harmful to Minors</u>. Michigan law prohibits Users from allowing minors access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit material or any other material deemed harmful to minors.

D.   <u>Compliance with Patron Behavior</u>. The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a Patron Behavior Policy. All Internet Users must comply with the Library's Patron Behavior Policy, which shall be posted in the Library.

E.   <u>Privacy; Unauthorized Access</u>. Users must respect the privacy of others by not misrepresenting oneself as another User; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.

F.   <u>Time Limit</u>. Failure to leave a computer terminal upon the expiration of the allotted time is a violation of this Policy.

G.   <u>Personal Software Prohibited</u>. The Users shall refrain from use of personal software, the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration. The User shall also refrain from downloading/uploading files to/from the Library's computers.

H.   <u>System Modifications</u>. Users are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Library computer workstation without authorization. Users may not damage or gain authorized access to the computer or network or repeatedly or intentionally visit websites that introduce spyware, malware, virus or other damaging programs.

I.   <u>Damage</u>. The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.

J.   <u>Terminal Use</u>.

    1.   Only two (2) people may use a workstation.

    2.   No person may stand behind another person.

    3.   Upon request, Library staff members may approve and allow additional Users at a workstation.

K.   <u>Personal Information; Unauthorized Release</u>. No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.

L.   Saving Files and Documents. Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media. Library computers do not allow Users to permanently save documents or personal files to the hard drive.

M.   Purposes; Prohibited Uses. The Library's Internet resources should be used for educational, informational and recreational purposes only. The Library's Internet access shall not be used for personal profit or commercial activities, including the sale of goods and services or fund raising. The Library Internet is intended for information gathering only.

N.   Chat Rooms; Instant Messaging. The use of chat rooms and instant messaging is prohibited.

VI.   Violations of Internet Use Policy.

The Library Director or the Director's designee may restrict access to Library facilities by (1) terminating or limiting computer, internet access or Library facilities; (2) immediately dismissing the patron from the premises; (3) suspending the patron's access to Library facilities for a set period of time; or (4) by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

A.   Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B.   Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy (see Section C below), the Library shall handle violations as follows:

1.   *Initial Violation.* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.

2.   *Subsequent Violations.* The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. <u>Violations That Affect Safety and Security</u>. Violations involving violations of law (including child pornography and allowing minors to view sexually explicit or other material deemed harmful to minors), violence, threatening behaviors, sexual or other harassment, vandalism, theft or attempted theft, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation.* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges. The Incident Report shall specify the nature of the violation.

2. *Subsequent Violations.* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. <u>Reinstatement</u>. The patron whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Director or the Director's designee may attach conditions to such reinstatement and shall provide written notification of those conditions and the duration of the conditions.

E. <u>Civil or Criminal Prosecution</u>. Illegal acts involving the Library's Internet access service may be subject to civil or criminal prosecution.

VII. Right of Appeal.

Patrons may appeal a decision to (1) limit or revoke privileges or (2) attach conditions to reinstatement by sending a written appeal to the Library Board within ten (10) working days of the date the privileges were revoked or limited or the written statement of conditions was provided, whichever is applicable. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

VIII. Staff Assistance.

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist Users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections should request an appointment.

PORTAGE DISTRICT LIBRARY TECHNOLOGY PLAN 2023-2025

Submitted by
Rolfe Behrje
Portage District Library Systems Administrator

EXECUTIVE SUMMARY

What is the 3-Year Technology Plan?

The Portage District Library's 3-Year Technology Plan serves as a guide for the library's technology goals and objectives. This document describes the technology initiatives for the next three years as part of a library-wide effort to fulfill the library's mission, vision, and Strategic Plan. This plan is a living plan and the technology activities and projects described in it are "proposed activities" and may change with the needs of the library and its patrons.

How is the 3-Year Technology Plan Developed?

