

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
April 28, 2025

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, April 28, 2025 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, April 28, 2025 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 at 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/8578421094824>

Dated: April 24, 2025

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

April 28, 2025

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 April 28, 2025 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)

- A. Minutes of the regular meeting held on March 24, 2025 (Info) Pg.5-7
- B. April 2025 Narrative (Info) Pg. 8-12
- C. Spotlight on Volunteers (Info) Pg.13-14
- D. Budget Amendment GeekFest (Info) Pg.15-
- E. Financial Condition for March 2025 (Info) Pg. 16-17
- F. Statistical Report for March 2025 (Info) Pg.18-19
- G. May 2025 Program Calendar (Info) Pg.20
- H. Review Library of Things Policy (Info) Pg. 21
- I. Monitoring Report on Executive Limitation: Fundraising Activity (Info) Pg.25-26

VI. Governance (20 minutes)

- A. Scheduling of Mid-Year meeting with the Library Director (Info) Pg. 27
- B. Programming Policy (Info) Pg. 28-30
- C. Art Exhibit Policy (Info) Pg. 31-33

VII. Ends Development (20 minutes)

- A. First Quarter 2025 Financials (Info) Pg.34-36
- B. First Quarter 2025 Strategic Plan Report (Info) Pg.37-4

VIII. Library Director's Reports (20 minutes)

- A. Final remarks by Library Director for the April 28, 2025 Library Board Meeting

AGENDA

IX. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the May 19, 2025 Board Meeting
 - 1. Minutes of the Regular Meeting held on April 28, 2025
 - 2. Review of Patron Behavior Policy
 - 3. Follow-Up on mid-year meeting with Library Director
 - 4. Plans for 2025 Summer Reading
- B. Miscellaneous

X. Adjournment

MINUTES

From the March 24, 2025
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, and Linda Whitlock

Board Members Absent: Donna VanderVries (excused)

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

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

Library Board Chair Tom Vance welcomed everyone to the March 24, 2025 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 March 24, 2025

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 Terry and supported by Trustee Whitlock that the Library Board adopt the agenda for the regular meeting of March 24, 2025. Vote 6-Yes, 0-No, 1-Absent (VanderVries) Motion carried.

VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the March 24, 2025 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on February 24, 2025
- B. March 2025 Narrative
- C. Budget Amendments for Friends Donation, Book PO's, and Kenneth Fischer Trust
- D. Financial Condition for February 2025
- E. Statistical Report for February 2025
- F. April 2025 Program Calendar

MOTION: It was moved by Trustee Baker and supported by Trustee Behr that the Library Board approve the consent agenda for the regular meeting of March 24, 2025. Vote 6-Yes, 0-No, 1-Absent (VanderVries) Motion carried.

I. Marketing Plan 2025

- A. Presentation of the 2025 Marketing Plan by Marketing Manager Colin Whitehurst

Marketing Manager Colin Whitehurst said that the 2025 Marketing Plan reflects priorities based on the Strategic Plan for the next year, updates on plans for the future, and changes we have already implemented.

MINUTES

Whitehurst said that the Library Staff and Board are part of the team communicating about what is happening at the library and he sees his position as facilitating the plan. Staff are always helping with editing, brainstorming ideas, printing signage, and creating copy. We are coming up with great ideas together. Jill Austin, Digital User Experience Coordinator, works on front facing technology and digital experiences.

Whitehurst thanked the Social Media Team which consists of representatives from each department: Rachael, Sara, Abigael, Quyen, Emily, and Jill. With the help of this team, the library posts on Social Media daily. He also thanked Olivia, Rachael, Quyen and Jill for their help editing the monthly Portager and e-Newsletter. Quarterly Focuses for additional marketing materials will include Library Services (Makerspace, Friends of the Library Sales, e-Newsletter), Calls to Community (Maker in Residence and Human Library), new service - Books by Mail, and Recollect (the new Heritage Room Digital Collection Software

The main project for 2025 will be ADA Title II updates - aka ADA compliance for the library's website. While it will not be legally required until April 24, 2026, we would like to have this project complete by the end of 2025.

II. Governance

A. MLA Advocacy

Board Char Vance asked if the Board want to make a statement or contact legislators regarding the recent Executive Order which might affect IMLS funding. Discussion ensued. Library Director Klien said that staff have received some calls and questions at the public service desks. A factual statement was posted on Social media regarding potential losses and direct impacts to PDL patrons. Youth staff have been talking to media specialists to determine what MeL funded databases are highly used by students as well as our patrons.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Terry that the Library Board write letters of support for Institute of Museum and Library Services to local representatives. Vote 6-Yes, 0-No, 1-Absent (VanderVries) Motion carried.

The Library Board felt comfortable with the library staff using their judgement moving forward on communicating with patrons the potential and realized effects of any changes to IMLS funding.

B. Circulation Policy

Library Director Klien said that staff have proposed a change to the Circulation Policy We noticed we had long wait times on some mid-tier titles or titles gaining popularity through social media because we allowed individuals to renew their items immediately without holds. Thus, the titles were not available for other patrons for up to three months. We recommend that we change the policy so that renewals cannot be completed more than 5 days prior to an item's due date. Our system will automatically renew an eligible item 2 days prior to an item's due date if there are no holds.

MOTION: It was moved by Trustee Terry and supported by Trustee Baker that the Library Board approve the change in the Circulation Policy as recommended. Vote 6-Yes, 0-No, 1-Absent (VanderVries) Motion carried.

III. Monitoring Reports

A. Asset Acquisition and Disposal Administrative Procedure

Library Director said this document encapsulates the procedure of how we handle acquisitions and disposal. Adjustment for this year under #10 - Sale of library property. This outlines a procedure for how we can appropriately dispose of library property that is no longer of use.

MINUTES

MOTION: It was moved by Trustee Terry and supported by Trustee Baker that the Library Board approve the Asset Acquisition and Disposal Administrative Procedure as written. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

- B. Monitoring Report on Executive Limitation: Asset Protection
- C. Monitoring Report on Executive Limitation: Financial Planning & Budgeting
- D. Monitoring Report on Executive Limitation: Financial Condition & Activities

Library Director Klien said this is the Board's annual review and asked if there were any additional questions regarding the Monitoring Reports and there were none.

VII. Library Director's Reports

A. Final remarks by Library Director for the March 24, 2025 Library Board Meeting.

I met with Representative Longjohn recently and gave him a tour of the library. He and his family are library users and supporters.

Library Director Klien said that pullovers and zip-ups are being purchased for Library Staff. If trustees are interested in purchasing their own logo items, Marketing Manager can place their orders at the same time. Size and color samples are in Austin Lake Room.

Klien also said that the library rolled out the new Earned Sick Time Act according to the State of Michigan's new requirements.

Library Board Chair Vance acknowledged the generous gift from the Kenneth Fischer Trust.

VIII. Process Evaluation

E. Suggestions for Agenda Items to be included on the April 28, 2025 Board Meeting

1. Minutes of the Regular Meeting held on March 24, 2025.
2. Review of Art Exhibit Gift Policy.
3. Review of Programming Policy.
4. Report from Board Liaison to the Friends of the Library.
5. Scheduling of mid-year meeting with the Library Director.
6. 1st Quarter Financial Report for FY 2025.
7. 1st Quarter 2025 Strategic Plan Report
8. Monitoring Report on Executive Limitation: Fundraising Activities.

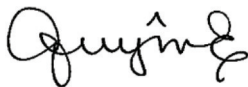
A. Miscellaneous

IX. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of March 24, 2025.

DISPOSITION: The regular board meeting of March 24, 2025 was adjourned at 7:05 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary

Director's Report

April 2025

Adult Services

In March, Outreach Librarian [Sara Weyenberg](#) was involved in two events pertaining to the 2025 Reading Together event done in partnership with the Kalamazoo Public Library. On March 4th, there was a book discussion held at the library to talk about *Solito*. Seven people were in attendance. March 15th was the culmination of the event series with the author's appearance for a moderated talk and book signing at Cheney Auditorium. Approximately 750 attendees of all ages came to this event.

