PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
January 22, 2024

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002

Portage District LIBRARY

NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, January 22, 2024 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, January 22, 2024 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. Each speaker has a time limit of three minutes. Please refer to the Policy for Public Comments at Meetings in its entirety at (https://qrco.de/bdiESq).

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

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

To watch the meeting online via Zoom, please click the link below at the time of the meeting:

https://us02web.zoom.us/j/87279570912

Or dial in via Telephone to listen to the meeting (for higher quality, dial a number based on your current location):

+1 301 715 8592 US (Washington DC) +1 305 224 1968 US +1 309 205 3325 US +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) +1 646 931 3860 US +1 507 473 4847 US +1 564 217 2000 US +1 669 444 9171 US +1 669 900 9128 US (San Jose) +1 689 278 1000 US +1 719 359 4580 US +1 253 205 0468 US +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 360 209 5623 US +1 386 347 5053 US

Webinar ID: 872 7957 0912

Dated: January 18, 2024

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

January 22, 2024

I. Start of Meeting

II. Roll Call

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

The Board Chair will recognize one person to speak at a time, and each speaker must provide their name and address. Each speaker is entitled to one (1) three-minute time during this Public Comment period. Please refer to the Policy for Public Comments at Meetings in its entirety at (https://qrco.de/bdiESq) or the printed documents at the entrance to the meeting room on the evening of the Library Board Meeting.

IV. Adoption of the Agenda for the Regular Meeting of January 22, 2024 *(1 minute) (Vote)*

V. Consent Agenda *(5 minutes) (Vote)*

A. Minutes of the regular meeting held on December 11, 2023 *(Info) Pg. 5-8*

B. December 2023 Narrative *(Info) Pg. 9-12*

C. 2024 Library Board Roster *(Info) Pg. 13*

D. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2024 Budget to Offset Unpaid Encumbrances. *(Info) Pg.14-15*

E. Financial Condition for December 2023 *(Info) Pg. 16-17*

F. Statistical Report for December 2023. *(Info) Pg.18-19*

G. Year End Statistical Report for FY 2023 *(Info) Pg. 20-25*

H. February 2024 Program Calendar *(Info) Pg. 26*

I. Library Advocacy January 2024 *(Info) Pg. 27-28*

J. Updated Staff Organizational Chart *(Info) Pg.29*

K. Monitoring Report on Executive Limitation: Global Executive Constraint. *(Info) Pg. 30-31*

VI. Governance *(40 minutes)*

A. Election of Library Board Officers for 2024 *(VOTE) Pg. 32*

B. Appointment of Library Board Personnel Committee, Board Liaison to the Friends of the Library, and Library Board Secretary for 2024. *(Info) Pg. 33*

C. Annual signing of "Conflict of Interest" Statements by trustees. *(Info) Pg. 34-35*

D. MiDEAL Extended Purchasing Program Renewal *(VOTE) Pg.36*

E. Discussion About Continuation of Hybrid Board Meetings. *(VOTE) Pg. 37*

F. Consideration of Guests/Presenters to be Invited to Board Meetings in 2024. *(Info) Pg. 38*

G. Review of Community Meeting Room Policy *(VOTE) Pg. 39-44*

H. 4th Quarter Financial Report for FY 2023 and Variance Report. *(Info) Pg. 45-47*

AGENDA

VII. Ends Development *(20 minutes)*

A. Endorsement of Library Director's Personal Goals for 2024. ***(VOTE) Pg. 48***

B. 4th Quarter 2023 Strategic Plan Report. ***(Info) Pg. 49-54***

VIII. Library Director's Reports *(10 minutes)*

A. Final remarks by Library Director for the January 22, 2024 Library Board Meeting

IX. Process Evaluation *(5 minutes total)*

A. Suggestions for Agenda Items to be included on the February 22, 2023 Board Meeting

1. Minutes of the Regular Meeting held on January 22, 2024.
2. Review of Library Board Bylaws.
3. Donations Report for Funds Received in 2023.
4. Approval of Allocation of 2023 Gifts & Donations for Expenditure in 2024.
5. Finalization of Guests to be Invited to Board Meetings in 2024.
6. Monitoring Report: Emergency Library Director Succession.
7. Monitoring Report: Treatment of Consumers.

B. Miscellaneous

X. Adjournment

MINUTES

From the December 11, 2023
Regular Board Meeting

I. Start of Meeting

II. Roll Call

III. Board Members Present: Board Members Absent: Library Staff Present:

Board Members Present:	Michele Behr, Jeanne Friedman, Cara Terry, Tom Vance, Donna VanderVries and Linda Whitlock
Board Members Absent:	Ken Baker (excused)
Library Staff Present:	Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Abby Pylar, Steve Rossio, Colin Whitehurst, and Laura Wright
Library Staff Absent:	Doran Lefaive

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

Library Board Chair Tom Vance welcomed everyone to the December 11, 2023 Library Board Meeting. He asked if anyone present or online had any comments and there were none.

V. Adoption of the Agenda for the Regular Meeting of December 11, 2023

Library Board Chair Vance asked if there were any changes to the agenda before its adoption and there were none. Vance asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Whitlock that the Library Board adopt the agenda for the regular meeting of December 11, 2023. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the December 11, 2023 board meeting before its adoption and Trustee VanderVries requested the removal of Item F - MLA Advocacy.

A. Minutes of the regular meeting held on October 23, 2023.

B. October and November 2023 Narrative.

C. Financial Condition for October and November 2023.

D. Statistical Report for October and November 2023.

E. January 2023 Program Calendar.

F. MLA Advocacy.

G. Review Bulletin Board Policy.

H. Review Public Comment Policy.

I. Review FOIA Policy.

MOTION: It was moved by Trustee Behr and supported by Trustee VanderVries that the Library Board approve the consent agenda for the regular meeting of December 11, 2023. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

MINUTES

Item F – Trustee VanderVries wanted the Library Board and staff to be aware of an anti property tax group (AxMITax) that has plans to circulate petitions for a 2024 ballot proposal to eliminate all property taxes in Michigan. The elimination of this revenue would greatly cut funding for State, County, City, schools, library, and other public government services.

MOTION: It was moved by Trustee Behr and supported by Trustee Friedman that the Library Board approve Item F - MLA Advocay Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried

VII. Heritage Room Presentation by Local Historian Steve Rossio

Local Historian Steve Rossio thanked trustees for the opportunity to share the cumulation of a three year project he has been working on with local history teachers. In the past, teachers had the opportunity to bring in World War II veterans to talk about their first-hand experiences. Unfortunately, with the passing of time, World War II veterans still living are in their 90's or older.

Rossio recalled that one of the things that drew him into history was going through his grandparents cedar chest and having the ability to hold history in his hands. In the absence of first hand accounts, Rossio decided to create a physical collection of World War II items. The criteria developed for the items to go in an original footlocker used by GI's in WWII was that everything had to be original to WW2, universal representation including all branches of service, as well as items that reflected the home front, women, and minorities. He also wanted to make sure what he created could grow or be adjusted. The trunk contains artifacts which each have their own information card as well as a teacher's guide. Portage and Schoolcraft teachers can call Local Historian Steve Rossio to request to use it. Teachers have also expressed an interest in trunks to represent other historical events.

VIII. Governance

A. Adoption of Schedule of Library Board Meetings for 2024

The library board had a discussion about the March 2024 meeting being moved a week earlier because of Spring Break. They also understood that the May 2024 meeting would also need to be scheduled a week earlier due to the Memorial Day holiday.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Terry to approve the 2024 schedule of Library Board Meetings as presented. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

B. Appointment of Nominating Committee Chair to survey trustees' interest in Board offices in 2024.

Board Chair Vance said he would entertain a volunteer for a nominating committee chair for 2024. Trustees Behr volunteered and was appointed. Vance 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 Behr as the Nominating Committee Chair to survey trustees' interest in Board offices in 2024.

MINUTES

IX. Library Director's Reports

A. Final remarks by Library Director for the December 11, 2023 Library Board Meeting.

Library Director Klien said she wanted trustees to be aware that our library app is currently down. The companies that provided the service shut down the app without notice. We have been working with Communico for our new events calendar. They have an app that we have decided to move forward with. Marketing Manager Colin Whitehurst, Digital User Experience Coordinator Jill Austin, and Systems Administrator Rolfe Behrje were thanked for getting information together for the app transition quickly.

Klien prepared the Board for a January 2024 discussion about the virtual component of the Library Board Meetings. Currently, Kalamazoo Public Library Board and Portage City Council allow online public comment. Portage Public School Board has a different process – public comments must be made in person.

Klien said that in the past it was recommended by the library attorney to consider continuing virtual option for attending and viewing monthly meetings, but no online public comments. Klien said she would confirm with library attorney that this is still her position and bring it back for a vote next month.

Klien said library staff will be bringing the Room Rental price adjustment recommendations to the Board in January 2024.

X. Library Personnel

A. Personnel Committee's recommendation for Library Director's compensation in 2024 and Renewal of Library Director 3 Year Contract. (Vote) Pg.61

Board Chair Vance said the Personnel Committee met on December 2nd. This year's committee included Trustee Jeanne Friedman and Trustee Donna VanderVries. Vance said that when the evaluations were reviewed, all seven trustees gave an outstanding of review of Library Director Christy Klien. The Personnel Committee made their decision based on the unanimous positive feedback from all trustees. They recommend a Library Director Salary increase of 3% and a bonus of $1,500. They would also like to renew Klien's three year contract to five years. Trustee Friedman said she hoped this gives Klien an idea of how much the Board appreciates you and has confidence in your leadership and ability.

MOTION: It was moved by Trustee Terry and supported by Trustee Whitlock that the Library Board approve the recommendation from the Personnel Committee of a Library Director Salary increase of 3%, a $1,500 bonus, and a 5 year contract renewal. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

B. 2023 Year End Discussion Regarding Library Staff Performance Recognition. (Vote)

Library Director Klien began the discussion with trustees about Library Staff Performance Recognition. She said that everything trustees commented about her for her evaluation and the success of the library comes from the staff who are the backbone of the library. She recommended that Board approve performance bonus in an amount not to exceed $40,000. Trustees acknowledged the library staff's hard work and performance this year. They agreed the library should issue performance bonuses in recognition of the staff's work toward the library's strategic goals and general library service.

MOTION: It was moved by Trustee Behr and supported by Trustee Friedman that the Library

Board approve a lump sum not to exceed $40,000 for Library Director Klien to distribute to staff for end of the year performance recognition. Vote 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

XI. Process Evaluation

A. Suggestions for Agenda Items to be included on the January 22, 2024 Board Meeting

1. Minutes of the Regular Meeting of December 11, 2023.
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 2024 Budget to Offset Unpaid Encumbrances.
5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.
6. Election of Library Board Officers for 2024 & Appointment of Library Board Personnel Committee, Board Liaison to the Friends of the Library, and Library Board Secretary for 2024.
7. Annual signing of "Conflict of Interest" Statements by trustees.
8. Discussion about guests to be invited to Library Board meetings in 2024.
9. Endorsement of Library Director's Personal Goals for 2024.
10. 4th Quarter Financial Report for Fiscal Year 2023 & Comments on Year-End Results.
11. 4th Quarter Strategic Plan Statistics
12. Monitoring Report on Executive Limitation: Global Executive Constraint.
13. Discussion About Continuation of Hybrid Board Meetings

B. Comments from public, board, and staff.

- Friends of the Library Liaison Cara Terry said the Friends had a busy start to December. On Thursday, they started set-up, on Friday they held the members-only sale, on Saturday they had a public sale, and on Sunday they had a bag sale to clear more inventory for the end of the year. They made $4,400 in December. Terry also noted that the Checkout Desk takes in about $1,000/month in the continuous sale shelf.