As a way of focusing attention and expertise on technology matters, the library has teams addressing social media, web services, technology, public access projects and staff projects. These teams engage in various activities including identifying technology needs; researching & discussing new technologies; and making recommendations to library administration for possible adoption of new technologies at the library. With the dramatic growth of the technology, internet services and smart devices, the various teams add voices and knowledge to the library's technology plan. This open, decentralized method is the reason that the library is a high-quality reliable resource for its public.

What is the Process Followed to implement the 3-Year Technology Plan?

Library teams conduct extensive research, explore technology options for the library, test hardware and software and recommend technologies that would be advantageous for the library and its patrons. The ideas, plans and recommendations from these teams are documented, quoted and eventually turned into budget requests. The Library Director, Business Manager and Systems Administrator evaluate these requests as potential library projects within the budget. The decision process for making a formal technology project request starts at the administrative level where library administrators evaluate the total cost of operation (TCO) and the overall impact to the institution. If there is administrative support, then the library begins to identify sources of funding. These proposed projects are subsequently included in the library's proposed budget that is developed in May and presented to the Library Board in June/July/August for approval. There is also corresponding information about technology initiatives provided in the library's Strategic Plan. In July, the library presents its 3-Year Technology Plan to the Library Board.

In 2011, the Portage District Library put into practice a different technology refresh cycle as a cost-saving measure during a period of declining revenue. This new technology management scenario reset the standard technology refresh rate to a more stringent minimum 5-year refresh cycle, established the expectation that the replacement of essential hardware and software on an "as needed" basis. Other cost-saving tactics that the library is actively pursuing include virtualization technologies (running multiple, independent, virtual operating systems on a single physical computer) and SaaS (Software as a Service).

While longer refresh cycles, virtualization and SaaS may put increased pressure on the core network, combining resources will benefit the library by lowering the total cost of technology ownership; enabling longer, usable equipment life spans and providing for more granular control on what needs to be replaced (meaning a more modular, customized system with more flexibility).

Upgrading library technology in this manner allows the library to: (1) Spread out technology changes at the library over a longer period of time rather than having a massive upheaval every 4 to 5 years; (2) Schedule its investment in technology over a revolving 5-year cycle; (3) Re-purpose older technology where possible, and (4) Better prioritize and plan for investments in new technology as needs are identified and as financially viable.

The goals and objectives of library technology are driven by the library's vision, mission, and Strategic Plan. Technology are the tools by which the library achieves its institutional purposes and defined outcomes. Naturally, as these institutional purposes change, the library's technology initiatives follow.

Below are seven primary technology initiatives targeted for the next three years (2023-2025):

(1) The Portage District Library will make use of new technologies like RFID (Radio Frequency Identification) to empower patrons with self-service, to manage its ongoing operations effectively and to reallocate staff time for more direct personal patron assistance.
(2) The Portage District Library will build web services on standardized platforms to provide for the efficient retrieval of library information, to manage major web service offerings and to promote library services via the web in an ongoing cost-effective manner.
(3) The Portage District Library will transition from deploying local server and virtualization technology and storage consolidation to private cloud hosting (SaaS – Software as a Service) to eliminate single points of failure, to ensure that these resources are available to the maximum extent possible and reduce capital hardware investments while leveraging the Library's WAN connections.
(4) The Portage District Library will provide the necessary technology and Internet bandwidth to enable library patrons and staff to conduct daily business and functions, to make its web services available to the larger Internet community, and to allow for remote support services that will be necessary for smooth, continuous operations.
(5) The Portage District Library will provide the necessary communication tools for library staff and patrons to enable library patrons and staff to conduct daily business and functions, access digital services, to be creative and learn, and increase productivity of library operations.
(6) The Portage District Library will provide peripheral technologies (external devices that provide input to computers or receive output from computers) to extend its services to patrons in new dynamic formats.
(7) The Portage District Library will build the necessary technology infrastructure to support the library building project and extend its network to support new systems and devices.

