

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
June 24, 2024

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, June 24, 2024 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, June 24, 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 electronically. The Library wants to ensure access for the public if the public cannot be physically present.

2. Procedures

The public may participate in the meeting in person and may make public comment through spoken or written methods. Each speaker has a time limit of three minutes. Please refer to the Policy for Public Comments at Meetings in its entirety on the library's website www.portagelibrary.info.

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/89256327153>

Dated: June 20, 2024 **Quyen Edwards**
Library Board Secretary
Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

June 24, 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 June 24, 2024 (1 minute) (Vote)

V. Audit Presentation (20 minutes)

A. Presentation of Audit Report for FY 2023 by Rehmann Robson (Info) Pg.5

VI. New Staff Introduction - Benjamin Chee, Facilities Manager (10 minutes) (Info) Pg.6

VII. Consent Agenda (5 minutes) (Vote)

A. Minutes of the regular meeting held on May 20, 2024 (Info) Pg.7-10

B. June 2024 Narrative (Info) Pg.11-13

C. Spotlight on Outreach (Info) Pg.14-15

D. Financial Condition for May 2024 (Info) Pg. 16-17

E. Statistical Report for May 2024 (Info) Pg.18-19

F. July 2024 Program Calendar (Info) Pg.20

G. MLA Advocacy for June 2024 (Info) Pg.21-22

H. Updated Staff Organizational Chart (Info) Pg.23

VIII. Governance (20 minutes)

A. Initial Discussion About Plans for 2024 Library Board Retreat (Info) Pg.24

B. Heritage Room Policy Update (Vote) Pg.25-27

C. Creation Station & Makerspace Usage Policy Update and Price Adjustment (Vote) Pg.28

IX. Ends Development (20 minutes)

A. Presentation of the Preliminary FY 2025 Budget for the Portage District Library
(Attached Separately)

X. Library Director's Reports (20 minutes)

A. Final remarks by Library Director for the June 24, 2024 Library Board Meeting

XI. Process Evaluation (5 minutes total)

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

1. Minutes of the Regular Meeting held on June 24, 2024
2. Review of Internet Policy

AGENDA

3. Final Review and Approval of Proposed Fiscal Year 2025 Budget and Millage Rate for public inspection prior to Public Hearing at the August 26, 2024 board meeting
4. 2nd Quarter Report for FY 2024
5. Presentation of the Library's 3-Year Technology Plan (FY 2025-2027)
6. Monitoring Report on Executive Limitation for Minutes/Records Retention

B. Miscellaneous Items

XII. Adjournment

Memo

Presentation of Audit Report for Fiscal Year 2023 by Rehmann Robson

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

The Fiscal Year 2023 financial audit of Portage District Library has been completed, and a representative from the accounting firm Rehmann Robson will present virtually at the June 24, 2024, board meeting. They will go over the audit report and summarize the library's financial standing for the period January through December 2023. At that time, their major findings will be shared, and you will have an opportunity to ask any questions you may have.

Memo

New Staff Introduction: Benjamin Chee, Facilities Manager

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 20, 2024

I would like to take a moment and introduce myself. My name is Benjamin Chee. I live in Kalamazoo with my wonderful wife and 2 young daughters. As a family we can be found spending majority of our time outdoors. In my professional life, I have a commercial mechanical background and have years of experience working in the facility maintenance field at non-profit organizations locally. I look forward to applying my skills working at PDL.

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From the May 20, 2024
Regular Board Meeting

I. Start of Meeting

II. Roll Call

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

Board Members Present: Ken Baker, Michele Behr, Jeanne Friedman, Cara Terry, Tom Vance, Donna VanderVries, and Linda Whitlock

Library Staff Present: Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, , Lawrence Kapture, Doran Lefaive, Abby Pylar, Colin Whitehurst, and Laura Wright

Library Staff Absent: Rob Foti and Steve Rossio

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

Library Board Chair Tom Vance welcomed everyone to the May 20, 2024 Library Board Meeting. He asked if anyone present had any comments and there were none.

V. Adoption of the Agenda for the Regular Meeting of May 20, 2024

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 Baker and supported by Trustee Behr that the Library Board adopt the agenda for the regular meeting of May 20, 2024. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

I. Board Meeting Guest

A. Guest Kim Phillips, Director of Senior Citizen Services, City of Portage

Kim Phillips thanked Board Chair Vance and trustees for the invitation to the May Board Meeting. She said that this year she is celebrating her 10 year anniversary of employment at the Portage Senior Center and 2 years in the new facility. There have been a lot of changes over those years going from 7,000 sq. feet in the original building to 36,000 sq feet in the new building. The additional space has helped the Senior Center membership grow from 1,400 to over 4,000 members as of this month! Phillips commented that she and her staff were expecting membership to grow at the new location, but didn't expect it to happen so quickly. As a result of the growth in membership, the staff has also grown from 6 to 18 people.

The Zhang Portage Senior Center is the first ever 50/50 public/private partnership for a senior center. Phillips said that she recently presented at a conference about our community's model for a senior enter - it is a place for active aging and if you build it, participants will come.

Phillips said seniors over the age of 50 don't have to live in Portage to be a member. The membership cost is \$30 per year for a resident and \$40 per year for a non-resident. She welcomed anyone who hasn't visited the new sernior center yet to come in for a tour to see the multipurpose rooms, classrooms, and fitness center. Zhang Portage Senior Center is the first senior center in Michigan to have a liquor license.They host art classes, social events and programs. They are also a conduit for resources for senior services including veterans benefits, Medicare/Medicaid information and assistance, free tax preparation, social workers from the

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Agency on Aging, and remote Secretary of State office hours. The senior center also hosts many travel programs from day trips to international travel and purchased 2 minibuses.

