

**NOTICE OF ELECTRONIC REGULAR MEETING**

**LIBRARY BOARD MEETING  
PORTAGE DISTRICT LIBRARY**

**Monday, September 28, 2020**

**at 6:00 p.m.**

The Library Board of the Portage District Library will hold a regular meeting on Monday, September 28, 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.

You are invited to a Zoom webinar.

When: Sep 28, 2020 06:00 PM Eastern Time (US and Canada)

Topic: Portage District Library Board Meeting

Please click the link below to join the webinar:

**<https://us02web.zoom.us/j/87195330543>**

Or iPhone one-tap :

US: +13017158592,,87195330543# or +13126266799,,87195330543#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346  
248 7799 or +1 669 900 9128

Webinar ID: 871 9533 0543

International numbers available: <https://us02web.zoom.us/j/87195330543>

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](mailto: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](mailto:qedwards@portagelibrary.info) within a reasonable time in advance of the meeting.

Dated: September 24, 2020

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

# PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

**September 28, 2020**

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
- IV. Adoption of the Agenda for the Regular Meeting of September 28, 2020
- V. Consent Agenda (5 minutes) (Vote)
  - A. Minutes of the Public Hearing and regular board meeting held on August 24, 2020. Pg. 5-10
  - B. Narrative Report for August 2020. Pg.11-17
  - C. Report on Financial Condition for August 2020. Pg.18-20
  - D. Marketing Update for August 2020. Pg.21-23
  - E. Statistical Report for August 2020. Pg.24-25
  - F. Legislative Update for August 2020. Pg.26-27
  - G. Library Board Linkage opportunities for October 2020. Pg.28
  - H. Review of Materials Selection Policy Pg.29-32
  - I. Review of Internet Policy Pg.33-39
  - J. Review of Capitalization Policy Pg.40-42
- VI. Governance (10 minutes)
  - A. Initiation of Library Director's 2020 Evaluation Process (*Info*) Pg.43-49
- VII. Ends Development (60 minutes)
  - A. Report on 2020 Summer Reading Program (*Info*) Pg.50-53
  - B. Fine Free Discussion (*VOTE*) Pg.54-55
- VIII. Library Director's Comments (20 minutes total)
  - A. Building Update (*VOTE*) Pg.56-57
  - B. Final remarks by Library Director for the September 28, 2020 Library Board Meeting.
- IX. Process Evaluation (10 minutes total)
  - A. Suggestions for Agenda Items to be included on the October 26, 2020 board meeting
    1. Minutes of the Regular Meeting held on September 28, 2020.
    2. Review of Donations Policy.
    3. Review of Investment Policy.
    4. Review of Resident Non-Resident Policy.
    5. Approval of Holiday Schedule for Library Hours of Operation in 2021.
    6. Monitoring Report – Communication & Support to the Library Board.
    7. Monitoring Report – Ends Focus of Grants/Contracts.
    8. Update on Library Director's 2020 Evaluation Process.
    10. Library Director's accomplishment of personal goals for FY 2020.
    12. 3<sup>rd</sup> Quarter Financial Report for FY 2020.
    13. 3<sup>rd</sup> Quarter Strategic Plan Statistics
  - B. Assessment of this meeting
  - C. Miscellaneous Items
- X. Adjournment



PORTAGE DISTRICT LIBRARY BOARD  
Minutes of the Virtual Public Hearing and Board Meeting held on  
**August 24, 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, Jill Austin, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Abby Pylar, and Colin Whitehurst

*Library Staff Absent:* Laura Wright

*Guests Present:* Ken Baker, Tom Vance, and Linda Whitlock

III. Adoption of the Agenda for the Regular Meeting of August 24, 2020

Library Board Chair Welsh asked if there were any changes needed to the agenda for the August 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 Behr and supported by Trustee Friedman that the Library Board adopt the agenda for the regular meeting of August 24, 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.

IV. Public Hearing

A. 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 for FY 2021

MOTION: It was moved by Trustee Behr and supported by Trustee VanderVries to move into a public hearing for the Proposed FY 2021 Budget. Roll Call Vote: Bale - yes, Behr - yes, Friedman - yes, Terry - yes, VanderVries - yes, Welsh – yes. 6-Yes, 0-No, 1-Absent (Vliek). Motion carried.

Library Board Chair Welsh invited any public comments at the Public Hearing on the Proposed Fiscal Year 2021 Budget.

There was one comment from Ken Baker who asked for clarification about the budget documents that were available. Board Chair Welsh explained that the current 2020 budget was available for comparison, the 2021 budget was the subject of the hearing and resolution, and the 2022 numbers were provided as an estimate and are subject to change.

Trustee Behr volunteered to read aloud the resolution to adopt the FY 2021 Budget for the library.

**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:

<b><u>Operating Expenses</u></b>	<i>Budget</i>
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
<b>Total Operating Expenses:</b>	<b>\$ 3,934,126</b>
<b><u>Capital Projects Expenses:</u></b>	<b><u>\$ 1,481,796</u></b>
<b>GRAND TOTAL EXPENSES:</b>	<b>\$ 5,415,922</b>

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.

Library Board Chair Welsh asked for a motion to close the Public Hearing.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Bale to close the Public Hearing. 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. Formal Resolution to Adopt the FY 2021 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2021.*

Library Board Chair Welsh then asked for a motion to approve the resolution to set the millage levy for the Portage District Library and adopt the Fiscal Year 2021 Library Budget.

MOTION: It was moved by Trustee Behr and seconded by Trustee VanderVries that the Resolution to set the millage for the Portage District Library at **1.9945 mills** and to approve the Fiscal Year 2021 Budget 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.

Library Board Chair Tom Welsh and Library Board Secretary Quyen Edwards will sign the Resolution and Form L-4029 at the library tomorrow.

V. Consent Agenda

Library Board Chair Welsh asked if there were any changes needed to the consent agenda for the August 24, 2020 board meeting before its adoption.

- A. Minutes of the regular board meeting held on July 27, 2020.
- B. Narrative Report for July 2020.
- C. Financial Report for July 2020.
- D. Marketing Report for July 2020.
- E. Statistical Report for July 2020.
- F. Legislative Update for July 2020.
- G. Library Board Linkage for September 2020.
- H. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees.
- I. Monitoring Report for Executive Limitation for Treatment of Staff.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Terry, to approve the consent agenda with no items removed. 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. Library Director's Reports

A. Building Update.

Library Director Klien gave an update on the status of the building project. She said it was not unexpected that at this point in the project, the architect and construction management firm determined that it is over budget. They proposed some specific areas to consider cuts. Library Director Klien, Business Manager Foti, Facilities Manager Lefaive, and Board Chair Welsh met with the staff building committee to discuss building priorities and opinions on cuts. Special attention was given to projects that could be eliminated in the present, and saved for and addressed in the future. The decisions were made with a commitment to the original renovation priority list and to address the needs of the patrons and staff.

Library Director Klien said that there is a self-imposed deadline of the end of September to make a decision about moving off site during construction. We are working with a commercial leasing agent to meet our space, time, and budget constraints. Trustee Terry asked approximately how long would a short term lease be? Klien responded that we are looking at a contract of 12-14 months.

Board Chair Welsh added that the architect and construction management firm made a significant number of suggested cuts and that the staff team did a great job in confirming priorities and making some difficult choices.

Klien said she will continue to keep the Board updated on the status of the building project.

B. Final remarks by Library Director for the August 24, 2020 Library Board Meeting.

Library Director Klien said that we have all the candidates currently filed to run for the Library Board present at tonight's meeting. Incumbent Michele Behr will appear on the ballot along with Ken Baker and Tom Vance. Linda Whitlock has filed to run as a write-in candidate. Klien gave each candidate the opportunity to introduce themselves.

Ken Baker said that he has been a Portage resident for over 10 years. He has children who went to Portage Public Schools where he works as a substitute teacher. He is interested in getting involved and has a passion for books.

Tom Vance has been a Portage resident for 30 years. He has worked in marketing/advertising at Upjohn and Portage Public Schools and recently retired from the Kalamazoo Community Foundation. He has always had a passion for books and is interested in serving the community.



Linda Whitlock is a write-in candidate. Her name will not appear on the ballot, but votes for her will count when written in. She has lived in Portage over 30 years and had children go through the Portage Public School system. She describes herself as a life-long bibliophile.

Klien thanked all of the candidates for attending and for their willingness to serve.

Klien asked the Board to consider extending the fine-free initiative through the month of September. The library has recently adjusted its returned materials quarantine timeline to 96 hours and the delay that occurs between when an item is returned and when it is checked in and removed from the patron's account is a continued cause of concern.

Trustee Terry asked the approximate income lost to the library. Business Manager Foti responded that fines generate approximately \$40,000 each year, which is approximately \$3,300 each month not accounting for the fact that some months are busier than others. Circulation Supervisor Jill Austin also noted that just because the library is not currently charging overdue fines doesn't mean that the library is not collecting any money. Patrons are still paying on fines prior to the building closure and for damaged or lost materials. Foti concluded that the library has collected about \$1,500 in fines and fees so far in the month of August.

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

Trustee Welsh asked when the Board should expect to see a Fine Free presentation. Klien responded that she hoped to have something put together by the September meeting, October at the latest.

Trustee Behr asked about the progress on the Portage Public Schools/Portage District Library card initiative. Klien responded that Systems Manager Behrje is currently running tests on the system that has been set up. Meetings have occurred to discuss how to communicate the new service to students and parents. Staff have agreed on an October 1st deadline so that it starts after the craziness of the beginning of the school year. Klien said that there are additional meetings that will occur with representatives from PPS to discuss a few other details.

DISPOSITION: Library Board members acknowledged Library Director Klien's remarks.