New Technologies/Services including RFID (Radio Frequency Technology) in the next three years (2023-2025):

Adopting new technology is critical to the ongoing success of the Portage District Library. For example, RFID was both evolutionary and revolutionary for the library. Proximity read encoded numbers allowed the Portage District Library to enhance its basic circulation services, collection management services, and to introduce new efficiencies in applying these services.

Goals for New Technologies include:

(1) Providing staff tools (RFID readers, software, mobile technology, etc.) for efficiently and actively managing the library's collections and circulation.
(2) Provide expanded public service technology tools for creativity and productivity.
(3) Reviewing and proposing RFID solutions as they apply to the Portage District Library.
(4) Deploying MobileStaff for outreach circulation, membership drives and Offline transactions.
(5) Manage and extend Public Access Computer Management and Public Access Printing.
(6) Improving Wireless Access for increased density and volume throughout the physical space.
(7) Extending Wireless Access throughout the library grounds.
(8) Reviewing and expand managed technology services like firewalls and DNS.
(9) Refreshing existing and extend RFID technologies as needed.
(10)   Evaluating vending solutions for various library materials.

Goals for Web Services at the Library in the next three years (2023-2025):

Issues, ideas and goals relating to the library's web resources include:

(1) Manage and extend Content Management System (WordPress) for the library that allows better management, more flexible design, and interoperability with other library web services.
(2) Continuing to enhance security and hardening of web services.
(3) Continuing to enhance patron accessibility to the library's web resources through the library's online catalog, online databases, and digitized local history resources.
(4) Developing the library's Teams and SharePoint for collaboration and intranet resources.
(5) Review and extend Beanstack for reading program management.
(6) Monitor and enhance Responsive Web Services for non-traditional devices through the library's Device Apps (PDL Mobile, Libby, Hoopla), the library's website and the library's catalog.
(7) Exploring the feasibility of offering online reference tools that would include archived retrieval of frequently provided answers to reference questions.
(8) Utilizing formal social networking platforms like Facebook and Twitter to increase the library's web presence among all segments of the population.
(9) Developing and enhancing the SD Enterprise Discovery system.
(10)   Researching and deploying enrichment services to the catalog and research searching.
(11)   Researching digital media circulation platforms and search consolidation.

Virtualization, Cloud Hosting and Software as a Service at the Library in the next three years (2023-2025):

Server virtualization and virtual computing (methods of running multiple, independent, virtual operating systems on a single physical computer) have already saved the library thousands of dollars while empowering the library's network with greater flexibility for deploying and maintaining its electronic resources. Virtualization is estimated to have saved the library between $6,000 to $10,000 annually in power and cooling consumption, between $50,000 to $150,000 in hardware replacement costs and much more in speed/flexibility of deployment. The next steps in virtualization are investigating fully/partially/ hybrid hosted virtual cloud services Infrastructure as a Service (IaaS) and hosted services (Software as a Service - SaaS). While virtualization saved the library money and energy usage, the transition to Software as a Service and private cloud hosting will add the foci of resilience, reliability, and disaster recovery.

Goals for virtualization include:

(1) Begin transitioning from local cloud to private cloud hosted platforms and Software as a Service. The library will begin this change with its ILS (Symphony), Accounting and Records Management (Blackbaud & PaperSave) and fundraising (DonorPerfect).
(2) Build its network and WAN connections with no single point of failure to achieve optimization of processing, memory, and storage resources.
(3) Build secure network infrastructure with no single point of failure to safeguard client communication with the library's virtual environment.
(4) Expanding core switching bandwidth to accommodate endpoint growth, expanded endpoint demands from streaming services.
(5) Build reliable and consistent wireless coverage throughout the library to satisfy the growing numbers of mobile/wireless devices in use by patrons and staff.
(6) Design and deploy managed hardware and software services for enhanced reliability, security and availability.