Phillips said she is incredibly proud of what we have been able to build. When we talk about modernizing senior centers, they have held our building up as an example of an elevated experience for seniors in the community.

Trustee Behr asked about the current members at the the Zhang Portage Senior Center. Phillips said 55% are Portage residents and 45 percent are non-residents. The median age of members is 72. Behr also asked about services for homebound seniors. Phillips said that Metro Connect can help get seniors to and from the center.

Trustee Terry said she was interested in a tour. Phillips said there is also a 3D tour of the building on the city of Portage website.

Phillips said she has been pleased with the partnerships with Library - the senior center hosted author speaker events for CommuniTeen Read and Great Michigan Read. The senior center is also currently hosting Team Rubicon. They came in a week ago with 35-40 people and are working with individuals impacted by the tornados.

Trustees thanked Kim Phillips, Director of Senior Citizen Services, for her presentation.

VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the May 20, 2024 board meeting before its adoption. Trustee Behr requested discussion of Item E. Statistical Report for April 2024. Board Chair asked for a motion to approve the Consent Agenda without Item E.

- A. Minutes of the regular meeting held on April 22, 2024
- B. May 2024 Narrative
- C. Spotlight on Website & Digital Tools
- D. Financial Condition for April 2024
- E. Statistical Report for April 2024
- F. June 2024 Program Calendar
- G. Review of Patron Behavior Policy
- H. Review of Reciprocal Borrowing Policy
- I. MLA Advocacy Update for April 2024

MOTION: It was moved by Trustee VanderVries and supported by Trustee Whitlock that the Library Board approve the consent agenda for the regular meeting of May 20, 2024 without Item E. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

Question about E.- Statistical Report for April 2024 - Trustee Behr noted that teen volunteer hours for April were zero. After consulting with Laura Wright, Head of Youth Services, that was determined to be an error that will be corrected. (Update: Teens volunteered for 46 hours in the month of April 2024.)

MOTION: It was moved by Trustee Behr and supported by Trustee Terry that the Library Board approve Item E - Statistical Report for April 2024. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

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VII. Governance

A. Follow-Up on Mid-Year meeting with the Library Director

Board Chair Vance gave an update of the Mid-Year meeting with Library Director Klien last week. We talked about the impact of the May 7th tornado on the library building and the role of library staff during the emergency. Other topics of discussion included a staff survey, staff retention, DEIA Committee efforts, hiring a new Facilities Manager and the four trustee positions on the ballot in November.

II. Staff Presentation on Summer Reading Program 2024

Laura Wright, Head of Youth Services gave a brief presentation about Summer Reading 2024. Youth staff will be visiting the schools to give presentations and all PPS students will receive paper reading logs. Wright said that they have tried to move away from paper logs, but the people want it! The library will continue to do the Summer Quest program. Youth complete activities, journal about their experiences, and come into the library to tell staff about what they did. This is great for practicing interpersonal skills and writing in addition to reading in the summer.

One change Wright said was being implemented this year is that kids were not always motivated by the abstract gift card drawing prize. Youth staff are switching to stickers, and having participants enter drawings for physical prizes that they can view on display. Youth can also earn 2 books over the course of the program at 15 and 30 hours. There will also be grand prize drawings at the end of the summer.

Trustees thanked Laura Wright, Head of Youth Services, for her presentation.

VIII. Library Director's Reports

A. Final remarks by Library Director for the May 20, 2024 Library Board Meeting

Library Director Klien said she wanted to take the opportunity to thank the staff that was working during the tornado on May 7th. Facilities Manager Doran Lefaive came in on his vacation to help assess damage, organize cleanup, and get the library ready to be reopened. Systems Administrator Rolfe Behrje rebooted our systems. Klien said we were very fortunate and that she was glad the library was a safe place for people to shelter. The City has asked us to be a host for a meeting with state police, FEMA and elected officials from affected areas this coming Wednesday, May 22. Youth staff are going to elementary schools to offer support and assistance for children who experienced trauma during the disaster.

Klien announced that this would be Facilities Manager Doran Lefaive's last board meeting. His last day at the library will be Friday, May 31st. Klien said that they have made an offer to a new Facilities Manager which was accepted and are currently moving that person through the hiring process.

Library Director Klien said she will be out of the building Wednesday-Friday for an MLA Directors event on Macinac Island. Head of Youth Services Laura Wright and Head of Adult Services Lawrence Kapture will be in charge in her absence.

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IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the June 24, 2024 Board Meeting

1. Minutes of the Regular Meeting held on May 20, 2024
2. Audit Presentation by Rehman Robson
3. Discussions about Plans for 2024 Library Board Retreat
4. Review of Heritage Room Policy
5. Review of Creation Station/Makerspace Policy
6. Presentation of Proposed Library Operating Budget for FY2025

Miscellaneous -

Trustee Linda Whitlock represented the PDL Seed Library at the Garden Festival at the Kalamazoo Expo center on Saturday, May 18. People were thrilled to learn about the Seed Library and receive free seeds. There were 180 attendees. Whitlock said it was a great outreach opportunity.

X. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of May 20, 2024.

DISPOSITION: The regular board meeting of May 20, 2024 was adjourned at 6:40 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary

Director's Report

June 2024

Adult Services

May was the first month that we had increased hours in the Makerspace for the entire month. Comparing attendance statistics for the month of May to the month of March, which was the last month without any additional Staff, shows that we had a total of 84 patrons use the Makerspace during Staffed Hours in March, and a total of 221 patrons use the Makerspace during Staffed Hours in the month of May. This does not include patrons who used the Makerspace outside of Staffed Hours.

