

## NOTICE OF REGULAR MEETING

### **LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, January 23, 2023 at 6:00 p.m.**

The Library Board of the Portage District Library will hold a regular meeting on Monday, January 23, 2023 at 6:00 p.m. This meeting will be held at 300 Library Lane. The purpose of this meeting is for the discussion of library business. The Library gives notice of the following:

1. **Meeting Attendance.** The public hearing and regular meeting is being held in person. However, the public may attend and offer public comment electronically. The Library wants to ensure participation by the public if the public cannot be physically present.

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

You are invited to a Zoom webinar.

When: Jan 23, 2023 06:00 PM Eastern Time (US and Canada)

Topic: Portage District Library Board Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81006552466>

Or One tap mobile :

US: +13092053325,,81006552466# or +13126266799,,81006552466#

Or Telephone:

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

US: +1 309 205 3325 or +1 312 626 6799 or +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 305 224 1968 or +1 669 444 9171 or +1 669 900 9128 or +1 689 278 1000 or +1 719 359 4580 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000

Webinar ID: 810 0655 2466

International numbers available: <https://us02web.zoom.us/j/81006552466>

3. **Contact Information.** For those people who desire to contact members of the Library Board to provide input or ask questions on any business that will come before the public body at the meeting, please contact Quyen Edwards at [qedwards@portagelibrary.info](mailto:qedwards@portagelibrary.info) prior to the start of the meeting.

4. **Persons with Disabilities.** Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify Quyen Edwards at [qedwards@portagelibrary.info](mailto:qedwards@portagelibrary.info) within a reasonable time in advance of the meeting.

Dated: January 19, 2023

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



# PORTAGE DISTRICT LIBRARY BOARD

## Regular Board Meeting to be held on

January 23, 2023

300 Library Lane, Portage, Michigan 49002

## AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff (15 minutes total)
- IV. Adoption of the Agenda for the Regular Meeting of January 23, 2023 (1 minute) (Vote)
- V. Consent Agenda (5 minutes) (Vote)
  - A. Minutes of the Regular Meeting held on December 12, 2022. *Pg. 5-10*
  - B. 2023 Library Board Roster *(Info) Pg. 11*
  - C. Community Meeting Room Policy and Update *(Info) Pg. 12-17*
  - D. Budget Amendment Request to Increase Expense Lines in the FY 2023 Budget to Offset Unpaid Encumbrances. *(Info) Pg. 18-19*
  - E. Narrative Report for December 2022. *(Info) Pg. 20-26*
  - F. Report on Financial Condition for December 2022. *(Info) Pg. 27-29*
  - G. Marketing Update for December 2022. *(Info) Pg. 30-31*
  - H. Advocacy Update for December 2022. *(Info) Pg. 32*
  - I. Statistical Report for December 2022. *(Info) Pg. 33-34*
  - J. Year-End Statistical Report for FY 2022. *(Info) Pg. 35-40*
  - K. Library Board Linkage *(Info) Pg. 41*
  - L. Updated Staff Organizational Chart *(Info) Pg. 42*
- VI. Governance (60 minutes)
  - A. Election of Library Board Officers for 2023. *(Vote) Pg.43*
  - B. Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends, and Library Board Secretary for 2023. *(Info) Pg. 44*
  - C. Annual Signing of “Conflict of Interest” Statements by Trustees. *(Info) Pg. 45-46*
  - D. Memo: MiDEAL Extended Purchasing Program *(Vote) Pg. 47*
  - E. Consideration of Guests/Presenters to be Invited to Board Meetings in 2023. *(Info) Pg. 48*
  - F. 4<sup>th</sup> Quarter Financial Report for Fiscal Year 2022 & Variance Report. *(Info) Pg. 49-51*
- VII. Ends Development (30 minutes total)
  - A. Endorsement of Library Director's Personal Goals for 2023. *(Vote) Pg. 52*
  - B. Library Director 3 Year Contract *(Vote) Pg.53*
  - C. 4<sup>th</sup> Quarter 2022 Strategic Plan Statistics *(Info) Pg. 54-58*
  - D. End-of-Year Report on accomplishment of all End Statements in 2022. *(Info) Pg. 59-74*
- VIII. Monitoring to Assure Compliance with Executive Limitations (5 minutes)
  - A. Monitoring Report on Executive Limitation: Global Executive Constraint. *(Info) Pg. 75-76*
- IX. Library Director's Reports (15 minutes total)
  - A. Final remarks by Library Director for the January 23, 2023 Library Board Meeting
- X. Process Evaluation (5 minutes total)
  - A. Suggestions for Agenda Items to be included on the February 27, 2023 Board Meeting
    1. Minutes of the Regular Meeting held on January 23, 2023.
    2. Review of Library Board Bylaws.
    3. Donations Report for Funds Received in 2022.
    4. Approval of Allocation of 2022 Gifts & Donations for Expenditure in 2023.

5. Finalization of Guests to be Invited to Board Meetings in 2023.
6. Monitoring Report: Emergency Library Director Succession.
7. Monitoring Report: Treatment of Consumers.
8. 2023 Marketing Plan.

B. Assessment of this meeting

C. Miscellaneous Items

XI. Adjournment

# PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

**December 12, 2022**

**300 Library Lane, Portage, MI 49002 - 6:00 PM**

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

## II. Roll Call

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

*Board Members Absent:* Carol Bale and Jeanne Friedman

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

*Library Staff Absent:* Quyen Edwards

*Guests Present:* Cara Terry, Trustee-Elect

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

A. Comment from Trustee Behr – Behr mentioned that she received an email from Trustee Carol Bale regarding her end of term as a board member. The email mentioned that she was happy to have worked with everyone over the past few years and that she believes that the board members will continue to help strengthen the programming that the library has been doing. She wishes everyone the best.

DISPOSITION: The Library Board acknowledged the comments made by Trustee Behr.

## IV. Adoption of the Agenda for the Regular Meeting of December 12, 2022.

Library Board Chair Behr asked if there were any changes needed to the agenda for the December 12, 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 Vance that the Library Board adopt the agenda for the regular meeting of December 12, 2022. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

## V. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the December 12, 2022 board meeting before its adoption. Trustee VanderVries requested the removal of Item J - Legislative Update for October & November 2022.

- A. Minutes of the Regular Meeting of October 24, 2022.
- C. Review of FOIA Policy.
- D. Approval of Annual Calendar of Library Board Activities for FY 2023.

- E. Narrative Report for October & November 2022.
- G. Financial Condition for October & November 2022.
- H. Marketing Update for October & November 2022.
- I. Statistical Reports for October & November 2022.
- J. MLA Advocacy News for October & November 2022.
- K. Library Board Linkage for December 2022 and January 2023.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Vance to approve the amended consent agenda with the removal of Item J. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

Item J. - Legislative Update for October & November 2022. – Trustee Vander Vries mentioned because it was a lame duck election and there has been talks about the veteran reimbursement exemptions and housing bills.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Vance to approve Item J - Legislative Update for October & November 2022 after discussion. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

## VI. Governance

### A. Holiday Schedule for Library Hours of Operation in 2023

Trustees discussed that Kalamazoo Public Library is closed for Juneteenth, while Willard Library is open with programming reflecting the holiday.

MOTION: It was moved by Trustee Vance and supported by Trustee Baker to approve the Holiday Schedule for Library Hours of Operation in 2023 as presented, including Juneteenth. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

### B. Adoption of Schedule of Library Board Meetings for 2023.

The library board had a discussion about the March 2023 meeting being moved up a week because of Spring Break. Discussions of February could also be a problem because of midwinter break, but the week before is Presidents Day. The trustees present said they would reconsider in January for the February meeting if date needs to be changed when Trustee Friedman (a PPS teacher) is available for input.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Vander Vries to approve the 2023 Library Board Meeting schedule as presented. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

### C. Appointment of Nominating Committee Chair to survey trustees' interest in Board offices in 2023.

Board Chair Behr said she would entertain a volunteer for a nominating committee chair for 2023. Trustees Behr, Vance, and Whitlock volunteered. Board Chair Behr said that the Board Officers included chair and vice chair, and the committees (which will be appointed by the Board Chair) included personnel (2) and Friends liaison (1).

DISPOSITION: The Library Board accepted Trustee Whitlock as the Nominating Committee Chair to survey trustees' interest in Board offices in 2023.

### D. Changing Practices for Teacher Cards

Explanation by Head of Circulation and Technical Services Abby Pylar stating that we are trying to make it easier for those who are teaching those in our community to have full access to

resources in order to better serve our students. There was discussion regarding if it would include substitute teachers or not. Decided that it would be for long-term subs, after we contact administrator of school, if the need arises.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Baker to approve the request to provide educator cards before a reciprocal card to those working in educational institutions as well as allowing a badge or digital presence on the institution's website as adequate documentation of employment. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

E. Creating Temporary Cards for Those without Proper Documentation

Explanation by Head of Circulation and Technical Services Abby Pylar that some people were misinformed of what they needed to come in and get a library card. We are trying to get to Yes with the patrons, so if they made the effort to come into the building, we will provide them with a temporary shortened card. They will need to provide the more informational documentation upon their return. We will be putting notes in the patrons' accounts so that we do not have people trying to extend their card.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Baker to approve the request to provide three months of library card access to people who come into the building to get a card, but do not have the proper documentation. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

F. Bulletin Board Policy

Library Director Klien said the next three agenda items are policy drafts from the attorney. After hearing her speak at a conference, Klien determined that we needed to update or provide a policy. In the past, we had procedures regarding these topics, but no official policy. The new policy states that items to be posted on the Community Bulletin Board will have to go the Adult Information Desk to get approval and can only stay up for a certain period of time.

MOTION: It was moved by Trustee Baker and supported by Trustee Vander Vries to approve the Bulletin Board Policy as presented. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

G. Resolution to Adopt Public Comment Policy

Klien said the draft presented was also from the library's attorney. There was discussion regarding if there needs to be mention of the online presence. It was assumed that because we allow a hybrid situation that the policy would cover those who wished to speak virtually as well. Wording will need to be changed from President to Chair, as we do not have a board president.

MOTION: It was moved by Trustee Vance and supported by Trustee Vander Vries to approve the policy with it amended to read Board Chair. Roll Call Vote: Behr – yes, Baker – yes, Vance – yes, Vander Vries – yes, Whitlock – yes. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

H. Programming Policy

Library Director Klien presented the final new policy as proposed by the library's attorney. There was discussion regarding if we needed to include those who wished to do political programming. Determined that it was covered under the Library Director's discretion so as to not have to list every anomaly that we could have.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Whitlock to approve the Programming Policy as presented. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

## VII. Ends Development

### A. Memo: Re End-of-Year Report on accomplishment of all End Statements in 2022

In January 2023, trustees will receive the final Narrative Report that reflects 2018-2022 Strategic Plan projects, 4<sup>th</sup> Quarter 2022 Strategic Plan Statistics, and the final End of Year Report.

DISPOSITION: The Library Board will receive the End-of-Year Report on accomplishment of all End Statements in 2022 in January 2023.

### B. Strategic Plan 2023-2026

Discussed about how the strategic plan is going. We will continue to work on it over the next few months to come up with all of the tasks/projects. Mentioned that this has been the easiest strategic plan to have gone through because of the help from facilitator Amanda Standerfer.

MOTION: It was moved by Trustee Baker and supported by Trustee Whitlock to approve the Strategic Plan 2023-2026 as presented. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

## VIII. Library Director's Reports

### A. Remarks by Library Director for the December 12, 2022 Library Board Meeting.

- a. Show and Tell from Steve – Because of the Heritage Room moving upstairs, there has been an increase in visibility. Which means that more people have been willing to bring in donations. Some of the donations that we have received recently he brought in to show. There is a family that has been in the Schoolcraft/Three Rivers/Portage area since the 1840s. The family donated papers that had been signed by the potential first resident of the area when Michigan was still a territory. There was also period clothing. This clothing is going to be taken to Greenfield Village to talk to a conservator so that we can display it. There was also a large obituary file, which we are one of the very few libraries in the area that did not have one. There was discussion regarding eventually getting the items digitized.
- b. Rolfe wanted to mention the statistics. With being closed for 2 months and at a different location for 2 months this year, we still managed to do 685000 checkouts since we have been back in the building, which is almost a record setting year. This just goes to show that the public is happy to have us back. A big kudos to the staff for enduring all of that. The study rooms have also increased usage by roughly 200%
- c. Christy mentioned some things that we are going to try implementing in the next year
  - i. Paid holiday time for part-time staff. This will be for the holidays that fall during the week, not the weekend
  - ii. Lifelock program for staff security
  - iii. Paid sick time for part-time staff; review to make sure we are in compliance with law.
  - iv. Healthiest you – telehealth for staff mental, nutrition, neck, and back. This is not to be in replacement of health insurance. It is in addition to.
  - v. Compensation salary survey, which is hoping to be finalized in January
  - vi. Many thank you's to the board and staff

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



## IX. Library Personnel

- A. Personnel Committee's recommendation for Library Director's compensation in 2023.  
Decided against going into a closed session. For ease of notetaking and because of the vote, it was decided against going into a closed session.

Board believes that Library Director Klien meets or exceeds all expectations for the position. There were no criticisms. Klien mentioned that if there ever were, that the board is always able to come and talk to her. There was mention of goal suggestions, including the strategic plan, staffing, and community engagement. Trustee Vance said congratulations for another excellent year and the community is lucky to have a library director like Klien. Trustee Vander Vries said Klien does a great job keeping it all together. Trustee Baker mentioned that is all going well because she makes it look so easy. Klien mentioned that it was because of the wonderful staff.

MOTION: It was moved by Trustee Vance and supported by Trustee Vander Vries to approve the a 3.5% raise and a \$1,000 performance bonus to Library Director Klien. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

Because of some confusion, there will be discussion about the evaluation process once Trustee-Elect Cara Terry is sworn-in and part of the Library Board discussions.

### B. 2022 Year End Discussion Regarding Library Staff Performance Recognition

From doing so much between the move and summer reading and working really hard through everything, Library Director Klien suggested that the board approve staff bonuses based on those performances. Full time staff will receive \$1000, part time \$500, and subs \$100. This will be prorated.

MOTION: It was moved by Trustee Vance and supported by Trustee Vander Vries to approve Staff Performance Recognition as recommended by Library Director Klien. 5-Yes, 0-No, 2-Absent (Bale, Friedman). Motion carried.

## X. Process Evaluation

### A. Suggestions for Agenda Items to be included on the January 23, 2023 Board Meeting

1. Minutes of the Regular Meeting of December 12, 2022.
2. Review of Community Meeting Room Policy.
3. Review of Library Privacy & Search Warrant Policy.
4. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2023 Budget to Offset Unpaid Encumbrances.
5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.
6. Election of Library Board Officers for 2023 & Appointment of Library Board Personnel Committee, Board Liaison to the Friends of the Library, and Library Board Secretary for 2023.
7. Annual signing of "*Conflict of Interest*" Statements by trustees.
8. Discussion about guests to be invited to Library Board meetings & staff presentations in 2023.
9. Endorsement of Library Director's Personal Goals for 2023.
11. 4<sup>th</sup> Quarter Financial Report for Fiscal Year 2022 & Comments on Year-End Results.
12. 4<sup>th</sup> Quarter Strategic Plan Statistics

13. Monitoring Report on Executive Limitation: Global Executive Constraint.

B. Assessment of this meeting

C. Miscellaneous Items – Trustee Vance mentioned that the Veteran’s Day exhibit was outstanding. Trustee Whitlock mentioned that there has been an incredible amount of programming happening and gave kudos to the entire staff for doing all of those.

XI. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of December 12, 2022.

DISPOSITION: The regular board meeting of December 12, 2022 was adjourned at 7:08 PM.

Recorded and Transcribed by,

A handwritten signature in black ink, appearing to read 'Abigail Pylar', written in a cursive style.

Abigail Pylar, Substitute Library Board Secretary



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

**LIBRARY BOARD 2023 ROSTER**  
 Revised: January 12, 2023

NAME	ADDRESS	CONTACTS	TERM EXPIRES
<b>Ken Baker</b>	2187 Austin Shores Ave. Portage, MI 49002	269-998-4395 kenbaker0425@aol.com	December 31, 2024
<b>Michele Behr</b>	6526 Robinswood Street Portage, MI 49024	(269) 365-0094 (Home) (269) 365-5387 (Cell) mdbehr@yahoo.com	December 31, 2024
<b>Jeanne Friedman</b>	3045 Kalarama Portage, Michigan 49024	(269) 323-8991 (Home) (269) 569-6777 (Cell ) jfriedman@portageps.org	December 31, 2026
<b>Cara Terry</b>	9895 Fort Myers Parkway Portage, MI 49002	(269) 598-8878 carayterry@gmail.com	December 31, 2026
<b>Tom Vance</b>	7673 Moors Pointe Way Portage, MI 49024	269-327-5463 (Home) prguy1955@gmail.com	December 31, 2024
<b>Donna VanderVries</b>	1225 Holiday Lane Portage, MI 49024	(616) 802-0044 (Cell #1) (231) 750-6750 (Cell #2) osulawyer@hotmail.com	December 31, 2026
<b>Linda Whitlock</b>	9706 Oakview Drive Portage, MI 49024	(269) 327-0583 (Home) (269) 370-4374 (Cell) whitkazoo52@gmail.com	December 31, 2024
<b>Christy Klien</b> ( <i>Library Director</i> )  (269) 585-8721 (Office #) (269) 216-1953 (Cell #)  <a href="mailto:cklien@portagelibrary.info">cklien@portagelibrary.info</a>			
<b>Quyen Edwards</b> ( <i>Assistant to the Director &amp; Library Board Secretary</i> )  (269) 585-8701 (Office #) (269) 455-9004 (Cell #)  <a href="mailto:qedwards@portagelibrary.info">qedwards@portagelibrary.info</a>			

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** January 17, 2023  
**Subject:** Community Meeting Room Policy Update

### **BACKGROUND**

The Library's Community Meeting Room Policy was revised and approved at the September 26, 2022 Library Board Meeting. At that time, the Board approved some changes to the policy and expressed an interest in hearing an update in January 2023.

### **UPDATE**

From Meeting Room Coordinator Kathy Morris:

Meeting rooms have been available to rent since the beginning of November. We have updated our website and provided some pictures of the various meeting rooms. From November to the middle of January, I have booked 4 reservations. I have had more calls coming in, but unfortunately, I have not been able to accommodate some of them. Some are looking for having a birthday party, or shower, etc. and those are prohibited by policy.

I haven't found any increase in pricing with other places for their rental rooms this year. The feedback I have received is that our prices are affordable. I really don't have a comparison to make, as of now, until we get into offering more in the line of technology.

A lot of needs have been met with all the current study rooms and the 8 person study room we have to offer. I have been able to direct patrons to those rooms which can be reserved or are available on a first come first served basis, which would accommodate what they are looking for, instead of paying for a room.

### **RECOMMENDATION**

At this time, no additional changes to the Community Meeting Room Policy are recommended.