## VII. Process Evaluation

### 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* – There was agreement among trustees that this had been a good, quick meeting. They joked to the Board candidates that this is not the typical meeting length.

C. *Miscellaneous Items* – Trustee Bale said that she has been very impressed with the information about the library's programs and the virtual turnout. She commended the library staff for a job well done in the COVID environment. Marketing Manager Colin Whitehurst acknowledged that the unprecedented times have given the library the opportunity to explore programming with a different approach and style. The ability to record programs and have them available to patrons at their leisure has been a bonus. We have seen new participants in both Youth and Adult programs.

Board Chair Welsh expressed regret that he is unable to run for another Library Board term due to personal reasons.

VIII. Adjournment –

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

DISPOSITION: The regular board meeting of August 24, 2020 was adjourned at 6:40 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 loop at the end.

Quyen Edwards  
Library Board Secretary

**Library Director's Narrative Report for September 28, 2020**  
*(Activities at the end of August and beginning of September 2020)*

**Administrative Activities:**

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

- ❖ Participated in weekly Administrative Team meetings.
- ❖ Participated in weekly staff meetings.
- ❖ Worked Front Door Greeter Station shifts.
- ❖ Participated in PDL Virtual Public Board Meeting on August 24, 2020.
- ❖ Participated in Library of Michigan Library Directors Virtual Meetings on August 28 and September 11, 2020.
- ❖ Met with C2AE and Walbridge for bi-weekly status meetings in August and September.
- ❖ Met with PDL team to discuss next steps for student library card project rollout during the months of August and September.
- ❖ Met with PDL team to discuss recommendations on becoming a fine free library on September 8, 10, and 17.

**Maintenance and Building Services**

- Evaluating new sanitizing options and personal protection equipment sources.
- Investigating additional quotes and any potential options to replace the Atrium's 3 skylights and 8 vertical skylights that have delaminated and become discolored.
- Continue seeking potential Portage buildings to determine viability, lease cost and budgetary buildout cost to move offsite during library's renovation next year.
- Completed value engineering meetings to reduce overall library renovation costs to budget on August 25.
- Approved new lower level layout from C2AE on August 26.
- Mite-E Exterminating conducted the pest control application on August 27.
- Continue to receive quotes to remove the burning bushes from the west and north sides in preparation to have access to the library's lower level skylights during September.
- Completed the annual fire protection inspections for the library Sept. 1 and Sept 10.
- Isolated and cleaned sediment filters for the facilities water supply September 11.
- Conducted a garden party to remove unwanted vegetation from the north terrace September 14.
- Repositioned the American flag to the perceived highest pole in the center with the Michigan flag to the viewer's left of the center pole due to multiple public comments and is acceptable flag etiquette September 15.
- Completed annual AED inspection that required new batteries and paddles September 18.
- Review of 100% Detailed Design drawings from C2AE on September 18.
- Participated in the bi-monthly C2AE/Walbridge project review meeting on September 21.
- Met with the City of Portage Deputy Fire Chief to discuss the emergency siren pole relocation September 21.
- Gathering PPE and new hot spot receipts to receive reimbursement for PPE (\$500) and digital inclusion (\$5,000) from the grants received from the Library of Michigan Cares Act for submittal by month's end.
- 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 August 24, 2020 Board meeting:

- Management of the Curbside Pickup service by Kathy Morris.
- Kathy Morris provides assistance to Circulation Services with department management as needed.
- Worked with Walbridge, and C2AE to discuss project budget and review possible changes to keep project within budget.
- Worked with Jeff Chrystal of Kalamazoo Commercial Real Estate to review various options for a temporary location for library services during construction.
- Worked with RJ Naughton of PFM to provide up-to-date bond financing options for construction project.
- Review constant changes to FFCRA time off regulations to provide staff and the Library with up-to-date and accurate information.
- Met with John Schuemann and Debbie Graf of Rose Street Advisors to discuss quoting of employee benefits in the lead up to open enrollment in October/November.
- Completion of the Library annual Workers' Compensation audit.

### **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

- This year's adult summer reading had patrons more engaged than in years past. While overall sign up was down, the percentage of people who signed up and participated was up. Earning badges and weekly prizes engaged participants enough that we had very little participation drop off through the summer. Given the success of this year's program, I am recommending we keep the same format for next year if budgeting allows. Please see the Summer Reading 2020 Report for more details.

- Take-Home Craft Kit for Adults: Book Necklace - August 7 - 30 attendees

- Introduction to Drawing: Pet Portraits - August 11 – 17 attendees

Once again, staff-member Rachel McGuffin led an entertaining and educational virtual drawing class that allowed participants to draw their pet or favorite animal.

- Drive In Programming: 100 Year Celebration of Women's Suffrage - August 18th - 10 attendees

Paula Manley from the League of Women Voters presented the history of women's suffrage in the state of Michigan during this 100th-year celebration. Paula has been a League member since first joining in Iowa in 1973. Through the years, she held various positions in the Local League and currently serves on the League of Women Voters of Kalamazoo Area Board. At the state level, Paula serves as Vice President of Membership for the League of Women Voters of Michigan. The patrons in attendance appreciated the information and are happy we have figured out how to have in person programming safely.

### Youth Services Programming Highlights

- Youth Staff hosted the summer's final family events. The Fresh Food Fairy presented a Pizza Invasion event, which encouraged children to enjoy vegetables as part of their homemade pizzas.
- The Ring of Steel Jedi Academy taught participants fighting methods and showed how Jedi train.
- Don Snoeyink from Thornapple Woodlands showed how bees make honey, how it's harvested, and how beekeepers inspect a hive.
- Six teens participated in Virtual Teen Art Space on August 19th, where they made art using supplies around the house while getting in some quality social time.
- Teens participated in the first Teen LGBTQ+ Online Meet-Up of the school year. Topics included books, movies, and television shows. There were special guest appearances by a lizard, a cat, and a hamster named Lizard. Students said they are unsure if their school LGBTQ clubs will be meeting this semester and expressed interest in picking a theme for each month. October's theme will be LGBT History Month/Halloween.

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

- We are aiming to partially open the creation station in October, with guidelines that encourage patrons to be self-sufficient on the software that we provide because we do not currently have the ability to perform one on one training.

### Create programming that promotes interactive learning

- "Not a Box" Family Challenge encouraged families to use a box of assorted craft supplies to create a work of art, gadget, game, or creative object.
- The final "Take and Make" activity for the summer was a burlap wall hanging, created by Youth Staff Annette Wendt.

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

- Nine (9) videos were created in the month of August. Please see the marketing report for program titles and attendance/views.

### Build programming and services that will reach groups at diverse levels

- Storytimes and Just Move events geared for preschoolers and their adults finished up in August. These continue to be popular and requested by our youngest patrons.
- The Summer Reading Program wrapped up this month. Participants collected their 45 and 60 Day free books, Youth Staff Andrea Smalley held final Ritters and Bookbug gift card raffles, and Pizza Hut coupons were distributed to all participants.
- Teen Librarian Olivia Pennebaker contacted the winners of the final two Teen Summer Reading prize drawings and purchased gift cards. She contacted participants who had read at least 5 books this summer and arranged for them to receive a free book. She also contacted participants who had not won a gift card over the course of the summer to arrange for them to receive a gift card in a smaller denomination.

**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

- Patrons are utilizing the Bookfinder tool to increase their access to the collections. Youth Staff have received reader's advisory questions through this tool, and expect to receive more as the school year progresses.
- Adult Services Librarian Ruth Cowles has been continuing to pick up and drop off books from Brookdale Senior Assisted Living.

**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:

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

- Through the focused efforts of Head of Youth Services Laura Wright, Youth Services Librarian Andrea Smalley, and Systems Administrator Rolfe Behrje along with support from other staff, much progress has been made on this collaborative initiative. It has been named the Library PASS (Portage Access for Student Success) Card with a launch date of October 1, 2020. Staff are working through the details of getting student information into our system, putting together an FAQ sheet, and marketing materials for this initiative.

**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 August, select areas on Westnedge were documented to reflect the Demolition and remodeling of certain structures.

## **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

- We are working with a real estate agent to investigate the potential of moving offsite during construction to limit the inconvenience to patrons and staff and to reduce the length of time the library is under construction. A decision about moving offsite needs to be made by the end of September.
- We continue to meet with the interior designers to discuss the aesthetics and future furniture needs of the library.

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

- DNS and Filtering: OpenDNS Umbrella – Continue to test Umbrella remote profiles for iPads.
- Integrated Library System: SirsiDynix Symphony - Evaluating Symphony 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 public preview will be delayed as SirsiDynix is expected to release major app updates at the end of September. The library expects to begin staff training for ongoing management of BlueCloud Mobile in soon thereafter and a general public preview.

#### 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.
- [ONGOING] Limited rollout is continuing with a full rollout to occur in August.
- Researching iPad mounts for Library Book Carts.

#### 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 web camera 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.

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 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 Greeter Desk
- Staffed the Building Cleaning rotation as a backup
- Met with C2AE to discuss technology and infrastructure.



#### IT Training (Mark Johnson and Rolfe Behrje)

- Office 365: Configuring ATP Plan 2 (Advanced Threat Protection), Configuring and Testing Attack Simulation, Configuring Self-Service Portal for Password Reset and MFA (Multi-Factor Authentication)
- Lynda.com: Office 365: System Administration
- SirsiDynix Mentor: BlueCloud Analytics Reporting with External Data/
- 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

- 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 adding 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 staff/volunteers search for items more efficiently with 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 COVID19.
- Head of Technical Services Abby Pylar is taking webinars for better cataloging practices.
- Technical Services is working on receiving the backlog of items ordered during the building closure.
- Head of Technical Services Abby Pylar has been working on the Missing/Claims Returned list that the volunteers used to do for us weekly.
- Head of Technical Services Abby Pylar has started an inventory of all library materials. This will help to get a more accurate count of the number of items in the building for redesign purposes.
- Head of Technical Services Abby Pylar has been running reports of all items currently checked out to patrons multiple times each week to make sure that items have not been missed during the check-in process and then checking the shelves for those items.
- Head of Technical Services Abby Pylar has provided training to staff on the use of the book scanners to look for material on the shelves that is still considered to be checked out to patrons/claims returned status.