- Assistant to the Director Quyen Edwards said that the PDL Seed Library has been stocked with almost 50 varieties of native plant seeds that are free and available to the community for planting.

- Library Director Klien mentioned a recent article in the Western Michigan University magazine about current student Nadia Famiano who is now a published children's book author. Her book, "Julie Loves to Dance", is dedicated to our own staff member Quyen Edwards who used to work in the Youth Department as a Youth Services Librarian and inspired her to keep writing!

- Trustee Whitlock commented that the October/November narrative is impressive!

- Board Chair Vance concluded that the Library Board is really proud and grateful for the staff and all their hard work this year.

XII. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of December 11, 2023.

DISPOSITION: The regular board meeting of December 11, 2023 was adjourned at 6:45 PM.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary

Director's Report
January 2024

Adult Services

Adult Librarian *Ruth Cowles* hosted over one hundred and fifty patrons of all ages getting into the holiday spirit for our Pre-Traditional Holiday Celebration. Scheduled to coincide with the Portage City Traditional Holiday and Tree Lighting Celebration on December 2nd, the library provided live music and a hot chocolate and coffee bar. Starting at 12:30 PM, pianist Jeff Dallavalle performed traditional holiday music. Then, at 1:30 PM, Eric Cowles continued the celebration with tunes on his fiddle incorporating holiday music from around the world. Last to play at 2:30 PM, Dawn Garrett relaxed everyone while enjoying her soothing clarinet.

Outreach Librarian *Sara Weyenberg* hosted Purl for Portage for 13 attendees on December 19th.71 items have been donated and over 200 given away. We received a note from a staff member with regards to this program: "I just wanted to let you know of something pretty cool that happened last night at the checkout desk. Someone came in asking if we had a lost and found not because they'd lost something, but because they needed a scarf. I said great news, friend. . . turn around! Look at that coat rack with brand new hats and gloves and scarves all lovingly created by our library community! The patron was able to grab a new scarf and a new hat before going back out into last night's bitter cold and it really reinforced that what you guys do is really cool."

Jane Fleming, STEM Librarian, taught 18 participants how to make a Holiday Card Keeper on December 5th, 13th, and 18th. This program let patrons personalize a wooden card keeper so they could keep holiday cards all together organized in one place. Patrons were able to personalize their card keepers with a number of designs to work from. The card keepers were pre-cut so participants could focus on the engraving.

Youth Services

Youth Staff *Annette Wendt* created a "Disguise the Gingerbread Man" activity, which allowed participants to disguise their paper gingerbread man to avoid being nibbled on. These were then displayed at the library or taken home.

Based on this year's programming attendance and feedback, end-year spending focused on enhancing items for Baby/Toddler storytime and passive programming, two areas where patrons have expressed interest in more or other offerings.

Youth Staff *Kristy Zeluff* visited the Child Development class at Portage Central High School and did a presentation about successfully sharing books with young children.

Youth Staff *Kristy Zeluff* was able to visit all six of the Head Start and Great Start Readiness preschool classrooms for the first time, and many of the children remembered the songs and games from previous visits. At least two children have visited the library and brought their caregivers to the desk to say hello to me, and it seems clear that they feel welcome and connected.

Juvenile and Preschool displays in December focused on our popular seasonal offerings.

A highlight in the Teen Room was the naming contest for the new Teen Room goose. This is one of several engagement pieces in the Teen Room, which has become a popular draw.

Teen Room displays for December included Cooking & Baking, Cozy Winter Reads, and a display about geese (in conjunction with a naming contest for the new Teen Room mascot).

Teens had a wonderful time building confectionery creations of questionable structural integrity at Teen Candy Cottages, hosted by Teen Services Librarian Olivia Pennebaker and Youth Services Assistant Karina Gluys.

This year's Family Candy Cottages event was enhanced by a seasonal story read by *Steve Rossio* and *Kristy Zeluff*. The addition of stories to evening events this year has been a wonderful enhancement for families.

Circulation and Technical Services

Over the month of December, we had 459 students use their PASS cards. We sent 1398 SMS messages regarding bills, overdue materials, and membership renewals. Technical Services also completed adhering series labels to the spines of the Speculative Fiction collection.

From an email from MeL (Michigan eLibrary) Minute: MelCat: a Year in Review
A huge thank you to all the libraries and library staff who helped continue to make MeLCat successful in 2023! More than 1 million items were requested by patrons throughout the state of Michigan. January 2023 was the busiest month, with patrons placing a whopping 103,743 MeLCat requests! Altogether in 2023, more than 970,000 items were loaned out to patrons all over Michigan.

Personnel

The Library completed interviews with candidates for the two (2) open Library Assistant positions and made offers to two candidates. Those offers were accepted and the Library completed the due diligence portion of the hiring process and has successfully completed the on boarding with one candidate, *Michelle Kessen*. The second hire, *Jenna McQuade*, will be entering the on boarding process and will start work with the Library in the second half of January. The HR team updated employee files for all year-end changes. These changes include benefit deduction amounts and pay changes and notifications to all employees. The Library Director and Business Manager have reviewed the Employee Handbook with the Library's attorney, and all changes will be completed by January 31, 2024, and released to staff. The Business Services team completed all necessary functions to get the Library's new coffee maker available for vending for patrons. The Business Manager has completed all necessary steps to submit the 2024-2025 Building Insurance Renewal to its provider. Final approval has occurred, and the renewal will be received approximately February 1, 2024.

Maintenance & Building Services

Building services involved pest control treatment, commercially deep cleaned all restrooms, professionally cleaned all LVT flooring, monitored winter snow removal services, replaced damaged handicap parking sign and post, received Consumers Energy rebate for boiler maintenance, Preschool egress shelter glass was properly glazed, electrician isolated faulty ceiling light and completed the HVAC operation for 2024.

IT Department

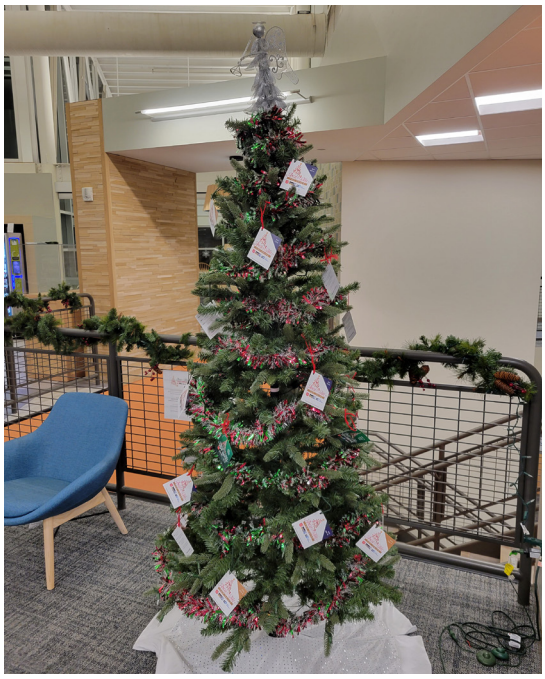
The Portage District Library continues in its replacement of staff workstations as a part of its normal technology refresh schedules. As a part of this refresh cycle, the library has added workstations/laptops to shared desks for part time staff.

The library is continuing its efforts to strengthen its network security and security awareness through efforts in multifactor authentication, Microsoft's Secure Score recommendations and best practices, reviewing its firewall configurations, Umbrella configuration and Malware protection.

The library IT Department is working with Aunalytics and Sophos to identify an issue with its firewall that causing service interruptions on its staff network.

The IT Department is actively working with Communico and library staff on getting our Library Mobile App replacement to production use. While the library is working as quickly as possible, the library will not sacrifice usability and reliability of the app before delivering it to our patrons.

Spotlight On:
Angel Tree



Every holiday season, the Salvation Army helps to provide joy to many underprivileged children in the area. They will collect information on children in need, and then pass along the information to the Angel Tree donation sites. The Portage District Library has been a donation site for many years. Every November, we will receive tags that contain information on gifts to buy for certain-aged children. These tags then go on our Christmas tree in the building and members of the community can then fulfill the wish list items.

Assistant Circulation Supervisor *Chelsea Axtell* has been our person of contact for the Angel Tree since 2022. This year, she requested 250 tags from the Salvation Army. Our first grouping of fifty tags was delivered and placed on the tree during the first week of November. Within just a few days, we had to request another 100 tags! After another few days, we had to request another 100 tags! By the time the donations were taken down to Salvation Army, 233 of the 250 tags were taken from our location.

At the end of the donation period on December 11, 2023, our community members had donated around 305 toys, 31 gift cards, and 30 books! All of these items were then packed up Tetris-style in Head of Circulation and Technical Services *Abby Pylar*'s van and taken down to the Salvation Army donation center. It is truly amazing to see how involved the community gets with this service, and it is a blessing to be able to provide this offering to our patrons.

Portage District LIBRARY

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

LIBRARY BOARD 2024 ROSTER

Reviewed: January 18, 2024

NAME	ADDRESS	CONTACTS	TERM EXPIRES
Ken Baker	2187 Austin Shores Ave. Portage, MI 49002	269-998-4395 kenbaker0425@aol.com	December 31, 2024
Michele Behr	6526 Robinswood Street Portage, MI 49024	(269) 365-0094 (Home) (269) 365-5387 (Cell) mdbehr@yahoo.com	December 31, 2024
Jeanne Friedman	3045 Kalarama Portage, Michigan 49024	(269) 323-8991 (Home) (269) 569-6777 (Cell) jfriedman@portageps.org	December 31, 2026
Cara Terry	9895 Fort Myers Parkway Portage, MI 49002	(269) 598-8878 carayterry@gmail.com	December 31, 2026
Tom Vance	7673 Moors Pointe Way Portage, MI 49024	269-251-2073 (Cell) 269-327-5463 (Home) prguy1955@gmail.com	December 31, 2024
Donna VanderVries	1225 Holiday Lane Portage, MI 49024	(616) 802-0044 (Cell #1) (231) 750-6750 (Cell #2) osulawyer@hotmail.com	December 31, 2026
Linda Whitlock	9706 Oakview Drive Portage, MI 49024	(269) 327-0583 (Home) (269) 370-4374 (Cell) whitkazoo52@gmail.com	December 31, 2024

Christy Klien ***(Library Director)***

(269) 585-8721 (Office #)
(269) 216-1953 (Cell #)

cklien@portagelibrary.info

Quyen Edwards ***(Assistant to the Director & Library Board Secretary)***

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PORTAGE DISTRICT LIBRARY COMMUNICATION

To: Christine Klien, Interim Library Director

From: Rob Foti, Business Manager

Date: January 17, 2024

Subject: Budget Amendment Request to Increase Expense Lines in the FY 2024 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 $1,325,886.54.**

Supplies and Materials – Outreach – Adult	620.67
Office Supplies	20.27
Vending Supplies	1,000.00
Heritage Room Supplies	17,183.64
Computer Supplies	3,500.00
General Operating Supplies	9,000.00
Processing Supplies	25.63
RFID Supplies	6,000.00
Repair & Maintenance Supplies	15,000.00
Copying and Printing	6,300.00
Books-Teen	1,188.29
Books-Juvenile	2,383.97
Books-Preschool	1,079.85
Books-Easy Reader	951.73
Books-Fiction-Adult	7,488.24
Books-Non Fiction-Adult	4,959.01
Books – Non-Fiction – Juvenile	577.89
Books-Holds-Adult	915.67
World Language	12,866.19
Sets & Kits - Juvenile	75.00
E-Books-Adult	4,806.46
Digital Collections – Hoopla	6,823.48
Digital Collections – Movies	713.15
Compact Discs-Hot Picks	43.79
Videos-Adult	1,161.99
Videos-Teen	49.77
Videos-Juvenile	1,352.53
Video-Hot Picks	1,522.96
Talking Books-Adult	3,226.97
Talking Books-Juvenile	686.96
Talking Books-Easy	57.24
Licensed Databases	3,000.00
Gas & Electric	10,000.00
Library Grounds Maintenance	230.00
Snow Removal	2,715.00
Building Repair & Maintenance	8,839.68
Building Repair-Contracted Services	11,649.00
Building Repair-Projects	55,175.97
Non-Capital New Furnishings	9,500.00
Legal Counseling Services	17,500.00
Human Resources	12,700.00
Cataloging Services	14,657.96

Online Subscriptions	16,800.00
Online Maintenance	1,000.00
Program-Adult-Unrestricted	306.13
Program-Youth-Unrestricted	1,014.48
Program-Summer Reading-Youth	28.71
Programming-Child-Restricted	2,748.30
Dues & Memberships	4,500.00
Training/Educational/Mtgs.	35,000.00
Computer Rep. & Maint. – Creation St	7,000.00
Computer Maint. & Support – Software	5,500.00
Computer Maint. & Support – Hardware	15,750.00
Technology Project-Capital	163,405.00
Capital Maintenance	150.000.00
Library Refurbishing Project	590,771.94
2021 Bldg Renovation Project	74,513.02
TOTAL	**1,325,886.54**

Financial Condition Report

December 2023

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	$8,350,015
Expenditures	$7,342,684

Fund	11/30/2023	Changes	12/31/2023
General Reserve (13%)	$ 727,173	-	$ 727,173
Building Reserve	50,000	-	50,000
Benefits Reserve	29,741	-	29,741
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	75,542	-	75,542
Unassigned Fund Balance	6,404,668	-	6,404,668

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.

