

**NOTICE OF BUDGET HEARING
PORTAGE DISTRICT LIBRARY BOARD
PORTAGE DISTRICT LIBRARY**

Monday, August 24, 2020 at 6:00 p.m.

THE MEETING WILL BE HELD ELECTRONICALLY.

The Portage District Library Board (“Library Board”) will hold a public hearing on the proposed Library budget for the fiscal year January 1, 2021 – December 31, 2021 electronically on August 24, 2020. **The property tax millage rate proposed to be levied to support the proposed Fiscal Year 2021 budget will be a subject of this hearing.** A copy of the budget, including the proposed property tax millage rates, is available for public inspection on the Library’s website www.portagelibrary.info. The budget is also available for public inspection at the Portage District Library located at Portage District Library, 300 Library Lane, Portage, Michigan, 49002, during business hours.

The Library must hold a public hearing before the final adoption of the budget. Any interested person will be given the opportunity to be heard at the public hearing regarding the proposed budget.

Pursuant to Executive Order 2020-154, the Library gives notice of the following:

1. Reason for Electronic Meeting. The meeting and public hearing are being held electronically because of the capacity restrictions and social distancing requirements set forth in Executive Order 2020-160. Therefore, the Library wants to ensure participation by the public if the public cannot be physically present.

2. Procedures. The public may participate in the meeting electronically and may make public comment by:

Please use this link to join the webinar:
<https://us02web.zoom.us/j/87805749635>

Or Telephone:

Dial(for higher quality, dial a number based on your current location):
US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or
+1 669 900 9128 or +1 253 215 8782

Webinar ID: 878 0574 9635

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, Library Board Secretary, 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, Library Board Secretary, at qedwards@portagelibrary.info within a reasonable time in advance of the meeting.

Dated: 8-10-2020

Quyen Edwards, Secretary
Portage District Library
300 Library Lane
Portage, Michigan, 49002
(269) 585-8701

NOTICE OF ELECTRONIC REGULAR MEETING

**LIBRARY BOARD MEETING
PORTAGE DISTRICT LIBRARY**

Monday, August 24, 2020

at 6:00 p.m.

**THE MEETING WILL BE HELD ELECTRONICALLY IMMEDIATELY
FOLLOWING THE BUDGET HEARING.**

The Library Board of the Portage District Library will hold a regular meeting on Monday, August 24, 2020 at 6:00 p.m. This meeting will be held electronically pursuant to the Open Meetings Act and Governor Whitmer’s Executive Order 2020-154. The purpose of this meeting is to consider any issues that may come before the Library Board. Pursuant to Executive Order 2020-154, the Library gives notice of the following:

1. **Reason for Electronic Meeting.** The meeting and public hearing are being held electronically because of the capacity restrictions and social distancing requirements set forth in Executive Order 2020-160. Therefore, the Library wants to ensure participation by the public if the public cannot be physically present.

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

Please use this link to join the webinar:

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Or Telephone:

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Dated: August 20, 2020

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

PORTAGE DISTRICT LIBRARY BOARD MEETING

August 24, 2020

Public Hearing & Regular Meeting via Zoom
at 6:00 PM

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 August 24, 2020 (1 minute) (Vote)
- V. Public Hearing (30 minutes)
 - A. Public Hearing on the proposed FY 2021 Budget. *(Info) Pg.6*
 - B. Formal Resolution to Adopt the FY 2021 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2021. *(Vote) Pg. 7-8*
- VI. Consent Agenda (5 minutes) (Vote)
 - A. Minutes of the regular board meeting held on July 27, 2020. *(Info) Pg. 9-15*
 - B. Narrative Report for July 2020. *(Info) Pg. 16-22*
 - C. Financial Report for July 2020. *(Info) Pg. 23-25*
 - D. Marketing Report for July 2020. *(Info) Pg. 26-28*
 - E. Statistical Report for July 2020. *(Info) Pg. 29-30*
 - F. Legislative Update for July 2020. *(Info) Pg. 31-32*
 - G. Library Board Linkage for September 2020. *(Info) Pg. 33*
 - H. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees. *(Info) Pg. 34-37*
 - I. Monitoring Report for Executive Limitation for Treatment of Staff. *(Info) Pg. 38*
- VII. Library Director's Reports (30 minutes)
 - A. Building Update.
 - C. Final remarks by Library Director for the August 24, 2020 Library Board Meeting.
- VIII. Process Evaluation (5 minutes)
 - A. Suggestions for Agenda Items to be included on the September 28, 2020 board meeting
 1. Minutes of the Public Hearing and Regular Meeting held on August 24, 2020
 2. Review of Capitalization Policy
 3. Review of Internet Policy
 4. Review of Materials Selection Policy
 5. Report on 2020 Summer Reading Program
 6. Initiation of Library Director's 2020 Evaluation Process
 - B. Assessment of this meeting
 - C. Miscellaneous Items
- IX. Adjournment

To: Portage District Library Board
From: Christy Klien, Library Director
Date: August 20, 2020
Subject: Public Hearing on the Proposed FY 2021 Budget

The Portage District Library is required by law to conduct a public hearing on any budget under consideration. For this reason, a public hearing on the Proposed FY 2021 Budget will be held immediately before the regular board meeting on Monday, August 24, 2020. A special notice of this public hearing appeared in the Kalamazoo Gazette on Thursday, August 13, 2020.

The Library Board Chair will convene the meeting, announce that it is a public hearing on the budget and open the floor to any comments or questions from the public. After any member of the public has addressed the board and questions have been answered, the Library Board Chair or their designee, will then read a “Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2021 Library Budget” and will then call for a motion to close the public hearing. Once that motion is made, seconded and passed, then the Library Board Chair will request a motion to pass the Resolution and a roll call vote will be taken.

The official action taken by the Library Board to set the millage levy and adopt the FY 2021 Budget for the Portage District Library will finalize the budget for FY 2021 and allow the library to proceed to have taxes collected at that millage levy rate.



**PORTAGE DISTRICT LIBRARY
COUNTY of KALAMAZOO, MICHIGAN**

Public Hearing on Fiscal Year 2021 Budget Held on August 24, 2020

**RESOLUTION to SET the MILLAGE LEVY for the PORTAGE DISTRICT LIBRARY
and ADOPT the FISCAL YEAR 2021 LIBRARY BUDGET**

WHEREAS, in compliance with the requirements of the Michigan Uniform Accounting and Budgeting Act, a balanced budget has been set up for the *Portage District Library* for the Fiscal Year January 2021 through December 2021; and

WHEREAS, a public hearing was held on August 24, 2020 on the proposed Fiscal Year 2021; *Portage District Library* Budget, in compliance with all applicable laws;

WHEREAS, the *Portage District Library* is recognized by the Library of Michigan as a legally established district library operating in the County of Kalamazoo, State of Michigan, pursuant to the District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.), with an effective date of March 22, 1998;

WHEREAS, the *Portage District Library Board* is the governing body of the *Portage District Library* with all the powers granted to such a district library board by the Act; including the legal authority to determine the amount of money necessary for the operation of the district library and to levy a tax on the taxable property in the *Portage District Library* service area; and

WHEREAS, the Portage District Library Board has determined that the levy of a district-wide property tax in an amount not to exceed 2.0 mills, reduced by Headlee rollback to 1.9945, is necessary to generate revenue which, combined with other income derived from Industrial Facility Tax Income \$70,081, State Aid Income \$0, Local Community Stabilization Share Appropriation \$342,843, County Penal Fines \$50,000, Local Fines and Fees Income \$27,950, Interest Income \$40,000, Rental Income \$0, and Vending Services \$12,000 will result in adequate funding to provide library services to the residents of the *Portage District Library* district; and

WHEREAS, the *Portage District Library's* original millage proposition was passed by a majority of voters in the Portage Public Schools election on June 8, 1998, authorizing the *Portage District Library Board* to levy a tax annually upon all property subject to ad valorem taxation within the district in an amount not to exceed 1.5 mills on the taxable value of such property;

WHEREAS, the *Portage District Library's* new additional millage proposition was passed by a majority of voters in the general election on November 5, 2019, authorizing the *Portage District Library Board* to levy a new additional millage in an amount not to exceed 0.5 mill against all taxable property within the Portage District Library district for a period of ten (10) years, 2019 to 2028, inclusive ;

NOW, THEREFORE, BE IT RESOLVED by the Portage District Library Board that the following sums are appropriated for the 2021; Fiscal Year of the Portage District Library for the purposes set forth below:

<u>Operating Expenses</u>	<u>Budget</u>
Salaries & Wages	\$ 1,611,276
Fringes & Benefits	\$ 660,600
Library Materials	\$ 631,232
Library Supplies	\$ 133,358
Administrative Services	\$ 307,850
Buildings & Utilities	\$ 318,100
Furnishings & Equipment	\$ 0
Other Charges	\$ 271,710
Total Operating Expenses:	\$ 3,934,126
<u>Capital Projects Expenses:</u>	<u>\$ 1,481,796</u>
GRAND TOTAL EXPENSES:	\$ 5,415,922

BE IT FURTHER RESOLVED, that the total budget for the Portage District Library for Fiscal Year 2021; in the amount of \$5,415,922; presented by the Library Director, is hereby approved and adopted by the Portage District Library Board; and

BE IT HEREBY RESOLVED, that the Portage District Library Board sets the millage levy for the Portage District Library at **1.9945 mills** (\$1.9945 per \$1,000) to be levied on real and personal property in the district on December 1, 2020; in compliance with applicable law.