## PORTAGE DISTRICT LIBRARY

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### Community Meeting Rooms Policy

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The mission of the Portage District Library (“Library”) is to provide quality Library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides community meeting rooms for Library programs as well as Library business meetings. When the community meeting rooms are not scheduled for Library-sponsored or co-sponsored events, they may be used by the public within the parameters set by the Policy. The community meeting rooms are intended to host organized meetings and are not available for private, party-type functions such as birthday parties and showers. The restrictions of this Policy regarding Application and Scheduling do not apply to Library-sponsored or co-sponsored events. The regulations in the policy apply to all community meeting rooms unless otherwise specified.

#### A. **Reserving, Scheduling and Rental Charges of the Library’s Community Meeting Rooms:**

1. Community meeting rooms may be reserved by any person, group or organization.
2. Library use of community meeting rooms takes precedence over all other uses. If the Library should find it necessary to cancel a scheduled activity in a community meeting room, then the Library Staff person in charge of room reservations will notify the User that booked that room that other arrangements must be made. A full refund of the room fee will be issued to the User. The Library shall not be responsible for any loss, damage or other claim based on the cancellation.
3. Reservation Process.
  - A. Any person 18 years or older may request to reserve the community meeting rooms by contacting our Meeting Room Coordinator. If the person is requesting the room for a corporation or organization, that person must have authority to do so.
  - B. If you need to cancel the reservation, the User must provide the Library 24 hours’ notice.
  - C. At the time of room use, the User must sign a community meeting room Application that includes Waiver of Liability prepared by the Library. The Library is released and held harmless from any and all claims for personal injury, property damage or other claims as a result of the use or application to use the community meeting room.
  - D. Users shall not promote that the event or meeting is at the Library until the Library confirms the reservation is accepted. The Library shall not be used as the address, information contact source, or headquarters for Users using the Library community meeting rooms.
  - E. Reservations may not be transferred to other Users.
4. Any use of the community meetings rooms is not sponsored by the Portage District Library unless sponsorship is expressly approved in writing by the Portage District Library. Groups shall not cause a probability of confusion or misunderstanding as to sponsorship of their use of the community meeting rooms by the Portage District Library. Use of facilities does not imply Portage District Library endorsement of the group or ideas presented at the meeting. A written disclosure is required in all advertising from outside groups that use advertising to promote their

## PORTAGE DISTRICT LIBRARY

### Community Meeting Rooms Policy

meeting. A verbal disclosure is required for all others. The following statement is required: **“This program is neither sponsored nor endorsed by the Portage District Library.”** Use of the Portage District Library logo on advertising by outside groups is prohibited.

5. Rooms are to be booked on a first-come, first-served basis in two-hour blocks of time, and may be reserved a maximum of two months in advance. A community meeting room rental charge shall be required as set forth below and the fee is based on a two-tier system. Room access will be denied if payment of the rental charge is not received prior to the start of the rental period.

SINGLE ROOM RENTAL PRICES are as follows per two-hour block:

Meeting Room	Tier 1	Tier 2
Austin Lake Room	\$25.00	\$55.00
Sugarloaf Lake Room	\$20.00	\$50.00
West Lake Room	\$20.00	\$50.00
Long Lake Room	\$20.00	\$50.00

COMBINED ROOM RENTAL PRICES are as follows per two-hour block:

Meeting Room Combinations	Tier 1	Tier 2
Austin + Long + Sugarloaf + West Lake Rooms	\$85.00	\$205.00
Austin Lake + Sugarloaf Lake + West Lake Rooms	\$65.00	\$155.00
Austin Lake + Long Lake + Sugarloaf Lake Rooms	\$65.00	\$155.00
Austin Lake Room + Sugarloaf Lake Room	\$45.00	\$105.00
Sugarloaf Lake Room + West Lake Room	\$40.00	\$100.00
Austin Lake Room + Long Lake Room	\$45.00	\$105.00

Exceptions to these community meeting room rental charges may only be granted by the Library Director.

6. The two-tier system is as follows:

Tier 1: Residents of the Portage District Library service area, resident business members, and paying non-resident library card members.

Tier 2: An individual or group who resides outside of the Portage District Library service area.

Groups wishing to take advantage of the Tier 1 rate must have an active Resident or Paying Non-Resident Portage District Library card.

7. Set-up and tear-down of a community meeting room is the responsibility of the User. Chairs and tables are provided at no additional charge. Any time spent prior to, or after the reserved time, may result in an additional charge of one or more two-hour blocks of time. At the conclusion of a meeting, the room should be left in the same condition as it was found or an additional fee will be assessed equal to a minimum of one two-hour block of time for clean-up.
8. Any damage done, whether accidental or due to negligence, including the need for special cleaning, will result in the billing of the User for the actual cost of the cleaning, repair, and or replacement of the damaged article(s).
9. Users must be completely out of their community meeting room one-half hour prior to the Library’s closing time. If a User remains past the Library’s posted hours of operation, an additional fee of (\$100.00) one hundred dollars may be charged to the User. Users must be out of the rooms by:

**PORTAGE DISTRICT LIBRARY**  
**Community Meeting Rooms Policy**

8:30 p.m. - *Monday - Thursday*  
5:30 p.m. - *Friday*  
4:30 p.m. - *Saturday*

*Note: Meeting rooms are not rented on Sunday.*

Use of the Library's community meeting rooms is not permitted before or after Library hours or when the Library is closed.

10. The following items may be available on request:

Media Cart with large screen TV (HDMI hookup and webcam)  
Portable Sound System with 2 wireless lapel microphones  
BluRay/DVD player  
Computer projector  
Dry erase board with dry erase markers.

All equipment must be requested at least forty-eight (48) hours prior to room use.

It is the responsibility of the organization using the room to make sure that their equipment is compatible the Portage District Library's technology. Meeting Room Users are encouraged to contact the Meeting Room Coordinator at least forty-eight (48) hours prior to room use to test and/or review connectivity.

**B. Rules and Regulations Regarding Community Meeting Rooms:**

1. Food and drink are permitted but must remain within the User's rented room. Coffee pots are available, however the Library does not supply coffee, cream, sugar, serving ware, etc. As per fire codes, no open flames of any kind are allowed within the Portage District Library.

**NO ALCOHOLIC BEVERAGES ARE ALLOWED ON LIBRARY PREMISES EXCEPT FOR LIBRARY SPECIAL EVENTS - WITH THE APPROVAL OF THE PORTAGE DISTRICT LIBRARY.**

2. No tobacco or vaping use is allowed inside the Library.

3. The community meeting rooms are used for multiple purposes and therefore nothing may be permanently affixed to the walls.

4. The community meeting rooms shall not be used for any unlawful purposes, and anyone using the meeting rooms will abide by all Library policies, rules and regulations.

5. The Library is not responsible for loss or damage to exhibits left in the community meeting rooms or for the personal property of those attending the meetings.

6. In accordance with the Elliot-Larsen Civil Rights Act, the Library, as a tax supported facility, may be used only by those groups whose membership is open to all people without discrimination because of religion, race, color, national origin, age, sex, height, weight, familial status or marital status.

## **PORTAGE DISTRICT LIBRARY**

### **Community Meeting Rooms Policy**

7. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property. Users shall not use the community meeting room for fundraising, commercial purposes, or selling goods or services. The exception to this rule is for the following:
  - a. The sale of books, CDs and other items by authors or artists and Library sponsored or co-sponsored events;
  - b. Events for which the proceeds are used for Library programs or for the benefit of the Library, provided that the Library accepts the donated proceeds. However, the User must be authorized by law to conduct the fundraising or solicitation.
8. Users of the community meeting room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, and financially responsible for any damages if they occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one adult supervisor for every twenty (20) minors. This ratio may be altered by the Library Director depending on the age of the minors.
9. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the community meeting rooms.
10. Users shall permit no more persons than is stated by occupancy requirements.
11. The Library staff may attend or observe any event or activity in the community meeting room.

#### **C. Violation and Appeal Section:**

The Library Director or the Director's designee may restrict access to Library facilities, including the Library community meeting rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or 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.



**PORTAGE DISTRICT LIBRARY**  
**Community Meeting Rooms Policy**

- 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, the 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. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of Library 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 one (1) month 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 Library 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. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Policy before their privileges may be reinstated.
- E. Damages: If the User violates the Policy by causing damage to Library property, the User shall be assessed the actual costs.
- F. Right of Appeal: Users may appeal a decision in writing to the Library Director within ten (10) business days of the date of the letter stating why Library privileges should be restored. The Library Director or a designee will respond to the appeal in writing within ten (10) business days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

**To:** Christine Klien, Interim Library Director  
**From:** Rob Foti, Business Manager  
**Date:** January 18, 2023  
**Subject:** Budget Amendment Request to Increase Expense Lines in the FY 2022 Budget to Offset Unpaid Encumbrances

Every year we recommend to the board increases in expense lines to offset approved previous year purchase orders that had not been fully paid. I recommend the following expense lines be increased to offset the associated expenses. **The total is \$1,160,056.73.**

Office Supplies	4,300.99
Heritage Room Supplies	16,000.00
General Operating Supplies	2,352.88
Repair & Maintenance Supplies	10,000.00
Copying and Printing	640.00
Books-Teen	1,630.05
Books-Juvenile	5,304.49
Books-Preschool	4,251.55
Books-Heritage Room	3,000.00
Books-Parent Teacher	185.35
Books-Easy Reader	726.54
Books-Fiction-Adult	9,202.00
Books-Non Fiction-Adult	6,961.65
Books-Requests-Adult	821.15
World Language	13,473.26
E-Books-Adult	265.92
Compact Discs-Adult	285.40
Compact Discs-Hot Picks	542.33
Videos-Adult	678.83
Videos-Teen	162.07
Video-Hot Picks	1,930.81
Talking Books-Adult	4,399.76
Talking Books -Teen	402.18
Talking Books-Juvenile	106.62
Reference-Adult	123.03
Building Repair & Maintenance	5,000.00
Building Repair-Contracted Services	7,138.00
Building Repair-Projects	119,000.00
Public Relations	1,600.00
Fundraising	10,000.00
Legal Counseling Services	15,000.00
Human Resources	9,000.00
Cataloging Services	77.68
Online Subscriptions	19,456.00
Other Administrative Services	15,337.50
Internet Services	20,555.00
Program-Adult-Unrestricted	4,610.00
Program-Youth-Unrestricted	1,720.00
Program-Heritage Room-Unrestricted	2,000.00
Program-Summer Reading-Adult	729.25
Programming-CommuniTeen	3,160.00
Program-Child Restricted	181.80

Training/Educational/Mtgs.	39,475.00
Computer Repair and Maintenance	30,369.87
Technology Project-Capital	90,929.92
Library Refurbishing Project	598,206.83
2021 Bldg Renovation Project	<u>78,763.02</u>
<b>TOTAL</b>	<b>1,160,056.73</b>

**Library Director's Narrative Report for January 23, 2023**  
*(Activities at the end of December and beginning of January 2023)*

**Administrative Activities:**

During December 2022, Library Director Christy Klien engaged in the following activities:

- ❖ Participated in weekly Administrative Team meetings.
- ❖ Participated in weekly staff meetings.
- ❖ Met with Alexis from the City of Portage Park and Recreation Department to discuss their Traditional Tree Lighting Celebration and parking at the library on December 1.
- ❖ Attended a MLA webinar on the Healthiest You program on December 1.
- ❖ Attended an HR panel discussion put on by SMLC on December 1.
- ❖ Met with PDL Events and Meeting Room Software Committee to review different software options on December 2, 7, 8, 13, and 19.
- ❖ Met with the PDL Strategic Plan Committee on November 29 and January 3.
- ❖ Attended the Friends of the Portage District Library Board Meeting on December 5.
- ❖ Covered evening Admin shifts as needed.
- ❖ Participated in the Library of Michigan Directors meeting on December 9.
- ❖ Participated in PDL Board Meeting on December 12.
- ❖ Participated in Adult Desk training on December 14.
- ❖ Met with a library donor on December 15.
- ❖ Gave a tour of the new building to a KPL staff member on December 15.
- ❖ Held a 6-month check-in with the Circulation leadership team on December 21.

**Maintenance and Building Services**

- The main door sensor to validate closure required adjustment to clear the monitoring alarm fault on Dec. 5. This allowed further programming improvements by Riverside IS for staff to begin arming the library in late December.
- The electrical circuits were isolated and panels were identified in the kitchen on Dec. 6. A new exterior receptacle was installed on the east wall near the shed and waste enclosure on Dec 7. The Atrium's electrical floor box's circuits were traced to the panels on Dec. 12.
- The electronic book drop was physically installed at the interior book drop location on Dec. 8.
- Participated in the library's furniture review meeting on Dec. 8 and began inspecting and repairing existing program room chairs and seeking sources for parts. Ordered parts are due before February.
- Provided guidance to Media Tech contractors with the modifications to the Tech Service work table on Dec. 13-15.
- Discussed HVAC with C2AE mechanical engineer requesting design investigation on Dec 16.
- The boiler water quarterly treatment occurred on Dec. 19.
- Monitored library temperatures during both occupied and unoccupied HVAC days during the extremely cold temperatures of Dec. 22 – 26 to prevent frozen piping. Mechanical resets of air handling units were necessary. Daily HVAC temperature manual adjustments continue.
- HVAC troubleshooting with both HVAC contractor and bldg. management programmer on Dec. 27 were implemented to prevent future low temperatures in the library.
- The state certified boiler testing was performed on Dec. 27. Snow melt boiler's size does not require this annual testing.
- Monthly pest control application for both the interior and exterior was performed on Dec. 29.
- New ChargePoint EV car charging stations' net revenue of \$2.65 in December in 4 sessions.
- Renewed the State of Michigan MiDEAL annual membership to receive discount pricing with vendors for 2023.

- Participated in both the security upgrade with motion sensors proposal review meeting and the strategic planning session on Jan. 3.
- Corrected the lighting controller's programming for the exterior library on Jan. 9.
- Completed 2023 monthly performance evaluation for Jay Cotter and for myself on Jan. 10.
- Updated the security company's monitoring response to building alarms to call staff prior to calling the police on Jan. 11.
- The front sliding doors sensitivity was adjusted to close faster than the 30 second opening time on Jan. 11.
- The Maker Space lockset on the right double door was replaced correctly on Jan. 12.
- Michigan Office Environment (MOE) brought vinyl samples to review for possible replacement chairs on Jan. 12.
- Seeking costs from inspectors for annual fire protection equipment within the library on Jan. 16.
- Plan to meet with C2AE, Walbridge and insurance companies on Jan 18 to review renovation status.

### **Personnel Information:**

The library undertook the following Human Resources and Financial activities since the December 12, 2022 Board meeting:

- Work with John Aymond of Multi-Bank Solution and Dawn Lovrovich of UBS to reinvest Library funds as investments mature.
- Completed the onboarding process for the new Youth Librarian, Jenni Chase. Jenni's first day of work at the Library was January 2, 2023.
- Worked with supervisors to complete year-end staff evaluations.
- Christy Klien and Rob Foti are continuing to meet and discuss the results from the Salary Range Project information provided by ElementOne. Set plans in motion to implement the increase of some employees pay in line with information gained through work with ElementOne.
- Updated all employees vacation, sick and floating holiday time for the new calendar year.
- Worked with Rose Street Advisors to coordinate the switch of Flex Spending, Dependent Care Spending and COBRA administration to a new vendor, TASC, from BASIC.
- Attended Strategic Planning session to work towards finalizing the new Strategic Planning goals for the Library.
- Worked with Walbridge and construction manager Lee Fitzgerald on issues related to pay applications related to A&G Construction's failure to make payments to its subcontractors and suppliers.
- Began work towards the Library's 11-month warranty walk-through to close out the Library's construction project.
- Completed the Library renewal process for its building insurance policy through Michigan Municipal Risk Management Authority (MMRMA).
- Scheduled the Library's FY2022 financial audit with Rehmann.

### **Ends Statement #1**

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

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

## Project Updates:

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

- Make It @ The Library: Holiday Tea Towels - Thursday, December 15: 6 people attended  
Patrons were able to choose a tea towel in either red or white, and then choose a Design from Cricut Design Space. After the Cricut cut their design, they used the Heat Press to make a tea towel. Some of our patrons returned later to make more. Below are some of the tea towels people made.



- During the month of December, Jane Fleming, STEM Librarian, had approximately 29 One-on-Ones in the Makerspace and Creation Station. It was a very busy month as lots of patrons came to the Makerspace to make Christmas gifts.

Here are just a few of the interactions with patrons during the month of December:

- A man came in to engrave an image of Mister Bean on an ornament as a gift for his brother.
- A lady came in to learn to use the Cricut. She is interested in learning how to make things for her daughter's upcoming wedding.
- A lady came in to make ornaments honoring her deceased nephew. Her daughter designed the image and she made enough for all her family members.
- A patron digitized some 8 mm film from the 50's and 60's that he had never seen before.
- Jane made a variety of different 3D prints for a patron, including a cookie cutter, a box, a replacement part for a toy, and a holder for spools of thread.

Here are photos of some of the projects completed in the Makerspace in the month of December.





- The rotary tool on the laser engraver is now working, and it can engrave cylindrical objects such as glasses or tumblers.
- The 8 mm digitizer was not working correctly, and was sent in for repair.
- Jane updated all of the procedural documents for the different equipment in the Makerspace, and placed them in a folder on both of the computers at the Adult Information Desk. My hope is that this will make it easier for staff to locate procedures if they have questions.
- Because the Cricut is so very popular, Jane made the decision to have two Cricut machines in the Makerspace. If someone wants to use the Cameo it is still available, but this has helped cut down the issues of not enough availability on for patrons on the Cricut cutting machine.

#### Develop more instructional programming for adult patrons

- Saturday Sound Immersion – December 10<sup>th</sup> – 30 attendees

Sara Weyenberg, Outreach Librarian, hosted a sound immersion program in partnership with local nonprofit, Wind Willow Consortium (WWC). Registration was full as well as the waitlist. WWC brought four musicians who treated patrons to approximately one hour of sound immersion using drums, singing bowls, gongs, flutes, and more. Many patrons lingered after the fact to socialize and were very pleased. Beginning in March of next year, WWC has graciously offered to perform programs at PDL free of charge.