On Wednesday, March 5th, Adult Services Librarian [Rachael Wiegmann](#) held an event with Bonnie Jo Campbell. Gloria Tiller from Kazoo Books was there to sell Bonnie's books. This program had thirty-four attendees. Bonnie spoke about the house where she grew up and how it was represented in *The Waters*. In addition to this, she spoke about her experience on the Today Show as well as the book club attendees on the show. The attendees enjoyed hearing Bonnie's anecdotes and readings from *The Waters*. At the end of the reading, Bonnie took time to talk to the audience and signed their books. It was an intimate and enjoyable evening.

STEAM Librarian [Jane Fleming](#) taught patrons the basics of how to use the new embroidery machine in the Makerspace. Patrons learned the different types of files needed to use the embroidery machine, how to hoop their items, and how to thread the machine. Patrons had a chance to see the embroidery machine in action and ask questions. This program was offered three times during the month of March. A total of 25 people attended all three programs.

On Saturday, March 22nd, Librarian [Lawrence Kapture](#) hosted four indie writers who are members of the Lakeshore Sci Fi, Fantasy, and Horror. They read from their works and ran games and a Q and A session, giving away independently published titles to promote their works. 21 patrons attended.

Librarian [Ruth Cowles](#) has prepared six new book discussion in a bag kits. We are now offering the following:

Martyr! by Kaveh Akbar – National Book Award Finalist

Martyr! is a paean to how we spend our lives seeking meaning—in faith, art, ourselves, others—in which a newly sober, orphaned son of Iranian immigrants, guided by the voices of artists, poets, and kings, embarks on a search that leads him to a terminally ill painter living out her final days in the Brooklyn Museum.

Ministry of Time by Kalia Bradley – 2024 Dymocks Book of the Year

A time travel romance, a spy thriller, a workplace comedy, and an ingenious exploration of the nature of power and the potential for love to change it all.

The Women by Kristin Hannah

The Women is a historical fiction novel by American author Kristin Hannah published by St. Martin's Press in 2024. The book tells the story of Frances "Frankie" McGrath, a young nurse who serves in the United States Army Nurse Corps during the Vietnam War.

The God of the Woods by Liz Moore

Early morning, August 1975: a camp counselor discovers an empty bunk. Its occupant, Barbara Van Laar, has gone missing. Chasing down the layered secrets of the Van Laar family and the blue-collar community working in its shadow, Moore's multi-threaded story invites readers into a rich and gripping dynasty of secrets and second chances.

The Anxious Generation by Jonathan Haidt - nominated for the PEN Literary Awards

Social psychologist Jonathan Haidt lays out the facts about the epidemic of teen mental illness that hit many countries at the same time. He then investigates the nature of childhood, including why children need play and independent exploration to mature into competent, thriving adults.

Every Valley by Charles King

This book chronicles the creation of Handel's oratorio, focusing on the lives of key figures and the turbulent 18th-century British society that shaped it, including Handel himself, the librettist Charles Jennens, and other notable characters.

Youth Services

The Youth Department celebrated March is Reading Month with a March Madness Book Bracket collaboration with the Portage Public Schools. The library provided a daily reading activity calendar to each PPS elementary student, and students who completed 10 activities, such as "read in a funny voice" or "make your own bookmarks" could come to the library for a small prize. We had 76 students complete 10 or more reading activities! Each school and the library also had a large book bracket poster (printed on the large-scale poster printer in the Makerspace) and let students vote on the winning book. At the library, "Neighborhood Sharks" by Katherine Roy was our winner. Over 100 children voted for their favorites.

Youth Staff also spent significant time in the elementary schools over the month. We visited each Kindergarten class at Amberly, Central Elementary, Haverhill, Lake Center Elementary, Woodland, and Twelfth Street elementary and gave out 513 Library PASS cards to Kindergarten and Young 5's students, many of whom have begun visiting the library over the last month. Youth Staff also attended Family Literacy Nights at Haverhill Elementary and Woodland Elementary, as well as the first ever Kindergarten and Young 5's enrollment event held at Portage Northern High School by the Portage Public Schools administrative team, where 450 students participated in Library activities. Staff also presented a delightfully fun and messy STEM lesson on marine animals using Crisco as blubber to demonstrate how whales stay warm at the Central Elementary Young 5s classroom.

At the library, Youth Staff hosted a field trip for the Great Start Readiness Program 4 year old classroom where we supported their lessons on signs. The library also hosted a preschool classroom from A Touch of Home for a field trip. 23 students and their caregivers listened to a story, got a tour of the library, completed a craft, and had time to play in our Preschool Room.

Youth Staff welcomed further visits and learning opportunities for patrons with our community partners from Healthy Babies Healthy Start for prenatal and new parents, and from Heart For Home for foster, respite, and kinship families. [Andrea Smalley](#) and [Rachael Weigmann](#) toured Urban Alliance, a local non-profit organization working to transform lives, as part of their Human Library program book recruitment.

At the end of the month, Outreach Librarian [Andrea Smalley](#) brought the initial Community High School rotating outreach collection to the school. Andrea has worked closely with Community High teacher Courtney Smith for almost two years to provide reader's advisory and remote circulation of materials to students at Community, who don't have access to a school library. Andrea and Courtney worked together to create a rotating collection of books that will be available at the school based on student interests and a bibliotherapy program.

In March, Youth Staff [Kristin McNeal](#) put up a "Hello Spring" art project for the community. Children and parents can decorate a flower to add to our paper vase to create a beautiful display of flowers.

Youth Staff [Mary Breuer](#) and [Annette Wendt](#) instructed the kids on how to make a Deep-Dish Pizza in a mug. There were a few nay-sayers when it came to eating it, "It doesn't taste like regular pizza," "It doesn't have a crispy crust." However, they all enjoyed making the pizza in a mug, and those signed up are looking forward to the jelly donut in a mug next month.

Youth Staff [Karina Gluys](#) hosted a teen community art program focused on abstract collage. Teens who attended this program created collages using colorful and textured paper. The completed projects were hung up in the teen room with the help of [Ben Chee](#)!

4- and 5-Year-Old Book Club had our largest group yet with 26 children and parents in attendance. Children each got a mat with their name on it and were able to practice writing their name in Play-Doh.

Youth Staff [Emily Mingle](#) and [Kristy Zeluff](#) provided a family book club during March to celebrate March is Reading Month. This program had 14 participants who were invited to share favorite books, complete a Going on a Bear Hunt obstacle course, solve book-based silhouette and picture puzzles, and other literacy activities.



Circulation & Technical Services

During the month of March, we had 745 students utilize their PASS cards. We sent out 2982 text messages regarding holds, bills, overdue materials, and membership renewals.

Technical Services also collaborated with the Youth Department and three Portage elementary schools to create an outreach collection for the schools to use during their renovations. Tech Services added and processed over 1500 items for the collection.

The Friends of the Library generously donated money to the Circulation Department to purchase a machine to help repair books. We received the Cover One machine towards the end of February. Since then, we have repaired 80 books, which has resulted in a savings of \$1116.06. With this machine, we will hopefully be able to replace materials less, and use our funds towards other materials.

Personnel

The Library filled the position vacated by Fran Cooper's retirement. Amanda Puchalski began work with the Library on March 31, 2025, in the role of Technical Services Assistant. On April 28, 2025, Emily Mingle, Youth Services Librarian, will be reducing her hours to part-time. As a result, the Library has promoted Customer Service Assistant, Annette Wendt to full-time status. Due to the soon-to-be retirement of Mary Breuer, Youth Customer Service Assistant, the Library is in the process of filling the vacancy.

The Business Manager and Library Director continue to work with the Library's onsite HR Consultant, Stefon Hemphill, to update job descriptions and review employee handbook policies. The Library has just posted a job vacancy for a Library Assistant in the Circulation Department. The Library has been working with its payroll partner Paylocity to update its time-off policies due to the Earned Sick Time Act (ESTA). Those changes have been made and are now in the review process with the Library and once accepted, all employees will be switched over to the new policies within Paylocity, and all accrued time from February 21, 2025, will be recalculated to reflect the new policies.

Information Technology

In March 2025, the IT Department validated all of its SIP, WebService, data extraction report connections to and from its upgraded version SirsiDynix Symphony. The library also completed an upgrade of its SirsiDynix Symphony Test System to the matching version.