STEAM Librarian [Jane Fleming](#) hosted three programs on May 7th, 15th, and 20th using the Cricut and the heat press. Patrons used the Cricut and the heat press to add text and images to straw hats. Some of the things they learned during this class were the following: How to size the images properly so they would fit on their straw hat, how to use the slice and curve tools in the Cricut software, how to find appropriate images in Design Space, and how to weed their images. Jane then showed them how to safely use the heat press to make their images adhere to their hat. There were three programs over the course of the month with a total of 25 people attending.

On May 23rd, Outreach Librarian [Sara Weyenberg](#) partnered with the Kalamazoo Literacy Council to host a community presentation at the library about the state of literacy in our county, how the KLC addresses it, and what community members can do to support literacy efforts. There were 11 attendees who were very interested in the data, asked a lot of good questions, and facilitated lively conversation. This is the first of multiple planned collaborations with the Kalamazoo Literacy Council in order to help improve literacy levels in our community.

On Wednesday, May 29th Adult Services Librarian, [Rachael Wiegmann](#) partnered-up with local attorney, William Wierenga for a presentation on the Basics of Estate Planning. Mr. Wierenga specializes in Estate Planning, Elder Law, and Probate Law. This informative program was full with twenty-five people attending. Mr. Wierenga gave the participants an "Ethical Will Workbook" to assist in planning advanced directives. Many of the participants had questions and Mr. Wierenga kindly took the time to answer each one of them. Mr. Wierenga will be back for future programming. One person commented that we offer such great programs at PDL.



Youth Services

During a Portage Public Schools Media Specialists meeting at the library, Youth Staff received feedback on this year's collaborations with the school. Media Specialists hope to grow collaborations for next year's March is Reading Month, among other initiatives.

Youth Outreach Librarian [Andrea Smalley](#) coordinated a visit to PDL by all 6th graders at Portage Central Middle School. All were given their PASS library cards, a tour of the building, orientation to materials, programs, and services, and a chance to ask questions and browse books. Many returned at the end of the school day to use the library.

Youth Librarian [Kristy Zeluff](#) presented storytimes in 6 Headstart classrooms in May as part of her regular slate of visits to these groups.

At the request of several teachers and parents, Youth Staff created displays of materials on the science of tornados and storms, how to deal with big feelings, fear, and anxiety, and how to help your community. These were heavily used in the weeks following the tornado.

During May Youth Staff reduce programming so that they can prioritize outreach and summer program preparation, particularly with the schools, in the final weeks before summer. This May, Youth Staff reached over 3,000 children and adults through 13 different outreach opportunities. These included PDL field trips of kindergarteners and 6th graders, a resource fair, a visit to Community High, Kindergarten Cards, Summer Reading visits, and Young 5's classroom visits by staff. In addition, we said goodbye to our KRESA Work Experience student and participated in Kalamazoo Public Library's Part in the Park. It was an extremely rewarding and productive May, a perfect kick-off to our Summer. A special thank-you to Youth Outreach Librarian [Andrea Smalley](#) for all of her hard work coordinating outreach in May and throughout the year.



Heritage Room

May was a challenging month for the Heritage Room. With the significant storm damage caused by Portage's Tornado, Local Historian [Steve Rossio](#), worked with the City of Portage and spent numerous hours documenting the devastation on film for future generations. At the same time, he reached out to the city to acquire artifacts that represented the storm and its force. As of this date, he has received the two flags that were flying at City Hall during the storm and has been promised the destroyed South Westnedge sign from the Garden Lane, South Westnedge intersection. Steve has also taken time to document stories from residents who lived through the storm.

Also during the month of May Steve acquired two unique collections of materials for the Heritage Room. The first is a series of two Portage High School yearbooks dating from 1963 and 1964. Belonging to graduate John Roberts, both books contained numerous pieces of school ephemera including rare sports programs, photographs, news clippings, etc. One of the more unique items is a three page, typed speech delivered by then girlfriend of John Roberts, Martha Beardsley, to the 1963/64 Graduating Class of Portage Township High School. The other acquisition is a small photo album containing images from a Upjohn Recognition Day held at Brook Lodge. The numerous color images show recipients enjoying lectures, eating lunch (with a cowboy theme) and utilizing the many amenities that Brook Lodge had to offer including tandem bicycles, lawn darts, and paddle boats.

Circulation & Technical Services

During the month of May, we had 643 students use their PASS cards. We also sent out 1431 text messages in regards to overdue items, bills, and account renewals.

Personnel

The Business Services team is working on preparing the Fiscal Year 2023 financial statements. The annual audit began on April 29, 2024, and will be completed and financial statements presented to the Library Board at the June 2024 meeting. A new Governmental Accounting Standards Board (GASB96) pronouncement effective in 2023 will require a significant amount of work in the lead up to the audit. Information is being gathered for this work and Rehmann will conduct a review of the information submitted by the library and calculate an adjustment for the library by the beginning of the audit.

The Library Director and Business Manager interviewed five candidates for the Facilities Manager position. The library's Facility Manager, [Doran Lefaive](#) retired on May 31, 2024. The Library has hired [Benjamin Chee](#) to be the new Facilities Manager.

The Business Manager is overseeing the budgeting process for the FY2025 budget. The Business Manager is in the process of writing description and all other pertinent information into the budget to prepare it for presentation at the June Board meeting.