#### Create programming that promotes interactive learning

- December 2nd: This month's STEM Storytime theme was "Light and Shadows. Librarians Kristy Zeluff and Jane Fleming created activities to demonstrate their properties.
- December 8th: Youth Staff Annette Wendt hosted an embroidery class for elementary-aged learners as part of her Retro Crafts series.
- December 12th: Youth Librarian Emily Mingle hosted Elementary Maker. This month, students made light up holiday cards by creating a simple circuit out of copper tape and adding an LED light. Cards were colored and decorated around the light.
- December 13th: Youth Librarian Andrea Smalley hosted the Middle School Maker program, creating a more advanced version of the illuminated circuit cards.
- International Mystery Book Discussion: *An Elderly Lady Is Up to No Good*—Dec 8—11 people attended
- Documentary and Donuts: *The Automat*—Dec 9—8 people attended
- Plots & Pages: A Local Writers' Group—Dec 12—6 people attended
- 7th Annual Trivia Contest – December 13, 2022, at 7:00 PM - 24 people attended Librarian Ruth Cowles wrote and ran a Jeopardy-style trivia contest. Everyone who came got a prize, but the team who won the whole thing received gift cards.
- Yoga & Journaling—Dec 14—9 people attended
- Open for Discussion: *American Baby*—Dec 20—6 people attended
- Cookies and Conversation: *One Day in December*—Dec 21—5 people attended

- Purl for Portage—Dec 27—6 people attended  
Donations received in 2022: 89  
Items given away: 129

### **Ends Statement #2**

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

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

Project Updates:

Improve the accessibility and visibility of existing physical and electronic collections

- Youth Staff Karina Gluys created and maintained the following book displays in December: Aliens, Realistic Fiction, Snowy Reads, New Wonderbooks, Magic/Wizardry, Dragons, Musicians, Families, Trucks, Eric Carle, Dreams, Magic, Winter Weather, Penguins, Poetry, Self Confidence, and December Holidays (Hanukkah, Christmas, Kwanzaa).
- Teen Librarian Olivia Pennebaker created two teen displays: Great Winter Reads and New Year, New Books
- Youth Staff Annette Wendt created this month's Dewey displays: 641.8 (baking cookbooks), 598 (Birds) 736 Origami, 508.24 (Seasons - Winter), Food Chains/habitats (577.3)
- Adult Services Librarian Katharyn created a display featuring heartwarming biographies and memoirs. -
- Adult Services Librarian Katharyn put up a display of humor books to help survive the holiday season.
- CSA Rosemary Cotter selected material for a Merry and Bright display featuring seasonal reads.
- STEM Librarian Jane Fleming put up a display to advertise the upcoming Craft Supplies and Puzzle/Game Swap.
- Adult Services Librarian Katharyn scheduled 10 posts on Facebook featuring adult programs, helpful tips, and engagement opportunities.
- Adult Services Librarian Katharyn selected the new books to be featured on the PDL app for mid-December to mid-January.
  
- The volunteers have logged over 306 hours for the month of December by helping with shelving, organizing donated books, running the book sale, pulling books for discard, scanning for missing books, and gardening assistance.

### **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

- December 1st: Youth Staff Andrea Smalley and Emily Mingle attended Central Elementary's Family Night to promote PASS Cards and the collection. The brought pre-printed PASS cards for students who RSVP'd and provided materials for remote circulation.
- Youth Librarians Emily Mingle and Andrea Smalley visited several Woodland Elementary classes. Over the course of these visits, they worked with 2 first grade classrooms, 2 second grade classrooms, and



2 fourth grade classrooms. STEM activities ranged from making your own trumpet, to animal adaptation stations, to squishy circuits.

- December 13th: Youth Staff Andrea Smalley and Emily Mingle brought activities and materials to Lake Center Elementary's STEM Night, including Indi robots and snap circuit kits.
- December 15th: PDL Youth Staff hosted a meeting for the Portage Public Schools Media Specialists.
- December 22nd: Outreach Librarian Andrea Smalley visited an Angling Elementary 4th grade class to provide a booktalk and information about the Library.

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

- During the month of December, 407 Portage Public School students had activity on their PASS card.

#### **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

Art Exhibits for December

Café Gallery—Animals by Morgan Fletter

Atrium Gallery—Pastels by Bruce Wiegand

Heritage Room Updates

- December was a quiet month for the Heritage Room with the bulk of the Heritage Room Coordinator's time focusing on organization and re-cataloging of material in the new Heritage Room archives.
- Programming was light with the only Heritage Room programming being the well-attended Kalamazoo County Historical Society meeting.

#### **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:

Circulation Department Updates

- Circulation has been maintaining patron accounts to ensure that the statuses are correct.
- Circulation staff has been working on an inventory project to ensure that all materials are accounted for and in their proper shelf placement.
- Circulation staff has been helping patrons use the new self-check machines.
- Circulation staff has been receiving training on the newly installed automatic check-in machine.

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

- Head of Technical Services Abby Pylar 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 working diligently to get all of the ordered materials out for patrons in a timely manner.
- Head of Technical Services Abby Pylar has been taking training regarding making the catalog available through more inclusive means.

#### Professional Development – Youth

- 1-hour webinar titled "Structured Literacy: Applying the science of reading in the classroom."

PORTAGE DISTRICT LIBRARY  
Library Director's Report on the Financial Condition  
for  
December 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	\$11,887,187
Expenditures	\$10,497,271

Fund	11/30/2022	Changes	12/31/2022
General Reserve (13%)	\$ 704,878	-	\$ 704,878
Building Reserve	50,000	-	50,000
Benefits Reserve	29,742	-	29,742
Technology Reserve	111,305	-	111,305
Patio Feasibility Reserve	4,700	-	4,700
Bldg. Improvement Reserve	731,419	-	731,419
Personal Property Tax Reserve	805,946	-	805,946
Library Endowments	86,944	-	86,944
Unassigned Fund Balance	4,040,163	-	4,040,163

**POLICY: 2. Indebt the organization money in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days.**

*Director's Response:* No new money has been borrowed that cannot be repaid within 60 days.

**POLICY: 3. Use any long-term reserves.**

*Director's Response:* No reserves have been used.

**POLICY: 4. Conduct inter-category shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days.**

Library Director's Report on Financial Condition for December 2022

*Director's Response:* No Inter-category shifting has taken place.

**POLICY: 5. Fail to settle payroll and debts in a timely manner.**

*Director's Response:* Payroll is processed by Paylocity. (Payroll service) bi-weekly. Payables are also Processed monthly or "as needed".

**POLICY: 6. Allow tax payments or other government-ordered payments for filings to be overdue or inaccurately filed.**

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

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

*Director's Response:* No unbudgeted purchase that exceeds \$10,000 has been made.

**POLICY: 8. Acquire, encumber or dispose of real property.**

*Director's Response:* No real property has been acquired, encumbered, or disposed.

**POLICY: 9. Fail to aggressively pursue receivables after a reasonable grace period.**

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

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

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

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

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

Library Director's Report on Financial Condition for December 2022

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

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

**POLICY: 12-A Fail to have a 2<sup>nd</sup> 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.

# December Marketing Department Updates

## Recurring Monthly Projects:

- A monthly e-Newsletter was sent out to over 12,000 library patrons.
- The Portager contained information about services and programs. It was sent out to 22,800 residences.
- Added new monthly featured book carousels to our mobile app for adults, kids, and teens
- Digital signage was updated to advertise our programs and service offerings.
- Monthly updates to website, and catalog ad space.

## Project Highlights

- As a response to feedback received in the initial strategic planning process, we will begin to dedicate more time to advertising services more frequently. Throughout 2023 we will create areas of focus for each quarter. Content for these focuses will be mentioned in all communications throughout the quarter.
- Our first quarter focus will highlight digital services to coordinate with new subscriptions we have acquired and our SMS notification rollout. In December we began to create graphics and web pages to support the first quarter focus.
- Participated in four demo meetings and one review meeting with a committee for selecting new management software for handling study/meeting room booking, program scheduling/registration, and equipment/amenity usage.
- Worked on back-end setup and initial marketing materials for the SMS notifications project to Launch in February.
- Started the process of creating marketing materials for events and programs January-May.

## Twitter Update:

Prior to Elon Musk purchasing twitter, our account had not seen growth in a long time. We then took a month to make sure we were posting regularly and interacting more on that platform. As a result, we lost more twitter followers than we ever had, and all of the extra likes and retweets mainly came from staff accounts attempting to boost reach.

At that time, we decided it may be a better use of our efforts to spend that time on Instagram.

As such, we have created a library Instagram account and have begun to post there.

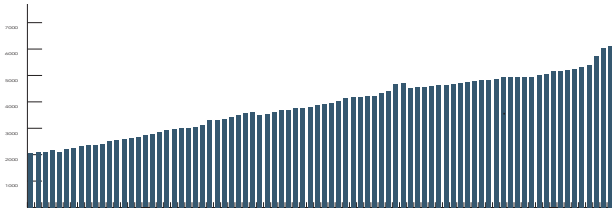
We are still in the experimentation process of seeing what works on that platform and how we can incorporate the activities needed for posting regularly into the workflow of the staff who participate on our social media team.

If we decide to continue with the Instagram account, we will create a schedule and will begin reporting stats at that time.

As for our Twitter account, rather than closing it down, we will leave it up. We sometimes get tagged by other community partners, and it is helpful to be able to view mentions. We will post at a reduced rate with our Quarterly focus information. Twitter is more volatile now with feature changes happening rapidly after its purchase by Elon Musk as has been reported often in the news.

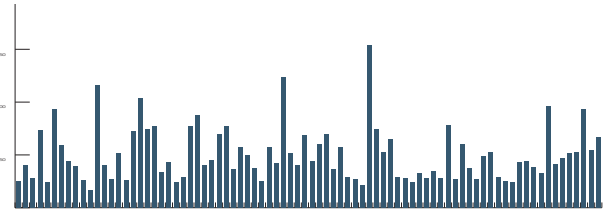
# Facebook Stats 2016 - December 2022

## Total Followers:



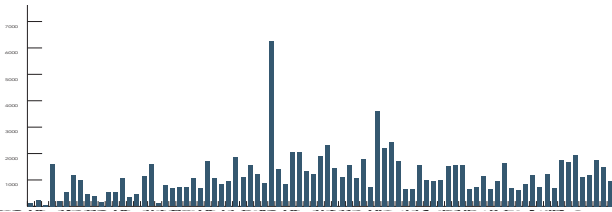
February 2016 2,052  
December 2022 6,125

## New Followers:



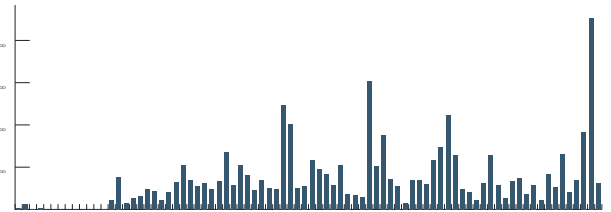
February 2016 25  
December 2022 67

## Likes:



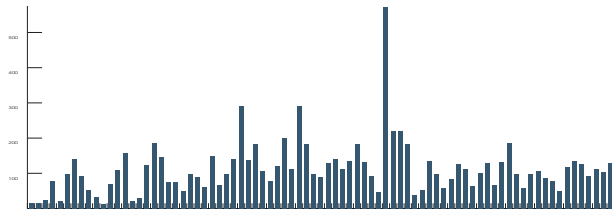
February 2016 124  
December 2022 955

## Comments:



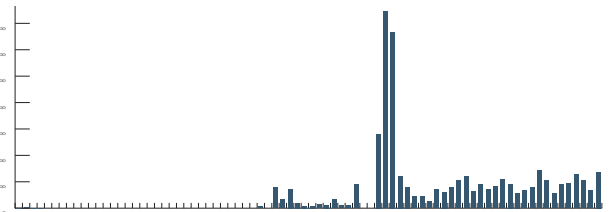
May 2016 7  
December 2022 125

## Shares:



February 2016 0  
December 2022 130

## Engagement:



February 2016 5,305  
December 2022 366,356

# MLA ADVOCACY NEWS

## Michigan's New Legislature

Friday, December 16, 2022

At our December Advocacy Hour, MLA Lobbyist Bob DeVries, GCSI shared an update on how the outcome of the November 2022 Midterms and Michigan's new Democratic Trifecta will influence our work in the next two years.

Incoming members of the 102nd legislature begin their work on the second Wednesday in January 2023. With a turnover of 52% for the 110 members of the Michigan House of Representatives, the House will have 56 new members in 2023 and control rests with the Democratic party on a narrow 56-54 margin. In the 38-member Michigan Senate, Democrats also have gained the majority by a margin of 20-18. The Michigan Senate will have 16 new members in 2023, for a turnover of 45%.

It is important for library advocates to reach out to their new legislators to begin building collaborative relationships. Lawmakers need to know how valuable libraries are to their communities and be educated about the library profession and libraries' role in upholding intellectual freedom, privacy, and access for all. Click the link below to watch the December Advocacy Hour recording for a refresher on the importance of relationship-building, and how to get to know your legislators!

<https://youtu.be/HonVUCnCLzw>



**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** January 1, 2023  
**SUBJECT:** Library Statistical Report - December 2022

	Month Statistics			YTD Statistics		
	Dec-22	Dec-21	CHANGE	2022	2021	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>68,212</b>	<b>52,880</b>	<b>28.99%</b>	<b>750,687</b>	<b>585,070</b>	<b>28.31%</b>
Adult - Books	15,795	12,635	25.01%	170,277	131,342	29.64%
Adult - A/V	3,671	3,821	-3.93%	36,876	29,328	25.74%
Youth - Books	27,575	17,196	60.36%	286,824	195,048	47.05%
Youth - A/V	2,615	1,451	80.22%	37,540	16,605	126.08%
Hot Picks	793	1,144	-30.68%	10,248	11,294	-9.26%
E-Material	16,211	15,339	5.68%	192,219	184,914	3.95%
ILL - PDL Requests	736	764	-3.66%	8,468	8,217	3.05%
ILL - Other Lib. Requests	816	530	53.96%	8,235	8,322	-1.05%
<b>Self-Checkout Percentage</b>	<b>46.66%</b>	<b>53.74%</b>		<b>53.19%</b>	<b>53.11%</b>	
<b>Total Library Collection</b>	<b>180,672</b>	<b>181,899</b>	<b>-0.67%</b>			
Adult - Books	73,183	77,970	-6.14%			
Adult - A/V	16,738	15,720	6.48%			
Youth - Books	79,625	75,825	5.01%			
Youth - A/V	8,264	8,720	-5.23%			
Hot Picks	2,862	3,664	-21.89%			
<b>Net Acquisitions</b>	<b>(144)</b>	<b>(2,099)</b>	<b>93.14%</b>	<b>(4,622)</b>	<b>(7,849)</b>	<b>41.11%</b>
Purchased - Books	1,757	1,742	0.86%	17,794	17,100	4.06%
Purchased - A/V	391	248	57.66%	2,378	2,679	-11.24%
Donated - Books	0	0	0.00%	0	0	0.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(2,292)	(4,089)	43.95%	(24,794)	(27,628)	10.26%
<b>Total In-House Usage*</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
In-House Periodical Usage	0	0	0.00%	0	0	0.00%
In-House Book Usage	0	0	0.00%	0	0	0.00%
<b>Patrons</b>						
<b>Total Patrons</b>	<b>37,287</b>	<b>38,738</b>	<b>-3.75%</b>			
Adult	18,548	19,973	-7.13%			
Youth	4,061	3,863	5.13%			
Non-Resident	161	294	-45.24%			
Reciprocal	3,809	3,762	1.25%			
Internet User	354	1,017	-65.19%			
PASS Users	10,294	9,771	100.00%			
Professional	60	58	3.45%			
<b>Net Patrons</b>	<b>255</b>	<b>(13,121)</b>	<b>101.94%</b>	<b>3,408</b>	<b>(10,420)</b>	<b>132.71%</b>
Adult	165	72	129.17%	3,717	864	330.21%
Youth	18	12	50.00%	847	153	453.59%
Non-Resident	1	0	100.00%	70	6	1066.67%
Reciprocal	43	12	258.33%	387	146	165.07%
Internet User	25	12	108.33%	326	211	54.50%
PASS Users	101	0	100.00%	1,310	1,426	-8.13%
Professional	0	0	0.00%	8	3	166.67%
<b>Patrons Removed</b>	<b>(98)</b>	<b>(13,229)</b>	<b>99.26%</b>	<b>(3,257)</b>	<b>(13,229)</b>	<b>75.38%</b>

**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** January 1, 2023  
**SUBJECT:** Library Statistical Report - December 2022

	Month Statistics			YTD Statistics		
	Dec-22	Dec-21	CHANGE	2022	2021	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	<b>532</b>	<b>25</b>	<b>2028.00%</b>	<b>3,497</b>	<b>122</b>	<b>2766.39%</b>
Internal/Collaboration	79	15	426.67%	430	56	667.86%
External/Outside Usage	453	10	4430.00%	3,067	66	4546.97%
<b>Total Program Audience</b>	<b>1,691</b>	<b>1,046</b>	<b>61.66%</b>	<b>14,642</b>	<b>15,527</b>	<b>-5.70%</b>
Adult	270	278	-2.88%	3,557	2,307	54.18%
Youth	1,366	768	77.86%	10,820	13,220	-18.15%
Heritage Room	55	0	100.00%	265	0	100.00%
<b>Total Number of Programs</b>	<b>72</b>	<b>28</b>	<b>157.14%</b>	<b>567</b>	<b>292</b>	<b>94.18%</b>
Adult	30	14	114.29%	191	103	85.44%
Youth	41	14	192.86%	256	189	35.45%
Heritage Room	1	0	100.00%	120	0	100.00%
<b>Total Volunteer Hours</b>	<b>244</b>	<b>55</b>	<b>343.64%</b>	<b>1,699</b>	<b>547</b>	<b>210.60%</b>
Adult	65	10	550.00%	366	72	408.33%
Youth	22	0	100.00%	65	0	100.00%
Technical	21	13	61.54%	253	124	104.03%
Circulation	94	0	100.00%	690	71	871.83%
Administration	32	32	0.00%	279	280	-0.36%
Community Service	10	0	0.00%	46	0	100.00%
<b>Total Front Door Traffic</b>	<b>18,981</b>	<b>8,123</b>	<b>133.67%</b>	<b>161,436</b>	<b>84,618</b>	<b>90.78%</b>
<b>Total Youth Services Traffic</b>	<b>11,085</b>	<b>5,332</b>	<b>107.90%</b>	<b>105,437</b>	<b>59,455</b>	<b>77.34%</b>
<b>Total Business Center Traffic</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>34</b>	<b>-100.00%</b>
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	<b>4,803</b>	<b>6,168</b>	<b>-22.13%</b>	<b>61,162</b>	<b>80,909</b>	<b>-24.41%</b>
Adult Phone	339	328	3.35%	3,641	3,317	9.77%
Adult Ready Reference	1,767	1,359	30.02%	13,165	13,015	1.15%
Adult Reference	222	72	208.33%	1,551	1,202	29.03%
Youth Phone	51	69	-26.09%	608	866	-29.79%
Youth Ready Reference	1,393	2,719	-48.77%	20,405	33,968	-39.93%
Youth Reference	131	69	89.86%	3,195	3,207	-0.37%
HR Phone	6	12	-50.00%	122	124	-1.61%
HR Ready Reference	29	269	-89.22%	2,100	2,425	-13.40%
HR Reference	2	16	-87.50%	141	147	-4.08%
Circ Phone	256	463	-44.71%	3,988	8,354	-52.26%
Circ Ready Reference	347	620	-44.03%	5,450	8,820	-38.21%
Circ Reference	260	172	51.16%	6,796	5,464	24.38%
<b>Total Edutainment LAN Use</b>	<b>548</b>	<b>0</b>	<b>100.00%</b>	<b>1,164</b>	<b>0</b>	<b>#DIV/0!</b>
<b>Total Internet Computer Use</b>	<b>1,477</b>	<b>829</b>	<b>78.17%</b>	<b>11,452</b>	<b>7,190</b>	<b>59.28%</b>
Youth Computers	232	0	100.00%	1,126	72	1463.89%
Adult Computers	1,243	824	50.85%	10,312	7,113	44.97%
Laptop Computer Circulated	2	5	-60.00%	14	5	180.00%
<b>Total Electronic Transactions</b>	<b>74,489</b>	<b>35,982</b>	<b>107.02%</b>	<b>625,480</b>	<b>472,946</b>	<b>32.25%</b>
WebSite Hits	64,626	26,529	143.61%	495,082	348,328	42.13%
WebCatalog Sessions	7,876	7,368	6.89%	108,888	99,217	9.75%
Licensed Database Hits	1,987	2,085	-4.70%	21,510	25,401	-15.32%