DATE: _____

PORTAGE DISTRICT LIBRARY BOARD
COUNTY OF KALAMAZOO, MICHIGAN

By: _____
Thomas Welsh, Chair

By: _____
Quyen Edwards, Secretary

PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Virtual Board Meeting held on

July 27, 2020

Portage District Library, 300 Library Lane – Portage, MI 49002

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

II. Roll Call -

Board Members Present: Carol Bale, Michele Behr, Jeanne Friedman, Cara Terry, Donna VanderVries, and Tom Welsh

Board Members Absent: Ted Vliek (excused)

Library Staff Present: Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Doran Lefave, Abby Pylar, and Laura Wright

Library Staff Absent: Jill Austin and Colin Whitehurst

Guests Present: Rehmann Robson Auditor Nathan Baldermann, Tom Vance

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

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

A. Comment from Trustee Friedman – Trustee Friedman said that she has enjoyed the use of the library even in its altered state. She thanked the library staff for being open and for offering this service to the community in a safe way.

B. Comment from Board Secretary Edwards – Edwards said that there was a schedule change for a program listed in Linkage that was made after the packet was published. History of Women’s Suffrage in Michigan will be a drive-in program presented on Tuesday, August 18 at 11AM. The program information has been updated on the library’s online Events Calendar.

C. Comment from Board Chair Welsh– Board Chair Welsh said he was in the library the other day and overheard Head of Adult Services Lawrence Kapture assisting a patron who was having technology problems. Welsh commended him for his good customer service.

D. Comment from Trustee VanderVries - Trustee VanderVries said that during quarantine, she has learned how to use eMaterials and it has been interesting. She used to purchase them and has now saved a lot of money by borrowing them instead!

DISPOSITION: The Library Board acknowledged the comments made by Friedman, Edwards, Welsh, and VanderVries.

IV. Adoption of the Agenda for the Regular Meeting of July 27, 2020

Library Board Chair Welsh asked if there were any changes needed to the agenda for the July 27, 2020 board meeting before its adoption and none were requested. Welsh asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee VanderVries and seconded by Trustee Bale that the Library Board adopt the agenda for the regular meeting of July 27, 2020. Roll Call Vote: Bale - yes, Behr - yes, Friedman - yes, Terry - yes, VanderVries - yes, Welsh – yes. 6-Yes, 0-No, 1-Absent (Vliek). Motion carried.

V. Consent Agenda

Library Board Chair Welsh asked if there were any changes needed to the consent agenda for the July 27, 2020 board meeting before its adoption. None were requested. Welsh asked for a motion to approve the consent agenda.

- A. Minutes of the regular board meeting held on June 22, 2020.
- B. Narrative Report for June 2020.
- C. Financial Report for June 2020.
- D. Marketing Report for June 2020.
- E. Statistical Report for June 2020.
- F. Legislative Update for June 2020.
- G. Library Linkage for August 2020.
- H. Monitoring Report on the Executive Limitation Policy for Minutes and Records Retention.

MOTION: It was moved by Trustee Terry and seconded by Trustee VanderVries, to approve the consent agenda as presented. Roll Call Vote: Bale - yes, Behr - yes, Friedman - yes, Terry - yes, VanderVries - yes, Welsh – yes. 6-Yes, 0-No, 1-Absent (Vliek). Motion carried.

VI. Audit Presentation

A. Presentation of Audit Report for Fiscal Year 2019 by Rehmann Robson staff.

Nathan Baldermann, representative from Rehmann Robson, was welcomed to give the yearly audit presentation. The “Independent Auditor’s Communication With Those Charged With Governance” which outlines all the auditing standards and a copy of the Library’s Financial Statements were attached to the Board Packet trustees received and were projected via screen share during the presentation. Mr. Baldermann said he would go over the highlights of the financial statements and then give the board a chance to ask questions at the end. Mr. Baldermann said that the audit for FY 2019 went smoothly and that at the conclusion of the audit, there were no comments or issues found. It was a clean audit and he commended Business Manager Foti and his staff for doing a great job preparing for it.

Mr. Baldermann highlighted that currently, that Library’s debt is limited to compensated absences. The bond debt for Capital Improvement will change that in the future. Mr. Baldermann also highlighted a “subsequent event” noted on page 20 of the report. This notes that the pandemic occurring in 2020 will have impacts on operations and finances in the future. There were no questions from trustees.

DISPOSITION: The Library Board acknowledged the presentation made by Rehmann Robson staff Nate Baldermann.

VII. Governance

A. Revised Resident/Non-Resident Policy.

After meetings with key library staff, Portage Public school representatives, and with advice from the library’s attorney, an agreement was created between the Portage Public Schools and the Portage District Library to offer library memberships for all students enrolled in the Portage Public Schools as part of the school registration process. At the June 22, 2020 Library Board Meeting, trustees voted to allow the Library Director to move forward with this agreement, which will be presented to the Portage Public Schools Superintendent or their designee to sign. In order for this agreement to go into use, the Library staff have suggested some revisions to the Resident/Non-Resident Policy to include educators and school of choice students who attend PPS, but do not reside within the library district boundaries. Klien said we feel strongly that we would like to support education by providing access to our physical and digital collections and the timing of this initiative with the current health crisis and concern for potential cuts in the school’s library budget emphasizes their need for support.

MOTION: It was moved by Trustee Friedman and seconded by Trustee Bale, to approve the Revised Resident/Non-Resident Policy as presented. Roll Call Vote: Bale - yes, Behr - yes, Friedman - yes, Terry - yes, VanderVries - yes, Welsh – yes. 6-Yes, 0-No, 1-Absent (Vliek). Motion carried.

VIII. Ends Development

A. Final Review and approval of the proposed FY 2021 Budget and Millage Rate for Public Inspection prior to Public Hearing at the August 24, 2020

Library Board members were given a final opportunity to make changes to the budget before next month's Public Hearing on the 2021 Budget. Trustees confirmed that with the exception of a typo, no changes were made to the document since the June meeting. No additional changes or requests were made by trustees.

Business Manager Foti said that the library had received penal fines recently in the amount of \$57,000 which is a reduction from the \$69,000 received the prior year. Foti said we have budgeted \$50,000 in revenue from penal fines for 2021. Terry asked about the reason for the reduction in penal fines and Klien said that is has to do with the way they are coding violations. Klien also reminded trustees that the 2021 budget estimated \$0 in fines so that trustees can make a determination about the future of fines at PDL without worrying about its effect on the budget. After its approval today by the Library Board, the Proposed FY2021 Budget would be made available at all public service desks for public inspection prior to the August Public Hearing.

MOTION: It was moved by Trustee Terry and seconded by Trustee Friedman, to approve the proposed Fiscal Year 2021 Budget and Millage Rate at 1.9945 mills for public inspection prior to Public Hearing at the August 24, 2020 Board Meeting. Roll Call Vote: Bale - yes, Behr - yes, Friedman - yes, Terry - yes, VanderVries - yes, Welsh – yes. 6-Yes, 0-No, 1-Absent (Vliet). Motion carried.

B. 2nd Quarter Strategic Planning Statistics

Library Director Christy Klien presented the 2nd Quarter Strategic Planning Statistics. She asked if trustees had any questions about the document.

Trustee Friedman noted that staff had well exceeded the yearly target for videos. Well done! There were no other questions or comments.

DISPOSITION: The Library Board was pleased with the progress on this year's Strategic Plan as represented by the 2nd Quarter Statistics.

C. Presentation of the library's 3-Year Technology Plan (2021-2023)

Library Director Klien stated that every year, trustees are given a presentation by Systems Administrator Rolfe Behrje of an overview of the library's technology, what we will be trying to accomplish in upcoming years, and what the budget is for those technology initiatives that are being recommended. Klien invited Behrje to present. (The PowerPoint presentation was screen shared.)

