

NOTICE OF ELECTRONIC REGULAR MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY

Monday, April 27, 2020

at 6:00 p.m.

THE MEETING WILL BE HELD ELECTRONICALLY.

The Library Board of the Portage District Library will hold a regular meeting on Monday, April 27, 2020 at 6:00 p.m. This meeting will be held electronically pursuant to the Open Meetings Act and Governor Whitmer's Executive Order 2020-48. The purpose of this meeting is to consider any issues that may come before the Library Board. Pursuant to Executive Order 2020-48, the Library gives notice of the following:

1. **Reason for Electronic Meeting.** The Library Board is meeting electronically because Executive Orders 2020-42 and 2020-43 require that the Library is closed to the public on the date of the meeting. Therefore, the public cannot be physical present and provide comment in the Library Building. The Board is holding its meetings by electronic means only because residents must remain at home or in their place of residence to the maximum extent feasible, and all in-person government activities have been suspended except for critical infrastructure workers and workers necessary to conduct minimum basic operations.

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

Connect from your computer, tablet or smartphone:

You are invited to a Zoom webinar.

When: Apr 27, 2020 06:00 PM Eastern Time (US and Canada)

Topic: Library Board Meeting, Portage District Library

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89589114737>

Or iPhone one-tap :

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Webinar ID: 895 8911 4737

International numbers available: <https://us02web.zoom.us/j/89589114737>

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.

Dated: April 23, 2020

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

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PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

April 27, 2020

In the Lower Austin Lake & Sugarloaf Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)
- IV. Adoption of the Agenda for the Regular Meeting of April 27, 2020 (1 minute) (*Vote*)
- V. Consent Agenda (5 minutes) (*Vote*)
 - A. Minutes of the regular meeting held on February 24, 2020 (*Info*) Pg. 1-8
 - B. Narrative Report for February and March 2020 (*Info*) Pg. 9-24
 - C. Financial Condition for February and March 2019 (*Info*) Pg. 25-30
 - D. Budget Amendment to Transfer Funds Budgeted for Capital Maintenance to Building Repair Lines in the FY2020 Budget (*Info*) Pg. 31
 - E. Marketing Update for February and March 2019 (*Info*) Pg. 32-34
 - F. Statistical Report for February and March 2019 (*Info*) Pg. 35-38
 - G. Legislative Update for March and April 2020 (*Info*) Pg. 39-40
 - H. Review of Programming Policy (*Info*) Pg. 41
 - I. Review of Art Exhibit Policy (*Info*) Pg. 42-43
 - J. Volunteer Appreciation Event Rescheduled TBD (*Info*) Pg. 44
 - K. Monitoring Report on Executive Limitation: Asset Protection. (*Info*) Pg. 45-48
 - L. Monitoring Report on Executive Limitation: Financial Planning & Budgeting. (*Info*) Pg. 49-50
 - M. Monitoring Report on Executive Limitation: Financial Condition & Activities. (*Info*) Pg. 51-53
 - N. Monitoring Report on Executive Limitation: Fundraising Activity (*Info*) Pg. 54-55
- VI. Governance (90 minutes)
 - A. Portage District Library Resolution in Response to the Covid-19 Pandemic (*VOTE*) Pg. 56-57
 - B. Portage District Library Guidelines for Re-Opening After a Pandemic (*Info*) Pg. 58-61
 - B. Construction Manager Recommendation (*Vote*) Pg. 62-63
 - C. Architect Contract Fee Amendment (*Vote*) Pg. 64-65
 - D. Updated Building Project/Renovation Plans (*Info*) Pg. 66-70
 - E. Scheduling of Mid-Year meeting with the Library Director (*Info*) Pg. 71
- VII. Ends Development (15 minutes)
 - A. Memo 2019 End of Year Fundraising Report (*Info*) Pg. 72
 - B. Memo: Request to Use Patron Data and Trustee Signatures (*VOTE*) Pg. 73
 - C. First Quarter 2020 Strategic Planning Statistics (*Info*) Pg. 74-78
- VIII. Monitoring to Assure Compliance with Executive Limitations (10 minutes)
 - A. 1st Quarter Financial Report for FY 2020 (*Info*) Pg. 79-81
- IX. Library Director's Reports (10 minutes)
 - A. Final remarks by Library Director for the April 27, 2020 Library Board Meeting
- X. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the May 18, 2020 Board Meeting
 1. Minutes of the Regular Meeting held on April 27, 2020
 2. Review of Patron Behavior Policy
 3. Audit Report for Fiscal Year 2019 by Rehmann Robson staff
 4. Follow-Up on mid-year meeting with Library Director
 5. Plans for 2020 Summer Reading

B. Assessment of this meeting

C. Miscellaneous Items

XI. Adjournment

PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Board Meeting held on

February 24, 2020

In the lower level meeting rooms of the Portage District Library, 300 Library Lane – Portage, MI 49002

I. Start of Meeting - Board members and staff gathered at 5:30 PM for dinner catered by Panera and the board meeting started at 6:00 PM

II. Roll Call -

Board Members Present: Michele Behr, Jeanne Friedman, Cara Terry, Donna Vander Vries, Ted Vliek, and Tom Welsh

Board Members Absent: Carol Bale

Library Staff Present: Library Director Christy Klien, Jill Austin, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Doran Lefaive, Colin Whitehurst, and Laura Wright

Library Staff Absent: Abby Pylar

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

Board Chair Welsh welcomed everyone and then opened the meeting for any comments from the public, board members, or library staff.

A. Comment from Head of Adult Services Lawrence Kapture – Kapture reported that there were 12 participants for the Open for Discussion meeting which was focused on the 2020 Reading Together selection ‘We are the Weather’ as well as 21 attendees for the screening of Sleeping Beauty.

B. Comment from Board Chair Welsh – Welsh said that he recently traveled to Chicago and visited the Chicago Cultural Center. He learned that the building was the original Chicago Library. He found his visit very interesting and highly recommended it.

DISPOSITION: The Library Board acknowledged the comments from Kapture and Welsh.

IV. Adoption of the Agenda for the Regular Meeting of February 24, 2020

Library Board Chair Welsh asked if there were any changes needed to the agenda for the February 24, 2020 board meeting before its adoption, and there were no changes requested by trustees. Welsh asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Vliek and supported by Trustee Vander Vries that the Library Board adopt the agenda for the regular meeting of February 24, 2020. Vote: 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

V. Consent Agenda

Library Board Chair Welsh asked if there were any changes needed to the consent agenda for the February 24, 2020 board meeting before its adoption. No changes were suggested.

- A. Minutes of the regular meeting held on January 27, 2020.
- B. Narrative Report for January 2020.
- C. Report on Financial Condition for January 2020.
- D. Marketing Update for January 2020.
- E. Library Board Linkage.

MOTION: It was moved by Trustee Vlieg and supported by Trustee Vander Vries, to approve the amended consent agenda as presented. Vote: 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

VI. Marketing Report 2020

A. Marketing Report by Marketing Manager Colin Whitehurst –

Marketing Manager Colin Whitehurst began his presentation by reminding trustees that all marketing initiatives that happen at the library stem from the goals put forward by our mission and Ends Statements. Our Marketing Team is comprised of the entire library staff who inform the community about our services and what is happening at PDL.

Whitehurst said that many of his plans for 2019 changed when the library decided to move forward with the millage proposal. That initiative took a lot of time and many of last year's goals took the backseat. Day to day and monthly tasks were completed, but overarching initiatives from 2019 will now be continued this year.

A lot of groundwork progress was made on the library's new website last year – page designs have been created and coded. Staff are now working on content for the new site (reviewing what is on the current page, considering what needs to be updated and added for a new version). Whitehurst said that testing and editing will begin in the summer with a launch date to be determined in the fall.

Story capturing is an initiative that was used in the strategy for the millage. Whitehurst wants to continue to capture stories, testimonials and experiences of our patrons. He will be working with staff regarding how to collect these responses.

Niche Academy is the new product the library has acquired for video training and tutorials. It has premade videos for patrons (featuring library tools and product) as well as training modules for staff. Our new STEAM Librarian Jane Fleming is working on video training tutorials for Creation Station tools.

Whitehurst then spoke about the library's Facebook page statistics which continue to have an overall upward trend. He said that the Social Media Team is comprised of Adult Services Associate Jessica Holmes, Adult Services Clerk Jennifer Schatz, Youth Services Librarian Andrea Smalley, Local Historian Steve Rossio and Assistant to the Director Quyen Edwards. Each of the team members are responsible for posting on certain days of the week and bring ideas forward on various types of content. Whitehurst said that the library's Facebook page still receives excellent engagement even compared to libraries that have larger followings. He continued that the library's Twitter feed is less active, but continues to be important to pay attention to as the library will occasionally be tagged in other users posts. He spoke of ways to use social media content for non-social media users as there is a segment of our patrons that are not hearing about what is happening at the library because they are not on social media. We will continue exploring ways to get that information to them.

Whitehurst spoke about his contributions to the Fundraising Team – a Spring Appeal specific ask as well as an Annual Campaign. He said that though the Board had voted not to proceed with the library's Annual Campaign following the passing of the new additional millage, the library still received a significant amount in end of the year donations.

Whitehurst then asked if there were any questions. Trustee Behr asked about the training topics in Niche Academy and Whitehurst responded it is mainly library related tools. We can also create trainings for our specific products or trainings with quizzes afterwards for staff to measure competency and to assist with onboarding of new staff members. Trustee Friedman asked about public vs private shared tutorials and Whitehurst said that there are many trainings available provided by the product and that each individual library can decide whether they want to share the trainings they create.

DISPOSITION: The Library Board thanked Marketing Manager Whitehurst for his presentation.

VII. Governance

A. Library Board Roster for 2020.

Library Director Klien asked trustees to check the contact information on the 2020 Library Board Roster. Trustees confirmed that their information is correct.

DISPOSITION: The Library Board acknowledged the 2020 Library Board Roster.

B. Review and Approval of Library Board Bylaws –

Library Director Klien said that the Library Board Bylaws are reviewed each year so that trustees are aware of and refreshed on the guidelines set forth for governance and that there is an opportunity to discuss questions or concerns. Library Board Chair Welsh asked if there were any comments from trustees and there were none.

MOTION: It was moved by Trustee Behr and supported by Trustee VanderVries, to endorse the Library Board Bylaws in 2020. Vote: 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

C. Report on the Friends of the Library -

Staff Liaison to the Friends Jill Austin reported on the brief Friends Board meeting. A grant request from the Staff for GeekFest Programming in 2020 was approved. The Friends Treasurer reported \$125,000 has been given to the library over the past 10 years of \$140,000 in total earnings. Membership for 2020 is going well. There was a quick review of their initiatives for 2020 before the conclusion of the meeting.

Trustee Vlieg asked how a person could get more involved with volunteer opportunities with the Friends. Austin said that they have their own website where you can contact someone or Austin would take someone's contact information and pass it on. The Friends can always use more volunteers, especially with set up tear down of the book sales.

Austin concluded that the February book sale earned about \$3,500 which is pretty typical for this time of year.

DISPOSITION: The Library Board acknowledged the report about the Friends of the Library.

D. Fine Free Presentation and Discussion.

In preparation for this discussion, trustee read the following four documents:

1. Resolution on Monetary Library Fines as a Form of Social Inequality from the 2019 American Library Association Midwinter Meeting
2. Eliminating Fines FAQ's by Kieran Hixon of the Colorado Virtual Library, Published on March 26, 2019
3. New Year, No Fines, an article from Petoskey News, Published on January 9, 2020
4. Why We are Eliminating Late Fees for Overdue Books by Linda Poon, Published on October 2, 2019

Klien began her presentation by stating three compelling reasons to go fine free – Equity (the ALA resolution describes monetary fines as a source of social inequity), it aligns with the library's mission (inspire, enrich, empower), and that libraries in the U.S. are trending towards fine free (libraries near us are going fine free, it is in the news, the community is hearing about it and asking about it).

1. Three main assumptions about charging fines:
 - Fines bring back materials faster (and at all)
 - Fines generate revenue for the library
 - Fines teach responsibility
2. Studies show fines are not the reason materials are returned on time
 - Fine-free libraries overdue rates average only .5% higher.
 - The only factor that showed a significant effect on return rates was blocking patrons with overdue materials, which can be accomplished without the use of fines.
3. Overdue fines do, though, have a significant impact on patrons:
 - Overdue fines disproportionately impact patrons with lower incomes, as transportation and financial burdens disproportionately affect low-income residents
 - Parents are reluctant to check out books for their children for fear of fines
 - Patrons with high overdue fines often have their library cards blocked

4. Libraries that have gone fine free report
 - an increase in community good will
 - an increase in juvenile borrowers and card holders in general
 - an increase in material circulation, especially in youth materials
 - hold times for materials remained steady following a fine free initiative
 - no significant increase in overdue materials following a fine free initiative

Klien said that we looked at maps of our library district which shows we are heavily used by families across the community and that blocked cards and overdue fines were not grouped in specific areas, but spread throughout. Klien continued with PDL specific statistics that were gathered in response to questions the Board asked.

1. What percent of our budget are fines?
2018: 1.26% 2019: 1.07% 2020: 0.86% (estimated)
2. How much of our “Fines and Fees” are just fines?
In 2018, fines accounted for 63% of the total amount collected.
In 2019, fines accounted for 58% of the total amount collected.
3. How much revenue would be lost eliminating overdue fines?
\$44,906.67 (the average collection in 2018 and 2019)
4. How much of the fines that are owed do we actually collect? (Information from SirsiDynix for the past six years, since that is how long we keep that information)
Current Outstanding Overdue Fines: \$194,357.00
Paid Overdue Fines: \$121,544.70
Removed Overdue Fines \$41,603.41 (due to amnesty/case by case/purged accounts)
5. How many lost materials were returned at amnesty?
75 items charged at \$1,545.70
6. How much money did we forgive at amnesty?
\$12,944.92
7. How many blocked people came back at our last amnesty day?

Amnesty Week 2019	All Users	Youth Only
Participated	1,568	309
Delinquent	661	191
Blocked/Barred	102	32

8. How many fines were levied (sent a notice that they were charged) on youth material vs adult material?
Total Overdue Fines Levied in 2019: \$58,065.10
Fines Levied on Youth Materials: \$27,344.80
Fines Levied on Adult Materials: \$30,720.30
9. How many of our users are blocked? How many blocked accounts are youth-specific?
There are approximately 40,000 total accounts (active, inactive, and undetermined).
Of those accounts, approximately 7,000 are for Juveniles (under the age of 18).
52% of our accounts are delinquent (have a fine from \$.10 and up, are blocked or barred).
When you look at only the Juvenile accounts, the number of delinquent accounts goes up to 74%.
4,083 accounts are blocked or barred, 629 of those are Juvenile accounts. (Please note, these numbers were compiled after Amnesty Week)

Our estimate is that we have the potential to gain 6,000 active patrons. These are people in the community who have made the effort to get a library card (indicating they are interested in using our services and materials), but currently cannot. This takes into consideration that some of the currently inactive cards are for people who have moved out of the area, passed away, etc.)

Klien said the staff committee that has been working on this presentation has read a lot of studies about other libraries who have gone fine free. What we are interested in now are the long term ramifications of going fine free and not just the initial results. We have contacted other libraries that are comparable in size and have gone fine free a year or more. We want to know what they have learned and what we should be aware of before we put a policy like this in place. Trustee Vander Vries encouraged Library Director Klien to consult the attorney to participate in this conversation if we move in that direction.

Klien said that in our research, we have learned that some libraries who have gone fine free do use collection agencies. Many of these libraries already used collection agencies in the past, especially if they are part of their city organization and must align to policies they already have in place. Klien felt this impacts people who are already struggling in a negative way and PDL is not interested in pursuing the use of a collection agency.

Klien asked if trustees had additional questions or concerns as we continue to consider going fine free? Trustee Behr asked if library staff were considering making cards fine free or specific materials fine free? Head of Youth Services Laura Wright voiced her concerns about making only children's materials fine free. We have many teens who use library materials and might use some things from the Youth Department and some things from the Adult Department. They will have a hard time tracking which material is fine free. She said if we made juvenile cards only fine free then parents might only check out materials on their kid's cards.

Trustee Friedman wondered what the benefits are to a slower roll out. For example starting with children's materials fine free and increasing it to other items over time. Klien said many libraries implement an auto-renewal policy prior to or in conjunction with going fine free. She would want to consider how many renewals we might want to offer as we have found that kids tend not to put holds on materials and we want to have materials on the shelves for them to browse which wouldn't be available if another patrons items were renewed many times. Trustee Terry was interested in what other libraries have learned are 'best practices'? Library Board Secretary Edwards said we have read about library fine free policies with many different scenarios, from slow roll outs, auto renewals from 2 to 15 and everything in between, so it will take us some time to determine the specific policy that will be the best fit for our library and to make a recommendation to the Board to that effect.

Trustee Behr asked if we would consider going fine free but keeping fines on certain items (for example Hot Picks, games, or DVDs). Systems Administrator Behrje said that we have learned from past experience that when you selectively include charges, it will negatively affect the circulation rates of those collections.

Klien said that we are not ready to make a recommendation, but that she wanted to gain an understanding of where the Board is at this point. Trustees encouraged her to continue with the research and use what other libraries have learned to determine best practices. Board Chair Welsh asked for Klien to work on a time table to proceed and to come back to the Board with a policy recommendation. Trustee Vlieg said we should not be afraid of making a change.

DISPOSITION: The Library Board received the information about Fine Free libraries and encouraged the staff to proceed with the research and to put together a recommendation.

E. Building Renovation Financing Discussion and Recommendation

Library Director Klien said that the building designs provided are what the architect presented to the building committee. Committee members weighed in on some weaknesses of the design including focusing in on our priorities for this renovation and what is missing from the design presented. Klien then had discussions with the architect regarding those concerns. The next step includes smaller, department specific meetings in March and April. Klien said she hopes to have a recommendation for the Board at the April meeting.

Trustee Vlieg said he sees that there is a possibility that we might need to close the library for a period of time and/or move to another location for a period of time during construction. He has been watching what is happening in Flint with their large library renovation project.

Library Director Klien turned the floor over to Business Manager Foti to discuss Bond Financing. Foti said once we started realizing that there was an opportunity for significant savings in construction costs with one large project instead of 3 smaller phased projects, we have been looking into bond schedules.

Business Manager Foti presented preliminary information about the possible structuring of bonds for the library's building project taking into consideration variables that include the cost of construction and timeline. A more specific cost for the project will not be known until a completed design is bid on by construction companies. Foti provided an explanation of the preliminary bond sheets including Bond Issuance costs, Construction Fund Earnings, debt repayment schedules, Bond Sizing Schedule and Bond Payment Schedules.

Some assumptions on the preliminary bond structuring include a bond interest rate of 3.25% (which could change due to the economy), estimates that the tax base will grow 1.5% year over year (based on a conservative estimate from the City of Portage), not considering any additional taxes from future parcel development, and that the payments will be made solely using revenue from the new additional millage and not beyond the 10 years we will be receiving it.

Library Director Klien and Business Manager Foti made a recommendation to the Board to sign the proposed agreement with Robert Naughton of PFM Financial Advisors LLC. They came recommended by other libraries Foti spoke with and were felt to be very thorough, accurate, and responsive in their work. Trustee Friedman asked if there was a local company that was considered and Foti said that there are not as many firms out there doing this kind of work and that although this company is located in Ann Arbor, it has worked on many projects in West Michigan. Foti emphasized that the only way they get paid is if we issued bonds, and that signing the agreement will help us get the additional information we would need to proceed.

MOTION: It was moved by Trustee Behr and supported by Trustee Friedman, to endorse proceeding with the proposed agreement with Robert Naughton of PFM Financial Advisors LLC. Vote: 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

VII. Ends Development

A. Donations Report for Funds Received in 2019 -

Library Director Klien presented the Donations Report for Funds Received in 2019. She said the library has \$29,393 in undesignated funds that need to be allocated. Because our Spring Appeal request was for furnishing towards the small meeting room project, she would like to move that money into the reserve to be used for the building project to be used at a time when those rooms are complete. Klien said she would bring a formal Budget Amendment to the Board next month.

