<u>**NOTICE OF ELECTRONIC REGULAR MEETING**</u>

LIBRARY BOARD MEETING
PORTAGE DISTRICT LIBRARY
Monday, January 25, 2021
at 6:00 p.m.

The Library Board of the Portage District Library will hold a regular meeting on Monday, January 25, 2021 at 6:00 p.m. This meeting will be held electronically pursuant to 2020 Public Act No. 228 and Senate Bill 1246. The purpose of this meeting is to discuss library services. The Library gives notice of the following:

1.   **Reason for Electronic Meeting**. The meeting and public hearing are being held electronically because of capacity restrictions and social distancing requirements. 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: Jan 25, 2021 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/82014670624

Or iPhone one-tap :
   US: +16465588656,,82014670624# or +13017158592,,82014670624#
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   Dial(for higher quality, dial a number based on your current location):
      US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799
Webinar ID: 820 1467 0624
   International numbers available: https://us02web.zoom.us/u/kdm8i7IXXg

3.   **Contact Information.** For those people who desire to contact members of the Library Board to provide input or ask questions on any business that will come before the public body at the meeting, please contact Quyen Edwards at qedwards@portagelibrary.info prior to the start of the meeting.

4.   **Persons with Disabilities**. Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify Quyen Edwards at qedwards@portagelibrary.info within a reasonable time in advance of the meeting.

Dated: January 21, 2021

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

PORTAGE DISTRICT LIBRARY BOARD
Regular Board Meeting to be held on
January 25, 2021

Virtually via Zoom at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

I. Start of Meeting

II. Roll Call

III. Comments or Requests from the Public, Board Members, or Library Staff **(15 minutes total)**

IV. Adoption of the Agenda for the Regular Meeting of January 25, 2021 **(1 minute)** *(Vote)*

V. Consent Agenda **(5 minutes) (Vote)**
- A. Minutes of the Regular Meeting held on December 14, 2020. *Pg.5-10*
- B. Minutes of the Special Meeting held on January 3, 2021. *Pg.* **11-14**
- C. 2021 Library Board Roster (*Info) Pg. 15*
- D. Memo Library Privacy & Search Warrant Policy. (*Info) Pg. 16*
- E. Review of Community Meeting Room Policy. (*Info) Pg. 17-21*
- F. Budget Amendment Request to Increase Expense Lines in the FY 2021 Budget to Offset Unpaid Encumbrances.(*Info) Pg. 22-23*
- G. Narrative Report for December 2020. (*Info) Pg. 24-30*
- H. Report on Financial Condition for December 2020. (*Info) Pg. 31-33*
- I. Marketing Update for December 2020. (*Info) Pg. 34-36*
- J. Legislative Update for December 2020. (*Info) Pg. 37-39*
- K. Statistical Report for December 2020. (*Info) Pg. 40-41*
- L. Year-End Statistical Report for FY 2020. (*Info) Pg. 42-48*
- M. Library Board Linkage (*Info) Pg. 49*

VI. Governance **(30 minutes)**
- A. Election of Library Board Officers for 2021. *(Vote) Pg. 50*
- B. Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends, and Library Board Secretary for 2021. *(Vote) Pg. 51*
- C. Annual Signing of *"Conflict of Interest"* Statements by Trustees. *(Info) Pg. 52-53*
- D. Consideration of Guests/Presenters to be Invited to Board Meetings in 2021. *(Info) Pg. 54*
- E. 4th Quarter Financial Report for Fiscal Year 2019 & Variance Report. (*Info) Pg. 55-56*

VII. Ends Development **(30 minutes total)**
- A. Endorsement of Library Director's Personal Goals for 2021. *(Vote) Pg. 57*
- C. 4th Quarter 2020 Strategic Plan Statistics (*Info) Pg. 58-62*
- D. Strategic Plan and Ends Statement Endorsement *(Vote) Pg. 63*

VIII. Monitoring to Assure Compliance with Executive Limitations **(10 minutes)**
- A. Monitoring Report on Executive Limitation: Global Executive Constraint. (*Info) Pg. 64-65*

IX. Library Director's Reports **(5 minutes total)**
- A. Discussion Regarding Re-Opening the Library Building to the Public with Capacity Restrictions *(Vote)*
- B. Building Update
- C. Final remarks by Library Director for the January 25, 2021 Library Board Meeting

X. Process Evaluation **(5 minutes total)**
- A. Suggestions for Agenda Items to be included on the February 22, 2021 Board Meeting
  1. Minutes of the Regular Meeting held on January 25, 2021.
  2. Review of Library Board Bylaws.
  3. Donations Report for Funds Received in 2020.
  4. Approval of Allocation of 2020 Gifts & Donations for Expenditure in 2021.

5. Finalization of Guests to be Invited to Board Meetings in 2021.
6. Presentation of 2021 Marketing Plan
7. Monitoring Report: Emergency Library Director Succession.
8. Monitoring Report: Treatment of Consumers.
9. Discussion about Fines and Fees/Usage Policy.

B. <u>Assessment of this meeting</u>

C. <u>Miscellaneous Items</u>

XI. <u>Adjournment</u>

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PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Board Meeting held on

December 14, 2020

Held virtually via Zoom

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

II. <u>Roll Call</u> -
Board Members Present:
Michele Behr and I am participating virtually from my home in Portage, MI.
Carol Bale and I am participating virtually from my home in Portage, MI.
Jeanne Friedman and I am participating virtually from my home in Portage, MI
Cara Terry and I am participating virtually from my home in Clermont, FL.
Donna VanderVries and I am participating virtually from my home in Portage, MI.
Tom Welsh and I am participating virtually from my home in Portage, MI.

Library Staff Present:	Library Director Christy Klien, Jill Austin, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Doran Lefaive, Abby Pylar, Andrea Smalley, Pam Triplett, Colin Whitehurst, and Laura Wright
Guests Present:	Trustee-Elect Ken Baker, Trustee-Elect Tom Vance, Trustee-Elect Linda Whitlock, and Friends of the Library President Antoinette Yanni

III. <u>Comments or Requests from the Public, Board Members, or Library Staff</u>
Board Chair Welsh welcomed everyone and then opened the meeting for any comments from the public, board members, or library staff.

A. <u>Comment from Trustee Terry:</u> Trustee Terry said that with her term expiring, this would be her last meeting. She said she would like to thank the voters for giving her the opportunity as she has enjoyed the last four years while she was on the board. She thinks the library has a great director and a great staff. She said she couldn't wait for the virus to be over so she can come back in the library to volunteer.

B. <u>Comment from Trustee Welsh:</u> Trustee Welsh said it was his last meeting as a member of the board as well. He thanked the voters for the opportunity, as well as the staff and patrons. He said that he was very proud of what was accomplished during his time on the board including a successful new additional millage campaign in 2019 and all of the planning done for the building project. He said that as a private citizen, he would still be around to help where he can during the building project and hoped to still attend some board meetings. He said that he hoped everyone received the cookies he purchased for Board and staff.

C. <u>Comment from Library Board Secretary Edwards:</u> Edwards said she had the pleasure of seeing Trustee Vliek at an outdoor socially distanced meeting at Celery Flats to exchange items. Trustee Vliek looked well and sends his regards to the Library Board and staff. Tonight would have been his last meeting as a trustee as well.

D. <u>Comment from Library Director Klien:</u> Klien acknowledged an email that was received providing public feedback regarding reopening the library building to the public, which was distributed to trustees. This topic will be discussed later in the meeting.

<u>DISPOSITION</u>: The Library Board acknowledged the comments made by Trustee Terry, Trustee Welsh, Library Board Secretary Edwards, and Library Director Klien.

IV. <u>Adoption of the Agenda for the Regular Meeting of December 14, 2020</u>
Library Board Chair Welsh asked if there were any changes needed to the agenda for the December 14, 2020 board meeting before its adoption. There were no changes requested by trustees, however Library Director Klien asked for a closed session to receive her yearly review. This will take place after the Director's Reports. Welsh asked for a motion to adopt the amended agenda.

<u>MOTION</u>: It was moved by Trustee Vander Vries and supported by Trustee Behr that the Library Board adopt the amended agenda for the regular meeting of December 14, 2020. Roll Call Vote: Bale – yes, Behr - yes, Friedman - yes, Terry - yes, VanderVries – yes, Welsh – yes. 6-Yes, 0-No, 1-Absent (Vliek). Motion carried.

V. <u>Consent Agenda</u>
Library Board Chair Welsh asked if there were any changes needed to the consent agenda for the December 14, 2020 board meeting before its adoption. Trustee VanderVries requested the removal of Item J - Legislative Update for October & November 2020.

A. Minutes of the Regular Meeting of October 26, 2020.
B. Minutes of the Special Meeting of November 17, 2020.
C. Review of FOIA Policy.
D. Approval of Annual Calendar of Library Board Activities for FY 2021.
E. Narrative Report for October & November 2020.
F. Budget Amendments for Youth Services.
G. Financial Condition for October & November 2020.
H. Marketing Update for October &November 2020.
I. Statistical Reports for October & November 2020.
J. Legislative Update for October & November 2020.
K. Library Board Linkage for December 2020 and January 2021.

<u>MOTION</u>: It was moved by Trustee Friedman and supported by Trustee VanderVries, to approve the amended consent agenda with the removal of Items J. Roll Call Vote: Bale – yes, Behr - yes, Friedman - yes, Terry - yes, VanderVries – yes, Welsh – yes. 6-Yes, 0-No, 1-Absent (Vliek). Motion carried.

<u>Item J. - Legislative Update for October & November 2020.</u> – Trustee VanderVries said she just wanted to mention House Bill 6454 which would adjust the Headlee formula for uncapping and could potentially help increase library funding. It may not see any traction this year as it was just introduced this month, but it is something to keep an eye on.

<u>MOTION</u>: It was moved by Trustee VanderVries and supported by Trustee Behr, to approve Item J. Legislative Update for October & November 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.

VI. <u>Governance</u>

A. <u>Adoption of Schedule of Library Board Meetings for 2021.</u>
There was a brief discussion about the timing of the May and December 2021 Board meetings. Klien said that the May meeting would fall on the 4th Monday, as Memorial Day is the 5th Monday in May this year. The December 2021 meeting will be held on the second Monday in December due to the holidays.

<u>MOTION</u>: It was moved by Trustee Behr and supported by Trustee Friedman, to approve the schedule of Library Board Meetings for 2021 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.

B. <u>Appointment of Nominating Committee Chair to survey trustees' interest in Board offices in 2021.</u>
Board Chair Welsh said he would entertain a volunteer for a nominating committee chair for 2021. Trustee Bale volunteered. Board Chair Welsh said that the Board Officers included chair and vice chair, and the committees (which will be appointed by the Board Chair) included personnel (2) and Friends liaison (1).

DISPOSITION: The Library Board accepted Trustee Bale as the Nominating Committee Chair to survey trustees' interest in Board offices in 2021.

VII. Ends Development

A. End-of-Year Report on accomplishment of all End Statements in 2020.

Library Director Klien said she is very proud of the work the staff has done this year. Conducting business in a pandemic has provided many challenges and the staff has risen to the occasion. Not only have they had to make adjustments to our public service model, they have also made great headway in accomplishing the strategic plan projects including the implementation of the Creation Station, Library cards for PPS students, Local History projects, and an excellent building renovation and expansion plan in place.

Klien asked if there were any questions or comments from trustees. Trustee Behr asked if any progress had been made making laptops available to the public via curbside service. Klien said the service has been tested, but that the internet signal is spotty. She said that we won't be able to roll out the service until we are able to install a Wi-Fi extender into the parking lot.

Trustees comments that the staff has done a remarkable job. Klien said that there are initiatives the library staff would like to continue moving forward. We will provide more information next month regarding our plans for 2021. There were no further questions from trustees.

DISPOSITION: The Library Board received the final report on End Statements in 2020.

VIII. Library Director's Reports
A.   Discussion Regarding Re-Opening the Library Building and Sunday Hours.

Klien said the next topic for discussion as outlined in the agenda is a discussion regarding the re-opening of the library building to the public. At this point, MDHHS has extended the epidemic order closures for 12 days through the 20th of December. In our county, the numbers are improving in terms of case rates, but that has just started to go down. It's good news, but the question to the board is should we reopen to the public on Monday, December 21st, should we extend our building closure to the public into the new year, or should we follow suit with what MDHHS determines? For consideration, City of Portage and County of Kalamazoo offices are open by appointment only, and many libraries in our area are also currently closed to in-person visits.

Trustee Terry asked what the MDHHS orders are specific to the library. Klien said that we can choose to be open with a limited occupancy. Trustee Friedman asked what our neighbors at Kalamazoo Public Library are planning. Klien said she spoke to the Director at KPL today. They also have a board meeting tonight so the decision has not been confirmed, the Director will be requesting to remain closed to the public. Trustee VanderVries asked if it was possible to set up an appointment system for a small number of patrons to browse or use the computer. Klien said that it is possible and we would continue to implement the use of a staff member at the greeter station to check for mask compliance, and continue to use social distancing in the library. Trustee VanderVries also wanted to know if there are any cases of COVID-19 directly contributed to the library. Klien said no, not that we have been made aware of. Trustee Terry asked if the library was ever at capacity when the building was open to the public. Klein said no, the library was never at capacity, though we came close when we were at 25%. Klien said she has a concern about reopening the building and continuing curbside service as it is very staff-time intensive. With the current situation with higher numbers of COVID cases, are the staff going to be overwhelmed trying to cover both service points. Klien said this is a tough spot to be in. We want to keep the patrons and staff safe and we want to provide as much service to the community as possible.

Trustees wondered if a decision could be delayed pending more information. Head of Youth Services Laura Wright said that December 20 coincides with the end of classes for the schools. It is historically (during normal times) a very busy time for the library and this year that is a mixed blessing. If other libraries remain conservative and remain closed to the public, she expressed a concern about being the only library open. Also from a management perspective, she has had staff out on quarantine or staying home sick and that has made scheduling during this time extremely challenging. Head of Adult Services Lawrence Kapture echoed what

Wright said in the concern of being "the only game in town". Circulation Supervisor Jill Austin spoke about the number of staff it takes to do the level of curbside service we are currently experiencing and that it would be a challenge to also cover public service desks at the same time. Her department has also had a number of people out on quarantine (due to exposure, not confirmed cases) and it is a constant shuffle that is concerning. Patrons are using the curbside service and right now there are currently 1,400 books on hold and ready for pickup. Austin said that she wants to keep her staff safe, and does not want to be put in the position of having to stop service or have temporary closures because there are not enough staff available to work. Klien thanked the heads of the public service staff for providing more information to help trustees make a decision.

Trustee Behr expressed concern for the safety of the public as the current number of cases are higher now than they were in the spring during the building's first closure. Trustee Friedman expressed conflicting opinions. She said that not being able to visit the library will be very disappointing for some people. She said we can always look back and say, "Maybe we were too cautious" but that she would not want to have the regret of looking back and thinking the opposite. Our goal is to get the library open safely and as quickly as possible.

MOTION: It was moved by Trustee Terry and supported by Trustee Behr, to continue with curbside service only through Sunday, January 3rd at 6:00 PM when the Library Board with the newly elected trustees will hold a Special Meeting to make a decision with the most up to date information and MDHHS guidelines. Roll Call Vote: Bale – yes, Behr - yes, Friedman - yes, Terry - yes, VanderVries – yes, Welsh – yes. 6-Yes, 0-No, 1-Absent (Vliek). Motion carried.

Klien thanked the Board for making that difficult decision. She said she would like to move on to discussion about Sunday hours. Currently we are closed on Sundays and the Board made a motion to reconsider that at this December meeting. I would like the Board to consider a staged approach for resuming regular services: Curbside first, then re-opening the building to the public, and finally reopening on Sundays. The concerns that I have about Sunday hours are still in place. We do not have professional cleaning services on Sundays and the adjusted service model makes additional Sunday staffing difficult. We are also expecting to go into a temporary closure related to moving library services to a different location during our building renovation. There are reports that the COVID-19 vaccine may be available to the general public by the Fall of 2021, and I am requesting that the board consider no Sunday hours until the Fall 2021.

Board Chair Welsh said that as a trustee who will be going off the Board at the end of this year, he did not feel comfortable making a decision that affects services next year. Trustee Terry agreed.

MOTION: It was moved by Trustee Bale and supported by Trustee Friedman, to revisit the decision about Sunday hours at the Special Meeting on Sunday, December 3rd at 6:00 PM when the Library Board with the newly elected trustees can make a decision. Roll Call Vote: Bale - yes, Behr - yes, Friedman - yes, Terry - yes, VanderVries - yes, Welsh - yes. 6-Yes, 0-No, 1-Absent (Vliek). Motion carried.