Behrje made introductory remarks and began a slide presentation that highlighted points as follows:

➤ Goals and Objectives

- Support the Portage District Library mission statement and strategic goals through technology services
- Empower staff and patrons through technology services to accomplish PDL's mission and goals
- Standardized platforms for service and access that provide reliability and mission critical availability
- Select technology and services that are flexible and agile
- Select communication technology and services that provide robust access information and resources
- Peripherals will complement services and ease access

➤ Technology Trends

- "Anything as a Service" (cloud resources and the tools to manage them are maturing)
- E-Materials and E-Services (downloading and streaming everything)
- API Connected Services (connecting and unifying services, ex. Novelist integrating in our online catalog)

- New Access Devices and Always “On” Services (Flexibility to respond and Redundancy to minimize offline times)

➤ **Library Technology Trends in Pictures**

- Books are still the highest circulation
- E-Materials use growing 20-30% year over year
- Average Hour Wireless Client load continues to grow exponentially (average hourly wireless client load = 124 devices and 7.9 terabytes of data moved)

➤ **2020 Highlights**

- Cloud Hosted Applications:

ILS – Symphony, Web Services, SIP, Enterprise

Accounting – Blackbaud FinancialEdge NXT

Document Management – PaperSave Cloud

Fund Raising – Little Green Light

Other Applications – Sophos Central (AV), Ninite (Patching), Spiceworks Online (Help Ticketing), Office 365 (Staff Productivity), Exchange Online (Email), ContentDM (History Archives), EZproxy (Authentication), Azure AD (Authentication), OpenDNS Umbrella (Filtering/Security)

- Private Cloud Hosted Applications:

Wordpress (Library Website), Active-Directory (Authentication), File/Print Services, Specialty Applications (Access Control, HVAC, DeepFreeze)

- 2 EVC Links for Private Cloud (SaaS) and Internet Bandwidth

Internet Bandwidth increase to 500Mb and redundancy for reliable consistent library services.

- Telephone System Upgrade - Cisco Hardware Upgrade vs. RingCentral SaaS Phone System

- Server Replacements

Specialized Services: Access Controls, HVAC Controls, Infortel Call Reporting, Terminal Services Management Server (Network Monitoring and Access)

- Web Services

Library Catalog Search and Services App

Replacement of Boopsie with BlueCloud Mobile.

➤ **Future Highlights (2021 and beyond)**

- Infrastructure Upgrades

Cloud Managed Switching, Wireless LAN, Video Analytics

Video Monitoring and Analytics

Indoor / Outdoor Wireless Access Points with increased density.

Control Systems*

IP Based - Access Controls and Security Systems – Building, Fire

Lighting Controls*

HVAC Controls *

Upgrade HVAC Controls

- Temporary Re-Location Project*

Infrastructure Build Out

EVC Internet Circuit, Network Infrastructure, Wireless Infrastructure, Power, Cooling and Security.

* Projects depend on building project and plan outcomes.

- Applying FRAMEwork to all technology.
Flexibility, Reliability, Agility, Measurability, and Extendibility
- Cloud Services
- Self-Service Solutions
- API/Connected Technology
- Web/Search Interfaces

Behrje also noted the technology that has made a difference at the library during the COVID-19 pandemic. The use of the new RingCentral service was used to implement curbside service. Behrje estimated that over 1,000 calls and 400 texts were received to help facilitate the 1,100 appointments and 6,000 checkouts that have been done through curbside service. He also noted that moving towards SaaS products provided the ability for staff to work productively from home. The flexibility and agility of the library's current products has certainly been an advantage during this unrepresented time.

Following his presentation, Systems Administrator Behrje opened up the floor to any questions. Trustee Bale said it was interesting to understand some of the details of the technology plan and that she was glad the staff had taken the initiative to think ahead. She appreciated all the hard work that has gone into the library's technology and acknowledged that the glossary of terms was helpful. Trustee Behr asked about the process for getting the PPS cards to take effect. Behrje said he has been working with Dad Vomastek, Director of Information and Technology Systems at Portage Public Schools, to put a secure system into place which will include a designated server to load student information that will be synced with our SirsiDynix ILS.

DISPOSITION: The Library Board thanked Behrje for the presentation on the library's 3-Year Technology Plan 2021-2023 and trustees expressed enthusiasm about the technology plans for the library.

VIII. Monitoring to Assure Compliance with Executive Limitations

A. 2nd Quarter Financial Report for FY 2019 Budget – Business Manager Rob Foti said we are at the halfway point of the year and there are no major budget concerns. The Library has collected money from Unpaid Property Real Taxes that the county reimburses. We have also received a payment from the City in lieu of taxes. This has put us over our estimate by \$2,500 this year.

The Library also received the second State Aid payment of \$21,000. This in addition to the first State Aid payment and the money received from PPT reimbursement puts us just under our estimate for the year.

Foti said penal fines are down again this year as mentioned earlier in the meeting. We received a building insurance premium distribution which will offset money lost in fines and fees during the building closure and while we are waiving fines during the COVID-19 pandemic. Foti noted that in June, the Library collected about \$1,000 in fines and fees even though patrons are not accruing new fines.

Foti said that the Library has about \$250,000 in savings from the 3 unfilled positions. We have also seen savings in Utilities as we had a warmer winter and less computer and utility use during the building closure. It has been a hot summer, however and utility savings could even out by the end of the year.

Materials ordering is back on track since reopening and Technical Services is receiving items again. The Supplies line is down due to the building closure.

Lines where the Library spent more include the readjustment of technology to provide access to staff at home as well as adjustments that were made to implement curbside service.

Even during the building closure, the architects are continuing their work and sending invoices. There have also been invoices for 3D scanning (to have detailed images of the exact current location of HVAC and piping systems) as well as hazardous material testing prior to the start of construction.

Business Manager Foti opened the floor to questions and there were none.

DISPOSITION: The Library Board thanked Business Manager Foti for the 2nd Quarter Financial Report.

IX. Library Director's Comments

A. Building Project

We are still working with our construction management firm to determine if there is an appropriate option for the library to move during construction. Some of the current available retail space is not interested in providing a short-term lease option and others do not have the required space we would need for all library materials, shelving, and possible programming areas.

Walbridge walked through three spaces available for a short-term lease to give cost estimates to get them ready for library use. There are many factors to consider as some rent is higher, some spaces are more prepared for a new tenant than others, some spaces are more centrally located. We are weighing our options and will take into consideration the costs associated before we make a recommendation on moving forward to the Board.

The Interior design group has been meeting and has another proposal for the board to consider. They would like to simplify the color scheme of the lower level. The Interior Designer has made the suggestion to use wayfinding colors, but this will mean the removal of the pillar murals. Library Director Klien projected sample pictures of the concept and asked the Board to share their opinion on moving forward with this idea. Trustees liked the bold colors, and though they felt nostalgia for the murals, they agreed that the new concept was fresh and modern. The Board gave its approval to move forward with changes in the Youth Services space.

MOTION: It was moved by Trustee Friedman and seconded by Trustee Behr, to accept the recommended designs by the Interior Decorator and Interior Design Committee and move forward with a streamlined color scheme for Youth Services. Roll Call Vote: Bale - yes, Behr - yes, Friedman - yes, Terry - yes, VanderVries - yes, Welsh – yes. 6-Yes, 0-No, 1-Absent (Vliek). Motion carried.

B. Library Re-Opening

Library Director Klien said that since reopening the library building on a limited basis, activity has been steady, but never up to capacity. We have found that Adult Services is often busier than Youth Services and those who visit the library do not linger. We estimate the average visit to be about 20 minutes. Patrons has been compliant with wearing masks. Staff have received numerous thank yous from the community for being open. Klien said that staff are preparing for multiple scenarios including if the state has to take a step backwards and close the building again or if we are able to move forward. Klien said that with the Board's approval, the Library has been fine free for June and July. She would like to ask for permission to remain fine free for the month of August. Seeing a variety of comfort levels in the community and due to the fact that we are quarantining returned materials for a minimum of 72 hours and that items are remaining on patron accounts for that time, she felt continuing this initiative will help ease some of the anxiety for patrons returning materials.

MOTION: It was moved by Trustee Behr and seconded by Trustee Friedman, for the Library to remain fine free during the month of August. Roll Call Vote: Bale - yes, Behr - yes, Friedman - yes, Terry - yes, VanderVries - yes, Welsh – yes. 6-Yes, 0-No, 1-Absent (Vliek). Motion carried.

Klien thanked trustees for their support. She said that she also wanted to know their opinion about the Library being open on Sundays in the fall. The Library is traditionally closed on Sundays in the summer and usually reopens for four hours on Sundays (1:00-5:00 PM) after Labor Day. Klien said she is concerned because with all of the new safety and cleaning procedures in place, we have in the budget four hours of staff time and we would not be able to be open to the public that whole time. She said that currently scheduling has already been difficult. The Library also only has budgeted for 6 days a week for professional cleaning and that is also a concern for opening for a shorter period of time. Klien's recommendation is to only reopen the Library building on Sundays when the State moves into Phase 6 of the Reopening Plan.

MOTION: It was moved by Trustee VanderVries and seconded by Trustee Friedman, to discontinue Sunday hours through the end of 2020 and revisit the issue at the December Board Meeting. Roll Call Vote: Bale - yes,

Behr - yes, Friedman - yes, Terry - yes, VanderVries - yes, Welsh – yes. 6-Yes, 0-No, 1-Absent (Vliek). Motion carried.

C. Final remarks by Library Director for the July 22, 2019 Library Board Meeting.

Klien began her final remarks by reminding trustees about the upcoming filing deadline to run as a Library Board candidate in the November election. She said at this time she was aware of one person who has filed – Tom Vance.