DISPOSITION: The Library Board received the Donations Report for 2019.

VIII. Monitoring to Assure Compliance with Executive Limitations

A. Monitoring Report: Emergency Library Director Succession -

Library Director Klien explained that according to the Library Board Annual Calendar, February is the month when the Emergency Library Director Succession is reviewed. She said that when she is out for vacation, she will notify the Library Board Chair. When this occurs, both Head of Adult Services Lawrence Kapture and Head of Youth Services Laura Wright are in charge of the building to share responsibility. If an emergency occurred, they would contact the board chair.

DISPOSITION: The Library Board received the Monitoring Report on Executive Limitation: Global Executive Constraint and found the Library to be in full compliance.

B. Library Director Succession/Replacement Plan.

Klien informed trustees that this policy has been in place for some time and is not reviewed yearly. This is more of a reminder for trustees that there is a procedural plan in place if the Library Director position is vacant for any reason.

DISPOSITION: The Library Board received the Library Director Succession/Replacement Plan.

C. Monitoring Report: Treatment of Consumers -

Library Director Klien said that the Library was in full compliance with the provisions of the Executive

Limitation and that all federal, state, and district laws were being followed, as well as Library Board policies. She asked if there were any questions or comments from the Board on this topic.

Trustee Behr asked about accessibility options for visually impaired patrons. Systems Administrator Behrje said that the library used to have one Jaws reader that was used once in 5 years before it was removed from public use. He said modern technology helps users adjust font size. Behr suggested considering open source text to speech programs. Library Director Klien said that we have not currently received any feedback regarding the need for those kinds of devices, however as our population ages, we will certainly be taking into consideration requests from the public.

DISPOSITION: The Library Board received the Monitoring Report on Executive Limitation: Global Executive Constraint and found the Library to be in full compliance.

IX. Library Director's Reports

A. Statistical Report for January 2020.

Library Director Klien presented the Statistical Report for January 2020 and asked if there were any questions. Trustee Friedman asked what the "professional" category was used for and Circulation Supervisor Austin responded that we use internally for different processes including materials on interlibrary loan, discards and repairs. Friedman also asked if library staff had any insight into why the Non-Resident card holder numbers are down and Austin attributed it to cleaning up our database and possibly a few non-residents who have chosen not to renew due to the increased annual cost. Friedman asked if library staff have received any comments about increase in fee and Austin said that she did not receive much surprise regarding the change because we did a good job of notifying those patrons in advance. Most patrons were understanding about the fact that because the cost to patrons in district increased, the non-resident fee increased as well.

B. Legislative Update for January 2020.

Library Trustees received the Legislative Update for January 2020. There were no comments or questions.

C. Final remarks by Library Director for the February 24, 2020 Library Board Meeting.

Library Director Klien said she received an invitation to the Senior Center Community open house this Thursday, February 27 at 6:00 PM at City Hall. There will be an overview of the new building plans and they are asking for input into programming and space usage. If any trustees are interesting in going, they are welcome. This is an excellent opportunity for linkage.

The American Library Association has recently sent out an Advocacy Alert regarding cuts to the Federal Budget in the area of library services. Library Board Secretary Edwards will be forwarding that email to contact your senators and representatives to share the impact and importance of libraries. As a reminder, our MeL (Michigan eLibrary, including interlibrary loan services) receives federal funding.

Library Director Klien and Marketing Manager Whitehurst will attend the Public Library Association annual conference in Nashville this week.

Library Director Klien wanted trustees to be aware that she received a citizen comment about the front entrance ramp which was directed to her through the mayor's office. A citizen and library patron shared concerns about the accessibility of the front entrance ramp. City of Portage staff confirmed the library is in compliance with ADA Accessibility while acknowledging it is at the "high end". Klien said that she shared with the patron that reworking our front entrance is one of our top priorities in our upcoming building project. Staff have been instructed that patrons can use the staff entrance (which has no ramp) for accommodation if needed.

Due to the need to fulfill an old contract, the Mattawan School District portion of Texas Township will be receiving two (2) years of Kalamazoo Public Library resident membership. KPL will be sending information directly to those residents that are affected for services that starts July 1, 2020.

DISPOSITION: Library Board members acknowledged Library Director's Reports.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the March 23, 2020 Board Meeting

1. Minutes of the Regular Meeting held on February 24, 2020.
2. Monitoring Report on Executive Limitation: Asset Protection.
3. Monitoring Report on Executive Limitation: Financial Planning & Budgeting.
4. Monitoring Report on Executive Limitation: Financial Condition & Activities.
5. Library Investment Report.

B. *Assessment of this meeting* – There was agreement among trustees that it was an informative meeting.

C. *Miscellaneous Items* – None.

XI. Adjournment –

Library Board Chair Welsh said if there was no further business to be considered, that he would adjourn the regular board meeting of February 24, 2020.

DISPOSITION: The regular board meeting of February 24, 2020 was adjourned at 8:35 PM.

Recorded and Transcribed by,

A handwritten signature in black ink, appearing to read "Quyen Edwards". The signature is written in a cursive style with a prominent initial "Q".

Quyen Edwards, Library Board Secretary

Library Director's Narrative Report for April 27, 2020
(Activities since the end of February 2020)

Administrative Activities:

During the months of February, March and April 2020, Library Director Christy Klien engaged in the following activities:

- ❖ Participated in weekly Administrative Team meetings through March 13 and bi-weekly virtual meetings following the closing of the building.
- ❖ Participated in regular library-wide staff meetings on Tuesday mornings for all library employees during the months of February and March.
- ❖ Attended Public Library Association's 2020 Conference in Nashville, TN, February 25-28.
- ❖ Held a meeting with the library's Master Planning Committee to discuss concept drawings on March 4.
- ❖ Participated in Portage Rotary Club meetings on March 4, March 11, and April 8.
- ❖ Met with Business Manager, Rob Foti and Rose Street Advisor representatives to discuss providing a staff with information on Health Savings Accounts (HSA) on March 4.
- ❖ Met with local dog handler to discuss her business' pest control services on March 6.
- ❖ Held meetings with PDL department representatives and architect to discuss space needs and building concepts on March 9.
- ❖ Made plans to comply with social distancing recommendations by canceling all library programs and canceling all meeting room reservations for the months of March and April on March 11.
- ❖ Interviewed by a MLIS student on March 13.
- ❖ Made arrangements to close the library for public access due to the pandemic on March 13.
- ❖ Met with library architect to review building concepts and address department space needs on March 16.
- ❖ Participated in a virtual meeting with Michigan Class 6 library directors to discuss plans for library operations on March 17.
- ❖ Started conducting virtual meetings with staff during the week of March 23.
- ❖ Participated in virtual Rotary Scholarship Committee meeting on March 24.
- ❖ Met with the library's Master Planning Committee to review concept plans on March 25.
- ❖ Met with SMLC library directors on March 26.
- ❖ Met with the library's Master Planning Committee to continue discussions on March 31.
- ❖ Attended Michigan Library's Association legal issues during COVID-19 webinar on March 31.
- ❖ Met with Facility's Manager, Doran Lefaive and Business Manager, Rob Foti to discuss concept drawings on April 2.
- ❖ Participated in a Library of Michigan webinar on April 3.
- ❖ Met with Facility Manager, Doran Lefaive, Business Manager, Rob Foti, and library architect Dennis Jensen to discuss concept floor plans on April 6.
- ❖ Met with the Director of Lincoln Township Library to discuss library services during COVID-19.
- ❖ Participated in a Library of Michigan webinar on April 9.
- ❖ Participated in the weekly SMLC library director meeting on April 9.
- ❖ Met with Head of Youth Services, Laura Wright, Youth Outreach Librarian, Andrea Smalley, Circulation Supervisor, Jill Austin, and System Administrator, Rolfe Behrje to discuss a joint PDL/PPS library card for students on April 10.
- ❖ Participated in a MCLS meeting with 200 librarians to discuss library re-opening plans on April 10.
- ❖ Met with Library Board Chair, Tom Welsh and Board Secretary, Quyen Edwards to discuss plans for the April 27 Library Board meeting on April 10.
- ❖ Met with representatives from C2AE and the library's building executive team to review Construction Management RFP proposals to select firms to interview on April 13.

- ❖ Met with Facility Manager, Doran Lefaive, Business Manager, Rob Foti, and library architect Dennis Jensen to discuss the schematic design on April 13.
- ❖ Met with the Professional Development Committee to continue discussions about staff trainings in 2020 on April 14.
- ❖ Met with the Master Planning Committee to review revised schematic designs on April 14.
- ❖ Attended the weekly Kalamazoo County Health Department's conference call on April 16.
- ❖ Participated in the SMLC library director meeting on April 16.

Maintenance and Building Services

- All preventative maintenance activities were performed as scheduled.
- All cleaning and maintenance services were performed as scheduled.
- Installed new 2 x 2 LED lights in both main and lower level hallways 2-18.
- ServiceMaster disinfected the entire library using the Clorox Total 360 machine after close on 2-20.
- Completed stump grinding on east side of library on 2-24.
- Searched with local suppliers for safety supplies for library employees and patrons including requesting a quote for the Clorox Total 360 and chemical sanitizer on 2-26.
- Installed new wall mounted Purell hand sanitizers in four popular areas within the library 3-3.
- Removed the lighting ballasts and four foot fluorescent lights and installed 4-ft LED lights in the Circulation area on 3-4.
- Pest control's monthly service was conducted on 3-5.
- The shrubs were removed from the terraced walls including root grinding on 3-6.
- Assisted with the needs assessment from each library area with the architect on 3-9.
- Replace ratchet for existing checkout shade and install 3-13.
Installed new 2 x 2 LED lights for seven lights with bad ballasts on 3-13.
- Notified ServiceMaster of library closure beginning 3-14 to reduce to weekday cleaning and switch to deep cleaning entire library.
- Adjusted temperature set point to minimize HVAC costs on 3-20.
- Actively seeking costs from asphalt contractors to repair deteriorated areas, fill cracks, sealcoat and stripe the library parking lot.
- Completed C2AE mechanical engineering walk through of the library's HVAC equipment for design purposes 3-23.
- Actively seeking HVAC information from suppliers to reduce future operating costs.
- Discussed with City of Portage Sr. Deputy Fire Chief and the servicing contractor, West Shore Services, to relocate the emergency siren pole prior to next year's construction activity 3-23.
- Providing Consumers Energy electrical usage to C2AE electrical engineers 3-27.
- Submitted Final Application to Consumers Energy for rebates due to the new LED lighting installation 3-30.
- Assisting the C2AE architectural design team by applying needs assessment from library staff.
- Ordered Clorox Total 360 machine and product 4-3 with a June delivery date.
- Pest control's monthly service was postponed due to the Governor's Stay at Home Order although became an essential business on 4-8 so the library was serviced 4-9.
- B. L. Harroun sprinkler recalled head replacement only on the lower level is scheduled for 5-1.
- ServiceMaster is scheduled to continue deep cleaning and apply a spray disinfectant throughout the library prior to re-opening.
- Currently designing safety shields to be installed to prevent aerosols transferred between the patrons and employees at the service desks and possibly on the public's meeting tables prior to re-opening the library.

Personnel Information:

The library undertook the following Human Resource and Financial activities since the February 24, 2020 Board meeting:

- Library Director Klien and Business Manager Foti met with Debbie Graf and John Schuemann of Rose Street Advisors to discuss offering a Health Savings Account arrangement to employees at open enrollment in December 2020. The Library believes this could be a very beneficial benefit to some employees and would like to spend the next few months investigating how it could work. It would require upfront education for employees to understand how it works and if it would be beneficial to their situation. This would be a second option for employees to choose in addition to a traditional health insurance arrangement.
- The Professional Development Committee met to discuss what initiatives could be taken in the current environment of a library closure and when the Library reopens. Discussions centered on the viability of a staff development day in 2020, along with what trainings will be most critical for staff as the Library moves forward in a different atmosphere of service.

Ends Statement #1

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

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

Project Updates:

Adult Services Programming Highlights through March 13, 2020:

Brookdale Book Talk - February 13th - 7 people attended. The core group was excited to talk about the books they were returning. One member shared their experience with reading *Little Fires Everywhere* by Celeste Ng. Four members brought the librarian specific orders for March.

Science Fiction and Fantasy Discussion Group: The Hunks of Science Fiction and Fantasy - February 11th - 12 people attended. Patrons had a lot of fun discussing the best men of Science Fiction and Fantasy. A PowerPoint of Adult Services Librarian Ruth and Adult Services Associate Christina's top twelve was created and shared. During the presentation, patrons shared their experiences with the characters.

Traveling While Black: A VR Experience (Sessions 1 & 2) - February 19th - 18 people attended. The library had a great crowd for our most recent VR experience for Black History Month: *Traveling While Black*. The experience was nominated for an Emmy and all the patrons who attended seemed to enjoy traveling to Ben's Chili Bowl in Washington D.C. and hearing the stories of individuals who travelled during the Jim Crow era using the Green Book. Here are a couple of comments from patrons about what they liked best: "Learning more about life from a different perspective really made me think about my own privilege." "VR is really cool. Great documentary--neat cinematography and powerful interviews."

Classic Movie: Sleeping Beauty - February 22nd - 21 people attended. This was a program that was a joint effort with the Youth Department. We advertised and encouraging the whole family to attend. Everyone who came received a Disney Princess sticker, and those in costume received a special prize. The movie was brought in by Steve Salaba, who purchased the original reel to reel film for his private collection.

Balanced Nutrition on Balanced Budgets- January 25th - 21 people attended. Patrons were enthused to learn from a Registered Dietitian from KVCC. They learned that healthy eating doesn't have to be put on the back-burner when money or time is short. This presentation highlighted what is included in a balanced

meal, and how to quickly prepare, prep and package meals and snacks without breaking the bank. Patron Comments: “Very Informative! Good Speaker! Very Relevant!” “Thoroughly Delightful! Making food fun and exciting, thanks so much!”

Reading Together Book Discussion “We are the Weather” - February 26th - 6 people attended. Five of the six patrons were students from WMU. Their insights and enthusiasm about what individuals can do to improve the world from climate change were refreshing. Everyone shared their ideas with openness and a respectful attitude.

Reading Together: Finding Alternatives for Our Sustenance - February 29th at 1:00 PM - 30 people attended to watch the movie, *Eating Animals*, a documentary based on a book by the author of this year’s Reading Together selection. All but two stayed to discuss the common themes of the movie following the showing. Simone Friedman was a wonderful addition as she provided updates about the people highlighted in the movie, how the movie and book are impacting Washington DC, and what avenues social media and celebrities are using to promote their message.

Here is some feedback from our comment cards that we handed out: “Keep up the good socially conscious work.” “I enjoyed the opportunity to talk with someone who worked closely with the film.”

Finding Peace During War - March 5th – 22 people attended. We had a great crowd for our showing of the local documentary *Peace During War*. The documentary follows two former Kalamazoo gangsters and tells the story of how they forgave each other and now run an outreach organization that shares the power of forgiveness and turning your life toward peace. The subjects of the documentary, Michael (Too Short) Wilder and Yafinceio (Big B) Harris, answered audience questions and spoke of where they are now after the documentary showing. Here are a couple of comments from patrons about what they liked best: “Great story... these gentlemen are doing valuable outreach!” “Unusual and important undervalued potential message should be spread” “The total honesty, love, and commitment of the presenters”

African Mythology- March 10th - 15 people attended. Patrons were enthused to learn about mythologies related to the African Continent. We covered the African tradition of oral storytelling and discussed related elements. The highlight of the evening was two of the four versions of one of their greatest myths about Mwindo were shown and a lively discussion followed.

Reading Together: Author Visit at Chenery Auditorium - March 10th. More than 800 people gathered for one of Michigan’s last large gatherings of the month. Jonathan Safran-Foer talked for thirty minutes about the main themes of his book (eating less meat, reducing the carbon footprint of humans) then the audience was able to ask questions. It was a great night full of good information and community, which is everything Reading Together is about.

Brookdale Book Talk - March 12th - 6 people attended. Some regulars stayed in their rooms because of health and COVID-19 concerns. Five books were left with Pam, a Brookdale staff member, to distribute as needed. For those who came, they were not willing to stay and chat. They wanted to return their books and take any that I had brought specifically for them. Six books were renewed as the members wanted to read what someone else had read the month before. It was a good visit.

International Mystery - March 12th - 5 people attended. The group discussed the book *The 7 ½ Deaths of Evelyn Hardcastle* by Stuart Turton. The lively discussion was our last program before canceling all other library gatherings due to COVID-19 precautions. Extra sanitary precautions were taken during the hosting of this program.

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

- In February, we created a procedures manual for the Creation Station and created material for our website and for posting at the stations. We created tutorials with that template, for scanning slides, photos, 35 mm film, VHS digitization and audio digitization.
- Our scanners, VHS digitization and audio cassette digitization stations are set up and staff have been using them to train on. We ordered additional scanners that are meant for large batch photo scanning.
- In the beginning of March, we finalized the furniture order.

Create programming that promotes interactive learning

- 23 teens attended Teen Cupcake Wars, a popular annual event where teens decorate cupcakes, put their creations on display, and vote for their favorites.
- Youth Librarian Kristy Zeluff has established ongoing communication with a family and their KRESA representative to optimize storytimes for their young daughter who is visually impaired, and has been able to connect them with our collection of Braille board books.
- Youth Staff delivered a second storytime with a new group from Woods Edge. We will be adding this group to our regular special needs storytimes rotation.

Actively highlight the library's online resources and services on social media and other media outlets

- During our closure, more staff are able to be included in creating content for social media. A Circulation Department staff person is now included on the library's social media team and has created a Bird Watching and Star Gazing guides.

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

- We moved our Ready Reads collection to a new 'ESL Hub' near new World Languages location.

Build programming and services that will reach groups at diverse levels

- Award-winning local opera soprano Sarah Emerson provided two "Opera for Babies" performances for our youngest patrons. Patron feedback was very positive and we plan to have her back in the fall.
- Youth Services hosted four sessions of the parenting class "Raising an Anti-racist Generation."
- The Reading Reynolds Book Club for 4th-6th graders met to discuss "Track" by Jason Reynolds.

Ends Statement #2

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

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

Project Updates:

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

- Youth Librarian Andrea Smalley hosted "Culture Cafe: Mexico" a program designed to bring community members together to celebrate and learn about other cultures over dinner.

Improve the accessibility and visibility of existing physical and electronic collections

- To ease access difficulties during our closure, temporary changes were made to allow residents access to our digital library resources even if a membership account had expired or is blocked for high fines.
- On Wednesday, January 29th, Adult Staff started to move the mysteries, westerns, science fiction, and

graphic novels. This project took two days and four people to complete. The end cap signage was changed to alleviate the confusion of the move. Patrons have been able to adjust to the new areas relatively well. The new space provides a cleaner look for that section of the library and better merchandising for Westerns, Graphic Novels, and Science Fiction. However, the shelving units are taller and some patrons may need to ask for assistance a little more frequently.

- The Youth Department has begun the process of changing the leveling system used with our Easy Reader collection. This is in response to recent industry information about the need to use labeling and leveling systems with caution.

- The Michigan Library Association's Yooper Committee, which selects the state award for the best middle-grade book, met and chose this year's winner. Youth Librarian Andrea Smalley served on the committee this year.

Create tools to measure the needs of the community

- With the help of the Social Media Team and input from Adult and Youth Services staff, an electronic survey was created in April to measure the needs and wants from our patrons regarding ways the library can support them during the current crisis. We will report to the Board what we have learned from this survey at the May Library Board Meeting.

Ends Statement #3

Be a leader in strengthening our community.