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

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

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

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

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

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

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

Policy: 8. Acquire, encumber or dispose of real property.

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

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

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

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

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

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

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

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

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

Policy: 12-A. Fail to have a 2nd signature on all checks issued by the Portage District Library in an amount of $20,000 or more by one of the three designated individuals on the library's bank signature card, which would be one of the following: (1) the Library Board Chair, or (2) the Head of Adult Services, or (3) the Head of Youth Services.

Director's Response: All checks received the appropriate amount of signatures.

Policy: 13. Fail to consider approved budget when entering into financial agreements or collaborations with other entities.

Director's Response: Approved budgets are considered when entering into financial agreements or collaborations with other entities.

Policy: 14. Fail to keep the Library Board informed of any grant applications, and obtain board chair signature when required by granting agency.

Director's Response: The Library Board is informed of all grant applications and the board chair's signature is obtained when required.

Policy: 15. Fail to provide the Board Chair a list of all cash disbursements from the time of the prior Board meeting to the current Board meeting.

Director's Response: A list of all cash disbursements has been provided to the Board Chair for review.

Statistical Report

December 2023

	Month Statistics			YTD Statistics		
	Dec-23	Dec-22	CHANGE	2023	2022	CHANGE
Circulation/Collections						
Total Library Circulation	**69,537**	**68,212**	**1.94%**	**882,568**	**750,687**	**17.57%**
Adult - Books	15,719	15,795	-0.48%	201,003	170,277	18.04%
Adult - A/V	3,937	3,671	7.25%	46,361	36,876	25.72%
Youth - Books	25,685	27,575	-6.85%	355,859	286,824	24.07%
Youth - A/V	3,316	2,615	26.81%	35,708	37,540	-4.88%
Hot Picks	918	793	15.76%	10,727	10,248	4.67%
E-Material	18,269	16,211	12.70%	209,576	192,219	9.03%
ILL - PDL Requests	976	736	32.61%	12,408	8,468	46.53%
ILL - Other Lib. Requests	717	816	-12.13%	10,926	8,235	32.68%
Self-Checkout Percentage	**49.10%**	**46.66%**		**52.25%**	**53.19%**	
Total Library Collection	**178,793**	**180,672**	**-1.04%**			
Adult - Books	71,676	73,183	-2.06%			
Adult - A/V	12,934	16,738	-22.73%			
Youth - Books	83,904	79,625	5.37%			
Youth - A/V	7,612	8,264	-7.89%			
Hot Picks	2,667	2,862	-6.81%			
Net Acquisitions	**515**	**(144)**	**457.64%**	**744**	**(4,622)**	**116.10%**
Purchased - Books	2,566	1,757	46.04%	20,186	17,794	13.44%
Purchased - A/V	255	391	-34.78%	2,090	2,378	-12.11%
Donated - Books	0	0	0.00%	3	0	100.00%
Donated - A/V	0	0	0.00%	1	0	100.00%
Material Discarded	(2,306)	(2,292)	-0.61%	(21,536)	(24,794)	13.14%
Total In-House Usage*	**0**	**0**	**n/a**	**0**	**0**	**n/a**
In-House Periodical Usage	0	0	n/a	0	0	n/a
In-House Book Usage	0	0	n/a	0	0	n/a
Patrons						
Total Patrons	**33,182**	**37,287**	**-11.01%**			
Adult	16,144	18,548	-12.96%			
Youth	2,560	4,061	-36.96%			
Non-Resident	191	161	18.63%			
Reciprocal	3,018	3,809	-20.77%			
Internet User	523	354	47.74%			
PASS Users	10,689	10,294	3.84%			
Professional	57	60	-5.00%			
Net Patrons	**131**	**255**	**-48.63%**	**(3,167)**	**3,408**	**-192.93%**
Adult	226	165	36.97%	2,551	3,717	-31.37%
Youth	17	18	-5.56%	211	847	-75.09%
Non-Resident	1	1	0.00%	29	70	-58.57%
Reciprocal	50	43	16.28%	690	387	78.29%
Internet User	55	25	120.00%	458	326	40.49%
PASS Users	0	101	-100.00%	1,115	1,310	-14.89%
Professional	0	0	0.00%	2	8	-75.00%
Patrons Removed	(218)	(98)	-122.45%	(8,223)	(3,257)	-152.47%

Statistical Report

	Month Statistics			YTD Statistics		
	Dec-23	Dec-22	CHANGE	2023	2022	CHANGE
Library Building Usage						
Total Meeting Room Usage	**784**	**532**	**47.37%**	**8,270**	**3,497**	**136.49%**
Internal/Collaboration	131	79	65.82%	1,279	430	197.44%
External/Outside Usage	653	453	44.15%	6,991	3,067	127.94%
Total Program Audience	**1,388**	**1,691**	**-17.92%**	**31,091**	**14,642**	**112.34%**
Adult	445	270	64.81%	6,655	3,557	87.10%
Youth	893	1,366	-34.63%	22,399	10,820	107.01%
Heritage Room	50	55	-9.09%	2,037	265	668.68%
Total Number of Programs	**57**	**72**	**-20.83%**	**900**	**567**	**58.73%**
Adult	20	30	-33.33%	398	191	108.38%
Youth	36	41	-12.20%	478	256	86.72%
Heritage Room	1	1	0.00%	24	120	-80.00%
Total Volunteer Hours	**162**	**244**	**-33.61%**	**2,455**	**1,699**	**44.50%**
Adult	45	65	-30.77%	668	366	82.51%
Youth	54	22	145.45%	689	65	960.00%
Technical	8	21	-61.90%	255	253	0.79%
Circulation	23	94	-75.53%	435	690	-36.96%
Administration	32	32	0.00%	380	279	36.20%
Community Service	0	10	-100.00%	28	46	-39.13%
Total Front Door Traffic	**18,111**	**18,981**	-4.58%	**235,184**	**161,436**	**45.68%**
Total Youth Services Traffic	**10,998**	**11,085**	-0.78%	**160,521**	**105,437**	**52.24%**
Total Business Center Traffic	**0**	**0**	0.00%	**0**	**0**	**0.00%**
Information Access/Reference/Research						
Total Reference Transactions	**5,824**	**4,803**	**21.26%**	**76,690**	**61,162**	**25.39%**
Adult Phone	341	339	0.59%	4,622	3,641	26.94%
Adult Ready Reference	2,344	1,767	32.65%	21,545	13,165	63.65%
Adult Reference	230	222	3.60%	2,085	1,551	34.43%
Youth Phone	70	51	37.25%	771	608	26.81%
Youth Ready Reference	1,821	1,393	30.73%	30,443	20,405	49.19%
Youth Reference	285	131	117.56%	5,024	3,195	57.25%
HR Phone	23	6	283.33%	123	122	0.82%
HR Ready Reference	39	29	34.48%	2,301	2,100	9.57%
HR Reference	4	2	100.00%	113	141	-19.86%
Circ Phone	262	256	2.34%	3,231	3,988	-18.98%
Circ Ready Reference	225	347	-35.16%	3,439	5,450	-36.90%
Circ Reference	180	260	-30.77%	2,993	6,796	-55.96%
Total Edutainment LAN Use	**567**	**548**	**3.47%**	**2,884**	**1,164**	**147.77%**
Total Internet Computer Use	**1,401**	**1,477**	**-5.15%**	**17,243**	**11,452**	**50.57%**
Youth Computers	184	232	-20.69%	1,876	1,126	66.61%
Adult Computers	1,214	1,243	-2.33%	15,335	10,312	48.71%
Laptop Computer Circulated	3	2	50.00%	32	14	128.57%
Total Electronic Transactions	**38,497**	**74,489**	**-48.32%**	**703,358**	**625,480**	**12.45%**
WebSite Hits	28,943	64,626	-55.21%	569,366	495,082	15.00%
WebCatalog Sessions	7,768	7,876	-1.37%	111,368	108,888	2.28%
Licensed Database Hits	1,786	1,987	-10.12%	22,624	21,510	5.18%

* 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 10, 2024
SUBJECT: Library Statistical Report - Year End Comparison