Information Technology

The IT department installed a new phone system on June 5, 2024. The transition included training for the entire staff, upgrades to the overhead paging system and remote door intercom and release, configuration and deployment of the new voice VLAN and testing new portable phones at the Adult and Youth Service desks. Overall, the library experienced no downtime and the phone system was fully operational by opening on June 5, 2024. There will be more training on using the softphone functionality. The library added Voicemail transcription services on June 6, 2024. The library is waiting for wall brackets to install phones in the meeting rooms.

The Portage District Library IT Department continues to work with Communico and library staff on our Library Mobile App replacement. The new library app is nearing completion and expected to go live soon.

The Portage District Library IT Department has setup BlueCloud Cataloging a web based ILS product that adds modern tools for copy cataloging and bibliographic maintenance.

The IT department is working with BlueHost (website hosting vendor) to upgrade its OS as CentOS is nearing End-Of-Life.

Maintenance & Building Services

- Further advancements have been made to the all-gender bathrooms
- Multiple lights have been repaired in the youth staff area
- IT cooling system went down and has been repaired
- Floor polishing happens on June 28
- HVAC quarterly maintenance has been completed

Spotlight On: Outreach

As the Library's role in Portage has grown and changed, so has our responsibility to effectively collaborate with outside organizations and adapt our services to better fit the community's needs. Both Youth and Adult Departments have tasked a staff member to prioritize outreach. Both have worked to connect to community organizations and families, raise awareness of Library services, and provide a bridge to those who are underserved. They perform a great deal of the outreach themselves, and coordinate PDL Staff and community partner participation as well. This year to date, they have reached over 6,000 people through 63 outreach opportunities. Thank you, [Andrea Smalley](#) (Youth Services) and [Sara Weyenberg](#) (Adult Services). We are so appreciative of your efforts!

Youth

The Youth Department Outreach efforts focus on connecting with young patrons and their families wherever they are, promoting literacy and community, and assuring that youth are familiar with all the services and materials we offer and feel welcomed and encouraged to be at the library. We work in close partnership with the schools, facilitating field trips to the library and librarian visits to the schools. In 2024 we've had visits from all 6th graders at Central Middle School, nearly 100 of the district's Young 5s students, and all the kindergarten students at Angling Road Elementary, along with frequent visits from KRESA's Woods Edge classes. This school year Youth Staff visited the schools to bring STEM activities to different elementary grades, act as Mystery Readers in classrooms, meet families at Literacy Nights, bring library cards to every Kindergarten student in the PPS district, participate in Reading Month and Summer Reading assemblies, and provide digital library instruction at Community High School. With the help of the PPS inner-school mail department we facilitated remote circulation for students at West Middle School and Community High who face barriers to getting to the library. Youth Librarian [Emily Mingle](#) created STEM kits with hands-on experiments that circulate to educators. The Youth Department also worked closely with PPS Media Specialists this year to create a March is Reading Month celebration with book brackets, storytime videos, and a daily reading activity calendar.

The Youth Staff also work with other youth-serving organizations to provide services, with an emphasis on reaching the underserved or those with barriers to library and literacy access. Staff visit local preschools, KRESA events, and family events in partnership with other local libraries. Youth Librarian [Kristy Zeluff](#) does regular storytime visits to the Head Start and Great Start Readiness Program classes in the Portage area, and we work closely with the PPS ELL staff as well as ESL of SWMI. This summer, Youth Staff will have weekly book circulation and Summer Reading Program visits to the YMCA Summer Camp, as well as visits to the PPS Summer Camp, Amberly Elementary summer meet-ups, City of Portage events, and Kalamazoo Pride and Youth Pride.

Adult

Outreach Librarian [Sara Weyenberg](#) has started attending Friday at the Flats which is new for the library compared to past years. In May, STEM Librarian [Jane Fleming](#) accompanied her, and they had interactions with nearly 200 people over the course of a few hours. In addition, 4 new library cards were made. Overall, this year has seen a significant increase in interactions between the Portage District Library and the City of Portage Parks and Recreation Department with them beginning to request more frequent involvement from us. We are slated to attend more Friday at the Flats events, Scalin' Up for Summer, the Farmers' Market, and multiple fall events. They have also reached out to us to request to include our Juneteenth programming and reading list with their resources for the community.

The library is also increasing partnerships with community services this spring and summer. There were events where the Unemployment Insurance Agency of Michigan set up in the café space to offer assistance navigating their system to the public. The Kalamazoo Literacy Council offered a program here that discussed the state of literacy in Kalamazoo County and what is being done about it. This is a precursor to plans to partner together for a book club between their learners and the public here, multigenerational learning and story times, and conversation groups. The Kalamazoo County Mobile ID Unit was here and made identification cards for members of the public with hopes to return in a couple of months and the Kalamazoo Mobile Health Unit will be here next month to offer health education resources, vaccinations, and lead testing to the public.