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

Christy Klien, Library Director

**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** January 11, 2023  
**SUBJECT:** Library Statistical Report - Year End Comparison

	Year-End Statistical Comparative Data																							
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	
<b>Circulation/Collections</b>																								
<b>Total Library Circulation</b>	363,221	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	816,199	819,133	831,151	799,436	802,804	813,347	859,978	844,815	811,045	815,739	551,581	585,070	750,687	
Adult - Books	172,093	183,804	199,391	213,416	222,934	227,933	235,467	246,437	270,234	290,534	293,020	275,563	261,705	248,226	229,005	214,863	217,525	210,617	203,676	204,830	116,589	131,342	170,277	
Adult - A/V		55,358	69,945	84,990	76,021	83,940	92,624	96,273	101,079	109,796	91,165	83,830	89,767	91,300	89,740	93,954	99,465	93,072	79,127	67,272	31,081	29,328	36,876	
Youth - Books	129,105	142,570	151,504	155,710	174,471	183,218	205,086	201,927	204,017	232,723	253,304	270,826	273,784	267,645	273,638	286,327	291,481	295,275	293,177	294,160	165,455	195,048	286,824	
Youth - A/V		30,743	47,077	65,268	69,336	79,854	92,443	106,767	109,159	138,462	108,533	84,654	76,286	66,379	58,361	51,752	51,114	49,116	44,229	40,890	16,904	16,605	37,540	
Hot Picks											54,785	85,474	85,343	76,354	63,317	63,082	59,583	53,257	42,044	38,843	16,953	11,294	10,248	
E-Materials													22,001	28,635	69,980	81,646	116,319	117,008	120,364	140,609	189,575	184,914	192,219	
ILL - PDL Requests	1,615	1,542	1,846	1,624	1,591	1,893	1,795	3,470	6,177	6,986	7,438	8,825	11,061	11,381	10,698	12,101	13,484	13,314	15,012	15,146	7,202	8,217	8,468	
ILL - Other Lib. Requests	2,397	2,235	2,523	3,974	4,562	4,467	3,834	835	2,245	6,747	7,954	9,961	11,204	9,516	8,065	9,622	11,007	13,156	13,416	13,989	7,822	8,322	8,235	
<b>Total Library Collection</b>	<b>138,915</b>	<b>154,110</b>	<b>162,856</b>	<b>164,252</b>	<b>170,161</b>	<b>182,168</b>	<b>165,744</b>	<b>172,952</b>	<b>173,341</b>	<b>182,767</b>	<b>179,934</b>	<b>188,141</b>	<b>192,966</b>	<b>194,873</b>	<b>199,097</b>	<b>205,673</b>	<b>205,592</b>	<b>200,264</b>	<b>198,404</b>	<b>189,651</b>	<b>189,671</b>	<b>181,899</b>	<b>180,672</b>	
Adult - Books		91,306	93,118	93,052	94,356	95,985	85,909	90,358	89,123	92,357	91,808	93,711	96,517	97,654	97,375	98,742	96,408	93,115	91,302	87,416	87,326	77,970	73,183	
Adult - A/V		9,857	11,472	12,735	13,723	14,711	12,939	13,144	13,178	15,612	14,185	15,284	16,825	15,710	17,039	17,768	18,027	17,909	17,539	17,270	17,390	15,720	16,738	
Youth - Books		48,977	51,356	52,106	54,581	62,661	59,039	60,064	61,054	60,774	57,726	62,419	62,682	65,714	68,668	72,037	73,897	73,604	75,619	71,542	71,438	75,825	79,625	
Youth - A/V		3,970	6,910	6,359	7,501	8,811	7,857	9,386	9,986	14,024	12,434	12,441	12,645	11,002	11,129	12,504	12,714	11,146	10,346	9,480	9,387	8,720	8,264	
Hot Picks											3,781	4,286	4,297	4,793	4,886	4,622	4,546	4,490	3,598	3,943	4,130	3,664	2,862	
<b>Net Acquisitions</b>		<b>6,675</b>	<b>8,915</b>	<b>3,927</b>	<b>7,915</b>	<b>9,291</b>	<b>(18,105)</b>	<b>6,626</b>	<b>(2,514)</b>	<b>23,925</b>	<b>(3,542)</b>	<b>2,545</b>	<b>8,614</b>	<b>(1,628)</b>	<b>9,109</b>	<b>3,183</b>	<b>1,728</b>	<b>(5,151)</b>	<b>991</b>	<b>(9,147)</b>	<b>747</b>	<b>(7,849)</b>	<b>(4,622)</b>	
Purchased - Books	18,425	17,477	15,527	17,550	17,661	15,816	15,472	20,116	22,068	22,584	20,367	18,556	19,337	18,251	18,353	17,899	19,775	18,395	17,865	20,207	15,844	17,100	17,794	
Purchased - A/V		2,424	2,263	2,838	1,402	1,797	1,689	2,098	3,191	4,844	5,876	4,460	4,458	4,079	5,431	4,984	4,459	3,684	3,733	3,618	3,003	2,679	2,378	
Donated - Books	942	805	1,033	441	242	428	97	394	231	88	89	69	45	48	35	32	43	38	40	36	13	-	-	
Donated - A/V		215	310	127	195	204	211	64	39	34	36	44	41	42	36	26	31	32	36	34	7	-	-	
Material Discarded	(14,246)	(10,218)	(17,029)	(11,585)	(8,954)	(35,574)	(16,046)	(28,043)	(3,625)	(29,910)	(20,584)	(15,267)	(24,048)	(14,746)	(19,758)	(22,580)	(27,300)	(20,683)	(33,042)	(18,120)	(27,628)	(24,794)		
<b>Total In-House Usage*</b>		<b>6,129</b>	<b>3,508</b>	<b>3,138</b>	<b>3,833</b>	<b>3,659</b>	<b>3,864</b>	<b>3,791</b>	<b>4,049</b>	<b>4,114</b>	<b>4,645</b>	<b>4,886</b>	<b>4,727</b>	<b>4,833</b>	<b>4,819</b>	<b>4,719</b>	<b>4,635</b>	<b>4,558</b>	<b>4,222</b>	<b>3,858</b>	<b>384</b>	<b>0</b>	<b>0</b>	
In-House Periodical Usage		873	639	660	713	457	490	524	616	635	651	799	838	812	787	756	728	724	681	500	42	0	0	
In-House Book Usage		5,256	2,869	2,478	3,120	3,202	3,374	3,267	3,433	3,479	3,994	4,087	3,889	4,021	4,032	3,963	3,907	3,834	3,541	3,358	342	0	0	
<b>Patrons</b>																								
<b>Total Patrons</b>	<b>36,169</b>	<b>40,194</b>	<b>42,653</b>	<b>40,112</b>	<b>40,072</b>	<b>43,377</b>	<b>45,360</b>	<b>34,639</b>	<b>37,914</b>	<b>43,377</b>	<b>47,337</b>	<b>47,119</b>	<b>46,610</b>	<b>49,612</b>	<b>47,747</b>	<b>51,629</b>	<b>52,383</b>	<b>40,244</b>	<b>40,393</b>	<b>40,335</b>	<b>50,392</b>	<b>38,738</b>	<b>37,287</b>	
Adult	25,287	27,348	28,139	25,061	24,037	25,603	25,995	20,169	22,526	26,428	28,495	28,817	28,648	31,102	31,995	34,520	36,693	26,258	26,432	26,460	27,462	19,973	18,548	
Youth	6,861	7,842	8,401	8,357	8,613	9,352	9,789	8,002	8,716	8,547	8,990	8,430	8,455	8,464	7,798	7,849	8,173	6,691	6,653	6,472	6,257	3,863	4,061	
Non-Resident		339	374	351	351	382	366	196	238	244	266	357	280	328	324	343	349	370	400	370	376	294	161	
Reciprocal	4,021	4,149	4,732	4,802	5,117	5,844	6,496	4,551	4,556	5,565	6,277	6,249	6,133	6,803	4,905	5,565	6,179	6,015	6,178	6,256	6,393	3,762	3,809	
Internet User		384	838	1,316	1,724	1,949	2,442	1,572	1,731	2,522	3,235	3,199	3,043	2,852	2,667	3,286	926	844	662	716	849	1,017	354	
PASS Users																					8,991	9,771	10,294	
Professional		132	169	225	230	247	272	149	147	71	74	67	51	63	58	66	63	66	68	61	64	58	60	
<b>Net Patrons</b>	<b>4,353</b>	<b>4,811</b>	<b>5,148</b>	<b>5,443</b>	<b>5,449</b>	<b>5,529</b>	<b>5,591</b>	<b>6,305</b>	<b>6,590</b>	<b>5,514</b>	<b>4,455</b>	<b>4,739</b>	<b>4,307</b>	<b>4,022</b>	<b>3,816</b>	<b>3,599</b>	<b>3,618</b>	<b>(11,195)</b>	<b>251</b>	<b>1,056</b>	<b>10,133</b>	<b>(10,420)</b>	<b>3,408</b>	
Adult	2,390	2,495	2,521	2,552	2,690	2,757	2,744	3,080	3,382	2,973	2,379	2,437	2,392	2,187	1,926	1,828	1,793	1,988	1,827	1,775	906	864	3,717	
Youth	1,293	1,208	1,262	1,296	1,212	1,265	1,097	1,219	1,209	640	470	685	480	507	537	506	468	517	577	737	221	153	847	
Non-Resident	37	40	33	48	43	36	34	49	43	34	44	47	34	47	52	40	38	41	42	30	9	6	70	
Reciprocal	633	698	807	994	861	827	944	1,102	1,135	960	747	707	624	565	558	521	496	482	456	460	209	146	387	
Internet User	n/a	354	495	490	622	633	752	824	792	905	808	861	777	712	740	702	813	764	646	658	223	211	326	
PASS Users																					8,970	1,426	1,310	
Professional	n/a	16	30	63	21	11	20	31	29	2	7	2	-	4	3	2	10	4	3	-	-	3	8	
<b>Patrons Removed</b>																					(14,991)	(3,300)	(2,604)	(405)
																						(13,229)	(3,257)	

TO: Portage District Library Board  
 FROM: Christy Klien, Library Director  
 DATE: January 11, 2023  
 SUBJECT: Library Statistical Report - Year End Comparison

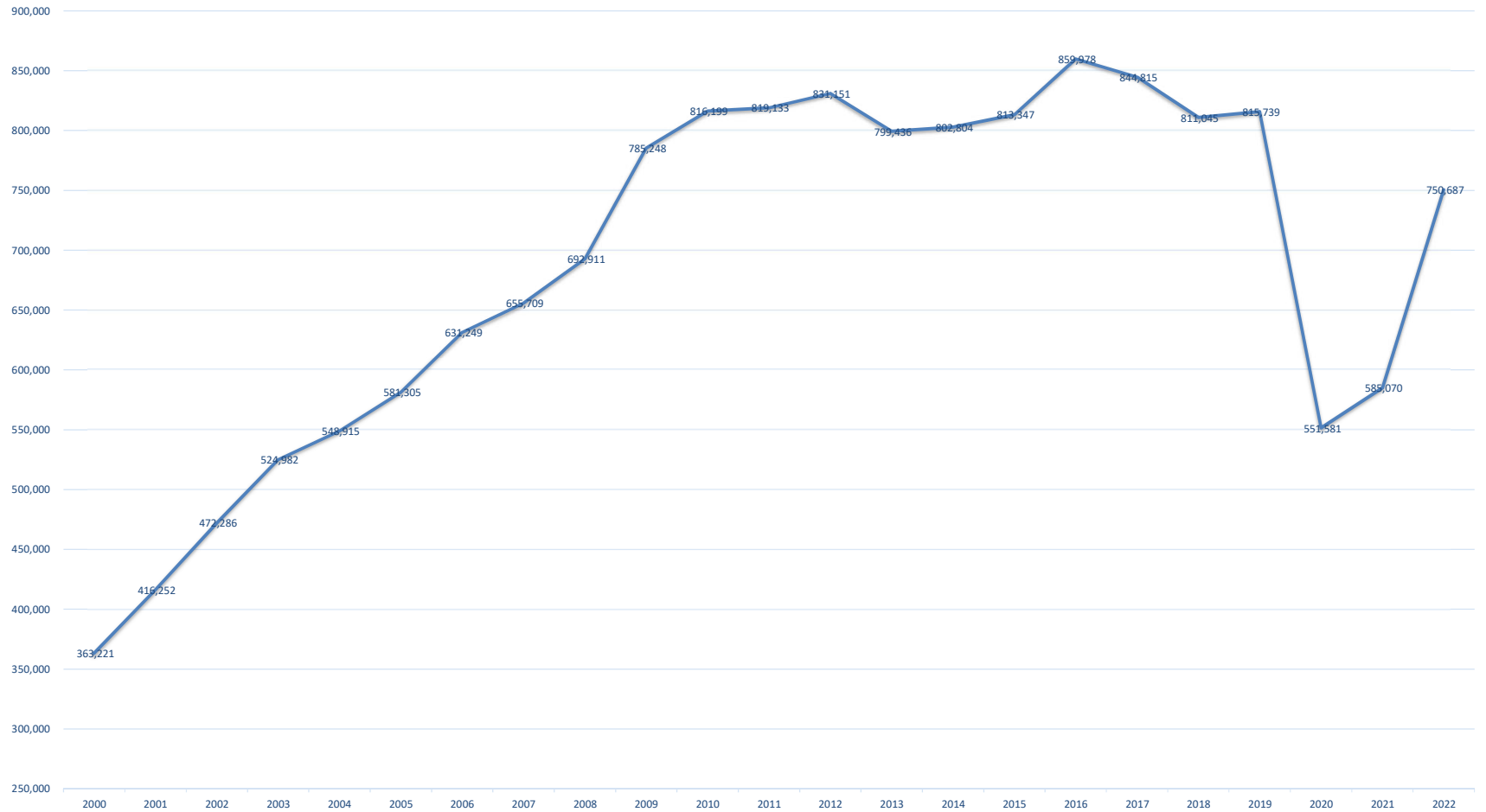
	Year-End Statistical Comparative Data																						
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Library Building Usage</b>																							
<b>Total Meeting Room Usage</b>	1,410	1,509	1,471	1,872	1,987	2,155	2,234	2,476	2,517	2,520	2,519	2,502	2,497	2,409	2,293	2,245	2,254	2,261	2,257	2,241	430	122	3,497
Internal/Collaboration	419	473	622	942	1,055	1,053	1,105	1,285	1,323	1,345	1,327	1,297	1,274	1,237	1,183	1,156	1,156	1,173	1,174	1,154	217	56	430
External/Outside Usage	991	1,036	849	930	932	1,102	1,129	1,191	1,194	1,175	1,192	1,205	1,223	1,172	1,110	1,089	1,098	1,088	1,083	1,087	213	66	3,067
<b>Total Program Audience</b>	12,863	20,441	18,739	21,975	22,305	25,747	28,038	28,601	24,093	26,051	26,047	27,687	23,019	23,358	26,325	27,857	27,642	34,547	29,591	32,696	28,665	15,527	14,642
Adult	1,449	2,175	1,241	2,109	2,254	2,453	1,867	2,840	3,812	3,204	3,969	4,053	3,338	3,822	3,024	3,295	3,384	4,030	3,920	3,629	2,473	2,307	3,557
Youth	11,414	17,386	16,212	17,049	18,179	21,242	24,231	20,656	17,212	18,979	19,832	21,610	16,822	16,557	20,769	21,542	20,007	27,538	23,107	26,631	25,996	13,220	10,820
Heritage Room		880	1,286	2,817	1,872	2,062	1,940	5,105	3,069	3,868	2,246	2,024	2,859	2,979	2,532	3,020	4,251	2,979	2,564	2,436	196	-	265
<b>Total Number of Programs</b>			114	205	380	475	518	525	506	532	584	680	562	512	497	524	471	605	649	652	432	292	567
Adult			19	27	78	98	81	118	129	132	180	176	146	129	155	171	126	216	191	162	133	103	191
Youth			78	155	274	352	409	354	341	352	374	358	369	338	308	317	300	353	423	442	295	189	256
Heritage Room			17	23	28	25	28	53	36	48	30	146	47	45	34	36	45	36	35	48	4	-	120
<b>Total Volunteer Hours</b>	4,881	4,249	4,930	5,076	4,884	4,517	4,191	4,626	4,597	4,551	5,179	5,414	6,268	6,274	6,326	6,034	5,759	6,527	5,733	6,055	1,100	547	1,699
Adult		1,238	1,605	1,922	1,417	1,069	1,425	848	1,045	1,451	1,321	1,022	1,219	1,686	1,434	1,272	1,232	1,484	1,336	1,545	274	72	368
Youth		1,183	1,458	1,487	1,757	1,816	1,324	1,521	1,512	1,064	1,712	1,856	1,998	1,846	1,880	1,874	1,809	1,714	1,605	1,810	191	-	65
Technical		452	386	385	200	225	387	589	656	647	778	999	1,046	1,102	1,102	1,028	860	982	785	888	187	124	253
Circulation		799	714	754	720	744	565	539	518	415	374	517	814	938	1,341	1,421	1,460	1,701	1,464	1,344	284	71	690
Administration		16	11	15	37	10	1	503	299	356	378	352	399	384	337	329	361	395	296	304	121	280	279
Community Service		561	756	513	753	654	489	626	567	618	616	668	792	318	232	110	37	251	247	164	43	-	46
<b>Total Front Door Traffic</b>	356,888	369,275	379,237	379,165	385,250	396,215	522,044	726,273	766,397	775,364	780,898	774,100	766,136	739,740	729,622	722,558	714,828	699,351	688,143	188,771	84,618	161,436	
<b>Total Youth Services Traffic</b>	227,560	233,685	246,282	250,143	255,579	268,091	349,146	517,852	548,135	547,717	549,987	545,106	532,450	514,758	509,651	506,011	501,817	495,688	493,869	127,286	59,455	105,437	
<b>Total Business Center Traffic</b>	23,371	21,408	8,611	5,636	5,043	3,547	13,795	25,505	28,601	30,408	34,773	37,044	38,526	37,906	37,568	37,246	35,964	35,037	32,584	6,335	34	-	
<b>Information Access/Reference/Research</b>																							
<b>Total Reference Transactions</b>	47,796	67,358	74,798	84,307	89,604	89,769	93,523	94,808	92,517	97,229	97,140	97,337	98,483	98,138	94,004	98,618	97,972	104,800	107,487	99,617	85,666	80,909	61,162
Adult Phone		4,253	3,948	4,320	4,112	3,756	3,394	3,814	5,343	5,701	5,505	5,046	4,086	4,478	5,004	5,328	5,269	5,333	4,406	4,220	4,512	3,317	3,641
Adult Ready Reference		2,847	2,980	3,378	3,754	2,545	2,348	2,284	2,282	3,376	3,656	30,070	34,298	32,151	29,646	29,984	30,300	30,144	32,974	30,059	20,353	13,015	13,165
Adult Reference	33,785	25,684	27,984	31,151	33,369	32,915	36,581	37,849	36,572	37,209	34,653	2,265	2,327	2,728	2,498	1,926	2,213	2,098	3,300	3,462	1,774	1,202	1,551
Youth Phone		3,543	3,325	4,346	4,407	4,093	3,688	3,692	4,418	4,975	4,988	3,154	2,600	2,016	1,860	1,440	1,579	1,620	1,418	1,332	1,100	866	608
Youth Ready Reference	13,284	16,028	19,878	23,075	24,953	25,491	25,775	26,356	27,201	27,822	30,212	29,800	29,916	30,310	27,725	30,544	31,761	34,611	37,630	34,167	27,373	33,968	20,405
Youth Reference		3,484	4,373	4,194	4,298	4,114	3,983	4,202	4,375	4,477	2,038	2,782	2,951	4,336	5,267	6,072	4,743	6,125	6,074	6,178	3,536	3,207	3,195
HR Phone		310	301	331	243	268	187	192	202	192	213	360	345	323	351	151	200	185	150	156	95	124	122
HR Ready Reference		1,379	2,321	2,006	1,800	2,046	2,057	3,064	2,553	5,381	5,433	6,064	6,261	5,418	5,063	4,503	5,031	5,504	5,356	5,222	1,716	2,425	2,100
HR Reference	727	1,402	1,165	1,069	1,272	1,102	1,120	972	1,361	801	1,191	900	1,021	914	896	267	317	321	330	318	103	147	141
Circ Phone								10,194	6,617	6,151	3,902	4,530	3,617	3,370	6,212	8,140	7,798	7,623	6,925	6,588	9,160	8,354	3,988
Circ Ready Reference								1,614	1,020	432	2,649	7,698	6,088	7,507	6,864	6,814	5,710	7,349	5,948	4,855	14,120	8,820	5,450
Circ Reference								575	573	712	2,700	4,668	4,973	4,587	2,618	3,449	2,871	3,887	2,976	3,100	1,824	5,464	6,796
AnswerLine Phone		2,909	2,736	3,564	3,392	3,818	3,693																
AnswerLine Electronic		182	317	209	143	133	240																
AnswerLine Ready Ref		5,088	5,335	6,552	7,624	9,323	10,273																
AnswerLine Ref		249	135	112	237	165	184																
<b>Total Edutainment LAN Use</b>	4,830	381	16	1,064	2,379	2,942	3,558	3,757	4,531	4,595	4,961	5,366	5,428	5,287	5,681	5,820	5,777	5,636	5,697	966	-	1,164	
<b>Total Internet Computer Use</b>	15,967	38,954	45,336	53,195	58,775	59,652	68,800	73,353	73,258	74,298	73,829	73,826	73,202	64,523	40,551	36,369	35,397	31,763	28,773	10,219	7,190	11,452	
Youth Computers		7,828	9,582	12,269	14,646	14,617	14,977	17,325	18,728	19,263	19,917	19,986	20,096	19,557	16,518	5,487	4,974	3,886	3,517	3,585	628	72	1,126
Adult Computers		31,126	35,754	40,926	44,129	43,279	44,675	46,001	48,124	47,025	51,721	51,626	51,275	49,740	46,045	34,100	30,206	29,980	27,051	24,103	9,497	7,113	10,312
Laptops Circulated								5,474	6,501	6,970	2,660	2,217	2,455	3,905	1,960	964	1,189	1,531	1,195	1,085	94	5	14
<b>Total Electronic Transactions</b>	477,433	1,123,210	1,442,269	1,909,193	2,525,904	3,673,196	4,248,988	4,537,736	3,207,136	515,787	562,246	650,915	645,232	612,664	578,814	551,472	545,385	539,050	587,973	580,092	472,946	625,480	
WebSite Hits	436,887	1,004,063	1,292,854	1,764,714	2,393,195	3,552,974	4,129,703	4,419,563	3,091,119	401,095	448,817	508,162	489,807	460,708	429,661	400,981	387,998	377,324	420,805	426,661	348,328	495,082	
WebCatalog Sessions	18,651	39,616	55,284	60,642	62,788	62,199	62,192	63,336	62,108	60,485	59,898	89,935	104,378	102,864	101,240	104,099	112,149	118,010	125,589	118,944	99,217	108,888	
Licensed Database Hits	21,895	79,531	94,131	83,837	69,921	58,023	58,023	57,093	54,837	53,909	54,207	53,531	51,047	49,092	47,913	46,392	45,238	43,716	41,579	34,487	25,401	21,510	
<b>Alternate Circulation View</b>																							
<b>Circulation Data</b>																							
Books	305,210	330,151	355,264	374,724																			