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

Project Updates:

We will build outreach services that will meet the needs of people outside the building and outside of our traditional hour

- Teen Librarian Olivia Pennebaker visited Community High School to interact with students during lunch time and update them on programs and services available at the library.

- Teen Librarian Olivia Pennebaker hosted teams from Central, North, and West Middle as they competed in the Battle of the Books Grand Battle in front of spectators, parent coaches, and middle school media specialists.

- Youth Services Staff Laura Wright, Andrea Smalley, and Olivia Pennebaker hosted the Portage Public Schools Media Specialist Departmental Meeting. Along with Lawrence Kapture and Christy Klien, staff discussed programming and outreach opportunities for PPS students, Summer Reading programming, electronic book and database access, and progress on providing library cards for all PPS students.

- Youth Librarian Andrea Smalley visited four classrooms at Gilden Woods Early Care & Preschool for a special song and storytime to celebrate Reading Month.

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

- During our closing, we monitored the OverDrive collection to determine if it was seeing more use, and purchased early in March to offset increases in OverDrive holds.

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

- Work has continued toward the creation of an automatic registration process with the Portage Public Schools for students to get library services. As part of our regular registration process with 6th grade students, we were able to register 134 new members.

Ends Statement #4

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

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

Project Updates:

Displays and use of space to showcase local arts and organizations

- Adult Services Fiction End Caps – Matters of the Heart, Blind Date with a Book, Black History Month, March Madness: Novels with Sports, Female SF Authors, Lawmen, Are You a Library Book? Because I'm Checking You Out, These Books Are Out of This World, Mysteries with Female Sleuths to Celebrate Women's History Month.

Graphic Novels End Cap: Superman.

600's Endcaps: Cleaning and Organizing.

700s Art: Read, Experience, Create.

900's: It happened one winter.

The carousel on the Books and More page was changed to books about heart matters for February and memoirs by women in March.

Adult Services Librarian Katharyn Jones highlighted murder mysteries in February in order to provide clear signage for the new mystery area, and put up a display highlighting the Great Michigan Read in order to let people know that the author of *What the Eyes Don't See* (about the Flint water crisis) will be in the area in March to speak (this event was later cancelled due to the COVID-19 crisis). She also highlighted many little-known library resources in the Library Lovers' Month display in our Local Culture section for February.

Staff wrote 11 reviews for Spark Notes.

Community Art Gallery - Our patrons had the chance to view the spectacular art of our local branch of the Michigan Art Education Association during the month of February before the selected pieces traveled to the state competition. To learn more visit: <https://www.miarted.org/>

Solo Gallery - Our patrons enjoyed the bright colors of Kalamazoo artist Carrie Penny during the months of January and February. Her acrylic and watercolor paintings feature many natural elements such as flowers.

Local History & Culture Gallery - For Library Lovers' Month, we featured a display in our 3D area that highlighted resources library staff loved but thought were underutilized like StoryWalks.

Local History & Culture Gallery - Local History and Culture Gallery: 19th Amendment Centennial The League of Women Voters created a display celebrating the 19th Amendment Centennial in the months of January and February. The year 2020 marks the 100th anniversary of the passage of the 19th Amendment, guaranteeing and protecting women's constitutional right to vote.

Community Art Experience - What Do You See in this Painting? An Interactive Poetry Experience A gorgeous triptych painting by local artist Anna Barnhart will be on display from early March until the end of April. Due to the library's closure, this program has transitioned online.

Community & Solo Art Galleries - The beautiful paintings of the Kalamazoo Chinese Painting Club were displayed in the library in early March. Instructor Huaming Wang teaches a variety of ages the art of

Chinese painting with ink, color, a special type of Chinese brush 毛筆(mao bi), and distinctive paper 宣紙(xuan zhi). Due to the library's closure, many of these painting were featured on the library's Facebook page under the tag #PDLvirtualartgallery.

Local History & Culture Gallery - Irish History and Heritage Display - Beginning on March 4, patrons could experience a glimpse into Irish history and culture with this display of items from Portage resident, Mary Murphy. It included artifacts like a hurling stick and Waterford crystal.

Remembering 50 Years of Service, Valor, and Sacrifice: A Vietnam War Veterans Day Display
Reflect on the sacrifice of those who served in the Vietnam War with this display featuring items on loan to the library by an esteemed Portage resident. Vietnam Veterans Day is recognized on March 29.

Youth Services Displays included:

St Patrick's Day, You Look Marvelous Darling (style books), Have a MARVELous Day (Marvel Universe books), Women's History Month Displays: "Well Behaved Women Seldom Make History" and "Who Runs the World?", "Ain't I Cute" (books about cute animals), Ain't I Ugly" (books about ugly animals)

Teen Displays included:

Jason Reynolds (Portage's 2020 CommuniTeen Read author) and Pandemics

The Heritage Room will initiate a long-term CONTENTdm Scanning Project

- In February, scanning was on a temporary hold while the Heritage Room awaited the arrival of a new scanner and subsequent installation of software, etc. on new computer.
- After March 15th, scanning of the John Todd Collection has been placed as a top priority as it can be conducted from home. Inserting the images into CONTENTdm is on hold due to the fact that proper research on the images cannot be conducted from home.
- Scanning for the month of March is at 100 images.

Portage Public Schools Project

- Worked on organizing the collection and have begun scanning items.

Other Heritage Room Projects

- Local Historian Steve Rossio has begun working with the Sign Center to transition the signs from WWI information to Portage (and Kalamazoo) Before and After utilizing the John Todd collection. The signs have weathered beautifully and look as good now as when they were first placed along the Celery Flats trail. The plan is to have them ready for public viewing by this summer.
- Have created partial text for the signs and have begun choosing images. Working with the Sign Center is proving to be a bit of a problem with the virus going around.
- Please note, after evaluation of the current crisis and the closure of the library building in mid-March, it is uncertain whether this project will be completed in 2020.

Operational

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

Project Updates:

Facilities Master Plan

- The Facilities Master Plan Committee has met multiple times during the months of February, March and April to review and discuss concept drawings. A schematic drawing has been drafted and will be presented to the board at the April 27, 2020 board meeting.

- Working with our architects from C2AE, an RFP for a Construction Manager was sent out to established local firms. We reviewed five proposals on April 13, 2020 and selected three firms to interview on April 21, 2020. A recommendation will be brought to the board at the April 27, 2020 board meeting.

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

- The PDL Professional Development Committee has met to discuss training opportunities for staff during our Work from Home status. All library staff are reviewing Code 1 of a training response manual to help staff respond to patron interactions and complaints in a positive, compassionate, and empathetic manner. Staff are also reviewing library policies, taking online trainings, and reviewing library resources during this time.

Sponsor annual community support initiatives

- In February, the library collected two 6 bushel carts full of personal care items for Portage Community Center.

Maintain Symphony database of item and user records

- Adjustments were made to our Symphony database to accommodate the extended closure for COVID-19. This included extending due dates and hold pickup dates for already on the hold shelf, adjusting membership expiration dates, and stopping automated notices.

Make use of new technologies like RFID (Radio Frequency Identification) to empower patrons with self-service and to manage its ongoing operations effectively

- The library will be upgrading its 5 Self Checkout machines from Windows 7 to Windows 10 to comply with Microsoft's end-of-life of Windows 7. This project is expected to be finished in May 2020.

Deploy server and virtualization technology, storage consolidation, Software as a Service (SaaS) and will eliminate single points of failure to provide patron and staff access to computing resources, and to ensure that these resources are available to the maximum extent possible while addressing new technology needs as they may arise

- Current updates for SaaS migrations through March 13:

Accounting: Financial Edge – Document Management – PaperSave –The Library is working with Blackbaud and Papersave Pro to assist in the final replication and go live for the library's financial accounting software and document management.

Productivity Software – Microsoft Office 365 - Trained with Aunalytics and Microsoft on best practices for hybrid security and usability in Office 365.

Directory Services – Azure AD and Secant Cloud Hosted –Trained with Aunalytics and Microsoft on best practices for hybrid security and usability in Azure Active Directory.

Telephone Service and Appliances: Cisco Call Manager and Related Products - Continuing to discuss RingCentral and organize a demo of RingCentral Office. This project is planned for 2020. The library will also be reviewing its Cisco Call Manager and other competitors.

Public Access Computers: Envisionware PC Res / LPTOne / Library Document Station

- All public access computers have been deployed.

- The library changed its catalog thin clients to full computers for better reliability and performance.

- All wiring and cable management has been completed. This cable management will make the service more attractive and easier to clean.

- Attending a new CloudNine webinar to learn about changes to the library's PCRes system. Following that presentation, the library has chosen to wait for the July service deployment to move PCRes to SaaS

model. The library will plan upgrades of LPTOne, Library Document Station and MobilePrint that are compatible with CloudNine.

- Public Access Security: Faronics DeepFreeze is installed on all new library public access computers.
- Library Statistics and Reporting – Desktracker – Continuing to work on SpaceTracker as a potential software resource for the library.

Software Patching: Ninite Pro –and Added Content Caching Server for managed 3rd party apps

AntiVirus & Security: Sophos Central Endpoint Advanced – Tested and Verified InterceptX Advanced Settings for Ransomware, Zero Day Attacks

DNS and Filtering: OpenDNS Umbrella – Renewed Umbrella Services. Testing Remote DNS/URL Filtering Services

Integrated Library System: SirsiDynix Symphony - SirsiDynix Enterprise was upgraded from 3.4.1 to 5.0.1 successfully. There was 50 minutes of downtime at 4:00am on 3/2/2020. The update and patch fixed an issue with paypal payments.

Integrated Library System: SirsiDynix BlueCloud Analytics - BlueCloud Central was updated to its latest release

Integrated Library System: SirsiDynix Web Services - Web Services 2019.03.02 was patched for SD Enterprise 5.0.1 upgrade

Integrated Library System: SirsiDynix SIP Services - SIP services configurations were verified to be compatible with the new Web Services.

Integrated Library System: SirsiDynix BlueCloud Analytics - BC Analytics was upgraded and nightly data sync was verified.

Provide the necessary communication tools for library staff and patrons to enable library patrons and staff to conduct daily business and functions, access digital services and increase productivity of library operations

- The library is planning demos of RingCentral and Cisco Call Manager as it chooses its upgrade path for its telecommunications system.

The Portage District Library will provide the necessary technology and Internet bandwidth to enable library patrons and staff to conduct daily business and functions, to make its web services available to the larger Internet community, and to allow for remote support services that will be necessary for smooth, continuous operations

- All Staff and Public workstations have been deployed.
- Public Access Desktops and Laptops have been deployed.
- Public access and Staff iPads are currently being configured.
- The library is currently training and testing JAMF Mobile Device Management (MDM) and Apple's Device Enrollment Program (DEP) to configure and deploy these devices.

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

- Technical Services is continually working on getting items out to the public in an efficient and timely manner. With this in mind, they are always looking into ways to expedite the process.
- Head of Technical Services Abby Pylar will continue to monitor the reports on Collection HQ to see their completion by collection managers.

- Head of Technical Services Abby Pylar will continue to work on the organization and uniformity of items in the catalog throughout the year.
- Technical Services is working on getting the complete names of authors into the call number for all of the fiction materials, as well as getting the series information into the record. This will help the volunteers search for items more efficiently when they are using the scanners or helping the librarians with weeding projects.
- Head of Technical Services Abby Pylar is inputting better records for some of the items that came in during her maternity leave. These are items that came in with brief records that need to be replaced.
- Technical Services is taking webinars and reading articles on the best practices for handling materials during the times of COVID19.
- Head of Technical Services Abby Pylar is working with Adult Associate Librarian Jessica Holmes to get subject headings added to a list of LGBTQ+ books for better searchability.
- Head of Technical Services Abby Pylar is taking webinars for better cataloging practices.

Create a sustainable Maker area for Youth

- Youth Staff member Mary Breuer offered a drop-in Maker program for elementary-aged children and their families during Portage Public School's winter break. Participants could build marble mazes, create origami dragon eyes, experiment with color on a light table, or design bead keychains.

COVID-19 Response and Related Updates

In response to the COVID-19 Pandemic, the Portage District Library closed its building to the public beginning on Saturday, March 14, 2020. Staff began working from home where able. A limited number of staff continue to report to the building for essential needs (facilities maintenance, finances, and technology). All programs and meeting room rentals have been canceled until further notice. The following is a narrative report of how each department has responded to this unprecedented time.

Library Facility

- The library implemented social distancing for employees using the facility.
- The library altered its HVAC building controls to save on energy usage.
- The library implemented systems for receiving mail and packages.
- The library implemented systems for managing library material return.
- The library implemented systems for monitoring the building on a daily basis.

Technology

The library reconfigured the following systems to handle the library's closure:

Library Phone System

- Modifications were made to disable its service desk routing.
- Modification were made to service desk voicemail.
- All voicemail is routed to email for retrieval and response.

Library Technology

- All library staff have been setup and trained on Office 365, Teams and Outlook.

- All library staff were contacted and offered laptops with webcams and setup for library network access which included rebuilding 20 laptops from its public access pool and old staff laptops to ensure ALL staff had access to the necessary tools to complete library work.
- The library added its Library Assistants to its Office 365 tenancy.
- The library built an entire VPN network (secured 100 Cisco VPN trial licenses) to staff to access securely the library's network
- The library provided remote support to give all staff the ability to remotely access the library.
- The library has provided ongoing training using Microsoft Teams, Outlook and Cisco VPN.
- The library has begun building new Group Policies to better deliver upgrades and 3rd party patching of library technology remotely.
- The library has provided copying and transfer services to library employees who have been unable to access library networks through the use of home technology.
- The library altered its SIP implementation to extend access to patrons with expired, banned and blocked accounts to OverDrive and Hoopla and its Online Resources.
- The library successfully recovered from a power outage on 4/3/2020. Although it took us a little longer to realize that our EZproxy, phone system and boiler pumps were not operational.
- The library developed a touchless delivery system for library technology.
- The library is currently working on configuring iPads for staff.

Social Media:

Since the first day we were closed as a result of our COVID-19 precautions, our staff has been dedicated to helping our patrons in new and creative ways.

We have utilized our Social Media Team to come up with an improved schedule for creating content specific to our current context. These staff members have been liaisons for their departments for germinating ideas and content for our posts. Our Social Team is lead by Colin Whitehurst and includes Rachel Stickney, Jessica Holmes, Andrea Smalley, Jennifer Schatz, Quyen Edwards, Steve Rossio, Katharyn Jones, and Olivia Pennebaker.

- On Mondays, we post storytimes, stories of local heroes, and distribute personalized book and movie recommendations in our "Monday Matchup Live" segment.
- Training Tuesdays will allow us to share tutorials and lessons about how to use our digital resources.
- Look for Staff Pics & Picks on Wednesdays. Our library staff will share pictures of what they're doing at home to keep busy and give recommendations for online materials that can be accessed from home.
- Throwback Thursdays will highlight local history from Kalamazoo and Portage.
- On Virtual Field Trip Fridays, we will provide suggestions for places that can be "visited" from home. From museums to zoos to natural wonders, there is so much available online to explore.
- Art Saturdays will be used to feature local art and artists in our region.
- On Sundays, we post something funny and provide a bonus Local History post.

The Youth Department has created a weekly virtual program called "At Home Adventure". A prompt is provided each week with challenges for our patrons. Their entries put them in a running for a prize. This event was featured on Newchannel 3 and mLive.

Our Science Fiction and Fantasy Discussion group, lead by Ruth Cowles, had a Facebook Live event to continue their discussion group from home.

We are continuing to explore more ways to interact with our patrons and to create more videos to help them with learning how to use our resources and to allow them to see our faces, which have helped them at this time.

Circulation Services

Managing Member Access and Account Renewal/Registration

- Memberships that expired Jan 1-Mar 13, 2020 were extended to June 1, 2020
- Memberships that expired Mar 14–May 31 were extended to June 30, 2020
- Membership renewal reminders were suspended
- Removal of inactive memberships was suspended (Inactive=Expired 2 yrs & Last Use 3 yrs ago)
- Authentication to Digital Library resources has been temporarily enabled for expired and blocked memberships
- Electronic requests for account information, membership renewals and new member registration are being addressed while making every effort to protect account privacy and security as required by law. An online form was created for use in these situations.

Managing Physical Items Currently Checked-out/On Hold

- Return chutes cannot be locked; we are discouraging return of materials until library staff return to the building
- No items are being checked in at this time; a small number of the early returns were checked in fine free as of March 20, 2020
- All items currently checked out were extended to a June 1, 2020 due date
- All available holds were extended to May 11, 2020 as last pick-up day
- Any members who choose to renew their items online will not be given a due date before May 1, 2020
- If we need to extend our closure, we will extend due/hold dates further
- All account notices for overdue items or due date reminders were suspended
- MeLCat requesting/borrowing/lending/delivery suspended; all pending requests were cancelled by MCLS as part of shutting down services
- Any available MeLCat items can be checked out upon re-opening
- Suspended ability to place holds from the online catalog; number of on-shelf holds quickly became unmanageable

Planning for Eventual Re-opening

- Investigating safe handling practices for returning library materials and other circulation related services
- Planning quarantine options for incoming materials as an ongoing practice after opening to the public
- Planning for how to provide circulation services while maintaining social distancing
- Planning for how to handle MeLCat services once MCLS and our carrier allow the service to restart

Projects

- Reviewing library policy documents
- Brainstorming on barriers to service in the library
- Creating “How To” programs for Facebook
- Participating in staff highlights for Facebook

- Learning how to use Google tools
- Learning how to use MS Teams and Zoom
- Reviewing Novelist Story Elements Guide
- Learning how to use Hoopla
- Investigating EBSCO e-books offered via MeL
- Creating documentation for new procedures
- Creating email scripts for common account/service questions
- Participating in Building Committee meetings

Trainings

- Managing Stress and Anxiety
- Mitigating COVID-19 when managing paper-based collections
- Detect, Defuse, Delight Difficult Patrons
- Lynda Teams Training
- SirsiDynix Books by Mail

Adult Services

- Adult Services Librarian Katharyn Jones helped create and run Match-Up Monday on social media which allows patrons to receive real-time book and movie recommendations that are currently available digitally through the library.
- We began to monitor OverDrive holds more frequently to get an idea of when/if we needed to transfer money from print in order to fund one of our only remaining methods to provide the public with content. As of March 18th, we were up more than 500 holds over previous months, and did the March order early to start to fill them. As of March 31st, we were up nearly 1,200 holds over previous months. We will repurpose money from print lines in order to make at least one extra order in April. This mostly seems to be affecting eBooks.
- For the Science Fiction and Fantasy at PDL group on Facebook, Adult Services Librarian Ruth Cowles has been posting something about Elemental Magic every day and set up a LIVE broadcast on April 7th.
- Adult Services Librarian and Volunteer Coordinator Ruth Cowles sent out the Volunteer Newsletter, corresponds via email those volunteers who are contacting her for information about the library reopening, and keeping all the volunteers informed of the library's official statements about COVID-19.
- Adult Services Associate Christina Doane has been in contact with homebound patrons, has heard from 7 of the 24, and is following up with the remainder, to inform them of our current procedures.