#### Adult Services Professional Development:

Adult Book Buzz List for Fall 2020 – Booklist/Ingram

"Love Letters: Romantic Reads for Your Shelf!" - Booklist

Incubate Creativity at your Library—Web Junction

The Library in Your Pocket: Smart Solutions for Contactless Services— Library Journal

Escape This: Creating DIY Escape Rooms for Your Library—Programming Librarian

Closing the Gender Gap: Developing Gender Equitable STEAM Programs—Programming Librarian

Watched a Booklist Webinar about great fall Book Club picks.

Participated in a free online webinar about trauma called the Trauma Skills Summit.

Completed an ALA webinar about tracking and promoting Virtual Programming.

PORTAGE DISTRICT LIBRARY  
Library Director's Report on the Financial Condition  
for  
August 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	\$ 5,843,698
Expenditures	\$ 2,916,820

Fund	7/31/2020	Changes	8/31/2020
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 August 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 August 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 2<sup>nd</sup> 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.

## August 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.
- Created graphics to publicize our virtual events on our website, e-news and social media.
- Finalized Creation Station website and assisted our STEAM Librarian Jane Fleming with creating signage.
- Assisted with updating the website with board documents and corrections.
- Designed in-house signage to alert patrons to changes to our services.
- Worked with Adult Services Librarian Jessica Holmes to showcase books from our LGBTQ+ collection by creating a bookmark with a list of titles.
- Participated in planning new ways to showcase new materials to our patrons.

## August Social Media Highlights:

### Facebook

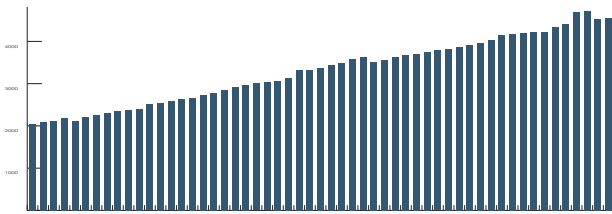
28 New Page Likes | 52 Post Shares | 668 Post Likes | 32 Comments | 220,062 Total Reach

### Twitter

2,216 Tweet Impressions | 15 Likes | 6 Re-tweets | 14 Profile Visits | 1 Mentions | 5 New Followers

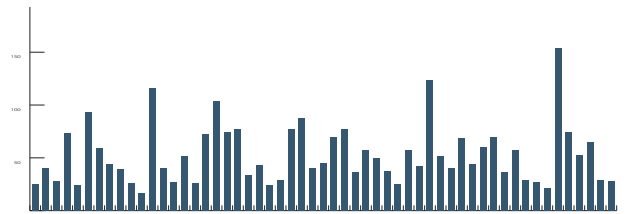
# Facebook Stats 2016 - August 2020

## Total Followers:



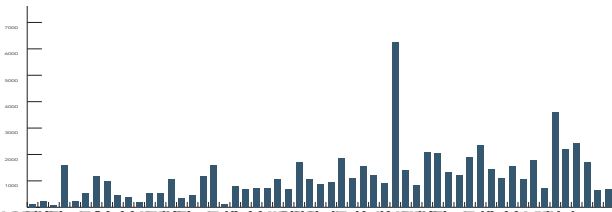
February 2016 2,052 August 2020 4,545

## New Followers:



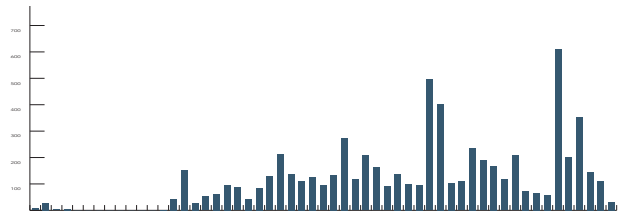
February 2016 25 August 2020 28

## Likes:



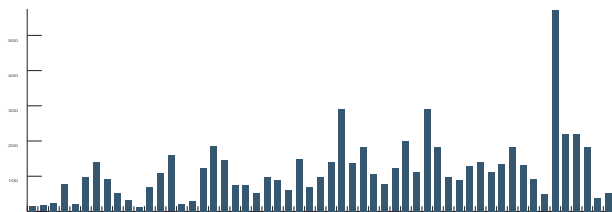
February 2016 124 August 2020 668

## Comments:



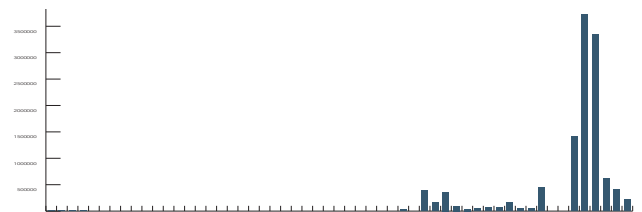
February 2016 7 August 2020 32

## Shares:



February 2016 0 August 2020 52

## Engagement:



February 2016 5,305 August 2020 220,062

## Videos Created in August 2020

	Video Title	Department	Facebook Views	YouTube Views	Total Views
1	Family Storytime with Ms. Kristy // Run wild	Youth	508	43	551
2	Spotlight on Local Authors: Publishing in the 21st Centruy	Adult	n/a	27	70
3	Revisiting PDL's Monarch Waystation	Adult	377	11	388
4	Bedtime Storytime with Ms. Kristy // Time to Say Goodnight	Youth	274	10	284
5	Family Storytime with Ms. Kristy // Unlike other Monsters	Youth	264	20	284
6	PDL Movie Monday: Driveways	Adult	188	2	190
7	Bedtime Storytime with Ms. Kristy //Corduroy	Youth	319	12	331
8	Book Buzz: My Dear Hamilton	Adult	146	6	152
9	PDL From Your Couch: True Crime	Adult	163	1	164
				<b>Grand total</b>	<b>2,130</b>

**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** September 21, 2020  
**SUBJECT:** Library Statistical Report - August 2020

	Month Statistics			YTD Statistics		
	Aug-20	Aug-19	CHANGE	2020	2019	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>50,594</b>	<b>73,939</b>	<b>-31.57%</b>	<b>350,087</b>	<b>560,348</b>	<b>-37.52%</b>
Adult - Books	12,960	18,474	-29.85%	72,196	141,553	-49.00%
Adult - A/V	2,776	5,786	-52.02%	20,335	45,730	-55.53%
Youth - Books	17,221	27,981	-38.45%	99,166	208,502	-52.44%
Youth - A/V	1,832	3,931	-53.40%	11,087	28,591	-61.22%
Hot Picks	1,542	3,616	-57.36%	12,123	26,271	-53.85%
E-Material	14,263	11,681	22.10%	127,580	91,480	39.46%
ILL - PDL Requests	0	1,233	-100.00%	3,638	9,518	-61.78%
ILL - Other Lib. Requests	0	1,237	-100.00%	3,962	8,703	-54.48%
<b>Self-Checkout Percentage</b>	<b>56.34%</b>	<b>62.03%</b>		<b>57.38%</b>	<b>60.53%</b>	
<b>Total Library Collection</b>	<b>189,596</b>	<b>190,207</b>	<b>-0.32%</b>			
Adult - Books	86,899	87,552	-0.75%			
Adult - A/V	17,684	17,370	1.81%			
Youth - Books	71,363	71,515	-0.21%			
Youth - A/V	9,402	9,982	-5.81%			
Hot Picks	4,248	3,788	12.14%			
<b>Net Acquisitions</b>	<b>(1,142)</b>	<b>(663)</b>	<b>-72.25%</b>	<b>603</b>	<b>(8,825)</b>	<b>106.83%</b>
Purchased - Books	732	1,626	-54.98%	8,023	13,201	-39.22%
Purchased - A/V	192	325	-40.92%	2,047	2,203	-7.08%
Donated - Books	2	2	0.00%	13	21	-38.10%
Donated - A/V	1	4	-75.00%	7	22	-68.18%
Material Discarded	(2,069)	(2,620)	21.03%	(9,487)	(24,272)	60.91%
<b>Total In-House Usage*</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>384</b>	<b>2,594</b>	<b>n/a</b>
In-House Periodical Usage	n/a	n/a	n/a	42	213	n/a
In-House Book Usage	n/a	n/a	n/a	342	2,381	n/a
<b>Patrons</b>						
<b>Total Patrons</b>	<b>41,148</b>	<b>39,938</b>	<b>3.03%</b>			
Adult	27,148	26,274	3.33%			
Youth	6,397	6,309	1.39%			
Non-Resident	376	404	-6.93%			
Reciprocal	6,350	6,210	2.25%			
Internet User	813	679	19.73%			
Professional	64	62	3.23%			
<b>Net Patrons</b>	<b>139</b>	<b>89</b>	<b>56.18%</b>	<b>848</b>	<b>586</b>	<b>44.71%</b>
Adult	82	188	-56.38%	701	1,227	-42.87%
Youth	16	56	-71.43%	202	291	-30.58%
Non-Resident	1	2	-50.00%	8	21	-61.90%
Reciprocal	15	36	-58.33%	159	304	-47.70%
Internet User	25	49	-48.98%	183	456	-59.87%
Professional	0	0	0.00%	0	0	#DIV/0!
<b>Patrons Removed</b>	<b>0</b>	<b>(242)</b>	<b>100.00%</b>	<b>(405)</b>	<b>(1,713)</b>	<b>76.36%</b>