Trustee Behr will chair the Special Meeting on Sunday, December 3, 2020.

B.   Budget Amendments from C2AE.

Library Director Klien said that on page 103, you will find budget amendments for additional work done by our architect. One is for work to add some items back into the larger plan because we were able to come in under budget and the second is for work to be done at our temporary location. Klien requested that the Board approve the budget amendments so that the library can continue with the project.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Friedman, to approve the Budget Amendments for C2AE in the amounts of $25,000 and $14,550. Roll Call Vote: Bale - yes, Behr - yes, Friedman - yes, Terry - yes, VanderVries - yes, Welsh - yes. 6-Yes, 0-No, 1-Absent (Vliek). Motion carried.

C.   Building Update Including a Draft Timeline from Walbridge.

Klien said that the next item on the agenda is the timeline for the building. This is a tentative timeline for the renovations. Plans were sent to the City last week and are currently being reviewed. Klien reviewed the timeline as presented. Klien asked if trustees had any questions.

Trustee VanderVries asked about the lease for the temporary location taking into consideration that construction may be delayed. Business Manager Foti said that the contract is for a 14 month lease with option to end early. Klien said we are meeting every week with C2AE and Walbridge.

Trustee Bale asked about difficulty getting materials they need to meet this timeline. Business Manager Foti said that they are still working on getting the contracts for sub-contractors finalized. Our attorney has prepared them and Walbridge and C2AE have reviewed them. I think that will be addressed in the next couple of days. We believe that we are in good standing, but we can double check on that.

D. Final remarks by Library Director for the December 14, 2020 Library Board Meeting.

Library Director Klien said that most of her remarks have already been covered earlier in the meeting. She said that the new trustees will be sworn in in person at the library on Wednesday, December 16. We will be scheduling virtual orientation for them in early January.

DISPOSITION: The Library Board received the Library Director's Reports.

Klien said we will go into closed session for my yearly review and estimated that it would take about 15 minutes.

MOTION: It was moved by Trustee Bale and supported by Trustee Behr to move into a closed session to discuss personnel matters. Roll Call Vote: Bale - yes, Behr - yes, Friedman - abstain, Terry - yes, VanderVries - yes, Welsh - yes. 5-Yes, 0-No, 1-Absent (Vliek), 1-Abstain (Friedman). Motion carried.

The Portage District Library Board of Trustees met in closed session at 7:30 p.m. with Library Director Christy Klien to discuss her yearly evaluation and Library Board Secretary Quyen Edwards joined them to take minutes of the closed session. The Library Board returned to the Zoom meeting at 7:44 PM.

IX. Library Personnel

A. Personnel Committee's recommendation for Library Director's compensation in 2021.
B. 2020 Year End Staff Recognition Discussion.

Trustee VanderVries said that the Personnel Committee (comprised of herself, Trustee Friedman, and Board Chair Welsh) met and their recommendation is to extend the Library Director Klien's contract for 3 years, give her a 2.5% raise, a bonus of $1,250, and a pool of $29,350 for the Director to distribute to staff at her discretion.

Board Chair Welsh asked if there were any questions or additional discussion about the recommendation.

Trustee Bale expressed concern about giving staff recognitions during this time of pandemic, high unemployment and stresses some people are going through. VanderVries said that the bonus amount was budgeted and the Personnel Committee has recommended using a smaller amount to cover filled positions. Welsh said that the committee also used the positive reviews given by trustees for the Director's annual review into consideration. Trustee VanderVries added that the staff have worked hard making adjustments to services this year. Trustee Bale said that while she appreciates what staff have done, there are many organizations that have had to make similar adjustments due to the pandemic, but have also had to take a pay cut. Trustee Friedman said that this topic was considered by the Personnel Committee – would giving bonuses this year be perceived as "tone-deaf". She concluded that the staff have done an excellent job and that the money has been budgeted for this purpose and is available for use. We have made a recommendation that is in line with the past. The funding for 2020 has already been realized. If in the future that changes, the budget will be adjusted at that time.

Trustee Behr said it has been a rough year and I am sympathetic to what Trustee Bale is saying. Next year may be a different story, but the library pays modest library wages and I am in favor of using the money as it has been budgeted this year. She wondered if things will catch up next year, but for now she is inclined to agree with the personnel committee recommendation.

Trustee VanderVries said property tax for commercial items most likely will be down next year and this could negatively affect library funding.

Trustee Terry said she understands both sides of the argument, however these items have been budgeted. Since there has been no loss of revenue this year, I think we should do as the committee recommends. If we have to next year, that's when we would make changes.

Following the discussion, Board Chair Welsh said he would entertain a motion.

MOTION: It was moved by Trustee Behr and supported by Trustee Terry to approve the Personnel Committees recommendation and extend Library Director Klien's contract for 3 years (2021-2023), give her a 2.5% raise, a bonus of $1,250, and a pool of $29,350 for the Director to distribute to staff at her discretion. Roll Call Vote: Bale - no, Behr - yes, Friedman - yes, Terry - yes, VanderVries - yes, Welsh - yes. 5-Yes, 1-No, 1-Absent (Vliek). Motion carried.

X.   Process Evaluation
  A. Suggestions for Agenda Items to be included on the January 25, 2021 Board Meeting

   1. Minutes of the Regular Meeting of December 14, 2020.
   2. Review of Community Meeting Room Policy.
   3. Review of Library Privacy & Search Warrant Policy.
   4. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2021 Budget to Offset Unpaid Encumbrances.
   5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.
   6. Election of Library Board Officers for 2021 & Appointment of Library Board Personnel Committee and Library Board Secretary for 2021.
   7. Annual signing of *"Conflict of Interest"* Statements by trustees.
   8. Discussion about guests to be invited to Library Board meetings & staff presentations in 2021.
   9. Endorsement of Library Director's Personal Goals for 2021.
   10. Endorsement of Activities & Projects to Accomplish Library Ends Statements in 2021.
   11. 4th Quarter Financial Report for Fiscal Year 2020 & Comments on Year-End Results.
   12. 4th Quarter Strategic Plan Statistics
  13. Monitoring Report on Executive Limitation: Global Executive Constraint.

  B. Assessment of this meeting – There was agreement among trustees that it was a good meeting. Board Chair Welsh thanked everyone for their discussion.

  C. Miscellaneous Items – Trustee-Elect Ken Baker asked for more information about the Headlee Amendment and Trustee VanderVries said that the millage amount that can be collected is adjusted if the property tax amounts increase too quickly. She said it's hard to know if it will get any traction this year since it was just recently introduced. Baker thanked her for the explanation and thanked Board Chair Welsh for his leadership.

  Trustee-Elect Linda Whitlock said thank you for the welcome and that she is looking forward to starting in January. Happy holidays to everyone.

X.   Adjournment –
   Library Board Chair Welsh said if there was no further business to be considered, that he would adjourn the regular board meeting of December 14, 2020.

   DISPOSITION: The regular board meeting of December 14, 2020 was adjourned at 7:48 PM.

Recorded and Transcribed by,

Quyen Edwards, Library Board Secretary

PORTAGE DISTRICT LIBRARY BOARD
Special Board Meeting held on
Sunday, January 3, 2021

via Zoom at 6:00 PM

I. Start of Meeting

II. Roll Call
In the absence of a Chair, Vice Chair Behr was asked to lead the Special Meeting. She reminded trustees of the current requirement for virtual meetings. Board members must state their full name and where they are currently attending the virtual meeting from.

Board Members Present (in alphabetical order):
Ken Baker and I am participating virtually from my home in Portage, MI.
Carol Bale and I am participating virtually from my home in Portage, MI.
Michele Behr and I am attending virtually from my home in Portage, MI.
Jeanne Friedman and I am participating virtually from my home in Portage, MI
Donna Vander Vries and I am participating virtually from my home in Portage, MI.
Tom Vance and I am participating virtually from my home in Portage, MI.
Linda Whitlock and I am participating virtually from my home in Portage, MI.

Library Staff Present: Library Director Christy Klien, Jill Austin, Rolfe Behrje, Ruth Cowles, Quyen Edwards, Rob Foti, Lawrence Kapture, Erik Koning, Doran Lefaive, Kathy Morris, Olivia Pennebaker, Abby Pylar, Rachel Stickney, Andrea Smalley, Rachel Stickney, Pam Triplett, Colin Whitehurst, and Laura Wright

III. Comments or Requests from the Public, Board Members, or Library Staff
Trustee Behr welcomed everyone to the meeting and opened the floor to comments from staff or attendees. There were none. Library Director Klien welcomed the new trustees and thanked them for being prepared to "hit the ground running" on their third official day as PDL Trustees.

IV.   Adoption of the Agenda for the Special Meeting of January 3, 2021
Trustee Behr asked if there were any changes needed to the brief agenda for the January 3, 2021 special board meeting before its adoption. None were requested. Behr asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Friedman that the Library Board adopt the agenda for the special meeting of January 3, 2021. Roll Call Vote: Baker – yes, Bale – yes, Behr – yes, Friedman – yes, Vander Vries – yes, Vance – yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

V.   Governance

A. Discussion Regarding Re-Opening the Library Building to the Public with Capacity Restrictions
Trustee Behr asked Library Director Klien for an update to begin the discussion regarding re-opening the library building to the public. Klien said that since the last Board Meeting, the State of Michigan has lifted some, but not all of the restrictions and those are set to expire on January 15th. Based off of the order, the library could be open at a 30% capacity limit. Klien spoke with the other large libraries in the area (Kalamazoo Public Library and Willard Library in Battle Creek), and they are not planning to make any changes in their service (curbside only) until after January 15th in order to have complete information about the impact the holidays have had on COVID-19 cases in the area and whether or not there is a spike. Portage City Hall is open for appointment only.

Other indicators we had looked at in the past include hospitalizations which are about the same as they were in November. We also looked at what Portage Public Schools is doing. Elementary students who have elected to go to in person school are going back starting Monday (tomorrow). Middle School or High School students who need internet access or supervision can go into the building, however most students are remaining virtual for the time being.

Trustee Baker said that his wife is a doctor who rotates between Bronson and Borgess Hospitals and she said that COVID cases at Borgess are currently trending upward.

Baker asked if the letter from library staff member Rachel Stickney was representative of the whole staff. Klien said she didn't want to speak for the whole staff, however she said many have voiced a concern regarding reopening before an understanding of post-holiday impacts are known. Trustee Friedman said she also wanted to know if there have been further comments from the public regarding the building closure. Klien said that while she understands that staff have heard some comments from the public, nothing has been raised to her desk.

Trustee Behr asked about the possibility of a middle ground between curbside service and reopening the building, possibly taking appointments for computer use. Klien said it is possible, but would require shifting staff around. Any kind of public in the building would require staff manning the greeter station, monitoring and cleaning the public computer areas. Behr said she understands that none of the scenarios are ideal. Klien said the main reason the building is currently closed to the public is to mitigate exposure for staff and patrons and that she realizes that this is a difficult decision.

Trustee Bale and Trustee Friedman asked if offering curbside service on Sunday would help improve access to patrons and help quell concerns about being underserved. Klien said that she felt taking those actions would not address the comments staff are hearing from patrons which is wanting to browse for material and use the computers. Klien has not heard any negative comments regarding Sunday closures. Trustee Behr asked about checking out laptops from curbside service. Klien said that while there is wireless internet service in the parking lot (close to the building) it is not very reliable if there are a large number of people using it. Therefore, the library is not checking out laptops at this time.

Following the update and discussion, Trustees said that they would be comfortable making the call to keep library services at curbside only until further discussion at the Board Meeting on January 25th.

> MOTION: It was moved by Trustee Vander Vries and supported by Trustee Baker that the Library Board remain at curbside service until the January 25, 2021 board meeting to reevaluate. Roll Call Vote: Baker – yes, Bale – yes, Behr – yes, Friedman – yes, Vander Vries – yes, Vance – yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

B. Discussion Regarding Sunday Service Hours

Moving on to discussion regarding Sunday Service, Klien provided some background information to the new trustees. During the first library building closure in the spring, the library administration put together a six stage-reopening plan as follows:

Stage one – complete building closure

Stage two – essential staff only

Stage three (where we currently are) – curbside service, staff can be working in the building when necessary but are working from home when able

Stage four – offering appointments or limited services in person

Stage five – open to the public with capacity limits
Stage six – return to business as usual

In that plan, we had stated that hours for service during that time period would be Monday – Thursday 10:00 AM – 7:00 PM, Friday 10:00 AM – 4:00 PM, and Saturday 10:00 AM – 2:00 PM. Some of the reasons behind those time frames was to shift staff to come in earlier to work on reshelving and material check ins while the building was closed to the public so that there was more social distancing and not to be included in capacity limits as well as more time for cleaning. We are continually looking at how to best use staff time as we have added two new service points that need to be staffed – greeter station and curbside service. We know those two service points are not going away any time soon, and in fact, we are anticipating offering some form of curbside service beyond this pandemic. We feel like it is a valuable service and as long as our patrons are using it, we will continue with it.

As mentioned before, Klien said we are in stage three and asked the Board to consider not offering Sunday hours until we are at stage six, hopefully in the Fall. Another point to consider is that traditionally the Library has only been open on Sundays between September and May and closed for Sunday service in the summer. There is also the consideration that the Library will be closed for a period of time for moving offsite in March and reopening at a different location in April which will also disrupt service.

Trustee VanderVries asked if the library has been busy during Sundays hours and Klien said it really varies from week to week.

> MOTION: It was moved by Trustee Vander Vries and supported by Trustee Vance that the Library continue to be closed for Sunday Service until the August 23, 2021 board meeting to reevaluate. Roll Call Vote: Baker – yes, Bale – yes, Behr – yes, Friedman – yes, Vander Vries – yes, Vance – yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

VI. Assessment of Meeting and Additional Comments

A.) There was a discussion about the progress regarding an off-site location and Klien said that they are looking into two other options. One building has elevated flooring for electric/wiring, which needs to be checked for its weight bearing capacity as library shelving and books are quite heavy. The other location has an unclear vacancy timeframe and we are hoping to learn more this week. This location is at Crossroads Mall. There is a meeting scheduled tomorrow where Klien is hoping to learn more information. Trustee Bale asked if the Board approved funds for the architect would be shifted to the new decided location. Trustee VanderVries asked if the cost of these other locations will more and Klien said that is still to be determined.

After discussion, the Board decided to give the Library Director support for moving forward with a new location for an amount up to $250,000. The Library Director would sign a letter of intent which would be formally approved at the next scheduled Library Board Meeting.

> MOTION: It was moved by Trustee Baker and supported by Trustee Whitlock to authorize the Library Director to secure an interim library location in an amount up to $250,000. Roll Call Vote: Baker – yes, Bale – yes, Behr – yes, Friedman – yes, Vander Vries – no, Vance – yes, Whitlock – yes. 6-Yes, 1-No, 0-Absent. Motion carried.

PORTAGE DISTRICT LIBRARY

Notes for the Special Library Board Meeting January 3, 2021

VII. <u>Adjournment</u>

Vice Chair Behr said if there was no further business to be considered, that she would adjourn the special board meeting of January 3, 2021.

DISPOSITION: The special board meeting of January 3, 2021 was adjourned at 6:46 pm.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary

Portage District **Library**

300 Library Lane
Portage, MI 49002
(269) 329-4544
(269) 324-9222   (Fax #)
www.portagelibrary.info

LIBRARY BOARD 2021 ROSTER
Revised: January 18, 2021

NAME	ADDRESS	CONTACTS	TERM EXPIRES
Ken Baker	2187 Austin Shores Ave. Portage, MI 49002	269-998-4395 kenbaker0425@aol.com	December 31, 2024
Carol Bale	3112 Fleetwood Drive Portage, MI 49024	(269) 599-8522 caannba@gmail.com	December 31, 2022
Michele Behr	6526 Robinswood Street Portage, MI 49024	(269) 365-0094 (Home) (269) 365-5387 (Cell) mdbehr@yahoo.com	December 31, 2024
Jeanne Friedman	3045 Kalarama Portage, Michigan 49024	(269) 323-8991 (Home) (269) 569-6777 (Cell) jfriedman@portageps.org	December 31, 2022
Tom Vance	7673 Moors Pointe Way Portage, MI 49024	269-327-5463 (Home) prguy1955@gmail.com	December 31, 2024
Donna VanderVries	7160 Venice Drive Portage, MI 49024	(616) 802-0044 (Cell #1) (231) 750-6750 (Cell #2) osulawyer@hotmail.com	December 31, 2022
Linda Whitlock	9706 Oakview Drive Portage, MI 49024	(269) 327-0583 (Home) (269) 370-4374 (Cell) whitkazoo52@gmail.com	December 31, 2024

Christy Klien *(Library Director)*

(269) 585-8721   (Office #)
(269) 216-1953   (Cell #)

cklien@portagelibrary.info

Quyen Edwards *(Assistant to the Director & Library Board Secretary)*

(269) 585-8701   (Office #)
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PORTAGE DISTRICT LIBRARY   COMMUNICATION

To: Portage District Library Board

From: Christy Klien, Library Director

Date: January 21, 2021

Subject: Library Privacy & Search Warrant Policy Update

UPDATE:

The Library Privacy and Search Warrant Policy is usually reviewed at the January Board Meeting each year. Due to a change in the law, our policy needs to be updated. It has been sent to the library's attorney Anne Seurynk who will provide a newly drafted policy for Library Board approval at the February 22, 2021 meeting.