Financial Condition Report

May 2024

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 \$7,574,282
Expenditures \$1,956,987

Fund	4/30/2024	Changes	5/31/2024
General Reserve (13%)	\$ 796,325	-	\$ 796,325
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	7,523,419	-	7,523,419

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

May 2024

	Month Statistics			YTD Statistics		
	May-24	May-23	CHANGE	2024	2023	CHANGE
Circulation/Collections						
Total Library Circulation	70,192	65,544	7.09%	374,261	357,262	4.76%
Adult - Books	15,326	15,159	1.10%	81,226	80,850	0.47%
Adult - A/V	2,894	3,789	-23.62%	18,218	19,503	-6.59%
Youth - Books	27,320	24,845	9.96%	147,068	145,264	1.24%
Youth - A/V	2,280	2,347	-2.85%	14,859	13,666	8.73%
Hot Picks	615	885	-30.51%	3,477	4,339	-19.87%
E-Material	19,543	16,810	16.26%	99,515	83,529	19.14%
ILL - PDL Requests	1,540	900	71.11%	6,152	5,577	10.31%
ILL - Other Lib. Requests	674	809	-16.69%	3,746	4,534	-17.38%
Self-Checkout Percentage	50.15%	52.47%		51.36%	52.36%	
Total Library Collection	177,340	177,569	-0.13%			
Adult - Books	71,561	72,823	-1.73%			
Adult - A/V	10,993	13,529	-18.74%			
Youth - Books	85,097	80,560	5.63%			
Youth - A/V	7,167	7,965	-10.02%			
Hot Picks	2,522	2,692	-6.32%			
Net Acquisitions	737	(48)	1635.42%	(1,134)	(177)	-540.68%
Purchased - Books	2,074	1,653	25.47%	7,215	7,689	-6.16%
Purchased - A/V	108	103	4.85%	755	623	21.19%
Donated - Books	0	0	0.00%	0	1	-100.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(1,445)	(1,804)	19.90%	(9,104)	(8,490)	-7.23%
Total In-House Usage*	0	0	n/a	0	0	n/a
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
Patrons						
Total Patrons	33,833	33,852	-0.06%			
Adult	16,642	16,487	0.94%			
Youth	2,289	3,116	-26.54%			
Non-Resident	205	178	15.17%			
Reciprocal	3,214	3,137	2.45%			
Internet User	623	466	33.69%			
PASS Users	10,800	10,410	3.75%			
Professional	60	58	3.45%			
Net Patrons	207	255	-18.82%	734	(3,322)	122.10%
Adult	179	164	9.15%	1,084	1,057	2.55%
Youth	13	9	44.44%	75	80	-6.25%
Non-Resident	1	3	-66.67%	13	15	-13.33%
Reciprocal	44	41	7.32%	364	285	27.72%
Internet User	43	34	26.47%	273	182	50.00%
PASS Users	3	4	-25.00%	112	118	-5.08%
Professional	0	0	0.00%	3	0	100.00%
Patrons Removed	(76)	0	100.00%	(1,190)	(5,059)	76.48%

Statistical Report

	Month Statistics			YTD Statistics		
	May-24	May-23	CHANGE	2024	2023	CHANGE
Library Building Usage						
Total Meeting Room Usage	702	694	1.15%	3,989	3,403	17.22%
Internal/Collaboration	113	115	-1.74%	575	406	41.63%
External/Outside Usage	589	579	1.73%	3,414	2,997	13.91%
Total Program Audience	3,799	4,813	-21.07%	16,036	15,861	1.10%
Adult	757	648	16.82%	4,033	3,415	18.10%
Youth	2,960	4,043	-26.79%	11,410	11,731	-2.74%
Heritage Room	82	122	-32.79%	593	715	-17.06%
Total Number of Programs	79	58	36.21%	460	437	5.26%
Adult	58	37	56.76%	210	201	4.48%
Youth	18	18	0.00%	238	224	6.25%
Heritage Room	3	3	0.00%	12	12	0.00%
Total Volunteer Hours	175	204	-14.22%	955	1,111	-14.04%
Adult	56	56	0.00%	304	276	10.14%
Youth	38	61	-37.70%	231	326	-29.14%
Technical	10	19	-47.37%	57	107	-46.73%
Circulation	38	35	8.57%	196	219	-10.50%
Administration	32	32	0.00%	166	163	1.84%
Community Service	1	1	0.00%	1	20	-95.00%
Total Front Door Traffic	21,557	21,556	0.00%	100,641	100,645	0.00%
Total Youth Services Traffic	16,512	15,218	8.50%	75,150	73,037	2.89%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	5,268	5,462	-3.55%	28,981	31,261	-7.29%
Adult Phone	366	372	-1.61%	2,213	2,126	4.09%
Adult Ready Reference	1,396	1,654	-15.60%	6,378	9,052	-29.54%
Adult Reference	214	172	24.42%	1,020	963	5.92%
Youth Phone	64	50	28.00%	328	304	7.89%
Youth Ready Reference	2,176	2,191	-0.68%	12,676	11,818	7.26%
Youth Reference	365	197	85.28%	1,900	1,365	39.19%
HR Phone	7	8	-12.50%	51	59	-13.56%
HR Ready Reference	98	99	-1.01%	1,401	1,463	-4.24%
HR Reference	10	11	-9.09%	58	73	-20.55%
Circ Phone	324	295	9.83%	1,499	1,471	1.90%
Circ Ready Reference	121	188	-35.64%	814	1,475	-44.81%
Circ Reference	127	225	-43.56%	643	1,092	-41.12%
Total Edutainment LAN Use	366	347	5.48%	1,677	1,653	1.45%
Total Internet Computer Use	1,717	1,389	23.61%	8,022	7,048	13.82%
Youth Computers	170	139	22.30%	796	699	13.88%
Adult Computers	1,543	1,246	23.84%	7,207	6,336	13.75%
Laptop Computer Circulated	4	4	0.00%	19	13	46.15%
Total Electronic Transactions	41,132	70,696	-41.82%	213,227	361,321	-40.99%
WebSite Hits	30,080	59,509	-49.45%	160,253	306,989	-47.80%
WebCatalog Sessions	9,643	9,755	-1.15%	44,614	45,310	-1.54%
Licensed Database Hits	1,409	1,432	-1.61%	8,360	9,022	-7.34%