Youth Services

Projects

- Attending Youth Department Meetings.
- Working on a Youth Department shelving guide.
- Making face masks for community and library.
- Collection Development: Put together book orders (including priority carts for popular titles, so that they'll get to us quicker once we reopen)
- Instructional emails to Portage teens about how to use Overdrive
- Completed 2021 budget request worksheets
- Updated the page on the library website about Covid-19 resources

- Project: researched best practices/what other libraries are doing to connect with patrons right now
- Project: planning format, content, and prizes for summer reading program
- Community Involvement: corresponded with CommuniTeen Read committee about rescheduling 2020 author visit and scheduling 2022 author visit
- Testing the online Summer Reading Program.
- Reviewing Patron Interaction Manual
- A Youth Staff Representative attended the SMLC Cooperative Summer Planning Meeting
- Letters sent to performers

Training

- Lynda: photography classes and office 365/teams training.
- Niche Academy course on Ancestry
- DigitalLearn courses on Google Docs and Google Sheets
- Niche Academy course on NovelList plus
- Niche Academy course on Beanstack
- Learning to use Soapbox

Webinars

- Webinar: "Cultivating Protective Factors for Safe Libraries and Resilient Communities" (on Web Junction)
- Webinar: "Hooray for Dissent! Moving Beyond a Culture of Conformity" (on Web Junction)
- Webinar: Attended SMLC virtual meeting on 4/14 regarding summer reading in the time of Covid-19
- Webinar: Attended 4/8 MI Youth Services virtual meeting about supporting students and educators
- Public Libraries Respond to COVID-19: Managing Stress and Anxiety Webinar
- WebJunction webinar- Librarian Evolution: Libraries Thrive When We Change
- Middle Grade Magic: Exploration of literature for children ages eight through 12
- EdX Course from U of M: "Identifying Community Needs".
- AL Live—Libraries and COVID-19: Managing Strategies and Stress
- Explored Lynda Webinars Pioneer Valley Books
- Office Hours Webinar Series: 1 Pioneer Valley Books
- Office Hours Webinar Series: 2 Pioneer Valley Books
- Office Hours Webinar Series: 3 Pioneer Valley Books

Social Media Contributions

- Youth Librarian Ms. Kristy's Storytimes on Monday, Wednesday, and Friday
- Youth Staff have submitted content for #StaffPics and #StaffPicks
- Youth Librarian Andrea Smalley created At Home Adventure activity challenge for families
- Youth Librarian Andrea Smalley participates in Match-up Mondays: Every Monday from 1-4, librarians are live on Facebook giving recommendations for materials based on the last three items they've read and enjoyed.
- Youth Librarian Andrea Smalley created Social Media posts about Local Heroes, Tips and Trainings for patrons, and highlighting resources and opportunities.

- Youth Library Associate Miss Nancy created Alphabet Adventures for the Facebook Page (weekly submission) - Taking pictures of the storytime bear doing things with a letter focus, activities, and scavenger hunt
- Teen Librarian Olivia Pennebaker joined the Social Media Team the week of April 20 for insight on how to better reach our teen patrons

Professional Reading

- "Youth Services Programming in Times of Crisis" Toolkit from the Library of Michigan
- "No More Reading for Junk : Best Practices for Motivating Readers" by Barbara Minarik and Linda Gambrell
- "Social Justice and Activism in Libraries: Essays on Diversity and Change" Edited by Su Epstein, Carol Smallwood, and Vera Gubnitskaia.
- "Game Changer! Book Access for All Kids" by Donalyn Miller and Colby Sharp

Heritage Room

- Scanning and color correcting John Todd negatives...averaging about 100 per week.
- Throwback Thursday Facebook Posts (two per week) and Throwback Sunday Facebook Post (one per week).
- Working one on one with patrons on various at home projects such as: How to Research My Home, How to Preserve Photographs, How to Research My Father's WWII History
- Throwback Thursday News (once a week) - 5 minute video highlighting the News of Portage's Past from the Portage Headliner.
- Journal writing on my experiences with the Covid19 Quarantine for the Heritage Room records.
- Documenting Covid19 and its effects on the City of Portage.
- Working with other historians, both state and national, in regards to preserving this historic event for future Portage residents. This includes capturing the community through photographs and deciding what artifacts should be sought out.

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
February 2020

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	\$ 5,290,342
Expenditures	\$ 1,307,380

Fund	1/31/2020	Changes	2/29/2020
General Reserve (13%)	\$ 698,660	-	\$ 698,660
Building Reserve	50,000	-	50,000
Benefits Reserve	29,742	-	29,742
Technology Reserve	111,305	-	111,305
Patio Feasibility Reserve	4,700	-	4,700
Bldg. Improvement Reserve	2,022,500	-	2,022,500
Personal Property Tax Reserve	805,946	-	805,946
Library Endowments	67,889	-	67,889
Unassigned Fund Balance	3,691,535	-	3,691,535

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

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

POLICY: 3. Use any long-term reserves.

Director's Response: No reserves have been used.

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

Library Director's Report on Financial Condition for February 2020

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Library Director's Report on Financial Condition for February 2020

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

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

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

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

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

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

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

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

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

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

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
March 2020

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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	\$ 5,590,632
Expenditures	\$ 1,536,697

Fund	2/29/2020	Changes	3/31/2020
General Reserve (13%)	\$ 698,660	-	\$ 698,660
Building Reserve	50,000	-	50,000
Benefits Reserve	29,742	-	29,742
Technology Reserve	111,305	-	111,305
Patio Feasibility Reserve	4,700	-	4,700
Bldg. Improvement Reserve	2,022,500	-	2,022,500
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Library Director's Report on Financial Condition for March 2020

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

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 22, 2020
Subject: Budget Amendment to Transfer Funds Budgeted for Capital Maintenance to Building Repair Lines in the FY2020 Budget.

BACKGROUND:

When the FY2020 Budget was being prepared in June 2019, the Library budgeted \$150,000 in its Capital Maintenance line to be used for building repairs, should they become necessary. With the outbreak of the COVID-19 virus, there are several facility alterations and equipment that are necessary for the Library to conduct business in the future in a safe manner for both staff and patrons. Those items include the purchase of a Clorox Total 360 cleaning machine and the installation of sneeze guards to public service desks. Additionally, the Library is expecting that it will need to purchase additional supplies that it would not have needed to without the COVID-19 outbreak. Those items include additional cleaning supplies, sanitizer, gloves, masks and other protective equipment.

The Library would like to transfer funds from the Capital Projects category of the budget to the Building and Supplies categories. This request is mandated by Library policy because it requires funds to be moved between categories within the budget. The transfer of these funds will still allow the Library ample funds for other necessary capital maintenance, should it arise.

RECOMMENDATION:

The Library would like to transfer \$15,000 from the Capital Maintenance expenditure line to the Building Repair & Maintenance (\$10,000) and Repair & Maintenance Supplies (\$5,000) expenditure lines to cover the cost of Library modifications and supplies related to the COVID-19 pandemic.

Marketing Update

Recurring Monthly Projects:

- The February e-Newsletter was sent out the first week of the month to over 12,000 library patrons.
- Our upcoming events were advertised in the Portager, which was sent out to 22,800 residences.
- We created monthly event posters and displayed them in the library.
- Facebook "Events" were created to advertise our programs, and were then shared on our page.
- Flyers and handouts were distributed within the library building to advertise our programming.
- Our website and digital signage was updated to advertise our program offerings.

February Marketing Highlights:

- Began the process of redoing end cap signage for shelving in the Youth Department.
- Participated in Master Planning meetings.
- Received the first round of website content from staff. Began to load content into the new website.
- Participated in the Fine-Free research and created a presentation for the Library Board.
- Created additional graphics to support the CommuniTeen event.
- Designed stickers to label public laptops.
- Created graphics to support the upcoming Great Michigan Read author visit programs.
- Worked with STEAM Librarian, Jane Fleming, to create a template for tutorials to support the Creation Station.
- Created graphics for new programs.

February Social Media Highlights:

Facebook

21 New Page Likes | 48 Post Shares | 738 Post Likes | 59 Comments | 350,217 Total Reach

Twitter

2,650 Tweet Impressions | 2 Likes | 1 Re-tweets | 13 Profile Visits | 0 Mentions | 4 New Followers



Mega Maker Mania (3rd to 7th Grade)

Saturday, April 25th | 8:30 AM - 10:00 AM & 10:30 AM - 12:00 PM
 Location: Portage North Middle School

The PPS Middle School Libraries and the Portage District Library proudly present Portage's first Mega Maker Mania, a maker fair celebrating creation and innovation through science, technology, reading, engineering, arts, and math. Join us at North Middle School for either the 8:30 AM to 10:00 AM or the 10:30 AM to noon session. Activities are designed for students in grade 3rd through 7th to enjoy with their adults.

Registration Required



Pajama Storytime and Stuffed Animal Sleepover

Wednesday, April 1st | 6:00 PM - 7:00 PM

In your pajamas, if you would like, and bring a stuffed animal or doll from home. We'll share bedtime stories and make a special ID to attach to your stuffed animal. After storytime you can take your "stuffed" goodnight back the next day to pick up your "stuffed." We'll have a treat and you can look at the photos of their staves they had while they spent the night at the library! Tip: leave your child's most precious stuffed at home so they can't be picked up during the night. Thursday morning pickup is from 10:00 AM-11:00 AM.

Registration Required



Common Core Read 2 Long Way

Meet the Author

ABOUT THE AUTHOR

Jeanine Sefran-Pearl is the library of Congress's People's Librarian, a New York Times best-selling author, National Book Award nominee, and a White House Master Inventor. She has written many books in the When I Was the Greatest American Boy series with Brandon Cook. She is the author of *How to Be a Great Kid*, *How to Be a Great Kid 2*, *How to Be a Great Kid 3*, *How to Be a Great Kid 4*, *How to Be a Great Kid 5*, *How to Be a Great Kid 6*, *How to Be a Great Kid 7*, *How to Be a Great Kid 8*, *How to Be a Great Kid 9*, *How to Be a Great Kid 10*, *How to Be a Great Kid 11*, *How to Be a Great Kid 12*, *How to Be a Great Kid 13*, *How to Be a Great Kid 14*, *How to Be a Great Kid 15*, *How to Be a Great Kid 16*, *How to Be a Great Kid 17*, *How to Be a Great Kid 18*, *How to Be a Great Kid 19*, *How to Be a Great Kid 20*, *How to Be a Great Kid 21*, *How to Be a Great Kid 22*, *How to Be a Great Kid 23*, *How to Be a Great Kid 24*, *How to Be a Great Kid 25*, *How to Be a Great Kid 26*, *How to Be a Great Kid 27*, *How to Be a Great Kid 28*, *How to Be a Great Kid 29*, *How to Be a Great Kid 30*, *How to Be a Great Kid 31*, *How to Be a Great Kid 32*, *How to Be a Great Kid 33*, *How to Be a Great Kid 34*, *How to Be a Great Kid 35*, *How to Be a Great Kid 36*, *How to Be a Great Kid 37*, *How to Be a Great Kid 38*, *How to Be a Great Kid 39*, *How to Be a Great Kid 40*, *How to Be a Great Kid 41*, *How to Be a Great Kid 42*, *How to Be a Great Kid 43*, *How to Be a Great Kid 44*, *How to Be a Great Kid 45*, *How to Be a Great Kid 46*, *How to Be a Great Kid 47*, *How to Be a Great Kid 48*, *How to Be a Great Kid 49*, *How to Be a Great Kid 50*, *How to Be a Great Kid 51*, *How to Be a Great Kid 52*, *How to Be a Great Kid 53*, *How to Be a Great Kid 54*, *How to Be a Great Kid 55*, *How to Be a Great Kid 56*, *How to Be a Great Kid 57*, *How to Be a Great Kid 58*, *How to Be a Great Kid 59*, *How to Be a Great Kid 60*, *How to Be a Great Kid 61*, *How to Be a Great Kid 62*, *How to Be a Great Kid 63*, *How to Be a Great Kid 64*, *How to Be a Great Kid 65*, *How to Be a Great Kid 66*, *How to Be a Great Kid 67*, *How to Be a Great Kid 68*, *How to Be a Great Kid 69*, *How to Be a Great Kid 70*, *How to Be a Great Kid 71*, *How to Be a Great Kid 72*, *How to Be a Great Kid 73*, *How to Be a Great Kid 74*, *How to Be a Great Kid 75*, *How to Be a Great Kid 76*, *How to Be a Great Kid 77*, *How to Be a Great Kid 78*, *How to Be a Great Kid 79*, *How to Be a Great Kid 80*, *How to Be a Great Kid 81*, *How to Be a Great Kid 82*, *How to Be a Great Kid 83*, *How to Be a Great Kid 84*, *How to Be a Great Kid 85*, *How to Be a Great Kid 86*, *How to Be a Great Kid 87*, *How to Be a Great Kid 88*, *How to Be a Great Kid 89*, *How to Be a Great Kid 90*, *How to Be a Great Kid 91*, *How to Be a Great Kid 92*, *How to Be a Great Kid 93*, *How to Be a Great Kid 94*, *How to Be a Great Kid 95*, *How to Be a Great Kid 96*, *How to Be a Great Kid 97*, *How to Be a Great Kid 98*, *How to Be a Great Kid 99*, *How to Be a Great Kid 100*.

Save the Date Upcoming Author Visits

Three bestselling authors are coming to the area in March. Be sure to put these dates on your calendar and

 Jonathan Sefran-Pearl Reading Together 2020 March 19 th at 7:00 PM Cherry Auditorium	 Jeanine Sefran-Pearl Communities Read 2020 March 19 th at 8:00 PM Portage Central High School
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2020 Michigan What the Eyes Don't See by Dr. Mona Hanna-Attia

Author Visit with Dr. Mona Hanna-Attia
 Wednesday, March 25th | 6:00 PM - 6:00 PM
 Location: Portage District Library

Great Michigan Read Book Discussion of What the Eyes Don't See
 Wednesday, March 11th | 6:00 PM - 7:30 PM
 Location: Portage District Library

How To Scan Photos For Mac & PC

1. Plug in your scanner and connect it to your computer.
2. Open the Epson Scan application on your computer.
3. After clicking the Open icon, a window will appear. Make sure the scanner is selected. Make sure the document source is "Scanner Glass" and the Document Type is "Flatbed". The IP settings for photos should be between 300 and 600 dpi. Then click the Start button to scan the photo, and when the progress bar shows 100%, the photo is scanned.
4. The photo files are in Portable Document Format (PDF) files. You can copy them to your hard drive, or you can save them as PDF files. The scanned document will be placed in a folder on the desktop named "Epson" or you can choose to save them to the original folder of your photo.
5. If you want to scan your photos, you can use PhotoScan or ScanSnap, a new software from Epson.

EVENT FLYERS, LAPTOP STICKER, SCANNING TUTORIAL,

Marketing Update

Recurring Monthly Projects:

- The March e-Newsletter was sent out the first week of the month to over 12,000 library patrons.
- Our upcoming events were advertised in the Portager, which was sent out to 22,800 residences.
- We created monthly event posters and displayed them in the library.
- Facebook "Events" were created to advertise our programs, and were then shared on our page.
- Flyers and handouts were distributed within the library building to advertise our programming.
- Our website and digital signage was updated to advertise our program offerings.

March Marketing Highlights:

- Informed the community about service updates, cancellations, and closures regarding the COVID-19 pandemic with signage, website updates, posting on social media, sending out a special E-Newsletter, updating our voice mail, and contacting local media.
- Sent an update each week to inform patrons about alternative service opportunities.
- Facilitated customer service interactions through social media and email.
- Worked with Social Media Team to devise a new schedule and best practices for creating relevant content and keeping our patrons informed on how they can use our services at home.
- Acquired equipment necessary for staff and third party presenters to create high quality videos at home for posting on social media.

March Social Media Highlights:

Facebook

154 New Page Likes | 572 Post Shares | 3,607 Post Likes | 609 Comments | 1,407,690 Total Reach

Twitter

3,612 Tweet Impressions | 4 Likes | 1 Re-tweets | 17 Profile Visits | 1 Mentions | 5 New Followers

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: April 20, 2020
SUBJECT: Library Statistical Report - February 2020

	Month Statistics			YTD Statistics		
	Feb-20	Feb-19	CHANGE	2020	2019	CHANGE
Circulation/Collections						
Total Library Circulation	66,043	69,651	-5.18%	134,246	133,438	0.61%
Adult - Books	16,212	17,984	-9.85%	33,334	33,682	-1.03%
Adult - A/V	5,463	5,867	-6.89%	11,629	11,503	1.10%
Youth - Books	22,609	26,369	-14.26%	44,657	48,410	-7.75%
Youth - A/V	2,815	3,354	-16.07%	5,466	6,766	-19.21%
Hot Picks	3,325	3,148	5.62%	6,726	6,333	6.21%
E-Material	12,912	10,553	22.35%	26,063	22,123	17.81%
ILL - PDL Requests	1,156	1,207	-4.23%	3,066	2,495	22.89%
ILL - Other Lib. Requests	1,551	1,169	32.68%	3,305	2,126	55.46%
Self-Checkout Percentage	59.89%	58.12%		60.61%	59.47%	
Total Library Collection	188,905	195,721	-3.48%			
Adult - Books	87,034	89,600	-2.86%			
Adult - A/V	17,173	17,651	-2.71%			
Youth - Books	71,211	74,490	-4.40%			
Youth - A/V	9,384	10,329	-9.15%			
Hot Picks	4,103	3,651	12.38%			
Net Acquisitions	(248)	(2,361)	89.50%	(689)	(2,016)	65.82%
Purchased - Books	1,472	2,032	-27.56%	2,585	3,854	-32.93%
Purchased - A/V	440	225	95.56%	793	577	37.44%
Donated - Books	4	2	100.00%	10	6	66.67%
Donated - A/V	3	2	50.00%	5	6	-16.67%
Material Discarded	(2,167)	(4,622)	53.12%	(4,082)	(6,459)	36.80%
Total In-House Usage*	n/a	n/a	n/a	n/a	n/a	n/a
In-House Periodical Usage	n/a	n/a	n/a	n/a	n/a	n/a
In-House Book Usage	n/a	n/a	n/a	n/a	n/a	n/a
Patrons						
Total Patrons	40,518	39,670	2.14%			
Adult	26,635	26,046	2.26%			
Youth	6,429	6,460	-0.48%			
Non-Resident	373	395	-5.57%			
Reciprocal	6,276	6,033	4.03%			
Internet User	742	670	10.75%			
Professional	63	66	-4.55%			
Net Patrons	84	52	61.54%	199	78	155.13%
Adult	156	130	20.00%	331	259	27.80%
Youth	33	18	83.33%	80	59	35.59%
Non-Resident	1	1	0.00%	5	3	66.67%
Reciprocal	35	27	29.63%	80	58	37.93%
Internet User	57	65	-12.31%	108	112	-3.57%
Professional	0	0	0.00%	0	0	#DIV/0!
Patrons Removed	(198)	(189)	-4.76%	(405)	(413)	1.94%

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: April 20, 2020
SUBJECT: Library Statistical Report - February 2020