Subsequent to the completion of its EZProxy server migration on March 11, 2025 the library upgraded EZProxy to its latest stable version.

The library replaced and added 3 copiers in accordance with the library's technology plan for circulation department, makerspace and public access.

The library installed and validated a new upgrade/replacement of its mobile and remote printing service. The planned changes will go live on May 1, 2025 with both versions running until July 1, 2025. Upgrading in this manner will allow our patrons to migrate over time instead of an abrupt change.

The library IT Department continues to work with Blackbaud and our business department to deploy and vet changes to the new accounting software (Financial Edge NXT).

Maintenance & Building Services

This month has seen solid progress on several key facility maintenance and improvement initiatives. Fire system inspections, the annual elevator inspection, and our routine pest control inspection have all been successfully completed, ensuring continued safety and compliance across the building. We've also selected a contractor for the upcoming sealcoating and striping of the parking lot, which is scheduled for this season. Brick tuckpointing work around the facility has been completed, and the concrete steps on the lower patio have been repaired, improving both aesthetics and safety. Additionally, the Facilities Manager has completed an 8-hour OSHA course, reinforcing our commitment to workplace safety and best practices. The new bike repair station has been installed near the water fountain along the trail, providing a great new amenity for community members who bike to the library and community members who enjoy the trail.

Spotlight On: Volunteers

The Role of Volunteers at PDL

While libraries have always been a hub for accessing information and engaging with literature, they have also transformed into multi-functional community spaces. As libraries add many opportunities for engagement, volunteers play a crucial role in maintaining and expanding library services. Volunteers contribute their time, skills, and passion to support librarians and staff, ensuring that the library remains an accessible resource for all. We as a staff are aware of the value provided by these teens and adults and are grateful for their continuous gifts of time and talent. Below is a small snapshot of what these individuals provide the Library.

Portage District Library Board

The Library Board is composed of seven elected members. The role of the Library Board is to represent the interests of library constituents. The purpose of the Board is to set the library's millage levy, control expenditures, establish policies, appoint and oversee the Library Director, and guide the future of the library through long range planning.

Adult Volunteers

Adult volunteers at the Portage District Library help provide the services needed to keep the library functioning at a level to provide exceptional service to our community. Most adult volunteers return books and materials to our shelves for patrons to select for their checkout experience. Others assist in moving books from the new collection to the regular collection; fill, organize, and restock the seed library; clean the study rooms and shelves; and secure the Lego City for our patrons to enjoy it year after year. In 2024, volunteers donated over 1,200 hours of their time.

Friends of the Portage District Library

The Friends of the Library work tirelessly to sort donated materials to provide an organized book sale to the public every other month. They then support the library by funding various projects and programs, allowing the library to connect with the community. In 2024, the Friends donated close to 2,000 hours of hard work in support of the library and over \$32,000 for the following requests:

Summer Reading Program for all ages

Geek Fest Program

The Charlie Cart

Prizes for trivia programs

March is Reading Month Youth Program

Imagination Playground Blocks

Seed Library Volunteers

The library had 14 adult volunteers helping with the Seed Library in 2024 serving over 100 hours. We distributed over 3,500 envelopes of veggies, herbs, and annual seeds in 2024. Volunteers packaged over 5,000 envelopes of native plants seeds for distribution which started in November 2024 and will continue through Spring 2025. Many of these volunteers are Kalamazoo Master Gardeners.

Teen Volunteers

The Youth Services Department is fortunate to benefit from the assistance of teen volunteers. To become a volunteer, teenagers ages 14 and up complete a work permit before signing up for shifts on the Teen Volunteer Calendar at the Youth Information Desk. In the course of a two hour volunteer shift, teen volunteers tidy up the Youth Department, restock passive programming supplies, prepare craft materials for programs, make buttons for the Summer Reading Program and so much more! We're very grateful for their help!

Memo

Budget Amendment for Restricted Donations

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 14, 2025

BACKGROUND

It is my pleasure to announce that the Portage District Library has received a generous donation from the Friends of the Portage District Library that has been directed for specific uses.

- \$1,200 for GeekFest 2025

RECOMMENDATION:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2025 Budget to increase the Adult Programming line by \$1,200.

Financial Condition Report

March 2025

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 \$8,361,871
Expenditures \$2,153,435

Fund	2/28/2025	Changes	3/31/2025
General Reserve (13%)	\$ 857,293	-	\$ 857,293
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	95,766	-	95,766
Unassigned Fund Balance	9,161,422	-	9,161,422

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

March 2025

Month Statistics				YTD Statistics		
	Mar-25	Mar-24	CHANGE	2025	2024	CHANGE
Circulation/Collections						
Total Library Circulation	86,997	78,043	11.47%	246,826	230,250	7.20%
Adult - Books	17,622	16,354	7.75%	51,021	49,832	2.39%
Adult - A/V	2,977	3,492	-14.75%	8,657	11,490	-24.66%
Youth - Books	34,043	32,021	6.31%	91,504	90,127	1.53%
Youth - A/V	3,060	3,244	-5.67%	8,026	9,907	-18.99%
Hot Picks	662	654	1.22%	1,818	2,219	-18.07%
E-Material	26,790	20,428	31.14%	80,538	60,910	32.22%
ILL - PDL Requests	1,206	1,105	9.14%	3,284	3,401	-3.44%
ILL - Other Lib. Requests	637	745	-14.50%	1,978	2,364	-16.33%
Self-Checkout Percentage	54.15%	54.02%		53.78%	52.35%	
Total Library Collection	180,099	177,433	1.50%			
Adult - Books	71,418	71,280	0.19%			
Adult - A/V	9,684	11,985	-19.20%			
Youth - Books	89,223	84,464	5.63%			
Youth - A/V	7,254	7,149	1.47%			
Hot Picks	2,520	2,555	-1.37%			
Net Acquisitions	2,492	483	415.94%	3,282	(995)	429.85%
Purchased - Books	3,461	1,706	102.87%	7,702	3,895	97.74%
Purchased - A/V	129	87	48.28%	365	555	-34.23%
Donated - Books	1	0	100.00%	1	0	100.00%
Donated - A/V	1	0	100.00%	1	0	100.00%
Material Discarded	(1,100)	(1,310)	16.03%	(4,787)	(5,445)	12.08%
Total In-House Usage*	0	0	100.00%	0	0	n/a
In-House Periodical Usage	0	0	100.00%	0	0	n/a
In-House Book Usage	0	0	100.00%	0	0	n/a
Patrons						
Total Patrons	33,872	33,352	1.56%			
Adult	17,283	16,319	5.91%			
Youth	2,078	2,319	-10.39%			
Non-Resident	231	198	16.67%			
Reciprocal	3,566	3,085	15.59%			
Internet User	564	599	-5.84%			
PASS Users	10,090	10,773	-6.34%			
Professional	60	59	1.69%			
Net Patrons	173	134	29.10%	564	213	164.79%
Adult	222	230	-3.48%	627	670	-6.42%
Youth	9	18	-50.00%	26	53	-50.94%
Non-Resident	3	6	-50.00%	6	8	-25.00%
Reciprocal	73	80	-8.75%	232	228	1.75%
Internet User	10	59	-83.05%	72	172	-58.14%
PASS Users	7	82	-91.46%	63	85	-25.88%
Professional	1	0	100.00%	2	2	0.00%
Patrons Removed	(152)	(341)	55.43%	(464)	(1,005)	53.83%