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

Christy Klien, Library Director

PDL Events

July 2024

Kalamazoo County Historical Society

Monthly Meeting & Presentation
Monday, July 1st | 7:00pm - 8:30pm

LEGO City

July 1st - 6th

Summer Storytime

Tuesday, July 9th | 9:30 & 10:30 AM

Introduction to D&D

with Dungeon Master Amy!
Tuesday, July 9th | 6:00pm - 8:00pm

Knot for Profit

A Fiber Arts Club
Tuesday, July 9th | 2:30pm - 4:30pm

Middle Grade Book Club

4th - 6th Grade
Wednesday, July 10th | 6:00pm - 7:00pm

Immaculate Snacks & Gaming

6th - 12th Grade
Wednesday, July 10th | 3:30pm - 4:30pm

Make it @ The Library: Engraved

Wooden Box
Wednesday, July 10th | 6:30pm - 8:00pm
Tuesday, July 16th | 2:30pm - 4:00pm
Thursday, July 25th | 10:30am - 12:00pm

"By Request" Concert with Sara Emerson

A concert for preschoolers and caregivers.
Friday, July 12th | 9:30 & 10:30 AM

PDL Monarch Waystation Tour

Monday, July 15th | 6:30pm - 7:30pm

Part of the Art

July 15th - 19th

Teen Ice Cream Social

6th - 12th Grade
Tuesday, July 16th | 6:30pm - 7:30pm

Just Move Storytime

Tuesday, July 16th | 9:30 & 10:30 AM

Pool Noodle STEM

K-3 Summer Science Fun!
Wednesday, July 17th | 10:00am - 11:00am

Toddler Playtime

Thursday, July 18th | 9:30 & 10:30 AM

Light Lunch and Literature

Novellas & Short Stories
Thursday, July 18th | 12:00pm - 1:00pm

Kalamazoo Macintosh Users' Group

Saturday, July 20th | 9:00am - 12:00pm

Summer Storytime

Tuesday, July 23rd | 9:30 & 10:30 AM

Knot for Profit

A Fiber Arts Club
Tuesday, July 23rd | 6:00pm - 8:00pm

Tobin Buhk, Crime Historian

Murder Mayhem Michigan
Tuesday, July 23rd | 6:00pm - 7:00pm

Introduction to Embroidery

with Sarah Knott
Wednesday, July 24th | 6:30pm - 8:00pm

Winter in July

Family Fun
Wednesday, July 24th | 5:30pm - 6:30pm

Kindergarten Readiness

Session 2
Thursday, July 25th | 3:00pm - 4:00pm

Historical Romance

Current Greats and Upcoming Hits
Thursday, July 25th | 6:30pm - 8:00pm

STEM Storytime

Friday, July 26th | 10:00am - 11:00am

Antique Lit

A Historical Fiction Book Group
Saturday, July 27th | 1:00pm - 2:00pm

Pirate Storytime

Children and their families are welcome.
Saturday, July 27th | 10:00am - 11:00am

Hot Wheels Build and Play

Drop-in program for kids and their favorite adults
Saturday, July 27th - July 31st

Citizen Science 101

Monday, July 29th | 6:30pm - 7:30pm

Introduction to Embroidery

with Sarah Knott
Tuesday, July 30th | 3:00pm - 4:30pm

Summer Storytime

Tuesday, July 30th | 9:30 & 10:30 AM

Teen LGBTQ+ Meet-Up

6th-12th Grade
Tuesday, July 30 | 6:30pm - 8:00pm

Peculiar Painting

Outdoors Edition

For children in grades 2nd-5th
Wednesday, July 31st | 10:00am - 12:00pm

MLA ADVOCACY NEWS

May 2024

State Revenue Estimates are Way Down, but Budgets Won't Need Fixing

Below is an edited and condensed version of a Citizens Research Council of Michigan (CRCM) blog post – used with permission and as reported by the CRCM:

In a Nutshell

Updated state revenue forecasts suggest GF/GP revenue will decline by more than \$4.3 billion across FY2023, FY2024, and FY2025.

Those revenue downgrades are almost entirely attributable to the major tax reductions enacted in March and April.

The revenue adjustments will be “much ado about nothing” for state lawmakers as they finalize the state’s budget in the coming months. The budgets that have passed the House and Senate are already largely in line with these new estimates.

Both the House and the Senate have already passed their own spending plans for the Fiscal Year (FY)2024 state budget, paving the way for conference committees to iron out the differences between the two chambers’ proposals over the coming months.

A critical first step in that process was taken last Friday [May 17, 2024] when state economists gathered to revise state revenue estimates on which that final budget will be based. At first blush, those revisions seemed ominous, with the state’s discretionary General Fund/General Purpose (GF/GP) revenue down more than 10 percent in both FY2024 and FY2025.

However, these downgrades in the revenue forecast were very much expected, and virtually all of the revenue adjustments can be tied to tax reductions implemented in recent months. The good news for those with a stake in state budget decisions: those revenue downgrades are already built into the legislative budgets that have been passed to date. Thus, the projections won’t force any extra budget trimming while the House and Senate work on resolving their budget differences.

Large Decline in GF/GP Revenues is Projected

As noted, the major revisions to the revenue forecasts were concentrated within GF/GP revenue. The consensus estimates from last week expect GF/GP revenue to decline by \$883 million in FY2023, a drop of 6.7 percent from the estimate from January 2023. The revenue decline then grows to \$1.8 billion in FY2024 (12.3 percent drop) and \$1.6 billion in FY2025 (10.5 percent drop) from the January estimates.