	Month Statistics			YTD Statistics		
	Feb-20	Feb-19	CHANGE	2020	2019	CHANGE
Library Building Usage						
Total Meeting Room Usage	183	180	1.67%	333	320	4.06%
Internal/Collaboration	94	92	2.17%	175	170	2.94%
External/Outside Usage	89	88	1.14%	158	150	5.33%
Total Program Audience	1,522	2,176	-30.06%	4,385	4,104	6.85%
Adult	154	362	-57.46%	424	594	-28.62%
Youth	1,368	1,672	-18.18%	3,765	3,226	16.71%
Heritage Room	0	142	-100.00%	196	284	-30.99%
Total Number of Programs	51	65	-21.54%	129	119	8.40%
Adult	12	21	-42.86%	26	33	-21.21%
Youth	39	42	-7.14%	99	82	20.73%
Heritage Room	0	2	-100.00%	4	4	0.00%
Total Volunteer Hours	379	366	3.55%	847	664	27.56%
Adult	107	114	-6.14%	232	222	4.50%
Youth	74	24	208.33%	168	51	229.41%
Technical	56	75	-25.33%	121	128	-5.47%
Circulation	96	106	-9.43%	228	198	15.15%
Administration	18	46	-60.87%	57	46	23.91%
Community Service	28	1	100.00%	41	19	115.79%
Total Front Door Traffic	49,034	49,996	-1.92%	97,705	97,885	-0.18%
Total Youth Services Traffic	35,654	35,778	-0.35%	64,621	64,781	-0.25%
Total Business Center Traffic	2,886	2,998	-3.74%	5,100	5,327	-4.26%
Information Access/Reference/Research						
Total Reference Transactions	8,810	8,738	0.82%	18,890	17,340	8.94%
Adult Phone	374	453	-17.44%	760	828	-8.21%
Adult Ready Reference	2,750	2,180	26.15%	5,675	4,480	26.67%
Adult Reference	252	351	-28.21%	567	724	-21.69%
Youth Phone	102	135	-24.44%	258	254	1.57%
Youth Ready Reference	3,187	3,456	-7.78%	6,935	6,837	1.43%
Youth Reference	650	549	18.40%	1,488	1,046	42.26%
HR Phone	4	12	-66.67%	19	21	-9.52%
HR Ready Reference	303	319	-5.02%	646	666	-3.00%
HR Reference	11	10	10.00%	37	40	-7.50%
Circ Phone	557	648	-14.04%	1,222	1,223	-0.08%
Circ Ready Reference	445	420	5.95%	812	811	0.12%
Circ Reference	175	205	-14.63%	471	410	14.88%
Total Edutainment LAN Use	456	441	3.40%	845	820	3.05%
Total Internet Computer Use	2,283	2,330	-2.02%	4,566	4,426	3.16%
Youth Computers	155	145	6.90%	299	466	-35.84%
Adult Computers	2,102	2,071	1.50%	4,194	3,763	11.45%
Laptop Computer Circulated	26	114	-77.19%	73	197	-62.94%
Total Electronic Transactions	50,310	49,701	1.23%	104,680	100,909	3.74%
WebSite Hits	35,837	35,588	0.70%	74,994	71,911	4.29%
WebCatalog Sessions	10,328	9,881	4.52%	21,774	20,889	4.24%
Licensed Database Hits	4,145	4,232	-2.06%	7,912	8,109	-2.43%

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

Christy Klien, Library Director

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: April 20, 2020
SUBJECT: Library Statistical Report - March 2020

	Month Statistics			YTD Statistics		
	Mar-20	Mar-19	CHANGE	2020	2019	CHANGE
Circulation/Collections						
Total Library Circulation	41,098	72,571	-43.37%	175,344	206,009	-14.89%
Adult - Books	7,749	18,549	-58.22%	41,083	52,231	-21.34%
Adult - A/V	2,385	5,933	-59.80%	14,014	17,436	-19.63%
Youth - Books	11,982	27,267	-56.06%	56,639	75,677	-25.16%
Youth - A/V	1,315	3,557	-63.03%	6,781	10,323	-34.31%
Hot Picks	1,633	3,223	-49.33%	8,359	9,556	-12.53%
E-Material	14,805	11,687	26.68%	40,868	33,810	20.88%
ILL - PDL Requests	572	1,326	-56.86%	3,638	3,821	-4.79%
ILL - Other Lib. Requests	657	1,029	-36.15%	3,962	3,155	25.58%
Self-Checkout Percentage	63.60%	58.63%		61.20%	59.17%	
Total Library Collection	189,366	193,378	-2.07%			
Adult - Books	87,322	87,894	-0.65%			
Adult - A/V	17,230	17,843	-3.44%			
Youth - Books	71,272	73,713	-3.31%			
Youth - A/V	9,385	10,365	-9.45%			
Hot Picks	4,157	3,563	16.67%			
Net Acquisitions	469	(2,050)	122.88%	(220)	(4,066)	94.59%
Purchased - Books	1,026	1,531	-32.98%	3,611	5,385	-32.94%
Purchased - A/V	124	202	-38.61%	917	779	17.72%
Donated - Books	1	4	-75.00%	11	10	10.00%
Donated - A/V	1	3	-66.67%	6	9	-33.33%
Material Discarded	(683)	(3,790)	81.98%	(4,765)	(10,249)	53.51%
Total In-House Usage*	384	1,016	-62.20%	384	1,016	-62.20%
In-House Periodical Usage	42	125	-66.40%	42	125	-66.40%
In-House Book Usage	342	891	-61.62%	342	891	-61.62%
Patrons						
Total Patrons	40,801	39,706	2.76%			
Adult	26,755	26,078	2.60%			
Youth	6,541	6,416	1.95%			
Non-Resident	375	397	-5.54%			
Reciprocal	6,304	6,078	3.72%			
Internet User	762	671	13.56%			
Professional	64	66	-3.03%			
Net Patrons	288	46	526.09%	487	124	292.74%
Adult	155	160	-3.13%	486	419	15.99%
Youth	73	48	52.08%	153	107	42.99%
Non-Resident	2	2	0.00%	7	5	40.00%
Reciprocal	36	31	16.13%	116	89	30.34%
Internet User	22	49	-55.10%	130	161	-19.25%
Professional	0	0	0.00%	0	0	0.00%
<i>Patrons Removed</i>	0	(244)	100.00%	(405)	(657)	38.36%

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: April 20, 2020
SUBJECT: Library Statistical Report - March 2020

	Month Statistics			YTD Statistics		
	Mar-20	Mar-19	CHANGE	2020	2019	CHANGE
Library Building Usage						
Total Meeting Room Usage	97	200	-51.50%	430	520	-17.31%
Internal/Collaboration	42	97	-56.70%	217	267	-18.73%
External/Outside Usage	55	103	-46.60%	213	253	-15.81%
Total Program Audience	895	4,380	-79.57%	5,280	8,484	-37.77%
Adult	43	192	-77.60%	467	786	-40.59%
Youth	852	3,940	-78.38%	4,617	7,166	-35.57%
Heritage Room	0	248	-100.00%	196	532	-63.16%
Total Number of Programs	26	55	-52.73%	155	174	-10.92%
Adult	4	10	-60.00%	30	43	-30.23%
Youth	22	41	-46.34%	121	123	-1.63%
Heritage Room	0	4	-100.00%	4	8	-50.00%
Total Volunteer Hours	157	392	-59.95%	1,004	1,056	-4.92%
Adult	42	119	-64.71%	274	341	-19.65%
Youth	23	58	-60.34%	191	109	75.23%
Technical	34	74	-54.05%	155	202	-23.27%
Circulation	56	104	-46.15%	284	302	-5.96%
Administration	0	32	-100.00%	57	78	-26.92%
Community Service	2	5	-60.00%	43	24	79.17%
Total Front Door Traffic	22,343	52,223	-57.22%	120,048	150,108	-20.03%
Total Youth Services Traffic	16,343	32,543	-49.78%	80,964	97,324	-16.81%
Total Business Center Traffic	1,144	2,699	-57.61%	6,244	8,026	-22.20%
Information Access/Reference/Research						
Total Reference Transactions	4,235	8,464	-49.96%	23,125	25,804	-10.38%
Adult Phone	174	317	-45.11%	934	1,145	-18.43%
Adult Ready Reference	1,210	2,718	-55.48%	6,885	7,198	-4.35%
Adult Reference	131	270	-51.48%	698	994	-29.78%
Youth Phone	47	105	-55.24%	305	359	-15.04%
Youth Ready Reference	1,461	2,854	-48.81%	8,396	9,691	-13.36%
Youth Reference	363	584	-37.84%	1,851	1,630	13.56%
HR Phone	5	6	-16.67%	24	27	-11.11%
HR Ready Reference	162	391	-58.57%	808	1,057	-23.56%
HR Reference	11	29	-62.07%	48	69	-30.43%
Circ Phone	292	543	-46.22%	1,514	1,766	-14.27%
Circ Ready Reference	215	426	-49.53%	1,027	1,237	-16.98%
Circ Reference	164	221	-25.79%	635	631	0.63%
Total Edutainment LAN Use	121	390	-68.97%	966	1,210	-20.17%
Total Internet Computer Use	1,251	2,864	-56.32%	5,817	7,290	-20.21%
Youth Computers	109	276	-60.51%	408	742	-45.01%
Adult Computers	1,121	2,501	-55.18%	5,315	6,264	-15.15%
Laptop Computer Circulated	21	87	-75.86%	94	284	-66.90%
Total Electronic Transactions	39,974	49,627	-19.45%	144,654	150,536	-3.91%
WebSite Hits	29,729	36,182	-17.83%	104,723	108,093	-3.12%
WebCatalog Sessions	7,122	10,792	-34.01%	28,896	31,681	-8.79%
Licensed Database Hits	3,123	2,653	17.72%	11,035	10,762	2.54%

* 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

Online Programming Statistics/Reference Transactions will be updated at a later date.



MLA Advocacy News March-April 2020

Senate Passes Historic Stimulus Package

March 26, 2020

Yesterday, the United States Senate passed an unprecedented \$2.2 trillion stimulus package in response to the Coronavirus pandemic. This bipartisan legislation is the largest economic aid package in US history, and was passed in the Senate with a unanimous 96-0 vote. It will next go to the House for a vote.

On Wednesday evening, before the Senate passed this legislation, House Majority Leader Steny Hoyer announced that the House will convene at 9 a.m. Friday to consider the relief package. Speaker of the House Nancy Pelosi is indicating that she's optimistic that the bill will pass in the House as well. President Donald Trump has indicated he will sign the measure and tweeted his congratulations after it cleared the Senate. View full the bill text here: <https://www.documentcloud.org/documents/6819239-FINAL-FINAL-CARES-ACT.html>

MLA Executive Director, Deborah E. Mikula participated in a meeting with other statewide library associations, chapters of the American Library Association (ALA) on March 25. ALA's Washington DC office is working hard to keep libraries at the forefront of the conversation with our federal legislators as stimulus packages are being developed. Not only are they working to secure dollars that will impact the library field now, but also bringing attention to what will be needed as the country eases back into operations once COVID-19 has been contained.

ALA's public policy staff are reviewing the new \$2T stimulus bill to identify provisions that will affect libraries. At the surface, it is wonderful to note that the \$50M to the Institute for Museum and Library Services (IMLS) will be distributed to states without the need for any matching funds. They have indicated that there may be additional resources within the education and broadband provisions as well that will be helpful to libraries.

At the urging of MLA, ALA also signed on last week to the National Council of Nonprofits coalition request urging stimulus to help the nonprofit sector to serve the American people. America's charitable nonprofits need an immediate infusion of \$60 billion in capital to maintain operations, expand scope to address increasing demands, and stabilize losses from closures throughout the country. This new stimulus package may not address all concerns and we will need to continue to advocate for additional funds for nonprofits and charitable donations for organizations such as MLA.

It is sad to note that some funding will diminish as the recession continues and we are in for long term recovery. We will need to make sure we know the impact that you are making, and the challenges faced by libraries in Michigan. We encourage you to continue to share your stories and hashtag #LibrariesStrong #MLibrariesStrong, and #StrongerTogether.

Updates on SB 611 - Michigan Library Privacy Act

March 26, 2020

On March 12, MLA Executive Director, Deborah E. Mikula, testified at the State of Michigan Judiciary Committee Hearing in support of Senator MacGregor's Senate Bill 611. Supportive testimony was also delivered by Lance Werner, Director of the Kent District Library, who accompanied Senator MacGregor, and non-verbal support was issued by 10 public libraries and cooperatives.

Last October, Senator MacGregor introduced SB 611 to amend the Michigan Library Privacy Act, 1982 PA 455. The intention of his bill was to enable libraries to work with law enforcement when the library is a victim of a crime. After hearing both concerns and support from the Michigan library community on Senator MacGregor's proposed amendments to the Privacy Act, MLA helped draft a substitute bill that clarifies and updates SB 611. The proposed substitution bill removes obstacles and legal barriers libraries sometimes face when a crime has been committed in the library while providing for continued protection to patron privacy.

The Judiciary Committee, led by Senator Lucido, asked clarifying questions and planned to meet the following week to hold a second hearing to finalize the forward movement of the bill, but the global health crisis closed down all non-essential committee meetings until further notice. Once the "Stay at Home" order from Governor Whitmer is lifted, MLA will continue to advocate for the passage of substitute SB611. We will keep you informed as the process moves forward.

Call to Action - Urge Governor Whitmer to Dedicate CARES Act Funding to Libraries

April 15, 2020

In response to the COVID-19 pandemic, Michigan has received \$89.4 million in federal aid through the CARES Act that will help K-12 schools, colleges and universities and other educational organizations. MLA has contacted Governor Whitmer requesting that a portion of these funds be used for libraries.

The Governor's Emergency Relief Fund under section 18002 of the CARES Act allows Governors to allocate funds to educational agencies, institutions of higher education, and any "education-related entity" deemed essential for carrying out emergency educational services. Note that "other education-related entity" includes libraries.

Libraries will be critical in the months to come as we rebuild our economy and strengthen the workforce. Access to digital resources has become critically important to all Americans in the wake of the coronavirus outbreak and libraries have stepped up to successfully deliver these resources to communities in need throughout Michigan. However, libraries, like other public and private institutions, are fulfilling community needs while anticipating lost revenue.

We urge you to contact Governor Whitmer and request that a portion of CARES Act funding is dedicated to libraries. By allocating CARES Act funding to support our libraries, they will be able to maintain the staffing and services necessary to scale up relief efforts already underway and, equally important, to foster community resilience as we emerge from this crisis.

A draft of our letter is posted here:

https://www.milibraries.org/index.php?option=com_content&view=article&id=805:call-to-action---urge-governor-whitmer-to-dedicate-cares-act-funding-to-libraries---advocacy---news---michigan-library-association&catid=44:news-advocacy-update&Itemid=223.

Please feel free to use this letter as an example when drafting your note to the Governor.

To contact Governor Whitmer now, visit <https://www.milibraries.org/call-to-action>.

PORTAGE DISTRICT LIBRARY

Programming Policy

A. POLICY STATEMENT

It is the policy of the *Portage District Library* to encourage library staff to continue their efforts in both youth and adult programming in order to develop new and evaluate existing programs which are consistent with the library's Mission Statement and Ends Statements.

B. SCOPE of POLICY

This Programming Policy applies to all types of programs whether conducted directly by or indirectly, through co-sponsorship, with the *Portage District Library*.

C. POLICY OBJECTIVES

Programming is a method by which the library provides life-long learning experiences for library patrons. Programs provide a forum for public discussion and self-expression while sharing ideas, skills, knowledge and experiences. Programming is also a way for the library to promote community resources. The library may use donations, co-sponsorships, grants and fees to recover some library costs for special programs.

D. POLICY RESTRICTIONS

During a library-sponsored presentation, the presenter may display his products, or books for purchase. No library personnel will be involved in the sale of said items. However, when a presenter rents space to do a public demonstration, books, products, or services may not be displayed for purchase. The program presenter may display his or her name, company name, and pertinent contact information. All contacts regarding said books, products or services must take place off library property.

PORTAGE DISTRICT LIBRARY

Art Exhibit

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. 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. 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.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 12, 2020
Subject: 2020 Volunteer Appreciation Event Rescheduled

In an email to all of our volunteers on March 13, 2020, Adult Services Librarian and Volunteer Coordinator Ruth Cowles wrote:

“Hello, all you wonderful volunteers,

In this month’s newsletter, I excitedly wrote about the upcoming volunteer luncheon. Due to concerns about COVID-19 and after much consideration, we will be postponing the luncheon from April to later in the year. Once things are discovered and contained with this virus, the luncheon committee will find a date to honor your hard work.”

We will keep the Library Board informed if and when the Volunteer Appreciation Event can be rescheduled.

PORTAGE DISTRICT LIBRARY

Monitoring Report

For

Executive Limitation Policy on Asset Protection

April 27, 2020

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

Policy: **Fail to insure against theft and casualty losses to at least 100% replacement value and against liability losses to board members, staff and the organization itself in an amount greater than the average for comparable organizations.**

Director's Response: The Portage District Library is insured against theft and casualty losses and against liability losses to board members, staff and the organization itself through a policy with Michigan Municipal Risk Management Authority (MMRMA). According to the terms of our building insurance contract, under Section 1, Part B of the Property and Crime Coverage section, it states that:

“Under any circumstances or set of facts, the most MMRMA will pay for loss or damage to anyone or any combination of covered property in any one occurrence is the actual amount of loss, not to exceed the Limits of Coverage stated in the Coverage Overview. Unless otherwise stated herein, the loss must result from direct physical loss or damage by a covered cause of loss within the period of MMRMA membership as stated in the Coverage Overview.”

Policy: **Subject facilities, materials and equipment to improper wear and tear or insufficient maintenance.**

Director's Response: The library facility and all building equipment within the library facility are safeguarded against improper wear and tear by enforcement of rules of operation; by daily, weekly, monthly and annual inspections; by installation of monitoring devices, switches and alarms; and by regularly scheduled preventive maintenance. The library also has several contracts with outside vendors to keep large equipment running correctly (i.e., HVAC, electrical & fire alarm systems); as well as numerous agreements with service providers to do regular cleaning, inspection and repairs in and around the building and on various pieces of equipment. Contracts are reviewed and approved by the Library Director or the Business Manager, with the assistance of the legal firm of Foster Swift Collins & Smith P.C., depending on the complexity of the contract. The library's Facilities Manager monitors the building's HVAC equipment and schedules repairs and service as needed. Additionally, the System Administrator is trained in the proper maintenance and protection of sensitive servers and computer equipment. Regular inspections are conducted to ensure proper operation of equipment.

Bookshelves are regularly checked for materials that are worn, torn or dirty and these items are removed and either cleaned, repaired or replaced. The library has a disk cleaning machine that cleans and removes scratches from the library's CDs and DVDs and this has extended the life of AV items.

Finally, the Employee Handbook covers employee conduct and work rules on pg. 36 and indicates that: *“Negligence or improper conduct [by an employee] leading to damage of employer-owned or customer-owned property, may result in disciplinary action, up to and including termination of employment.*”

Policy: Unnecessarily expose the organization, its board or staff to claims of liability.

Director's Response: Claims of liability are avoided by having policies and procedures in place that make it clear what type of behavior and conduct is expected, as well as appropriate steps to be followed for handling patron complaints, accidents or incidents. There are specific forms used to report accidents, and an outlined process of steps to be followed in emergency situations. Library Board Governance Policies guide board members in proper conduct, and the Library Employee Handbook, which is revised biennially, and Library Procedures Manual guide library staff in codes of conduct and procedures to be followed in dealing with the public in a variety of situations. Regular training is provided to staff in areas of safety, security and in how to respond to potential criminal behavior or threats of bodily injury. Customer comment cards are made available to patrons so they can convey any concerns or requests to library staff. If there are larger, more significant issues or problems, patrons are then referred to the Library Director for resolution.

Policy: Make any purchase (a) wherein normally prudent protection has not been given against conflict of interest; (b) of over \$5,000 without having obtained comparative prices and quality; (c) of over \$20,000 without a stringent method of assuring the balance of long-term quality and cost.

Director's Response: Procedures are always followed as stated in the Executive Limitations on Financial Condition and Asset Protection. The Library Director and Library Business Manager work closely to ensure that checks and balances are in place to safeguard against any conflict of interest. In August 2008, the Library Board endorsed a new "Asset Acquisition and Disposal Administrative Procedure" that thoroughly defines methods and standard operating procedures for purchasing. It covers many aspects of asset acquisition and disposal, including: (1) definition of goods, services and capital improvements; (2) designation of Purchasing Agent; procedure for execution of documents; prohibited purchases; (3) purchase arrangements; (4) purchases under \$5,000; (5) purchases more than \$5,000 and under \$20,000; (6) purchases or contracts over \$20,000; (7) exceptions to sealed bidding; (8) and sale of library property. In addition, a review of preferred vendors will be done regularly (every 3-5 years) in order to assess their contracts and determine if they were still financially advantageous to the library. It was stated that if the library did not choose a vendor with the lowest bid, the reason for doing so would be put into writing and kept on file with the contract. The Library Business Manager closely monitors purchase activities and approves all Purchase Orders so that he sees what is being ordered at all times. Whenever there is a purchase to be made over \$5,000, comparative prices and quotations are obtained. In cases of purchases exceeding \$20,000, the "Request For Proposal" ("RFP") process is usually followed and proposals are solicited from various sources to obtain competitive sealed bids. In addition, for any contractual services provided to the library, such as building construction or enhancements, or purchase of large-scale equipment, there may be other assurances required from vendors such as: Labor and Material Bonds, Maintenance and Guarantee Bonds, Performance Bonds, and warranties.