Statistical Report

	Month Statistics			YTD Statistics		
	Mar-25	Mar-24	CHANGE	2025	2024	CHANGE
Library Building Usage						
Total Meeting Room Usage	924	796	16.08%	2,693	2,486	8.33%
Internal/Collaboration	135	106	27.36%	375	333	12.61%
External/Outside Usage	789	690	14.35%	2,318	2,153	7.66%
Total Program Audience	5,283	3,801	38.99%	11,534	8,992	28.27%
Adult	1,583	1,401	12.99%	3,865	2,521	53.31%
Youth	3,492	2,272	53.70%	7,180	6,095	17.80%
Heritage Room	208	128	62.50%	489	376	30.05%
Total Number of Programs	125	97	28.87%	319	275	16.00%
Adult	58	41	41.46%	159	114	39.47%
Youth	64	53	20.75%	153	154	-0.65%
Heritage Room	3	3	0.00%	7	7	0.00%
Total Volunteer Hours	187	199	-6.03%	640	584	9.59%
Adult	83	61	36.07%	226	186	21.51%
Youth	36	46	-21.74%	187	147	27.21%
Technical	11	12	-8.33%	46	35	31.43%
Circulation	25	46	-45.65%	83	114	-27.19%
Administration	32	34	-5.88%	98	102	-3.92%
Community Service	0	0	0.00%	0	0	0.00%
Total Front Door Traffic	21,009	20,976	0.16%	56,862	57,639	-1.35%
Total Youth Services Traffic	15,707	14,998	4.73%	43,062	42,652	0.96%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	6,777	6,027	12.44%	20,298	17,987	12.85%
Adult Phone	530	461	14.97%	1,820	1,509	20.61%
Adult Ready Reference	1,707	1,060	61.04%	4,730	3,547	33.35%
Adult Reference	212	171	23.98%	647	589	9.85%
Youth Phone	60	55	9.09%	251	203	23.65%
Youth Ready Reference	2,984	2,834	5.29%	8,913	8,028	11.02%
Youth Reference	303	445	-31.91%	850	1,152	-26.22%
HR Phone	11	16	-31.25%	34	33	3.03%
HR Ready Reference	279	478	-41.63%	734	1,002	-26.75%
HR Reference	20	17	17.65%	33	37	-10.81%
Circ Phone	425	248	71.37%	1,508	879	71.56%
Circ Ready Reference	131	128	2.34%	283	584	-51.54%
Circ Reference	115	114	0.88%	495	424	16.75%
Total Edutainment LAN Use	366	379	-3.43%	485	934	-48.07%
Total Internet Computer Use	1,865	1,536	21.42%	5,113	4,396	16.31%
Youth Computers	221	144	53.47%	649	490	32.45%
Adult Computers	1,633	1,387	17.74%	4,445	3,896	14.09%
Laptop Computer Circulated	11	5	120.00%	19	10	90.00%
Total Electronic Transactions	52,394	45,050	16.30%	135,694	127,749	6.22%
WebSite Hits	41,417	34,485	20.10%	102,437	95,381	7.40%
WebCatalog Sessions	9,543	9,021	5.79%	28,388	27,203	4.36%
Licensed Database Hits	1,434	1,544	-7.12%	4,869	5,165	-5.73%

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

Library Closed due to COVID-19 on March 13, 2020

Christy Klien, Library Director

PDL Events

May 2025

Muffins and the Market

An investment discussion group
Thursday, May 1 | 9:00am - 10:00am

3rd-5th Grade Sweet Science

Explore the science of candy at
this tasty STEM event
Thursday, May 1 | 4:30pm - 5:30pm

Bedtime Storytime

Thursday, May 1 | 6:30pm - 7:00pm

Author Hop 2025!

Friday, May 2 | 5:00pm - 8:00pm

Yoga with Apral

A gentle approach
Monday, May 5 | 4:00pm - 5:00pm

Kalamazoo County Historical Society

Monday, May 05 | 7:00pm - 8:30pm

Compassion and Choices

Care and choice at the end of life
Tuesday, May 6 | 3:00pm - 4:00pm

Introduction to Embroidery

with Sarah Nott
Tuesday, May 6 | 6:00pm - 7:30pm

Books, Babies, and Bellies

For expecting and new parents.
Thursday, May 8 | 10:00am - 11:30am

Gardening for Wildlife

Thursday, May 8 | 6:30pm - 8:00pm

International Mystery Book Discussion

"Thirteen Hours"
Thursday, May 8 | 7:00pm - 8:00pm

Documentary and Donuts

Umberto Eco: Library of the World.
Runtime 1hr 20min. 2022.
Friday, May 09 | 10:00am - 12:00pm

Yoga with Apral

A gentle approach
Monday, May 12 | 4:00pm - 5:00pm

PDL Monarch Waystation Tours

How You Can Help the Monarch
Butterflies, Too!
Monday, May 12 | 6:30pm - 8:00pm

Elementary Maker

Coding Robots
Tuesday, May 13 | 4:30pm - 5:30pm

Privy Presentation with the Kalamazoo Bottle Club

Presented by Scott Hendrichsen
Tuesday, May 13 | 6:00pm - 7:00pm

Kids' Mug Club (3rd-5th Grades)

Wednesday, May 14 | 4:30pm - 5:30pm

Plant-Based Cooking Demo

with Nancy Lee Bentley
Wednesday, May 14 | 6:00pm - 7:00pm

Muffins and the Market

An investment discussion group
Thursday, May 15 | 9:00am - 10:00am

Make It @ The Library:

Sublimation Journal
Thursday, May 15 | 10:30am - 12:00pm

Mindful Meditation

with Nicole Najjar!
Thursday, May 15 | 5:15pm - 6:15pm

Grown-Up Slime Time

Thursday, May 15 | 6:30pm - 7:30pm

Kalamazoo McIntosh Users' Group

Saturday, May 17 | 9:00am - 12:00pm

Saturday Sound Immersion

Saturday, May 17 | 10:30am - 11:30am

Intro to Inkstitch: Creating Embroidery Files

Create Files from Images
Sunday, May 18 | 2:00pm - 3:30pm

Light Lunch and Literature

"A Rose for Emily," by William Faulkner
Monday, May 19 | 12:00pm - 1:00pm

Kalamazoo Valley Genealogical Society

General Meeting & Program
Monday, May 19 | 7:00pm - 8:30pm

Kalamazoo County ID Program

Mobile Unit Event
Tuesday, May 20 | 3:00pm - 5:00pm

Plots and Pages

A Local Writers' Group
Tuesday, May 20 | 6:00pm - 8:00pm

Knot for Profit

A Fiber Arts Club
Tuesday, May 20 | 6:00pm - 8:00pm

Make It @ The Library:

Sublimation Journal
Wednesday, May 21 | 2:30pm - 4:00pm

Medicare 101

Presented by Rebecca Artz
of Kiss Financial
Wednesday, May 21 | 3:00pm - 4:00pm

"I Love Beads" Bracelet Making

Thursday, May 22 | 6:00pm - 8:00pm

Make It @ The Library:

Sublimation Journal
Tuesday, May 27 | 6:30pm - 8:00pm

Creating for Every-Body for Adults

Perler Beads
Wednesday, May 28 | 2:30pm - 4:00pm

Cyanotype Art

Create Art using Light
Thursday, May 29 | 6:30pm - 8:00pm

MLA ADVOCACY NEWS

March 2025

Note From Debbie

Last week, I attended a think tank discussion, where this quote from JRR Tolkien's *The Fellowship of the Ring*, was shared:

"I wish it need not have happened in my time," said Frodo.

"So do I," said Gandalf, "and so do all who live to see such times. But that is not for them to decide. All we have to decide is what to do with the time that is given us."

We didn't dwell on the quote very long, but it lingered in my thoughts with a realization that even without full control on a situation, we still need to have courage and hope - to speak up, stand up and share our values - even when we are afraid.

The federal Executive Orders to dismantle the Institute of Museum and Library Services (IMLS) is weighing heavy on our field. But do not despair, there is much we can all do and when we do it together, we are stronger in our actions.

Just think...over 70,000 emails have been received by members of congress just through ALA communications. Check out the advocacy section below for ways to continue the onslaught of communications.) I'm pretty sure that the other national service organizations that represent museums and history organizations are just as successful. The citizens of our country feel pretty strongly about our libraries, about our cultural institutions and about how our communities are stronger and vibrant because of their presence.

Our responsibility to "stay the course" and protect what we value – this is the ultimate outcome of all that has been thrust upon us in a world that feels chaotic and messy at the moment.

"All we have to decide is what to do with the time that is given us."

You know what to do. This is our time to speak up and stand up. If we don't, we may lose precious resources and people that matter.