Internet Bandwidth at the Library in the next three years (2023-2025):

As the library evolves its new web technologies, deploys SaaS and private cloud hosted services, internet access and speed are paramount and must be monitored and upgraded for successful library operations. Internet bandwidth is critical to the library's daily operations. Internet bandwidth transports that offer the great flexibility is business-grade fiber. Fiber offers the library a software upgradeable dynamic bandwidth that can address connection needs in the future. As the library builds more and more virtual services that are predicated on a functional/reliable Internet connection, the library must consider redundant connections to ensure business services are always available both internally and remotely.

Goals for Internet bandwidth include:

(1) Continually monitoring Internet bandwidth and allocating resources in a timely manner to address growing needs for connectivity.
(2) Using a point-to-point fiber connection to extend security/reliability/flexibility for remote backups, replication, and hosted virtual machines on demand.
(3) Add a redundant EVC link for business continuity and robust internet service.

(4) Provide adequate access and bandwidth for the 100+ Staff endpoints, 200+ Public Access endpoints and growing SaaS services.
(5) Provide adequate access and bandwidth to the growing number of public access users on their computers, tablets, phones, and other mobile devices.
(6) Provide adequate bandwidth for hosted services (SaaS) like OverDrive, Hoopla, MelCat databases, and Portage District Library databases.
(7) Provide adequate bandwidth and access for meetings/trainings/webinars for public and staff.

Communication Tools at the Library in the next three years (2023-2025):

Communication tools are a growing technology across all organizations. Phone and email have grown to include SMS (text messaging), Social Messaging (blogs, Facebook, Twitter), Mobile (Apps and Presence), and digital newsletters. As the various communication technologies grow, the library will take a pragmatic and cost-effective approach to adopting and integrating these technologies into its business platform.

Goals for Communication Tools include:

(1) Research mobile accessibility to library services.
(2) Setup and monitor pilot programs for the Portage District Library.
(3) Review and select new VOIP telephone system and its various services.
(4) Evaluate alternative notification services for material notification (overdues and holds), registrations and event notification, as well as library general communication.
(5) Evaluate mobility tools for library staff.
(6) Build and increase user-base of digital information products including our eNewsletter, NextReads, Evanced Events, Events Viewer, Facebook, Twitter and others.
(7) Monitor and enhance digital signage/kiosk technologies at the library.

Peripheral Technologies at the Library in the next three years (2023-2025):

Assistive peripheral technologies are growing rapidly and will allow the library to provide services in new and innovative ways. The library has already developed new services such as dynamic digital signage and electronic gaming areas.

Goals for Peripheral Technologies include:

(1) Evaluating services and training tools for library patrons through staff interaction on various devices.
(2) Monitor and upgrade the Library Document Station (LDS is a Multifunctional Copy/Print/Fax/Email/Save).
(3) Monitor and expand circulating mobile wi-fi hotspots.
(4) Monitoring and evaluating new technologies for the physical plant and grounds.
(5) Monitoring and evaluating new technologies for use in the library's meeting rooms.
(6) Monitoring and evaluating new technologies that can enhance library core service delivery.

Technology Infrastructure for Building Project in the next three years (2023-2025):
As the library designs its renovated physical plant, library technology infrastructure will be selected and designed to support its new goals, devices and services. The focus will be designing for the future.

Goals for building project infrastructure include:
(1) Providing modern cabling throughout the physical building and grounds.
(2) Providing a secure, climate controlled and redundant MDF for servers and switches.
(3) Providing IP services for Access Controls, Fire/Building Security, HVAC Controls and Lighting Controls.
(4) Performing Wireless Surveys to assure robust and dense wireless coverage throughout the physical building and grounds.
(5) Providing input to assure infrastructure can grow for the next 50 years.

Staff Technology Training in the next three years (2023-2025):
Continued emphases will be placed on enhancing the current staff's technology training. This will be done in the form of seminars, user group meetings and annual library meetings to teach staff about new ways of doing things using technology at the library. Formal training in a classroom setting will also help to decrease the library's dependence on outside technology specialists.