**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** January 11, 2023  
**SUBJECT:** Library Statistical Report - Year End Comparison

Year-End Statistical Comparative Data

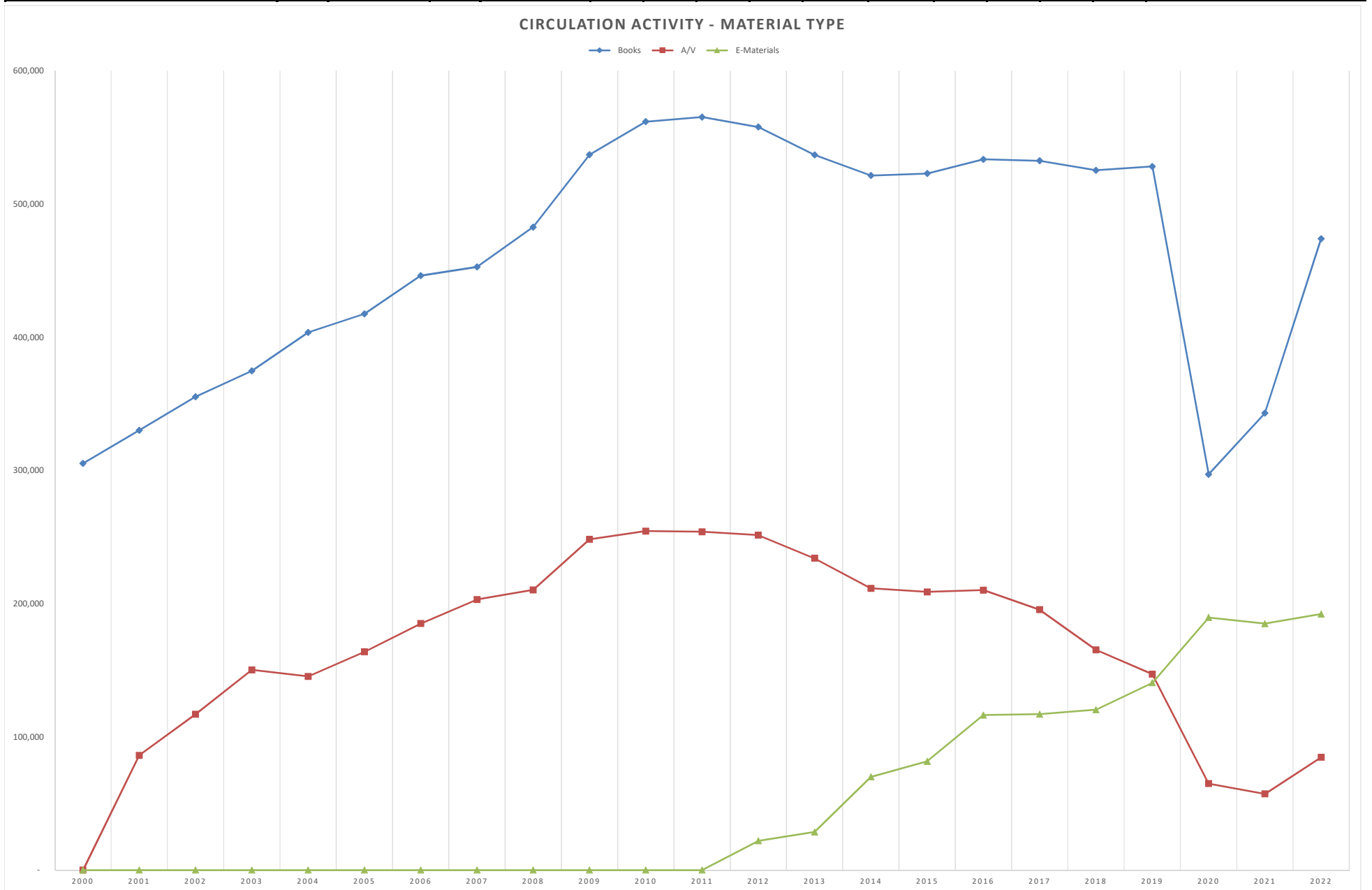
2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022

### Annual Circulation for PDL

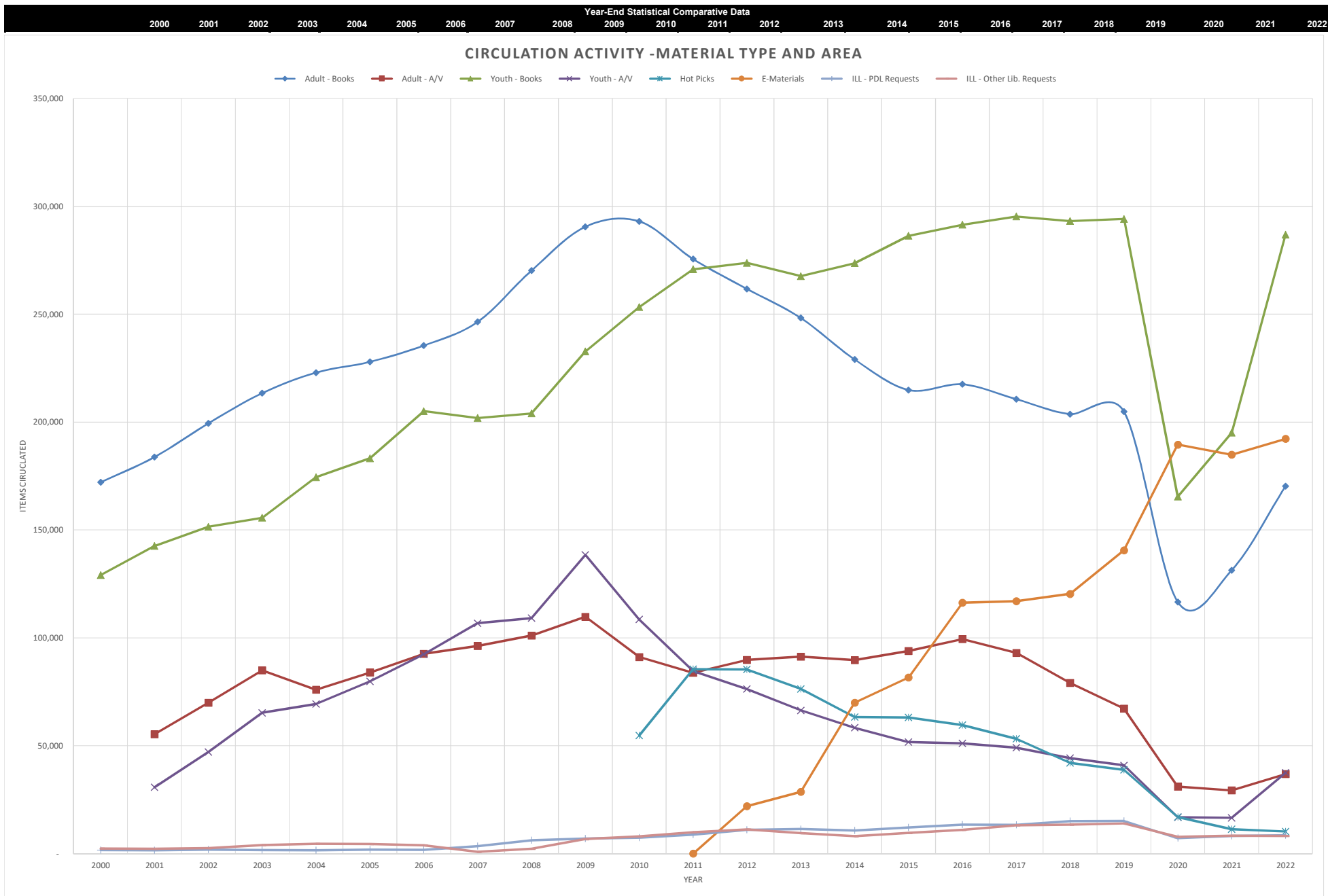


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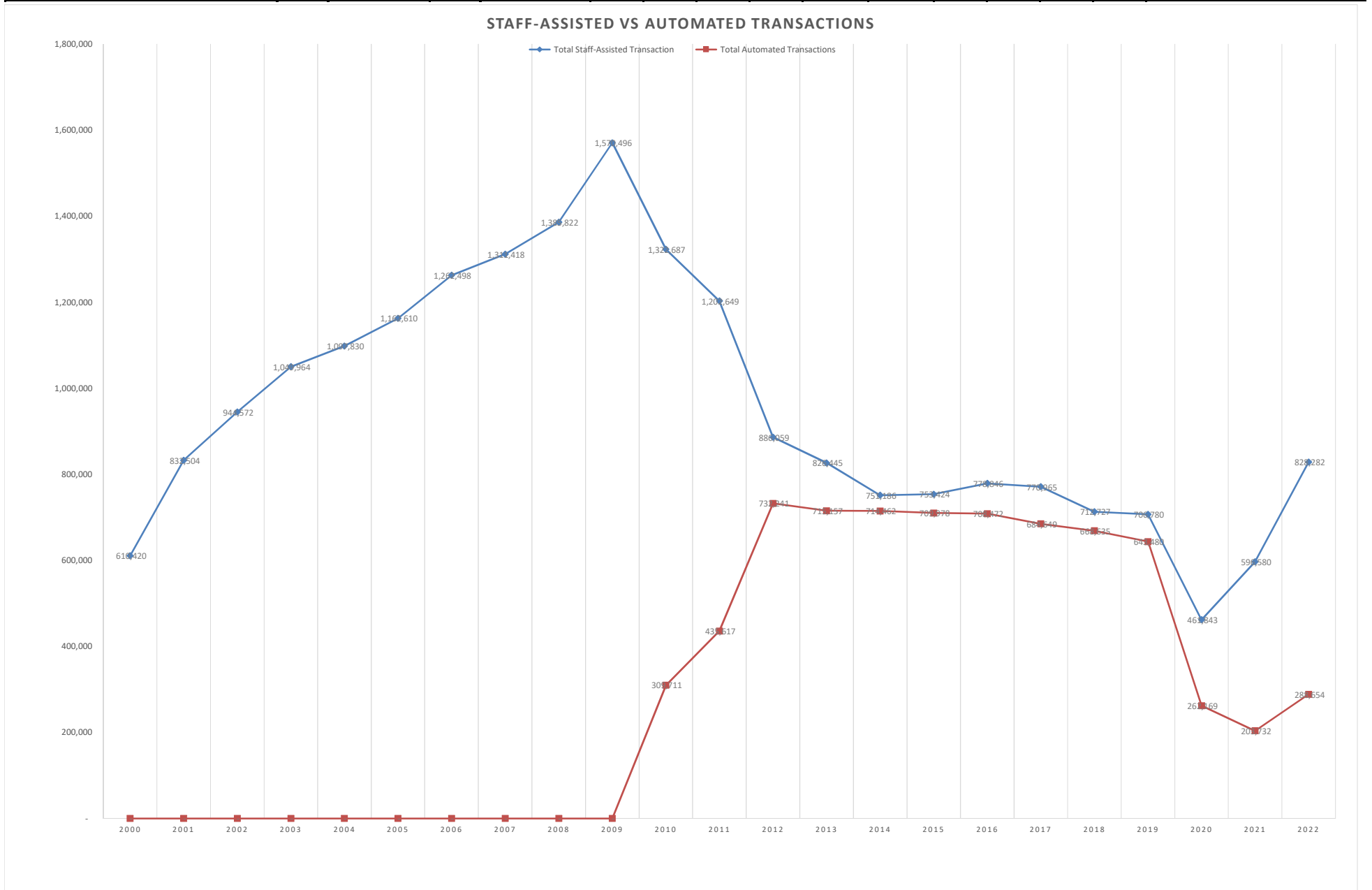


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**PORTAGE DISTRICT LIBRARY****COMMUNICATION**

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** January 17, 2023  
**Subject:** Upcoming Library Board linkage opportunities in February 2023

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

<b>Date</b>	<b>Time</b>	<b>Activity or Program Description</b>
February	ALL MONTH	Cookbook Club Challenge: Ginger
Check the Events Calendar	ALL MONTH	Drop-in Hours @ the Makerspace
2/2, 2/16	9:00 AM	Muffins and the Market
2/1, 2/8	6:00 PM	Painting with a Master
2/4	9:00 AM	Friends of the Library Book Sale
2/4	10:30 AM	Test of Time: Gadgets Edition
2/6	6:00 PM	Fantasy Creature Illustration for Adults
2/7	5:30 PM	PDL Sew Camp for Children and Caregivers
2/10	5:00 PM	Author Hop: Local Book Sale, Live Music, Prize Drawing
2/15	6:30 PM	How to Write a Novel
2/15	7:00 PM	Make Your Own Bath Salts
2/16	7:00 PM	Drink the Wild: Recipes from a Kitchen Witch for the Spirited and Sober Soul
2/17	1:30 PM	Yoga and Journaling
2/18	3:00 PM	Community Concert: Kalamazoo Youth Jazz Orchestra
2/20	6:30 PM	Kalamazoo Valley Genealogical Society
2/21	6:00 PM	Meet TJ Klune, 2023 Portage CommuniTeen Read Author Portage Zhang Senior Center
2/22	6:00 PM	Housing Options for Older Adults

# Portage District Library Staff Organizational Chart

Last updated: January 2023

\* denotes full time staff

**Citizens of the Portage District Library Service Area**

**Portage District Library Board**

**Christy Klien\***  
*Library Director*

**Steve Rossio\***  
*Local Historian*

**Quyên Edwards\***  
*Assistant to the Director/  
Library Board Secretary*

**Doran Lefaive\***  
*Facilities Manager*

**Jay Cotter**  
*Maintenance Assistant*

**Rob Foti\***  
*Business Manager*

**Rolfe Behrje\***  
*Systems Administrator*

**Abigail Pylar\***  
*Head of Circulation and  
Technical Services*

**Lawrence Kapture\***  
*Head of Adult Services*

**Laura Wright\***  
*Head of Youth Services*

**Kathy Morris\***  
*Business Services  
Clerk*

**Mark Johnson**  
*Technology Assistant*

**Chelsea Axtell\***  
**Abigaël Gailbraith –Frew\***  
*Assistant Circulation  
Supervisors*

**Fran Cooper**  
*Tech Services  
Clerk*

**Leona Carter**  
**Rosemary Cotter**  
**Ruth Cowles\***  
**KayLee Davis**  
**Jane Fleming\***  
**Katharyn Haas\***  
**Jacob Lambert**  
**Sara Weyenberg\***  
*Adult Services Staff*

**Mary Breuer**  
**Jenni Chase\***  
**Karina Gluys**  
**Kristin McNeal**  
**Emily Mingle\***  
**Olivia Pennebaker\***  
**Andrea Smalley\***  
**Annette Wendt**  
**Kristy Zeluff\***  
*Youth Services Staff*

**Colin Whitehurst\***  
*Marketing Manager*

**Jill Austin\***  
*Digital User  
Experience Coordinator*

**Kevin Curtis**      **Hannah Owens**  
**Erik Fogderud**    **Rhyan Shankool**  
**Megan Gansser**   **Rachel Stickney**  
**Katie Lampert**    **Pam Triplett**  
**Laurie Mones**     **Dacie Tufano**  
**Athena Osburn**    **Angelica Zoch**  
  
*Library Assistants*

**Angela Loertscher**  
**Martha Maytnier**  
*Library Substitutes*

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** January 11, 2023  
**Subject:** Election of Library Board Officers for 2023

**BACKGROUND:**

The Library Board bylaws include a provision for election of officers as follows:

**Article III Officers**

Officers of the Portage District Library Board shall be a Chairperson, and a Vice-Chairperson, who shall be elected at the January Board Meeting, for a term of one year, commencing at the first board meeting in January.