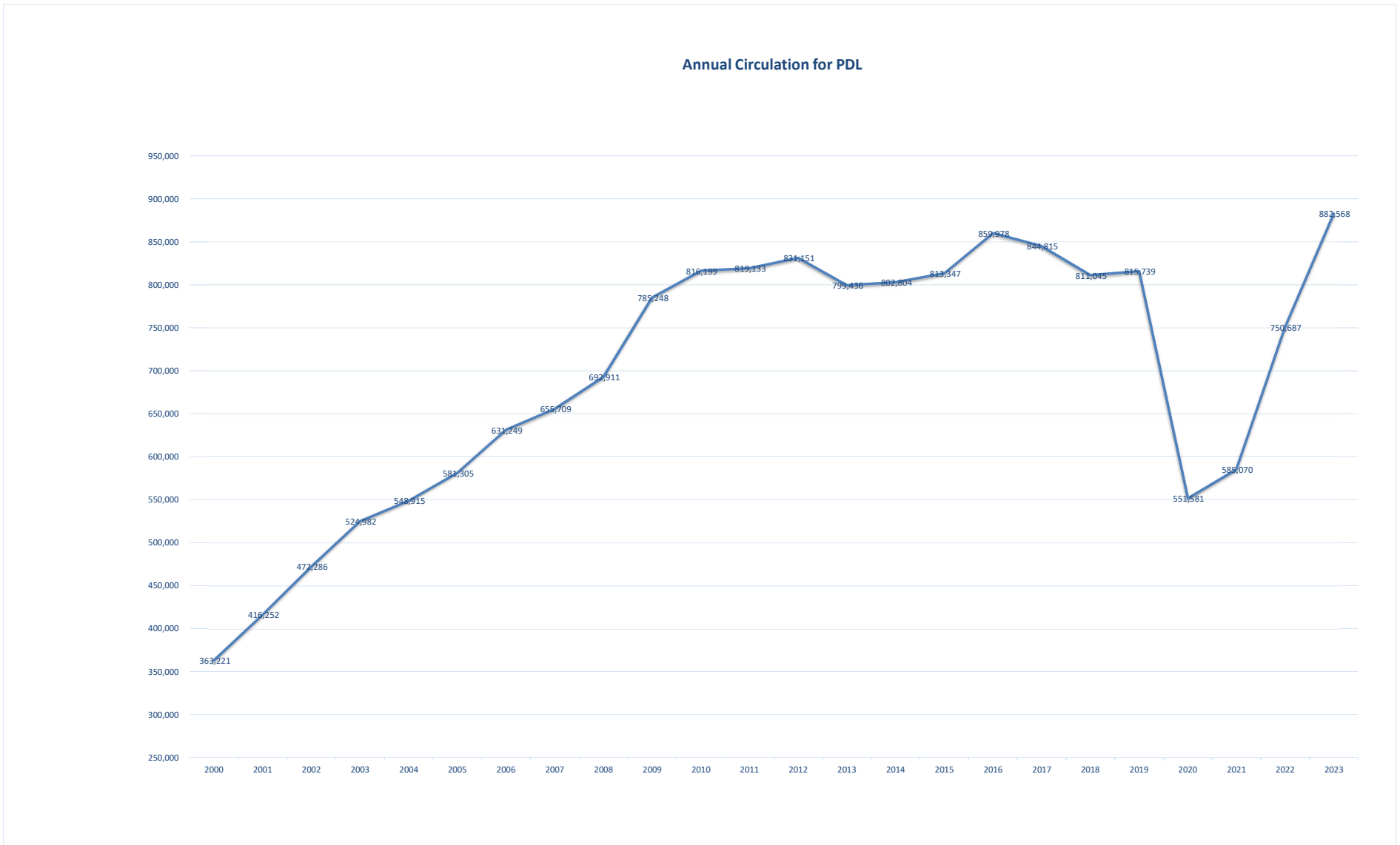
Year-End Statistical Comparative Data	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Circulation/Collections																								
Total Library Circulation	**363,221**	**416,252**	**472,286**	**524,982**	**548,915**	**581,305**	**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**	**882,568**
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	201,003
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	46,361
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	355,859
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	35,708
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	10,727
E-Materials												-	22,001	28,635	69,980	81,646	116,319	117,008	120,364	140,609	189,575	184,914	192,219	209,576
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	12,408
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	10,926
Total Library Collection	**138,915**	**154,110**	**162,856**	**164,252**	**170,161**	**182,168**	**165,744**	**172,952**	**173,341**	**182,767**	**179,934**	**188,141**	**192,966**	**194,873**	**199,097**	**205,673**	**205,592**	**200,264**	**198,404**	**189,651**	**189,671**	**181,899**	**180,672**	**178,793**
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	71,676
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	12,934
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	83,904
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	7,612
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	2,667
Net Acquisitions		**6,675**	**8,915**	**3,927**	**7,915**	**9,291**	**(18,105)**	**6,626**	**(2,514)**	**23,925**	**(3,542)**	**2,545**	**8,614**	**(1,628)**	**9,109**	**3,183**	**1,728**	**(5,151)**	**991**	**(9,147)**	**747**	**(7,849)**	**(4,622)**	**744**
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	20,186
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	2,090
Donated - Books	942	805	1,033	441	242	428	97	394	231	88	89	69	45	48	35	32	43	38	40	36	13	-	-	3
Donated - A/V		215	310	127	195	204	211	64	39	34	36	44	41	42	36	26	31	32	36	34	7	-	-	1
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)	(21,536)
Total In-House Usage*		**6,129**	**3,508**	**3,138**	**3,833**	**3,659**	**3,864**	**3,791**	**4,049**	**4,114**	**4,645**	**4,886**	**4,727**	**4,833**	**4,819**	**4,719**	**4,635**	**4,558**	**4,222**	**3,858**	**384**	**0**	**0**	**0**
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	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	0
Patrons																								
Total Patrons	**36,169**	**40,194**	**42,653**	**40,112**	**40,072**	**43,377**	**45,360**	**34,639**	**37,914**	**43,377**	**47,337**	**47,119**	**46,610**	**49,612**	**47,747**	**51,629**	**52,383**	**40,244**	**40,393**	**40,335**	**50,392**	**38,738**	**37,287**	**33,182**
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	16,144
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	2,560
Non-Resident		339	374	351	351	382	366	196	238	244	266	357	280	328	324	343	349	370	400	370	376	294	161	191
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	3,018
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	523
PASS Users																					8,991	9,771	10,294	10,689
Professional		132	169	225	230	247	272	149	147	71	74	67	51	63	58	66	63	66	68	61	64	58	60	57
Net Patrons	**4,353**	**4,811**	**5,148**	**5,443**	**5,449**	**5,529**	**5,591**	**6,305**	**6,590**	**5,514**	**4,455**	**4,739**	**4,307**	**4,022**	**3,816**	**3,599**	**3,618**	**(11,195)**	**251**	**1,056**	**10,133**	**(10,420)**	**3,408**	**(3,167)**
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	2,551
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	211
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	29
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	690
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	458
PASS Users																					8,970	1,426	1,310	1,115
Professional	n/a	16	30	63	21	11	20	31	29	2	7	2	-	4	3	2	10	4	3	-	-	3	8	2

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 10, 2024
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	2023
Library Building Usage																								
Total Meeting Room Usag	**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**	**8,270**
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	1,279
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	6,991
Total Program Audience	**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**	**31,091**
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	6,655
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	22,399
Heritage Room		880	1,286	2,817	1,872	2,052	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	2,037
Total Number of Programs			**114**	**205**	**380**	**475**	**518**	**525**	**506**	**532**	**584**	**680**	**562**	**512**	**497**	**524**	**471**	**605**	**649**	**652**	**432**	**292**	**567**	**900**
Adult			19	27	78	98	81	118	129	132	180	176	146	129	155	171	126	216	191	162	133	103	191	398
Youth			78	155	274	352	409	354	341	352	374	358	369	338	308	317	300	353	423	442	295	189	256	478
Heritage Room			17	23	28	25	28	53	36	48	30	146	47	45	34	36	45	36	35	48	4	-	120	24
Total Volunteer Hours	**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**	**2,455**
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	366	668
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	689
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	255
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	435
Administration		16	11	15	37	10	1	503	299	356	378	352	399	384	337	329	361	395	296	304	121	280	279	380
Community Service		561	756	513	753	654	489	626	567	618	616	668	792	318	232	110	37	251	247	164	43	-	46	28
Total Front Door Traffic		**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**	**235,184**
Total Youth Services Traffic		**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**	**160,521**
Total Business Center Traffic		**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**	**-**	**-**
Information Access/Reference/Research																								
Total Reference Transact	**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**	**97,792**	**104,800**	**107,487**	**99,617**	**85,666**	**80,909**	**61,162**	**76,690**
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	4,622
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	21,545
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	2,085
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	771
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	30,443
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	5,024
HR Phone		310	301	331	243	268	187	192	202	192	213	360	345	323	351	151	200	185	150	156	95	124	122	123
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	2,301
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	113
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	3,231
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	4,815	14,120	8,820	5,450	3,439
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	2,993
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																	
Total Edutainment LAN Use		**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**	**2,884**
Total Internet Computer U	**15,967**	**38,954**	**45,336**	**53,195**	**58,775**	**57,896**	**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**	**17,243**
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	1,876
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	15,335
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	32
Total Electronic Transactions		**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**	**703,358**
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	569,366
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	111,368
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	22,624
Alternate Circulation View																								
Circulation Data																								
Books	305,210	330,151	355,264	374,724	403,558	417,511	446,182	452,669	482,673	536,990	561,716	565,175	557,754	536,768	521,406	522,913	533,497	532,362	525,281	528,125	297,068	342,929	473,804	580,196
A/V	-	86,101	117,022	150,258	145,357	163,794	185,067	203,040	210,238	248,258	254,483	253,958	251,396	234,033	211,418	208,788	210,162	195,445	165,400	147,005	64,938	57,227	84,664	92,796
E-Materials	-	-	-	-	-	-	-	-	-	-	-	-	22,001	28,635	69,980	81,646	116,319	117,008	120,364	140,609	189,575	184,914	192,219	209,576
Total Item Checkouts (Physical Only)																								
Total Item Checkouts	305,210	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	816,199	819,133	809,150	770,801	732,824	731,701	743,659	727,807	690,681	675,130	362,006	400,156	558,468	672,992
Self Checkouts	-	-	-	-	-	-	-	-	-	-	309,711	435,617	441,731	433,318	434,712	428,803	428,154	410,703	398,243	386,737	178,956	203,732	288,154	339,478
Staff-Assisted Checkouts	305,210	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	506,488	383,516	367,419	337,483	298,112	302,898	315,505	317,104	292,438	288,393	183,050	196,424	270,314	333,514
Total Item Checkins (Physical Only)																								
Total Item Checkins	305,210	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	816,199	819,133	809,150	770,801	732,824	731,701	743,659	727,807	690,681	675,130	362,006	400,156	558,468	672,992
Automated Checkins	-	-	-	-	-	-	-	-	-	-	-	-	290,510	281,839	279,750	281,175	280,318	273,946	270,392	256,743	83,213	-	500	302,846
Staff-Assisted Checkins	305,210	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	816,199	819,133	518,640	488,962	453,074	450,526	463,341	453,861	420,289	418,387	278,793	400,156	557,968	370,146
Total Staff-Assisted Transa	610,420	832,504	944,572	1,049,964	1,097,830	1,162,610	1,262,498	1,311,418	1,385,822	1,570,496	1,322,687	1,202,649	886,059	826,445	751,186	753,424	778,846	770,965	712,727	706,780	461,843	596,580	828,282	703,660
Total Automated Transactio	-	-	-	-	-	-	-	-	-	-	309,711	435,617	732,241	715,157	714,462	709,978	708,472	684,649	668,635	643,480	262,169	203,732	288,654	642,324

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 10, 2024
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	2023



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Year-End Statistical Comparative Data