Goals for staff technology training include:

(1) Training in technologies like VMware, Cisco IOS, Microsoft Office 365, graphic software, CSS, HTML5 and SirsiDynix API and WEBAPI are a subset of these core technologies.
(2) Training in VMware and virtualization as core competencies for staff to be able to deploy these technologies for optimal use.
(3) Continue to send staff to annual meetings for COSUGI and other technology-based organizations.
(4) Design staff training using tools like Niche Academy, video and screen casting.
The Portage District Library will build the necessary technology infrastructure so support the library building project and extend its network to support new systems and devices.

Keeping Up to Date on New Technologies in the next three years (2023-2025):
As the library looks toward the future, a watchful eye will be kept on emerging technologies.

Goals for keeping up to date on new technologies will include:

(1) Watching and assessing other new technologies of note such as: IoT, SaaS, PaaS, IaaS, dynamic digital signage, search interfaces as non-traditional devices (iphones) become more and more prevalent; enhance VOIP (Voice Over Internet Protocol); and Web 2.0+ technologies to keep the library in the forefront as the community's information hub.
(2) On the administrative side of the library's technology services, there will be a focus on further developing the library's Intranet as a mechanism for disseminating information, managing projects/knowledge, and fostering internal communication.
(3) Continue to monitor Modern Library Awards, Marshall Breeding Library Technology Guides and Trends, and others.

How will the 3-Year Technology Plan be Re-Evaluated and Updated?

The library's technology initiatives over the next three years will focus on three primary targeted areas for technology advancements: infrastructure bandwidth/redundancy, administrative services, and public access services. Various analytical methods are employed to ensure that all areas will have appropriate technology applied to enhance these areas of services, such as:

➢ Reviewing of technology needs during the annual budgeting process to ensure that funding for library technology is based on actual needs of library patrons and staff.
➢ Analyzing of the library's monthly usage statistics to determine how patrons are using the library's resources and to identify statistical trends over multiple years.
➢ Compiling and analyzing of new statistics from the Library Document Station, Desktracker, Volgistics and surveys to spot trends for activities and services and to establish priorities.

Following extensive analyses as described above, the library's *3-Year Technology Plan* is re-evaluated each year considering direct and relayed observations, state and national trends, new technological advancements, economic conditions and most importantly PDL usage statistics. It is updated accordingly and presented to the Library Board in July of the following year. Due to the constant advancements and rapid changes in technology, the library's 3-*Year Technology Plan* is in a constant state of evolution and should be regarded as a work in progress or living plan.

<u>CONCLUDING REMARKS</u>:

The *Portage District Library's 3-Year Technology Plan* serves as a master planning document for technology at the library. It is intended to be used by the Library Systems Administrator and our system integrators as a "blueprint" for the library's technology infrastructure. The details that are provided in this document will outline the library's vision for its network in 2023-2025 and will be used as a guide for selecting technologies and software in the future. For these reasons, a significant amount of time and effort will be spent defining expectations and desired outcomes for technology at the library, and the contents of this *3-Year Technology Plan* will reflect that effort and will also coincide with the library's approved Ends Statements which drive all activities at the library including the library's technology initiatives and the library's budget.

Mission Statement

To inspire learners, enrich lives, and empower our community.

Vision Statement

Unlocking infinite possibilities through unlimited resources for all members of our community.

Ends Statements 2018-2022

Ends Statement #1

Optimize access to resources for information, education, and entertainment.
We will accomplish this by providing a collection of tools to facilitate creating and learning and by reaching the community at their diverse literacy needs.

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.

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.

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.

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.

State of Library Network

Servers - Servers have all been virtualized utilizing VMware VSphere 5.5 software. Currently, the library has 30+ virtual servers running on three physical servers. The library has also consolidated storage utilizing Storage Area Network technology (SAN). For backup and disaster recovery, the library operates a dedicated point-to-point connection where server replicas are stored offsite. The library maintains a backup/network management server that houses server backups.