PORTAGE DISTRICT LIBRARY

Community Meeting Rooms Policy

The mission of the Portage District Library ("Library") is to provide quality Library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides community meeting rooms for Library programs as well as Library business meetings. When the community meeting rooms are not scheduled for Library-sponsored or co-sponsored events, they may be used by the public within the parameters set by the Policy. The community meeting rooms are intended to host organized meetings and are not available for private, party-type functions such as birthday parties and showers. The restrictions of this Policy regarding Application and Scheduling do not apply to Library-sponsored or co-sponsored events. The regulations in the policy apply to all community meeting rooms unless otherwise specified.

A.   **Reserving, Scheduling and Rental Charges of the Library's Community Meeting Rooms:**

1. Community meeting rooms may be reserved by any person, group or organization.

2. Library use of community meeting rooms takes precedence over all other uses. If the Library should find it necessary to cancel a scheduled activity in a community meeting room, then the Library Staff person in charge of room reservations will notify the User that booked that room that other arrangements must be made. A full refund of the room fee will be issued to the User. The Library shall not be responsible for any loss, damage or other claim based on the cancellation.

3. Reservation Process.

   A. Any person 18 years or older may request to reserve the community meeting rooms by contacting our Meeting Room Coordinator. If the person is requesting the room for a corporation or organization, that person must have authority to do so.

   B. If you need to cancel the reservation, the User must provide the Library 24 hours' notice.

   C. At the time of room use, the User must sign a community meeting room Application that includes Waiver of Liability prepared by the Library. The Library is released and held harmless from any and all claims for personal injury, property damage or other claims as a result of the use or application to use the community meeting room.

   D. Users shall not promote that the event or meeting is at the Library until the Library confirms the reservation is accepted. The Library shall not be used as the address, information contact source, or headquarters for Users using the Library community meeting rooms.

   E. Reservations may not be transferred to other Users.

4. Any use of the community meetings rooms is not sponsored by the Portage District Library unless sponsorship is expressly approved in writing by the Portage District Library. Groups shall not cause a probability of confusion or misunderstanding as to sponsorship of their use of the community meeting rooms by the Portage District Library. Use of facilities does not imply Portage District Library endorsement of the group or ideas presented at the meeting. A written disclosure is required in all advertising from outside groups that use advertising to promote their

meeting. A verbal disclosure is required for all others. The following statement is required: **"This program is neither sponsored nor endorsed by the Portage District Library."** Use of the Portage District Library logo on advertising by outside groups is prohibited.

5. Rooms are to be booked on a first-come, first-served basis in two-hour blocks of time, and may be reserved a maximum of two months in advance. A community meeting room rental charge shall be required as set forth below and the fee is based on a two-tier system. Room access will be denied if payment of the rental charge is not received prior to the start of the rental period.

SINGLE ROOM RENTAL PRICES are as follows per two-hour block:

Meeting Room	Tier 1	Tier 2
Austin Lake Room	$25.00	$55.00
Sugarloaf Lake Room	$20.00	$50.00
West Lake Room	$20.00	$50.00
Gourdneck Lake Room	$15.00	$30.00
Long Lake Room	$10.00	$20.00

COMBINED ROOM RENTAL PRICES are as follows per two-hour block:

Meeting Room Combinations	Tier 1	Tier 2
Austin Lake + Sugarloaf Lake + West Lake Rooms	$ 65.00	$155.00
Austin Lake Room + Sugarloaf Lake Room	$ 45.00	$105.00
Sugarloaf Lake Room + West Lake Room	$ 40.00	$100.00
Gourdneck Lake Room + Long Lake Room	$ 25.00	$ 50.00

Exceptions to these community meeting room rental charges may only be granted by the Library Director.

6. The two-tier system is as follows:

Tier 1: Residents of the Portage District Library service area, resident business members, and paying non-resident library card members.

Tier 2: An individual or group who resides outside of the Portage District Library service area.

Groups wishing to take advantage of the Tier 1 rate must have an active Resident or Paying Non-Resident Portage District Library card.

7. Set-up and tear-down of a community meeting room is the responsibility of the User. Chairs and tables are provided at no additional charge. Any time spent prior to, or after the reserved time, may result in an additional charge of one or more two-hour blocks of time. At the conclusion of a meeting, the room should be left in the same condition as it was found or an additional fee will be assessed equal to a minimum of one two-hour block of time for clean-up.

8. Any damage done, whether accidental or due to negligence, including the need for special cleaning, will result in the billing of the User for the actual cost of the cleaning, repair, and or replacement of the damaged article(s).

9. Users must be completely out of their community meeting room one-half hour prior to the Library's closing time. If a User remains past the Library's posted hours of operation, an additional fee of *(*$100.00) one hundred dollars may be charged to the User. Users must be out of the rooms by:

8:30 p.m.	-	*Monday - Thursday*
5:30 p.m.	-	*Friday*
4:30 p.m.	-	*Saturday*

Note: Meeting rooms are not rented on Sunday.

Use of the Library's community meeting rooms is not permitted before or after Library hours or when the Library is closed.

10. Each of the larger community meeting rooms contain a computer projector, which is available at no additional charge. Additionally, DVD players, microphones, dry erase boards and dry erase markers may be available upon request. It is the responsibility of the organization using the room to double check that their equipment is compatible with that of the Portage District Library. To do this, please contact the Meeting Room Coordinator at least forty-eight (48) hours prior to room use. All Equipment must be requested at least forty-eight (48) hours prior to room use.

B. **Rules and Regulations Regarding Community Meeting Rooms:**

1. Food and drink are permitted but must remain within the User's rented room. Coffee pots are available, however the Library does not supply coffee, cream, sugar, serving ware, etc. As per fire codes, no open flames of any kind are allowed within the Portage District Library.

   NO ALCOHOLIC BEVERAGES ARE ALLOWED ON LIBRARY PREMISES EXCEPT FOR LIBRARY SPECIAL EVENTS - WITH THE APPROVAL OF THE PORTAGE DISTRICT LIBRARY.

2**.** No tobacco or vaping use is allowed inside the Library.

3. The community meeting rooms are used for multiple purposes and therefore nothing may be permanently affixed to the walls.

4. The community meeting rooms shall not be used for any unlawful purposes, and anyone using the meeting rooms will abide by all Library policies, rules and regulations.

5. The Library is not responsible for loss or damage to exhibits left in the community meeting rooms or for the personal property of those attending the meetings.

6. In accordance with the Elliot-Larsen Civil Rights Act, the Library, as a tax supported facility, may be used only by those groups whose membership is open to all people without discrimination because of religion, race, color, national origin, age, sex, height, weight, familial status or marital status.

7. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property. Users shall not use the community meeting room for fundraising, commercial purposes, or selling goods or services. The exception to this rule is for the following:

   a. The sale of books, CDs and other items by authors or artists and Library sponsored or co-sponsored events;

    b. Events for which the proceeds are used for Library programs or for the benefit of the Library, provided that the Library accepts the donated proceeds. However, the User must be authorized by law to conduct the fundraising or solicitation.

8. Users of the community meeting room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, and financially responsible for any damages if they occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one adult supervisor for every twenty (20) minors. This ratio may be altered by the Library Director depending on the age of the minors.

9. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the community meeting rooms.

10. Users shall permit no more persons than is stated by occupancy requirements.

11. The Library staff may attend or observe any event or activity in the community meeting room.

C.   **<u>Violation and Appeal Section:</u>**

The Library Director or the Director's designee may restrict access to Library facilities, including the Library community meeting rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

    A.   <u>Incident Reports:</u> 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.   <u>Violation of the Policy – Suspension of Privileges:</u> 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, the 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.   <u>Violations that Affect Safety and Security:</u> Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or

attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of Library 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 one (1) month 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 Library 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 User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Policy before their privileges may be reinstated.

E. Damages: If the User violates the Policy by causing damage to Library property, the User shall be assessed the actual costs.

F. Right of Appeal: Users may appeal a decision in writing to the Library Director within ten (10) business days of the date of the letter stating why Library privileges should be restored. The Library Director or a designee will respond to the appeal in writing within ten (10) business days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

PORTAGE DISTRICT LIBRARY   COMMUNICATION

To: Christine Klien, Interim Library Director

From: Rob Foti, Business Manager

Date: January 20, 2021

Subject: Budget Amendment Request to Increase Expense Lines in the FY 2021 Budget to Offset Unpaid Encumbrances

Every year we recommend to the board increases in expense lines to offset approved previous year purchase orders that had not been fully paid. I recommend the following expense lines be increased to offset the associated expenses. **The total is $1,285,247.97.**

Supplies & Materials - Circulation	12,000.00
Office Supplies	7,939.40
Heritage Room Supplies	11,207.63
Computer Supplies	4,103.84
Postage & Freight	10,024.99
General Operating Supplies	683.85
Processing Supplies	221.00
Repair & Maintenance Supplies	12,500.00
Books-Teen	767.31
Books-Juvenile	17,722.57
Books-Preschool	4,078.48
Books-Heritage Room	5,000.00
Books-Parent Teacher	15.39
Books-Easy Reader	2,084.49
Books-Fiction-Adult	9,838.20
Books-Non Fiction-Adult	7,866.60
Books-Requests-Adult	706.93
E-Books-Adult	43,252.45
Digital Collections-Hoopla	22,500.00
Compact Discs-Adult	292.44
Compact Discs-Hot Picks	416.67
Videos-Adult	2,254.32
Videos-Teen	47.22
Videos-Juvenile	1,045.14
Video-Hot Picks	1,036.88
Talking Books-Adult	3,062.18
Talking Books-Juvenile	2,960.58
Talking Books-Easy	104.12
Reference-Adult	174.24
Reference-Business Room	977.90
Periodicals and Publications	620.04
Gas & Electric	25,000.00
Building Repair and Maintenance	1,110.00
Building Repair-Projects	112,500.00
Non-Capital New Furnishings	16,098.00
Capital Outlay	14,400.00
Fundraising	9,300.00
Legal Counseling Services	25,000.00
Human Resources	13,000.00
Cataloging Services	717.40
Online Subscriptions	8,775.00
Other Administrative Services	20,000.00

Internet Services	39,964.80
Program-Adult-Unrestricted	5,600.00
Program-Youth-Unrestricted	655.96
Summer Reading-Adult	634.00
Summer Reading-Youth	2,800.00
Summer Reading-Teen	545.00
Programming-CommuniTeen	4,375.00
Program-Child Restricted	4,312.29
Training/Educational/Mtgs.	25,000.00
Computer Repair and Maintenance	64,424.25
Equipment Repair & Maintenance	120.00
Technology Project-Capital	173,492.10
Library Refurbishing Project	531,919.31
TOTAL	**$1,285,247.97**

Administrative Activities:
During the months of December 2020 and January 2021, Library Director Christy Klien engaged in the following activities:

- ❖ Participated in weekly Administrative Team meetings.
- ❖ Participated in weekly staff meetings.
- ❖ Participated in PDL Virtual Public Board Meeting on December 14, 2020.
- ❖ Participated in the PDL Special Public Board Meeting on January 3, 2021.
- ❖ Participated in Library of Michigan Library Directors Virtual Bi-Weekly Meetings on December 16 and January 15.
- ❖ Met with architectural group to discuss offsite location on December 16, 2020.
- ❖ Attended new PDL Trustee Swearing-In on December 16, 2020.
- ❖ Participated in PDL, C2AE, and Walbridge weekly building project meetings on December 14, December 21, January 4, January 11, and January 18.
- ❖ Participated in Portage Rotary Club meetings in December 2020.

Maintenance and Building Services

- Determined machine room less (MLR) elevators design with C2AE on 12 -7- 2020.
- Participated in Owner/Architect/Contractor (OAC) meetings Dec 7, 14, 21 and Jan 4, 11 & 18, 2021 to discuss any project concerns and progress on action items.
- Participated in the project presentation that included the concept to move offsite to a temporary location during construction with The City of Portage's personnel along with C2AE and Walbridge on Dec 7.
- Participated in the IT, security, speaker and door access project requirements and design meeting with C2AE on Dec 7.
- Discussed the C2AE library layout for the proposed temporary location Dec 8 and 14.
- Cleaned the debris from the cross connection for the back flow preventer in the boiler room on Dec 10. Investigated the purchase of outdoor hose bib rebuild kits for two leaking outlets.
- Completed the 2020 budget review for new 2021 purchase orders and the closure of the remaining 2020 purchase orders Dec 10.
- Reviewed the bidders list from Walbridge and provided a few current contractors to receive an invitation to bid Dec 11.
- Began investigating additional asbestos abatement quotes to remove roofing tar from the main level's restroom within the atrium. Costs to identify (sample) and remove fire doors and frames for asbestos from the 1975 construction were sought beginning Dec 15.
- Updated the replacement quotes for the three triangular skylights for a potential add alternate for the project Dec 16.
- Programming rooms' lighting controllers are not compatible with LED lighting. LED compatible replacement controller costs are being sought. Gourdneck/Long Lake rooms will have LED lights with dimmer switches and be separated from the existing lighting controller Dec 17.
- Removed stored shelving items from the pre-school mechanical room to determine future use of items Dec 18.
- Atrium roofing contractors completed installation of new atrium roofing by Dec 30.
- Ordered/received the 100% Construction Documents from C2AE for review Dec 30.
- Mite-E Exterminating conducted the pest control applications on Jan 11, 2021.
- Reviewing the demo drawings to determine what 1975 doors are in the project and how many more can be removed with asbestos containing material so there are no future concerns Jan 15.

- Issued PO to asbestos abatement contractor to remove the roof tar from above the main level restrooms beginning Monday, Jan 25.

Personnel Information:
The library undertook the following Human Resource activities since the December 14, 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 renovations of possible temporary location for the Library.
➢ Worked with Walbridge, Scott Hogan (Library's Construction Attorney), Craig Manser (Building Insurance Agent) to prepare sample contracts to be executed with subcontractors upon completion of the bidding process.
➢ Worked with the Library's attorney and Walbridge to prepare a Public Notice to Bidders to advertise bidding opportunity to the public.
➢ Worked with Jeff Chrystal of Kalamazoo Commercial Real Estate to find an alternative space for the Library, upon rejection of the Library's previous Letter of Intent.
➢ Worked with Kathy Morris to update employee payroll records to reflect changes in wages and benefits in the payroll software. Additionally, prepared letters to staff notifying them of changes to their wages for 2021.

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

- Heal Your Heart and Remember Loved Ones with Author Allison Gilbert - December 2 - 17 Attendees.

PDL partnered with Heartland Hospice Services of Kalamazoo to promote a discussion with author Allison Gilbert about grief and the holidays. Allison Gilbert is the author of numerous books including Passed and Present: Keeping Memories of Loved Ones Alive and she shared several strategies with attendees about how they can lovingly preserve items from their deceased loved ones for future generations.

- 5th Annual Trivia Challenge - December 8th - 15 people attended
Using factile.com and Zoom, the annual Jeopardy style trivia challenge was a hit. Participants used their phones or tablets to ring in to answer questions on topics such as Star Trek, James Bond, and name that director. We had families and individuals participate. The software worked well and everyone had a good time. Prizes were mailed or picked up through curbside.

- International Mystery Book Discussion of Hercule Poirot's Christmas (Book and Film) - December 10 - 13 Attendees.

In lieu of the traditional International Mystery film viewing and book exchange, the International Mystery Book Discussion group held a discussion of both the book Hercule Poirot's Christmas and the film adaptation starring David Suchet. Participants could pick up the book or the movie via Curbside Pick-Up and all participants received holiday cookie recipes to bring some joy to the season.

-Guided Meditation for Deep Relaxation: I-Rest Yoga Nidra Practice - December 14 - 18 Attendees

After success in November, PDL partnered with SWMI Health Matters once again for an introductory workshop on Guided Meditation for Deep Relaxation. We received several positive comments from community members who attended and requests for further partnerships with SWMI Health Matters on other wellness topics like Clean Eating.