Klien asked if trustees would like a presentation to further the discussion on the Library going fine free. Trustees agreed they would like to revisit this issue and would like to look at a variety of “modes” or scenarios on how to move forward.

Trustee Behr asked whether continuing curbside service would be an option even when the Library returns to its regular hours. Klien said that while curbside services has tapered down from its initial use while the building was closed, there are still many people who enjoy having it as an option. She said that the Library is looking into having a window installed in the book drop room so that curbside can be an option in all weather. Behr also asked about the CARES funds the Library has applied for. Klien asked Facilities Manager Lefaive to confirm that it was for \$500 in PPE and \$5,000 for digital inclusion. We are waiting to hear what amount we have been approved for.

Klien said that with a recent Executive Order, the library may continue virtual meetings for the remainder of the Emergency Order plus 28 days, so our August Public Hearing and Regular Meeting will be a virtual meeting.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the August 24, 2020 board meeting

1. Public Hearing on the Proposed FY 2021 Budget and Formal Resolution to Adopt the FY 2021 Budget and Set the Amount of Millage Rate to be Levied for the Library
2. Minutes of the Regular Meeting held on July 27, 2020
3. Monitoring Report for Executive Limitation on Compensation and Benefits for Library Employees
4. Monitoring Report on Executive Limitation for Treatment of Staff

B. *Assessment of this meeting* – There was agreement among trustees that this had been a productive meeting. Board Chair Welsh thanked everyone for their participation and excellent discussion.

C. *Miscellaneous Items* – None.

XII. Adjournment –

Library Board Chair Welsh said that if there was no further business to be considered, that he would adjourn the regular board meeting of July 27, 2020.

DISPOSITION: The regular board meeting of July 27, 2020 was adjourned at 7:55 pm.

Recorded and Transcribed by,



Quyen Edwards
Library Board Secretary

Library Director's Narrative Report for August 24, 2020
(Activities at the end of July and beginning of August 2020)

Administrative Activities:

During the months of July and August 2020, Library Director Christy Klien engaged in the following activities:

- ❖ Participated in weekly Administrative Team meetings.
- ❖ Worked Front Door Greeter Station shifts during the months of July and August.
- ❖ Participated in a Class 6 Library Director meeting to discuss reopening and operations on July 22.
- ❖ Participated in PDL Virtual Public Board Meeting on July 27, 2020.
- ❖ Participated in a Library of Michigan Library Directors Virtual Meetings on webinar on July 24 and July 31.
- ❖ Met with C2AE and Walbridge for bi-weekly status meetings during July and August.
- ❖ Met with C2AE, Walbridge, and PDL Executive Building Committee to review the 50% design development budget on August 7, August 12, and August 19.
- ❖ Met with PDL's Interiors Committee, PDL department representatives, and C2AE Interior Designers to continue discussion of interior aesthetics on August 4, August 5, and August 19.
- ❖ Met with PDL team to discuss next steps for student library card project rollout on August 13.
- ❖ Attend the SMLC Council and Board meeting on August 13.

Maintenance and Building Services

- All preventative maintenance activities were performed as scheduled.
- All cleaning and maintenance services were performed as scheduled.
- Evaluating new sanitizing options and personal protection equipment sources.
- Investigating additional quotes to replace the Atrium's 3 skylights and 8 vertical skylights that have delaminated and become discolored.
- Continue seeking potential buildings in Portage to determine viability, lease cost, and budgetary buildout cost to move offsite during library's renovation next year.
- Mite-E Exterminating conducted the pest control application on July 30.
- Awarded two grants from the Library of Michigan Cares Act to receive reimbursement for both PPE (\$500) and increasing digital inclusion (\$5,000) within the community July 30.
- Participated in the C2AE furniture programming meeting August 5.
- Completed the carpet cleaning of the entire library August 6.
- Completed the universal waste disposal for the burnt lamps at the Hazardous Waste Facility August 6.
- Received budgetary cost to remove the original roofing over main floor's restrooms which has asbestos containing black tar August 10.
- The membrane roof, which separated from its base over the Circulation area, has been repaired under the Carlisle Roofing warranty by the original roofing company August 13.
- HVAC quarterly filter change and maintenance completed August 17.
- Finalized quote to replace the Atrium's 25-year-old roofing since it has deteriorated beyond its useful life of 20 years. Issued award August 18.
- Review of 50% Detailed Design drawings from C2AE on August 7, 12, 13, 19 and 21.
- Meeting with certified native plant landscape designer to discuss north and northeast property areas August 19.
- Continue to clean and disinfect high touch areas for the public's safety since library reopening.

Personnel Information:

The library undertook the following Human Resource and Financial activities since the July 27, 2020 Board meeting:

- Management of the Curbside Pickup service.
- Worked with Walbridge and C2AE to discuss project budget and review possible changes.
- Talked with attorney for Sears Holding to discuss possible location for temporary Library facility in the old Sears store at Crossroads Mall.
- Attend bi-weekly status meeting with Walbridge and C2AE to discuss the status of the construction project.
- Review budget to actual information to assist Doran Lefaive with planning of building projects. Projects include new barrel roofing on arched surfaces and replacement of skylights in front of the building.
- Assisted staff with the coordination of FFCRA time off requests and necessary paperwork.

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 -

Take-Home Craft Kit for Adults: Nature-Themed Book Page Bookmark - July 10 -

75 attendees Our first take-home craft kit for adults was a brilliant success and we had around 75 patrons safely participate by picking up a craft kit at the Adult Information Desk and taking it home to assemble.

Drive-In Programming: Life of a Civil War Soldier - July 21st - 18 attendees Portage District Library's Local Historian, Steve Rossio, presented The Life of a Civil War Soldier: 66th Illinois, Company D in our first-ever drive-in program. Patrons parked in the North-West corner of the parking lot to hear about the 66th Illinois Company D, a fascinating unit of men from all around the Midwest, including Michigan. Steve explained the different parts of the uniform and some of the weaponry. He even demonstrated the loading and shooting of a couple of rifles. This program generated a lot of interest from patrons walking in to use the library. We had at least five attendees park their car after visiting the library.

Cosplay: Costuming Tips and Tricks - July 25 - 16 views Imagination is not just for kids. All around the world thousands spend time and money to make outfits that reflect their favorite fandoms whether it be as Batman, Legolas, Wonder Woman, General Leia, or Darth Vader and they are rockin' it! Participants joined David Blough as he talked about the world of Cosplay. He shared how he got into cosplay, how he made his locally-acclaimed Darth Vader, and some handy tips and tricks for the beginning Cosplayer.

Spotlight on Local Authors: Publishing in the 21st Century - July 28- 14 attendees This program was a success on multiple levels! The live virtual attendance was good, but our author panel also agreed to let us record the webinar and we were able to put the video up on our YouTube channel for those who could not attend the event or those who are interested in publishing their first book.

Youth Services Programming Highlights

- Youth Staff Mary Breuer and her family hosted a virtual **Camp Out Storytime**, complete with a fire, tales, and fun.
- Alex and Friends performed “Dewey the Dragon”, a virtual puppet show.
- Kalamazoo Institute of Arts hosted a streamed hybrid event, **KIA Art Detectives**. Craft kits were provided for pickup and then attendees could participate remotely.
- **Teen Art Space**: Teens shared art, laughs, and conversation at Virtual Teen Art Space.
- **Agents of Kindness** 6th-12th Grade: Teens participated in Agents of Kindness 6th-12th Grade, where they decided to undertake an elaborate sidewalk chalking initiative.
- Youth Librarian Kristy Zeluff created weekly **Family and Bedtime storytimes** for our youngest patrons.

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

- STEAM Librarian Jane Fleming and Head of Adult Services Lawrence Kapture are currently having discussions about how and if we can open this service safely.

Create programming that promotes interactive learning

- Just Move Fitness hosted a Storytime and Family Fun Live on Zoom, which encouraged young participants to dance and move.
- Youth Staff Nancy Muffley created a Bicentennial Park Scavenger Hunt. Participants used a map to find signs located on the Celery Flats trail, each of which held a letter clue. Successful seekers who spelled the secret word received a treat. The scavenger Hunt was co-sponsored with the City of Portage Parks and Recreation.

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

- Fifteen (15) videos were created in the month of July. See the Marketing Report for video titles and views.

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

- This goal has advanced over the period of our strategic plan, but we are currently not making progress because of state mandated limits on gatherings.

Build programming and services that will reach groups at diverse levels

- By far our most popular activities in July were our “Take and Make” events. Kits and instructions are provided for pickup, either through curbside or at the Youth Information Desk. These kits provide a creative, hands-on experience, and can be adjusted for ability level. Many encourage parent and child cooperation, and require very few supplies.

July offerings:

- The Kid’s Garden Kit provided seeds, soil, pot, and instructions (created by Youth Staff Nick Meyle).
- The CD Wind Spinner Kit provided materials to make a reflective fun outdoor sun catcher (created by Youth Staff Annette Wendt).