Summary of Revenue Revisions

Source: Consensus Revenue Estimating Conference Executive Summary, May 2023

Revisions were much more muted for the state’s other major revenue fund – the School Aid Fund (SAF). Revenue forecasts for the SAF, which is used to finance K-12 school spending as well as some community college and university operations, were virtually unchanged from January. Forecasts for FY2022, FY2023, and FY2024 were revised upward, but by less than a half-percent overall. Those small revisions will have little overall impact on budget decision-making related to the \$17.9 billion in School Aid Fund revenue available for FY2024.

MLA ADVOCACY NEWS

Revised Revenue Forecasts Are Already Built into Legislative Budgets

Most of the tax changes were first proposed as part of Governor Whitmer's February Executive Budget proposal. As such, her budget proposal largely assumed that these revenue reductions would occur. There are two exceptions: the Governor's budget did not assume the implementation of the one-time Individual Income Tax rate cut (\$647 million one-time revenue loss) or the exemption of delivery and installation charges from the state's Sales Tax and Use Tax (annual revenue loss of about \$64 million). However, her budget proposal did assume the loss of \$800 million in revenue tied to a recommended one-time income tax rebate; a proposal that's now off the table. In the end, then, the revenue outlook on which the Executive Budget was based mirrors the new projections from last week.

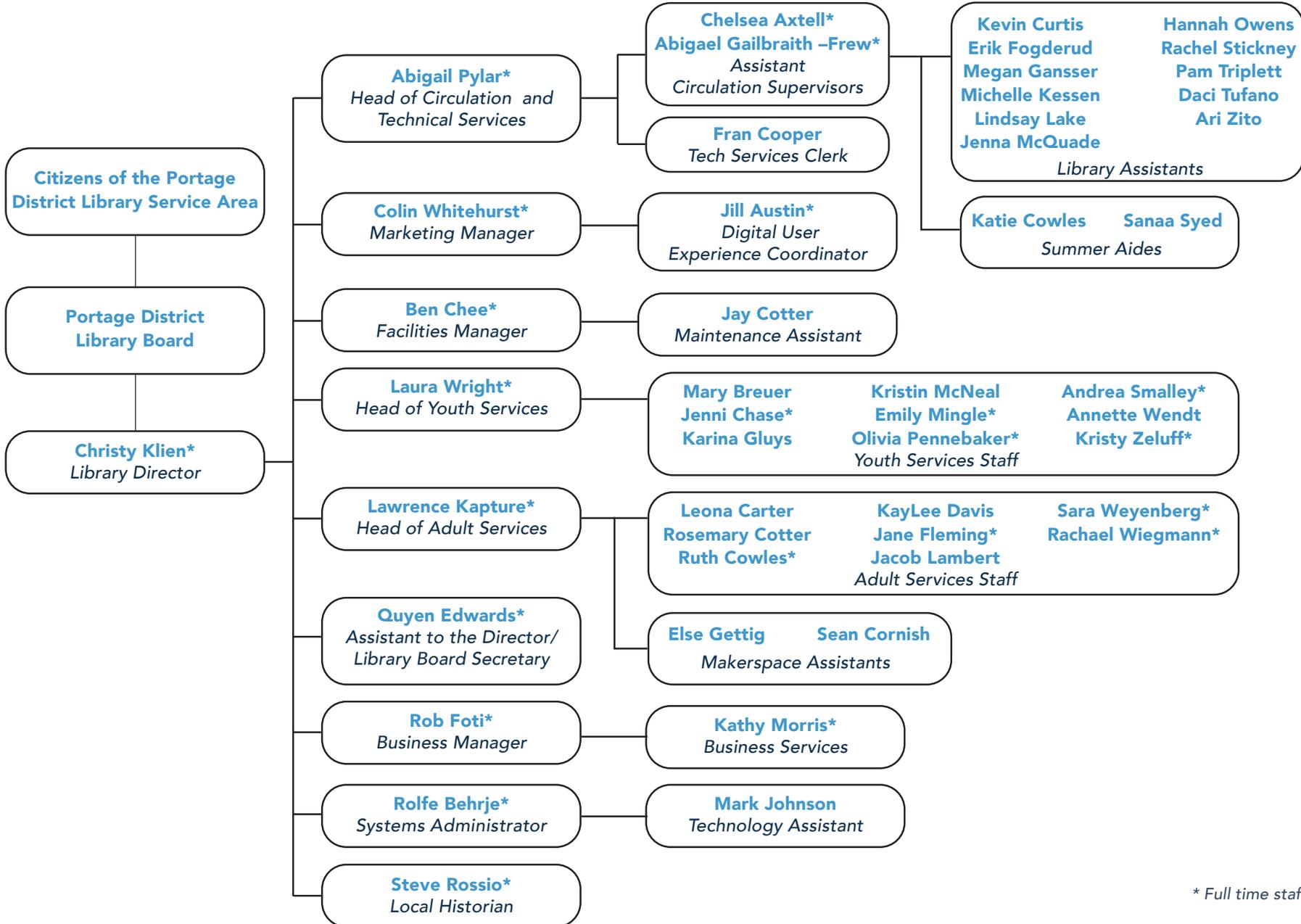
Like the Governor's budget, the budgets passed by both the House and Senate also factored in the revenue impact of the tax policy changes. On the whole, then, budget plans coming out of both chambers already align with the new revenue projections. Enacting any of the budget plans offered by the Governor, House, or Senate can be accomplished within the updated revenue estimates without creating an unsustainable "budget cliff" for FY2025.