Policy: **Fail to protect intellectual property, information and files from loss or significant damage.**

Director's Response: All library administrative files are kept in locked file cabinets to protect confidential information and personnel files. Keys to these file cabinets are held in strict security accessible to a very limited number of people. Archival information is stored in Hollinger boxes in the Heritage Room that protect and preserve important or valuable documents and items. Patron records are kept online and privacy protected by password, and electronically backed up to Secant Technologies on a nightly basis. Art pieces, such as wall murals, and the outdoor sculptures and water wall are considered intellectual properties and these are protected by specific contracts with each artist. Valuable art objects are protected by Plexiglas cases for public display. Library board files and records are maintained and protected against loss and/or damage by storing them in a locked office. The public information, files and library collections are safeguarded against theft.

Policy: **Receive, process or disburse funds under controls, which are insufficient to meet the board-appointed auditor's standards.**

Director's Response: Portage District Library operates under the "dual control" philosophy whereas all expenditures and actual cash disbursements are approved by opposite individuals. The individuals at the library are the Library Director and the Library Business Manager. All incoming funds are given to the Library Business Manager for verification before processing, and are deposited into the library's account at the bank by two or three other authorized employees. The Library Business Manager reviews all expenditures before purchase orders are issued and invoices are processed. The Library Director then completes the process by reviewing all accounts payables and signing checks that go out as library payments for products and services.

The Library Director reviews all bank reconciliations, payroll reports and journal entries for improprieties and signs off with her electronic signature.

It should be stated that all library employees and board members are bonded against impropriety for up to \$1,000,000 as a standard rider on our building liability insurance.

Policy: **Invest or hold operating capital in insecure instruments, in violation of state statutes for investments.**

Director's Response: The Library Board has authorized the Library Director and Business Manager to proceed to enter into an agreement with UBS Financial Services and Multi-Bank Securities to assist with investment activities for the Portage District Library. The main goal is to diversify the library's investments and to ensure that the library's funds are placed in various financial institutions and that no deposit exceeds the FDIC maximum insured amount. Typically, library funds are invested in approved governmental cash investment funds consisting of bonds, securities, and other United States Treasury obligations, certificates of deposit, savings accounts, deposit accounts, commercial paper, repurchase agreements (Repo's) consisting of bonds, securities, and other United States Treasury obligations. All above investment vehicles are utilized in accordance with appropriate state statutes.

Policy: **Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.**

Director's Response: Fulfilling the Portage District Library's mission and purpose and promulgating the public's goodwill toward the library is top priority for library administration and staff. The mission statement is posted in a large frame on both levels of the library and appears on all library correspondence, literature and business cards, so everyone is aware of our main purpose. Benchmarks for public service transactions and employee behavior appear in the Employee Handbook and other training documents and expectations are clearly conveyed to all employees.

Standards exist at public service desks for accuracy of information and prompt responses to patrons. The Marketing Manager handles all publicity and promotional information so that everything conforms to the public image we are striving to convey. Any collaboration entered into by the library with other entities is done carefully and with agreement about the appropriate nature of any activities and their positive impact on the library.

Any requests for collaborations with the library or for use of the library premises by outside organizations are considered in light of existing board approved policies and best practices for a public library.

Policy: Fail to provide the Library Board with an asset protection monitoring report twice a year.

Director's Response: Procedures are always followed as stated. An Asset Protection Monitoring Report is scheduled on the Library Board's annual calendar for presentation in the month of March, and then it may also be provided at any other time during the year at the Library Board's request. The Monitoring Report on Asset Protection will be presented at the April 27, 2020 board meeting due to the cancellation of the March 23, 2020 board meeting.

PORTAGE DISTRICT LIBRARY
Monitoring Report
on
Executive Limitation Policy on Financial Planning & Budgeting
April 27, 2020

Executive Limitation Policy on Financial Planning and Budgeting: Financial planning/budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Library Board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan. Accordingly, the Library Director shall not allow budgeting which:

- POLICY:** **1. Fails to include credible projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.**

Director's Response: During the months of April and May, the Library Director and Business Manager meet with department heads and other employees to plan for next year expenditures, both capital and operational items. These plans are then put in a comprehensive plan and allocated down to individual expenditure lines.

This proposed budget is presented to the Library Board in June for board members to review and return with any suggestions and changes in July.

In August, a public hearing on the Library's budget is held and the budget is formally presented to the Library Board for final approval and adoption and a resolution is passed to set the millage levy for that budget year.

In 2020, the library will work to complete initiatives stated in its three year 2018-2020 Strategic Plan. Additionally, the Library will continue to work on a long-term plan to maintain and remodel areas of the Library in need of upgrade. This will require a long-range funding plan that must coexist with the Library's need to maintain a sufficient staffing structure to maintain the building in its current state, as well as in any expanded capacity.

- POLICY:** **2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.**

Director's Response: A balanced budget is prepared which equates expenditures and any additional reserves with projected income. There will never be a time when the library's planned expenditures will exceed revenue in hand.

POLICY: **3. Reduces the current assets at any time to less than twice current liabilities, allows cash to drop below a safety reserve of less than \$520,223 at any time; reduces the reserve fund to a level less than 13%; or fails to provide for adequate reserves for building needs and technology.**

Director’s Response: Current budgeting processes reflect this policy. (\$520,223 in General Reserve, \$50,000 in Building Reserve, \$29,742, in Benefits Reserve, \$111,305 in Technology Reserve, \$4,700 in Patio Feasibility Reserve, 805,946 in PPT Reserve and \$2,022,500 in Building Improvement Reserve; \$3,692,494 in Unassigned Fund Balance).

POLICY: **4. Provides less for board prerogatives during the year than is set forth in the Cost of Governance policy.**

Director’s Response: As described above, the Library Board reviews and makes any changes to the proposed budget before it is presented in a public hearing, voted on by board members and officially adopted. Adequate funds are allocated for board prerogatives.

PORTAGE DISTRICT LIBRARY
Monitoring Report
on
Executive Limitation Policy on Financial Condition and Activities
April 27, 2020

Executive Limitation Policy on Financial Condition & Activities: With respect to the actual, ongoing financial condition and activities, the Library Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies.

Accordingly, the Library Director shall not:

POLICY: 1. Expend more funds than have been received in the fiscal year to date.

Director's Response: We have not spent more money than we brought in.

Revenue	\$5,590,632
Expenditures	\$1,536,697

POLICY: 2. Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days, and may expend as long as items are approved in the budget.

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.

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 or filings to be overdue or inaccurately filed.

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

Monitoring Report on Executive Limitation on Financial Condition & Activities – April 27, 2020

POLICY: 7. **Make a single purchase or lease commitment of greater than \$10,000 on items not already approved 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 appropriately 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 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 once a year.**

Director's Response: An external audit of the library is conducted each year and resulted 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.

Monitoring Report on Executive Limitation on Financial Condition & Activities – April 27, 2020

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

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

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

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

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

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

PORTAGE DISTRICT LIBRARY

Monitoring Report

For

Executive Limitation Policy on Fundraising Activities

April 27, 2020

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. The library's Community Meeting Room Policy states that: "Approved use of the library's community meeting rooms does **not** include selling or moneymaking enterprises except those that may be sponsored by the Portage District Library itself, or the Friends of the Portage District Library."

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

Director's Response: 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, the Spring Appeal, and grant writing.

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

Director's Response: 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 in October or November. 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.

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 fund-raising 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, and periodic donor recognition activities, including hand-written letters from the Library Board, have been planned in the past. The library has received several donations of \$5,000 or more and all have been significantly recognized through letters and personal contacts.

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.

PORTAGE DISTRICT LIBRARY
Resolution in Response to the Covid-19 Pandemic

Minutes of a Meeting of the Board of Trustees of the Portage District Library, Portage, Michigan, held on April 27, 2020 at 6:00 PM.

TRUSTEES PRESENT: _____

TRUSTEES ABSENT: _____

The following preamble and resolution was offered by Member _____ and supported by Member _____

WHEREAS, the World Health Organization characterized COVID-19 as a pandemic; and

WHEREAS, the President of the United States declared a national state of emergency and Michigan Governor Gretchen Whitmer issued Executive Order 2020-43, imposing temporary restrictions on access to public facilities including public libraries; and

WHEREAS the District Library Establishment Act, PA 24 of 1989 (MCL 397.171, et seq.) authorizes district libraries, including the Portage District Library (PDL), to govern their respective districts; and

WHEREAS, PDL hourly and salaried employees will be unable to report to work due to the Library's closure and may be asked to work remotely to help provide continuity of services; and

WHEREAS, the Library fulfills a public purpose to continue paying salaried and hourly employees during this closure to prevent or contain the spread of COVID-19, to promote financial security and to help retain current employees following the closure;

NOW, THEREFORE BE IT RESOLVED, that the Library Director is authorized, based upon the needs of the Library and with guidance from health and governmental agencies, to designate essential staff for access to closed buildings, to direct staff for remote assignments assuring continuity of services during the closure; and

BE IT FURTHER RESOLVED, Portage District Library shall continue to pay salaried employees; and shall continue to pay all hourly and substitute employees based on an average number of hours worked per pay-period since the beginning of 2020, for the duration of the closure or until further resolution of the Board.

AYES: Members _____

NAYS: Members _____

RESOLUTION DECLARED ADOPTED.

Quyên Edwards
Secretary, Board of Trustees
Portage District Library

Certificate

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of the Portage District Library, Portage, Michigan, at a regular meeting held on the 27th day of April, 2020 and that public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, Act No 267, Public Acts of Michigan, 1976, as temporarily modified by Governor Whitmer's Executive Order No. 2020-48 (COVID-19) and that minutes of the meeting were kept and will be or have been made available as required by said Act.

Quyên Edwards
Secretary, Board of Trustees
Portage District Library

Portage District Library Guidelines for Reopening after a Pandemic:

These guidelines are an outline on phasing in the opening of the library after a closure due to a pandemic. They are not intended to answer all questions, but rather are meant to guide staff and to be a fluid, working document as information continues to develop.

Library services and workflow will change as we determine how to serve the needs of the public, while keeping both staff and patrons safe. The staff composition and duties will change because workflow will be different. Staff must be flexible and able to shift job tasks quickly. We will communicate guidelines and progress of plan often to staff.

Phase 1: (Staff Only) (Time Period: _____)

Once the Stay-at Home order is lifted and staff are able to return to working in the library, a minimum number of staff will report in shifts to ready the library.

Facilities and Administrative staff will report to the library to set up signs, shields, gloves, masks, and hand sanitizer stations. Plexiglass shields will be put in place at all Public Service Desks. Staff spaces will be reconfigured, as much as possible, to allow for social distancing.

Additional staff will then report to check-in, clean, disinfect, and shelve items returned during the closure. Staff who can work from home, until the library is fully open, will be encouraged to do so.

Returned items will be quarantined for a minimum of 24 hours before being handled. Materials will be quarantined in the meeting rooms. Staff will then check-in, disinfect, and shelve the materials.

Phase 2: (Curbside Only) (Time Period: _____)

Changes in services will be communicated to the staff and community. Staff will be trained on new services.

Service hours will be determined, and an optimum amount of staff will be scheduled. Staff hours may be reduced depending on service hours and need. Public hours may be phased in over a few weeks (i.e. open later and close earlier.)

Curbside service will be instituted and ready to roll out before the building is reopened to the public. Curbside service will be encouraged and launched as a service point to help with social distancing.

Reference Services will continue via email and phone.

Staff who can work from home, until the library is fully open, will be encouraged to do so.

Library will be “readied” for full public reopening.

Public spaces will be reconfigured, as much as possible, to allow for social distancing. Furniture will be moved into the meetings to encourage social distancing and discourage congregating or lingering.

Some public computers may need to be “out of service” to maintain social distancing. Again, Plexiglass shields may be placed around the computers.

The use of meeting rooms will not be permitted unless for library board meeting and storage. Social distancing will be required at the board meeting.

Phase 3: (Limited Building Access & Extra Precautions) (Time Period: _____)

Changes in services will be communicated to the staff and community. Staff ~~with~~ will be trained on new procedures.

There may be limits on how many patrons will be allowed in the building at a time. We will follow the guidelines of the Kalamazoo County Health Department. We are investigating providing a basket or timer to each individual patron as they enter the library, this will help keep track of the number of people in the building at one time. Patrons will have 30-45 minutes to be in the library. When they leave another patron can come in; keeping an optimum number of patrons in the building at a time.

Some public computers may need to be “out of service” to maintain social distancing. The use of public internet stations will be limited to 30 minutes. Computer stations will need to be disinfected between uses.

The use of study and meeting rooms will not be permitted until further notice. The only exception will be for required library board meetings. Social distancing will be required at the board meeting. Staff will be using web conferencing tools to conduct meetings during this time.

At the point that the library opens to the public, good hygiene and social distancing signs will be in place in the public areas and restrooms. These signs may include floor markers ~~on~~ to indicate where patrons should stand to wait for assistance at the Public Service Desks.

Staff will encourage patrons to use self-checkout stations to check out most materials and to return their materials to the outside book drop.

In person programming will not take place for at least three months after opening or until social distancing and the number of people who can gather together are relaxed. Programming will continue online including, but not limited to, Summer Reading Program, storytimes, teen programs, and book discussions.

Volunteers, which includes adults, teens, and Friends of the Portage District Library, will not be permitted in the building until the library can fully reopen to the public. Social distancing will be maintained when we reopen, therefore we will have to restrict the number of people in the library at any given time which will include members of the public, staff, and volunteers.

Phase 4: (Library Open & Full Services Resume)

Changes in services will be communicated to the staff and community. Staff will be trained on new services.

Once the meeting rooms fully reopen, we will follow the guidelines of permitted numbers of people in a gathering set by the Governor or Kalamazoo County Health Department.

Collection development and selection will continue to shift to digital collections, and the budget will shift to further develop digital collections.

Online library card application and issuing will continue, be encouraged and the norm.

Staff Hygiene and Safety:

Staff need to have their temperature taken at the staff door

- If they have a temperature of 99 degrees or up, they need to go home.
- Staff may be encouraged to wear gloves and masks while working. We will follow the guidelines of the health department on this.

Good hygiene signs will be posted in the staff areas

Staff and public areas will be thoroughly cleaned before the library re-opens

- Public and staff areas will be cleaned routinely and often throughout the day with disinfectant.
- Cleaning crews will thoroughly clean public areas every evening.

Detailed Plans to Work Through:

Circulation Processes:

- Check-in process with quarantine
- Sanitizing process
- Curbside Service
- Checkout Process when we re-open
- Holds Process

Staff Health:

- Staff temperature process-infrared non-contact thermometer
- PPE-gloves, masks, soap, hand sanitizer, coveralls
- Monitoring staff health
- Plexiglass shields

Building & Cleaning Process:

- Supplies
- Schedule
- Training for staff
- Staff Lounge

Adult and Youth Services:

- Reference and Readers Advisory
- Holds
- Computer Stations
- Tech Assistance
- Outreach Services

Tech Services:

- Receiving of new materials
- Deliveries

Volunteers & Friends of the Portage District Library:

- Schedule
- PPE
- Health Check

Marketing & Communication Process:

- Communicating service changes and frequent updates

Purchase outside hold lockers?

Purchase additional hotspots?

To: Portage District Library Board Members
From: Christy Klien, Library Director
Date: April 21, 2020
Subject: Recommendation related to the Construction Management Services RFP

BACKGROUND:

On March 25 2020, the Portage District Library issued an RFP for a Construction Manager to partner with the library in the redesign and improvement of the facility layout, workflow, and appearance. The RFP was sent to five area firms that provide construction management services. Due to the “Stay at Home” order, we were not able to conduct in person site tours. The submission deadline for the RFP was on April 8, 2020 at 3:00 PM. All five firms submitted a proposal for construction management services. The five firms that responded to the RFP were: AVB, CSM, Miller Davis, Owens Ames Kimball, and Walbridge.

A four person PDL Selection Committee was established, including a representative from the Library Board, as well as various library departments. The committee members reviewed each of the proposals and met with our C2AE team to discuss each of the proposals. Firms were asked to provide information in their proposals that addressed the following criteria: company background and related services; experience of the firm and the proposed project team; project understanding, approach and timeline; their current and projected workload; proposed charges; and references.

Upon review of the proposals, the committee narrowed the list of prospective firms for consideration to three. Those firms were Miller Davis, Owens Ames Kimball, and Walbridge. Once the list of prospective firms was narrowed down, reference interviews were conducted on each of the firms. The Selection Committee and C2AE team representatives conducted virtual interviews with the three firms on April 21, 2020.

The Selection Committee weighed all the presented information carefully and determined the criteria that was most important for the success of the project would be as follows: good rapport between the firm and library staff; excellent communication skills during all phases of the project; local presence to the Portage area; experience with similar library projects; a clear planning process that would work well with the library’s existing structure and staff; and a proposed budget for all phases of the project.

RECOMMENDATIONS for Construction Management Services RFP:

Recommendation #1 for Construction Management Selection & Award of Contract:

It is the Selection Committee’s recommendation that Walbridge be awarded the contract for the Portage District Library’s Building Project. This recommendation is made based on several factors. These include Walbridge’s solid reputation and favorable recommendations obtained from prior and existing clients regarding their proposed project team. Walbridge maintains an office in Portage. The committee was impressed with Walbridge’s construction management approach, communication structure, and providing alternative solutions. Additionally, the committee felt very comfortable that

PORTAGE DISTRICT LIBRARY
Recommendation for Construction Management Services RFP

Walbridge had the experience and game plan to work on a renovation project, such as the Portage District Library, that has many existing challenges. Lastly, the Selection Committee reviewed the proposed fees from each of the final candidates and weighed the services to be provided with the cost of those services. The committee felt that the services being offered by Walbridge, at the fees proposed, provided the best value to the Library.

Recommendation #2 for Contract Signing with Selected Construction Management Firm:

It is the Selection Committee's recommendation that the Library Board authorize the Library to negotiate and enter into a contract with Walbridge, to provide construction management services for the library's building expansion and renovation project.

To: Portage District Library Board Members
From: Christy Klien, Library Director
Date: April 21, 2020
Subject: Architect Contract Fee Amendment

BACKGROUND:

At the August 28, 2017 Portage District Library Board meeting, the Library Board awarded C2AE the contract for architectural services to develop a Master Plan for the library. The library went under contract with C2AE on October 6, 2017. A Master Planning Committee was formed that consisted of staff, library board representatives, and community members. Over the course of several years, the committee worked with C2AE to develop a plan that would meet the needs of the library and community in the future. Recently, the Portage District Library Board elected to proceed with one single project in-lieu of multiple smaller projects over many years in order to reduce overall costs to the district and to better maintain the physical continuity of the improvements. The original contract states that any work done beyond the Master Plan, C2AE’s fee would be determined based on the scope of the project and a fee amendment developed to the original contract.

C2AE has submitted an Architectural and Engineering Services Fee Amendment for the next phases of our building project. In the Fee Amendment, C2AE explains the fee structure.