**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** September 21, 2020  
**SUBJECT:** Library Statistical Report - August 2020

	Month Statistics			YTD Statistics		
	Aug-20	Aug-19	CHANGE	2020	2019	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	0	196	-100.00%	430	1,509	-71.50%
Internal/Collaboration	0	95	-100.00%	217	773	-71.93%
External/Outside Usage	0	101	-100.00%	213	736	-71.06%
<b>Total Program Audience</b>	0	1,119	-100.00%	5,280	22,234	-76.25%
Adult	TBD	152	-100.00%	467	1,604	-70.89%
Youth	TBD	940	-100.00%	4,617	19,039	-75.75%
Heritage Room	TBD	27	-100.00%	196	1,591	-87.68%
<b>Total Number of Programs</b>	0	33	-100.00%	155	396	-60.86%
Adult	TBD	15	-100.00%	30	102	-70.59%
Youth	TBD	17	-100.00%	121	269	-55.02%
Heritage Room	TBD	1	-100.00%	4	25	-84.00%
<b>Total Volunteer Hours</b>	0	634	-100.00%	1,004	4,096	-75.49%
Adult	0	122	-100.00%	274	1,032	-73.45%
Youth	0	218	-100.00%	191	1,287	-85.16%
Technical	0	78	-100.00%	155	577	-73.14%
Circulation	0	150	-100.00%	284	872	-67.43%
Administration	0	28	-100.00%	57	202	-71.78%
Community Service	0	38	-100.00%	43	126	-65.87%
<b>Total Front Door Traffic</b>	11,919	67,465	-82.33%	160,867	474,444	-66.09%
<b>Total Youth Services Traffic</b>	9,094	58,633	-84.49%	106,092	351,847	-69.85%
<b>Total Business Center Traffic</b>	0	3,007	-100.00%	6,335	21,669	-70.76%
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	7,964	7,260	9.70%	45,206	67,737	-33.26%
Adult Phone	429	358	19.83%	2,491	2,830	-11.98%
Adult Ready Reference	2,519	2,277	10.63%	12,821	19,515	-34.30%
Adult Reference	121	333	-63.66%	1,057	2,376	-55.51%
Youth Phone	93	89	4.49%	577	910	-36.59%
Youth Ready Reference	2,439	2,133	14.35%	12,654	23,854	-46.95%
Youth Reference	498	500	-0.40%	2,602	4,690	-44.52%
HR Phone	7	7	0.00%	53	98	-45.92%
HR Ready Reference	82	380	-78.42%	1,081	3,421	-68.40%
HR Reference	4	15	-73.33%	69	235	-70.64%
Circ Phone	637	458	39.08%	3,802	4,357	-12.74%
Circ Ready Reference	1,050	472	122.46%	7,030	3,278	114.46%
Circ Reference	85	238	-64.29%	969	2,173	-55.41%
<b>Total Edutainment LAN Use</b>	0	377	-100.00%	966	3,822	-74.73%
<b>Total Internet Computer Use</b>	831	2,662	-68.78%	8,067	19,907	-59.48%
Youth Computers	19	371	-94.88%	569	2,427	-76.56%
Adult Computers	812	2,204	-63.16%	7,404	16,769	-55.85%
Laptop Computer Circulated	0	87	-100.00%	94	711	-86.78%
<b>Total Electronic Transactions</b>	46,292	50,546	-8.42%	364,768	402,627	-9.40%
WebSite Hits	32,173	36,409	-11.63%	266,151	290,663	-8.43%
WebCatalog Sessions	11,385	11,152	2.09%	73,994	84,076	-11.99%
Licensed Database Hits	2,734	2,985	-8.41%	24,623	27,888	-11.71%

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

Christy Klien, Library Director



## **MLA Advocacy News August 2020**

### ***REALM Test 3 Complete - Updated Recommendations***

August 27, 2020

We continue to learn more every day about the novel coronavirus and what best practices we should adopt to best safeguard against the possible spread of COVID-19.

On August 18, the REopening Archives, Libraries and Museums (REALM) project published the results of the third round of Battelle's laboratory testing for COVID-19 on five plastic-based materials: talking book USB cassettes, DVD, storage bags, storage containers, and plexiglass.

Compared to the results of Test 1 and 2, this data set suggests that a slightly longer quarantine time for some plastic-based materials may be required to render SARS-CoV-2 undetectable through natural attenuation alone. However, because the materials are nonporous, a liquid disinfectant could be used instead of a prolonged quarantine period.

Since early May, as part of the REALM project research, Battelle has conducted three phases (or tests) to provide information on how long some commonly handled library materials would generally need to be quarantined in order for the virus to be undetectable.

Based on the Test 3 results, MLA recommends that any plastic products (DVD's, storage bags and containers, plexiglass, etc.) be quarantined for at least 5 days or cleaned thoroughly with liquid disinfectant prior to re-lending.

MLA continues to recommend that all Michigan libraries quarantine any paper products (hardcover and paperback books, magazines, archival folders, etc.) for 4 days (96 hours).

View the [Test 3 results](#). [Download the Test 3 Report \(PDF\)](#)

\*Please note: Due to these recommendations, the Portage District Library adjusted its quarantine procedures to 96 hours minimum prior to check-in.

### ***Executive Orders: The Latest Updates***

September 18, 2020

MLA continues to follow the Governor's Executive Orders to monitor their impact on libraries. Here is the status and a short recap of Executive Orders of note to libraries as of September 17, 2020:

EO 2020-181: Amendment to the Safe Start order (EO 2020-176)

In order to limit the spread of COVID-19 in indoor spaces, this order clarifies that indoor social gatherings and organized events among persons not part of the same household remain limited to 10 people or fewer statewide.

EO 2020-177 - Declaration of the State of Emergency and state of disaster-related to the COVID-19 pandemic effective immediately and continuing through 10-1 2020, at 11:59 pm.

EO 2020-176 – Safe Start Order

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 except in Regions 6 and 8. 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.

EO 2020-175 - Safeguards to Protect Michigan’s Workers from COVID-19

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 2020-172 - Protecting workers who stay home, stay safe when they or their close contacts are sick

This Executive Order prohibits employers from discharging, disciplining, or retaliating against employees who make the responsible choice to stay home when they or their close contacts are sick. Under this Executive Order, employers must treat employees who stay home when they are sick as if he or she were taking medical leave.

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.

**PORTAGE DISTRICT LIBRARY****COMMUNICATION**

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** September 22, 2020  
**Subject:** Upcoming Library Board linkage opportunities in October 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.

<b>Date</b>	<b>Time</b>	<b>Activity or Program Description</b>
9/30	7:00 PM	Making the Case for Public Health: From Flint to COVID-19 (Reg. Req.)
Thursdays	9:00 AM	Just Move Storytime
10/1 and 10/15	9:00 AM	Muffins and the Market
10/1	7:00 PM	International Mystery Book Discussion of "Crimson Lake"
10/5	7:00 PM	Jackbox Games Live! (GeekFest)
Mondays	9:00 AM	Family Online Storytime
Tuesdays	9:00-11:00 AM	Storytime Phone Call (Reg. Req.)
Wednesdays	6:00 PM	Bedtime Online Storytime
10/13	7:00 PM	Games That Will Make You Scream: Horror Video Games (GeekFest)
10/14	6:00 PM	Read Woke Kid's Book Group (Elem. Reg. Req.)
10/17	12:00 PM	Never Bored: Fun Online Board Games (GeekFest)
10/20	7:00 PM	Super-villains Trivia Challenge (GeekFest)
10/21	7:00 PM	Book Buzz: "The Institute" (GeekFest)
10/24	12:30 PM	Halloween Interactive Story: Grandmother's Nursery (GeekFest)

## PORTAGE DISTRICT LIBRARY

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### Materials Selection Policy

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#### 1. PURPOSE

The purpose of the Portage District Library Materials Selection Policy is to set broad guidelines in order to assemble, preserve, organize, administer and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives and mission of the Portage District Library.

#### 2. DEFINITIONS

The term “library materials” means books, magazines, DVDs, CDs, or other synonyms as they may occur in the policy and has the widest possible meaning. For the library’s digital collections, selection of content can vary among third party vendors. In situations where the Portage District Library staff are not able to select individual titles, the selection of a third party service will be evaluated on the company’s reputation and overall content offerings. It is implicit in this statement of policy, therefore, that every form of permanent record is to be included regardless of format. However, this policy and the term “library materials” do not apply to Internet sites available through the Library’s computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Policy for any issues related to computer or Internet use. The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader’s advisory. This statement of policy applies to all library materials curated by the Portage District Library staff for adult, teen, juvenile, and preschool collections.

#### 3. GOALS OF MATERIAL SELECTION

- a. To meet the individual’s need for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.
- b. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- c. To support the democratic process by providing materials for the education and enlightenment of the community.
- d. To assist individuals in their pursuit of activities related to their occupation and practical affairs.
- e. To provide diverse recreational experiences for individuals and groups.
- f. To assist institutions of formal education with services which will support individual study.

#### 4. RESPONSIBILITY FOR SELECTION

The responsibility for selection lays with the Director or his/her designee pursuant to the Collection Development Plan. Both the general public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are

allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

## 5. GENERAL PRINCIPLES

- a. Selection of materials is based on the relationship of such work to the needs, interests, and demands of the Portage community. Basic to this policy is the Library Bill of Rights and the Freedom to Read Statement of the American Library Association to which this Library subscribes. Selection is not made on the basis of anticipated approval or disapproval, but solely on the merits of a work, without regard to the race, nationality, political, or religious view of the writer. Whenever censorship is threatened, from whatever sources, no library materials shall be removed from the Library until all steps in the Library's procedure for handling complaints about library material have been completed, or by order of a court or competent jurisdiction.
- b. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children. The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection in order to impose those restrictions.
- c. Library materials will not be marked or identified to indicate approval or disapproval of contents by the Library, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- d. It is the responsibility of the Library to provide circulating, reference, and research materials for the general public and the student based on the services it is expected to perform. Special "in depth" collections shall also be maintained when indicated by community interest.