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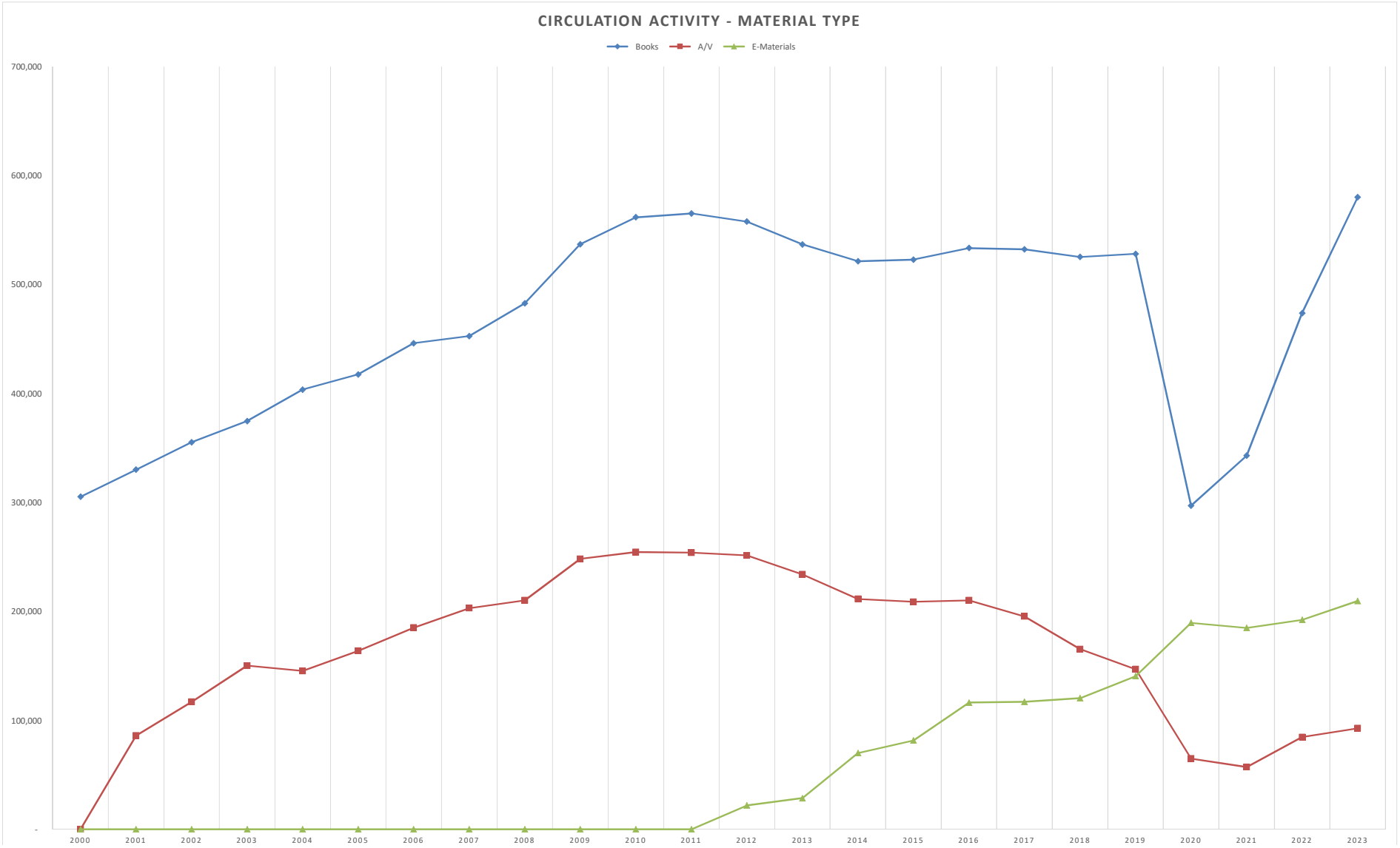

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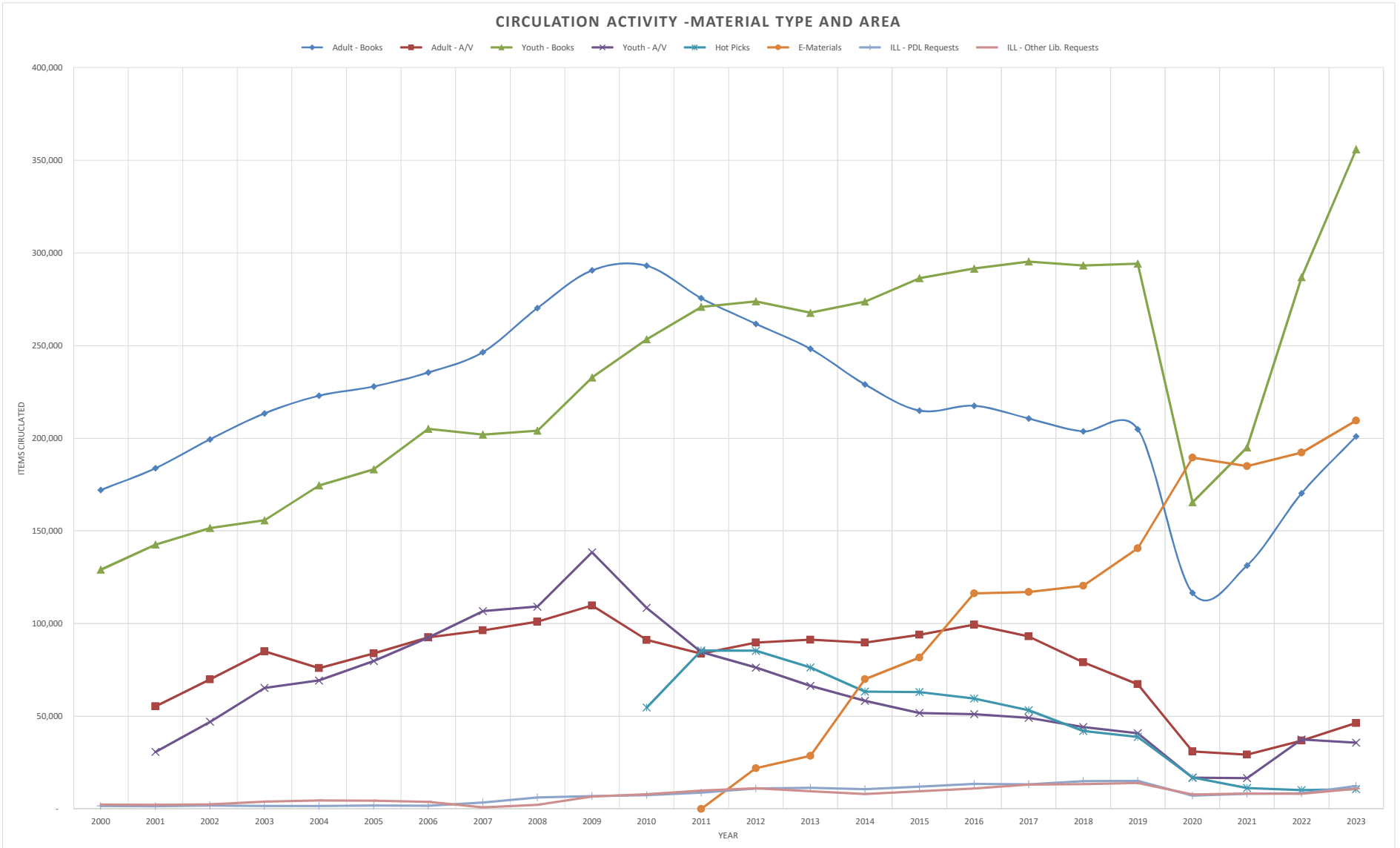
Year-End Statistical Comparative Data

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023



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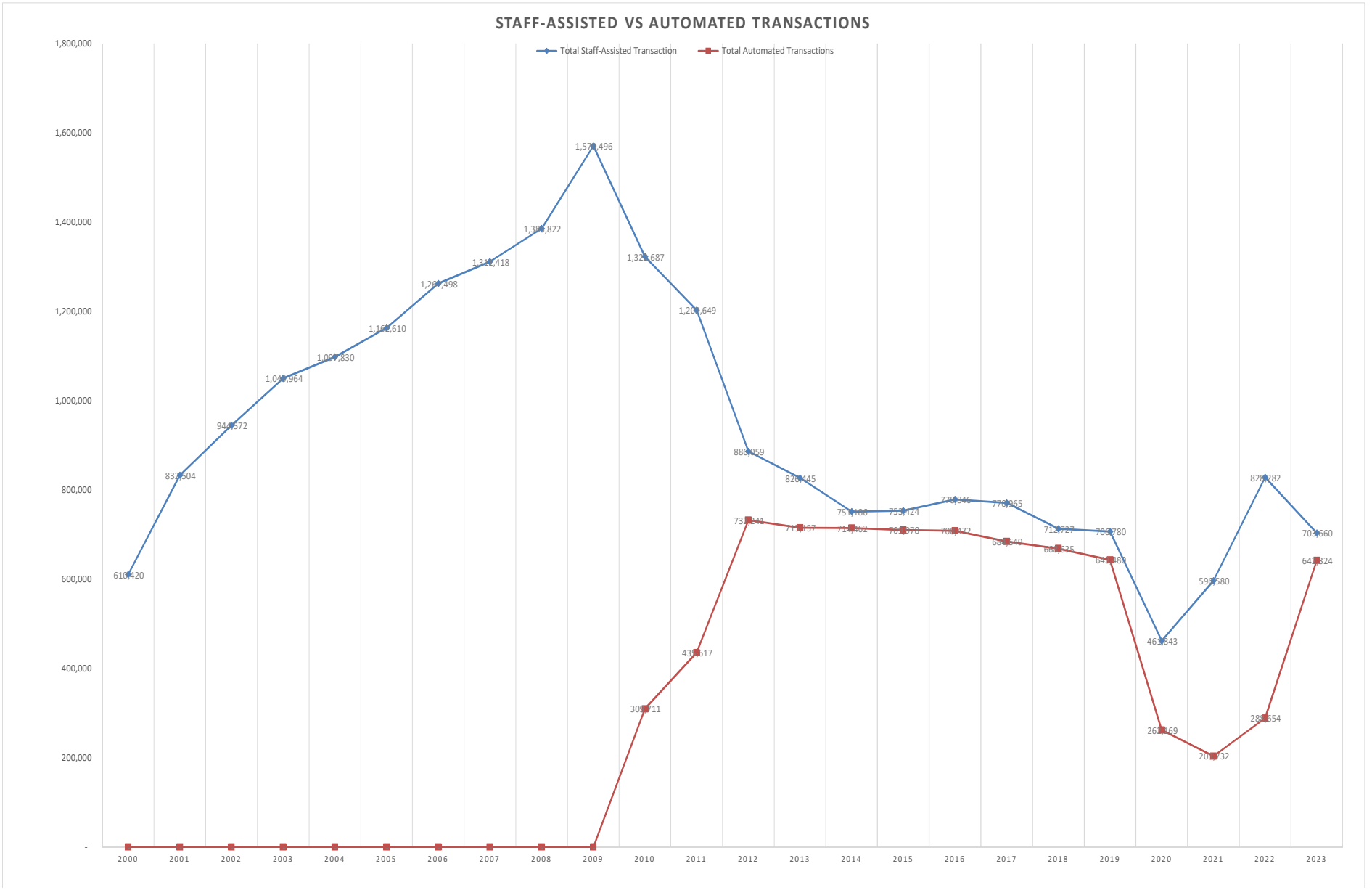


PDL Events

February 2024

Baby/Toddler Storytime
Thursday, February 01 | 9:30am & 10:30am

Exploring Options with Warren
Thursday, February 1 | 10:00am - 11:30am

Muffins and the Market
Thursday, February 1 | 9:00am - 10:00am

Drop-In Hours @ The Makerspace
Thursday, February 1 | 6:00pm - 8:00pm

Friends of the Library
Book Sale
Saturday, February 3 | 9:00am - 3:00pm

Baby/Toddler Storytime
Monday, February 5 | 9:30am & 10:30am

Drop-In Hours @ The Makerspace
Monday, February 5 | 2:00pm - 4:00pm

Yoga with Apral: A Series
Monday, February 5 | 4:00pm - 5:00pm

Kalamazoo County Historical Society
Monthly Meeting & Presentation
Monday, February 5 | 7:00pm - 8:30pm

Speed Friending for Adults!
Tuesday, February 6 | 6:00pm - 7:30pm

Family Storytime
Tuesday, February 6 | 9:30am & 10:30am

Make It @ The Library
Design a 3D Valentine Heart
Wednesday, February 7 | 6:30pm - 8:00pm

Lunar New Year Festival Celebration
Wednesday, February 7 | 6:30pm - 7:30pm

Toddler Playtime
Wednesday, February 7 | 9:30am & 10:30am

Drop-In Hours @ The Makerspace
Wednesday, February 7 | 2:00pm - 4:00pm

Immaculate Snacks & Gaming
Wednesday, February 7 | 3:30pm - 4:30pm

International Mystery Book Discussion
Thursday, February 8 | 7:00pm - 8:00pm

Baby/Toddler Storytime
Thursday, February 8 | 9:30am & 10:30am

Drop-In Hours @ The Makerspace
Thursday, February 8 | 6:00pm - 8:00pm

Documentary and Donuts
"Haulout" and TBD
Friday, February 9 | 10:00am - 11:30am

Saturday Sound Immersion
Saturday, February 10 | 10:00am - 11:00am

Baby/Toddler Storytime
Monday, February 12 | 9:30am & 10:30am

Make It @ The Library
Sublimation Stickers
Monday, February 12 | 10:30am - 12:00pm

