

NOTICE OF ELECTRONIC REGULAR MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, February 22, 2021 at 6:00 p.m.

The Library Board of the Portage District Library will hold a regular meeting on Monday, February 22, 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: Feb 22, 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/86498692079>

Or iPhone one-tap :

US: +13126266799,,86498692079# or +16465588656,,86498692079#

Or Telephone:

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Webinar ID: 864 9869 2079

International numbers available: <https://us02web.zoom.us/j/86498692079>

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: February 18, 2021

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

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

February 22, 2021

To be held virtually via Zoom

AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff (5 minutes total)
- IV. Adoption of the Agenda for the Regular Meeting of February 22, 2021 (1 minute) (Vote)

- V. Guest Anne Seurynk, Attorney at Foster Swift, Collins, and Smith (30 minutes total)
 - A. Presentation by Anne Seurynk *(Info)* Pg. 4

- VI. Consent Agenda (5 minutes) (Vote)
 - A. Minutes of the regular meeting held on January 25, 2021. *(Pg.5-12)*
 - B. Narrative Report for January 2021. *(Info)* Pg.13-19
 - C. Report on Financial Condition for January 2021. *(Info)* Pg. 20-22
 - D. Marketing Update for January 2021. *(Info)* Pg. 23-25
 - E. Statistical Report for January 2021. *(Info)* Pg. 26-27
 - F. Legislative Update for January 2021. *(Info)* Pg. 28-31
 - G. Library Board Linkage for March 2021. *(Info)* Pg. 32
 - H. Updated Library Board Roster for 2021. *(Info)* Pg. 33

- VII. Governance (45 minutes)
 - A. Review and Approval of Library Board Bylaws. *(Vote)* Pg. 34-36
 - B. Library Privacy & Search Warrant Policy *(Vote)* Pg. 37-40
 - C. Report from Staff Liaison to the Friends of the Library. *(Info)* Pg. 41

- VIII. Ends Development (15 minutes total)
 - A. Donations Report for Funds Received in 2020. *(Info)* Pg. 42
 - B. Approval of Allocation of 2020 Gifts & Donations for Expenditure in 2021. *(Vote)* Pg. 43

- IX. Monitoring to Assure Compliance with Executive Limitations (10 minutes)
 - A. Monitoring Report: Emergency Library Director Succession. *(Info)* Pg. 44-46
 - B. Library Director Succession/Replacement Plan. *(Info)* Pg. 47-48
 - C. Monitoring Report: Treatment of Consumers. *(Info)* Pg. 49-52

- X. Library Director's Reports (15 minutes total)
 - A. Memo: Library Moving Company *(Vote)* Pg. 53
 - B. Building Update Including Fee Amendment from C2AE *(Vote)* Pg. 54-56
 - C. Final remarks by Library Director for the February 22, 2021 Library Board Meeting.

- XI. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the March 22, 2021 Board Meeting
 1. Minutes of the Regular Meeting held on February 22, 2021.
 2. Monitoring Report on Executive Limitation: Asset Protection.
 3. Monitoring Report on Executive Limitation: Financial Planning & Budgeting.
 4. Monitoring Report on Executive Limitation: Financial Condition & Activities.
 5. Library Investment Report.
 6. Presentation of the 2021 Marketing Plan by Marketing Manager Colin Whitehurst.

 - B. Assessment of this meeting

 - C. Miscellaneous Items

- XII. Adjournment

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 17, 2021
Subject: February Board Meeting Guest – Anne Seurnyck



Anne Seurnyck

Anne Seurnyck serves as Portage District Library’s library law attorney. Anne’s expertise includes library law, municipalities and public entities. Anne has extensive experience in drafting and reviewing ordinances and policies, serving as general counsel, counseling clients on Freedom of Information Act (FOIA) and Open Meetings Act issues, and working with communities on millage and Michigan Campaign Finance Issues.

In her thirty-minute presentation, Anne will be presenting information on top issues every library trustee should know.

PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Board Meeting held on

January 25, 2021

Held virtually via Zoom

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

II. Roll Call -

Board Members Present:

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 participating virtually from my home in Portage, MI.

Jeanne Friedman and I am participating virtually from my home in Portage, MI.

Tom Vance and I am participating virtually from my home in Portage, MI.