- The Rainbow Stick Kit provided everything needed to create a colorful dreamcatcher (created by Youth Staff Annette Wendt).

Ends Statement #2

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

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

Project Updates:

Improve the accessibility and visibility of existing physical and electronic collections

- Adult Services Librarian Ruth Cowles has been continuing to pick up and drop off books from Brookdale.

Ends Statement #3

Be a leader in strengthening our community.

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

Project Updates:

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

- Patrons are signing up and participating in the summer reading program. 276 adults have signed up for the summer reading program as of June 30th. Staff have received compliments about the weekly prizes this year.

- Adult Services Associate Christina Doane created a video for PDL From the Couch. July's topic was Asian Dramas. Video description: Pull up a chair and dive into some of our favorite Asian Dramas with Adult Services Librarian Christina. Once a month, we will let you know what we are watching and enjoying at home.

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

- The agreement was signed by both the Portage District Library and the Portage Public Schools. We are currently testing and finalizing our process. We hope to launch the project officially by October 2020.

Ends Statement #4

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

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

Project Updates:

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

- The scanning of the John Todd Collection continues along with working with all loose photographs to identify them and place them in protective sleeves.

“Future History Project: South Westnedge Avenue Documentation”

During the month of July, select areas on Westnedge were documented reflecting the following:
Demolition, Construction, and/or Remodeling of certain structures
Reopening after Covid-19 Quarantine

Portage Public Schools Project

- Due to Covid-19 the WWI trail walk conversion is tabled until 2021 when the signs will be changed to honor the 100th anniversary of the Portage School system. It should be noted that all the World War I signs remain in excellent condition and look as fresh as when they were first put up.
- Scanning Continues

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 Executive Building Committee met with C2AE and Walbridge representatives to review the 50% design development budget on August 7 and August 12. Department representatives met with the C2AE Interior Designers on August 4 and 5 to begin discussions of furniture needs within their areas, both public and staff areas. More meetings will be scheduled throughout the month of August. We continue to investigate the potential of moving off site during construction to limit the inconvenience to patrons and staff and to reduce the length of time the library is under construction. We are in the process of narrowing down our choices and will need to make a decision by the end of September.

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

- Staff have been trained and are continuing to be trained on all of the required COVID-19 requirements such as cleaning protocols, health screenings, and proper use of PPE. Staff have also been trained on our remote phone systems, curbside service, front door greeter station, and summer reading program.

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

- AntiVirus & Security: Sophos Central Endpoint Advanced – Upgraded our SaaS Cloud Servers to Sophos Intercept X advanced. Our Cloud Servers are hosted with Aunalytics.
- DNS and Filtering: OpenDNS Umbrella – Continue to test Umbrella remote profiles for iPads.
- Integrated Library System: SirsiDynix Symphony - Evaluating Symphony’s new features and bug fixes in the 3.70 upgrade. Scheduling will occur after a full review is completed.

- Integrated Library System: SirsiDynix Symphony Enterprise - The library is continuing to review ProPay as a potential replacement for PayPal for fine and fee payment at the library. Propay is also compliant with BlueCloud mobile

- Integrated Library System: SirsiDynix BlueCloud Mobile - The library is currently testing its new mobile app and is actively practicing using the interface. The library expects to begin staff training for ongoing management of BlueCloud Mobile in August and public preview in September.

Ongoing COVID-19 Response, Remote Staff and Public IT Services and Related Updates

Remote IT and Tech Support via TeamViewer

- We are using Teamviewer as a central resource for EndUser/Patron support.
- We are using the QuickSupport Module for both 1-Click EndUser Support and Unattended Access.
- We have customized the configuration of a SOS Button to Deliver this QuickSupport.
- We received for Non-Profit discounts and evaluating the number of users necessary to provide this support.

JAMF Now/Pro for Mobile Device Management for Library iPADS

- We have finished testing JAMF integrations with Apple DEP (Device Enrollment Program), Apple VPP (Volume Purchasing Program), supervision in an Auto Enrollment Program, Open enrollment for iPad supervision in an Open Enrollment Program, and JAMF BluePrints.
- Limited rollout is continuing with a full rollout to occur in August.

RingCentral VOIP for Curbside Service

- We are actively using RingCentral communications for curbside service communications.
- We are currently using it for softphones (PC, tablet, phone) and SMS services
- We are using this test for potential larger usage for mobile and outreach services.
- We added an iPad and iPod touch for mobile services
- We added a WebCamera to monitor the 5 parking spaces.

Portage District Library PDL2GO

- The Portage District Library's mobile app is currently functioning and providing a conduit to mobile devices.
- It has been tested against iOS 10.x – 13.x and current releases of Android.
- All features have been tested and are currently operating as planned.

Working to deploy the Portage District Library's next generation mobile app, PDL Mobile

- We have configured the basics for the CMS behind PDL Mobile.
- We have configured PDL Mobile in BlueCloud Central.
- We continue to develop search facets and filters for searching in PDL Mobile
- We have attended the courses for BlueCloud Mobile.
- We continue test and work with SirsiDynix to deliver a robust search experience.

Other IT Efforts

- The library continues to reconfigure and offer library technology to library staff to facilitate their remote work efforts to supporting the library.
 - Laptop/Tablets have been distributed for all staff to be able to work from home on library owned and managed technology.
- Library IT staff continue to offer its Library Staff training and support.
 - Individual meetings for additional instruction
 - Individual meetings for additional software
 - Assistance installing browser plugins and other software.
 - Ongoing training using Microsoft Teams, Outlook and Cisco VPN.

- New Group Policies for better managing software settings.
- Firewall and VPN has been upgraded to staff to access securely the library's network
 - VPN configuration for Mac computers
 - DNS configuration for Cisco Umbrella services
 - DNS security
- Library Phone System
 - Managing RingCentral for curbside services
 - Managing Automated Attendant settings
 - Managing Jabber for remote phone answering.
 - Reconfiguration for limited hours
 - Managing Jabber profiles on laptops/phones/tablets
- Preparation for Limited Service
 - Managing of Public Access computers services
 - Managing additional circulation locations in the meeting rooms and bookdrop room.
 - Technical management for Curbside services
 - Helped identify capacity in bins and carts for extended quarantining periods.
- Staffed the Welcome Desk
- Staffed the Building Cleaning rotation for 1 week and continue to support it
- Met with C2AE to discuss technology and infrastructure.

IT Training (Mark Johnson and Rolfe Behrje)

- Lynda.com - System Administration: Backup and Recovery
- SirsiDynix Mentor - BlueCloud Analytics Joins and Metrics
- Webinars - RingCentral Reports and Dashboard and Using RingCentral Admin Portal.
- Cisco Umbrella - Best Practices for Umbrella in Libraries (Vendor Led: Port53)

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 AP

- 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.
- Technical Services is taking webinars and reading articles on the best practices for handling materials during the times of COVID-19.
- Head of Technical Services Abby Pylar is taking webinars for better cataloging practices.
- Technical Services is working on receiving all items that have been ordered throughout the stay-at-home order.
- Technical Services has received training on Curbside Services and Front Door Coverage, and has covered both areas when needed.
- Head of Technical Services Abby Pylar has been working on the Missing/Claims Returned list that the volunteers used to do for us weekly.

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
July 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	\$ 5,773,596
Expenditures	\$ 2,629,226

Fund	6/30/2020	Changes	7/31/2020
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
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 July 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 July 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.

Marketing Update

Recurring Monthly Projects:

- A weekly e-Newsletter was sent out to over 12,000 library patrons.
- The Portager contained information about services patrons could access during our adjusted building hours and capacity restrictions which was sent out to 22,800 residences.
- Facebook "Events" were created to advertise our Online programs, and were then shared on our page.
- Our website and digital signage was updated to advertise our Online programs and service offerings.

July Marketing Highlights:

- Worked with third party presenters to help them create content to share with our patrons Online.
- Facilitated customer service interactions through social media and email.
- Participated in the Interior Design Building Committee to aide planning for our future construction.
- Notified patrons about our updated Curbside Hours after they were reduced.
- Created advertising images for a new Book Finder tool we have implemented on our website.
- Created graphics to publicize our virtual events on our website, e-news and social media.
- Began to lay-out the Creation Station website and assisted our STEAM Librarian Jane Fleming with editing tutorial documents.
- Assisted with updating the website with board documents and corrections.
- Designed in-house signage to alert patrons to changes to our services.