Yoga with Apral: A Series
Monday, February 12 | 4:00pm - 5:00pm

Drop-In Hours @ The Makerspace
Monday, February 12 | 2:00pm - 4:00pm

Teen LGBTQ+ Meet-Up
Tuesday, February 13 | 6:30pm - 8:00pm

Just Move Storytime
Tuesday, February 13 | 9:30am & 10:30am

Reality TV
Why we still watch it
Tuesday, February 13 | 7:00pm - 8:00pm

Elementary Maker
Peculiar Painting Session A
Tuesday, February 13 | 4:30pm - 5:30pm

Baby/Toddler Storytime
Wednesday, February 14 | 9:30am & 10:30am

Middle Grade Book Club: 4th-6th Grade
Wednesday, February 14 | 6:00pm - 7:00pm

Drop-In Hours @ The Makerspace
Wednesday, February 14 | 2:00pm - 4:00pm

Muffins and the Market
Thursday, February 15 | 9:00am - 10:00am

Drop-In Hours @ The Makerspace
Thursday, February 15 | 6:00pm - 8:00pm

Baby/Toddler Storytime
Thursday, February 15 | 9:30am & 10:30am

STEM Storytime
Friday, February 16 | 9:30am - 10:30am

Kalamazoo Macintosh Users' Group
Saturday, February 17 | 9:00am - 12:00pm

Classic Movie:
Saturday, February 17 | 1:00pm - 4:00pm

Baby/Toddler Storytime
Monday, February 19 | 9:30am & 10:30am

Kalamazoo Valley Genealogical Society:
General Meeting & Program
Monday, February 19 | 7:00pm - 8:30pm

Drop-In Hours @ The Makerspace
Monday, February 19 | 2:00pm - 4:00pm

Dungeons and Dragons: 4th-7th Grade
Monday, February 19 | 6:30pm - 8:00pm

Elementary Maker
Tuesday, February 20 | 4:30pm - 5:30pm

Plots and Pages
A Local Writers' Group
Tuesday, February 20 | 6:00pm - 8:00pm

Teen Cupcake Decorating
Tuesday, February 20 | 6:30pm - 7:30pm

Workshop on Chinese Painting
Tuesday, February 20 | 6:00pm - 7:30pm

Family Storytime
Tuesday, February 20 | 9:30am & 10:30am

Drop-In Hours @ The Makerspace
Wednesday, February 21 | 2:00pm - 4:00pm

Chocolate Making
Wednesday, February 21 | 6:00pm - 7:30pm

Baby/Toddler Storytime
Wednesday, February 21 | 9:30am & 10:30am

Make It @ The Library
Sublimation Stickers
Wednesday, February 21 | 6:30pm - 8:00pm

Cookies and Conversations
Wednesday, February 21 | 2:00pm - 4:00pm

Little Roots Storytime
Thursday, February 22 | 9:30am & 10:30am

90's Trivia!
Thursday, February 22 | 6:30pm - 8:30pm

Drop-In Hours @ The Makerspace
Thursday, February 22 | 6:00pm - 8:00pm

Hot Wheels Fun
Feb 23 - 26

Crescendo Storytime
Monday, February 26 | 9:30am & 10:30am

Family Storytime
Tuesday, February 27 | 9:30am & 10:30am

History Maker
(Grades 3rd-6th)
Tuesday, February 27 | 4:30pm - 5:30pm

Purl for Portage
A Yarn Arts Club
Tuesday, February 27 | 6:00pm - 8:00pm

The Great Eclipse of 2024
Tuesday, February 27 | 7:00pm - 8:00pm

Teen Art Space
Middle School & High School
Tuesday, February 27 | 3:30pm - 4:30pm

Baby/Toddler Storytime
Wednesday, February 28 | 9:30am & 10:30am

Winter Evening Storytime
Wednesday, February 28 | 6:30pm - 8:00pm

Drop-In Hours @ The Makerspace
Wednesday, February 28 | 2:00pm - 4:00pm

Introduction to Embroidery
Wednesday, February 28 | 6:30pm - 8:00pm

Baby/Toddler Storytime
Thursday, February 29 | 9:30am & 10:30am

"Into No Man's Land"
An Evening with Holocaust Survivor, Irene Miller
Thursday, February 29 | 6:00pm - 8:00pm

Drop-In Hours @ The Makerspace
Thursday, February 29 | 6:00pm - 8:00pm

Make It @ The Library
Sublimation Stickers
Thursday, February 29 | 2:00pm - 3:30pm

MLA ADVOCACY NEWS

January 2024

MLA Bill Tracker

Each year, the MLA membership has the opportunity to choose priority issues that directly affect Michigan libraries. MLA then works with the Michigan Legislature to move these issues through the legislative process. The MLA Bill Tracker is updated monthly by the MLA Advocacy and Legislative Committee to inform our members of the Senate and House bills MLA is watching and addressing, our position if any, and actions that we are taking to support or oppose the legislation.

The MLA Bill Tracker can be found here: http:// https://www.milibraries.org/bill-tracker

"Think Big" a Note from Debbie

Debbie Mikula, MLA Executive Director - December 21, 2023

MLA is a little organization. Not in terms of our mission, but in terms of our size. With only five staff members and a budget normally under $1M, we are considered small in the nonprofit and association world. And while we may be small, we are MIGHTY, and, we THINK BIG!

Where do we get inspiration to be mighty? Rather than viewing resource constraints (like our budget and staff size) as limitations, small organizations like MLA find our strength in articulating our entrepreneurial spirit. MLA thrives on innovation, on instituting creative ideas, on listening to the needs of our members, on knowing our own limited capacity and taking calculated risks. Big thinking often involves stepping out of our comfort zone.

MLA actually draws inspiration from all sorts of organizations, especially larger organizations to achieve our goals. For us, the key to "thinking big" lies not in mimicking larger organizations but in molding and shaping many of their successful programs into our unique, small organization. We look for cost-effective ways to implement those big ideas without compromising the end result. We are resourceful, finding ways to do more with less and we innovate out of necessity – you can too. Those big organizations, or big libraries, that share big ideas at conferences are always worthwhile to listen to. And while it may not all resonate, if we listen closely, there are always, always, always bits and pieces that can be creatively implemented by smaller organizations. And many times, we will do it better.

I say constantly that the MLA staff can think of a project at five in the morning and by the time we are done drinking our coffee, we are already implementing it. We turn on a dime and embrace our flexibility, making quick adjustments to institute informed decisions. I like to say that MLA sets "Big Hairy Audacious" goals – we don't limit ourselves to small, easily attainable objectives, we set goals that challenge us and push our limits.

Like many of you who run small libraries, as a small organization MLA needs to stand out in a crowded nonprofit field and we have embraced larger organizations' branding and marketing strategies. We have invested in building a well-defined brand, utilized social media effectively, built a robust and easily navigable website, and along the way created compelling content. We have a great story to tell about our libraries, and we know that a compelling narrative can inspire support and collaboration. We need to get through the highly competitive media "white noise" that is created by all those larger institutions and find our unique place to shine and be relevant.

MLA ADVOCACY NEWS

Small organizations like MLA excel in building close relationships with our members, or in your case, your library patrons. We treat them like family, we know them personally, we have a deep understanding of their needs, we solicit feedback from them and involve them in developing new programs and services. In addition, the entire MLA staff wears multiple hats and knows the inner workings of this organization, they are engaged in decision-making processes and encouraged to offer their input on big ideas – there is very little that isn't shared at our weekly staff meetings.

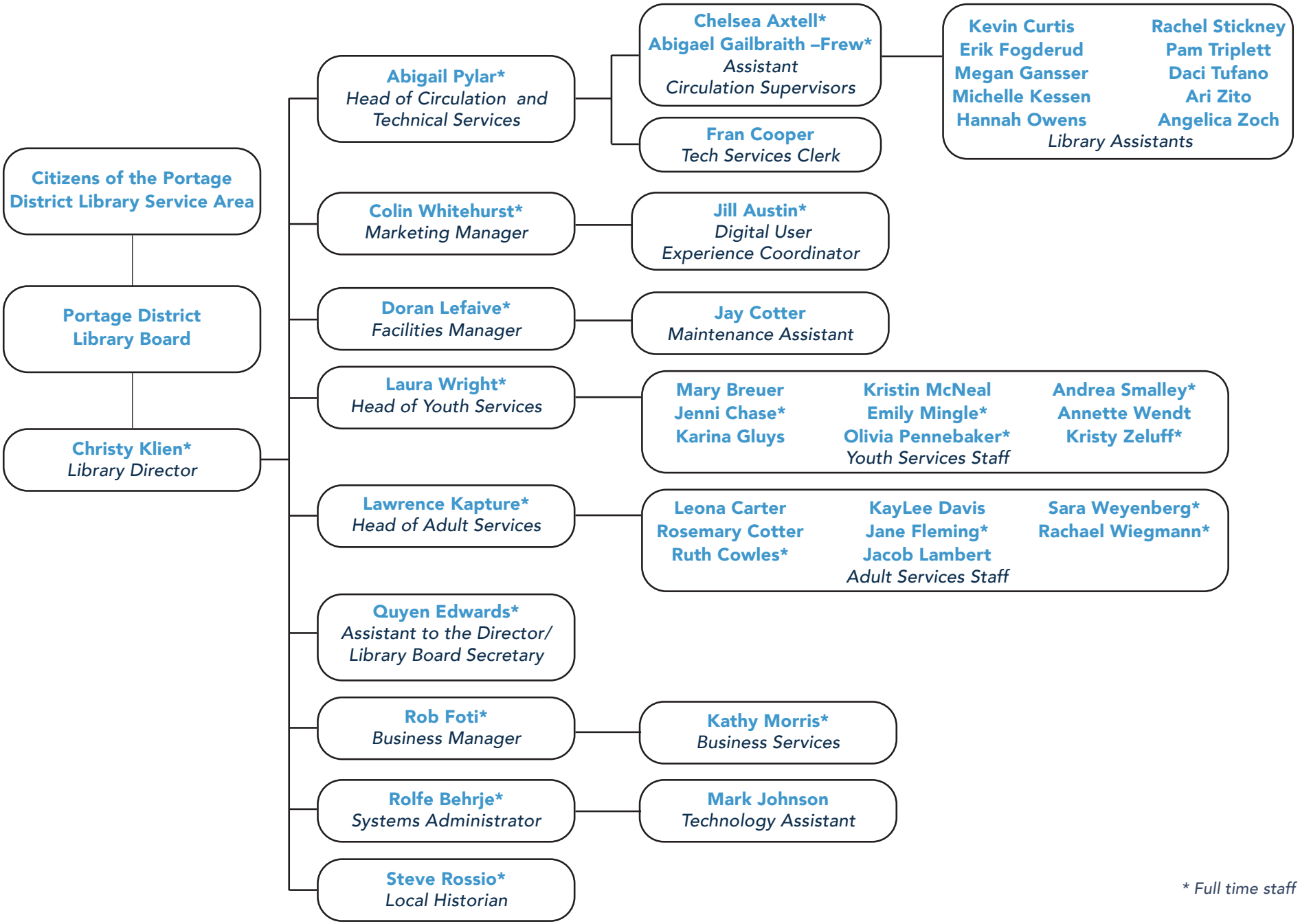
While sometimes it is good to be in the same room with the same size organizations, MLA finds "gold" in connecting with larger organizations who have achieved significant success not just in the library world but in others as well. We take time to learn from their experiences and build networks that support and encourage big thinking. We are a "curious" staff, and each and every one of us is committed to lifelong learning. In this fast-paced, ever-changing world, staying status quo isn't an option.

Being small isn't in our vocabulary and it shouldn't be in yours either – be bold, be confident, be creative, be persistent, and don't be afraid to dream beyond the conventional boundaries. THINK BIG!