Software as a Service - The library is currently transitioning 15+ virtualized servers to a Software as a Service platform.

Private Cloud Hosted - The library is currently consolidating and transitioning 10+ virtualized servers to a private cloud hosted platform.

Network Infrastructure - Currently, the library has standardized on Cisco equipment for switching and routing within its network, APC for uninterrupted power service and Panduit for physical connections. This equipment is responsible for keeping the core connectivity between our workstations, servers, SAN and the outside world. The library has added Power over Ethernet (PoE) services to its switches for connecting PoE devices. The library also employs specialized network electronics to provide secure and authenticated wireless access for its public. As technology and its complexities grow, the library's technology must also follow suit. To this end, the library has upgraded its core switching from 10Mb to 100Mb to 1 GB over time in a pragmatic manner.

The Portage District Library maintains an Ethernet Virtual Circuit (EVC) circuit between the Portage District Library to Aunalytics. This EVC transports both network and internet traffic and is currently being used to replicate its storage remotely. In 2017, this EVC was used as transport for core network communications as the library transitions to a hosted network core model and the library will expand its internet bandwidth. In 2022, a second fiber circuit will be installed for redundancy, expanded internet connectivity and future growth. Also in 2021, the library will upgrade its core switching to meet the ever expanding bandwidth demands and devices at the library. Wireless access will also be addressed for both coverage (Library building and grounds) and density.

Staff Technology - Currently, the library has a mixture of desktops and laptops totaling 52 devices (workstations, laptops and tablets) and has a standardized brand and model. This standardization reduces the TCO (total cost of operations) for the library and enables the library to employ a single network administrator. The library operates 7 networked laser printers and 2 color copier/printers for staff printing. These imaging units have been located strategically throughout the library for ease of use and need.

Public Access Technology - The public access computing side of the library's network includes catalog stations, internet access stations, circulating and training laptops, electronic display stations, eReaders, and game consoles. This mixture of desktops, laptops, thin clients and non-standard devices amounts to more than 90 access points for the public access device pool. The

library has one B&W laser printer and one Library Document Station offering these services: (1) Copy/Print; (2) Save to … USB drive / Smart Device / Email / Cloud Storage and (3) Fax.

Network Services

The Portage District Library's network is expected to maintain the following list of services:

- ❑ Integrated Library Automation Services
  - o SD Symphony: Cataloging, Circulation, Acquisitions, Serials, MobileCirc
  - o SD Enterprise Discovery Server: Internal Public Access, External Public Access, Enriched Content Services, Integrated Searching Services, eResources Central
  - o SD Web Services Server
  - o SD SIP Services: Authentication to Databases and E-Content
  - o BlueCloud Analytics: Statistical Data from our Integrated Library System
  - o Exit-Watch: Bibliotheca software for monitoring RFID exit gates
  - o Bibliotheca Self-Checkout, Auto Check-in, Digital Library Assistant
  - o EZ- Proxy: Authenticated Access to Licensed Databases for Remote Access
  - o ContentDM: Digital Archive Software
- ❑ Public Access Computing Services
  - o Envisionware PC Reservation – manages computer access for patrons
  - o Envisionware LPT:One – manages vended public access printing
  - o Envisionware LDS (Library Document Station): Copy, Scan and Send Services (Copy, Fax, Smart Device, USB, Email, OneDrive, Google Drive, and Dropbox)
  - o OpenDNS Umbrella: Public Access Filtering and Security Services.
  - o Envisionware MobilePrint: printing from home or from patron device
  - o Circulating Laptops for patron use throughout the library
  - o Circulating Mobile Hotspots
- ❑ Edutainment Services:
  - o Educational Computers
  - o Digital Signage application offers the library a dynamic information portal for internal services
- ❑ Business Applications Services
  - o Cisco Call Manager VoIP Services
  - o Business Productivity Applications: Microsoft Office 2016/Office 365
  - o Intranet Services: Microsoft Teams / Sharepoint
  - o Accounting Services: Blackbaud Financial Edge, PaperSave Pro
  - o Business Intelligence: Infortel Call Accounting, Proclarity and SQL Server
  - o FundRaising Services: DonorPerfect
  - o Schlage Prox Key Security Services
  - o IT Management: Spiceworks, Software Update Services, Faronics Deepfreeze, Ninite Pro, AD Group Policies, Sophos AV, Veeam Backup and Replication, HP Management Software, VMware Vcenter, vSphere
- ❑ Printing Services
  - o The library offers both black/white & color printing services to both the public and the library staff.
- ❑ Internet Services
  - o The library currently uses a dynamic fiber optic connection to the Internet. This connection is the most crucial tool for delivering library services. The library uses this connection to replicate its core network operations center as well as store backups.