## 6. SPECIFIC PRINCIPLES FOR SELECTION

The following principles, individually or collectively, will prevail in the selection of all library materials. The total collection will attempt to represent the variety of points of view.

- a. Present and potential relevance to community needs;
- b. Suitability of subject, style, and reading level for the intended audience;
- c. Importance as a document of the times;
- d. Appropriateness and effectiveness of medium to content;
- e. Reputation and/or significance of author, publisher, or producer;
- f. Positive review in one or more appropriate professional journals;
- g. Positive critics' and staff members' reviews;
- h. Relationships to existing materials in the collection;

- i. Within limits of budgets for materials;
- j. Not available, or with limited accessibility, from other lending sources;
- k. Insufficient materials available on the same subject;
- l. Author or illustrator is local;
- m. Format is appropriate to Library use and is not easily damaged;
- n. Enhances a specific collection within the Library;
- o. Author or producer is already represented in the collection;
- p. Literary and artistic merit;
- q. Accuracy of content;
- r. Popularity with library patrons;
- s. Preserves local community information and history;
- t. Available shelf or storage space.

## 7. GIFTS

Acceptance of gifts of materials shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not align with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. Any item, which is not added, may be donated to another institution where it might be used, or it may be sold in a Friends of the Library Book Sale. Monies from such sales are used to benefit Portage District Library services and programs.

## 8. MAINTENANCE OF THE COLLECTION

As materials become worn, dated, damaged or lost, replacement will be determined by the appropriate staff member, who will determine whether or not:

- a. The item is still available and can be replaced;
- b. Another item or format might better serve the same purpose;
- c. There remains sufficient need to replace that item;
- d. Updated, newer or revised materials better replace a given item;
- e. The item has historical value;
- f. Another networking agency could better provide that or a comparable item.

## 9. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS PROCEDURE

The Portage District Library Board, administration, and staff support intellectual freedom and subscribe to the principles of the American Library Association's Library Bill of Rights and its statements on Freedom to Read and Freedom to View. The Library staff applies the selection criteria described in this Materials Selection Policy and thus endeavors to provide books and other materials that reflect the diversity of viewpoints within the community.

When a request for reconsideration is made by a patron, the procedure listed below is followed:

- a. A member of the library staff explains the selection policy to the patron. If the patron wishes, he/she may then submit a written Request for Reconsideration of Library Materials form to the Library Director.
- b. The completed form is reviewed by one or more members of the Library staff who have responsibility for materials selection, and by the Library Director. The Library staff members objectively review the resource in question to ascertain that the selection criteria and principles stated in Section 6, a through t were applied in the selection process. The Library Director or a designated member of the library staff will send a written response to the requester within 30 days of the date that the reconsideration form was submitted. The Library Director also notifies the Library Board of each Request for Reconsideration submitted.
- c. If the requester is not satisfied with the decision of the Library staff, he/she may appeal in writing to the Library Director, who then convenes a Reconsideration Committee. This committee will consist of: 1.) One member of the Library Board; 2.) One member of the Library staff with responsibility for materials selection who has not previously considered the material in question; 3.) One resident of the Library district other than the requestor, who is chosen by the requestor. In the case that the requestor does not identify a person for the Reconsideration Committee, the Library Board will select a resident of the Library district.
- d. In reviewing the request for reconsideration, the Reconsideration Committee employs the selection criteria (described above in this document) and considers other appropriate information, including professional reviews and recommendations, comments from the Library staff, and comments from the requester. Library resources are not removed from the collection during the review period. Copies of the materials in question may be checked out as evaluation copies for use by the Reconsideration Committee, the Library Director, or other appropriate Library staff.
- e. Within 60 days, the Reconsideration Committee will recommend an action to the Library Director, who will reach a decision and inform the requester and the committee in writing of that decision within 15 days of the receipt of the Reconsideration Committee's recommendation.
- f. Should the requester wish to appeal this decision, he/she may make a final appeal in writing directly to the Chair of the Portage District Library Board within 15 days of receipt of notification. The Library Board will review the documentation and render their decision within 60 days of receipt of the requester's appeal. Mail to: Portage District Library Board of Trustees, 300 Library Lane, Portage, MI 49002
- g. The Library Board serves as the final authority in cases involving retention or withdrawal of library materials.



**Portage District Library**  
**COMPUTER AND INTERNET USE POLICY**

**I. General Statements Regarding Internet.**

- A. Internet Access. The Portage District Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This Policy applies to both the Library owned computers and wireless access available at the Library.
- B. Validity of Information. The Internet offers access to a wealth of information and Internet sites including useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Internet Users will need to evaluate for themselves the validity of the information found.
- C. Library Does Not Endorse Information on Internet. Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.
- D. View Internet at Own Risk. The Internet may contain information that is controversial, sexually explicit or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.
- E. No Liability. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Patrons shall use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the User's disks, data, or electronic transactions of any type. The Library is not responsible for the loss of any portable media.

**II. Nature of the Public Library Setting.**

- A. Respect Others. Because Library Users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to other's values and beliefs when accessing potentially controversial information and images.

- B. Use with Caution of Risks. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

### III. Internet Filtering; Children Under 18

A. Internet Filtering – General.

1. *Filtered Access.* In order to comply with the requirements of the Children's Internet Protection Act ("CIPA") and Michigan's Public Act 212 of 2000 ("PA 212"), all computer terminals are filtered. Further, the Library's wireless access is also filtered. Filtered access means the computer or wireless system has a program installed that is designed to restrict minors<sup>1</sup> from receiving obscene material or sexually explicit material that is harmful to minors as defined by PA 212 and visual depictions that are obscene, child pornography or harmful to minors as defined by CIPA. This filtering method is designed to prevent access by minors to inappropriate matter on the Internet. Children under the age of 18 shall only use the Library computers designated and posted for use by minors.
2. *Safety of Minors Regarding E-Mail.* The Library does not filter e-mail or other direct electronic communications. It is the responsibility of the parent or guardian to educate the minor on safety and security and monitor the use of these communications.
3. *Internet Access.* Patrons wishing to access the Library's workstations must possess a valid library card or internet user card. If a patron doesn't have either then he/she must register for a card at the Checkout desk. Then, the patron must read and accept the Library's Internet Use Policy. All patrons should be able to show proof of identification if requested by a staff member.

B. Internet Filtering – Patrons 18 Years of Age or Older.

1. *Disable Filters.* Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. The Library's wireless access cannot be disabled, so any patron who desires to have the filters disabled must use the Library's computers.
2. *Unblock Sites.* Individuals 18 years of age or older who believe an Internet site has been improperly blocked can request that the site be "unblocked." A decision on the site's status will be made by the Director

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<sup>1</sup> Under Michigan Law, "adults" are 18 years of age or older. CIPA defines an adult as 17 years of age or older. As required by CIPA, 17 year olds may have the filter disabled, but only as specifically described in Section C.3 below.

or his or her designee, who will prepare a written reply to the individual submitting the form.

C. Internet Filtering – Patrons Under 18 years of Age.

1. Responsibility of Parents and Legal Guardians. As with other materials in the Library's collection, it is the Library's Policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool. Parents and youth patrons are encouraged to talk to the Librarian regarding both the benefits and pitfalls inherent in its use.
2. Un-filtering Terminals. Minors who are 17 years old may only have the filters (filters used to filter visual depictions of obscenity, child pornography and material that is deemed harmful to minors as prohibited by CIPA) disabled on a computer used by that patron for (1) bona fide research or other lawful purposes and (2) only if a parent or legal guardian has accompanied them to the Library and is sitting at the computer station or terminal at all times. Patrons under the age of 17 may not ask for the workstation to be unfiltered pursuant to the requirements of CIPA.
3. Unblocking Websites. Patrons under the age of 18 may request in writing that a particular site be unblocked, but only if the site does not include obscene or sexually explicit material deemed harmful to minors or other material prohibited by law. The Library Director shall make that determination.

**IV. Procedure for Use.**

A. Reservation/Time Limits.

1. If a User wishes to use the Internet station, the User may use a computer if he/she has a valid library card or internet user card. Internet computers are available on a first come first served basis. There are no waiting lists and time extensions are not granted when library computers are at capacity.
2. Patrons are required to sign in using their valid barcode and pin.
3. The Patron must possess a valid (not expired) library card or internet user card.
4. The User may sign up to use the Internet station for periods of only one (1) hour at a time for one time per day. Use of the Internet stations is available on a first come, first served basis. If no one is waiting, the User

may use the terminal for additional 30 minute increments until another User signs up to use the terminal.

5. Patrons must sign out by clicking the “End Session” button. Upon clicking the button the computer will reboot and reset the computer for the next patron.
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- B. Availability. The public computers are only available for use by Users if they are not being used for Library purposes, such as classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events. Library patrons should be aware that there are some computers that are limited to only the online public access catalog and research databases and have been kiosk-ed for the intended use. The online public access computers are available on a first come, first served basis.
  - C. Closing. All computers and printers are shut down ten (10) minutes before the Library closes.
  - D. Reimbursement for Printing. The library has a print vending system through which Patrons pay for printed materials. Currently the Library charges ten (\$10) cents a page for black and white printing and seventy-five (\$.75) a page for color printing. Print jobs are retained for reprinting purposes until the end of the day at which time the print jobs are purged. The Patron shall be responsible for all printing costs, so Patrons are encouraged to use “print preview” so that they are aware of the number of copies.