-Holiday Movie Trivia - December 15th - 25 people attended "Grab a cup of hot chocolate and get on Zoom to reminisce and answer questions about such classics as It's a Wonderful Life, A Christmas Story, Rudolph the Red-Nosed Reindeer." With so many people, our scoring capability was pushed to the limit. From now on, all trivia contests will be conducted through factile.com.

Youth Services Programming Highlights
- This month, Youth Services staff provided candy cottage kits for both teens and children and their families. Families sent in photos of the resulting masterpieces to be posted on the PDL website. In total, 137 kits were distributed.
- Youth Assistant Nick Meyle created a weekly LEGO Challenge.
- Head of Youth Services Laura Wright created a New Year's Eve Party in a Bag for children and their families.

Create programming that promotes interactive learning
- Head of Youth Services Laura Wright created an Optical Illusions Take and Make activity geared to elementary-age children. This activity encouraged children to learn about the science behind optical illusions, and to create some of their own.

Actively highlight the library's online resources and services on social media and other media outlets
- We created four Facebook posts to highlight databases that Portage District Library purchases for patron use.

Create videos to educate our patrons about our resources and how to use them
- There were 7 videos created in December. Please see the Marketing Report for video titles and views.

Build programming and services that will reach groups at diverse levels
- Youth Assistants Mary Breuer, Annette Wendt, and Megan Howard created Take and Make activities this month. These crafts required various levels of ability, and encouraged children and their caregivers to work together to complete the crafts.

<u>**Ends Statement #2**</u>
Be a safe, welcoming, inclusive destination for families and individuals.

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

Improve the accessibility and visibility of existing physical and electronic collections
- Adult Services Librarian Ruth Cowles has been continuing to pick up and drop off books from
Brookdale Assisted Living.
- Youth Librarian Andrea Smalley highlighted new beginner chapter and series titles, and Teen Librarian
Olivia Pennebaker highlighted new teen titles in Facebook posts.

<u>**Ends Statement #3**</u>
Be a leader in strengthening our community.

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

We will build outreach services that will meet the needs of people outside the building and outside of our
traditional hours
- Youth Librarian Andrea Smalley met virtually with an elementary class at Lake Center Elementary.
This led to two additional virtual visits with other classes. Andrea talked about their favorite reads,
introduced new books we have in our collection, and highlighted our Book Finder service. Over the next
week, staff received several Book Finder requests related to this visit.

- Youth Staff awarded their first "Class of the Week" – Amy LaPonsie from 12th Street Elementary.
Class of the Week winners were nominated by community families via the PDL Facebook page late last
fall. Ms. LaPonsie received a small gift bag. The students received busy bags, full of things to help keep
them engaged while learning virtually.

Improve service access to Portage Public School Students though a collaborative student registration
process
- As a follow-up to the PASS membership roll out in October 2020, about 10% of the middle school and
high school PASS memberships have had activity from October 1 to December 31, 2020. There are 4,107
elementary school PASS memberships with 22% of those showing activity during the same period.

<u>**Ends Statement #4**</u>
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:

Heritage Room Activities
During December, Local Historian Steve Rossio met with the Portage City Clerk to discuss what City
Records currently stored at the library should be kept and what should be recycled. It was determined
that about half of the paper records in the library's collection are available in digital format and therefore
are no longer needed. All other records were entered into a spreadsheet and then boxed by year for easy
retrieval. In the end, Steve cataloged 30 banker-boxes of City Records dating back to the early 1960's.

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
- PDL Building plans have been submitted to the City of Portage for approval and permits. The library meets weekly with C2AE and Walbridge representatives for project status reports.

- We are working with our leasing agent, attorney, and insurance agent to craft an agreement with Gentilozzi Real Estate for a temporary library site. We are also working with our attorney and insurance agent to draft a contract for both projects and contractors and subcontractors.

- We are reviewing furniture needs and layouts in the remodeled library. We will begin to work with the architects to plan the layout of the temporary location.

IT Updates
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. The library is currently waiting to schedule a consultant for implementing fine free configuration services with SirsiDynix. The consultation is a free service where we can implement and transition to fine free operations.

Fine Free Configuration Services with SirsiDynix is scheduled for February 19, 2021. The library will use this time to configure all renewal processes, HTML notices, clear old fines and fees, remove users no longer owing money to the library and potentially begin configuring SMS notifications.

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 evaluating our mobile products curbside service app within the new mobile app.

Ongoing COVID-19 Response, Remote Staff and Public IT Services and Related Updates
- The library reconfigured its systems to handle the library's closure. IT staff have performed or are currently working on the following tasks:

Portage District Library PDL2GO
- The Portage District Library's old mobile app has been decommissioned and replaced by its new mobile app. The new app has been positioned so that it is an automatic upgrade for people using

the old app. Although the library did not plan to deploy the mobile app in this manner, a truly serendipitous circumstance occurred where our new developed purchased our old developer and ended up accelerating our replacement plans. I am happy to report that the new mobile app is far more responsive, compatible and feature rich.

Working to deploy the Portage District Library's next generation mobile app, PDL Mobile
- We have rolled out our mobile app and are testing its curbside functionality. The curbside function in our new mobile app offers patrons a different style (from our current curbside model) that will help patrons with non-appointment use of curbside services.

Other Efforts

- The library is pivoting its strategy of configuring laptops for staff in favor of distributing iPads.
  - iPads have been distributed to most staff
  - Laptops are being reconfigured for patrons.
  - Laptops for librarians continues and remote support, offer library technology to library staff to facilitate their remote work efforts to supporting the library.
  - 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 Building Cleaning rotation as a backup
- Met with C2AE to discuss technology and infrastructure.

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 working on getting the complete names of authors into the call number for all of the fiction materials, as well as getting the series information into the record. This will help the volunteers search for items more efficiently when they are using the scanners or helping the librarians with weeding projects.
- Head of Technical Services Abby Pylar is taking webinars for better cataloging practices.
- Head of Technical Services Abby Pylar has gotten the Missing/Claims Returned reports available on the scanners for our weekly scans.
- 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 in communication with our vendors to have a better experience with receiving our ordered materials.
- Technical Services is working on receiving and processing all materials that have arrived.
- Head of Technical Services Abby Pylar and Youth Services are working on integrating the current Holiday Collections into the main collections. We will be changing home locations and inputting full author last name.

Professional Development Adult Department
- Photoshop Webinars—Adobe Creative Cloud
- Premiere Pro Tutorial – Adobe Creative Cloud
- Digital Media Labs and MakerSpaces webinar – Tech Soup
- Catalyst University

IT Training (Mark Johnson and Rolfe Behrje)
Office 365
- Azure Identity Protection.
- Azure MFA
- AD Risk Assessment and Monitoring
- 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)

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
December 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	$ 5,907,323
Expenditures	$ 5,174,902

Fund	11/30/2020	Changes	12/31/2020
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 December 2020

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

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

Director's   Payroll is processed by Paylocity. (Payroll service) bi-weekly. Payables are also
Response: 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   All reports and tax payments are filed according to policy.
Response:

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   No unbudgeted purchase that exceeds $10,000 has been made.
Response:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

December 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.

· Designed covers for our new Binge Box DVD collections.

· Assisted with updating the website with board documents and corrections.

· Created and sent a 2020 Holiday Card on behalf of PDL.

· Researched and acquired video making equipment that will aid our virtual programming.

· Progressed with our new website by working with our development team to finalize some sections of the site that were not yet complete.

December Social Media Highlights:

Facebook

28 New Page Likes | 58 Post Shares | 987 Post Likes | 119 Comments | 353,069 Total Reach

Twitter

2,061 Tweet Impressions | 5 Likes | 0 Re-tweets | 63 Profile Visits | 0 Mentions | 0 New Followers

Facebook Stats 2016 - December 2020

Total Followers:
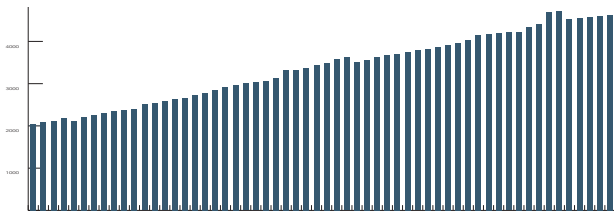
February 2016
2,052

December 2020
4,634

New Followers:
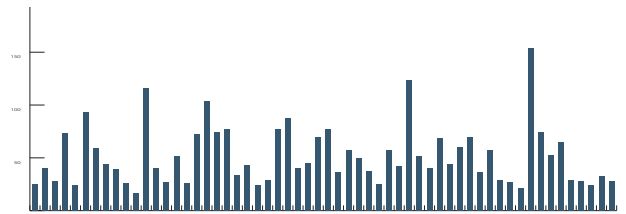
February 2016
25

December 2020
28

Likes:
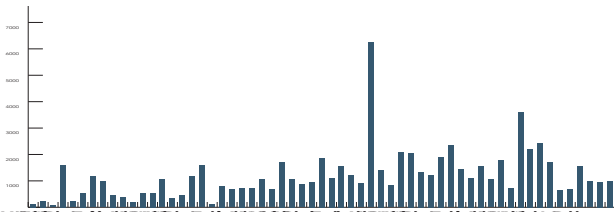
February 2016
124

December 2020
987

Comments:
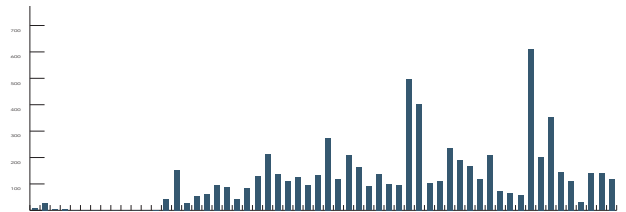
February 2016
7

December 2020
119

Shares:
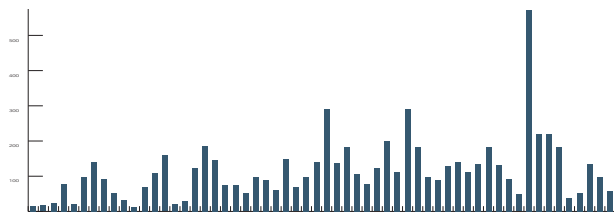
February 2016
0

December 2020
58

Engagement:
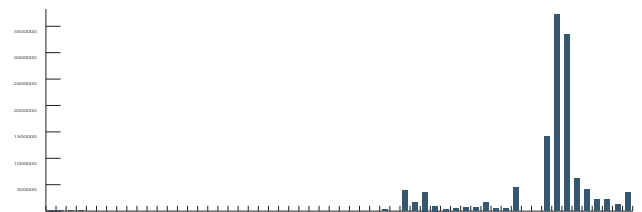
February 2016
5,305

December 2020
353,069

Videos Created in December 2020

	Video Title	Department	Facebook Views	YouTube Views	Total Views
1	Bedtime Storytime: Goodnight, Construction Site	Youth	19	311	330
2	Bedtime Storytime: Kitchen Dance	Youth	10	n/a	10
3	Family Storytime with Mr. Steve: Knuffle Bunny	Youth	15	160	175
4	Bedtime Storytime: Madeline	Youth	33	335	368
5	Q&A with Benje Daneman	Youth	2	2	4
6	Family Storytime : The Storm	Youth	21	336	357
7	Bedtime Storytime: Toys Meet Snow	Youth	51	326	377
				Grand Total	**1,621**

MLA ADVOCACY

The Michigan Library Association leads, educates and advocates for the advancement of the Michigan library community. MLA is dedicated to protecting library services and funding. We advocate for libraries through statewide publicity, grassroots advocacy and lobbying. As a united community, MLA is the collective voice for Michigan libraries. We advocate for and protect library funding and monitor and respond to anything that impacts our libraries' ability to serve our communities.

2019-2020 Advocacy and Legislative Accomplishments

Over the years, the advocacy work done by MLA, our lobby firm Governmental Consultant Services Inc. (GCSI), the MLA Advocacy and Legislative Committee and numerous engaged librarians has resulted in increased state aid to libraries, relief from tax captures, continuing availability of the May, August or November ballot for library millage questions, and the ability to hold sacred the privacy records of library patrons at its highest levels.

Each year, MLA's Advocacy and Legislative Committee surveys our membership and constructs a priority list of goals and topics to address. MLA values all voices being heard, all possible solutions being vetted, and each year, a fresh approach and a pro-active agenda is created. This year though, has been one for the record books.

In a tumultuous legislative environment and budget cycle like FY2020, we are thankful that state aid to libraries was untouched. (The budget was adopted on Oct. 1, 2019 – the day it went into effect.) Long-held relationships and daily dialog with leaders in the House and Senate went a long way in protecting these funds.

In October 2019, MLA staff, board and other statewide partners worked together to address Senate Bill 611 – which included amendments to the Michigan Library Privacy Act. After many changes, the proposed bill removes obstacles and legal barriers libraries sometimes face when a crime has been committed in the library while providing for continued protection to a libraries core foundational value…protecting patron privacy…in their reading histories, materials borrowed, resources reviewed, or services used at the library. The greatest change to the Michigan Library Privacy Act as proposed in SB611 has come in clarifying that a library record does not include video surveillance and that video surveillance can be turned over to law enforcement without a court order if it shows no identifying records. The pandemic stalled the movement of the bill moving forward for a few months, but MLA continues to actively support its movement from the Senate, to the House, and hopefully to be signed into law by Governor Whitmer before December 31, 2020.

With the global pandemic looming in March 2020, MLA stepped forward and used **our role as a leader and advocate of Michigan libraries to call on all libraries in Michigan to close their doors to reduce the spread of this deadly disease.** Since that time, we helped address reopening plans, advocated for curbside services, and participated in Governor Whitmer's subcommittee to address specific re-opening plans. We used our social media and direct communication vehicles to constantly and consistently share essential and critical communications with the library community. We continue to use our voice in these unprecedented times of uncertainty as we face this worldwide pandemic, and libraries must do

their part to minimize the spread of COVID-19 and protect our citizens and library staff from exposure.

Not only did we address the global pandemic, but in June 2020, MLA Board of Directors and staff stood in solidarity and issued a statement in support of Black Lives Matter. They continue to stand firm in condemning the systemic and systematic social injustices endured by Black people and People of Color.

In 2019-2020, MLA joined forces with the American Library Association (ALA) in denouncing Macmillan Publishers' new library eBook lending model; addressed President Trump's proposed FY2021 budget proposing the elimination of federal funding for libraries and museums; advocated for COVID-19 relief and economic stimulus legislation and resources; asked our members to support the Library Stabilization Fund Act introduced by Michigan Congressman Andy Levin; and requested that John Hopkins published report, "Public Health Principles for a Phased Reopening During COVID-19 Guidance for Governors" be reassessed to correct their misrepresentation that libraries are low contact, low risk spaces for the spread of the coronavirus.

MLA was one of eight organizations to lead the formation of the Cultural Advocacy Network of Michigan, a consortium of statewide cultural organizations including the Michigan Library Association, Historical Society of Michigan, Michigan Museums Association, Michigan Presenters Network, Michigan Festivals and Events Association, Michigan Youth Arts, Michigan Historic Preservation Network, and Michigan Humanities. *The Cultural Advocacy Network of Michigan strives to bring a collective voice to advocacy for cultural organizations in Michigan.*

MLA also provided support for a package of bills aimed at addressing the state's ongoing literacy crisis by requiring credentialled libraries and certified librarians in every public school in the state. While the package of bills hasn't seen any movement from the legislature, MLA will continue to monitor this package of bills and fully support our sister organization, the Michigan Association of Media in Education (MAME), to re-introduce the bills in the next legislative cycle.

MLA will continue to work on behalf of libraries to advocate daily. Local and state elected officials and community leaders need to be educated and reminded of the importance and value of libraries and MLA stands ready to help tell that story.

MLA Advocacy and Legislative Committee 2020-2021 Action Plan

Michigan Priorities

- 2020-2021 Appropriations:

  - Protect state aid to libraries, remain status quo or protect against disproportionate decrease during Coronavirus budget challenges

  - Prepare for testimony at budget hearing

  - Encourage continued support for Michigan eLibrary.

  - Set up individual meetings with key legislative leadership on Appropriations after Consensus Revenue Estimating Conference in August

- Michigan Privacy Act

  - Move this drafted legislation through to completion

- Look at ways to exclude guns at public libraries (opportunity may come as Capitol Commission assesses this at their facility.)

- Long Term - Raise awareness of the Digital Divide and find Local/Regional/Statewide partners to identify solutions to this inequality.

  - Expand Broadband/Wifi Access for libraries, identify funding

- Long Term - Continue to support MAME on K-12 School Library/Librarian challenges

  - Letter to School Superintendents drafted and sent before school begins in September.

- Penal Fines

  - Monitor, protect and reverse any efforts to provide legislation for parallel ordinances and other methods to siphon this funding.