Portage District LIBRARY

Staff Organizational Chart

January 2024



** Full time staff*

Portage District LIBRARY

Monitoring Report on Executive Limitation Policy:

Global Executive Constraint

January 22nd, 2024

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	The library is in compliance with all aspects of the District Library Law, including: · Powers of the Board are well defined and followed. · Limitations on borrowing money and issuing bonds are followed. · Limitations on issuance of limited tax bonds or notes are followed. · All procedures for millage authorization and tax levy are followed and public notices posted as required by law. · All legal requirements pertaining to real property, personal property, intangible property, and employee benefits are met. · All election requirements are met within the timeframe specified.
State Library Requirements	The library is fulfilling all requirements for a Class VI public library as determined by the Library of Michigan, including: · Filing an annual state-aid report by February 1st each year. · Maintaining library standards as they pertain to collections and professionally certified staff. · Maintaining compliance with state and federal regulations, such as: √ Library Bill of Rights √ Library Privacy & Search Warrant Act √ Patriot Act √ Right to Read √ Right to View √ Michigan Freedom of Information Act √ Michigan Open Meetings Act

Controls in Place	Evidence of Compliance
Federal and State Laws And City of Portage Ordinances	The library is in compliance with all federal and state laws and City of Portage ordinances. Examples of this are: · Federal and state financial laws – all required reports filed. · Federal and state employment laws – all personnel rules followed. · City of Portage ordinances such as: parking and traffic, leaf removal, disposal of waste, outdoor signage, flag display, etc.
Library Board Policies	All Library Board policies are reviewed on an annual basis, and library staff and patrons are made aware of board policies. · Board meetings, agenda planning sessions and other board gatherings are posted & comply with Michigan Open Meetings Act. · An up-to-date Library Board Policy Manual is kept in the Library Office for referral purposes.
Administrative Procedures	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: √ Maintaining an ongoing contract with attorneys for legal advice and counsel as needed. (Anne Seurynck for general counsel and Luis Avila for labor issues). √ Maintaining an ongoing contract with a professional accounting firm to conduct independent annual audits of the library (Rehmann for internal audits of the library). √ 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. √ Making sure that bank authorization signature cards are up-to-date. *[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.)* *Maintaining an Employee Handbook with rules and regulations.* √ Maintaining an ongoing relationship with governmental officials to keep current on new business practices or rules and community developments. √ 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. √ Maintaining compliance with laws and consulting appropriate authorities as required. √ Systematically checking operations throughout the library on a regular basis to ensure that they are being run properly. *[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 & Youth Services, Head of Circulation and Technical Services, and the Local Historian.)*

Memo

Election of Library Board Officers for 2024

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 16, 2024

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 Behr was appointed to 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 22, 2024 Board Meeting.

Procedure:

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

After that, Library Board Chair Vance will ask for another motion to accept the slate of proposed Library Board Officers for 2024. 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 2024 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 2024 has been placed as an item under Governance on the agenda for the January 24, 2024 board meeting.

Memo

Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends and Library Board Secretary for 2024

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 18, 2024

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 2024 has been placed on the January 22, 2023 agenda under Governance.

Memo

Annual Update of "Conflict of Interest" Statements by Trustees

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 17, 2024

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 Complied 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 22, 2024 board meeting.

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 Complied 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 **01-22-2024**

Disclosures:
(Indicate "none" if applicable. Otherwise, please give a brief explanation of the conflict.)

_____

_____

_____

Memo

MiDEAL Extended Purchasing Program Renewal

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 13, 2024

Background

The Portage District Library joined the State-Wide MiDEAL program in 2022 and has used this program for purchasing copiers and computers in the past. 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 to renew this service and use these contracts to acquire goods.

Recommendation

I recommend the Portage District Library continues to use these contracts in lieu of competitive bids where applicable.

Memo

Discussion about Continuation of Hybrid Board Meetings

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 15, 2024

Background

At the December board meeting, Library Director Klien and trustees began a discussion about the virtual component of the Library Board Meetings. Trustees understood that other community boards may have different processes in place regarding public comments. Some Boards are still allowing public comment virtually, while others have determined public comments must be made in person. Library Director Klien had a discussion with Library Attorney Anne Seurynck on her position on this topic on Thursday, January 4th and will bring her comments to the January 22, 2024 meeting.

Update

Discussion about Continuation of Hybrid Board Meetings has been placed as an item under Governance on the agenda for the January 22, 2024 board meeting.

Memo

Discussion about Guests to be Invited to Library Board Meetings in 2024

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 17, 2024

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 22, 2024. In the past few years, we have had the library's attorney Anne Seurynck, Portage Mayor Patricia Randall, Strategic Planning Facilitator Amanda Standerfer, and City Manager Patrick McGinnis.

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 2024 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.

Memo

Community Meeting Room Policy

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 16, 2024

At the January 22, 2024, Portage District Library Board meeting, Library trustees will be reviewing the Community Meeting Room Policy. As part of the review, I would like to discuss our Community Meeting rental fees and the library's philosophy for the room rental service.

Portage District LIBRARY

Reviewed & Approved: January 22, 2024

Community Meeting Rooms Policy

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.

I. Reserving, Scheduling and Rental Charges of the Library's Community Meeting Rooms:

A. Community meeting rooms may be reserved by any person, group or organization.

B. 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.

C. Reservation Process.

1. 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.
2. If you need to cancel the reservation, the User must provide the Library 24 hours' notice.
3. 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.
4. 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.
5. Reservations may not be transferred to other Users.

D. 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 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.

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

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

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

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

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

A. 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.

B. 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).

C. 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:

8:30 PM : Monday - Thursday | 5:30 PM - Friday | 4:30 PM - 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.

D. 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.

III. Rules and Regulations Regarding Community Meeting Rooms:

A. 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.

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

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

D. 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.

E. 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.

F. 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.

G. 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:

1. The sale of books, CDs and other items by authors or artists and Library sponsored or co-sponsored events;

2. 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.

H. 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.

I. 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.

J. Users shall permit no more persons than is stated by occupancy requirements.

K. The Library staff may attend or observe any event or activity in the community meeting room.

IV. 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.

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.

4th Quarter Financial Report 2023

Revenue

Percent of Year Gone --> 100%

General Ledger Category	4th Qtr Actual	% of Annual Budget	2023 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received
Total Tax Revenue	$ 379	0%	$ 5,303,902	$ 5,307,876	$ 5,307,876	100%
State Aid Revenue	-	0%	405,431	410,878	410,878	101%
Other Revenue	104,309	78%	133,050	494,554	494,554	372%
Revenue (To)/from Reserves	-	0%	1,172,607	1,172,607	1,172,607	100%
Other Financial Sources	62,900	7%	964,100	964,100	964,100	100%
Total Revenue	**$ 167,588**		**$ 7,979,090**	**$ 8,350,015**	**$ 8,350,015**	**105%**

Expenses

General Ledger Category	4th Qtr Actual	% of Annual Budget	2023 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent
Total Salaries & Wages	$476,100	26%	$ 1,858,492	$1,802,438	$1,802,438	97%
Total Fringes & Benefits	142,925	20%	720,772	659,131	659,131	91%
Total Library Materials	162,223	22%	736,519	600,756	656,686	89%
Total Utilities	25,010	12%	200,720	102,957	112,957	56%
Total Buildings	67,231	21%	318,223	216,233	294,843	93%
Total Furnishings & Equipment	0	N/A	21,400	11,875	21,375	100%
Total Supplies	33,506	17%	196,954	106,360	165,011	84%
Total Professional Services	55,076	13%	433,106	266,776	329,434	76%
Total Other Charges	34,616	7%	476,804	281,570	353,418	74%
Other Financial Uses	62,900	7%	964,100	964,100	964,100	100%
TOTAL OPER. EXPENSES	**$ 1,059,587**		**$ 5,927,090**	**$ 5,012,196**	**$ 5,359,393**	**90%**
TOTAL CAPITAL PROJECTS	$ 73,162	4%	$ 2,052,000	$ 1,004,601	$ 1,983,291	**97%**
TOTAL EXPENSES	**$ 1,132,749**	**14%**	**$ 7,979,090**	**$ 6,016,797**	**$ 7,342,684**	**75%**

EFFECT ON FUND BALANCE *	$ (965,161)		$ -	$ 2,333,218	$ 1,007,331	

Cash Flow Analysis of all money including prior year(s)

12/31/21 Audited Total cash (Fund Equity*) minus liabilities	$ 8,940,493
+ 2023 Revenues	7,385,915
- 2023 Operating Expenses	4,048,096
- Capital Projects	1,004,601
- General Reserves	727,173
- 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	75,542
- Encumbrances	1,325,887
Total available cash as of 12/31/2023 (Fund Balance*)	$ 7,411,998

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

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

Property Taxes - Property Tax collections are on pace for this time of year. The Library has collected slightly more than its budgeted revenue for the year. The Library will continue to collect delinquent Personal Property Taxes as they are paid in the current year and additional years. Chargebacks for propery tax appeals to the City of Portage and County of Kalamazoo are budgeted at $12,500 and have only been $231 for the year. This amount will increase as the year goes on, but has been under budget in prior years. The Library will begin collecting FY2024 tax revenue in December.

State Aid Revenue - The Library has received all of its State Aid Revenue for the year. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax in an amount that was approximately $16,700 under budget. State Aid to Libraries from the State of Michigan was $57,096 for the year. This amount is approximately $22,000 more than its budget.

Revenue from Reserves - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned Fund Balance. As part of the Library's FY2023 budget, the library will maintain 13% of its budget in its General Reserve. In doing so, the General Reserve from the prior year will be increased by $30,633 in FY2023. Funds have been added to the FY2023 budget for the following items: prior year encumbrances ($1,160,056); donations received in FY2022 ($31,575); and unspent creation station funds from FY2022 in the amount of $11,607.

Other Revenue - Other Revenue is significantly ahead of pace for this time of year. Interest income will be collected throughout the year as interest is earned. As interest rates have risen over the last two years, the Library has reinvested funds at a much greater rate of return. Interest income is approximately $213,000 greater than its budgeted amount for the year. As more investments mature they will be reinvested at high rates and the Library will try to extend out its extra funds further into the future to capitalize on high rates as long as it can. Fines and Fees are slightly ahead of pace. The Library does not budget for donations, but instead chooses to request budget amendments when they are received and needed for use. The Library has received approximately $31,405 of donations and grants to date. Penal Fines were budgeted at $50,000, and $59,961 was received. The Library received a distribution from the Michigan Municipal Risk Management Authority (MMRMA) for building insurance premiums in the amount of approximately $18,000.

Other Financing Sources/Uses - The Library pays its debt obligation out of its Debt Serice Fund, and not the General Fund that is used for the vast majority of Library activity. Therefore, this line represents a transfer of funds from the General Fund to the Debt Service Fund to service the debt payment. Debt payments are due on May 1 and November 1. The May 1st debt payment was made by ACH on April 24, 2023 and the November 1, 2023 payment has been scheduled to be paid with 5/3 Bank on October 25, 2023 by ACH.

Salaries & Wages - Salaries & Wages are slightly below pace for this time of year. The Library is close to fully staffed, but does currently has 2 part-time position open in the Circulation Department. All full-time positions are filled.

Fringes & Benefits - Fringes & Benefits are less than 75% expended as of September 30, 2023. This is due to four (4) employees opting out of the Library's insurance plan and picking up a spouse's insurance plan. Based on this scenario, there should be a surplus of funds at the end of the year.

Library Materials - This category is slightly below pace for this time of year. The large amount of encumbrances from the prior year have predominantly been filled. Additionally, order of Youth material slows down during the summer months when the Library's Summer Reading program is taking place. Ordering will pick up in the 4th qtr. and the majority of funds will be expended or encumbered by year-end..