Deborah E. Mikula
MLA Executive Director

Library of Things

Lending Policy and Agreement

I. Purpose and Selection

The Portage District Library recognizes the need to circulate items that may be outside the scope of traditional library materials. Therefore, the Library has developed a "Library of Things." The Library staff will select materials for the Library of Things based on the criteria identified in the Library's Material Selection Policy. Any requests for reconsiderations of "Things" will be processed under the same procedure as reconsideration of library materials in the Material Selection Policy.

II. Guidelines for Borrowing and Use

Portage District Library will provide a current list of "Things" but the list may be changed from time to time. The Library will divide the list into Tier 1 and Tier 2 items based on safety and financial factors. The Library does not guarantee the availability of any items on the list.

- A.** Tier 1 Things can be checked out by any PDL resident, paying non-resident, or teacher card in good standing. Tier 2 Things can only be checked out by PDL resident, paying non-resident, or teacher card in good standing that is age 18 and older.
- B.** A signed waiver form and a valid ID is required for Tier 2 items.
- C.** Checkout is 14 days with up to 2 renewals if there are no holds.
- D.** Items must be returned between checkouts.
- E.** Things must be checked out and returned to a staff member at the circulation desk of the Portage District Library where you will wait for the initial check-in of item.
- F.** Limit of 2 checkouts at a time
- G.** Patrons may not lend the Thing to another person. Patrons are fully responsible for items borrowed.

III. Patrons Must

- A.** Be a resident, paying non-resident, and teacher cardholder with Portage District Library
- B.** Be 18 years old or older to check out Tier 2 items. Provide a valid Driver's License or State ID with a picture and current address at the time of checkout and read, understand, and execute a Borrower's Agreement outlined below at the circulation desk.
- C.** Patrons 17 years old or younger may only check out Tier 1 Things.

IV. Fines and Liability

- A.** Checked-out material that is not returned within 28 days of the due date (or subsequent renewal dates) will be considered to be Lost Material by the Library, and the Lost Item fees and regulations will apply.
- B.** If a billed item is returned in good condition before being referred to collections, the bill will be removed from your account.
- C.** Accounts that have been billed for \$25.00 or more in lost or damaged material and remain unresolved or unpaid for more than 28 days may be referred to a private notification service but not reported to a credit bureau. Once an account has been sent to collections, a non-refundable fee equal to the private notification service fee charged to the library will be charged to the user's account.
- D.** If any components of the Things or the packaging are lost, damaged, or altered, a replacement fee equal to the cost of the item will be billed to the user's account.
- E.** A list of replacement costs of Things is maintained by the Library and is available for viewing upon request.
- F.** The Library is not responsible for the loss of data, manufacturing defects in quality of workmanship or materials inherent in any borrowed Thing, or any damage caused while using a Thing.
- G.** Borrowers must cease using the Thing immediately and notify the Library if the Borrower has any concerns about the safety or state of repair of a Thing.
- H.** Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, provides that any person who converts for their own use or fails to return rented tangible library property shall be guilty of larceny, and may be prosecuted for a misdemeanor.

V. Care and Operation

- A.** The Thing may only be used and operated in compliance with the Library's policies and manufacturer's guidelines. Use care when handling and using the Thing. The Library makes no representation or warranty as to the fitness for use or condition of the items. Borrowers are responsible for reading and abiding by all manufacturer's recommendations, warnings, instructions for use, Library policies and all state and federal laws governing the use of that item.
- B.** Borrower shall not make any modifications or alterations to the Thing.
- C.** All Things shall be returned in the same condition as they were when issued, excluding normal wear and tear. All Things that are tools shall be returned clean. Return the Thing with all parts, components, and accessories.

VI. Violations and Appeals

- A.** The Library Director or designee may refuse to lend any of the Things if a patron has violated this Policy, including losing or damaging any Thing or violating terms of the Borrower's Agreement.
- B.** The patron may appeal the Library Director or designee's decision to the Library Board by filing a written appeal with the Library Board Chair within 10 business days of the notice of refusal.

Library of Things

Borrower Agreement

Patron Name:

Library Card Number:

Phone Number:

Item Borrowed:	Item Number:	Replacement Cost

Note: the item(s) must be returned on the due date before closing time.

I understand that I am fully responsible for the item(s) borrowed above (the term "Item" includes the item referenced above and all of the accessories for that item) and for the safe and timely return of the Item(s) to a Library staff member.

If the Item(s) or any part of the Item(s) are damaged, lost, or stolen, or late fees are incurred, I understand that I am responsible for all applicable charges. My signature below indicates that I have read, understand, and agree to the terms of the Borrower Agreement and to pay for any items that are damaged, lost or stolen as determined by the Library. I agree to return the Item(s) by the due date and time listed on this Borrower Agreement. If the Item(s) are not returned by the due date, I understand that the Library has the authority to contact law enforcement to recover the Item(s) and that I may be subject to criminal charges. In addition, I grant my written consent for the Library to provide any information to law enforcement that is necessary to recover or assist in the prosecution regarding the Item(s) not returned by the due date.

In being permitted to borrow the Item(s), I hereby voluntarily waive, release, and discharge and covenant not to sue the Portage District Library, its successors, assignees, officers, agents, employees and volunteers (the "Releasees") for any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages of death, personal injury, property damage and loss of data, and from any and all liabilities, damage, injuries, actions or causes of action either at law or in equity, whether caused by any defect in the Item, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing or use of the Item.

This is a legally binding release, waiver, discharge, and covenant not to sue, made voluntarily by me, the undersigned releaser, on my own behalf, and on my behalf of my heirs, executors, administrators, legal representatives, and assigns.

I have read the entire document and my signature below indicates my agreement with the above statements

Signature of Borrower:

Date:

Monitoring Report

Reviewed: 04-28-2025

Executive Limitation Policy on Fundraising Activities

The Library Director shall not allow library assets to be unprotected, inadequately maintained or unnecessarily risked. Accordingly, the Library Director shall not:

Policy: Utilize programs within the realm of normal library operation as fundraising vehicles.

Director's Response: There have been no instances of any library programs being used as fundraising vehicles within the realm of normal library operations. In the case of library programs that require extraordinary supplies, a nominal fee may be charged to program registrants to recover the cost of the program provisions.

Policy: Allow library facilities to be used by outside agencies for the purpose of fundraising, unless the funds being raised are going to be used for library purposes.

Director's Response: The library adheres to a strict rule about no outside agencies using the library facilities for the purpose of fundraising. See the library's Community Meeting Room Policy, Section G.

Permit the presentation of any fundraising program at the library without the approval of the Library Director.

Policy: There have been no instances of any fundraising programs being conducted at the library. The fundraising conducted by the library is done via the Annual Campaign mailing to donors and grant writing.

Director's Response:

Allow donor lists to be shared with any other entity or charitable agency.

Policy: The library is in complete compliance with the rule to never share donor lists with any other entity or charitable agency. The Portage District Library fundraising activities include an Annual Campaign direct mailing initiative that is carried out at the end of each year. We send this solicitation to all of our previous donors and to all active library users requesting financial assistance to further enhance the library's special initiatives. Annually, a request is made to the Library Board to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library's patron database for the restricted, confidential and sole purpose of sending a direct mailing to previous donors and to active library users. The contract with our regular printer stipulates that the printer or any associate or partner of the printer will not use the library's patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.

Director's Response:

Policy: Enter into any fundraising agreement that requires the library to permanently endorse a product or [promote an individual or business], without prior knowledge and approval of the Library Board.

Director's Response: There have been no instances of the library entering into any fundraising agreement that requires the library to permanently endorse a product or promote an individual or business.

Policy: Enter into any fundraising agreement that requires the library to take on responsibility, financial or otherwise, that would be above and beyond the provisions in the current budget or that would necessitate an increase in staffing level, without prior knowledge and approval of the Library Director.

Director's Response: The library is in full compliance with this mandate and has not entered into any fundraising agreement that would obligate or burden the library financially or otherwise.

Policy: Receive any funds for the library that have restrictions placed on their use, without prior knowledge and approval of the Library Director.

Director's Response: The only instances of funds received by the library that have restrictions placed on their use are memorial donations made specifically in memory of someone with requests for the purchase of particular materials, directed gifts at the time of the donation, or in the case of contributions made to the library's Grandmother & CIG Endowment fund which are restricted gifts used only to benefit youth.