  - Educate all parties (legislators, county treasurers, librarians) on how this system works – we need a full picture and more consistency in reporting methods to libraries by county.

Continue to Watch and Respond, if Necessary

- Maintain the ability to hold millage elections in key months of August and November.

- Maintain property tax and local income tax funding structure for libraries.

  - Property taxes may decrease due to the Coronavirus in FY2022 – continue to watch and protect

  - Monitor legislation to ensure the elimination of automatic tax captures

- Look for options to secure funding for libraries' participation in early childhood education and literacy.

Federal Priorities

- Partner with ALA or others on moving stabilization legislation forward during the pandemic.

	Month Statistics			YTD Statistics		
	Dec-20	Dec-19	CHANGE	2020	2019	CHANGE
Library Building Usage						
Total Meeting Room Usage	0	174	-100.00%	430	2,241	-80.81%
Internal/Collaboration	0	89	-100.00%	217	1,154	-81.20%
External/Outside Usage	0	85	-100.00%	213	1,087	-80.40%
Total Program Audience	0	1,715	-100.00%	5,280	32,696	-83.85%
Adult	TBD	262	-100.00%	467	3,629	-87.13%
Youth		1,412	-100.00%	4,617	26,631	-82.66%
Heritage Room		41	-100.00%	196	2,436	-91.95%
Total Number of Programs	0	45	-100.00%	155	652	-76.23%
Adult	TBD	14	-100.00%	30	162	-81.48%
Youth		29	-100.00%	121	442	-72.62%
Heritage Room		2	-100.00%	4	48	-91.67%
Total Volunteer Hours	32	426	-92.49%	1,100	6,055	-81.83%
Adult	0	129	-100.00%	274	1,545	-82.27%
Youth	0	95	-100.00%	191	1,810	-89.45%
Technical	0	80	-100.00%	187	888	-78.94%
Circulation	0	103	-100.00%	284	1,344	-78.87%
Administration	32	19	68.42%	121	304	-60.20%
Community Service	0	0	0.00%	43	164	-73.78%
Total Front Door Traffic	0	60,553	-100.00%	188,771	688,143	-72.57%
Total Youth Services Traffic	0	31,698	-100.00%	127,286	493,869	-74.23%
Total Business Center Traffic	0	2,787	-100.00%	6,335	32,584	-80.56%
Information Access/Reference/Research						
Total Reference Transactions	13,951	8,034	73.65%	85,666	99,617	-14.00%
Adult Phone	638	312	104.49%	4,512	4,220	6.92%
Adult Ready Reference	1,902	2,912	-34.68%	20,353	30,059	-32.29%
Adult Reference	224	247	-9.31%	1,774	3,462	-48.76%
Youth Phone	210	99	112.12%	1,100	1,332	-17.42%
Youth Ready Reference	4,531	2,538	78.53%	27,373	34,167	-19.88%
Youth Reference	27	331	-91.84%	3,536	6,178	-42.76%
HR Phone	20	9	122.22%	95	156	-39.10%
HR Ready Reference	112	438	-74.43%	1,716	5,222	-67.14%
HR Reference	5	25	-80.00%	103	318	-67.61%
Circ Phone	3,167	521	507.87%	9,160	6,588	39.04%
Circ Ready Reference	3,021	361	736.84%	14,120	4,815	193.25%
Circ Reference	94	241	-61.00%	1,824	3,100	-41.16%
Total Edutainment LAN Use	0	366	-100.00%	966	5,697	-83.04%
Total Internet Computer Use	0	2,030	-100.00%	10,219	28,773	-64.48%
Youth Computers	0	215	-100.00%	628	3,585	-82.48%
Adult Computers	0	1,706	-100.00%	9,497	24,103	-60.60%
Laptop Computer Circulated	0	109	-100.00%	94	1,085	-91.34%
Total Electronic Transactions	61,839	42,558	45.31%	580,092	587,973	-1.34%
WebSite Hits	47,199	29,545	59.75%	426,661	420,805	1.39%
WebCatalog Sessions	11,764	9,836	19.60%	118,944	125,589	-5.29%
Licensed Database Hits	2,876	3,177	-9.47%	34,487	41,579	-17.06%

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

Christy Klien, Library Director

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 19, 2021
SUBJECT: Library Statistical Report - December 2020

	Month Statistics			YTD Statistics		
	Dec-20	Dec-19	CHANGE	2020	2019	CHANGE
Circulation/Collections						
Total Library Circulation	**38,608**	**60,436**	**-36.12%**	**551,581**	**815,739**	**-32.38%**
Adult - Books	8,222	15,750	-47.80%	116,589	204,830	-43.08%
Adult - A/V	1,784	5,110	-65.09%	31,081	67,272	-53.80%
Youth - Books	11,051	19,322	-42.81%	165,455	294,160	-43.75%
Youth - A/V	750	2,501	-70.01%	16,904	40,890	-58.66%
Hot Picks	464	3,078	-84.93%	16,953	38,843	-56.36%
E-Material	14,644	11,996	22.07%	189,575	140,609	34.82%
ILL - PDL Requests	778	1,427	-45.48%	7,202	15,146	-52.45%
ILL - Other Lib. Requests	915	1,252	-26.92%	7,822	13,989	-44.08%
Self-Checkout Percentage	**0.32%**	**56.08%**		**51.58%**	**59.87%**	
Total Library Collection	**189,671**	**189,651**	**0.01%**			
Adult - Books	87,326	87,416	-0.10%			
Adult - A/V	17,390	17,270	0.69%			
Youth - Books	71,438	71,542	-0.15%			
Youth - A/V	9,387	9,480	-0.98%			
Hot Picks	4,130	3,943	4.74%			
Net Acquisitions	**2,042**	**(95)**	**2249.47%**	**747**	**(9,147)**	**108.17%**
Purchased - Books	3,577	1,864	91.90%	15,844	20,207	-21.59%
Purchased - A/V	372	531	-29.94%	3,003	3,618	-17.00%
Donated - Books	0	2	-100.00%	13	36	-63.89%
Donated - A/V	0	4	-100.00%	7	34	-79.41%
Material Discarded	(1,907)	(2,496)	23.60%	(18,120)	(33,042)	45.16%
*Total In-House Usage**	**0**	**523**	**-100.00%**	**384**	**3,858**	**-90.05%**
In-House Periodical Usage	0	45	-100.00%	42	500	-91.60%
In-House Book Usage	0	478	-100.00%	342	3,358	-89.82%
Patrons						
Total Patrons	**50,392**	**40,335**	**24.93%**			
Adult	27,462	26,460	3.79%			
Youth	6,257	6,472	-3.32%			
Non-Resident	376	370	1.62%			
Reciprocal	6,393	6,256	2.19%			
Internet User	849	716	18.58%			
PASS Users	8,991	0	100.00%			
Professional	64	61	4.92%			
Net Patrons	**23**	**16**	**43.75%**	**10,133**	**1,056**	**859.56%**
Adult	17	121	-85.95%	906	1,775	-48.96%
Youth	0	30	-100.00%	221	737	-70.01%
Non-Resident	0	4	-100.00%	9	30	-70.00%
Reciprocal	5	30	-83.33%	209	460	-54.57%
Internet User	0	40	-100.00%	223	658	-66.11%
PASS Users	1	0	100.00%	8,970	0	#DIV/0!
Professional	0	0	0.00%	0	0	#DIV/0!
Patrons Removed	0	(209)	100.00%	(405)	(2,604)	84.45%

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 19, 2021
SUBJECT: Library Statistical Report - Year End Comparison

Year-End Statistical Comparative Data																					
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Circulation/Collections																					
Total Library Circulation	363,221	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	816,199	819,133	831,151	799,436	802,804	813,347	859,978	844,815	811,045	815,739	551,581
Adult - Books	172,093	183,804	199,391	213,416	222,934	227,933	235,467	246,437	270,234	290,534	293,020	275,563	261,705	248,226	229,005	214,863	217,525	210,617	203,676	204,830	116,589
Adult - A/V		55,358	69,945	84,990	76,021	83,940	92,624	96,273	101,079	109,796	91,165	83,830	89,767	91,300	89,740	93,954	99,465	93,072	79,127	67,272	31,081
Youth - Books	129,105	142,570	151,504	155,710	174,471	183,218	205,086	201,927	204,017	232,723	253,304	270,826	273,784	267,645	273,638	286,327	291,481	295,275	293,177	294,160	165,455
Youth - A/V		30,743	47,077	65,268	69,336	79,854	92,443	106,767	109,159	138,462	108,533	84,654	76,286	66,379	58,361	51,752	51,114	49,116	44,229	40,890	16,904
Hot Picks											54,785	85,474	85,343	76,354	63,317	63,082	59,583	53,257	42,044	38,843	16,953
E-Materials												-	22,001	28,635	69,980	81,646	116,319	117,008	120,364	140,609	189,575
ILL - PDL Requests	1,615	1,542	1,846	1,624	1,591	1,893	1,795	3,470	6,177	6,986	7,438	8,825	11,061	11,381	10,698	12,101	13,484	13,314	15,012	15,146	7,202
ILL - Other Lib. Requests	2,397	2,235	2,523	3,974	4,562	4,467	3,834	835	2,245	6,747	7,954	9,961	11,204	9,516	8,065	9,622	11,007	13,156	13,416	13,989	7,822
Total Library Collection	138,915	154,110	162,856	164,252	170,161	182,168	165,744	172,952	173,341	182,767	179,934	188,141	192,966	194,873	199,097	205,673	205,592	200,264	198,404	189,651	189,671
Adult - Books		91,306	93,118	93,052	94,356	95,985	85,909	90,358	89,123	92,357	91,808	93,711	96,517	97,654	97,375	98,742	96,408	93,115	91,302	87,416	87,326
Adult - A/V		9,857	11,472	12,735	13,723	14,711	12,939	13,144	13,178	15,612	14,185	15,284	16,825	15,710	17,039	17,768	18,027	17,909	17,539	17,270	17,390
Youth - Books		48,977	51,356	52,106	54,581	62,661	59,039	60,064	61,054	60,774	57,726	62,419	62,682	65,714	68,668	72,037	73,897	73,604	75,619	71,542	71,438
Youth - A/V		3,970	6,910	6,359	7,501	8,811	7,857	9,386	9,986	14,024	12,434	12,441	12,645	11,002	11,129	12,504	12,714	11,146	10,346	9,480	9,387
Hot Picks											3,781	4,286	4,297	4,793	4,886	4,622	4,546	4,490	3,598	3,943	4,130
Net Acquisitions		6,675	8,915	3,927	7,915	9,291	(18,105)	6,626	(2,514)	23,925	(3,542)	2,545	8,614	(1,628)	9,109	3,183	1,728	(5,151)	991	(9,147)	747
Purchased - Books	18,425	17,477	15,527	17,550	17,661	15,816	15,472	20,116	22,068	22,584	20,367	18,556	19,337	18,251	18,353	17,899	19,775	18,395	17,865	20,207	15,844
Purchased - A/V		2,424	2,263	2,838	1,402	1,797	1,689	2,098	3,191	4,844	5,876	4,460	4,458	4,079	5,431	4,984	4,459	3,684	3,733	3,618	3,003
Donated - Books	942	805	1,033	441	242	428	97	394	231	88	89	69	45	48	35	32	43	38	40	36	13
Donated - A/V		215	310	127	195	204	211	64	39	34	36	44	41	42	36	26	31	32	36	34	7
Material Discarded		(14,246)	(10,218)	(17,029)	(11,585)	(8,954)	(35,574)	(16,046)	(28,043)	(3,625)	(29,910)	(20,584)	(15,267)	(24,048)	(14,746)	(19,758)	(22,580)	(27,300)	(20,683)	(33,042)	(18,120)
Total In-House Usage*		6,129	3,508	3,138	3,833	3,659	3,864	3,791	4,049	4,114	4,645	4,886	4,727	4,833	4,819	4,719	4,635	4,558	4,222	3,858	384
In-House Periodical Usage		873	639	660	713	457	490	524	616	635	651	799	838	812	787	756	728	724	681	500	42
In-House Book Usage		5,256	2,869	2,478	3,120	3,202	3,374	3,267	3,433	3,479	3,994	4,087	3,889	4,021	4,032	3,963	3,907	3,834	3,541	3,358	342
Patrons																					
Total Patrons	36,169	40,194	42,653	40,112	40,072	43,377	45,360	34,639	37,914	43,377	47,337	47,119	46,610	49,612	47,747	51,629	52,383	40,244	40,393	40,335	50,392
Adult	25,287	27,348	28,139	25,061	24,037	25,603	25,995	20,169	22,526	26,428	28,495	28,817	28,648	31,102	31,995	34,520	36,693	26,258	26,432	26,460	27,462
Youth	6,861	7,842	8,401	8,357	8,613	9,352	9,789	8,002	8,716	8,547	8,990	8,430	8,455	8,464	7,798	7,849	8,173	6,691	6,653	6,472	6,257
Non-Resident		339	374	351	351	382	366	196	238	244	266	357	280	328	324	343	349	370	400	370	376
Reciprocal	4,021	4,149	4,732	4,802	5,117	5,844	6,496	4,551	4,556	5,565	6,277	6,249	6,133	6,803	4,905	5,565	6,179	6,015	6,178	6,256	6,393
Internet User		384	838	1,316	1,724	1,949	2,442	1,572	1,731	2,522	3,235	3,199	3,043	2,852	2,667	3,286	926	844	662	716	849
PASS Users																					8,991
Professional		132	169	225	230	247	272	149	147	71	74	67	51	63	58	66	63	66	68	61	64
Net Patrons	4,353	4,811	5,148	5,443	5,449	5,529	5,591	6,305	6,590	5,514	4,455	4,739	4,307	4,022	3,816	3,599	3,618	(11,195)	251	1,056	10,133
Adult	2,390	2,495	2,521	2,552	2,690	2,757	2,744	3,080	3,382	2,973	2,379	2,437	2,392	2,187	1,926	1,828	1,793	1,988	1,827	1,775	906
Youth	1,293	1,208	1,262	1,296	1,212	1,265	1,097	1,219	1,209	640	470	685	480	507	537	506	468	517	577	737	221
Non-Resident	37	40	33	48	43	36	34	49	43	34	44	47	34	47	52	40	38	41	42	30	9
Reciprocal	633	698	807	994	861	827	944	1,102	1,135	960	747	707	624	565	558	521	496	482	456	460	209
Internet User	n/a	354	495	490	622	633	752	824	792	905	808	861	777	712	740	702	813	764	646	658	223
PASS Users																					8,970
Professional	n/a	16	30	63	21	11	20	31	29	2	7	2	-	4	3	2	10	4	3	-	-
Patrons Removed																		(14,991)	(3,300)	(2,604)	(405)

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 19, 2021
SUBJECT: Library Statistical Report - Year End Comparison