Utilities - Utilities are under budget for this time of year. Gas & Electric comprises the largest expenditure line in this category and expenditures have been below budget. At the time of preparing the FY2023 budget, the Library was unsure of the extent new energy efficient equipment would have on gas & electric usage. So far, gas & electric expenditures are trending much lower than expected. This category should be under budget at year-end.

Building - Year-to-date actual and encumbrances are slightly less than the 75% target. All projected costs for contracted services, snow removal and library grounds projects and contracts are on pace with anticipated costs. The Library has several building projects that are either being completed or being scheduled to be completed at this time. The majority of funds in this category should be expended or encumbered by year-end.

Furnishings & Equipment - The funds in this category are from FY2022 encumbrances and are designated for specific projects. These projects should be completed by the end of the fiscal year.

Supplies - The supply category is significantly below of the 75% target for this time of year. The majority of accounts in this category are used on an as needed basis. The library has tried to adopt a very conservative approach to it spending for lines such as supplies. Postage, Heritage Room Supplies and Repair and Maintenance Supplies are all significantly below budget at this time of year. It is anticipated that not all of these funds will be spent by year-end.

Professional Services - This category is slightly higher than the 75% target for several reason. The Library has several projects that it is in the midst of completion. These include Phase II of the salary study, employee handbook review, 2023 fundraising appeal, and employee training through our legal advisors. It is anticipated that the majority of these funds will be spent by year-end.

Other Charges - This category is below budget for this time of year. Lines in this category include programming, training and maintenance and support for the various hardware and software located throughout the Library. The Library is working on a training calendar for FY2024 and some of the unused training funds will be encumbered to fund those efforts in the subsequent year. There are several annual maintenance contracts that will renew near year and funds will be expended for their use.

Capital Projects - This category is significantly under pace for this time of year. The Library's renovation project is substantially done and the Library is analyzing furniture needed, as funds originally planned for these purchases were cut from the budget during construction. Orders will be placed for these purchases by year-end. The Library will make its debt payments in October, however this is the smaller payment of the two each year. Lastly, the Library will work to complete all of it technology projects for the year. These are typically completed in the 4th qtr. of the year and are typically significant in value.

Memo

Library Director's Personal Goals for Fiscal Year 2024

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 11, 2024

Following feedback from the end of year evaluation received from the Library Board, the Library Directors Goals for 2024 are as follows:

Goal 1: Lead the implementation of the library's Strategic Plan.

Goal 2: Refine the plan for staff satisfaction and retention.

Goal 3: Strengthen the community through engagement.

Portage District
LIBRARY

STRATEGIC PLAN
2023-2026

FOURTH QUARTER UPDATE 2023

Strategic Direction #1

Strengthening the Community

We facilitate community members learning, creating, and bridging divides.

GOAL 1: Enrich the lives of community members by providing innovative and ample outlets for expressing creativity.

Activities:

1.1.1 **Invest in cutting edge technology in the Makerspace, Creation Station, and Library of Things service areas to provide learning opportunities for patrons.**

The MakerSpace was very busy during the month of October with patrons coming in to make costumes and other things for Halloween. December was a VERY busy month in the Makerspace. We had so many people come in who wanted to make Christmas gifts. A lot of Jane's time in the month of December was devoted to one-on-ones with patrons. I had at least 17 one-on-one sessions during the month of December alone. We had a number of people who came in to use the equipment in the Makerspace to make decorations for the Christmas trees in Celery Flats.

STEAM Librarian Jane Fleming received positive feedback from patron Joyce Stommen, who she helped with a task using Photoshop during the month of December."Hi Jane, My coloring sheets were a big hit with my grandkids, ages 16-25! I gave them colored pencils in their stockings and they all started coloring after gift exchange on Christmas Day. Sharing these screen grabs from video because I want you to know how much your help meant to me; the time and effort you put in to recalling the steps! You can't hear how many times they said, "so cool" and "these are awesome," Thanks again for making our Christmas so fun!

STEAM Librarian Jane Fleming has observed, in general, that more people are using Adobe Creative Cloud in the Creation Station. We have one patron who is coming in three or four times a week and using LinkedIn Learning to help .

Three new Creative Kits, a Printing Kit, Card Making Kit, and Creating Mandallas Kit, a 3-inch button, and a hat press were added to the maker space. In addition, we added new software: Wondershare DVD Creator. STEAM Librarian Jane Fleming added a second 3D Pen Kit, due to its popularity.

1.1.2 **Create opportunities for patrons' creative work to be displayed and highlighted at the library.**

In November, we had artist Mel Luna in the Cafe Gallery. Mel Luna is an illustrator, ink maker, calligrapher, mail artist, puppeteer, filmmaker, performer and native plant enthusiast who uses dichotomous materials – such as foraged wild plant and mineral pigments next to fluorescent synthetic paints.

In December, we began our annual show of Portage Public School students, in media ranging from paint to jewelry.

Youth Services Assistant Karina Gluys hosted two sessions of Teen Community Art: Geometric Mural, where teens created pieces for a geometric mural displayed in the Teen Room. Afterwards, teens had the opportunity to continue adding to the mural using supplies from the Teen Passive Programming Station.

Based on the popularity of her youth focused "Would You Rather" weekly question, Youth Services Assistant Kristin McNeal now creates an adult version each week, which has been well received.

This Fall, families contributed to a Cardboard City which was then on display for visitors. This was done with the help of our Portage Northern Book Buddies. This was the most involved patron-centered display project we have planned, and it was successful. We plan to continue this type of programming.

GOAL 2: Build and expand vibrant partner plans with organizations working towards aligned goals.

Activities:

1.2.1 **Partner with community organizations to host programming.**

On October 15th, We drew up to 865 Attendees to Geek Fest. As a single library, we don't have the resources to put on a convention, but with the help of other libraries we have given our shared patron base the experience of a convention style event. Held in cooperation with the Kalamazoo, Vicksburg, and Paw Paw Libraries, Geek Fest also collaborates with many community sponsors, including two robotics groups, four local businesses, 9 local creators, the Herrick District Library, and the Kalamazoo Valley Museum. The Black Arts and Cultural Center was excited to present original comic books created by the students in their Comic Creators program, a program designed to give youth ages 7 to 11 the space to create their very own comic book from start to finish. Six PDL staff participated, including Ruth Cowles, who oversaw volunteers, Steve Rossio, who ran a cosplay photobooth, and Daci Tufano from the circulation department who also won a title in the Cosplay Contest with her display of PDL Attitude. Christina Doane, a former staff member, again ran the gaming room as a volunteer. Andrea Smalley ran an extremely popular craft table making foam weapons out of pool noodles. We made approximately 240 LARP swords and lightsabers! Jane Fleming ran the PDL sublimation printer for the entire four hours she was there, with a constant line. She created 122 Tumblers, Mugs, Coasters and Key Chains. for patrons.

1.2.2 **Consult with existing and potential community partners about effective ways to meet community needs.**

Outreach Librarian Andrea Smalley consulted with members of the Haenicke Institute to expand the World Language Collection's offerings in Korean and Japanese. She also worked with a community member whose first language is Gujarati to expand this part of the collection. A note: On the day these books were processed, a patron requested items in Gujarati and was pleased that we offered them here.

GOAL 3: Implement targeted community engagement campaigns and create routine feedback opportunities for patrons.

Activities:

1.3.1 **Prioritize directions for outreach including staff connections and community interest.**

Outreach Librarian Andrea Smalley had her first meeting of her Tween Advisory Board. There are many regular library users and program attendees in this age group currently, and we are looking for ways to meet their needs by tailoring services to them.

1.3.2 **Create a robust feedback system to allow data from multiple sources to be analyzed and shared with the staff and community.**

Teen Services Librarian Olivia Pennebaker and Youth Services Assistant Karina Gluys used feedback received on the Teen Passive Programming Survey to allocate funds toward games, puzzles, and art supplies for the Teen Room.

A combination of analysis of attendance numbers, anecdotal data, and patron feedback to adjustments in registration and session format have lead to some changes in storytimes for Spring. There will be additional outside performers, independent movement-based sessions, and one of the Family Storytimes is switching to Baby/Toddler format.

Strategic Direction #2

Extraordinary Experiences

We provide exceptional services that lead to delightful and meaningful interactions.

Goal 1: Position the library in unexpected ways in the community.

Activities:

2.1.1 **For outreach to under served populations, prioritize access to regular remote circulation of materials and personal connections with Library staff.**

Library staff focused on Family Literacy Nights and promotion of PASS Cards this quarter.

2.1.2 **Prioritize offsite outreach opportunities that target those who have barriers to in-building services.**

Youth Staff Kristy Zeluff prioritized Head Start and Great Start Readiness preschool classrooms this quarter.

Goal 2: Equip staff to provide caring, responsive service to support the information and life-stage needs of community members.

Activities:

2.2.1 **Develop and execute training to educate staff on diversity, equity, inclusion, and accessibility (DEIA) principles, ensuring their effective implementation throughout the organization.**

All PDL staff members were required to attend and participate in an Eliminating Racism and Creating/Celebrating Equity workshop in 2023. The workshop focused on systemic racism. Also, a representative from the Disability Network Southwest Michigan came to present disability language etiquette at the library's 2023 Staff Development Day.

2.2.2 **Conduct staff trainings to enhance their skills in providing empathetic support and social emotional assistance to patrons.**

UPDATE: There is no update at this time.

Goal 3: Celebrate and strengthen the community's social fabric by incorporating relationship building opportunities in library programs and throughout the building.

Activities:

2.3.1 **Host more programs that foster interaction and community.**

UPDATE: There is no update at this time.

2.3.2 **Investigate framework that helps people share differing viewpoints in a safe space.**

UPDATE: There is no update at this time.

Strategic Direction #3

Investing in the Future

We help the community evolve and grow.

Goal 1: Maintain high-quality staff by investing in hiring, orientation, and retention practices that are equitable and inclusive.

Activities:

3.1.1 Review staff wages and adjust based on the results of the compensation study.

Staff wages were reviewed at the end of 2023 and adjusted to align with the compensation study plan that was created by ElementOne.

3.1.2 **Create a standardized orientation and cross training.**

UPDATE: There is no update at this time.

3.1.3 **Implement robust internal communication procedures.**

UPDATE: There is no update at this time.

3.1.4 **Create a performance evaluation system that encourages open communication and clear expectations.**

We are currently working on reviewing and revising staff job descriptions and will create a performance evaluation system that ties evaluations directly to staff job descriptions and expectations.

Goal 2: Provide technology access and learning opportunities for community members so they are confident navigating an evolving digital world.

Activities:

3.2.1 **Offer a robust, cutting-edge catalog for patrons to access our full collections including Library of Things, e-resources, and databases.**

UPDATE: There is no update at this time.

3.2.2 **Create promotional campaigns to highlight the library's services.**

Collection displays this quarter focused on heavily used seasonal books. This is always our priority during the last quarter of the year.

In an effort to highlight these materials, we have established a permanent "Windows and Mirrors" display in the preschool room. The goal of that display is to demonstrate to patrons that we have a rich variety of cultures represented in our picture book collection.

3.2.3 Invest in more device offerings.

UPDATE: There is no update at this time.

Goal 3: Find ways to be welcoming and inclusive through collections, programs, displays, messaging, and facilities.

Activities:

3.3.1 **Create successful collection display practices.**

UPDATE: There is no update at this time.

3.3.2 **Improve access to and visibility of collections/services that meet local needs and interests. Prioritize currency, responsiveness, local information, and ties to library and local events.**

UPDATE: There is no update at this time.

3.3.3 **Prioritize accommodating people with disabilities when designing or selecting offerings**

UPDATE: There is no update at this time.