July Social Media Highlights:

Facebook

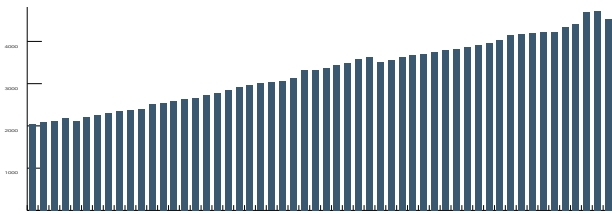
29 New Page Likes | 37 Post Shares | 642 Post Likes | 112 Comments | 403,965 Total Reach

Twitter

1515 Tweet Impressions | 8 Likes | 1 Re-tweets | 15 Profile Visits | 0 Mentions | -1 New Followers

Facebook Stats 2016 - July 2020

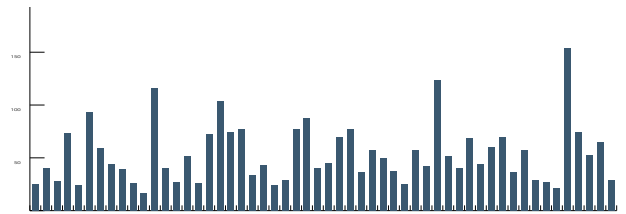
Total Followers:



February 2016
2,052

July 2020
4,538

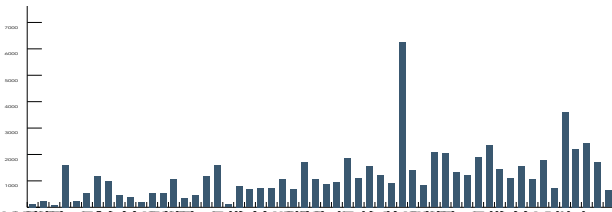
New Followers:



February 2016
25

July 2020
29

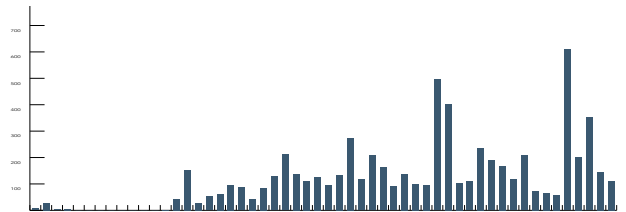
Likes:



February 2016
124

July 2020
642

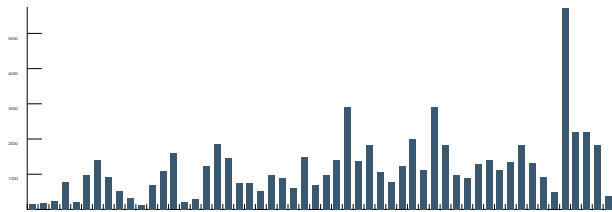
Comments:



February 2016
7

July 2020
112

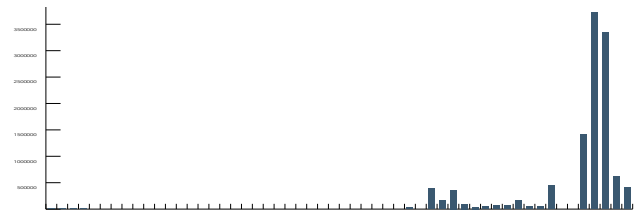
Shares:



February 2016
0

July 2020
37

Engagement:



February 2016
5,305

July 2020
403,965

Videos Created in July 2020

	Video Title	Department	Facebook Views	YouTube Views	Total Views
1	Campfire Storytime	Youth	580	18	598
2	Storytime with Ms. Kristy // By the Light of the Moon	Youth	268	137	405
3	Storytime with Ms. Kristy // Abigail	Youth	265	33	298
4	Storytime with Ms. Kristy // Rain	Youth	420	56	476
5	Movie Monday July 2020	Adult	198	6	204
6	Storytime with Ms. Kristy // Kida	Youth	359	28	387
7	Storytime with Ms. Kristy // Over and Under the Pond	Youth	564	56	620
8	Book Buzz, I'll be Gone in the Dark	Adult	182	1	183
9	Science with Joey and Brian: Synthesis	Youth	218	5	223
10	Storytime with Ms. Kristy // Big Red Barn	Youth	400	35	435
11	Art Detectives with KIA	Youth	279	43	322
12	Cosplay: Costuming Tips and Tricks	Adult	n/a	17	17
13	Storytime with Ms. Kristy // Butterfly Storytime	Youth	298	35	333
14	PDL From the Couch: Asian Dramas	Adult	257	18	275
15	Storytime with Ms. Kristy // And If the Moon Could Talk	Youth	309	7	316
				Grand Total	5,092

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: August 19, 2020
SUBJECT: Library Statistical Report - July 2020

	Month Statistics			YTD Statistics		
	Jul-20	Jul-19	CHANGE	2020	2019	CHANGE
Circulation/Collections						
Total Library Circulation	51,969	80,311	-35.29%	299,493	486,409	-38.43%
Adult - Books	12,150	19,105	-36.40%	59,236	123,079	-51.87%
Adult - A/V	2,440	5,737	-57.47%	17,559	39,944	-56.04%
Youth - Books	17,353	33,086	-47.55%	81,945	180,521	-54.61%
Youth - A/V	1,836	4,625	-60.30%	9,255	24,660	-62.47%
Hot Picks	1,581	3,559	-55.58%	10,581	22,655	-53.30%
E-Material	16,609	11,738	41.50%	113,317	79,799	42.00%
ILL - PDL Requests	0	1,343	-100.00%	3,638	8,285	-56.09%
ILL - Other Lib. Requests	0	1,118	-100.00%	3,962	7,466	-46.93%
Self-Checkout Percentage	55.84%	63.82%		57.59%	60.30%	
Total Library Collection	190,815	190,913	-0.05%			
Adult - Books	87,907	87,765	0.16%			
Adult - A/V	17,688	17,542	0.83%			
Youth - Books	71,601	71,870	-0.37%			
Youth - A/V	9,405	10,028	-6.21%			
Hot Picks	4,214	3,708	13.65%			
Net Acquisitions	911	(844)	207.94%	1,745	(8,162)	121.38%
Purchased - Books	1,830	1,449	26.29%	7,291	11,575	-37.01%
Purchased - A/V	603	289	108.65%	1,855	1,878	-1.22%
Donated - Books	0	2	-100.00%	11	19	-42.11%
Donated - A/V	0	4	-100.00%	6	18	-66.67%
Material Discarded	(1,522)	(2,588)	41.19%	(7,418)	(21,652)	65.74%
Total In-House Usage*	0	1,578	-100.00%	384	2,594	-85.20%
In-House Periodical Usage	0	88	-100.00%	42	213	-80.28%
In-House Book Usage	0	1,490	-100.00%	342	2,381	-85.64%
Patrons						
Total Patrons	41,014	39,867	2.88%			
Adult	27,020	26,203	3.12%			
Youth	6,432	6,321	1.76%			
Non-Resident	375	404	-7.18%			
Reciprocal	6,335	6,160	2.84%			
Internet User	788	716	10.06%			
Professional	64	63	1.59%			
Net Patrons	119	116	2.59%	709	497	42.66%
Adult	64	200	-68.00%	619	1,039	-40.42%
Youth	11	51	-78.43%	186	235	-20.85%
Non-Resident	0	6	-100.00%	7	19	-63.16%
Reciprocal	19	61	-68.85%	144	268	-46.27%
Internet User	25	87	-71.26%	158	407	-61.18%
Professional	0	0	0.00%	0	0	0.00%
Patrons Removed	0	(289)	100.00%	(405)	(1,471)	72.47%

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: August 19, 2020
SUBJECT: Library Statistical Report - July 2020

	Month Statistics			YTD Statistics		
	Jul-20	Jul-19	CHANGE	2020	2019	CHANGE
Library Building Usage						
Total Meeting Room Usage	0	208	-100.00%	430	1,313	-67.25%
Internal/Collaboration	0	109	-100.00%	217	678	-67.99%
External/Outside Usage	0	99	-100.00%	213	635	-66.46%
Total Program Audience	0	3,543	-100.00%	5,280	21,115	-74.99%
Adult	TBD	270	-100.00%	467	1,452	-67.84%
Youth		3,077	-100.00%	4,617	18,099	-74.49%
Heritage Room		196	100.00%	196	1,564	-87.47%
Total Number of Programs	0	47	-100.00%	155	363	-57.30%
Adult	TBD	13	-100.00%	30	87	-65.52%
Youth		31	-100.00%	121	252	-51.98%
Heritage Room		3	100.00%	4	24	-83.33%
Total Volunteer Hours	0	994	-100.00%	1,004	3,462	-71.00%
Adult	0	160	-100.00%	274	910	-69.89%
Youth	0	553	-100.00%	191	1,069	-82.13%
Technical	0	78	-100.00%	155	499	-68.94%
Circulation	0	126	-100.00%	284	722	-60.66%
Administration	0	30	-100.00%	57	174	-67.24%
Community Service	0	47	100.00%	43	88	-51.14%
Total Front Door Traffic	21,025	74,551	-71.80%	148,948	406,979	-63.40%
Total Youth Services Traffic	11,689	62,103	-81.18%	96,998	293,214	-66.92%
Total Business Center Traffic	91	2,834	-96.79%	6,335	18,662	-66.05%
Information Access/Reference/Research						
Total Reference Transactions	8,120	9,366	-13.30%	37,242	60,477	-38.42%
Adult Phone	521	390	33.59%	2,062	2,472	-16.59%
Adult Ready Reference	2,956	2,488	18.81%	10,302	17,238	-40.24%
Adult Reference	203	324	-37.35%	936	2,043	-54.19%
Youth Phone	86	132	-34.85%	484	821	-41.05%
Youth Ready Reference	1,732	3,392	-48.94%	10,215	21,721	-52.97%
Youth Reference	248	842	-70.55%	2,104	4,190	-49.79%
HR Phone	10	22	-54.55%	46	91	-49.45%
HR Ready Reference	107	449	-76.17%	999	3,041	-67.15%
HR Reference	5	36	-86.11%	65	220	-70.45%
Circ Phone**	875	445	96.63%	3,165	3,899	-18.83%
Circ Ready Reference	1,292	567	127.87%	5,980	2,806	113.11%
Circ Reference	85	279	-69.53%	884	1,935	-54.32%
Total Edutainment LAN Use	0	661	-100.00%	966	3,445	-71.96%
Total Internet Computer Use	844	2,749	-69.30%	7,236	17,245	-58.04%
Youth Computers	21	461	-95.44%	550	2,056	-73.25%
Adult Computers	823	2,221	-62.94%	6,592	14,565	-54.74%
Laptop Computer Circulated	0	67	-100.00%	94	624	-84.94%
Total Electronic Transactions	51,431	53,939	-4.65%	318,476	352,081	-9.54%
WebSite Hits	37,510	38,538	-2.67%	233,978	254,254	-7.97%
WebCatalog Sessions	11,687	11,556	1.13%	62,609	72,924	-14.14%
Licensed Database Hits	2,234	3,845	-41.90%	21,889	24,903	-12.10%