## V. **Acceptable Use.**

All Users of the Library’s Internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy.

- A. Lawful Use. The Library Internet connection and workstations shall be used in a lawful manner. The Library’s Internet and workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, accessing material that can be classified as obscene or child pornography.
- B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the User. The Library expressly disclaims any liability or responsibility resulting from such use.

- C. Use Must Not be Harmful to Minors. Michigan law prohibits Users from allowing minors access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit material or any other material deemed harmful to minors.
- D. Compliance with Patron Behavior. The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a Patron Behavior Policy. All Internet Users must comply with the Library's Patron Behavior Policy, which shall be posted in the Library.
- E. Privacy; Unauthorized Access. Users must respect the privacy of others by not misrepresenting oneself as another User; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.
- F. Time Limit. Failure to leave a computer terminal upon the expiration of the allotted time is a violation of this Policy.
- G. Personal Software Prohibited. The Users shall refrain from use of personal software, the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration. The User shall also refrain from downloading/uploading files to/from the Library's computers.
- H. System Modifications. Users are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Library computer workstation without authorization. Users may not damage or gain unauthorized access to the computer or network or repeatedly or intentionally visit websites that introduce spyware, malware, virus or other damaging programs.
- I. Damage. The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.
- J. Terminal Use.
1. Only two (2) people may use a workstation.
  2. No person may stand behind another person.
  3. Upon request, Library staff members may approve and allow additional Users at a workstation.
- K. Personal Information; Unauthorized Release. No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.

- L. Saving Files and Documents. Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media. Library computers do not allow Users to permanently save documents or personal files to the hard drive.
- M. Purposes; Prohibited Uses. The Library's Internet resources should be used for educational, informational and recreational purposes only. The Library's Internet access shall not be used for personal profit or commercial activities, including the sale of goods and services or fund raising. The Library Internet is intended for information gathering only.
- N. Chat Rooms; Instant Messaging. The use of chat rooms and instant messaging is prohibited.

## **VI. Violations of Internet Use Policy.**

The Library Director or the Director's designee may restrict access to Library facilities by (1) terminating or limiting computer, internet access or Library facilities; (2) immediately dismissing the patron from the premises; (3) suspending the patron's access to Library facilities for a set period of time; or (4) by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

- A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy (see Section C below), the Library shall handle violations as follows:
  - 1. *Initial Violation.* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.
  - 2. *Subsequent Violations.* The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

- C. Violations That Affect Safety and Security. Violations involving violations of law (including child pornography and allowing minors to view sexually explicit or other material deemed harmful to minors), violence, threatening behaviors, sexual or other harassment, vandalism, theft or attempted theft, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
1. *Initial Violation.* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges. The Incident Report shall specify the nature of the violation.
  2. *Subsequent Violations.* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- D. Reinstatement. The patron whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Director or the Director's designee may attach conditions to such reinstatement and shall provide written notification of those conditions and the duration of the conditions.
- E. Civil or Criminal Prosecution. Illegal acts involving the Library's Internet access service may be subject to civil or criminal prosecution.

## **VII. Right of Appeal.**

Patrons may appeal a decision to (1) limit or revoke privileges or (2) attach conditions to reinstatement by sending a written appeal to the Library Board within ten (10) working days of the date the privileges were revoked or limited or the written statement of conditions was provided, whichever is applicable. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

## **VIII. Staff Assistance.**

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist Users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections should request an appointment.

# PORTAGE DISTRICT LIBRARY

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## Capitalization Policy

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1. **STATEMENT of PURPOSE:** It is the purpose of this policy to illustrate the procedures that will be used at the *Portage District Library* to classify fixed assets as capital assets.
2. **SCOPE of POLICY:** This capitalization policy applies to all assets of the *Portage District Library*.
3. **CAPITALIZATION OBJECTIVES:**  
All purchases under \$3,000 will be expensed. Any expenditure over \$3,000 will be capitalized if the item purchased has a life in excess of one year or if a repair extends the useful life of the asset beyond its normal life. If the expenditure does not meet either one of these criteria, then it will be expensed. Expenditures include: acquisition, freight and setup costs. Setup costs include those costs that are necessary for the testing, installation, or preparation for operation or use.
4. **ENHANCEMENTS:**  
An enhancement is an internal and/or external addition to capital assets (equipment) that extend life or increase productivity and has a cost of \$3,000 or more. Enhancements will be coded as “capital” on purchase orders in the same manner as capital assets.
5. **REPLACEMENT:**  
A replacement is the substitution of an asset with a similar asset which does not increase the service potential of the asset. When an item over \$3,000 is slated for replacement, it will be scrapped and removed from inventory completely, and the replacement for the item will be entered as a new capitalized item. An existing item will be “written off” when it is replaced.
6. **INVENTORY:**  
An annual audit of capital assets will be conducted. This will entail a review of the assets listed in the asset accounting system to determine that all listed assets are still in the possession of the Library and in use. All assets deemed no longer in use or in the Library possession will be disposed of in the asset accounting system. All items less than \$3,000 that are deemed to be missing should be reported to the Business Manager so that an investigation can be conducted to determine their location.

<b>ASSET LIVES</b>	
<b>Asset Type</b>	<b>Useful Life (years)</b>
Furniture	5
Office Equipment	5
Computer Hardware	5
Library Material	5
Telephone Equipment	10
Buildings	40
HVAC Systems	20
Roofing	20
Carpet Replacement	7
Electrical/ Plumbing	30
Kitchen Equipment	12
Artwork	5-10
Land Improvements – Structure	20



7. EQUIPMENT AND FURNITURE:

This is all movable equipment and furniture costing \$3,000 or more and having a useful life of one or more years or if a repair extends the useful life of the asset beyond its normal life. If the expenditure does not meet either of these criteria, it should be expensed. Equipment and furniture will be capitalized in the year of acquisition. Costs include: acquisition, freight, and setup costs. Setup includes those costs necessary for the testing, installation, or preparation for operation or use. Equipment and furniture will be tagged as soon as possible after receipt from the vendor by Business Services.

8. COMPUTER EQUIPMENT/ SOFTWARE:

If personal computer software costs are inclusive with the hardware, the software cost will be included as equipment. The criteria in the preceding Equipment and Furniture procedure will be followed for computer equipment. Purchases of major software systems costing \$10,000 or more will be capitalized in total provided the software license does not specify that the software be returned or destroyed at the end of the contract. Otherwise, computer software will not be capitalized.

9. DONATED EQUIPMENT:

All equipment acquired through donation will be capitalized at fair market value on the date of the transaction. If the equipment is new and an invoice can be furnished by the donor, the cost assigned to it will be the fair market value. If the equipment is used, or if no information is available about the cost of the equipment on date of acquisition, then an appraisal will be done to establish the amount to capitalize. Upon establishment of fair market value, the equipment will be tagged and entered by Business Services to the Equipment Inventory Master File.

10. LAND:

Land will be capitalized at cost. These include assessments, fees, and commissions to obtain the land. In addition, conveyances, notary fees, costs of demolishing old buildings, grading or otherwise clearing the land will be included.

11. BUILDINGS:

Buildings will be capitalized at cost. This will include all payments to contractors, taxes and building permits, architect fees, and interest expense net of investment income on borrowed funds during construction. Also included will be all permanent fixtures and appliances installed as part of the building.

12. IMPROVEMENTS TO BUILDING: (Including modular furniture)

- Expenditures that increase the capacity or operating efficiency of an asset will be capitalized. These can be major improvements that add substantially to the value of a building or extend its useful life.
- Improvements to buildings, defined above, costing \$10,000 or more will be added to the carrying amount of the building on the inventory records.
- In relation to building improvements (which are items removed during remodeling, renovation and rehabilitation) the old cost will be removed from the asset records if the original cost can be specifically identified.
- Repairs will be expensed.

13. WORK IN PROGRESS:

All construction projects not complete at the end of the fiscal year will be capitalized as “Work in Progress.” At the end of the fiscal year of completion, the amount for that work in progress project will be moved to the appropriate building asset.

14. LEASEHOLD IMPROVEMENTS:

Improvements to leased property which substantially add to its value or extend its useful life may be capitalized. A determination will be made at the beginning of the project if the improvements should be capitalized or not.

15. CAPITAL LEASES:

Property acquired through a capital lease will be capitalized at the time of the inception of the lease.

16. LIBRARY BOOKS AND MATERIALS:

All physical Library books and materials will be capitalized using a 5-year life. Material purchases will be totaled for the year and entered in the asset records as one lump sum asset. It will then be disposed of as a lump sum asset at the end of the 5-year period.

17. DISPOSAL OF EQUIPMENT:

When a piece of equipment is no longer usable or needed by *Portage District Library*, it will be disposed of appropriately. Disposal of equipment includes: sale or donation as surplus property, return to a vendor, cannibalization, trade-in, theft or transfer.

**To:** Portage District Library Board  
**From:** Tom Welsh, Library Board Chair  
**Date:** September 22, 2020  
**Subject:** Initiation of Library Director's 2020 Evaluation Process

**BACKGROUND:**

The Personnel Committee, composed of Donna VanderVries, Jeanne Friedman, and myself, will be responsible for leading the annual evaluation process of the Library Director this year. Individual board members will be asked to complete an evaluation form based on their own assessments of the Library Director's accomplishments and performance in relation to the End Statements. These individual evaluations will be compiled and summarized and then a meeting will be held with the Library Director to go over the performance evaluation.

The Board Personnel Committee will then meet to develop a recommendation to the Library Board for the Library Director's compensation in 2021 and present a recommendation to the whole board at the December 14, 2020 board meeting, at which time a vote will be taken.

The Library Board Personnel Committee reminds all trustees that we must conduct this evaluation process in compliance with the Open Meetings Act and in accordance with Carver Policy Governance guidelines as indicated below.