Policy: Place the library in potential jeopardy by accepting any funds derived from questionable sources, or connected to any entity or program that might not be in the best interest of the library.

Director's Response: The library is in complete compliance with this mandate and has not accepted any funds from questionable sources.

Policy: Utilize fundraising to supplement regular, day-to-day library operations.

Director's Response: All donated funds are reported annually to the Library Board and a request is made to the board to approve the allocation of gifts and donations funds received in the previous year for specific purposes in the current year.

Policy: Fail to recognize donors, in some special manner, who contribute gifts to the library of \$5,000 or more.

Director's Response: All donors are properly recognized with a letter of thanks following their donation.

Policy: Allow fundraising plan to be executed without board approval.

Director's Response: The Library Director gives updates to the Library Board on the library's future fundraising activities for the year and provides details of everything that will be done in relation to fundraising at the library. All plans are outlined clearly to the Library Board and executed only with board endorsement.

Memo

Scheduling of Mid-Year Meeting With the Library Director

To: Portage District Library Board
From: Tom Vance, Library Board Chair
Date: April 14, 2025

April is the month that a mid-year meeting with the Library Director is scheduled in order for the Library Board to assess current activities and to make sure that things are progressing appropriately and everything is on track with activities to accomplish the Ends and Activity Plan for the 2025 Strategic Plan.

This will be an agenda item for the April 28, 2025 board meeting as a reminder and a mid-year meeting with the Library Director will be scheduled with the Library Board Chair at a future date.

Memo

Regarding Changes to the Programming Policy

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 15, 2025

Background

Please note under "Criteria for Programs", the line "Program presenter shall be required to undergo a criminal background screening." It has been requested by the Adult Services Staff to remove this line and it appears with a strikethrough in this copy. Additional comments and discussion may be made at the April 28, 2025 Board Meeting.

Recommendation

I recommend that you approve the changes in the Programming Policy as presented.

Programming Policy

Reviewed: 04-28-2025

The Portage District Library ("Library") supports its mission of connecting people to ideas, information, experiences and materials that provide enjoyment, enrich peoples' lives, and strengthen our community by developing and presenting programs that provide additional opportunities to further the Library's mission to provide for information, learning, and entertainment. Programming is an integral component of Library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library services
- Provides entertainment
- Provides opportunities for learning
- Expands the visibility of the Library
- Furthers the mission of the Library

I. Program Determination

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of Portage District Library Board ("Library Board"). The Library Director, in turn, delegates the authority for approved program management to the Assistant Director/Program Coordinator, who oversee this responsibility through delegation to designated staff. The Library Director has the discretion to determine which programs the Library shall sponsor or co-sponsor. This policy does not apply to any program that is not conducted or co-sponsored by the Library.

II. Criteria for Programs

Library staff plans and develops programs for the community based on relevance to community interests and issues, popular appeal, the mission of the Library and suitability for general or targeted audiences.

Program presenters are chosen for their expertise and public performance experience.

~~Program presenter shall be required to undergo a criminal background screening.~~

The Library does not plan programs or classes that are commercial in nature. Although a professional or businessperson may be invited to speak, the purpose of the program is to educate, inform, or entertain and otherwise further the Library's mission. Programs are not designed for commercial purposes or for the solicitation of business.

III. Co-Sponsorship of Programs

The Library may co-sponsor programs with other persons, agencies, organizations, and institutions. The Library Director has the sole discretion to determine whether to co-sponsor a program according to the criteria set forth in this Programming Policy. If the Library desires to co-sponsor a Library program, these individual or organizational partners must coordinate marketing efforts with the Library's Assistant Director/Program Coordinator. No co-sponsor may use the Library's name in any marketing material without prior approval of the Library Director. If a person or organization desires to co-sponsor a program, the person or organization shall make such request in writing to the Library Director.

IV. Non-discrimination

The Library does not discriminate in its programs. Library sponsorship or co-sponsorship of a program does not constitute endorsement of the content or the views expressed by the presenter or the participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy, and the Library will strive to offer multiple viewpoints.

V. Program Attendance

Library programs and classes are open to the public; however, due to the nature of certain programs, attendance may be limited. For example, some children's programs may be limited based on age.

Further, attendance may be limited based on the occupancy permitted in the room. When occupancy limits must be established, advanced registration may be required. In the cases where advanced registration is not required, the Library may limit the number of people that may attend any program at the door. Attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Generally, Library programs are free; however, some classes or programs may require a nominal materials fee or require a ticket to be purchased.

VI. Library Staff

Library staff members who present programs or classes do so as part of their regular job and are not hired as outside contractors.

VII. Programming Concerns

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a Library program, he/she should first address the concern with the Library Director. Patrons who wish to continue their request for review of Library programs may submit the Request for Reconsideration form to the Library Director. Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in the Library's Material Selection Policy.

VIII. Guidelines for Selling Books, Recordings, Art, or Other Items at Library Programs

Program presenters who are authors or artists are invited to sell and sign books, music, movies, and art following Library programs upon prior approval by the Library Director.

Memo

Regarding Changes to the Art Exhibit Policy

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 15, 2025

Background

Please note under “Temporary Exhibits”, there are two new statements indicated by underline. It has been requested by the Adult Services Staff to include this information in the Art Exhibit Policy. Additional comments and discussion may be made at the April 28, 2025 Board Meeting.

Recommendation

I recommend that you approve the changes in the Art Exhibit Policy as presented.

Art Exhibit Policy

Revised: 4-28-2025

Art exhibits in different formats are welcome at Portage District Library. Exhibits stimulate interest in a variety of library materials, provide information, develop aesthetic appreciation, and offer an opportunity for individual and/or groups to display artistic and educational materials. The Portage District Library provides space for exhibits and displays of a civic, educational, cultural, or recreational nature.

Display areas may also be used for Library purposes such as to display materials from the Library's collection, or to publicize Library services, collections, or activities. Thus, this policy does not apply to the Library's use or co-sponsored use and the Library's use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits and displays pursuant to this Policy.

I. General Principles

- A. It is not the goal of the Portage District Library to build an art collection.
- B. Exhibit and display areas are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- C. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays.
- D. Display space is limited.

II. Temporary Exhibits

- A. Acceptance and placement of an art exhibit will be determined by the Library Director or designee. Those who wish to display their artwork at the Portage District Library must read and sign the "Art Where You Are Artist Contract". Permission for hosting an art reception, and for conducting any activities or mounting displays during an art reception, will be granted at the discretion of the Library Director or designee.
- B. The Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of exhibit and display spaces. Applications for exhibits or displays will be reviewed in light of the Library's educational, cultural, intellectual, or recreational purpose and community interest. The limitations on space will also be taken into consideration.
- C. Length of time for each display will be determined by the Library Director or designee. Set-up and removal dates will be determined in advance.
- D. Artists may indicate that their art is for sale by affixing 'POR' (price on request) on the title label. Sales transactions may occur on the library premises during gallery hops or special art receptions. However, artists must delay delivery of any purchased artwork to buyers until the agreed upon exhibit schedule at the library had concluded. No price tags may be affixed to any artwork on exhibit at the library, but price lists will be made available to the public at the Adult Information Desk for the duration of the art exhibit. Subject to the approval of the Library Director, artists may display their names, addresses, and telephone numbers on their artwork.

- E.** The Library must be provided with a license to use images of the artwork for Library uses, including but not limited to advertising, brochures, posters, catalogs, the Library's website or similar uses.
- F.** The Exhibitor may be identified by name within the exhibit or display.
- G.** Artists are responsible for printing and supplying their own labels as well as their own artistic statement and signage. The library's Curator is responsible for installing and labeling the exhibit or display on the agreed upon date.
- H.** All exhibits or displays must be set up and removed with as little interference as possible to the daily operations of the Library. Once the exhibit or display is installed, changes may be made only with Library approval.
- I.** The library's Curator shall remove the exhibit or display promptly on the agreed upon date at the end of the scheduled period. Exhibits or displays will be considered for exhibit for longer than the scheduled period with written approval of the Library Director or his/her designee.
- J.** The Library has the right to remove exhibit or display materials if they are not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within sixty (60) days after the scheduled display period.
- K.** Exhibitors may not charge an admission fee or request donations.
- L.** Damages to the premises, equipment or furnishings as a result of the Exhibitor's use will be charged to the Exhibitor.