Web Services

The following is a list of Web-Based Services that the library expects to maintain, develop and enhance:

- ❑ Library Website
  - o A crucial service for all organizations today is their website. The library will focus on developing an application that is manageable by a wider spectrum of library staff and keeping content fresh and accurate. The focuses of this site will be (1) public access catalog for both traditional and e-material, (2) research resources including Internet links, research databases and interactive features between staff and patrons, and (3) library programs and events for ongoing personal development.
- ❑ Library Online Databases
  - o Online Databases (Internally and EZProxy) is also a key focus for the library's image. Offering a broad array of accessible database content will continue to make the library a choice information provider.
- ❑ Library Public Access Catalog
  - o The Public Access Catalog (Enterprise) allows patrons to search and retrieve information on the library's holdings both in-house and remotely. This service has grown dramatically over the past three years and is expected to continue to develop. Enrichment tools like Novelist, Cover Art and Book Reviews have dramatically increased the usability, reader advisory services and self-service discovery. The library will extend these functions to include eContent (eBooks and eAudio) utilizing eResource Central and may consider local history content.
- ❑ Library E-Services
  - o The library publishes an e-newsletter monthly to keep patron informed about events at the library. The library also offers e-notices for holds/overdues/pre-due notices. The library also offers access to its local history resources through it digitization project. In 2017, the library moved from a locally developed Summer Reading software product to a SaaS model provided by BeanStack.
- ❑ Library Events Calendar Online
  - o Library Programs & Events are a popular service provided by the library and is managed by Evanced, an online meeting room and event booking software.
- ❑ Library Mobile Services
  - o Library Information, Searching, Digital Content Access through mobile applications. The current Mobile Apps menu is Overdrive, Freegal, Tumblebooks, and Hoopla and these mobile/web apps are used for eMaterials. Boopsie and Bookmyne are mobile searching apps for the library catalog and digital information.
- ❑ Library Social Media Services
  - o The library is actively using Facebook and Twitter as a marketing and communication tool for its traditional and digital services. These services have grown dramatically over the past 2 years and will continue to grow as the library operationalizes its use with daily operation.

Evaluating Our Progress

The goals and objectives for Portage District Library's network and web design is reviewed on an ongoing basis through a combination of internal meetings of the administrative, social media, and departmental teams, as well as, external meetings with network and web partners.

In addition to these teams, the library utilizes staff attendance at library and technical conferences to keep up-to-date on technological advancements in the library field. The library also schedules annual network security audits to address the library's progress toward securing its network borders and protecting its most valued asset "information".

Every year, the library's teams and the Library Systems Administrator make budget recommendations to the Library Director in the form of ongoing maintenance for current technology, budget requests to refresh existing technology and budget requests for technology upgrades. These annual reviews ensure appropriate budgets are available for library technology.

These internal and external meetings allow the library to make any necessary course corrections throughout the life of its technology. Applying these pragmatic plans create a more dynamic and responsive set of library technologies. Each year this living document will ebb and flow with the changing needs of technology at the Portage District Lasibrary.