C2AE will provide the following building and site design services:

- Furniture, Fixtures and Equipment (FFE)
- Architectural Design (New Additions & Remodeling)
- Interior Design (finish selections and FFE selection, bidding and installation review)
- Structural Engineering
- Mechanical Engineering (HVAC, Plumbing & Fire Protection)
- Electrical Engineering (Power Distribution, Lighting, & Data Distribution)
- Civil Engineering (Site paving/Walkways/Landscaping/Utility design and modifications

for new additions) The fee will be \$820,000 and the breakdown by phase is as follows along with suggested owner review meetings:

FFE (Design and Construction at 7.3% of A/E Fee)	\$60,000	approximately 4 meetings
Schematic Design (SD) Phase at 7.7% of the A/E Fee	\$63,000	at 2 months – 6 meetings
Design Development (DD) Phase at 25% of the A/E Fee	\$205,000	at 3 months – 6 meetings
Construction Documents (CD) Phase at 30% of the A/E Fee	\$246,000	at 3 months – 6 meetings
Bidding Phase at 5% of the A/E Fee	\$41,000	at 2 months – 2 meetings
Construction Administration (CA) Phase at 25% of the A/E Fee	\$205,000	at 24 months – 50 meetings
<hr/>		
Total Architecture & Engineering Fee	\$820,000	at 34 months – 74 meetings

PORTAGE DISTRICT LIBRARY
Architect Contract Fee Amendment

The fee does not include Reimbursable Expenses (RE) for ‘out of pocket’ cost incurred during the performance of the design work and are paid from the “Miscellaneous Owner Costs” account. They anticipate RE costs to range between \$25,000 to \$30,000 for the duration of the project (34 months) and include travel expenses, vehicle mileage, reproduction work (printing and copies), any fees they pay on our behalf. RE’s will be invoiced monthly as they occur, plus 10% for administrative and management costs. The fee includes assisting PDL with the Land Survey, Geotechnical, and CM selection processes

RECOMMENDATIONS:

It is the Selection Committee’s recommendation that the Library Board authorize the Library to approve the Architectural and Engineering Services Fee Amendment and authorize Library Administration to sign the amended contract.

To: Portage District Library Board Members
From: Christy Klien, Library Director
Date: April 22, 2020
Subject: Updated PDL Building Project/Renovation Plans

BACKGROUND:

At the August 28, 2017 Portage District Library Board meeting, the Library Board awarded C2AE the contract for architectural services to develop a Master Plan for the library. A Master Planning Committee was formed that consisted of staff, library board representatives, and community members. Over the course of several years, the committee worked with C2AE to develop a plan that would meet the needs of the library and community in the future. The following drawings are our current plans for the addition and renovation of the library building.

RENOVATIONS FOR: PORTAGE DISTRICT LIBRARY

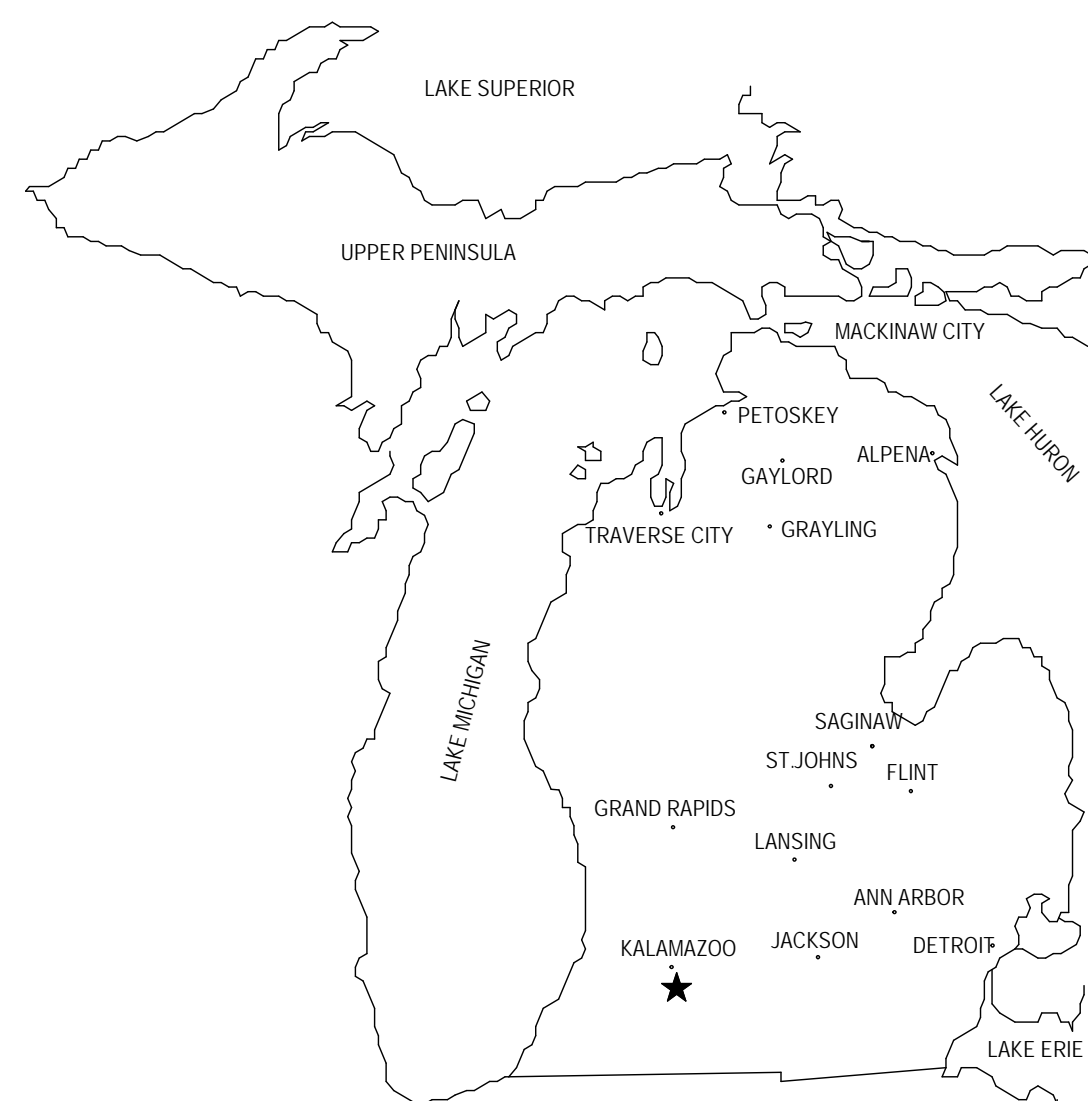
PDL ADDITIONS AND RENOVATIONS

Portage, MI

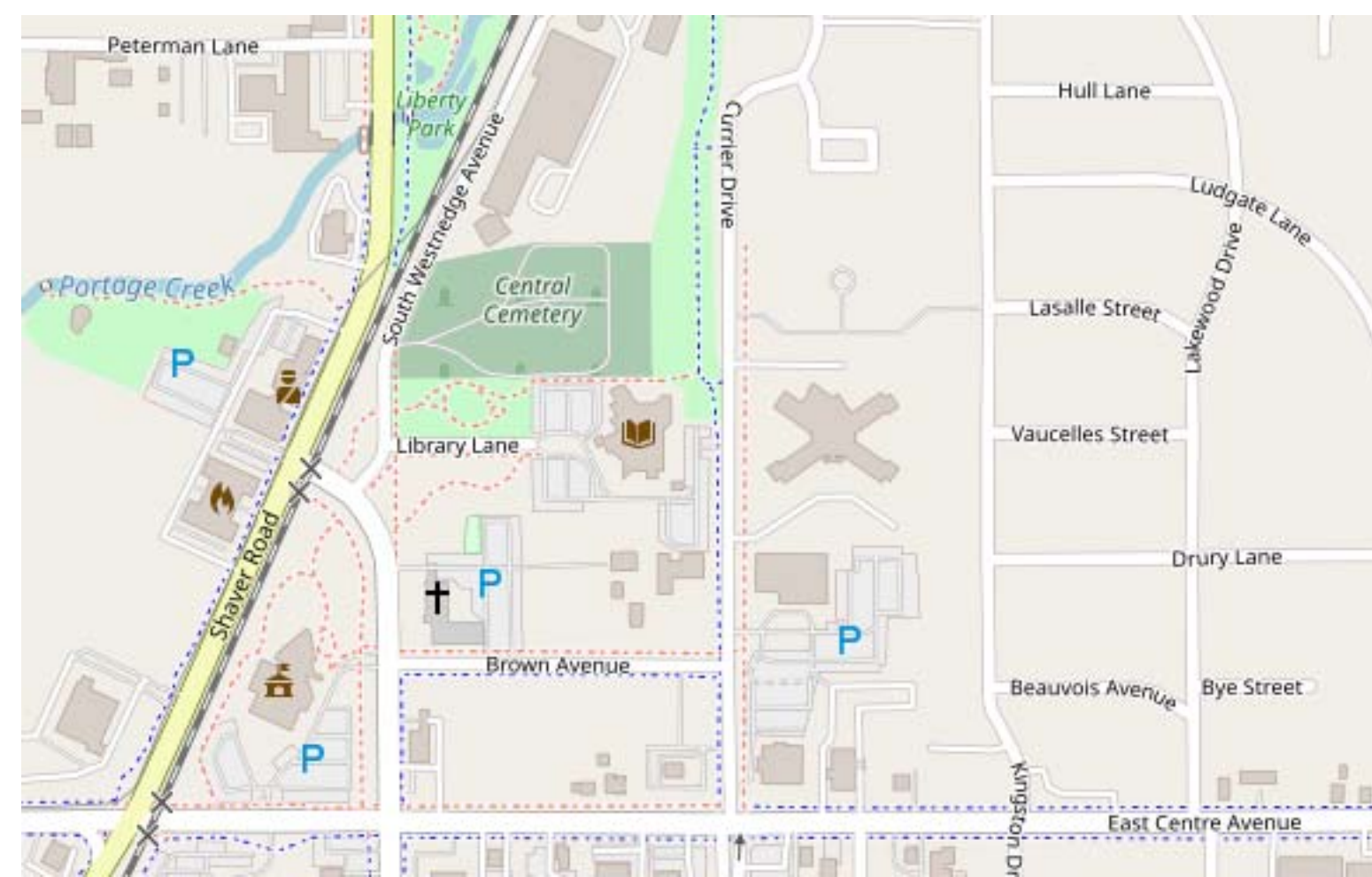
PROJECT NUMBER: 20-0025

ISSUE DATE: 04/24/2020

SCHEMATIC DESIGN



LOCATION MAP
 NO SCALE



VICINITY MAP
 NO SCALE

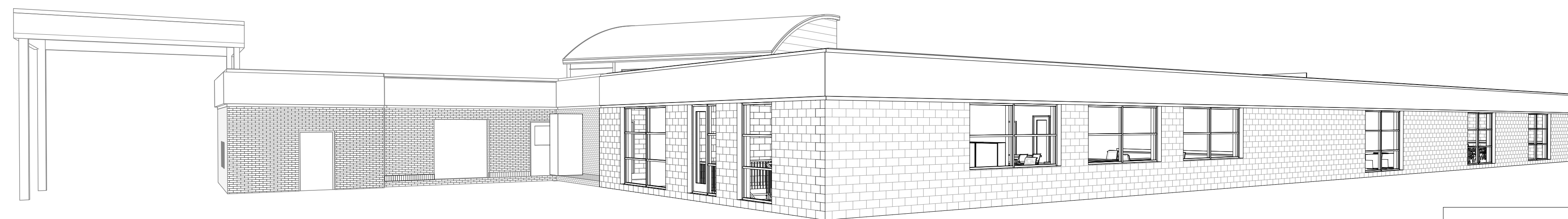
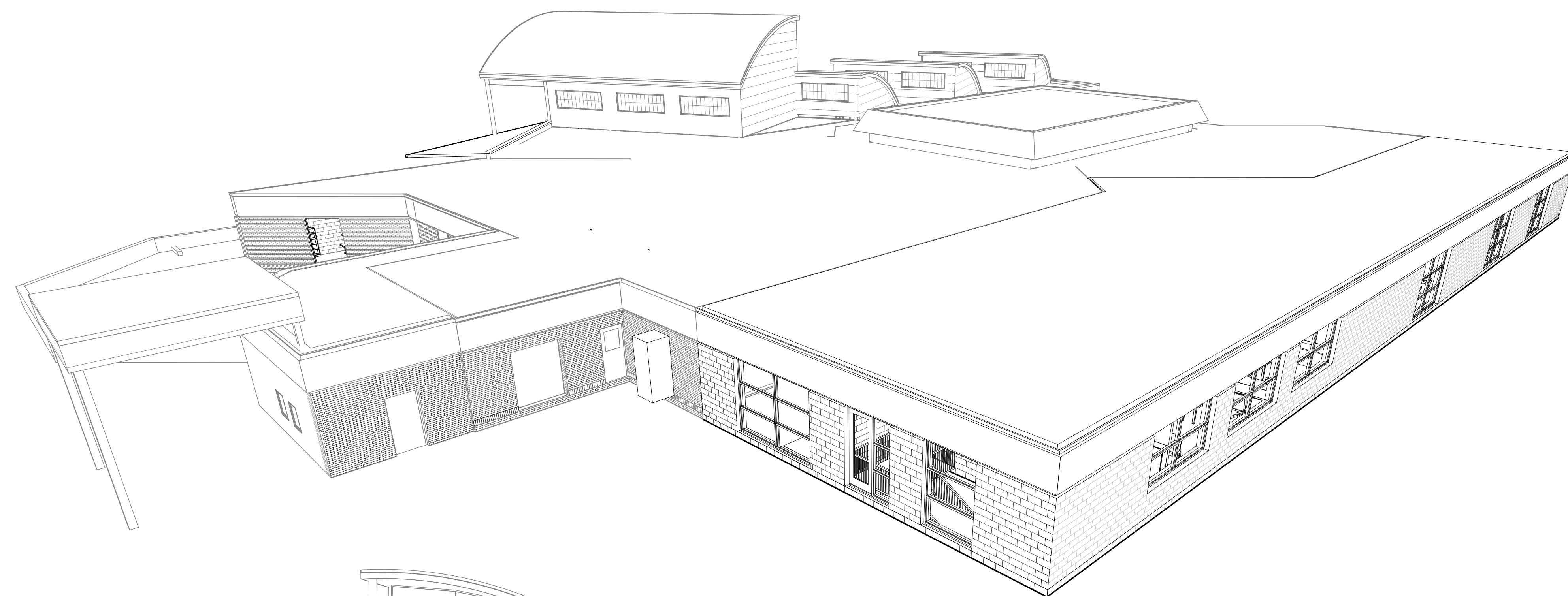


**Know what's below.
 Call before you dig.**

IT IS UNDERSTOOD THAT THE CONTRACTOR SHALL PERFORM ALL WORK UNDER THIS CONTRACT IN ACCORDANCE WITH ALL APPLICABLE PROVISIONS, POLICIES, RULES AND STANDARDS OF THE MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ACT (MOSHA), BEING ACT 154 OF THE PUBLIC ACTS OF 2013 AND AS AMENDED.

EXCEPT WHERE OTHERWISE INDICATED ON THE PLANS OR IN THE PROPOSAL SUPPLEMENTAL SPECIFICATIONS CONTAINED THEREIN, ALL MATERIALS AND WORKMANSHIP SHALL BE IN ACCORDANCE WITH THE APPLICABLE SECTIONS OF THE MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2012 EDITION, AND THE CURRENT SUPPLEMENTAL SPECIFICATIONS. (AVAILABLE AT WWW.MDOT.BOSS.STATE.MI.US/SPEC/PROV/SPECBOOK/HOME.HTM#1468271)

THROUGHOUT THE DRAWING SET, THE GRAYSCALE LEGEND ON THE EDGE OF TITLE BLOCKS SHOULD TRANSITION FROM WHITE THROUGH EIGHT SHADES OF GRAY TO SOLID BLACK. IF THE GRAYSCALE SHADES ARE NOT DISTINCT, THE DRAWING(S) HAVE NOT PRINTED CORRECTLY.



SHEET LIST

SHEET NO.	SHEET NAME
GENERAL	
G_001	COVER SHEET
G_100	LIFE SAFETY PLAN - LOWER LEVEL
G_101	LIFE SAFETY PLAN - FIRST LEVEL
CIVIL	
C_100	PRELIMINARY SITE PLAN
ARCHITECTURAL	
A_001	ABBREVIATIONS, SYMBOLS AND MOUNTING HEIGHTS
AD_100	DEMOLITION PLAN - LOWER LEVEL
AD_101	DEMOLITION PLAN - FIRST LEVEL
AD_103	DEMOLITION PLAN - ROOF LEVEL
AD_110	DEMOLITION RCP PLAN - LOWER LEVEL
AD_111	DEMOLITION RCP PLAN - FIRST LEVEL
A_100	FLOOR PLAN - LOWER LEVEL - OVERALL
A_100A	FLOOR PLAN - LOWER LEVEL - UNIT A
A_100B	FLOOR PLAN - LOWER LEVEL - UNIT B
A_101	FLOOR PLAN - FIRST LEVEL - OVERALL
A_101A	FLOOR PLAN - FIRST LEVEL - UNIT A
A_101B	FLOOR PLAN - FIRST LEVEL - UNIT B
A_103	ROOF PLAN - OVERALL
A_103A	ROOF PLAN - UNIT A
A_103B	ROOF PLAN - UNIT B
A_110	REFLECTED CEILING PLAN - LOWER LEVEL - OVERALL
A_110A	REFLECTED CEILING PLAN - LOWER LEVEL - UNIT A
A_110B	REFLECTED CEILING PLAN - LOWER LEVEL - UNIT B
A_111	REFLECTED CEILING PLAN - FIRST LEVEL - OVERALL
A_111A	REFLECTED CEILING PLAN - FIRST LEVEL - UNIT A
A_111B	REFLECTED CEILING PLAN - FIRST LEVEL - UNIT B
A_131	ENLARGED PLANS
A_201	EXTERIOR ELEVATIONS
A_301	BUILDING SECTIONS
A_311	WALL SECTIONS
A_501	STAIR PLANS AND SECTIONS
A_502	STAIR PLANS AND SECTIONS
A_601	SCHEDULES & DIAGRAMS
INTERIORS	
L_100	LOWER LEVEL - OVERALL FINISH PLAN
L_101	FIRST LEVEL - OVERALL FINISH PLAN
L_110	LOWER LEVEL - OVERALL FURNITURE PLAN
L_111	FIRST LEVEL - OVERALL FURNITURE PLAN
MECHANICAL	
FP_101	FIRE PROTECTION SCHEMATIC - LOWER LEVEL
FP_102	FIRE PROTECTION SCHEMATIC - FIRST LEVEL
MD_101	MECHANICAL AND PLUMBING SCHEMATIC DEMOLITION - LOWER LEVEL
MD_102	MECHANICAL AND PLUMBING SCHEMATIC DEMOLITION - FIRST LEVEL
M_101	MECHANICAL AND PLUMBING SCHEMATIC - LOWER LEVEL
M_102	MECHANICAL AND PLUMBING SCHEMATIC - FIRST LEVEL
ELECTRICAL	
ED_100	ELECTRICAL DEMO PLAN - LOWER LEVEL
ED_200	ELECTRICAL DEMO PLAN - FIRST LEVEL
EP_100	ELECTRICAL PLAN - LOWER LEVEL
EP_200	ELECTRICAL PLAN - FIRST LEVEL
EP_300	ELECTRICAL DIAGRAMS
TOTAL SHEETS: 47	

PORTAGE DISTRICT LIBRARY
 PDL ADDITIONS AND RENOVATIONS
 Portage, MI

COVER SHEET

REVISIONS

REV	DESCRIPTION	DATE

PROJ. #: 20-0025
 DATE: 04/24/2020

SHEET
G_001

SCHEMATIC DESIGN

APPLICABLE CODES AND STANDARDS

APPLICABLE CODES	EDITION:
BUILDING CODES:	
NFPA 101 LIFE SAFETY CODE	2012
MICHIGAN BUILDING CODE	2015
PLUMBING CODE:	
MICHIGAN PLUMBING CODE	2015
HVAC CODE:	
ASME BOILER AND PRESSURE VESSEL CODE	
ASME CODE FOR PRESSURE PIPING	
ASHREA STANDARD 62.1 - VENTILATION FOR ACCEPTABLE INDOOR AIR QUALITY	2004
ASHREA STANDARD 15 - SAFETY STANDARD FOR REFRIGERATION SYSTEMS	2007
MICHIGAN MECHANICAL CODE	2015
ELECTRICAL CODE:	
NATIONAL ELECTRICAL CODE	2017

CODE SUMMARY

CODE SUMMARY IS BASED ON THE FOLLOWING CRITERIA:
 - EXISTING BUILDING IS SPRINKLED THROUGHOUT AND MEETS THE REQUIREMENTS OF 2018 NFPA 101, CHAPTER 19 - EXISTING HEALTH CARE OCCUPANCIES.