III. Decision and Appeal

- A.** The Library Director or his/her designee shall make the determination regarding the use of exhibit and display spaces. The Library Director or his/her designee has the right to review the materials, including promotion or publicity materials, in advance. The Library Director's decision shall be final.
- B.** Any person or organization aggrieved by the Director or designee's decision may appeal that decision to the Library Board. Such appeal shall be made within ten (10) business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director.
- C.** The Library reserves the right to remove any item from an exhibition or display on the above grounds or if the exhibition is a possible safety hazard, is too large for the display space, creates a maintenance problem, exceeds acceptable noise and light levels, interferes with the public service or other activities in adjacent Library areas or has been displayed without authorization.

Quarterly Financial Condition

Quarter 1: January 1 - March 31, 2025

<u>Revenue</u>						
			Percent of Year Gone -->		25%	
General Ledger Category	1st Qtr Actual	% of Annual Budget	2024 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received
Total Tax Revenue	\$ 5,993,815	101%	\$ 5,927,210	\$ 5,993,815	\$ 5,993,815	101%
State Aid Revenue	362,956	92%	393,402	362,956	362,956	92%
Other Revenue	383,533	132%	291,450	383,533	383,533	132%
Revenue (To)/from Reserves	1,621,567	100%	1,621,567	1,621,567	1,621,567	100%
Other Financial Sources	-	0%	960,300	-	-	0%
Total Revenue	\$ 8,361,871		\$ 9,193,929	\$ 8,361,871	\$ 8,361,871	91%

<u>Expenses</u>						
General Ledger Category	1st Qtr Actual	% of Annual Budget	2024 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent
Total Salaries & Wages	\$488,524	22%	\$ 2,215,827	\$488,524	\$523,524	24%
Total Fringes & Benefits	234,295	28%	843,864	198,443	210,351	25%
Total Library Materials	192,291	22%	860,480	192,291	262,187	30%
Total Utilities	28,344	17%	165,400	28,344	28,344	17%
Total Buildings	44,040	15%	297,292	44,040	185,980	63%
Total Furnishings & Equipment	2,708	4%	61,750	2,708	42,363	69%
Total Supplies	26,885	10%	256,058	26,885	105,398	41%
Total Professional Services	94,529	16%	577,736	94,529	191,291	33%
Total Other Charges	167,897	32%	529,384	167,897	258,911	49%
Other Financial Uses	0	0%	960,300	0	0	0%
TOTAL OPER. EXPENSES	\$ 1,279,513		\$ 6,768,091	\$ 1,243,661	\$ 1,808,349	27%
TOTAL CAPITAL PROJECTS	\$ 37,404	2%	\$ 2,425,837	\$ 37,404	\$ 345,086	14%
TOTAL EXPENSES	\$ 1,316,917	14%	\$ 9,193,928	\$ 1,281,065	\$ 2,153,435	14%

EFFECT ON FUND BALANCE *	\$ 7,044,954	\$ 1	\$ 7,080,806	\$ 6,208,436
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Cash Flow Analysis of all money including prior year(s)	
12/31/2024 Audited Total cash (Fund Equity*) minus liabilities	\$ 9,161,422
+ 2025 Revenues	8,361,871
- 2025 Operating Expenses	1,243,661
- Capital Projects	37,404
- General Reserves	796,325
- 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	796,325
- Library Endowments	95,766
- Encumbrances	872,370
Total available cash as of 3/31/2025 (Fund Balance*)	\$ 12,679,750

* 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 ahead of pace for this time of year. The Library has fully collected its budgeted tax revenue for the year. This is due to a higher than budgeted amount of IFT revenue collected. The Library is expecting the annual payment from Kalamazoo County for all outstanding Real Property Taxes and from the City of Portage for PILOT funds in the 2nd or 3rd quarters. It is anticipated that this could be approximately \$100,000. The Library will continue to collect delinquent Personal Property Tax as they are paid in the current year and additional years. Chargebacks for property tax appeals by the City of Portage and County of Kalamazoo are budgeted at \$12,500 and have only been \$169 for the year to date. This amount will increase as the year goes on, but has been under budget in prior years.

State Aid Revenue - The Library has not received any State Aid payments in the current year. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was \$362,956. This amount was \$4,556 more than budgeted. The Library received its first State Aid payment in April in the amount of approximately \$30,000. The Library received two (2) payments per year and at this pace would be more than budgeted.

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 FY2025 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 \$60,968 in FY2025. Funds have been added to the FY2025 budget for the following items: prior year encumbrances (\$1,650,110); restricted donations received in FY2024 (\$25,635); and for a Purchase Order error (\$6,790).

Other Revenue - Other Revenue appears well ahead of pace for this time of year. Interest income will be collected throughout the year as interest is earned. Revenue from interest in the 1st quarter is 50% of the annual budget. Fines and Fees are slightly ahead of pace for the year. 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 \$254,000 of donations and grants during the year that it has not requested budget amendments in order to spend. Penal Fines are budgeted at \$50,000, but will not be collected until July. The Library is anticipating a distribution from the Michigan Municipal Risk Management Authority (MMRMA) for building insurance premiums. If there is to be a distribution, the amount will not be known until later in the year.

Other Financing Sources/Uses - The Library pays its debt obligation out of its Debt Service 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 is scheduled to be paid by ACH on April 25, 2025 in the amount of \$914,450.

Salaries & Wages - Salaries & Wages are slightly below pace for this time of year. The Library is close to fully staffed, but does currently have 2 part-time positions open in the Circulation Department. The current plan is to fill one of those positions with a permanent hire and the other with temporary help for the summer, while the Library analyzes its need for these positions.

Fringes & Benefits - Fringes & Benefits are less than 25% expended as of March 31, 2025. This is due to two (2) 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 shows that it is ahead of pace for this time of year. This is due to a large amount of encumbered funds coming into FY2025 from the prior year. The effect of those encumbrances will ease as the year progresses.

Utilities - Utilities are under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures have been below budget. Through the first quarter of FY2024, gas & electric expenses are \$8,800 below the budgeted amount. The cause of this may be due to warmer winter weather resulting in less usage. It is too early to determine if this category will be under budget at year-end.

Building - Year-to-date actual and encumbrances are greater than the 25% target. The Library has set up encumbrances for anticipated building and equipment maintenance for the year. Therefore, there is a large proportion of the budget accounted for at this time.

Furnishings & Equipment - The library has budgeted \$16,550 for new expenditures in this line for FY2025. It has since increased that budget by \$39,000 for FY2024 encumbrances and \$6,200 for items approved as part of the 2024 donations request. A portion of those funds have been purchased or encumbered. Funds in this line should be spent before the end of the year.

Supplies - The supply category is over budget for this time of year. This is due to several accounts with large encumbrances from FY2024. 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 its spending for lines such as supplies.

Professional Services - This category is slightly higher than the 25% target for several reasons. The Library has several lines that have projects that are in various stages of completion. These projects include: Phase II of the salary & wage study, contracting a fractional HR consultant; various small projects for the Library's attorneys, as well as annual subscriptions to online software that are expensed early in the year. There are no concerns at this point with any lines within this category being over budget for the year.

Other Charges - This category is ahead of pace 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. There are several contracts that begin in January or February of the year. Therefore, a significant portion of the budget is used early in the year for these annual contracts.

Capital Projects - This category is well below pace for this time of year due to the timing of projects and expenditures. Projects designated under the Technology Plan typically begin in the 4th quarter. The Library will make its debt payments in May and October. These payments represent slightly less than half the budget for this category.



Portage District
LIBRARY

STRATEGIC PLAN 2023-2026

FIRST QUARTER UPDATE 2025



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.**

UPDATE:

In the month of January 348 patrons came through the Makerspace during Staffed Hours. In the month of February 384 patrons came through during Staffed Hours. In the month of March, the number was 356. This does not include patrons who used the Makerspace outside of those hours.

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

UPDATE: -

In January 2025, Portage Public Schools and Quyen Edwards shared their art in the galleries.