Donna VanderVries 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, Doran Lefaive, Kathy Morris, Abby Pylar, Andrea Smalley, Rachel Stickney, Pam Triplett, Colin Whitehurst, and Laura Wright

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

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

A. Comment from Library Director Christy Klien: I have received emails and voicemails from our patrons asking the library to consider reopening to the public. I wanted to mention it now and will go into more detail later in the meeting prior to the board's discussion.

B. Comment from Trustee Whitlock: Trustee Whitlock asked when it was appropriate to ask questions about items on the Consent Agenda. Trustee Behr said she would ask if any items should be removed for questions or discussion after the adoption of the meeting agenda. Behr encouraged other trustees to ask additional questions or make additional points on topics when needed.

DISPOSITION: The Library Board acknowledged the comments made by Library Director Klien and Trustee Whitlock.

IV. Adoption of the Agenda for the Regular Meeting of January 25, 2021.

Vice Chair Behr asked if there were any changes needed to the agenda for the January 25, 2021 board meeting before its adoption. There were no changes requested by trustees. Behr asked for a motion to adopt the amended agenda.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Vance that the Library Board adopt the agenda for the regular meeting of January 25, 2021. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

V. Consent Agenda

Vice Chair Behr asked if there were any changes needed to the consent agenda for the January 25, 2021 board meeting before its adoption. Trustee Whitlock requested the removal of Item E and Item F.

A. Minutes of the Regular Meeting held on December 14, 2020.

B. Minutes of the Special Meeting held on January 3, 2021.

- C. 2021 Library Board Roster.
- D. Memo Library Privacy & Search Warrant Policy.
- E. Review of Community Meeting Room Policy.
- F. Budget Amendment Request to Increase Expense Lines in the FY 2021 Budget to Offset Unpaid Encumbrances.
- G. Narrative Report for December 2020.
- H. Report on Financial Condition for December 2020.
- I. Marketing Update for December 2020.
- J. Legislative Update for December 2020.
- K. Statistical Report for December 2020.
- L. Year-End Statistical Report for FY 2020.
- M. Library Board Linkage.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Bale, to approve the amended consent agenda with the removal of Items E and F. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

Item E. – Review of Community Meeting Room Policy. – Trustee Whitlock said that she noticed that the hours that are listed are past hours and is the Board ok with having those listed in the policy? Klien said that the pandemic schedule supersedes the meeting room policy and that right now because of DHHS orders we are not renting out our rooms at all. This policy is listed now because January is the month we review this policy each year. Currently, the meeting rooms are being used for furniture storage and the material quarantine process. Klien said that she doesn't see the meeting rooms being available for use to the public until we go back to business as usual (stage 6). Whitlock also asked about where the policy referred to an incident report and a written description of someone who has violated a library policy. She wondered if this description could include pictures taken with a phone or other camera? Klien said that staff would have to ask for permission to take a photograph according to the library attorney and that a written description of a patron in violation of a policy will suffice.

Item F. Budget Amendment Request to Increase Expense Lines in the FY 2021 Budget to Offset Unpaid Encumbrances. – Trustee Whitlock asked how the amount of this budget request compares to previous years. Business Manager Foti said that this number is much higher than years past for one simple reason - \$531,000 in open PO's for our building project and architect fees, construction manager fees, and legal fees. Foti said without that amount, the number is comparable to last year.

Trustee Bale asked about the Gas & Electric. Foti said that next year we will be paying Gas & Electric on our current location and for the off-site location. Due to the savings from the building being closed, we are asking to push a little money into next year's budget to cover the additional costs. Trustee Bale also asked about the Computer Repair and Maintenance lines. Foti said some of that is related to timing of when we receive bills for some services. Systems Administrator Rolfe Behrje also joined the conversation and some of the money would be used for internet buildout and fiber for our offsite location as well as to move our network temporarily. Behrje said that he was hesitant to spend money on technology that would work in the offsite location and not in the new building.

Foti said that the budget philosophy for the end of the year is to look at what lines haven't been spent out and what projects need to be done next year in order of importance to use funds in that direction. It is not the library's budget philosophy that if you don't spend out your budget, it will be reduced in the next year. Foti said that even though the encumbrance number is high, if you looked at the line details not all of the lines are completely spent out and the remainder will go to the unassigned fund balance. Foti said some other projects don't get done because of timing and so the money needs to be carried over into the next year.