Trustee Whitlock has surveyed the other trustees regarding their interest in serving as a Library Board officer and those names will be put forward prior to a vote at the January 23, 2023 Board Meeting.

**Procedure:**

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

After that, Library Board Chair Behr will ask for another motion to accept the slate of proposed Library Board Officers for 2023. If there is more than one person interested in a position, then separate votes will be taken by paper ballot to determine who will be elected. (Instructions will be provided if this event occurs.)

The new Library Board officers for 2023 will be identified and noted in the minutes for an official record of the election and the Portage District Library Board roster will be revised accordingly. The newly elected Library Board Chair may choose to conduct the remainder of the January board meeting if desired.

**UPDATE:**

The *Election of Library Board Officers for 2023* has been placed as an item under Governance on the agenda for the January 23, 2023 board meeting.

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** January 11, 2023  
**Subject:** Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends and Library Board Secretary for 2023

**BACKGROUND:**

The Library Board bylaws include provisions for special appointments by the Library Board Chair as follows:

**Article III Officers**

Officers of the Portage District Library Board shall be a Chairperson, and a Vice-Chairperson, who shall be elected at the January meeting, for a term of one year commencing at the first board meeting in January.

The Library Board Chairperson may appoint a board member as official Secretary when needed, such as to take minutes for a closed session. The staff Library Board Secretary shall record minutes at meetings, maintain official Library Board files and records, and produce Library Board correspondence as required. The staff Library Board Secretary shall, in collaboration with the Chairperson and Library Director, prepare the agenda. The agenda-planning meeting shall be two weeks prior to the Library Board meeting. It is the responsibility of the staff Board Secretary to provide the Library Board with the agenda and supporting materials 96 hours (4 days) prior to the Library Board meeting.

**Article V Committees**

The Chairperson of the Library Board may nominate members to special committees, with Library Board approval, as the need arises.

The Personnel Committee will consist of the Chairperson of the Library Board and two members of the Library Board nominated by the Chairperson and elected by the full Library Board at the next regular board meeting. The purpose of the Personnel Committee is to complete the annual evaluation of the Library Director.

**UPDATE:**

*The Appointment of a Library Board Personnel Committee, Library Board Liaison(s) to the Friends and a Library Board Secretary for 2023 has been placed on the January 23, 2023 agenda under Governance.*

To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: January 17, 2023  
Subject: Annual Update of “*Conflict of Interest*” Statements by Trustees

**BACKGROUND:**

Every year at the January board meeting, trustees are asked to sign “*Conflict of Interest*” statements that are kept on file for library board members in order to comply with Michigan Compiled Laws 15.321 et seq.

In order to ensure that these “*Conflict of Interest*” statements for trustees are always current, we have added this activity to the Library Board’s Annual Calendar and have prepared a “*Conflict of Interest*” statement for each board member to sign. These will be printed and available at the meeting.

**REQUEST:**

Please review the “*Conflict of Interest*” form in the board packet and consider any changes that may need to be made. All trustees will be asked to sign an up-to-date “*Conflict of Interest*” statement following the January 23, 2023 board meeting.

Thank you.

**Conflict of Interest Policy**  
**for**  
**Library Board Members**

*(Adopted on October 27, 2008)*

**Conflict of Interest – Library Board**

The Portage District Library complies with Michigan Compiled Laws 15.321 et seq. Members of the Library Board will annually sign a Conflict of Interest Statement (see below) to ensure compliance with the law.

**Library Board Conflict of Interest Statement**

I have read and understand the law pertaining to conflict of Interest (Michigan Compiled Laws 15.321, et seq.) which was provided to me. There are no present or potential future conflicts of interest other than those listed below. I have and will continue to observe the law carefully including, without limitation, the obligation to promptly disclose any pecuniary interest in a contract to be considered by the Board.

\_\_\_\_\_  
**Board Member’s Signature**

\_\_\_\_\_  
**01-23-2023**

**Disclosures:**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** January 13, 2023  
**Subject:** MiDEAL

**BACKGROUND**

The Portage District Library has joined the State-Wide MiDEAL program. This program is the State of Michigan's extended purchasing program that allows Michigan cities, townships, villages, counties, school districts, universities, colleges and nonprofit hospitals to buy goods and services from state contracts. The program is authorized by Michigan Legislation and has been in existence since 1984. Members benefit directly from the reduced cost of goods and services and indirectly by eliminating the time needed to process bids. There are approximately 500 contracts available to MiDEAL members.

The library can benefit from this program on their purchasing of furniture, technology, various supplies and services. The library would like approval to use these contracts to acquire goods.

**RECOMMENDATION:**

I recommend the Portage District Library uses these contracts in lieu of competitive bids where applicable and contracts apply.

<b>To:</b>	Portage District Library Board Members
<b>From:</b>	Christy Klien, Library Director
<b>Date:</b>	January 17, 2023
<b>Subject:</b>	Discussion about Guests to be Invited to Library Board Meetings in 2023

**BACKGROUND:**

At the beginning of each year, it has been the practice of the Library Board to consider guests to be invited to board meetings throughout the year or presentations to be heard that would be beneficial. This will be a topic for discussion on the agenda for the board meeting on January 23, 2023. In the past few years, we have had the library’s attorney Anne Seuryneck, Interim City Manager Adam Herringa, Portage Mayor Patricia Randall, and Strategic Planning Facilitator Amanda Standerfer.

**NOTE:** There are (11) board meetings held in a year (there is no meeting in November) and some of the board meetings have standard presentations as indicated on the Library Board’s 2023 Annual Calendar. In March it is the Marketing Plan; in May it is an Auditor’s Report; in June it is the budget presentation; in July it is the 3-Year Technology Plan; in August we hold a Public Hearing for the follow year’s budget. It is realistic to plan for 1-2 external guest presentations for the year.

<b>Board Meetings:</b>	<b>Agenda</b>	<b>Guest or Presentation</b>
February 27, 2023	Regular board meeting	
March 20, 2023	Regular board meeting	Marketing Plan
April 24, 2023	Regular board meeting	
May 22, 2023	Regular board meeting	Auditor’s Report
June 26, 2023	Regular Board meeting & FY 2023 Budget	Budget Presentation
July 24, 2023	Regular board meeting	3-Yr Technology Plan
August 28, 2023	Public Hearing on proposed FY 2023 Budget	Public Hearing
September 25, 2023	Regular Board Meeting	
October 2023	LIBRARY BOARD RETREAT	
October 23, 2023	Regular board meeting	
December 11, 2023	Regular board meeting	



Portage District Library  
4th Quarter Report  
December 31, 2022

<b><u>Revenue</u></b>		Percent of Year Gone -->			100%		
General Ledger Category	4th Qtr Actual	% of Annual Budget	2022 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received	
Total Tax Revenue	\$ 1,929	0%	\$ 5,064,867	\$ 5,078,869	\$ 5,078,869	100%	
State Aid Revenue	-	0%	408,818	413,015	413,015	101%	
Other Revenue	134,970	79%	169,950	389,951	389,951	229%	
Revenue (To)/from Reserves	-	0%	5,111,002	5,111,002	5,111,002	100%	
Other Financial Sources	\$ 71,200	7%	\$ 966,000	\$ 965,550	\$ 894,350	93%	
<b>Total Revenue</b>	<b>\$ 208,099</b>		<b>\$ 11,720,637</b>	<b>\$ 11,958,387</b>	<b>\$ 11,887,187</b>	<b>101%</b>	

<b><u>Expenses</u></b>							
General Ledger Category	4th Qtr Actual	% of Annual Budget	2022 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent	
Total Salaries & Wages	\$504,837	29%	\$ 1,717,136	\$1,630,893	\$1,630,893	95%	
Total Fringes & Benefits	133,347	19%	700,044	590,487	590,487	84%	
Total Library Materials	182,715	24%	751,391	586,755	641,208	85%	
Total Utilities	33,818	16%	213,345	131,363	131,363	62%	
Total Buildings	40,218	13%	300,958	131,923	263,062	87%	
Total Furnishings & Equipment	0	0%	30,540	23,047	23,047	75%	
Total Supplies	25,091	11%	238,809	104,053	137,346	58%	
Total Professional Services	65,124	12%	529,685	252,740	343,767	65%	
Total Other Charges	49,829	9%	569,037	287,942	370,188	65%	
Other Financial Uses	\$ 71,200	7%	\$ 966,000	\$ 965,550	\$ 965,550	100%	
<b>TOTAL OPER. EXPENSES</b>	<b>\$ 1,106,179</b>		<b>\$ 6,016,945</b>	<b>\$ 4,704,753</b>	<b>\$ 5,096,911</b>	<b>85%</b>	
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 150,234</b>	<b>3%</b>	<b>\$ 5,681,397</b>	<b>\$ 4,632,461</b>	<b>\$ 5,400,360</b>	<b>95%</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 1,256,413</b>	<b>11%</b>	<b>\$ 11,698,342</b>	<b>\$ 9,337,214</b>	<b>\$ 10,497,271</b>	<b>80%</b>	

<b>EFFECT ON FUND BALANCE *</b>	<b>\$ (1,048,314)</b>	<b>\$ 22,295</b>	<b>\$ 2,621,173</b>	<b>\$ 1,389,916</b>
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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	10,992,837
- 2022 Operating Expenses	3,739,203
- Capital Projects	4,632,461
- 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	1,160,057
<b>Total available cash as of 9/30/2022 (Fund Balance*)</b>	<b>\$ 10,718,259</b>

\* 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.

To: Christine Klien, Library Director  
From: Rob Foti, Business Manager  
Date: January 18, 2023  
Subject: Fourth Quarter, Fiscal Year 2022 Explanation of Budget Variances exceeding 20%

## **Revenue**

**Other Revenue** – The Other Revenue category exceeds budgeted funds by \$220,001 (229.45%). This amount will temporarily appear very high until the Library is able to complete all closing entries. Penal Fines were greater than budgeted by approximately \$15,203. The Library has been conservative when budgeting as it has realized less Penal Fines revenue over the last five years. Interest Income is \$122,843 greater than budgeted. As Library investments have matured, new investments have yielded much higher returns than in prior years. Still, once the Library can finish all closing entries, a severe write-down of existing investments will have to be made. This write-down will appear in the final financial statements, but will not affect cash flow, as it is only a temporary write-down on paper. The Library ladders its investment maturities out into the future in 1-3 year increments. The Library's investments made when yields were much lower have a much lower market value at this year-end as interest rates have risen sharply. The Library will hold these investments to maturity, so the write-down to market value will never be realized by the Library and will not affect the Library's cash flow. The Library received donations of \$31,035 greater than budgeted. This occurs because the Library does not budget for contributions and presents budget amendments to the Library Board for approval when those funds are to be used. A presentation is made to the Library Board each February recapping the prior year's donations, and a request is made at that time to use donations received. Finally, the Library received several refunds during the year. \$17,534 of Other Revenue was received due to a distribution of premiums from the Library's building insurance pool. Additionally, the Library received \$34,574 of rebates from Consumers Energy for higher energy-efficiency equipment replacement as part of the Library's refurbishing project.

## **Expenditures**

**Utilities** – At the end of the fiscal year 2021, the Library encumbered funds to offset potential increases in gas & electric costs associated with a larger building. Since moving back to the refurbished building, the trend has been that gas & electric costs are lower than pre-construction levels. This is due to replacing older HVAC equipment with new energy-efficient equipment and the replacement of all lighting with LED. Gas & electricity is \$59,785 under budget for the year. Additionally, the Library budgeted for a phone upgrade in the fiscal year 2022 that will be completed in 2023. This resulted in a savings of approximately \$18,891.

**Furnishing & Equipment** – The Library is \$7,492 under budget on two furnishing and equipment projects it undertook during the year. This resulted from lower prices than anticipated for several new TV screens and waste/recycling bins throughout the Library.

**Supplies** – This is a category that the Library has always spent out conservatively and only as needed. Funds were budgeted for a few specific projects that the Library did not undertake during the year. Patron library cards were ordered in a manner that was much less than budgeted and saved the Library approximately \$14,000. Additionally, the Library encumbered funds in fiscal year 2021 for mailing patron notifications of the Library's reopening, elimination of fines & fees and any additional information needed. These funds were not used in total, and the Library realized savings of \$39,537.

**Professional Services** – The majority of unspent funds in this category were on Internet Services. The Library encumbered a significant amount of funds in fiscal year 2021 that were then brought into 2022. These funds were to be used for technology-related projects that could involve expanding wireless and cell phone coverage throughout the Library, as well as any other projects related to deficiencies in funding for the refurbishing project. The Library accomplished its needed goals without using a vast majority of the funds. This resulted in approximately \$148,000 of unused funds.

**Other Services** – This category is unspent due to increased funding for technology software and hardware purchases that were either not made or are delayed. The transition of the Library accounting software to a hosted solution is an example. This project was budgeted for in fiscal year 2022 and will be undertaken and completed in 2023.

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** January 17, 2023  
**Subject:** Library Director’s Personal Goals for Fiscal Year 2023

**GOAL 1: Implement and operationalize the new strategic plan.**

- Develop an action plan for the three strategic directions.
- Implement the new strategic plan and provide updates to the board throughout the year.

**GOAL 2: Develop a plan for staff satisfaction and retention.**

- Complete wage survey process with consulting firm and adjust library’s budget accordingly.
- Review the library’s Employee Handbook and hiring policies with a Diversity, Equity, and Inclusion lens.
- Implement monthly check-ins for supervisors to meet one-on-one with their staff to improve communication.
- Review and compare staff benefits with current best practices and implement changes.

**GOAL 3: Continue to strengthen the community through engagement.**

- Participate in library community events, such as CommuniTEEN Read, Festival in the Flats, and the PDL table at the Farmer’s Market.
- Be an active member of the Rotary Club of Portage and serve on the Portage Rotary Scholarship Committee, and chair the Bulletin Committee.

**To:** Portage District Library Board  
**From:** Michele Behr, Library Board Chair  
**Date:** January 16, 2023  
**Subject:** Official Action to Renew Director’s Contract in 2023

**Background:**

The 2022 evaluation process for Library Director Christy Klien has now been completed. At the December 2022 meeting, the Personnel Committee’s recommendations for Klien’s compensation and benefits were approved, however there was no mention in the official motion to renew Library Director Klien’s contract for another three-year term.

**Recommendation:**

At the January 23, 2023, board meeting, there will be a recommendation presented by the Library Board Chair to renew Library Director Christy Klien’s contract for three years and an official vote taken.

Thank you.

**Quarterly Statistics for Strategic Plan 2018-2022**

**Ends Statement #1**

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

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

Projects:

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

Target	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Year to Date	2022 Target	% of Target
75 % patrons responded that they learned something in a guided learning event	100%	N/A	93%	94%	95.6%	75%	Target Met
50% of programs offered will provide guided learning activities (Adult/Youth)	A 63% Y 72%	A 63% Y 48%	A 62% Y 60%	A 55% Y 53%	A 60.8% Y 58.25%	A 50% Y 50 %	Target Met Target Met
20% increase of hits of online learning tools	340%	344%	444%	452%	395%	20%	Target Met
Implement 12 software/devices that allow people to create and learn	9	11	13	20	20	12	Target Met
12 videos are created	16	0	5	1	22	12	Target Met

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

Target	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> 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 13 I 9 E 11	B 10 I 5 E 9	B 32 I 20 E 26	B 3 I 3 E 3	Target Met
Help 150 patrons become more info-literate *	374	412	544	666	292	150	Target Met
Have 50 people in the library for ESL tours *	88	88	88	123	35	50	Target Met

**Ends Statement #2**

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

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

Projects:

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

Target	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Year to Date	2022 Target	% of Target
80% of user satisfaction with collections and instructional events	100%	N/A	100%	100%	100%	80%	Target Met
Active holds older than 3 month less than 200 titles	288	412	301	272	272	Less than 200	Target Not Met
21 Special programs will target groups representing different perspectives or cultures *	44	45	47	56	12	21	Target Met
25% of kits will change annually to reflect changing needs of the community	0	0	0	75% replaced or repaired	75%	25%	Target Met
20% reduction in total physical collection size	11.77%	-1.75 %	.21%	-.71	9.53%	20%	47.63%



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

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

Projects:

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

Target	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Year to Date	2022 Target	% of Target
20% more items available for circulation will be digital	80%	83%	85%	92%	92%	20%	Target Met
15% of our programs annually will be outreach (Adult/Youth)	A 16 % Y 13%	A 14% Y 33%	A 15% Y 26%	A 7% Y 29%	A 13% Y 25%	A 15% Y 15%	A 87% Target Met
70% of patrons who completed an exit survey were satisfied that the program met their needs	100%	N/A	100%	100%	100%	70%	Target Met
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	17	22	22	22	12	Target Met

**Ends Statement #4**

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

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

Projects:

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

Target	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	Year to Date	2022 Target	% of Target
90% of display space used for local artists and organizations	-	100%	100%	100%	100%	90%	Target Met
5 large projects completed in the Local History Rooms * Note: Local Historian Steve Rossio has four other projects which will remain in progress for the foreseeable future.	1	1	1	1	1	5	20%
90% of patron responses say displays are meaningful	-	-	91%	100%	95.5%	90%	Target Met
4 new resources for information will be added each year	0	1	1	0	2	4	50%

\* Target number over the course of the 5 year plan



**Library Director’s Summary for Strategic Plan Progress and Completion in 2022:**

For library staff and patrons, 2022 was divided into two distinct periods. The year began at the library’s temporary location on Portage Road. As progress on the library renovation neared its conclusion, plans were made to move back to 300 Library Lane. Even with preparation and planning, this did not happen as smoothly as anticipated. Continued supply chain delays had an impact on the renovation process as certain materials, furniture, and technology were unavailable or delayed. The Portage District Library had to make adjustments to its services, processes, and procedures. As we learned through the previous years with the pandemic, innovation and flexibility became key components of service provided to the community. Moving any organization is challenging and the library is no different. The Library staff were key in setting up the library materials and systems to resume service to the public. We were pleased to be able to reopen the renovated and expanded building at 300 Library Lane in May 2022. Since that time, it has been a constant period of adjustment as we acclimate to our ‘new’ surroundings with an enhanced space that allows us to do more for the community.