**The Library Director's performance evaluation entails the following assessments:**

1. Has there been progress on achieving Board endorsed Ends Statements in 2020?
2. Has there been progress on accomplishing Board endorsed personal goals in 2020?
3. Has the Library Director been in compliance with the Board's Executive Limitation in 2020?
4. Consider that the success of the library is the evaluation of the Library Director.

**PORTAGE DISTRICT LIBRARY**  
2020 Evaluation Form for the Library Director

**Policy G-3. Accountability of the Library Director Policy**

“The Library Board will view the Library Director performance as identical to organizational performance, so that organizational accomplishment of board stated Ends and avoidance of board proscribed means will be viewed as successful Library Director performance.”

The annual performance evaluation will consist of a review of the activity from the current year as reported, presented and discussed at Library Board meetings. Please refer to the Monitoring Reports on Executive Limitations that were included in board packets as shown by the dates below and complete this evaluation on the basis of compliance with them.

<b>EXECUTIVE LIMITATIONS POLICIES</b>	<b>Date Reviewed</b>	<b>In Compliance with Policy</b>	<b>Not in Compliance</b>
1. Global Executive Constraint Policy	01-27-20		
2. Emergency Library Director Succession Policy	02-24-20		
3. Treatment of Consumers Policy	02-24-20		
4. Asset Protection Policy	04-27-20		
5. Financial Planning/Budgeting Policy	04-27-20		
6. Financial Condition and Activities Policy	04-27-20		
7. Fundraising Policy	04-27-20		
8. Minutes and Records Retention	07-27-20		
9. Compensation and Benefits Policy	08-24-20		
10. Treatment of Staff Policy	08-24-20		
11. Capitalization Policy	09-27-20		
12. Communication and Support to the Library Board Policy	10-26-20		
13. Ends Focus of Grants or Contracts	10-26-20		

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Assessment of Accomplishment of Ends in 2020:**

END STATEMENTS	Needs Improvement	Meets Expectations	Exceeds Expectations
<b>ENDS STATEMENT #1 - Optimize access to resources for information, education and entertainment.</b>			
<b>END STATEMENT #2 - Be a safe, welcoming, inclusive destination for families and individuals.</b>			
<b>END STATEMENT #3 - Be a leader in strengthening our community.</b>			
<b>ENDS STATEMENT #4 - Be a community center to experience and explore local arts and culture.</b>			

**Areas of Focus for the Library Director in 2021 (Goals)**

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SUPPLEMENTARY EVALUATION OF LIBRARY DIRECTOR  
Portage District Library  
September 2020

Use the numerical scale below to evaluate the performance of the Library Director this past year. Select the number that best indicates your perception of the Director's performance for each of the criteria listed.

**POINTS**

- |                    |   |
|--------------------|---|
| 5 - Outstanding    | far exceeding performance criteria  |
| 4 - Above average  | exceeds normal expectations   |
| 3 - Average        | generally meets expectations  |
| 2 - Weak           | erratic performance, falls short of normal expectations, requires remedial action |
| 1 - Unsatisfactory | unacceptable performance which must receive immediate attention                   |

**Rating      A. Relationships with Board**

- |       |  |
|-------|--|
| _____ | 1. Keeps the Board informed on issues, needs and operations of library.  |
| _____ | 2. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis. |
| _____ | 3. Supports and executes Board policy and intent to public and staff.  |
| _____ | 4. Seeks and accepts constructive criticism of work.   |

Comments

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**B. Goals and Objectives**

- |       |  |
|-------|--|
| _____ | 5. Provides leadership in developing long and short term goals to accomplish mission of library. |
| _____ | 6. Keeps the Board updated on implementation of library goals and objectives.                    |

Comments

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**C. Community and Professional Relationships**

- |       |  |
|-------|--|
| _____ | 7. Gains respect and support of the total community on the operation of library. |
| _____ | 8. Maintains an effective press and media campaign.                              |
| _____ | 9. Keeps abreast of local, state and national library issues.                    |
| _____ | 10. Participates in local, state and national library associations.              |

Comments

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**D. Staff and Personnel Relationships**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 11. Develops and executes sound personnel procedures and practices.
- 12. Develops good staff morale and loyalty to the organization.
- 13. Delegates authority to members appropriate to the positions each holds.
- 14. Recruits and assigns the best available personnel in terms of their competencies.
- 15. Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Business and Finance**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 16. Keeps informed on needs of the library -- plant, facilities, equipment and supplies.
- 17. Evaluates financial needs and makes recommendations for adequate financing.
- 18. Determines that funds are wisely spent and within budget limitations.
- 19. Supervises operations, insisting on competent and efficient performance.

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Personal Qualities**

\_\_\_\_\_

- 20. Maintains high standards of ethics, honesty and integrity in all professional matters.

Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Comment and Discussion

List the major strengths of the Director?

Are there limitations in the Director's performance?

In the past year, do you feel that there were difficult issues faced by the library and how did the Director bring them to resolution?

What should be the organizational goals and/or personal development goals for the Director for the coming year?

Additional comments:

## Overall Performance Rating

Based upon the preceding comments and evaluations, check the term which best describes the Director's overall performance for the evaluation period. This may not necessarily be an "average" of your criteria ratings, since some criteria are more important than others. Use the back of this page for further comments and recommendations.

_____	Outstanding
_____	Above average
_____	Average
_____	Weak
_____	Unsatisfactory

# PORTAGE DISTRICT LIBRARY

## 2020 Summer Reading Program

### FINAL REPORT

September 28, 2020

<b>Youth Summer Reading</b>	<b>2020</b>
Number of people who registered for this program	493
Number of people who submitted reading time	344
Number of people who logged 45 days (completion)	131
Total days logged	10,985

<b>Teen Summer Reading</b>	<b>2020</b>
Number of people who registered for this program	136
Number of people who submitted titles	109
Total books logged	2202

<b>Adult Summer Reading</b>	<b>2020</b>
Number of people who registered for this program	208
Total books logged	2345
Total activities logged	590

### Program Summary

The Portage District Library's 2020 Summer Reading Program was a very different program for a very different year. With the state emerging from lockdown at the beginning of June and with new safety restrictions in place, library staff made necessary adjustments to create a simplified program that promoted reading engagement and the local community. Retaining the traditional structure, this year's Summer Reading Program ran from June 15<sup>th</sup> to August 15<sup>th</sup>, with reading challenges for Youth, Teen, and Adult readers. Participants recorded progress; either counting days read for Youth or books read for Teen and Adult, using Beanstack, our online tracking tool. The Adult Department included an activity component to their program for the first time this year. Prize distribution was significantly different this year, as all departments offered raffle entries to win gift certificates to local businesses and franchises, as well as free books for Youth and Teen participants at reading benchmarks. Through the sponsorship of the Grandmother and CIG Foundation, Youth participants also raised money for the Portage Community Center by

logging reading, which brought a local component to the Youth Department's philanthropic SRP initiative.

## **Comments**

### **2020 Adult Summer Reading**

This year's adult summer reading had patrons more engaged than in years past. While overall sign up was down, the percentage of people who signed up and participated was 73%, our highest rate over the last five years. Weekly prizes and earning badges excited participants enough that we had little participation drop off through the summer. With donated funds, the library purchased twenty-five prizes for each of the eight weeks of summer reading. We also purchased fifteen \$50.00 prizes for a finale prize blitz. Out of the 208 participants, 118 earned a prize over the summer. 2,349 badges were earned with 2,345 books logged and 590 activities completed. The staff received multiple compliments on the format through Beanstack. A couple of repeated compliments were the ease of logging, the activities available, and the anticipation of winning a weekly prize. The library focused on local businesses or locally-owned franchises for our gift card prizes. The businesses used this year were Pedal, Fanfare, Kazoo Books, this is a book store, Bert's Bakery, Chocolatea, Grand Traverse Pie Company, Zoup!, Water Street Coffee, Ritters, Biggby, Erbelli's, and Jac's Pizza. With many people earning a prize this year, the satisfaction of the program was up. We hope to continue offering this type of summer reading program in the future.

--Ruth Cowles, Adult Services Librarian

### **2020 Teen Summer Reading Program:**

109 readers participated in the library's Teen Summer Reading program. Each week, 8 winners were chosen at random to receive a gift card to a local business from the pool of readers who had logged at least 1 book that week. Winners were personally contacted by the Teen Services Librarian, who then arranged for receipt of the gift card. 72 gift cards were given out to weekly winners over the course of the summer.

Readers who read at least 5 books this summer earned a free book. Readers who'd earned a free book were contacted by the Teen Services Librarian and given the option to pick out the book at the library, see a list of the books available and have a book left for them at curbside, or—for readers who felt overwhelmed by the idea of making a choice—receive a virtual reader's advisory session and have the Teen Services Librarian find a good match. One reader who opted for the virtual reader's advisory session said, "I know I've said this before, but I'm going to say it again. *Thank you.* I've never had a librarian go to such lengths to help me find a book I would enjoy before, and it truly means a lot." 72 readers reached the target goal of reading at least 5 books his summer.

At the conclusion of the Teen Summer Reading Program, participants who had not won a gift card during one of the weekly drawings received a gift card in a smaller denomination. 35 gift cards were given out to participants who had not won a weekly drawing.

Feedback overall was very positive. Many parents thanked us for continuing to offer a Summer Reading program this year, teens expressed a lot of enthusiasm, and people seemed grateful for our virtual content and ability to retrieve prizes from curbside pickup.