Year-End Statistical Comparative Data	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Library Building Usage																					
Total Meeting Room Usage	1,410	1,509	1,471	1,872	1,987	2,155	2,234	2,476	2,517	2,520	2,519	2,502	2,497	2,409	2,293	2,245	2,254	2,261	2,257	2,241	430
Internal/Collaboration	419	473	622	942	1,055	1,053	1,105	1,285	1,323	1,345	1,327	1,297	1,274	1,237	1,183	1,156	1,156	1,173	1,174	1,154	217
External/Outside Usage	991	1,036	849	930	932	1,102	1,129	1,191	1,194	1,175	1,192	1,205	1,223	1,172	1,110	1,089	1,098	1,088	1,083	1,087	213
Total Program Audience	12,863	20,441	18,739	21,975	22,305	25,747	28,038	28,601	24,093	26,051	26,047	27,687	23,019	23,358	26,325	27,857	27,642	34,547	29,591	32,696	5,280
Adult	1,449	2,175	1,241	2,109	2,254	2,453	1,867	2,840	3,812	3,204	3,969	4,053	3,338	3,822	3,024	3,295	3,384	4,030	3,920	3,629	467
Youth	11,414	17,386	16,212	17,049	18,179	21,242	24,231	20,656	17,212	18,979	19,832	21,610	16,822	16,557	20,769	21,542	20,007	27,538	23,107	26,631	4,617
Heritage Room		880	1,286	2,817	1,872	2,052	1,940	5,105	3,069	3,868	2,246	2,024	2,859	2,979	2,532	3,020	4,251	2,979	2,564	2,436	196
Total Number of Programs			114	205	380	475	518	525	506	532	584	680	562	512	497	524	471	605	649	652	155
Adult			19	27	78	98	81	118	129	132	180	176	146	129	155	171	126	216	191	162	30
Youth			78	155	274	352	409	354	341	352	374	358	369	338	308	317	300	353	423	442	121
Heritage Room			17	23	28	25	28	53	36	48	30	146	47	45	34	36	45	36	35	48	4
Total Volunteer Hours	4,881	4,249	4,930	5,076	4,884	4,517	4,191	4,626	4,597	4,551	5,179	5,414	6,268	6,274	6,326	6,034	5,759	6,527	5,733	6,055	1,100
Adult		1,238	1,605	1,922	1,417	1,069	1,425	848	1,045	1,451	1,321	1,022	1,219	1,686	1,434	1,272	1,232	1,484	1,336	1,545	274
Youth		1,183	1,458	1,487	1,757	1,816	1,324	1,521	1,512	1,064	1,712	1,856	1,998	1,846	1,880	1,874	1,809	1,714	1,605	1,810	191
Technical		452	386	385	200	225	387	589	656	647	778	999	1,046	1,102	1,102	1,028	860	982	785	888	187
Circulation		799	714	754	720	744	565	539	518	415	374	517	814	938	1,341	1,421	1,460	1,701	1,464	1,344	284
Administration		16	11	15	37	10	1	503	299	356	378	352	399	384	337	329	361	395	296	304	121
Community Service		561	756	513	753	654	489	626	567	618	616	668	792	318	232	110	37	251	247	164	43
Total Front Door Traffic		356,888	369,275	379,237	379,165	385,250	396,215	522,044	726,273	766,397	775,364	780,898	774,100	766,136	739,740	729,622	722,558	714,828	699,351	688,143	188,771
Total Youth Services Traffic		227,560	233,685	246,282	250,143	255,579	268,091	349,146	517,852	548,135	547,717	549,987	545,106	532,450	514,758	509,651	506,011	501,817	495,688	493,869	127,286
Total Business Center Traffic		23,371	21,408	8,611	5,636	5,043	3,547	13,795	25,505	28,601	30,408	34,773	37,044	38,526	37,906	37,568	37,246	35,964	35,037	32,584	6,335
Information Access/Reference/Research																					
Total Reference Transactions	47,796	67,358	74,798	84,307	89,604	89,769	93,523	94,808	92,517	97,229	97,140	97,337	98,483	98,138	94,004	98,618	97,792	104,800	107,487	99,617	85,666
Adult Phone		4,253	3,948	4,320	4,112	3,756	3,394	3,814	5,343	5,701	5,505	5,046	4,086	4,478	5,004	5,328	5,269	5,333	4,406	4,220	4,512
Adult Ready Reference		2,847	2,980	3,378	3,754	2,545	2,348	2,284	2,282	3,376	3,656	30,070	34,298	32,151	29,646	29,984	30,300	30,144	32,974	30,059	20,353
Adult Reference	33,785	25,684	27,984	31,151	33,369	32,915	36,581	37,849	36,572	37,209	34,653	2,265	2,327	2,728	2,498	1,926	2,213	2,098	3,300	3,462	1,774
Youth Phone		3,543	3,325	4,346	4,407	4,093	3,688	3,692	4,418	4,975	4,988	3,154	2,600	2,016	1,860	1,440	1,579	1,620	1,418	1,332	1,100
Youth Ready Reference	13,284	16,028	19,878	23,075	24,953	25,491	25,775	26,356	27,201	27,822	30,212	29,800	29,916	30,310	27,725	30,544	31,761	34,611	37,630	34,167	27,373
Youth Reference		3,484	4,373	4,194	4,298	4,114	3,983	4,202	4,375	4,477	2,038	2,782	2,951	4,336	5,267	6,072	4,743	6,125	6,074	6,178	3,536
HR Phone		310	301	331	243	268	187	192	202	192	213	360	345	323	351	151	200	185	150	156	95
HR Ready Reference		1,379	2,321	2,006	1,800	2,046	2,057	3,064	2,553	5,381	5,433	6,064	6,261	5,418	5,063	4,503	5,031	5,504	5,356	5,222	1,716
HR Reference	727	1,402	1,165	1,069	1,272	1,102	1,120	972	1,361	801	1,191	900	1,021	914	896	267	317	321	330	318	103
Circ Phone								10,194	6,617	6,151	3,902	4,530	3,617	3,370	6,212	8,140	7,798	7,623	6,925	6,588	9,160
Circ Ready Reference								1,614	1,020	432	2,649	7,698	6,088	7,507	6,864	6,814	5,710	7,349	5,948	4,815	14,120
Circ Reference								575	573	712	2,700	4,668	4,973	4,587	2,618	3,449	2,871	3,887	2,976	3,100	1,824
AnswerLine Phone		2,909	2,736	3,564	3,392	3,818	3,693														
AnswerLine Electronic		182	317	209	143	133	240														
AnswerLine Ready Ref		5,088	5,335	6,552	7,624	9,323	10,273														
AnswerLine Ref		249	135	112	237	165	184														
Total Edutainment LAN Use	4,830	381	16	1,064	2,379	2,942	3,558	3,757	4,531	4,595	4,961	5,366	5,428	5,287	5,681	5,820	5,777	5,636	5,697		966
Total Internet Computer Use	15,967	38,954	45,336	53,195	58,775	57,896	59,652	68,800	73,353	73,258	74,298	73,829	73,826	73,202	64,523	40,551	36,369	35,397	31,763	28,773	10,219
Youth Computers		7,828	9,582	12,269	14,646	14,617	14,977	17,325	18,728	19,263	19,917	19,986	20,096	19,557	16,518	5,487	4,974	3,886	3,517	3,585	628
Adult Computers		31,126	35,754	40,926	44,129	43,279	44,675	46,001	48,124	47,025	51,721	51,626	51,275	49,740	46,045	34,100	30,206	29,980	27,051	24,103	9,497
Laptops Circulated									5,474	6,501	6,970	2,660	2,217	2,455	3,905	1,960	964	1,189	1,531	1,195	94
Total Electronic Transactions		477,433	1,123,210	1,442,269	1,909,193	2,525,904	3,673,196	4,248,988	4,537,736	3,207,136	515,787	562,246	650,915	645,232	612,664	578,814	551,472	545,385	539,050	587,973	580,092
WebSite Hits		436,887	1,004,063	1,292,854	1,764,714	2,393,195	3,552,974	4,129,703	4,419,563	3,091,119	401,095	448,817	508,162	489,807	460,708	429,661	400,981	387,998	377,324	420,805	426,661
WebCatalog Sessions		18,651	39,616	55,284	60,642	62,788	62,199	62,192	63,336	62,108	60,485	59,898	89,935	104,378	102,864	101,240	104,099	112,149	118,010	125,589	118,944
Licensed Database Hits		21,895	79,531	94,131	83,837	69,921	58,023	58,023	57,093	54,837	53,909	54,207	53,531	51,047	49,092	47,913	46,392	45,238	43,716	41,579	34,487
Alternate Circulation View																					
Circulation Data																					
Books	305,210	330,151	355,264	374,724	403,558	417,511	446,182	452,669	482,673	536,990	561,716	565,175	557,754	536,768	521,406	522,913	533,497	532,362	525,281	528,125	297,068
A/V	-	86,101	117,022	150,258	145,357	163,794	185,067	203,040	210,238	248,258	254,483	253,958	251,396	234,033	211,418	208,788	210,162	195,445	165,400	147,005	64,938
E-Materials	-	-	-	-	-	-	-	-	-	-	-	-	22,001	28,635	69,980	81,646	116,319	117,008	120,364	140,609	189,575
Total Item Checkouts (Physical Only)																					
Total Item Checkouts	305,210	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	816,199	819,133	809,150	770,801	732,824	731,701	743,659	727,807	690,681	675,130	362,006
Self Checkouts	-	-	-	-	-	-	-	-	-	-	309,711	435,617	441,731	433,318	434,712	428,803	428,154	410,703	398,243	386,737	56,098

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: January 19, 2021
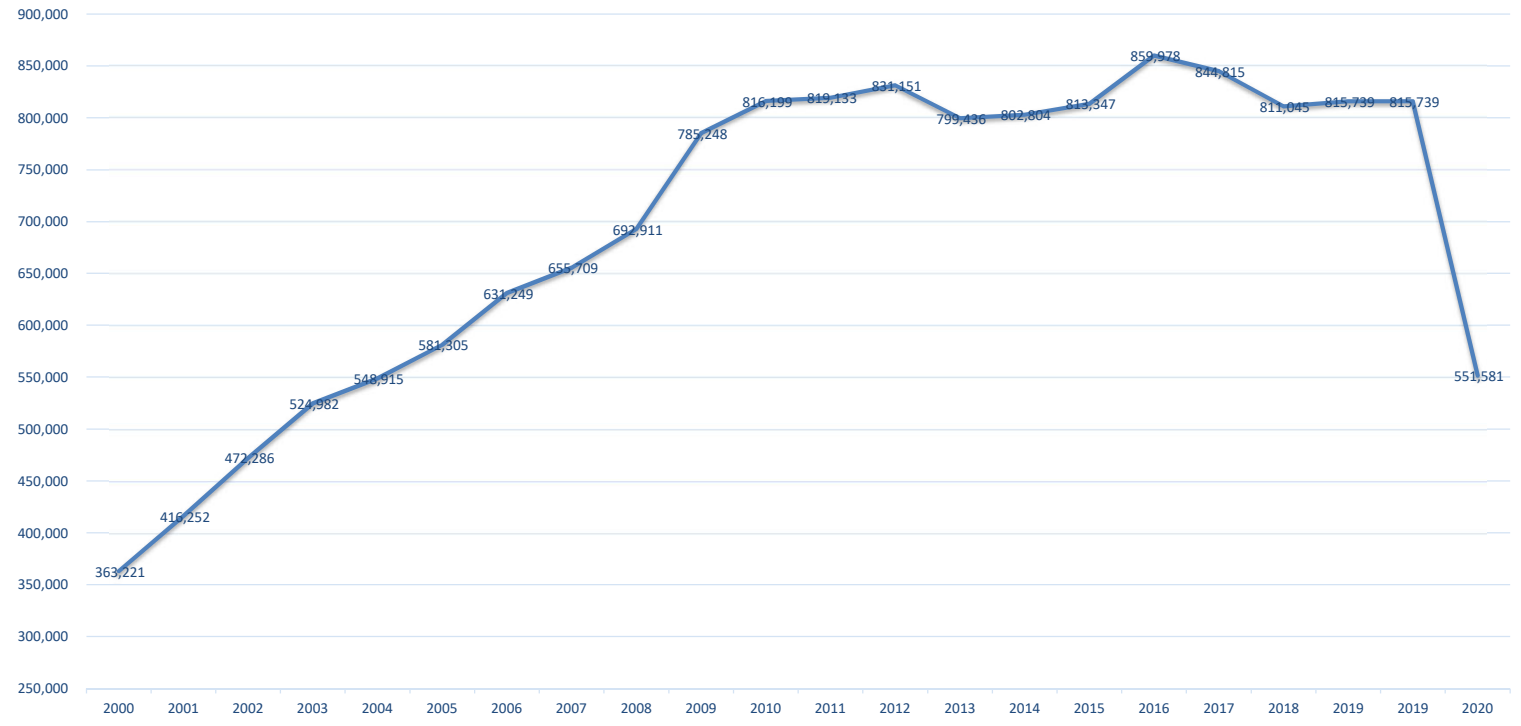**SUBJECT:** Library Statistical Report - Year End Comparison

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Year-End Statistical Comparative Data																					
Staff-Assisted Checkouts	305,210	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	506,488	383,516	367,419	337,483	298,112	302,898	315,505	317,104	292,438	288,393	305,908
Total Item Checkins (Physical Only)																					
Total Item Checkins	305,210	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	816,199	819,133	809,150	770,801	732,824	731,701	743,659	727,807	690,681	675,130	362,006
Automated Checkins	-	-	-	-	-	-	-	-	-	-	-	-	290,510	281,839	279,750	281,175	280,318	273,946	270,392	256,743	83,213
Staff-Assisted Checkins	305,210	416,252	472,286	524,982	548,915	581,305	631,249	655,709	692,911	785,248	816,199	819,133	518,640	488,962	453,074	450,526	463,341	453,861	420,289	418,387	278,793
Total Staff-Assisted Transa	610,420	832,504	944,572	1,049,964	1,097,830	1,162,610	1,262,498	1,311,418	1,385,822	1,570,496	1,322,687	1,202,649	886,059	826,445	751,186	753,424	778,846	770,965	712,727	706,780	584,701
Total Automated Transactio	-	-	-	-	-	-	-	-	-	-	309,711	435,617	732,241	715,157	714,462	709,978	708,472	684,649	668,635	643,480	139,311

TO:	Portage District Library Board
FROM:	Christy Klien, Library Director
DATE:	January 19, 2021
SUBJECT:	Library Statistical Report - Year End Comparison

Year-End Statistical Comparative Data

| 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |

Annual Circulation for PDL

Line chart of Annual Circulation for PDL from 2000 to 2020:
- 2000: 363,221
- 2001: 416,252
- 2002: 472,286
- 2003: 524,982
- 2004: 548,915
- 2005: 581,305
- 2006: 631,249
- 2007: 655,709
- 2008: 692,911
- 2009: 785,248
- 2010: 816,199
- 2011: 819,133
- 2012: 831,151
- 2013: 799,436
- 2014: 802,804
- 2015: 813,347
- 2016: 859,978
- 2017: 844,815
- 2018: 811,045
- 2019: 815,739
- 2019: 815,739
- 2020: 551,581

Year-End Statistical Comparative Data

2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020

CIRCULATION ACTIVITY - MATERIAL TYPE
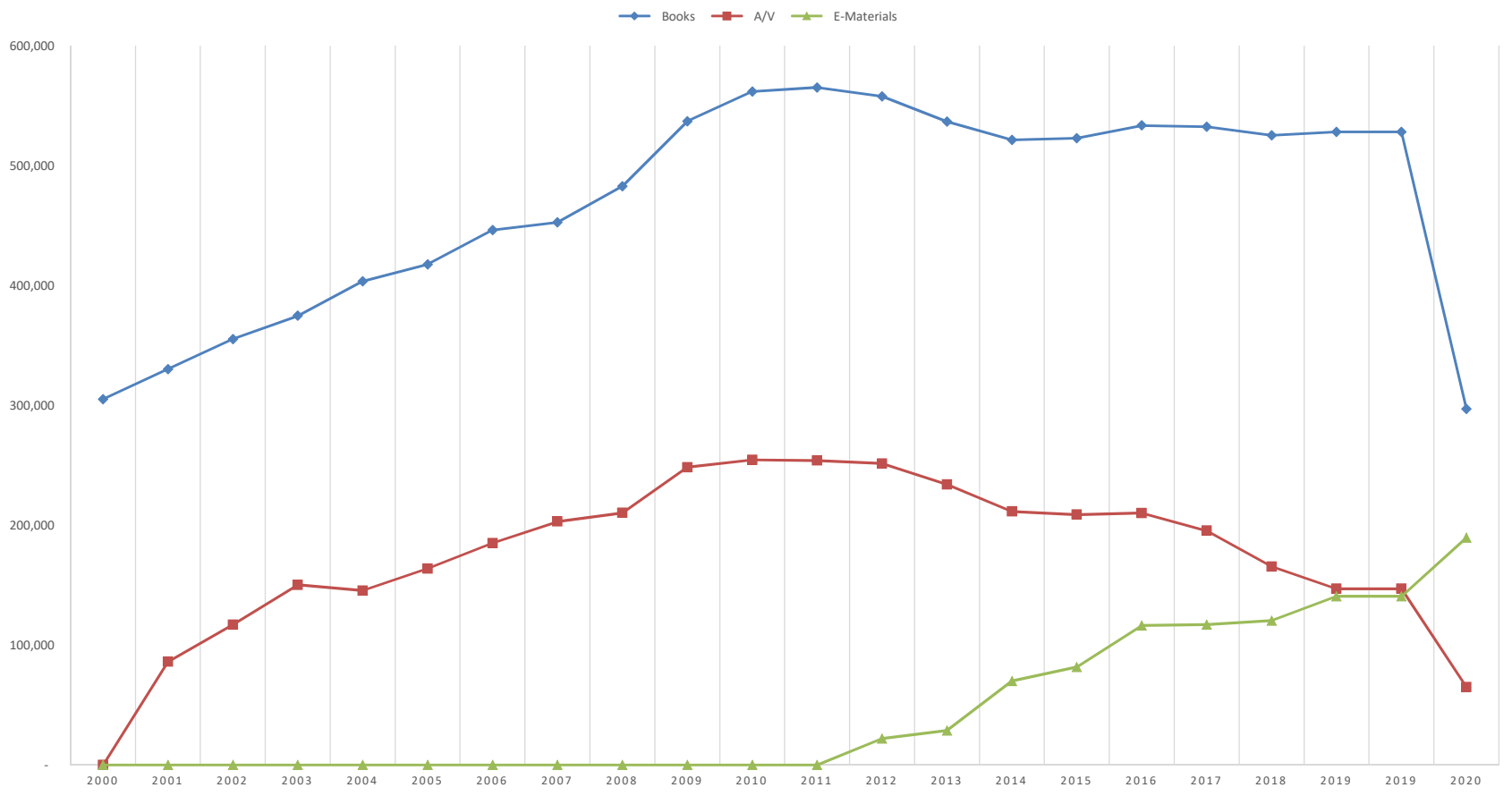
Year-End Statistical Comparative Data																				
2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020