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

** Includes Curbside Activity

Christy Klien, Library Director



MLA Advocacy News July 2020

Updates on Executive Orders Affecting Libraries

July 30, 2020

On Wednesday, July 29, Governor Gretchen Whitmer signed Executive Order 2020-160 and Executive Order 2020-161, amending Michigan's Safe Start Order and issuing revised workplace safeguards.

The Governor stated that with rising cases throughout Michigan, these updates were necessary to protect lives and slow the spread of the coronavirus.

Under the Safe Start Order, starting July 31, 2020, statewide indoor gatherings will be limited to 10 people, outdoor gatherings are not to exceed 100 people, and bars will be closed for indoor service across the state, including in Regions 6 and 8. Regions 6 and 8 also have different limits on gatherings.

Here is the status and a short recap of the Executive Orders MLA continues to follow as of July 30, 2020:

EO 2020-161 - Safeguards to Protect Michigan's Workers from COVID-19 (July 29)

Businesses must continue to do their part to protect their employees, their patrons, and their communities. Many businesses have already done so by implementing robust safeguards to prevent viral transmission. This Executive Order provides workplace standards that apply to all businesses across the state and now includes a new section on casinos.

EO 2020-160 - Amended Safe Start Order (July 29)

In this and in prior rescinded Executive Orders, Michiganders are no longer required to stay home. Businesses that must remain closed are specified in this Executive Order. Any work that is capable of being performed remotely must be performed remotely. Under one of the past orders that this one replaced, libraries were able to reopen on June 8 and provide in-person services like curbside. Three Detroit casinos are able to open with 15% capacity on August 5. Michiganders must continue to wear face coverings when in enclosed public spaces and

should continue to take all reasonable precautions to protect themselves, their co-workers, their loved ones, and their communities. Indoor social gatherings and events of more than 10 people are prohibited. Outdoor social gatherings and events are permitted so long as people maintain six feet of distance from one another and the assemblage consists of no more than 100 people. In Regions 6 and 8, all bars will be closed for indoor service again, while indoor gatherings are still limited to 25% maximum capacity and outdoor events at no more than 250-500 people (depending on the kind of activity.)

EO 2020-154 - Alternative means to conduct government business during the COVID-19 pandemic

Allows public bodies subject to the Open Meetings Act, including boards, commissions, committees, subcommittees, authorities, councils and nonprofit boards, to use telephone or video-conferencing methods to continue meeting and conducting business during the COVID-19 public health crisis, so long as they follow certain procedures to ensure meaningful access and participation by members of the public body and the general public.

EO 2020-153 - Mask Wearing (in effect Monday, July 13)

To protect workers, shoppers, and the community, no business that is open to the public may provide service to a customer or allow a customer to enter its premises, unless the customer is wearing a face covering as required by this order. This order clarifies that businesses may not assume that an unmasked customer cannot medically tolerate a face covering, though they may accept a customer's verbal representation to that effect. Any individual who leaves their home or place of residence must wear a face covering over their nose and mouth when in any indoor public space, when outdoors and unable to consistently maintain six or more feet, and when on public transportation.

EO 2020-151 - Declaration of the State of Emergency and state of disaster-related to the COVID-19 pandemic effective immediately and continuing through August 11, 2020, at 11:59 pm.

PORTAGE DISTRICT LIBRARY**COMMUNICATION**

To: Portage District Library Board
From: Christy Klien, Library Director
Date: August 19, 2020
Subject: Upcoming Library Board linkage opportunities in September 2020 for consideration

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

LINKAGE OPPORTUNITIES for August 2020:

Date	Time	Activity or Program Description
Thursdays	9:00 AM	Just Move Storytime starting Sept. 3
9/3 and 9/17	9:00 AM	Muffins and the Market
9/8	3:30 PM	Teen LGBTQ+ Online Meet-Up
9/8	7:00 PM	The Joker: From His Start to Joaquin
Wednesdays	6:00 PM	Bedtime Online Storytime starting Sept. 9
Mondays	9:00 AM	Family Online Storytime starting Sept. 14
9/10	7:00 PM	International Mystery Book Discussion
9/15	7:00 PM	Hamilton Trivia Challenge
9/16	7:00 PM	Book Buzz: PDL Online Book Discussion September Book: The Line Becomes a River
9/19	3:00 PM	Blues Concert: Out of Favor Boys (Drive-In Program)

PORTAGE DISTRICT LIBRARY
Monitoring Report for
Executive Limitation Policy: Compensation and Benefits
August 24, 2020

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Library Director shall not cause or allow jeopardy to fiscal integrity or public image. Accordingly, they may not:

POLICY ITEM #1: Change his/her own compensation and benefits.

Director's Response: The Library Director's salary and benefits are set by a contract approved by the Portage District Library Board. Their compensation or benefit package may change only as a direct result of the Portage District Library Board's action. A Board Personnel Committee gathers input from individual trustees about their assessment of the Library Director's compliance with Executive Limitations and fulfillment of the Library's Ends, and based on Policy Governance guidelines, an overall evaluation is compiled and used to determine compensation.

POLICY ITEM #2: Promise or imply permanent or guaranteed employment.

Director's Response: The Portage District Library Employee Handbook states that Portage District Library is an "at-will" employer, which means that the employer and employee are under no contract to continue employment, and each party may sever the relationship at any time, as long as it does not violate any state or federal law.

POLICY ITEM #3: Establish current compensation and benefits, which deviate materially from the geographic or professional market for the skills employed.

Director's Response: The Library has conducted a salary survey of similar size libraries with the assistance of HRM Innovations. Salary range information received from surveyed libraries was compared to the Library's existing salary ranges. The Library has used this information to adjust salary ranges at the beginning of 2017 and 2019. These adjustments were part of a planned two-step adjustment. The Library will continue to participate in the Detroit Suburban Librarian Roundtable survey each year and use the information to assist in the setting salary ranges.

Library employees' benefit package includes: shared premium paid Health, 100% Dental, Life, and Vision insurance; Short and Long Term Disability insurance; Sec. 125 flexible benefit plan; sick leave; vacation; paid holidays; Personal Well-Being plan; training & development opportunities; and a retirement plan package. The library's retirement package includes a 457 employee funded retirement plan option and a 401(a) employer funded plan. Currently the 401(a) funding equals 10% of the employee's salary, paid into the plan each pay period. The employee contribution limit for the 457 Plan is set at the IRS limit for each year. The Library Director's retirement contribution level is authorized by the Library Board.

The Library also allows employees to purchase additional insurance and service policies through payroll deduction. Those policies include: Mutual of Omaha supplemental life insurance; Guardian Supplemental Accident and Cancer insurance; LegalShield Legal and ID protection services. Additionally, all employees have access to Bronson HelpNet EAP services and the Library's Personal Well-Being Program.

Benefits are administered through the Maxwell Health Employee Portal. The portal allows employees to shop, compare and obtain documentation on benefit plans while making purchasing decisions, or throughout the year for obtaining guidance on coverages.

POLICY ITEM #4: Create obligations over a longer term than revenues can be safely projected, in no event longer than one-year and in all events subject to losses in revenue.

Monitoring Report for Executive Limitation Policy: Compensation and Benefits

Director’s Response: All employee benefits have been specifically placed in the current budget, and all benefits can be supported for the 2020 fiscal year. The library reviews the current policy each year against other policies available to insure that the process of comparing health insurance costs are kept at a reasonable level for the library, while providing comparable coverage to employees. In September 2020, the Library will obtain quotes from health insurance companies for premiums for the plan year beginning December 1, 2020. The library will continue to use Rose Street Advisors to obtain quotes and advise the library on the merits of each submission. The library will make a choice on health insurance plans to be offered to employees that will offer the best coverage at the best price that can be afforded by the library and its employees.