The Strategic Planning period from 2018-2022 has been a period of great change and accomplishment for the library. From navigating through a successful additional millage campaign to fund facility improvements, working with a staff-led Building Committee, moving the entire contents of the library to a temporary location and back, and resuming library operations in a renovated and expanded space, the Portage District Library continues to evolve.

This strategic planning period led to a number of benefits for the library. A clear vision and mission was set for the future which included realistic and achievable goals. Staff had a clear roadmap in place to guide decision-making. The library had leadership in place to drive the implementation of the strategic plan and made sure all projects stayed on track, identified the resources needed to achieve its goals, and allocated those resources effectively. The Portage District Library has remained flexible and adapted to the many changing circumstances that occurred. While this also meant that the plan period timeline was extended, this additional time made it possible to achieve the majority of the goals set forth.

**Key Terms:**

Not Started – No steps have been taken towards accomplishing this project during the first year of the Strategic Plan period.

In Progress – Steps have been taken towards accomplishing this goal, the targets for the year may have been met, but it is an ongoing project that will continue throughout the Strategic Plan period.

Complete – This project is completed in full. No further reporting on this project will be done throughout the Strategic Plan period.

**PORTAGE DISTRICT LIBRARY**  
**End Statement #1 for 2023**

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

**Summary of Activities & Projects to Accomplish End Statement #1**

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

- STEAM Librarian Jane Fleming took the lead on Creation Station planning and implementation. She created procedure manuals, training, and tutorials. She selected furniture, technology, and software for patron use.
- This service has been well received with full program attendance, drop-in hours, one-on-one appointments, Creation Station technology reservations, and lots of positive feedback.
- Patrons are able to book appointments to use the equipment and get some one on one training with Fleming to use the Creation Station. The library also provides patrons with access to Linked in Learning (formerly Lynda.com) which has trainings on the software available at the Creation Station. Some services the Creation Station provides:
  - Both Mac and PC computers
  - Digitize slides, 35 mm film, and negatives.
  - Design cards, collages, invitations, calendars, or other printable objects.
  - Convert VCR tapes to a digital format.
  - Design a logo or other graphics.
  - Convert audio cassettes to a digital format.
- Some of the equipment offered in the Maker Space: button maker, Cricut Maker 3, HPN 15x15 Swing Away Heat Press, Go Pro Hero 7, Muse 3D Laser Cutter and Engraver, Priusa i3 mk3s+ 3D Printer, and Singer 4432 Heavy Duty Sewing machines
- See the website for more information about this dynamic service: <https://www.portagelibrary.info/creation-station/>  
SUMMARY: Due to the expanded space, the Creation Station and Maker Space now have a designated area in the library with appropriate and flexible furniture, safety features, and storage. They are available for public use by appointment, drop-in times, or during programs.  
STATUS: COMPLETE

**2. Develop more instructional programming for adult patrons**

Examples of Adult Instructional programming in 2022 include:

- Cookbook Club
- Programming related to 2022 Reading Together selection “The Best We Could Do” by Thi Bui
- Book Clubs: Open for Discussion, Cookies and Conversation, International Mystery Book Discussion, Book Tastings, and the Get Real Non-Fiction Book Discussion group
- Programming for our #PlantWildflowers grant that included watching the documentary “My Garden of a Thousand Bees”, making bee hotels, bee and pollinator garden programs, and a Bioblitz using the iNaturalist app

- Sound Immersion, Yoga with Books, and Yoga and Journaling programs
- Continuing our very popular Muffins in the Market program in-person in Fall 2022

SUMMARY: This goal will continually be in progress and we have met the benchmarks associated with it. We are pleased with the success we have had resuming in-person Adult programs following our return to 300 Library Lane in May 2022. STATUS: COMPLETE

**3. Create programming that promotes interactive learning in youth programs**

- Youth Staff staged several activities to engage and welcome families on their first visits back to 300 Library Lane. All activities were designed to encourage creative and cooperative play. These included a customizable fort with props, castle blocks and characters, and a picture-based scavenger hunt. Public play space was greatly missed during pandemic-related closures and limitations at the temporary location.
- STEM storytimes for preschoolers
- A variety of youth book clubs such as Caldecott Club and Middle Grade Book Club
- Family Yoga and Just Move Fitness programs
- Since returning to Library Lane in May, Youth Staff Kristy Zeluff, Mary Breuer, and Steve Rossio have resumed Baby/Toddler and Family Storytimes. They have been well received as families become more comfortable with indoor activities.
- Family Night Maker Mania
- Teen Librarian Olivia Pennebaker resumed hosting the LGBTQ+ Meetup, Teen Time and Teen Art Space in-person

Youth Staff created activities and take and makes focused on a weekly theme – examples: Build It, Sharks and Marine Life, and Game Week

SUMMARY: This goal will continually be in progress and we have met the benchmarks associated with it. We are pleased with the success we have had resuming in-person Youth programs following our return to 300 Library Lane in May 2022. STATUS: COMPLETE

**4. Actively highlight the library’s online resources and services on social media and other media outlets**

- The library has a main Facebook page, as well as separate groups for the Cookbook Club, Geek Fest, and Sci-Fi/Fantasy.
- The library has a Social Media Committee with participants from every department who meet monthly and discuss strategy and plans for Social Media posting.
- Facebook posts highlighted new services, shared photos of renovated building features, showed the capabilities of the Creation Station and Maker Space, featured displays and the library’s new art gallery spaces, continued Throwback Thursdays with Local Historian Steve Rossio, and shared information about the Monarch Waystation and PDL Seed Library with patrons.
- The Library used Facebook and YouTube to share Programming videos both live and recorded.
- Staff have been highlighting the tools and resources available at the Creation Station on Facebook.
- The library created an Instagram account in November 2022. <https://www.instagram.com/portagedistrictlibrary/>

SUMMARY: Staff will continue to highlight online resources and use social media to inform patrons about what the library has to offer. STATUS: COMPLETE

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

- When this goal was created in 2017, we could not have had any idea of how large a role videos would play in 2020 and 2021. Marketing Manager Colin Whitehurst and the library staff created almost 100 videos of storytimes, youth cooking programs, gardening, history, author talks and more.

- In early 2022 while we were still at the temporary location, videos were still used as a strategy to engage our patrons.
- Less focus was made on creating video content during our building closure and move back to 300 Library Lane. When our building reopened to the public, we quickly found that patrons were more interested in in-person activities following the height of the pandemic. Marketing Manager Colin Whitehurst focused his energy on rebranding, program marketing, and hybrid/livestream events.  
SUMMARY: We anticipate the need to use videos as a way to communicate with, inform and entertain our patrons will continue to fluctuate and remain a valuable tool. The library can confidently say that for the entirety of the Strategic Plan timeline, this goal has been met.  
STATUS: COMPLETE

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

- Built a new server for Public Computing
- Library Server and all public service and staff computers and printers were moved from the temporary location back to 300 Library Lane in April 2022
- 2G Fiber provided by Charter Spectrum for building internet access
- New ScanEZ machine at the Copy Fax Print Station with mobile printing service
- Purchased Mobile carts for Meeting Room Technology: Ultra Short Throw Projector, Sound System, and microphones
- IT Departments supported hardware for Creations Station technology and Maker Space including PC and Mac desktops, as well as laptops for programming
- Added Cellular Signal Amplification service for the library including mounted external access points in August 2022
- Replaced Sprint HotSpots with T-Mobile HotSpots
- In September 2022, Merki Access Points we installed for more reliable wireless internet coverage  
SUMMARY: The Portage District Library IT Department faced significant challenges this year due to moving back to Library Lane and upgrading most of our technology systems. STATUS: COMPLETE

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

- On July 26th Outreach Librarian Sara Weyenberg began discussions about Kalamazoo Literacy Council using our new study rooms as a space for tutoring on a scheduled basis as well as the potential to become involved on their board either as a member or as a library liaison.
- Andrea Smalley, Youth Outreach Librarian, visited with ESL of Southwest Michigan on September 15th on behalf of the adult department. There were 12 students in attendance.
- Andrea Smalley, Youth Outreach Librarian, hosted the Portage Public Schools' ELL Family Night.  
SUMMARY: The library has continued to keep a line on communication open with Kalamazoo Literacy Council and ESL of SWMI tutors so they are aware of our status and areas of mutual support. STATUS: COMPLETE

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

- Adult Services began to offer one-on-one tutorials for basic computer skills to the public again in September 2022. Patrons are assisted on topics ranging from formatting documents in word to using OverDrive and Libby.

**PORTAGE DISTRICT LIBRARY**  
**End Statement #1-4 FINAL REPORT on Activities & Projects for 2022**

- Under the guidance of STEAM Librarian and Creation Station coordinator Jane Fleming, Adult staff are trained on the use of Creation Station tools to assist patrons. Jane also does one-on-one training with patrons as requested, as well as host drop in hours in the Maker Space.  
SUMMARY: Digital literacy training continues to be a steady need for our Adult patrons. STATUS: COMPLETE

**9. Build programming and services that will reach groups at diverse levels**

- Youth Staff provided patrons with opportunities to contribute art to the walls of the Youth Area. Our visitors enjoy seeing their work displayed and this allows us to rotate both activities and eye-catching decoration frequently.
- Youth Staff created Theme Weeks which allow patrons to drop in during any open hours and experience hands-on activities geared to all ages.
- In July, Mazie, the school comfort dog from Portage Central Elementary School, visited the library. Mazie was available for patrons to stop in and read with her or spend time with her.
- October/November: Visiting Youth Librarian (and former intern) Laura Herman hosted biweekly Teen Time programs this fall to see what additional programs teens might enjoy. Youth Librarian Olivia Pennebaker will use information gained from these to plan future programs.
- In October, Portage Northern High School Book Buddies and Youth Staff hosted the second annual Books and Treats program. 277 attendees enjoyed Book Buddy activities, used our photo booth, and picked out a free book.
- Teen programming included: Teen LGBTQ+ Meet-Up, Teen Art Space, Teen Ice Cream Social, Teen Halloween Extravaganza, Teen Charcuterie Competition, Teen Candy Cottages
- Youth Librarian Emily Mingle and Head of Youth Services Laura Wright hosted a Tea Rex Tea Party in honor of Dinovember.  
SUMMARY: Focusing on providing programming for children and teens of different ages and with different abilities was useful. It facilitated creative collaborations with outside groups to keep patrons engaged with a different style of programming. STATUS: IN PROGRESS

**Assessment of End Statement #1 Accomplishments**

- A Final Report will be given to the Library Board in January 2023 with a summarization of all that was accomplished in 2022 to fulfill End Statement #1.

**PORTAGE DISTRICT LIBRARY**  
**End Statement #2 for 2022**

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

**Summary of Activities & Projects to Accomplish End Statement #2**

**1. Evaluate reference and periodical collections, in print and electronic formats, in order to find ways to increase use and lower cost of these services**

- Because of the transfers from reference to periodical collections that were completed in previous years, we had the funds to purchase two new databases, access to the New York Times and Scholastic Teachables.

SUMMARY: Due to the changing nature of the use of reference and periodical collections, continued monitoring is necessary to ensure the library is budgeting an appropriate amount for their purchase in relation to their use. STATUS: COMPLETE

**2. Offer, programming, services, and collections that will better meet the needs of our immigrant population**

- Outreach Librarian Andrea Smalley worked with Kalamazoo Chinese Academy and various community volunteers as well as the learners at ESL of Southwest Michigan to grow the Library's collection of World Language books.
- Outreach Librarian Andrea Smalley applied for and received donations of the ESL/Literacy Starter Collection and the Refugee Development Collection from the Library of Michigan.

SUMMARY: Although outreach to these groups was limited due to Covid and the move, staff continued to develop the collections that primarily serve our immigrant populations. STATUS: IN PROGRESS

**3. Improve the accessibility and visibility of existing physical and electronic collections**

- Youth Services staff created and maintained book displays on their new mobile display shelves that promoted that week's theme, specific genres, or topics in the non-fiction collection.
- Youth staff utilized the transition to the redesign and the expanded shelf space to improve and shift collections.
- Easy Non Fiction and Juvenile Non Fiction were combined to create one collection. This reduces confusion and provides access to materials on all reading levels in one place.
- The Holiday Collections were integrated into the regular collections. This was not possible due to space constraints, and these items weren't easily findable in the old design. Holiday items will still be distinguishable by a spine label, and will be pulled out and displayed during each holiday.
- Juvenile and Adult World Language Collections are now combined and located in a prominent space on the upper level. This will allow readers to easily access all World Language materials.
- Early Reader books were re-leveled to reflect current knowledge about how these are best accessed by our youngest readers.
- Adult Services staff used displays to highlight authors, upcoming programs, topics of interest, and upcoming holidays.
- Adult Services Librarian Ruth Cowles gathered reviews for printing in monthly issues of Spark Magazines.



**PORTAGE DISTRICT LIBRARY**  
**End Statement #1-4 FINAL REPORT on Activities & Projects for 2022**

SUMMARY: Staff have found creative ways to highlight collections and are making excellent use of the new display furniture in the renovated building. STATUS: COMPLETE

**4. Create tools to measure the needs of the community**

- In 2022, a formal public survey was created as part of information gathering for Strategic Planning. Community members could fill out the survey online or via printed copies provided at the renovated library.
- Library Staff and the Library Board had the opportunity to fill out a survey to add to the Learning Report for Phase 1 of the Strategic Planning process.
- Adult Staff created opportunities for feedback for art and other displays, programs, and the MakerSpace/Creation Station.

SUMMARY: We will continue to accept feedback from patrons to have the best information possible for decision making. Information gathered from the public, staff, and Board will be used to create the activities for the 2023-2026 Strategic Plan. STATUS: COMPLETE

**Assessment of End Statement #2 Accomplishments**

- A Final Report will be given to the Library Board in January 2023 with a summarization of all that was accomplished in 2022 to fulfill End Statement #2.

**PORTAGE DISTRICT LIBRARY**  
**End Statement #3 for 2022**

***Be a leader in strengthening our community.***

**Summary of Activities & Projects to Accomplish End Statement #3**

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

- Portage CommuniTeen Read continues to bring bestselling authors to Portage to encourage reading and start community conversations.
- Library staff participate in many of the City of Portage large community events such as the Portage Green-a-Thon, Fall Fest, and .
- Library staff hosted a table monthly at the Portage Sunday Farmers Market to promote the Seed Library.
- Adult Services Outreach Librarian Sara Wayenberg visited Brookdale monthly for a book chat with the residents. She brings books, DVDs, audiobooks, and CDs to the residents and visits with them for about one hour.

**PORTAGE DISTRICT LIBRARY**  
**End Statement #1-4 FINAL REPORT on Activities & Projects for 2022**

- Youth staff continue their work with Portage Public School staff participating in events at the schools and hosting both student visits and staff meetings at the library.
- Geek Fest resumed in October 2022 after a two-year hiatus. The event was co-hosted by 4 other area libraries and took place at the Kalamazoo Expo Center. We drew 686 Attendees, 131 from Portage.  
SUMMARY: Outreach will continue to be a priority. STATUS: IN PROGRESS

**2. Realign budgets from other materials lines in Adult Services to boost electronic material needs and to fill holds**

- Head of Adult Services Lawrence Kapture started pricing out the cost of purchasing “pay per circ copies” of titles with the most holds each month in OverDrive to see if that is a cost effective way of keeping down the number of copies of an individual title that we purchase. His research indicated that this is a useful way to please many patrons with high hold titles, but it was expensive and quite a few titles cannot be purchased at pay-per-circ. Kapture determined that while it has its uses, this is not a solution for every title.
- With the addition of Magazines to our OverDrive collection in May of 2021, we have continued to circulate around 450 titles a month, about a dollar per circ, much lower than a similar calculation with our previous online periodicals service.
- SUMMARY: We will continue to use OverDrive and other use statistics to determine whether we have appropriately allocated funds for eMaterials. STATUS: IN PROGRESS

**3. Improve service access to Portage Public School students through a collaborative student registration process.**

- PDL Systems Administrator Rolfe Behrje has been working with representatives from Portage Public Schools to ensure the PASS student records are updated monthly in alignment with the student’s enrollment.
- On average, over 300 PPS students use their PASS card each month.  
SUMMARY: We are very pleased with the continuation of the Library PASS Card in 2022. STATUS: COMPLETE

**4. Update the Library Website.**

- The library’s redesigned website was launched in May 2022 in conjunction with the move back to the renovated 300 Library Lane.
- The website has been an essential tool in communicating time sensitive updates regarding building reopening, curbside service, digital services, an updated collections map, and information about the use of our new study rooms.
- We added webpages for makerspace equipment, PASS cards, Seed Library, and updated our fine-free materials.  
SUMMARY: Due to shifting priorities, the implementation of the Library’s new website will be delayed until 2022. STATUS: COMPLETE

**Assessment of End Statement #3 Accomplishments**

- A Final Report will be given to the Library Board in January 2023 with a summarization of all that was accomplished in 2022 to fulfill End Statement #3.

**PORTAGE DISTRICT LIBRARY**  
**End Statement #4 for 2022**

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

**Summary of Activities & Projects to Accomplish End Statement #4**

**1. Displays and use of space to showcase local arts and organizations.**

- In our temporary building, we did not have the wall display space for art shows, so this goal was on hold until we returned to Library Lane.
- Adult Services Librarian Katharyn Haas coordinated the installation of our first local art exhibits since 2020 with the help of art curator, Ron Dumont. The library now has two spaces for solo or group displays - the atrium gallery and the café gallery.
- Two group collections were displayed: Animals in Art and Alliance of Kalamazoo Artists. Solo displays featured K.P. Kent, Morgan Fletter, Bruce Wiegand, and Quyen Edwards.
- The library held an art reception for Alliance of Kalamazoo Artists in October. Artists had smaller artworks for sale and answered attendees' questions. Attendees and artists were thrilled to get an opportunity to engage over art in the library again.
- Vendor delays prevented the use of the three dimensional display cases. The acrylic tops were delivered in December 2022.  
SUMMARY: This initiative is ongoing and will continue in full when we move back to Library Lane. STATUS: IN PROGRESS

**2. Provide information and services for users new to the area or new to the U.S.**

- No additional progress was made on this project.  
SUMMARY: Youth Staff will continue to look for ways to connect with these patrons and provide services to them in the future as we settle into our permanent location. STATUS: IN PROGRESS

**3. The Heritage Room will initiate a long-term CONTENT-dm Scanning Project**

The scanning in the Heritage Room is continuing on a weekly basis. During the re-cataloguing process in the new Heritage Room Archives, “significant finds” are being pulled from the collection and scanned for future use. As for CONTENT-dm, we are still in the process of migrating the database and so it is currently off-line. Once this is accomplished, we will begin the process of uploading these new scans from the main collection into the database for on-line use. STATUS: In progress for the foreseeable future.