--Olivia Pennebaker, Teen Librarian

## **2020 Youth Summer Reading Program**

Working with heightened safety protocols and community feedback, the Youth Staff created a Summer Reading Program that focused on simplicity, engagement, and creative play. After a spring spent in unexpected virtual school and working from home, our families expressed both digital fatigue and a desire for simplicity. In response, Youth Staff chose to retain the familiar length, software, and goals of the traditional Summer Reading Program, but to simplify logging by asking readers to report Days Read rather than count minutes or book titles. Additionally, with the loss of our Teen Summer Reading volunteers and the expectation of lower participation, we were able to revise our prize structure to provide more reading based incentives, such as free books at three different benchmarks. We were also able to direct our prize spending to provide more exciting prizes and to support the community by purchasing gift cards to local businesses and distributing them through raffles.

This summer, the Youth Summer Reading Program had 493 participants register, 344 log days read, and 131 read for 45 days or more (completion). While the number of registered readers was much smaller than usual, engagement and completion percentages were much higher. We distributed 201 gift cards to local businesses such as Bookbug, Treat Street, Layla's Cool Pops, Rocket Fizz, Ritter's and Y'opa, as well as offering a Pizza Hut coupon for a free personal pan to every participant who logged any days read during the program. Additionally, the library was able to distribute over 400 books as prizes for children's home libraries. Readers were able to claim their prizes in the library, through curbside, or to have their gift cards mailed to them. Because we were not able to hold any of our traditional large events, Youth Services staff created programming such as weekly Take and Make crafts, virtual Storytimes, Bedtime Story Phone calls from librarians, outdoor Scavenger Hunts, and creative competitions such as the "Not a Box" craft competition. Youth Staff received very positive feedback about these programs, the continuation of the Summer Reading Program, and the new prize structure. Families expressed gratitude for the different activities available and kids were very excited about the gift cards.

### **Summer Reading Promotion:**

Youth Staff members created a video promoting the Summer Reading Program which was distributed virtually by the School Media Specialists, as did Teen Librarian Olivia Pennebaker. Youth Staff were also able to virtually visit some classrooms to talk about the program. Flyers were distributed in all curbside pick-up bags. The reading programs were also promoted with digital signage, web, and social media. Every Portage household received summer event and reading program information in their Portager at the beginning of June.

### **Major Sponsor of the Portage District Library's Summer Reading Programs:**

The Friends of the Portage District Library donated \$12,500 for summer events and prizes for the Portage District Library's adult, teen and youth 2020 Summer Reading programs. A generous donor contributed \$500 for participants in the Youth program to earn by reading to donate to the Portage Community Center.

**General Sponsors:** Due to the challenges local businesses were facing, staff elected to purchase prizes instead of soliciting donations. All vendors were given the option of donating gift cards or matching purchased cards. Pizza Hut provided 500 coupons for free personal pan pizzas, and we were able to supplement our prize book giveaways with books purchased by an anonymous donor for programming that had to be canceled in the spring.

### **Evaluation:**

Although the Summer Reading Program presented a unique set of challenges this year, staff and patrons agreed that it was successful in new ways. The library was able to achieve the goals of fostering reading engagement over the summer months and strengthening our community, as well as providing resources for entertainment and connection in a challenging time. While we hope to see higher registration numbers in the future, the smaller size of the program and the increased interaction between staff and readers was very appreciated and useful in terms of gauging community reaction to both changes in the program and broader library services during this time. Youth Staff especially appreciated the ability to deliver more exciting, relevant prize options to our readers. All departments agree that the restructuring of the prize distribution, increased engagement of those registered, increased interaction with readers, and greater choice in terms of logging reading and receiving prizes were positive changes that we hope to continue in future years.

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** September 24, 2020  
**Subject:** Continued Discussion Regarding a Fine Free Policy at Portage District Library

**BACKGROUND:**

At the December 2019 Library Board meeting, the Board requested to have a discussion about going fine free at the Portage District Library. The Kalamazoo Public Library and other libraries across the nation are changing their borrowing policies in favor of a fine free model and trustees are interested to learn more about that trend and how going fine free would impact our organization and community. At the February 24, 2020 Library Board meeting, library staff presented information about fines and its impact at Portage District Library, as well as information about why many libraries have made the decision to eliminate fines.

Prior to this presentation, the Library Board read the following 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

The library building closed on March 21, 2020 due to the COVID-19 Pandemic and was not circulating physical material or accepting returns. Since the library began accepting material returns on June 3, Curbside Pickup on June 10, and a Limited Building Reopening on June 24, the Library Board has voted to have materials checked in fine free. They subsequently extended fine free check in for the months of July, August, and September.

Due to current safety procedures, all returned items are quarantined for a minimum of 96 hours. It may take up to 5 days for patrons to see returned materials status changed to "checked in" on their account. Checking materials in fine free helps to eliminate some of the stress on our patrons due to this lag time.

Also during this time, the library staff has continued the discussion regarding the Portage District Library becoming fine free permanently. We have had discussions with neighboring libraries regarding their experiences going fine free. At the September 27, 2020 Board Meeting, library staff will discuss what we have learned and share a recommendation for a notice schedule. With the Board's approval, Library staff will work with the Library's attorney to draft a formal Fine Free Policy for the Board to vote on at the October 26, 2020 Library Board Meeting.

**RECOMMENDATION:**

I recommend that the Library Board vote to continue fine free check-in for the duration of time the library is required to quarantine materials prior to check in. I also recommend that the Library Board approve moving forward with an attorney drafted Fine Free Policy to vote on in October.

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** September 23, 2020  
**Subject:** Furniture Purchasing Options

**BACKGROUND:**

The Portage District Library is currently working with the interior designers of C2AE to determine the furnishing needs of the library’s remodel and expansion project. The interior designers presented information on two options for purchasing the new furniture. One option would be a bidding process to select a vendor for providing products and services based on the recommendation from the interior designer that are required for a project. The other option would be to use contract purchasing. Contract purchasing is an agreement between the furniture manufacturer and lead public agency to combine demand to get lower prices from select suppliers. The lead public agency works on behalf of the contract and solicits competitive pricing on a national level.

There are pros and cons to both methods. Please refer to the charts below.

**PORTAGE DISTRICT LIBRARY | BIDDING PROCESS**

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**DEFINITION**

A PROCESS USED TO SELECT A VENDOR FOR PROVIDING PRODUCTS AND SERVICES BASED ON RECOMMENDATION FROM THE INTERIOR DESIGNER THAT ARE REQUIRED FOR A PROJECT. MULTIPLE VENDORS PROVIDE OPTIONS AND PRICING BASED ON SPECIFICATIONS PROVIDED BY THE INTERIOR DESIGNER.

**PROCESS**

- DESIGNER ASSEMBLES FURNITURE DRAWINGS AND SPECIFICATIONS
- ASSEMBLE BID PACKAGE AND POST FOR FURNITURE VENDORS/MANUFACTURERS TO SUBMIT BID PRICING AND PRODUCT SOLUTIONS/OPTIONS
- REVIEW SUBSTITUTIONS/SAMPLES FOR QUALITY; VERIFYING DURABILITY AND ORIGINAL DESIGN INTENT
- FORMAL CHANGE ORDERS FOR INCREASING/DECREASING SCOPE

**PROS**

- FAIR PRICING ACROSS MANUFACTURERS THROUGH COMPETITION
- SUPPORTS LOCAL FURNITURE VENDORS/ SUPPLIERS

**CONS**

- EXTRA DOCUMENTATION FOR OWNER AND DESIGNER TO ASSEMBLE AND REVIEW
- LONGER PROCESS FOR BIDDING, REVIEWING, AND PURCHASING
- DON'T ALWAYS GET WHAT WAS SPECIFIED AND COULD BE LOWER QUALITY





## DEFINITION

AGREEMENT BETWEEN FURNITURE MANUFACTURER AND LEAD PUBLIC AGENCY TO COMBINE DEMAND TO GET LOWER PRICES FROM SELECT SUPPLIERS. THE LEAD PUBLIC AGENCY WORKS ON BEHALF OF THE CONTRACT AND SOLICITS COMPETITIVE PRICING ON A NATIONAL LEVEL.

### PROCESS

- DESIGNER ASSEMBLES FURNITURE DRAWINGS AND SPECIFICATIONS BASED ON PRODUCTS AVAILABLE ON CONTRACT
- PURCHASE FURNITURE THROUGH A CONTRACT
- SEPARATE PURCHASE ORDERS ASSEMBLED PER MANUFACTURER
- QUOTES, PURCHASE ORDERS, DELIVERY/INSTALL SERVICES PROVIDED BY LOCAL MANUFACTURER REPRESENTATIVES/ FURNITURE VENDORS

### PROS

- SAVE TIME AND COST
- PURCHASE THE EXACT FURNITURE THE OWNER SELECTS
- FAIR PRICING - OFTEN INCREASED DISCOUNTS COMPARED TO BIDDING; PRE-DETERMINED PRICING
- SUPPORTS LOCAL FURNITURE VENDORS/INSTALLERS
- AVOIDS FORCED ACCEPTANCE OF LOWEST BIDDER (OFTEN LOWEST QUALITY)
- EASE OF INCREASING MAGNITUDE OF THE FURNITURE ORDER

### CONS

- MOST BUT NOT ALL MANUFACTURERS ARE AVAILABLE THROUGH THE SAME PURCHASING ALLIANCE; MANY ALLIANCES EXIST



In the past, the library has used both methods when purchasing items or services. Our purchasing policy requires us to go through a sealed bid process for purchases above \$20,000 unless otherwise approved by the Library Board. In 2019, the Library Board approved the library using contract purchasing with MiDEAL to purchase computer hardware and extended warranties.

In our experience, the contract purchasing option is more efficient and provides significant cost savings than going out to bid for this type of project.

### **RECOMMENDATION:**

I recommend that in lieu of the competitive sealed bidding process, the library board authorizes the Portage District Library to purchase its new furnishings under a contract purchasing program.