PORTAGE DISTRICT LIBRARY   COMMUNICATION

To: Portage District Library Board

From: Christy Klien, Library Director

Date: July 21, 2022

Subject: Final Review and Approval of the Proposed FY 2023 Budget

The Portage District Library has a Proposed FY2023 Budget. Some small changes have been made since it was reviewed in June, and Business Manager Rob Foti will review those adjustments at the July 25, 2022 Board Meeting. The FY 2023 Budget will be available for public inspection following the board meeting.

The FY 2023 Budget and millage rate will be voted on following a Public Hearing on August 22, 2022.

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

July 25, 2022

Table of Contents

	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	$ 1,858,492	$ 141,356	8.2%	$ 1,923,537	$ 65,045	3.5%
Fringes & Benefits	699,678	720,772	21,094	3.0%	741,617	20,845	2.9%
Library Materials	663,303	674,066	10,763	1.6%	691,531	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%	$ 4,628,005	$ 113,455	2.5%
CAPITAL PROJECTS							
Capital Projects	$ 1,346,000	$ 1,284,100	$ (61,900)	-4.6%	$ 1,296,883	$ 12,783	1.0%
Total Expenses	$ 5,571,340	$ 5,798,650	$ 227,310	4.1%	$ 5,924,888	$ 126,238	2.2%

	Year End 2022	Year End 2023	Difference	% of Total Exp	Year End 2024	Difference	% of Total Exp
RESERVES							
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 improvemet 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 milleage. 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 as 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 decresed 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	247,122	26,212	11.9%	255,771	8,649	3.5%
Substitute Salaries	10,500	7,535	(2,965)	-28.2%	7,798	263	3.5%
Total Salaries & Wages	$ 1,717,136	$ 1,858,492	$ 141,356	8.2%	$ 1,923,537	$ 65,045	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	142,046	6,347	4.7%	147,017	4,971	3.5%
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	142,176	10,847	8.3%	147,150	4,974	3.5%
Total Fringes & Benefits	$ 699,678	$ 720,772	$ 21,094	3.0%	$ 741,617	$ 20,845	2.9%
Total Salaries & Benefits	$ 2,416,814	$ 2,579,264	$ 162,450	6.7%	$ 2,665,154	$ 85,890	3.3%

SALARIES & WAGES - Fiscal Year 2023

>*Staff Salaries & Wages*: Salaries and wages for all positions are being budgeted to increase 8.2% 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 4.7% 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.

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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 2022 Budget	FY 2023 Budget Request	Variance	Percent Change	FY 2024 Budget 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	210,530	10,508	5.3%	223,500	12,970	6.2%
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	$ 674,066	$ 10,763	1.6%	$ 691,531	$ 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. Collecton 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 2022 Budget	FY 2023 Budget Request	Variance	Percent Change	FY 2024 Budget Estimate	Variance	Percent 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 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 inititives to patrons.

	FY 2022 Budget	FY 2023 Budget Request	Variance	Percent Change	FY 2024 Budget 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 signifcant 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 Enterpise 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 Request	Variance	Percent Change	FY 2024 Budget Estimate	Variance	Percent 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 2022 Budget	FY 2023 Budget Request	Variance	Percent Change	FY 2024 Budget Estimate	Variance	Percent 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 expeditures 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 expeditures in this line at this time.

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

> ***Non-Capital Furnishings Repair - Youth:*** The Library is budgeting for no planned expeditures 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 2022 Budget	FY 2023 Budget Request	Variance	Percent Change	FY 2024 Budget Estimate	Variance	Percent 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 maintence 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 2022 Budget	FY 2023 Budget Request	Variance	Percent Change	FY 2024 Budget 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%	196,533	46,533	31.0%
Building Improvement Project	-	-	-	0.0%	-	-	0.0%
Total Capital Projects	$ 1,346,000	$ 1,284,100	$ (61,900)	-4.6%	$ 1,296,883	$ 12,783	1.0%

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.