-In January, February, and March, Steve Ellis kindly lent us his pulp-paperback and lunchbox collections for the display case.

-In February and March, Paul May filled the atrium with wood-turned bowls. The atrium was decorated with Ven Sandoval while the café featured Russ Bronson.

Comments:

"Fantastic! I come here often just to look at the art!"

"We love seeing all of the community talent."

This quarter in Youth Services, we piloted two new engagement activities:

Young Collectors - Youth display their collections which so far have included LEGOs, Littlest Pet Shop, and homemade costumes.

Librarian for a Day – Children try their hand at Librarian's tasks such as book and seasonal displays, shelving, and checking books in and out at the desk.

Youth Services Staff Member Karina Gluys hosted Teen Community Art: Abstract Collage, where teens had the opportunity to create collages on canvas and have their work displayed in the Teen Room on a gallery wall hung by Facilities Manager Ben Chee.

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.

UPDATE:

We contacted 37 local organizations, all of which expressed interest in continuing or starting partnerships with us. We held programming or events with 30 of those organizations. 3 of those contacts are pending, while 5 of them have made plans for future programming or events with the library.

On Friday, January 10, along with Youth Librarians Emily Mingle and Andrea Smalley, the Makerspace hosted a visit by a 5th grade class that investigated coding and STEM opportunities available in the space."

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

UPDATE:

On Friday, February 7, Jane Fleming hosted the Portage District School's Art Teachers to show them around the Makerspace and answer questions about how they might utilize the Makerspace in their role as teachers.

Youth Outreach Librarian Andrea Smalley collaborated with the community organizations Healthy Babies, Healthy Start (prenatal/new parents), Kalamazoo Youth Development (area collaborative), and Heart for Home (foster families) to bring programs to the library and improve services. Smalley also met with a coordinator from Urban Alliance to provide a library tour and discuss collaborations.

Teen Services Librarian Olivia Pennebaker and Youth Services Staff Member Karina Gluys hosted Teen Advisory Group, where teens had the opportunity to give feedback on library programs and collections. Teen feedback included suggestions for games to add to the Teen Passive Programming station, wholehearted approval of a Mashed Potato Sculpture program, and a request for bugs as a topping at the Teen Cupcake Decorating Competition.

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.

UPDATE:

There was targeted Adult Services outreach with a focus on senior communities, Federal employees trying to navigate unemployment, the refugee community, those with chronic illnesses, and those who are victims of gun violence.

Youth Services Staff met to discuss the budgeting of programming for Summer and Fall based on current attendance numbers.

Staff used Collection HQ to create material budget plans for 2026 and projections for 2027.

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

UPDATE: No update for this quarter.

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.**

UPDATE:

In production. Tale Mail is projected launch June 1, 2025.

To provide students with access to books through the end of the year, Youth Staff requested a Friends donation and coordinated with Haverhill, Woodland, and Central Elementaries to provide outreach collections to each of these schools.

Youth Staff Andrea Smalley collaborated with teachers at Community High to create and deliver an outreach collection and provide reader's advisory to the students.

Staff provided information and activities at Family Nights for Portage Public Schools ELL families and Central Elementary Young 5 families

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

UPDATE:

"We attended 14 events that were offsite or virtual presentations on library services, senior communities, those with disabilities or chronic illnesses, and partnerships with state-offered resources.

On Thursday, February 20, Jane Fleming presented about the Makerspace to Milestone Senior Services, a service that supports older adults."

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.**

UPDATE: The library renewed its subscription to Empathy Studios, an online training service for staff to take focused training to enhance their skills and knowledge.

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

UPDATE:

19 storytimes were conducted this quarter offsite at area Head Starts and Great Start Readiness classrooms.

The library renewed its subscription to Empathy Studios, an online training service for staff to take focused training to enhance their skills and knowledge.

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:

We were invited to attend the Chinese New Year Celebration hosted by the Chinese-American Association of Greater Kalamazoo and to have resources available for attendees to take, where approximately 900 individuals came together to celebrate Chinese culture.

We partnered with the Kalamazoo Public Library and other libraries and organizations to host Javier Zamora, author of *Solito*, for a talk and book signing to wrap up the 2025 Reading Together event. Approximately 750 individuals from Portage and neighboring communities attended this event.

Wrapping up the cold weather, the Purl for Portage group had donated or given away 256 hand-knit items in our community. These were distributed within the building to those in need, to refugees in partnership with the Kalamazoo Refugee Resource Collaborative, and in partnership with members of the community who put together care packages for those in need.

The adult department hosted several programs that created connections in the community. During the first quarter, we offered Eating the Mediterranean Way with Gretchen, Chocolate Making with the Candy Lady, a presentation on coffee with Gary Marquardt, Tai Chi with WMU's Hainecke Institute, Human Trafficking Coalition, Sonya Hollins-Bernard of the Merze Tate Explorers, information about End-of-Life Doulas and the services they offer, Dr. Gogan gave a presentation on A.I., and a reading by Bonnie Jo Campbell.

-Six book groups were hosted.

-We hosted three food programs: The Candy Lady, Casa de las Abuelas (in support of Reading Together), and Gretchen Kauth.

-Met with MRC Industries about displaying their artwork here.

-Andrea Smalley and I met with Scott Goodwin at Urban Alliance and were introduced to his colleagues. We found a lot of great program options there.

Comments:

On Tai Chi:

"This was fun! Do more like this!"

On Mediterranean Way of Eating: Grains

"Good info—enjoyed the food. Would love a plant-based cooking class!"

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

UPDATE:

Documentary and Doughnuts averaged around ten participants this quarter.

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.

UPDATE: Staff wages were reviewed at the end of 2024 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: The notes from the Administrative Team meetings, weekly staff meetings, and departmental meetings are shared with the entire staff through email. Departments use Teams to provide frequent internal department updates.

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

UPDATE: In March, we contracted with HR Collaborative to provide fractional Human Resources assistance to help us with our HR needs. Stefon Hemphill, an HR Collaborative HR generalist, is helping us update our job descriptions, review and update our Employee Handbook, and handle employee matters. Once the job descriptions are updated, we 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.

UPDATE:

Teen Room displays prioritized inclusivity by focusing on Immigrant Experiences & Stories, Black History Month, Trans Day of Visibility, and Women's History Month.

3.2.3 Invest in more device offerings.

UPDATE:

The Library of Things will be introducing a keyboard/mixing machine. I am working with Rolfe to install the software on a laptop that will be circulated with the machine. I am in the process of providing a photo/slide/negative digitization machine.

"New Equipment and software added:

Janome MB7 Multi-Needle Embroidery Machine

BambuLab X1C 3D printer

New Kits

Recycled Guitar Pick Kit

Paper Quilling Kit

Cubetto Coding Kit

GoPros, external CD/DVD drives for laptops, pickleball kits, Eldritch Horror board game, Dungeons and Dragons kit, a kalimba, a digital voice recorder, and bird watching kits have been introduced to the Library of Things"

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:

"The Adult Services CSAs and Circulation employees rotate book and information displays once a month. This quarter's displays have been:

January – National Blood Donor month; cozy mysteries; Jimmy Carter; classic fantasy; and suspenseful romance

February – Many displays celebrated Black History Month;

March – Graphic novels; Migration (immigration); Ready Reads spotlight; Women's History Month."

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:

On Thursday, February 20, Jane Fleming participated in a podcast, Connecting Communities, along with Quyen Edwards and Andrea Smalley. The goal was to promote the services that Portage District Library offers the community, including Makerspace services

3.3.3 Prioritize accommodating people with disabilities when designing or selecting offerings

UPDATE:

On March 19th, the Makerspace had 8 registrations for Creating for Every-Body: Make your own Book Bag. Adults with intellectual/developmental disabilities and their caregivers are invited to create with us in the Makerspace.

Additional Highlights:

In the first quarter of 2025, Youth Services held 95 preschool aged programs including in-house and outreach storytimes, as well as various specials including Sense-Sational Hands and Toddler Playtime. The number of children and caregivers that attended these programs was 4,021.

Although the number of preschool events that were held in the first quarter of 2024 was similar at 92 events, there was an attendance of 3,287. This is an increase of over 730 attendees.