GF/GP revenue for FY2025 is now estimated at \$13.9 billion. If the final FY2024 budget contains ongoing GF/GP appropriations in the range of the three existing budget proposals, ongoing revenue would be sufficient to grow the FY2025 budget by between \$440 million to \$690 million (or between 3.3 and 5.2 percent).

In short, while the budget outlook for FY2025 will not be as rosy as the outlook in February, the state's budget remains in structural balance even after the significant revenue declines tied to recent tax relief plans. The large downward revision in GF/GP revenue should pose little challenge to the legislative appropriators in wrapping up their work on the FY2024 budget.

<https://www.michigan.gov/treasury/-/media/Project/Websites/treasury/Uncategorized/2024/May-2024-Consensus-Documents/Consensus-Executive-Summary-May-2024.pdf?rev=4c518039058c475e810f818d57c59abe&hash=6DE9DD747395E19B80F1F3894D8D91B5>

Staff Organizational Chart



* Full time staff

Memo

Initial Discussion About Plans for 2024 Library Board Retreat

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

BACKGROUND:

The Portage District Library Board typically holds an Annual Retreat in the fall. Over the years, trustees have participated in many different activities for their retreat. It is usually a learning opportunity for trustees and library administrative staff to experience together. In the past few years, the Library Board Retreat time has been used to rewrite the Library's mission, vision, and values statements, and complete a Strategic Plan for the Library with facilitator Amanda Standerfer. Board retreats could also include additional training or a fieldtrip.

Plans for a 2024 Library Board has been placed on the agenda for the June 24, 2024 Meeting for discussion.

Memo

Heritage Room Policy Updates

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 20, 2024

June is the month that the Heritage Room Policy is up for annual review. After review for this month's board packet, Heritage Room Coordinator Steve Rossio requested to revise the format for the Heritage Room Policy. This includes highlighting the following sections: Donations, Drop-Off Items, and Loaned Items.

His requests are reflected in the following revised policy. To review the Heritage Room Policy in its current format, please see:

https://www.portagelibrary.info/uploads/docs/board_docs/policies/2023-06heritageroompol2.pdf?t=1688059421

Heritage Room Collections and Use Policies

I. Materials Acquisition

Materials may be added to the Heritage Room Collection through donations, gifts, purchases, trades from individuals or institutions or via deposits from governmental bodies.

II. Donations

- A. The Heritage Room Coordinator will accept donations for the Heritage Room that: complement existing collections; add to the history of the immediate community, surrounding area and state of Michigan; and/or develop collections of specific interest to the general public.
- B. The Heritage Room Coordinator reserves the right to reject any donated material if said donated material is deemed to be unsuitable for the Heritage Room by reason of subject, format, condition or restrictions. Any donation that comes with a restriction will be reviewed by both the Heritage Room Coordinator and the Portage District Library Director to determine if said item(s) will be accepted or declined due to the nature of said restriction(s).
- C. Items accepted into the Heritage Room Collection become the sole property of the Portage District Library. If at any time after acquisition/donation an item is determined to be outside the scope of the Heritage Room Collection, it may be deaccessioned and disposed of according to the terms of the "Material Disposition Form" which accompanies the Deed of Gift.
- D. For every donation received, a "Deed of Gift" agreement will be filled out by the Heritage Room Coordinator and then signed by both the Coordinator and the Donor

III. Drop-off Items

The acceptance of any material left in the Heritage Room without contact information (i.e. dropped off) will fall to the sole discretion of the Heritage Room Coordinator. If said material is accepted, a deed of gift will be created with the header "Unknown Donor." If the item(s) is/are determined to be of no use to the Heritage Room Collection, it/they will be properly disposed of after a two-week waiting period.

IV. Loaned Items

- A. Due to space restrictions within the Heritage Room, historic items may not be placed on long term loan/storage. Any items loaned to the Heritage Room for copying shall be returned to the owner within one week. Any item loaned to the Heritage Room for display purposes shall be returned at the conclusion of the display run.
- B. All loaned items will be documented in writing including condition and length of loan and will be signed off by the loaner and the Heritage Room Coordinator. One copy will be given to the loaner; one copy will accompany the loaned item(s) and one copy will be placed in

the "loaned item" file. Upon return of the item, the loaner will sign off on the return and the Heritage Room copy will be retained for thirty (30) days after the item has been returned.

V. Use Policies

- A.** The use of sensitive, rare and/or fragile materials by the general public shall be determined by the Heritage Room Coordinator. If an item is deemed to be as such that the original may not be used a suitable copy will be provided in lieu of the original.
- B.** All volumes located within the public space of the Heritage Room shall be catalogued in the same manner as all other Portage District Library materials and will receive a distinguishing label of "HR" on their spine label along with the pertinent Dewey Decimal number. Certain volumes deemed to be of historical significance shall receive a "archival catalog bookmark" in lieu of the spine label.
- C.** Certain volumes within the Heritage Room reference collection will be available for checkout and will be identified by a clear red tag placed over the spine label. All material available for checkout will follow the same standards as library material in the Adult Non-Fiction Collection. Items that do not contain a clear red tag are treated as reference and may not be checked out unless approved by the Heritage Room Coordinator or the Portage District Library Director.

Memo

Creation Station & Makerspace Usage Policy and Price Adjustment

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 20, 2024

It has been one year since the Creation Station & Makerspace Policy was reviewed. Since that time, STEAM Coordinator Jane Fleming has learned a lot about what services patrons are interested in. The library has also added two part time Makerspace Assistants. Some changes to the Creation Station and Makerspace Policy will be presented at the June 24, 2024 Meeting, as well as price increases on supplies for items that can be made in the Makerspace.