Beginning December 1, 2011, the library switched its health insurance plan to a shared premium plan. The Portage District Library previously paid 100% of full-time employee’s health insurance premiums. With the passing of legislation by the Michigan Legislature, a hard cap limit was established that regulated the maximum amount that public employers were allowed to contribute towards employees’ health insurance premiums. Therefore, all premium costs above that hard cap limit had to be passed on to employees and deducted from their paychecks on a bi-weekly basis.

Additionally, the library switched over from its Health Reimbursement Account (HRA) plan for a more traditional healthcare plan where deductibles are paid by employees. For the plan year beginning December 1, 2016, the library offered two (2) health insurance plan options. The first plan had an out-of-pocket maximum that did not include co-insurance and the second plan included a higher out-of-pocket maximum for employees with a level of co-insurance above the standard deductible. Each plan had a different cost for premiums to the employees and they were allowed to choose which plan they wanted to enroll in. Each year at open enrollment, employees will be given the opportunity to choose a different plan offered by the library. The library will continue to monitor the effects of the Affordable Care Act (ACA), and any replacement legislation, in order to comply with all regulations and also to offer health plans that will be both affordable for the library and its employees, as well as provide top-notch health care coverage.

POLICY ITEM 5: Establish or change pension benefits so as to cause unpredictable or inequitable situations, including those that:

Director’s Response: **A.** Incur unfounded liabilities.
No unfounded liabilities have been incurred.

Director’s Response: **B.** Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.
A benefit package has been offered and accepted by all full time employees. Although some benefits increase with longevity, i.e. vacation accrual, no additional benefits have been offered as a negotiation tool to encourage longevity.

Director’s Response: **C.** Allow any employee to lose benefits already accrued from any foregoing plan.
No employee has lost benefits already accrued from any foregoing plan.

POLICY ITEM #6: Fail to provide the Library Board a Compensation and Benefits Monitoring Report once a year and any exception reports as needed.

Director’s Response: Compensation and Benefits Monitoring Reports are provided to the Library Board once a year, on a frequency set forth on the Annual Calendar of Library Board Activities. The last time this report was presented to the board, prior to this report, was at the board meeting held on August 26, 2019.

PORTAGE DISTRICT LIBRARY

Monitoring Report for Executive Limitation Policy: Treatment of Staff

August 24, 2020

With respect to the treatment of paid and volunteer staff, the Library Director may not cause or allow conditions, which are unfair, undignified, disorganized, or unclear. Accordingly, the Library Director shall not:

POLICY ITEM #1: Operate without written personnel policies, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.

Director's Response: The library maintains an up-to-date Employee Handbook that is distributed to all regular full-time and part-time staff and new hires. This handbook clearly set forth all conditions of employment, expectations for employee conduct and procedures for problem resolution. These personnel policies are intended to be administrative tools for human resource management, and are reviewed on an ongoing basis by the Library Business Manager for any revisions that may be needed.

The library issues the Employee Handbook to all regular full-time and part-time employees, when they are hired, as part of their initial orientation, and they are asked to review the handbook and then ask any questions about its content that may arise.

The Library worked with HRM Innovations to review and make corrections and updates to the employee handbook during the 2015 Fiscal Year. Those changes were discussed with the Library's Administrative Team. The Library has received an updated employee handbooks with recommended changes completed by Luis Avila of Varnum Law. The handbook was updated to include Paid Time Off (PTO) for part-time employees beginning January 2020.

POLICY ITEM #2: Discriminate against any staff member for expressing an ethical dissent.

Director's Response: The Portage District Library Employee Handbook includes non-discrimination language all throughout the manual. Specific references can be found in the following sections: Employee Relations; Business Ethics and Conduct; Employee Conduct and Work Rules; and Problem Resolution. An open door policy, regular library-wide staff meetings and weekly administrative team meetings all help to encourage interactive communications between staff members.

POLICY ITEM #3: Fail to evaluate staff on expected performance once a year, and produce an internal report.

Director's Response: All library employees receive performance evaluations by their supervisors once a year, along with a mid-year meeting to adjust goals and objectives and to discuss any issues. The procedures in place require employees to provide written accomplishments of goals and submit them to their supervisors at specified times. The supervisors then use that information, along with their own records and direct observations to evaluate employee performance and write comments on the evaluation form, then discussed with employees in a personal, one-on-one evaluation session. The evaluation process is intended to be an assessment tool for determining employees' progress on goals and objectives related to the library's ends statements, and to guide employees in their personal growth and development. Evaluations are

Monitoring Report for Executive Limitation Policy: Treatment of Staff

conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The evaluation documents are written internal reports that become part of the employee's personnel file.

The Library worked with HRM Innovations in late 2014 to design a new performance evaluation form that included SMART Goals. Employees were shown the new form at their FY2014 performance evaluation meeting with their supervisor. The new process was explained to the employee and the new forms have been used for all staff since FY2015 evaluations.

POLICY ITEM #4: Fail to acquaint staff with the Library Director's interpretation of their protections under this policy.

Director's Response: There are weekly library-wide staff meetings and Administrative Team meetings that provide a time for these policies and any personnel issues to be clarified and/or discussed. All new employees are issued Employee Handbooks and told of their protections under these employment policies. Employees must sign a statement in acknowledgement of receipt of the Employee Handbook and their responsibility for the policies contained within it. Supervisors are provided direct guidance by the Library Business and Human Resource Manager and the Library Director, (and sometimes through advice from legal counsel), in all personnel matters. They are advised of any legal requirements in order to ensure that the library stays in compliance with state and federal labor laws, and to fulfill the intent of the Executive Limitation Policy on Treatment of Staff. Careful attention is given to upholding this policy and there have been no infractions.

POLICY ITEM #5: Fail to have current human resource policies, and report on them once a year, and an occasional audit done of human resource practices.

Director's Response: Human Resource policies are included in the Portage District Library Employee Handbook, which was originally scrutinized by legal counsel and is reviewed and updated on an annual basis. The Library Director and Business and Human Resource Manager stay informed about current employment laws and practices, and are in regular contact with the library's labor attorney. Whenever there are employee related issues that need to be specifically addressed, the library's legal counsel is available to make certain that the library's human resource practices are appropriate and meet all legal requirements. This is equivalent to an "ongoing audit" of our human resource practices. There have been no occasions when the library has failed to have appropriate human resource practices and procedures in place.

Monitoring Report for Executive Limitation Policy: Treatment of Staff

ADDITIONAL DOCUMENTATION for TREATMENT of STAFF

In addition to the responses in the Monitoring Report for the Executive Limitation Policy on Treatment of Staff shown above, the following information is offered as additional documentation about the appropriate treatment of staff at the library:

<p><i>Conditions of the workplace for staff:</i></p>	<p>The Portage District Library is an exceptional physical environment that gives employees a safe, clean, comfortable and attractive place to work. A regular preventive maintenance program, monitored by the Facilities Manager keeps all of the building’s systems running smoothly for maximum comfort.</p> <p>This year, the following improvements to the facility & furnishings were made:</p> <ol style="list-style-type: none"> (1) Steam cleaning of carpet and tile throughout the Library to maintain its appearance while providing a clean atmosphere. (2) Regular appointments with a pest control service. (3) Replacement of roof over the Circulation and Administration offices.
<p><i>Staff Development</i></p>	<p>The library administration encourages staff development in numerous ways:</p> <p><i>Budget Allocations:</i> Staff needs are addressed through the budget process by allocating funds to line items that support staff training & development, as well as to purchase equipment and supplies that benefit employees.</p> <p><i>Staff Development Day:</i> Every year the library closes for a day and all regular full-time and part-time employees take part in a daylong event that includes some sort of enrichment program, lunch and fellowship. This year, due to the COVID-19 pandemic, the Professional Development Committee has made the decision not to hold an in-person Staff Development Day. During the Library’s building closure, staff were encouraged to participate in online trainings and webinars which were reported to their supervisors.</p> <p><i>Staff Training:</i> There are various types of training and professional enrichment opportunities provided for library employees on a continuous basis throughout the year, as budgetary provisions allow. These are job-related classes, conferences, seminars & training sessions that can have a positive impact on employees’ jobs.</p> <p>This year, due to the COVID-19 pandemic, webinars and trainings were reported to the Library Board under “Additional Staff Activities During the Building Closure”.</p>
<p><i>Workload Issues:</i></p>	<p><i>Distribution of work across the library organization is addressed on many levels. Library administration considers workload issues in terms of:</i></p> <ol style="list-style-type: none"> 1. The best use of human resources to accomplish the Library’s Ends. 2. Public service needs. 3. Budget constraints. 4. Staff expertise and experience in specific areas. 5. Availability of acceptable candidates to fill position vacancies.