CIRCULATION ACTIVITY - MATERIAL TYPE AND AREA
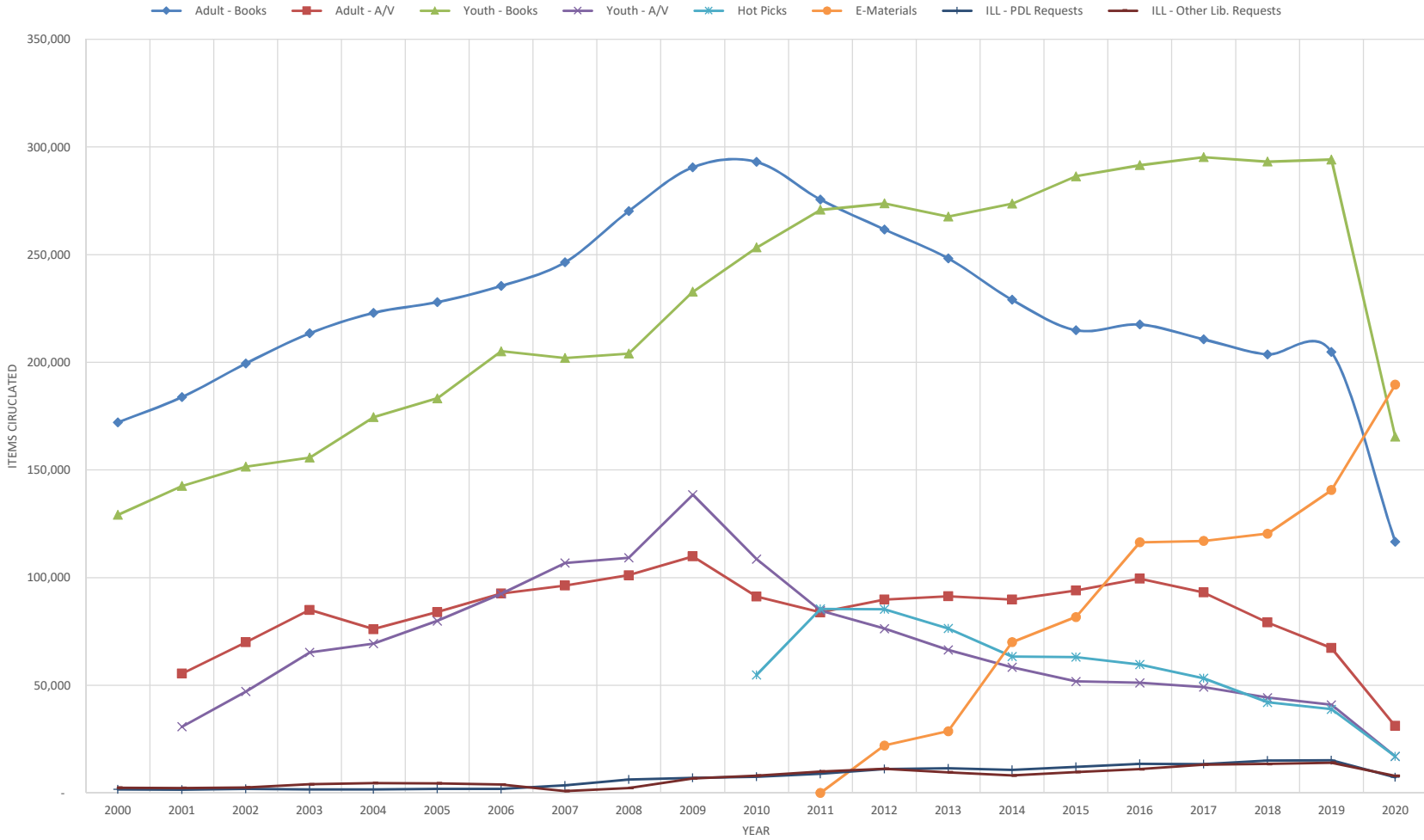
Legend: Adult - Books, Adult - A/V, Youth - Books, Youth - A/V, Hot Picks, E-Materials, ILL - PDL Requests, ILL - Other Lib. Requests

Year-End Statistical Comparative Data

2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020

STAFF-ASSISTED VS AUTOMATED TRANSACTIONS

Legend: Total Staff-Assisted Transaction; Total Automated Transactions

Total Staff-Assisted Transaction data points:
- 2000: 616,420
- 2001: 833,504
- 2002: 944,572
- 2003: 1,046,964
- 2004: 1,090,830
- 2005: 1,162,610
- 2006: 1,262,498
- 2007: 1,310,418
- 2008: 1,570,496
- 2009: 1,388,822
- 2010: 1,322,687
- 2011: 1,262,649
- 2012: 886,059
- 2013: 826,445
- 2014: 751,186
- 2015: 753,424
- 2016: 776,846
- 2017: 776,065
- 2018: 714,727
- 2019: 700,780
- 2020: 584,701

Total Automated Transactions data points:
- 2009: 0
- 2010: 305,711
- 2011: 435,617
- 2012: 733,941
- 2013: 714,457
- 2014: 714,462
- 2015: 708,070
- 2016: 708,472
- 2017: 685,649
- 2018: 665,535
- 2019: 644,480
- 2020: 139,311
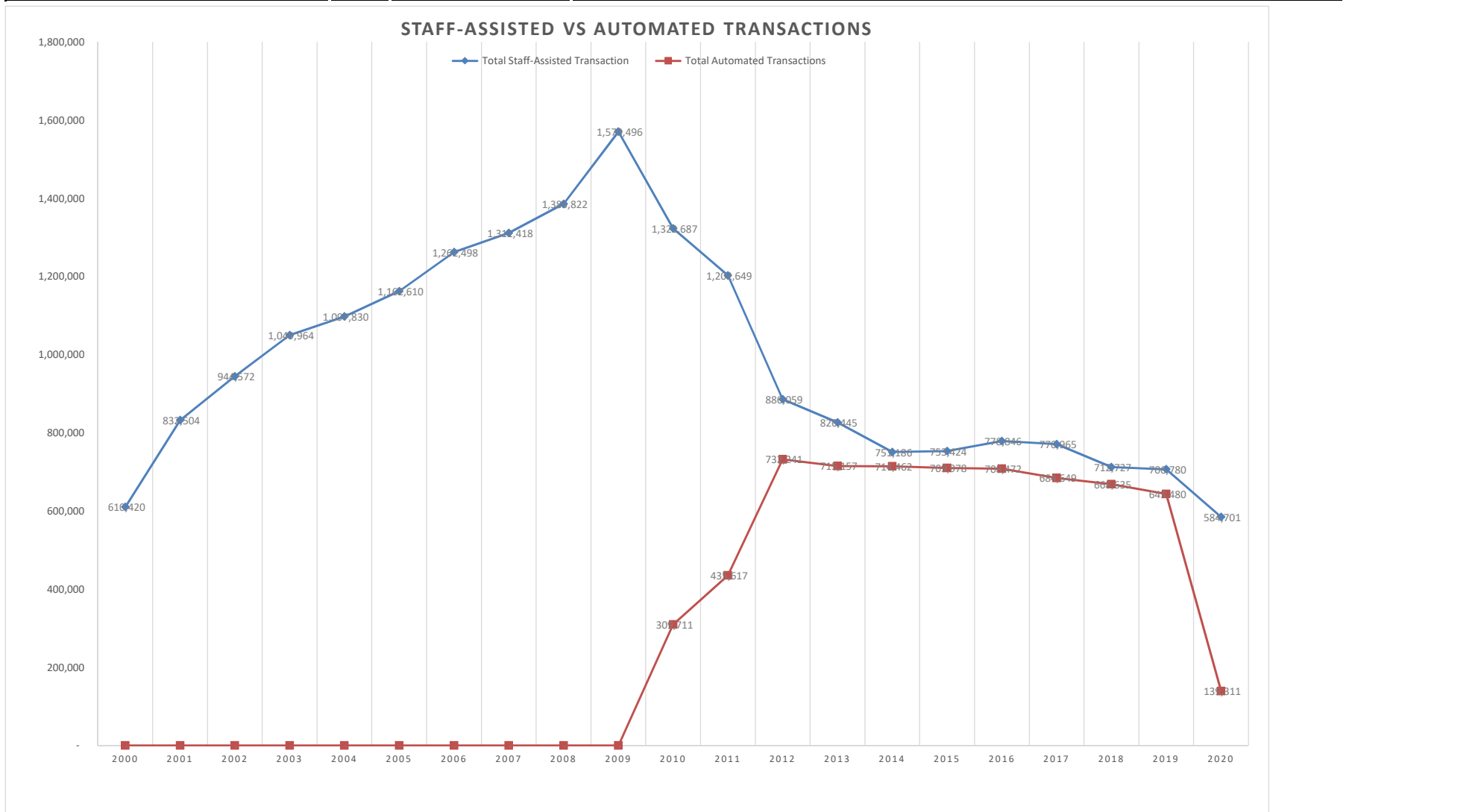
PORTAGE DISTRICT LIBRARY   COMMUNICATION

To: Portage District Library Board

From: Christy Klien, Library Director

Date: January 18, 2021

Subject: Upcoming Library Board linkage opportunities in February 2021 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 <u>virtual</u> 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. Thank you.

Date	Time	Activity or Program Description
1/26	10:00 AM	What's It Worth? Ask Mike the Appraiser
1/28	6:00 PM	Trivia for Kids: Percy Jackson
2/1	5:00 PM	Surprise Staff Picks for Kids
2/4, 2/11, 2/18, 2/25	9:00 AM	Just Move Storytime
2/5	7:00 PM	Virtual Chinese New Year Gala at WMU
2/9	7:00 PM	A Brief History of Black Superheroes In Comics
2/11	7:00 PM	International Mystery Book Discussion of "A Rising Man"
February	All Day	Blind Date with a Book! (Register on the event posted on 2/14/21
2/10, 2/17,2/24	All Day	Youth Take and Makes
2/16	7:00 PM	Trivia Challenge: Dungeons and Dragons
2/17	3:00 PM	Let Me Tell You About This Book I Read: "House of Earth and Blood" by Sarah J. Maas
2/18	7:00 PM	Brown Girl Dreaming: A Life Worth Living

PORTAGE DISTRICT LIBRARY   COMMUNICATION

To: Portage District Library Board

From: Christy Klien, Library Director

Date: January 19, 2021

Subject: Election of Library Board Officers for 2021

BACKGROUND:

The Library Board bylaws include a provision for election of officers as follows:

Article III   Officers

Officers of the Portage District Library Board shall be a Chairperson, and a Vice-Chairperson, who shall be elected at the <u>January Board Meeting</u>, for a term of one year, <u>commencing at the first board meeting in January.</u>

Trustee Bale has surveyed the other trustees regarding their interest in serving as a Library Board officer and those names will be put forward prior to a vote at the January 25, 2021 Board Meeting. Library Board Vice Chair Behr will ask if there are any other nominations from the floor, and if there are none, she will ask for a motion to close the nominations. A vote will then be taken to close the nominations. After that, Library Board Vice Chair Behr will ask for another motion to accept the slate of proposed Library Board Officers for 2021. If there is more than one person interested in a position, then separate votes will be taken by email to determine who will be elected. (Instructions will be provided if this event occurs.) The new Library Board officers for 2021 will be identified and noted in the minutes for an official record of the election and the Portage District Library Board roster will be revised accordingly. The newly elected Library Board Chair may choose to conduct the remainder of the January board meeting if desired.

UPDATE:

The *Election of Library Board Officers for 2021* has been placed as an item under Governance on the agenda for the January 25, 2021 board meeting.

PORTAGE DISTRICT LIBRARY   COMMUNICATION

To: Portage District Library Board

From: Christy Klien, Library Director

Date: January 19, 2021

Subject: Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends and Library Board Secretary for 2021

BACKGROUND:
The Library Board bylaws include provisions for special appointments by the Library Board Chair as follows:

Article III   **Officers**

Officers of the Portage District Library Board shall be a Chairperson, and a Vice-Chairperson, who shall be elected at the <u>January</u> meeting, for a term of one year commencing at the first board meeting in January.

The <u>Library Board Chairperson may appoint a board member as official Secretary</u> when needed, such as to take minutes for a closed session. The staff Library Board Secretary shall record minutes at meetings, maintain official Library Board files and records, and produce Library Board correspondence as required. The staff Library Board Secretary shall, in collaboration with the Chairperson and Library Director, prepare the agenda. The agenda-planning meeting shall be two weeks prior to the Library Board meeting. It is the responsibility of the staff Board Secretary to provide the Library Board with the agenda and supporting materials 96 hours (4 days) prior to the Library Board meeting.

Article V   **Committees**
The Chairperson of the Library Board <u>may nominate members to special committees</u>, with Library Board approval, as the need arises.

The Personnel Committee will consist of the Chairperson of the Library Board and two members of the Library Board nominated by the Chairperson and elected by the full Library Board at the next regular board meeting. The purpose of the Personnel Committee is to complete the annual evaluation of the Library Director.

UPDATE:
The *Appointment of a Library Board Personnel Committee, Library Board Liaison(s) to the Friends and a Library Board Secretary* for 2021 has been placed on the January 25, 2021 agenda under Governance.

PORTAGE DISTRICT LIBRARY   COMMUNICATION

To: Portage District Library Board

From: Christy Klien, Library Director

Date: January 19, 2021

Subject: Annual Update of *"Conflict of Interest"* Statements by Trustees

BACKGROUND:

Every year at the January board meeting, trustees are asked to sign *"Conflict of Interest"* statements that are kept on file for library board members in order to comply with Michigan Complied Laws 15.321 et seq.

In order to ensure that these *"Conflict of Interest"* statements for trustees are always current, we have added this activity to the Library Board's Annual Calendar and have prepared a *"Conflict of Interest"* statement for each board member to sign. These will be distributed via email to trustees following the January 25, 2021 Board Meeting. Trustees may return a signed document to the Library Board Secretary via email, US mail, or curbside service.

REQUEST:

Please review the *"Conflict of Interest"* form in the board packet and consider any changes that may need to be made. All trustees will be asked to sign an up-to-date *"Conflict of Interest"* statement following the January 25, 2021 board meeting.

Thank you.

<div align="center">

Conflict of Interest Policy
for
Library Board Members

(Adopted on October 27, 2008)

</div>

Conflict of Interest – Library Board

The Portage District Library complies with Michigan Complied Laws 15.321 et seq. Members of the Library Board will annually sign a Conflict of Interest Statement (see below) to ensure compliance with the law.

Library Board Conflict of Interest Statement

I have read and understand the law pertaining to conflict of Interest (Michigan Compiled Laws 15.321, et seq.) which was provided to me. There are no present or potential future conflicts of interest other than those listed below. I have and will continue to observe the law carefully including, without limitation, the obligation to promptly disclose any pecuniary interest in a contract to be considered by the Board.

_____   _____

Board Member's Signature   **01-29-2021**

Disclosures:
(Indicate "none" if applicable. Otherwise, please give a brief explanation of the conflict.)

_____

_____

_____

PORTAGE DISTRICT LIBRARY COMMUNICATION

To:	Portage District Library Board Members
From:	Christy Klien, Library Director
Date:	January 18, 2021
Subject:	Discussion about Guests to be Invited to Library Board Meetings in 2021

BACKGROUND:
At the beginning of each year, it has been the practice of the Library Board to consider guests to be invited to board meetings throughout the year or presentations to be heard that would be beneficial. This will be a topic for discussion on the agenda for the board meeting on January 25, 2021.

NOTE: There are (11) board meetings held in a year (there is no meeting in November) and some of the board meetings have standard presentations as indicated on the Library Board's 2021 Annual Calendar. In February it is the Marketing Plan; in May it is an Auditor's Report; in June it is the budget presentation; in July it is the 3-Year Technology Plan; in August we hold a Public Hearing for the follow year's budget. It is realistic to plan for 1-2 external guest presentations for the year.