**4. Heritage Room Book Expansion Project**

- Local Historian Steve Rossio has spent time looking for various material to add to the Heritage Room collection. Unfortunately, the pandemic has greatly limited the Heritage Room's buying opportunities.  
SUMMARY: The Local Historian will continue to search for rare and unique items to add to the Heritage Room Collection in the future.  
STATUS: In progress for the foreseeable future.

**PORTAGE DISTRICT LIBRARY**  
**End Statement #1-4 FINAL REPORT on Activities & Projects for 2022**

5. **Future History Project: South Westnedge Avenue Documentation**  
The “Document Westnedge” project is still a work in progress. 2022 was spent revisiting sites that have undergone significant changes since the project commenced and 2023 will see this work continue. STATUS: In progress for the foreseeable future.
6. **Portage Schools Collection**
  - The Portage school Collection documentation was placed on hold while the collection was in storage at the State Farm location. Currently the collection is undergoing a complete re-set due to the addition of space in the new Archives. STATUS: In progress for the foreseeable future.
7. **World War I 100<sup>th</sup> Anniversary Commemorative Walking Trail 2018**
  - Due to COVID-19, the repurposing of the WW1 signage for the John Todd project in 2021 has been cancelled.  
SUMMARY: The WWI Trail Walk was a complete success and received numerous rave reviews. STATUS: COMPLETE in 2018
8. **Harwood Community Conversations**  
SUMMARY: The library will not be conducting any additional community conversations, and will focus on actions we can take to help address feedback from the previously held conversations. STATUS: COMPLETE in 2018

**Assessment of End Statement #4 Accomplishments**

- A Final Report will be given to the Library Board in January 2023 with a summarization of all that was accomplished in 2022 to fulfill End Statement #4.

**PORTAGE DISTRICT LIBRARY**  
**Operational Objectives for 2022**

**Summary of Operational Activities & Projects in 2022**

1. **Facilities Master Plan**
  - Library Director Christy Klien, Business Manager Rob Foti, and Facilities Manager Doran Lefaive meet weekly with C2AE and Walbridge representatives for project status reports in January and February.
  - Inspections were scheduled for the end of February for the library to receive temporary occupancy. Plans were made for the move back to the library during the months of March and April 2022.

- In March, the library received temporary occupancy and began the move back to 300 Library Lane. This included moving and setting up the shelves at the library while library staff moved books onto carts and packed items. Work and punch list items continued while we moved into the building.
  - In April, new furniture began to arrive. The staff continued moving books, working on collection maintenance, and unpacking items. During the latter part of April and the beginning part of May, the office furniture and technology components were installed. We experienced some delays in deliveries, but received the critical pieces in time for our reopening to the community on May 9, 2022.
  - Throughout the summer, the majority of the remaining building projects were completed, with the exception of some items that were backordered.
  - By October, only few minor projects remain for the building renovation as we wait for backordered material and installer availability. Some of the final projects were the installation of the glass divider in the café and EV car charging stations installed in the parking lot.
- SUMMARY: The library completed the building renovation and expansion project and opened to the public on May 9, 2022.  
STATUS: COMPLETE

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

- Staff Development Day was held on September 23, 2022. The day included training on CPR and AED, a staff photo, and Strategic Plan discussions.
  - PDL supervisors read a book and met as a group with a trainer for performance coaching in September and October.
  - Library Staff attended the 2022 Michigan Library Association's Annual Conference that was held in Port Huron, MI in October.
  - During the fourth quarter Portage District Library conducted our annual performance reviews with each staff members. Department supervisors evaluated the performance of each of their staff. At the same time each staff member completed a self-assessment. The supervisor met with each of their staff individually to discuss the evaluation and self-assessment. During the discussion goals for the next year were identified.
  - In the beginning of November, Rose Street Advisors held a training session for full and part time staff to discuss the benefits available.
  - Trainings and professional development taken by library staff throughout 2022 were reported in the monthly narrative. Some were general library trainings and others were specific to their positions in the library.
- SUMMARY: Professional development continues to be a priority for library staff. In 2023, the library will reconvene the Professional Development Committee to get staff feedback regarding the direction of future staff trainings.  
STATUS: COMPLETE

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

- During the year the Library purchased a Library Management System through Paylocity to allow for the distribution of training videos and tracking of progress. Beginning in early 2021, the Library will begin assigning training for staff to complete. We will begin with Sexual Harassment and Active Shooter training. These will be reviews of prior trainings that have been assigned in years past. We currently have other trainings (i.e. Clorox 360) trainings to upload for staff to review. Additional training will be added as prepared.

SUMMARY: Written training procedures have been created for several processes in the Business Services department. Additional progress on this project will continue in 2023 with the implementation of the new Paylocity tool. STATUS: IN PROGRESS

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

This goal has had to be modified slightly since the Library has yet to convert and update the accounting software. The Business Services department has instead concentrated on the process of receiving goods and the payment of those goods. All invoice detail for the Library's two (2) largest book vendors is now received in a spreadsheet format. From that data, the receiving of goods can be batched and more efficiently received into the accounting software. Additionally, the entering and payment of invoices are more efficiently completed, since invoices are not broken up into many additional invoices for payment. Additionally, all purchases orders are processed electronically and no paper copies are generated.

From the electronic file, staff can obtain their individual purchase, and send to a vendor in a pdf format.

SUMMARY: The Library is still planning on converting to a hosted solution for its financial software system in the future.

STATUS: IN PROGRESS

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

- The Library has converted all of its processes to a paperless process. This included all onboarding paperwork, now completed through the Paylocity Onboarding module, staff benefit selection and processing through the Employee Navigator Portal, and using Adobe for the completion and signing of all employee evaluations. The Paylocity Performance Management module will be used for supervisors to document their monthly one-on-one meetings with their staff.

SUMMARY: The Library has started the transition to a seamless, paperless workflow of documents for all new staff. By using the same vendor for creation and storage of paperless documents, all changes to an employee's payroll profile can occur in real time. The Library will focus on performing an in-house employee file audit and convert prior paper employee files to electronic documents in that process.

STATUS: IN PROGRESS

**6. Develop a paperless workflow for applicants to apply for positions, staff to monitor candidates throughout the process**

- The Paylocity Recruiting module was set-up and utilized for the last three (3) hired by the Library. The module is used for candidates to apply and attach their information, PDL to send messaging, included thank you for applying messages. Additionally, the software allows the administrator to include only necessary staff in the process and thus securing candidate information.

SUMMARY: This solution has served as a hub to coordinate all aspects of recruiting when the library began hiring again.

STATUS: COMPLETE

**7. Maintain Symphony database of item and user records**

- Library staff met with SirsiDynix, our circulation software vendor, to map the process of fine removal and system setting changes that are necessary to move forward in becoming a fine free library. There are factors related to how and when we can effectively move to our new billing and notification process that need to be resolved before the public information campaign can be scheduled.

- Adjustments were made to our Symphony database to accommodate the extended closure during our move. This included extending due dates and hold pickup dates for already on the hold shelf, adjusting membership expiration dates, and stopping automated notices.
- After our relocation, all coding for item locations needed to be changed in Symphony and Enterprise, our public catalog, to reflect different locations in our temporary facility. Additionally, some collections that needed to be stored in part or entirely required.
- Before the end of the year, we will resume purging inactive user accounts, a process that has been suspended since March 2020. There are approximately 14,700 inactive user accounts that have not been used since 2018 or earlier. Some of the long inactive accounts were previously not purged because of outstanding fine balances.

SUMMARY: Building closures, moving, and preparations for our new Circulation Policy which will make the library fine-free have caused a lot of unprecedented activity in our Symphony database. STATUS: IN PROGRESS

**8. Manage self-checkout functionality and strive for greater use of self-checkout by library users**

- Purchased and installed 5 new self-checkout machines. Due to supply chain/production delays, the old self-checkout machines were reconfigured and used at the renovated building until the new equipment arrived and could be installed.
- Replaced automated check-in system at the internal book drop and began use in December 2022.

SUMMARY: After supply chain and installation delays, this project is finally complete. STATUS: COMPLETE

**9. Sponsor annual community support initiatives**

- The Library is participating as a Salvation Army Angel Tree donation site.
- The Library Staff participated in the Portage Community Center Adopt-a-Family Program during the holiday season.

SUMMARY: We will be investigating other opportunities for the library to provide support to the community through other initiatives.  
STATUS: IN PROGRESS

\*\*\* Due to the changing technology needs of the library at the temporary location and following the return to 300 Library Lane, the following are the Technology Projects that were COMPLETED in 2022.

**10. Renovation Project**

- Managed fiber installation for Spectrum and CTS at renovated facility.
- Reworked prior handholds for fiber and cable entry.
- Move Server Environment Back to Renovated Library.
- Managed new Fire Suppression system in MDF.
- Managed structured network cabling in the renovated facility.
- Installed endpoints at new facility. Configured switchports for phones, computers, printers and copiers.
- Installed and wire managed 50+ public access devices.
- Reconfigured Network to Support Old Wi-Fi for Back-Ordered Replacement Wi-Fi access points.
- Added UPS protection for new enhanced Server Load.

- Reconfigured Network Termination and Switches in the New Rack.

**11. New and Upgraded Network Hardware**

- Added Virtual Sophos Firewall for Network Connection (CTS Fiber Internet).
- Directed and tested new UTM firewall configuration.
- Added Sophos Firewall redundant for Network Connection (Spectrum Fiber Internet).
- Directed and tested new UTM firewall configuration.
- Added new 2Gb Spectrum Fiber Internet Connection.
- Added new Meraki Core Layer 3 Switching with 40Gb backplane.
- Added new Meraki Access Switches for a total of 440 network ports.
- Added Meraki Dashboard for switch and Access Point Configuration.
- Added new Meraki Access Points.
- Added new sophos VPN for secure remote access.
- Applied for E-Rate funding and reimbursements.
- Reimbursements are saving approximately \$11,000 annually for Spectrum fiber.
- Reimbursements saved approximately \$61,000 for Meraki and Sophos hardware.

**12. New and Added Staff/Network support systems**

- Configured network to support new BMS (HVAC) system.
- Configured remote support VPN for BMS.
- Configured network to support new Access Control system.
- Configured remote support for Access Control system.
- Configured network to support new Fire/Emergency system.
- Upgraded Office 365 for Library Board email accounts.
- Upgraded Office 365 for All Library Staff accounts.
- Implementing conditional risk based MFA for Office 365.
- Implemented Office 365 Malware/Phishing protection for Office 365 mail.
- Implemented Office 365 Conditional Access for Active Directory and eMail.

**13. New and Upgraded Public Access Services**

- Upgraded and replaced patron computer management system (Envisionware to TBS).
- Upgraded and replaced patron print/copy/fax system (EZScan).
- Upgraded and replaced remote mobile printing system.
- Assisted in Staff training.
- Reduced pricing for printing (5 and 25 cents per page).
- Added Credit/Debit payments for printing.



- Configured EZScan for Free Faxing.
- Configured EZScan for Translation and Photo Editing.
- Added 8 Laptops for Creator and Maker Space.
- Added workstations for 3D printer, engraver and Cricut.
- Installed HTML notices framework.
- Installed SMS notices framework.

**14. New Meeting Room Technology**

- Installed 2 Media Carts with large screen LCD TVs and Crestron WebCams.
- Installed a mobile cart with ultra-short throw projector.
- Installed an audio mobile cart with speaker, mixer and wireless microphones.
- Purchased a standalone projector screen.

**15. New WebSite deployment**

- Moved website to Bluehost.
- Added SSL certificate for https.
- Configured DNS for portagelibrary.info.
- Configured SMTP mail for website(Office 365).
- Configured Backup for WEbsite (Updraft and BackBlaze).
- Configured Firewall for Wordpress (Wordfence).
- Configured DNS for deployment.
- Upgraded core services (PHP, CPanel, WHM, Apache, etc).

**16. 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 has continually worked on getting items out to the public in an efficient and timely manner. With this in mind, they are always looking into ways to expedite the process.
- Head of Technical Services Abby Pylar monitored the reports on Collection HQ to see their completion by collection managers.
- Head of Technical Services Abby Pylar continued to work on the organization and uniformity of items in the catalog throughout the year.
- Technical Services took webinars and read articles on the best practices for handling materials during the times of COVID-19.
- Head of Technical Services Abby Pylar is taking webinars for better cataloging practices.
- Head of Technical Services Abby Pylar has started an inventory of all library materials. This will help to get a more accurate count of the number of items in the building for redesign purposes.
- Head of Technical Services Abby Pylar has been in communication with our vendors to have a better experience with receiving our ordered materials.
- Head of Technical Services Abby Pylar has been setting up and attending trainings with vendors.

- The Technical Services Department worked on a number of specific projects for Adult and Youth Collections to make materials easier for patrons to locate.

SUMMARY: Increasing efficiency and accuracy is an ongoing goal for the Tech Services department. The inter-departmental meetings, adjustments to our main vendor and internal processing have helped technical services produce more shelf-ready material faster, more standard-based consistent labeling and reduced returned materials for reprocessing. Ongoing library material scans and the return of our volunteers have allowed the library to expedite the collection development procedure for collection managers. STATUS: IN PROGRESS

**17. Create a sustainable Maker area for Youth**

- While at the temporary location, Youth Staff shifted Maker Area activities to “Take and Makes” that young patrons could do at home.
- After moving back to 300 Library Lane, Youth Librarian Emily Mingle is now coordinating our “Passive Programming” area, which, in combination with our weekly programs in the Makerspace, provides hands-on maker and art activities for preschoolers through elementary aged children.
- Throughout the fall, youth patrons could participate in community art pieces with butterflies, dots, and Halloween themed items.
- Youth Staff have also created printable materials, scavenger hunts, and voting “would you rather” activities as other ways to engage and delight visitors to Youth Services.

SUMMARY: After moving back to 300 Library Lane, Youth Staff experimented with new ways to facilitate interactive learning.

STATUS: COMPLETE

## PORTAGE DISTRICT LIBRARY

### Monitoring Report on Executive Limitation Policy: Global Executive Constraint

**POLICY: The Library Director shall not cause or allow any practice, activity, decision, or organizational circumstance, which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics.**

**RESPONSE:** The Library Director has not caused or allowed any practice, activity, decision, or organizational circumstance to occur which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics. Supporting evidence to substantiate this statement is available in the Library Office, and the following list outlines the ways in which the Library Director maintains compliance with the Global Executive Constraint Policy:

Controls in Place	Evidence of Compliance
District Library Law	<p>The library is in compliance with all aspects of the District Library Law, including:</p> <ul style="list-style-type: none"> <li>• Powers of the Board are well defined and followed.</li> <li>• Limitations on borrowing money and issuing bonds are followed.</li> <li>• Limitations on issuance of limited tax bonds or notes are followed.</li> <li>• All procedures for millage authorization and tax levy are followed and public notices posted as required by law.</li> <li>• All legal requirements pertaining to real property, personal property, intangible property, and employee benefits are met.</li> <li>• All election requirements are met within the timeframe specified.</li> </ul>
State Library Requirements	<p>The library is fulfilling all requirements for a Class VI public library as determined by the Library of Michigan, including:</p> <ul style="list-style-type: none"> <li>• Filing an annual state-aid report by February 1<sup>st</sup> each year.</li> <li>• Maintaining library standards as they pertain to collections and professionally certified staff.</li> <li>• Maintaining compliance with state and federal regulations, such as: <ul style="list-style-type: none"> <li>✓ Library Bill of Rights</li> <li>✓ Library Privacy &amp; Search Warrant Act</li> <li>✓ Patriot Act</li> <li>✓ Right to Read</li> <li>✓ Right to View</li> <li>✓ Michigan Freedom of Information Act</li> <li>✓ Michigan Open Meetings Act</li> </ul> </li> </ul>
Federal and State Laws And City of Portage Ordinances	<p>The library is in compliance with all federal and state laws and City of Portage ordinances. Examples of this are:</p> <ul style="list-style-type: none"> <li>• Federal and state financial laws – all required reports filed.</li> <li>• Federal and state employment laws – all personnel rules followed.</li> <li>• City of Portage ordinances such as: parking and traffic, leaf removal, disposal of waste, outdoor signage, flag display, etc.</li> </ul>
Library Board Policies	<p>All Library Board policies are reviewed on an annual basis, and library staff and patrons are made aware of board policies.</p> <ul style="list-style-type: none"> <li>• Board meetings, agenda planning sessions and other board gatherings are posted &amp; comply with Michigan Open Meetings Act.</li> <li>• An up-to-date Library Board Policy Manual is kept in the Library Office for referral purposes.</li> </ul>

Controls in Place	Evidence of Compliance
Administrative Procedures	<ul style="list-style-type: none"> <li>• The Library Director administers the library in a manner that guards against any activity, decision, or organizational circumstance which would be unlawful, imprudent or in violation of commonly accepted business and professional ethics by using these management techniques:               <ul style="list-style-type: none"> <li>✓ Maintaining an ongoing contract with attorneys for legal advice and counsel as needed. (Anne Seurnyck for general counsel and Luis Avila for labor issues).</li> <li>✓ Maintaining an ongoing contract with a professional accounting firm to conduct independent annual audits of the library (Rehmann for internal audits of the library).</li> <li>✓ Maintaining checks and balances in the overall operation of the library by instituting practices to safeguard against theft, embezzlement, impropriety, or any unprofessional or unethical behavior.</li> <li>✓ Making sure that bank authorization signature cards are up-to-date. <i>[Note: Authority for expending funds and signing checks is split between the Library Director, the Head of Adult Services, the Head of Youth Services, and the Business Manager and bank authorization signature cards are up-to-date and include one for the current Library Board Chair.]</i></li> <li>✓ Maintaining an Employee Handbook with rules and regulations.</li> <li>✓ Maintaining an ongoing relationship with governmental officials to keep current on new business practices or rules and community developments.</li> <li>✓ The Library Director or her designee participates in activities with governmental officials, such as the City of Portage, Portage Rotary Club, Portage Public Schools, organizational boards, contact with state legislators and membership in the Michigan Library Association.</li> <li>✓ Maintaining compliance with laws and consulting appropriate authorities as required.</li> <li>✓ <u>Systematically checking operations throughout the library on a regular basis to ensure that they are being run properly.</u> <i>(Note: The Library Director has weekly meetings with the Administrative Team, weekly library-wide staff meetings, and daily interactions/monthly one-on-one check-in's with the Assistant to Director, Business Manager, Systems Administrator, Marketing Manager, Facilities Manager, Heads of Adult Services &amp; Youth Services, Head of Circulation and Technical Services, and the Local Historian.)</i></li> </ul> </li> </ul>