OCCUPANCY CLASSIFICATION:
 BUSINESS

BUILDING AREA:	
FIRST LEVEL:	35,269 SF
EXISTING:	25,091 SF
ADDITIONS:	7,442 SF
LOWER LEVEL:	30,430 SF
EXISTING:	22,988 SF
ADDITIONS:	7,442 SF
TOTAL:	65,699 SF

TYPES OF CONSTRUCTION:
 - II (200) (UNCHANGED) AND 2B

AUTOMATIC SPRINKLER SYSTEM:

- YES, EXISTING BUILDING FULLY SPRINKLED
- RENOVATION: REWORK EXISTING SYSTEM FOR PLAN CHANGES
- ADDITION TO BE SPRINKLED

FIRE ALARM SYSTEM AND SMOKE DETECTION:

- YES, RENOVATION TO TIE INTO EXISTING FIRE ALARM SYSTEM

EGRESS REQUIREMENTS:

- NO CHANGES OR RESTRICTIONS TO EXISTING EXIT ACCESS COMPONENTS
- NO CHANGES TO EXISTING TRAVEL DISTANCES
- ADDITIONAL EXIT ACCESS COMPONENTS

OCCUPANCY LOAD:

- CLASSROOM	1/20 SF NET
- LAB	1/50 SF NET
- LOCKERS	1/15 SF GROSS
- EXERCISE	1/50 SF GROSS
- LAB W/ GAS - 1 HOUR	
- LABS WITH 3 OR MORE GAS - REMOTE SHUT OFF	
- MEANS OF EGRESS (DOORS) - 0.2/OCCUPANCY	
- DEAD ENDED CORRIDOR CORRIDOR - 20' MAX	
- TRAVEL DISTANCE BETWEEN EXISTING - 200' MAX	

FIRE CODE RATINGS

-----	SMOKE TIGHT PARTITION	-----	EXISTING SMOKE TIGHT PARTITION
----	1-HR. FIRE RATED WALL	----	EXISTING 1-HR. FIRE RATED WALL
---	1-HR. FIRE RATED WALL/SMOKE BARRIER	---	EXISTING 1-HR. FIRE RATED WALL/SMOKE BARRIER
- - -	1-HR. SMOKE BARRIER	- - -	EXISTING 1-HR. SMOKE BARRIER
----	2-HR. FIRE RATED WALL	----	EXISTING 2-HR. FIRE RATED WALL
----	2-HR. FIRE RATED WALL/SMOKE BARRIER	----	EXISTING 2-HR. FIRE RATED WALL/SMOKE BARRIER

NOTE: EXISTING RATED WALL SHOWN SCREENED ON PLAN - V.I.F. WALLS MEET DESIGNATED REQUIREMENTS & ADD OPENING & PENETRATION PROTECTIVES AS RECD

SYMBOL LEGEND

←	EXIT
FECD	FIRE EXTINGUISHER CABINET
DIST. TO EXIT	PERSONS TO EXIT
○	EGRESS PATH COMPUTATION
⊕	HORIZONTAL EXIT

SMOKE COMPARTMENT AREA

NO SIGNIFICANT CHANGES TO GROSS SQUARE FOOTAGE OF SMOKE COMPARTMENTS



BASEMENT LIFE SAFETY PLAN
 1" = 10'-0"

REVISIONS

REV	DESCRIPTION	DATE

PROJ. #: 20-0025

DATE: 04/24/2020

SHEET

G_100

APPLICABLE CODES AND STANDARDS

APPLICABLE CODES	EDITION:
BUILDING CODES:	
NFPA 101 LIFE SAFETY CODE	2015
MICHIGAN BUILDING CODE	2015
PLUMBING CODE:	
MICHIGAN PLUMBING CODE	2015
HVAC CODE:	
ASME BOILER AND PRESSURE VESSEL CODE	
ASME CODE FOR PRESSURE PIPING	
ASHRAE STANDARD 62.1 - VENTILATION FOR ACCEPTABLE INDOOR AIR QUALITY	2004
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 - TOTAL: 65,699 SF

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- RENOVATION: RENOV. EXISTING SYSTEM FOR PLAN CHANGES
- ADDITION TO BE SPRINKLED

FIRE ALARM SYSTEM AND SMOKE DETECTION:

- YES, RENOVATION TO TIE INTO EXISTING FIRE ALARM SYSTEM

EGRESS REQUIREMENTS:

- NO CHANGES OR RESTRICTIONS TO EXISTING EXIT ACCESS COMPONENTS
- NO CHANGES TO EXISTING TRAVEL DISTANCES
- ADDITIONAL EXIT ACCESS COMPONENTS

OCCUPANCY LOAD:

- CLASSROOM 120 SF NET
- LAB 150 SF NET
- LOCKERS 1/15 SF GROSS
- EXERCISE 180 SF GROSS
- LAB W/ GAS + 1 HOUR
- LABS WITH 3 OR MORE GAS - REMOTE SHUT OFF
- MEANS OF EGRESS (DOORS) = 0.2/OCCUPANCY
- HEAD ENDED CORRIDOR CORRIDOR = 20' MAX
- TRAVEL DISTANCE BETWEEN EXISTING = 200' MAX

FIRE CODE RATINGS

-----	SMOKE TIGHT PARTITION	-----	EXISTING SMOKE TIGHT PARTITION
----	1-HR. FIRE RATED WALL	----	EXISTING 1-HR. FIRE RATED WALL
---	1-HR. FIRE RATED WALL/SMOKE BARRIER	---	EXISTING 1-HR. FIRE RATED WALL/SMOKE BARRIER
- - -	1-HR. SMOKE BARRIER	- - -	EXISTING 1-HR. SMOKE BARRIER
----	2-HR. FIRE RATED WALL	----	EXISTING 2-HR. FIRE RATED WALL
----	2-HR. FIRE RATED WALL/SMOKE BARRIER	----	EXISTING 2-HR. FIRE RATED WALL/SMOKE BARRIER

NOTE: EXISTING RATED WALL SHOWN SCREENED ON PLAN - V.I.F. WALLS MEET DESIGNATED REQUIREMENTS & ADD OPENING & PENETRATION PROTECTIVES AS REQ'D

SYMBOL LEGEND

←	EXIT
FE	FIRE EXTINGUISHER CABINET
→	EGRESS PATH COMPUTATION
⊙	HORIZONTAL EXIT

SMOKE COMPARTMENT AREA

NO SIGNIFICANT CHANGES TO GROSS SQUARE FOOTAGE OF SMOKE COMPARTMENTS



FIRST FLOOR LIFE SAFETY PLAN
 1" = 10'-0"

REV	DESCRIPTION	DATE

PROJ. #:	20-0025
DATE:	04/24/2020

To: Portage District Library Board Members
From: Tom Welsh, Library Board Chair
Date: April 21, 2020
Subject: Mid-Year Meeting in FY 2020 with the Library Director

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 Strategic Plan.

This will be an agenda item for the April 27, 2020 board meeting and we can discuss the mid-year meeting with the Library Director at that time.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 20, 2020
Subject: Update on 2019 End of Year Donations

The Library usually has an Annual Campaign that is sent out at the end of November-beginning of December to active library patrons in the past two years. The library usually collects donations through the end of the year and through February of the following year.

Due to the recent passage of a new additional millage in the amount of .5 mill at the November 5, 2019 election, the Library Board made the decision not to move forward with the usual Annual Campaign. The Library did, however, continue to receive generous donations from the community through the end of 2019 and into 2020.

The library has received a total of 47 donations during the end of 2019 in the amount of \$13, 610. There were fewer donations than we have received in the past two years, but the donations were generally larger amounts. See the list below for comparison.

2017 Annual Campaign	173	\$12,423.26
2018 Annual Campaign	206	\$16,322.00
2019 End of Year	43	\$13,610.00

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 20, 2020
Subject: Request for Library Board Approval for Restricted Use of Trustees Signatures and Library Patron Data Base for Spring and Year-End Direct Mail Fundraising Initiatives

2020 Direct Mailing and Possible Fundraising Campaigns

The Portage District Library Fundraising Plan usually includes a Spring Appeal that is carried out in May/June and an Annual Campaign direct mailing initiative that is carried out in October/November each year. We send the Spring Appeal to current and active donors and the Annual Campaign to all active library users requesting financial assistance to further enhance the library's special initiatives. In order to do this, we need to use the library patron data base for these twice a year direct mailings.

Due to the current COVID-19 pandemic, we are of the opinion that we should not move forward with the 2020 Spring Appeal as planned. We will however, need to create a direct mailing to notify all patrons when the library will be reopening and what the plans for that will include. We will also have further discussion regarding an Annual Campaign at a later date.

REQUEST:

We request that the Library Board pass a motion at the April 27, 2020 board meeting 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 our patrons to keep them informed when the library is able to reopen the building to the public and for fundraising purposes at the end of the year. The contract with our regular printing vendor 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.

We also request permission to use trustees' signatures on these mailings, following prior review of the document. We currently have all trustee signatures on file.

Quarterly Statistics for Strategic Plan 2018-2020

Ends Statement #1

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

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

Projects:

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

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Year to Date	2019 Target	% of Target
75 % patrons responded that they learned something in a guided learning event	100%				100%	75%	100%
50% of programs offered will provide guided learning activities (Adult/Youth)	A 69% Y 52%				A 69% Y 52%	A 50% Y 50 %	A 138% Y 104%
20% increase of hits of online learning tools	186%				186%	20%	160%
Implement 12 software/devices that allow people to create and learn	0				0	12	0%
12 videos are created	2				2	12	16%

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

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Year to Date	2019 Target	% of Target
Youth Services will provide 3 programs annually targeting each literacy level (Beginner, Intermediate, Expert)	B 8 I 4 E 6				B 8 I 4 E 6	B 3 I 3 E 3	266% 133% 200%
Help 150 patrons become more info-literate *	284				31	150	Target Met
Have 50 people in the library for ESL tours *	84				32	50	Target Met

Ends Statement #2

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

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

Projects:

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

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Year to Date	2019 Target	% of Target
80% of user satisfaction with collections and instructional events	100%				100%	80%	125%
Active holds older than 3 month less than 200 titles	249				249	Less than 200	Target Not Met
21 Special programs will target groups representing different perspectives or cultures *	23				4	21	Target Met
25% of kits will change annually to reflect changing needs of the community	0%				0%	25%	0%
20% reduction in total physical collection size	5.44%				5.44%	20%	27.21%

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

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

Projects:

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

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Year to Date	2019 Target	% of Target
20% more items available for circulation will be digital	33%				33%	20%	165%
15% of our programs annually will be outreach (Adult/Youth)	A 5% Y 17%				A 5% Y 17%	A 15% Y 15%	A 33% Y 113%
70% of patrons who completed an exit survey were satisfied that the program met their needs	100%				100%	70%	142%
100% of PPS middle school and high school students have access to PDL electronic services	91%				91%	100%	91%
12 events or table events will be held outside the Library by the Adult Department	6				6	12	50%

Ends Statement #4

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

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

Projects:

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

Target	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Year to Date	2019 Target	% of Target
90% of display space used for local artists and organizations	100%				100%	90%	111%
5 large projects completed in the Local History Rooms *	1				1	5	20%
90% of patron responses say displays are meaningful	100%				100%	90%	111%
4 new resources for information will be added each year	0				0	4	0%

* Target number over the course of the 3 year plan

Portage District Library
1st Quarter Report
March 31, 2020

Revenue		Percent of Year Gone -->				25%		
General Ledger Category	1st Qtr. Budget	1st Qtr. Actual	1st Qtr. % Received	2020 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received	
Total Tax Revenue	\$ 4,570,634	\$ 4,694,736	103%	\$ 4,798,747	\$ 4,694,736	\$ 4,694,736	98%	
Other Revenue	58,628	74,449	127%	242,378	74,449	74,449	31%	
Revenue from Reserves	517,357	517,357	100%	517,357	517,357	517,357	100%	
State Aid Revenue	331,813	304,090	92%	350,563	304,090	304,090	87%	
Total Revenue	\$ 5,478,432	\$ 5,590,632	102%	\$ 5,909,045	\$ 5,590,632	\$ 5,590,632	95%	

Expenses								
General Ledger Category	1st Qtr. Budget	1st Qtr. Actual	1st Qtr. % Spent	2020 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent	
Total Salaries & Wages	\$405,437	\$351,767	87%	\$1,621,747	\$351,767	\$351,767	22%	
Total Fringes & Benefits	164,057	127,099	77%	659,648	127,099	128,181	19%	
Total Library Materials	335,651	233,800	70%	761,248	233,800	312,093	41%	
Total Utilities	34,143	17,450	51%	136,570	17,450	17,450	13%	
Total Buildings	120,587	56,463	47%	273,420	56,463	116,721	43%	
Total Furnishings & Equipment	33,380	0	0%	33,380	0	16,065	48%	
Total Supplies	57,559	21,552	37%	165,474	21,552	43,982	27%	
Total Professional Services	140,273	85,938	61%	354,338	85,938	146,973	41%	
Total Other Charges	183,530	140,118	76%	354,324	140,118	216,548	61%	
TOTAL OPER. EXPENSES	\$ 1,474,617	\$ 1,034,187	70%	\$ 4,360,149	\$ 1,034,187	\$ 1,349,780	31%	
TOTAL CAPITAL PROJECTS	\$ 510,448	\$ 18,506	4%	\$ 1,370,459	\$ 18,506	\$ 186,917	14%	
TOTAL EXPENSES	\$ 1,985,065	\$ 1,052,693	53%	\$ 5,730,608	\$ 1,052,693	\$ 1,536,697	18%	

EFFECT ON FUND BALANCE *	\$ 3,493,367	\$ 4,537,939		\$ 178,437	\$ 4,537,939	\$ 4,053,935
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Cash Flow Analysis of 2019 money only		Cash Flow Analysis of all money including prior year(s)	
2020 cash as of 12/31/2020	\$ -	12/31/19 Audited Total cash (Fund Equity*) minus liabilities	\$ 6,455,643
+First Quarter Revenues	5,590,632	+ 2019 Revenues	5,590,632
- First Quarter Operating Expenses	1,034,187	- 2019 Operating Expenses	1,034,187
- First Quarter Capital Projects	18,506	- Capital Projects	18,506
		- General Reserves	698,660
		- 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	2,022,500
		- Library Endowments	67,889
		- Encumbrances	484,004
2020 cash as of 3/31/2020	\$ 4,537,939	Total available cash as of 3/31/2020 (Fund Balance*)	\$ 6,718,838

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

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

Property Taxes - Property Tax collections are on pace for this time of year. The library has approximately \$116,500 of outstanding property taxes as of March 31, 2020. This amount is higher than the prior year's balance, but an increase is expected due to the Library's increased millage levy. Outstanding real property taxes will be collected by the Library from Kalamazoo County in the summer. The Library estimates the uncollectible portion of personal property taxes that will be delinquent and paid in future years and budgets for that amount. The library has received its IFT tax payment for this year and it was \$127 over budget.

State Aid Revenue - The library has not received its 1st State Aid payment for FY2020. It is expected anytime. The 2nd payment is expected in late summer or early fall of 2020. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was \$8,973 less than anticipated. At the end of FY2017 through FY2019, the Library moved all reimbursements received greater than budgeted for to a Personal Property Tax Reserve line to safeguard against a drop in reimbursements in future years.

Revenue from Reserves - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned funds. As part of the library's FY2020 budget, the library will set aside 13% of its budget into a General Reserve. In doing so, the General Reserve from the prior year will be increased by \$178,437 in FY2020. Funds have been added to the FY2020 budget for the following items: prior year encumbrances (\$517,357).

Other Revenue - Other Revenue is slightly ahead of pace for this time of year. The majority of this category is comprised of Fines and Fees, Penal Fines and Interest income. Fines and Fees are on pace for the 1st qtr., but will lag as a result of the Library's temporary closure. Penal Fines are not expected to be collected until July. 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 \$28,065 of donations and grants to date. Interest Income is slightly ahead of pace for this time of year, but as investments mature and are reinvested, rates available will be at a much lower rate.

Salaries & Wages - Salaries & Wages are below pace for this time of year. The approximate \$53,500 that the Library is under budget is from mainly due to full-time vacancies for positions that are planned to be filled in FY2020. These positions are on hold due to the Library's temporary closure, but will be taken back up after the Library is open and running. Additionally, the Library budgeted additional funds to account for part-time employees using PTO time in FY2020.

Fringes & Benefits - Fringes & Benefits are less than the 25% expended as of March 31, 2020. This is due to two employees opting out of the Library's insurance plan and picking up a spouse's insurance plan, and the vacant positions noted above. Based on this scenario, there should be a surplus of funds at the end of the year.

Library Materials - This category shows that it is ahead pace for this time of year. This is expected as approximately \$88,000 of encumbrances were open at the end of FY2019 and brought into 2020. The encumbered material is typically received in the first quarter and into the second quarter. This means that a higher percentage of goods should be received in the first quarter, as compared to later quarters, and thus a higher percentage of the yearly total. Additionally, the Periodical and Licensed Database lines are both approximately 91% expended. This is due to the nature of the content, as it is predominately yearly contracts renewing in the 1st Qtr.

Utilities - Utilities are slightly under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures are slightly below budget for the year. The Library experienced a warmer than normal winter and has been temporarily closed for half of March, and these factors could be adding to lower than anticipated expenditures.

Building - Year-to-date actual and encumbrances are greater than the 25% target due to the Purchase Orders being carried over from the prior year. Snow Removal was well below budget for the quarter.

Portage District Library
1st Quarter Report
March 31, 2020

Furnishings & Equipment - This category is over its target for this time of year. The original budget for this category is \$10,415. There are \$22,965 of encumbrances coming forward from 2019. Therefore, the majority of the expenses either occurred or are encumbered in the 1st quarter. Projects being carried over from the prior year are: book bins; atrium shelving; teen room display furniture; and DVD shelving.

Supplies - The supply category is slightly over budget for this time of year. The majority of accounts in this category are used on an as needed basis. The library has tried to adopt a very conservative approach to its spending for lines such as supplies. The majority of activity in this category is from encumbrances brought forward from 2019. This category could see an increase in expenditures during the coming months due to needed supplies for cleaning due to the COVID-19 virus.

Professional Services - This category is higher than the 25% target for several reasons. Encumbrances coming forward from 2019 skew expenditures to the first quarter. Funds encumbered were for legal fees associated with construction contracts and for assistance with the Library's next strategic plan. Secondly, there were some Online Subscriptions treated as prepaids at the end of 2019 and therefore, their expense was moved to the first quarter of 2020. Lastly, the expenses associated with the financial audit occur predominantly in the first quarter.

Other Charges - This category is well above the 25% target. This is a new trend and is due to the treatment of prepaids at the end of 2019. The Computer Repair and Maintenance line had a large number of support agreements that were treated as prepaids and thus their expense moved to the first quarter of 2020. Typically this line has a large portion of its expenses occur in the 3rd and 4th quarters, but this has shifted with the more aggressive treatment of prepaids.

Capital Projects - This category is well below the budget for this time of year. This is due to several reasons. The FY2019 Technology Project will not begin until the 4th qtr. Additionally, the Capital Maintenance line will not be used unless a major building repair needs to be completed that can not be covered in the Library's Building Repair & Maintenance line. Lastly, the Library has approximately \$955,000 budgeted in a Library Refurbishing Project line that will only be used for expenses attributed to the new construction.