Board Meetings:	Agenda	Guest or Presentation
February 22, 2021	Regular board meeting	Marketing Plan
March 22, 2021	Regular board meeting	
April 26, 2021	Regular board meeting	
May 24, 2021	Regular board meeting	Auditor's Report
June 28, 2021	Regular Board meeting & FY 2018 Budget	Budget Presentation
July 26, 2021	Regular board meeting	3-Yr Technology Plan
August 23, 2021	Public Hearing on proposed FY 2018 Budget	Public Hearing
September 27, 2021	Regular Board Meeting	
October 2021	LIBRARY BOARD RETREAT	None
October 25, 2021	Regular board meeting	
December 13, 2021	Regular board meeting	

RECOMMENDATION:
I recommend that the Library Board invite our Library Law attorney, Anne Seurynck to attend a meeting for an introduction to the Trustees and to provide an overview of laws that impact library services. I would also recommend that the library's architect firm C2AE and construction management firm Walbridge be invited to share information about our exciting building project.

Revenue

Percent of Year Gone -->   **100%**

General Ledger Category	4th Qtr. Budget	4th Qtr. Actual	4th Qtr. % Received	2020 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received
Total Tax Revenue	$ (3,125)	$ (909)	N/A	$ 4,798,747	$ 4,804,484	$ 4,804,484	100%
Other Revenue	43,250	47,258	109%	244,378	233,256	233,256	95%
Revenue from Reserves	-	-	0%	523,707	523,707	523,707	100%
State Aid Revenue	-	-	0%	350,563	345,876	345,876	99%
Total Revenue	**$ 40,125**	**$ 46,349**	**116%**	**$ 5,917,395**	**$ 5,907,323**	**$ 5,907,323**	**100%**

Expenses

General Ledger Category	4th Qtr. Budget	4th Qtr. Actual	4th Qtr. % Spent	2020 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent
Total Salaries & Wages	$405,437	$432,978	107%	$1,621,747	$1,455,485	$1,455,485	90%
Total Fringes & Benefits	162,931	114,701	70%	659,648	499,683	499,683	76%
Total Library Materials	181,174	140,054	77%	766,998	554,905	681,730	89%
Total Utilities	34,143	37,063	109%	136,570	99,472	124,472	91%
Total Buildings	98,131	35,800	36%	283,420	154,464	268,074	95%
Total Furnishings & Equipment	0	0	0%	33,380	0	30,498	91%
Total Supplies	32,885	15,328	47%	167,474	76,043	134,724	80%
Total Professional Services	63,155	32,174	51%	357,338	197,847	314,604	88%
Total Other Charges	59,386	18,481	31%	356,924	202,378	310,844	87%
TOTAL OPER. EXPENSES	**$ 1,037,242**	**$ 826,579**	**80%**	**$ 4,383,499**	**$ 3,240,277**	**$ 3,820,114**	**87%**
TOTAL CAPITAL PROJECTS	**$ 866,669**	**$ 335,137**	**39%**	**$ 1,355,459**	**$ 649,377**	**$ 1,354,788**	**100%**
TOTAL EXPENSES	**$ 1,903,911**	**$ 1,161,716**	**61%**	**$ 5,738,958**	**$ 3,889,654**	**$ 5,174,902**	**90%**
EFFECT ON FUND BALANCE *	$ (1,863,786)	$ (1,115,367)		$ 178,437	$ 2,017,669	$ 732,421	

Cash Flow Analysis of 2020 money only		Cash Flow Analysis of all money including prior year(s)	
2020 cash as of 9/30/2020	$ 4,415,666	12/31/19 Audited Total cash (Fund Equity*) minus liabilities	$ 7,304,916
+Fourth Quarter Revenues	46,349	+ 2020 Revenues	5,907,323
- Fourth Quarter Operating Expenses	826,579	- 2020 Operating Expenses	3,240,277
- Fourth Quarter Capital Projects	335,137	- Capital Projects	649,377
		- General Reserves	698,660
		- Building Reserves	50,000
		- Benefits Reserve	29,741
		- Technology Reserve	111,305
		- Patio Feasibility Reserve	4,700
		- Personal Property Tax Reserve	805,946
		- Building Improvement Reserve	2,022,500
		- Library Endowments	67,889
		- Encumbrances	1,285,248
2020 cash as of 12/31/2020	$ 3,300,299	Total available cash as of 12/31/2020 (Fund Balance*)	$ 4,246,597

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

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

PORTAGE DISTRICT LIBRARY   COMMUNICATION

To: Christy Klien, Library Director

From: Rob Foti, Business Manager

Date: January 20, 2021

Subject: Fourth Quarter, Fiscal Year 2020 Explanation of Budget Variances exceeding 20%

Revenue

No Budget categories had a variance exceeding 20% for Fiscal Year 2020.

Expenditures

Fringes & Benefits - was $159,965.32 under budget for the year. The main reason for the variance is due to three full-time positions remaining vacant for the entire year. The Library budgeted and planned to hire three full-time staff during the year. Once the COVID-19 Pandemic began, the Library held off hiring these positions until the full effect of the pandemic on the Library could be determined. During the height of the pandemic when the Library was closed, warnings were being sent out that there may be a ripple effect on funding from the State of Michigan to the Library. This ripple effect could cause the Library to lose funding in the areas of State Aid and reimbursement for lost Personal Property Tax. The Library made the decision to freeze hiring for the remainder of the year, unless it became necessary to meet the day-to-day needs of the Library. All three positions stayed unfilled for the entirety of Fiscal Year 2020. This impacted the Library's budget in several ways. The unused funds in the Salaries & Wages category resulted in an approximate savings of $12,500 for employee pension payments, and $18,750 for employer FICA taxes. Additionally, approximately $5,000 of Employee Well-being funds were used by staff during the year. Dental premiums paid by the Library were also lower than expected. The open positions resulted in used budgeted funds and the Library provider credited the Library one month of premiums. The credit was given to offset services that that were unavailable during the pandemic shutdown. The largest savings in this category was to health insurance premiums. There was an approximate $94,000 of savings in this area. The Library budgeted approximately $18,250 for each of the three unfilled positions. The Library also had two employees opt out of the Library's health insurance plan and accept cash in lieu payments. Lastly, the Library budgets funds in the event that a life event occurs to an employee during the year. A life event would be a marriage or a birth of a child that could allow the employee to add coverage, which would result in an increase in premiums to the Library. The Library had one employee experience such an event during the year, but that change did not result in a significant use of the budgeted funds.

PORTAGE DISTRICT LIBRARY
Library Director's Personal Goals for Fiscal Year 2021

Goals Description	Measurement Criteria

GOAL 1: Work with the library's building project team of professionals to provide services from a temporary location and complete the library building's expansion and remodeling project by May 2022.
 	
   A. Conduct regular scheduled meetings with the architect and construction management firm to keep up-to-date and on track.
   B. Develop a plan to move to temporary location and provide services from a new location for a year.
   C. Communicate regularly with community to provide project updates.
	• Library Services are provided from a temporary location
	• Building project is complete by May 2022.
	• Monthly updates are given to the Board and community.
	
	End of Year Accomplishments

GOAL 2: Create a staffing plan for the library.
 	
   A. Conduct meetings with department heads to discuss library's current and future staffing needs.
   B. Develop a plan for staffing that meets the needs of the library and community.
   C. Incorporate funding into FY2022 & FY2023 Budget Proposals.
	• A staffing plan is developed.
	• Proposed Budgets reflect staffing plan recommendations
	
	End of Year Accomplishments

GOAL 3: To be involved in professional organizations in 2021.
 	
A.   **Participation in Professional Organizations:**
I will continue my professional leadership involvement as follows:
   1.Michigan Library Association - I will continue my MLA membership in 2021 and participate in professional development opportunities throughout the year.
   2. Library of Michigan Directors Meetings and other Public Library Directors Groups - I will attend meetings with public library directors when possible.
   3. American Library Association/Public Library Association - I will continue my ALA/PLA memberships in 2021 and participate in professional development opportunities throughout the year.
	• ALA, PLA, and MLA memberships are current
	• Participate in Library Directors Groups at the local and state level.
	
	End of Year Accomplishments

Quarterly Statistics for Strategic Plan 2018-2020

Ends Statement #1
Optimize access to resources for information, education, and entertainment.

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

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

Target	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date	2020 Target	% of Target
75% patrons responded that they learned something in a guided learning event	100%	N/A	N/A	N/A	100%	75%	100%
50% of programs offered will provide guided learning activities (Adult/Youth)	A 69% Y 52%	A 68% Y 20%	A 66% Y 65%	A 65 Y 60%	A 67% Y 49.25%	A 50% Y 50 %	A 134% Y 98.5%
20% increase of hits of online learning tools	186%	645%	719%	781	781%	20%	Target Met
Implement 12 software/devices that allow people to create and learn	0	0	2	2	2	12	16%
12 videos are created	0	April - 15 May - 37 June - 14 Total - 66	July - 14 Aug - 15 Sept - 9 Total - 38	Oct - 16 Nov - 17 Dec – 7 Total - 40	144	12	Target Met

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

Target	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date	2020 Target	% of Target
Youth Services will provide 3 programs annually targeting each literacy level (Beginner, Intermediate, Expert)	B 8 I 4 E 6	B 3 I 2 E 3	B 6 I 6 E 3	B 4 I 3 E 7	B 21 I 15 E 20	B 3 I 3 E 3	Target Met
Help 150 patrons become more info-literate *	284	284	284	284	31	150	Target Met
Have 50 people in the library for ESL tours *	84	84	84	92 (Zoom tour)	40	50	Target Met

Ends Statement #2
Be a safe, welcoming, inclusive destination for families and individuals.

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

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

Target	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date	2020 Target	% of Target
80% of user satisfaction with collections and instructional events	100%	N/A	N/A	N/A	100%	80%	125%
Active holds older than 3 month less than 200 titles	249	238	367	332	332	Less than 200	Target Not Met
21 Special programs will target groups representing different perspectives or cultures *	23	24	29	29	10	21	Target Met
25% of kits will change annually to reflect changing needs of the community	8%	N/A	N/A kits not currently circulating	N/A kits not currently circulating	8%	25%	32%
20% reduction in total physical collection size	5.44%	-0.57%	.86%	-0.46%	5.27%	20%	26%

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

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

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

Target	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date	2020 Target	% of Target
20% more items available for circulation will be digital	33%	42%	48%	53	53%	20%	Target Met
15% of our programs annually will be outreach (Adult/Youth)	A 5% Y 17%	A 37% Y 1%	A 43% Y 13%	A 51% Y 18%	A 34% Y 12.25%	A 15% Y 15%	A 226% Y 82%
70% of patrons who completed an exit survey were satisfied that the program met their needs	100%	N/A	N/A	N/A	100%	70%	142%
100% of PPS middle school and high school students have access to PDL electronic services	91%	89%	100% with PASS card implementation	100%	100%	100%	Target Met
12 events or table events will be held outside the Library by the Adult Department	6	6	7	7	7	12	58%

Ends Statement #4
Be a community center to experience and explore local arts and culture.

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

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

Target	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Year to Date	2020 Target	% of Target
90% of display space used for local artists and organizations	100%	N/A	N/A	N/A	100%	90%	111%
5 large projects completed in the Local History Rooms *	1	1	1	1	1	5	20%
90% of patron responses say displays are meaningful	100%	N/A	N/A	N/A	100%	90%	111%
4 new resources for information will be added each year	0	0	1	1	2	4	50%

* Target number over the course of the 3 year plan

PORTAGE DISTRICT LIBRARY   COMMUNICATION

To: Portage District Library Board

From: Christy Klien, Library Director

Date: January 18, 2021

Subject: Strategic Plan 2021

BACKGROUND:

The Library Board and Administrative Team worked in 2016 and 2017 to create a Strategic Plan to guide the library into the future. The final details of the 2018-2020 Strategic Plan were completed and the library staff eagerly got to work on their projects in January 2018. The projects planned over the three years included new areas of growth for all departments in the library, refining existing services and educating patrons about their use, as well as entirely new initiatives. The Library Board approved the 2018-2020 Strategic Plan and Library Staff have been reporting updates on Strategic Plan initiatives in the monthly narrative report and quarterly statistical report.

RECOMMENDATION:

I recommend that the Library Board extend the 2018-2020 Strategic Plan until 2023, allowing the completion of the building project and the growth of several new initiatives hindered by the COVID-19 pandemic. In 2022, the library can undertake the prep work involved in developing a new strategic plan to begin in January 2023.

As a Library Board that runs under the Carver Governance model, we ask that the Board vote to reaffirm our four End Statements for the 2021 calendar year with the understanding that they will be reported on within the goals outlined by the 2018-2020 Strategic Plan.

End Statement #1 for 2021
Optimize access to resources for information, education, and entertainment.

We will accomplish this by providing a collection of tool to facilitate creating and learning
and by reaching the community at their diverse literacy needs.

End Statement #2 for 2021
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.

End Statement #3 for 2021
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.

End Statement #4 for 2021
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.

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.

PORTAGE DISTRICT LIBRARY

Monitoring Report on Executive Limitation Policy:
Global Executive Constraint

POLICY: The Library Director shall not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics.

RESPONSE: The Library Director has not caused or allowed any practice, activity, decision, or organizational circumstance to occur which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics. Supporting evidence to substantiate this statement is available in the Library Office, and the following list outlines the ways in which the Library Director maintains compliance with the Global Executive Constraint Policy:

Controls in Place	Evidence of Compliance
District Library Law	The library is in compliance with all aspects of the District Library Law, including: • Powers of the Board are well defined and followed. • Limitations on borrowing money and issuing bonds are followed. • Limitations on issuance of limited tax bonds or notes are followed. • All procedures for millage authorization and tax levy are followed and public notices posted as required by law. • All legal requirements pertaining to real property, personal property, intangible property, and employee benefits are met. • All election requirements are met within the timeframe specified.

State Library Requirements	The library is fulfilling all requirements for a Class VI public library as determined by the Library of Michigan, including:
	• Filing an annual state-aid report by February 1st each year.
	• Maintaining library standards as they pertain to collections and professionally certified staff.
	• Maintaining compliance with state and federal regulations, such as:
	  ✓ Library Bill of Rights
	  ✓ Library Privacy & Search Warrant Act
	  ✓ Patriot Act
	  ✓ Right to Read
	  ✓ Right to View
	  ✓ Michigan Freedom of Information Act
	  ✓ Michigan Open Meetings Act

Federal and State Laws And City of Portage Ordinances	The library is in compliance with all federal and state laws and City of Portage ordinances. Examples of this are: • Federal and state financial laws – all required reports filed. • Federal and state employment laws – all personnel rules followed. • City of Portage ordinances such as: parking and traffic, leaf removal, disposal of waste, outdoor signage, flag display, etc.
Library Board Policies	All Library Board policies are reviewed on an annual basis, and library staff and patrons are made aware of board policies. • Board meetings, agenda planning sessions and other board gatherings are posted & comply with Michigan Open Meetings Act. • An up-to-date Library Board Policy Manual is kept in the Library Office for referral purposes.

Controls in Place	Evidence of Compliance
Administrative Procedures	• The Library Director administers the library in a manner that guards against any activity, decision, or organizational circumstance which would be unlawful, imprudent or in violation of commonly accepted business and professional ethics by using these management techniques: ✓ Maintaining an ongoing contract with attorneys for legal advice and counsel as needed. (Anne Seurynck for general counsel and Luis Avila for labor issues). ✓ Maintaining an ongoing contract with a professional accounting firm to conduct independent annual audits of the library (Rehmann for internal audits of the library). ✓ Maintaining checks and balances in the overall operation of the library by instituting practices to safeguard against theft, embezzlement, impropriety, or any unprofessional or unethical behavior. ✓ Making sure that bank authorization signature cards are up-to-date. *[**Note:** Authority for expending funds and signing checks is split between the Library Director, the Head of Adult Services, the Head of Youth Services, and the Business Manager and bank authorization signature cards are up-to-date and include one for the current Library Board Chair.)* ✓ Maintaining an Employee Handbook with rules and regulations. ✓ Maintaining an ongoing relationship with governmental officials to keep current on new business practices or rules and community developments. ✓ The Library Director participates in activities with governmental officials, such as the City of Portage, Portage Rotary Club, Portage Public Schools, organizational boards, contact with state legislators and membership in the Michigan Library Association. ✓ Maintaining compliance with laws and consulting appropriate authorities as required. ✓ <u>Systematically checking operations throughout the library on a regular basis to ensure that they are being run properly.</u> *(**Note:** The Library Director has weekly meetings with the Administrative Team, weekly library-wide staff meetings, and daily interactions with the Assistant to Director, Business Manager, Systems Administrator, Marketing Manager, Facilities Manager, Heads of Adult Services & Youth Services, Head of Technical Services, and the Circulation Supervisor.)*