Trustee Baker said that he had a question about the materials lines. Foti said that the encumbrance number is simply based on timing. When we purchase from our vendors (for example Baker & Taylor), the materials come in as they are available and not necessarily group together as they are in the purchase order. A lot of the encumbrances are from a number of purchase orders still open. Some may have one book we are waiting for, some may still have fifty books we are waiting for.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Whitlock, to approve Items E and F. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

VI. Governance

A. Election of Library Board Officers for 2021.

Trustee Bale informed the group of what she had learned while surveying interest in serving as a board officer, on the Personnel Committee, or as a Liaison to the Friends of the Library. Trustee Behr expressed a willingness to serve as chair. Trustee Behr asked if there were any other nominations from the floor and there were none. Trustees Bale, VanderVries, and Friedman expressed a willingness to serve as vice chair. Seeing the other willing trustees, Trustee Friedman withdrew her name. Trustee Behr asked if there were any other nominations from the floor and there were none.

MOTION: It was moved by Trustee Vance and supported by Trustee Friedman, to close the nominations for Chair and Vice Chair. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

The names went to a closed ballot (email) vote and the majority went to Trustee Bale.

MOTION: It was moved by Trustee Baker and supported by Trustee VanderVries, to accept the proposed 2021 officers – Michele Behr as Chair and Carol Bale as Vice Chair. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

B. Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends, and Library Board Secretary for 2021.

Trustee VanderVries and Trustee Friedman were willing to serve on the Personnel Committee. Trustee Baker and Trustee Whitlock were willing to serve as Liaison to the Friends of the Library. Taking into account those who expressed willingness to serve, Board Chair Behr made the following appointments for 2021:

Personnel Committee -	Jeanne Friedman and Donna VanderVries
Liaison to the Friends of the Library -	Ken Baker and Linda Whitlock
Library Board Secretary -	Quyen Edwards

C. Annual Signing of “Conflict of Interest” Statements by Trustees.

Trustees will be emailed a Conflict of Interest form and a copy of the Michigan Compiled Laws 15.321, et. seq. for review. All trustees are asked to sign the form and return it to Library Board Secretary Edwards before the February Board Meeting to file in the Library Office.

DISPOSITION: Conflict of Interest statements for 2021 will be issued and signed for all Portage District Library Board members and will be kept on file in the Library Office.

D. Consideration of Guests/Presenters to be Invited to Board Meetings in 2021.

Library Director Klien suggested a few potential guests and presenters for 2021 meeting. In order to prioritize and schedule those guests, this topic is discussed in January. Klien said that the Marketing Report was schedule for the February Meeting, but due to a schedule conflict for Marketing Manager Colin Whitehurst, that presentation will be moved to March.

Trustee VanderVries suggested asking the City Manager Joe LaMargo to come and speak to the Board.

Klien’s suggestions for guests were Library Attorney Anne Seurynk and representatives from C2AE architects and the Walbridge Construction Management Team to discuss additional details regarding the building renovation plan.

Board Chair Behr was interested in hearing Kalamazoo Public Library Director Ryan Wieber speak, however she noted this has been a difficulty in the past at KPL Board Meetings are on the same night as our PDL Board Meetings.

Trustee Whitlock suggested finding a representative from another library that has gone through a move and renovation to talk to us about their experiences and any surprises they encountered. Klien noted that the Flint Public Library is going through this experience currently and she would look into other libraries as well.

Trustee Friedman was interested in other libraries experiences going fine free to see what is in store for our library down the road in the fine free process. Klien said that we will have more discussions with staff at KPL who are one year in the process. Obviously with the pandemic, it was an atypical year, but we could still learn what they have experienced. She said she would also look into other libraries that have been fine free for a longer period of time.

Klien wanted trustees to give feedback on their priorities, which focused in on her suggestions of the attorney, architects, and construction managers.

DISPOSITION: The Library Board shared their priorities for Board Meeting guests in 2021.

E. 4th Quarter Financial Report for Fiscal Year 2019 & Variance Report.

Business Manager Foti asked trustees to look at the actual expenses plus encumbrances which equals the amount spent in each line for the year and is reported quarterly. At the end of the year, we report on lines that are more than 20% unspent. This year, that is the Fringes and Benefits line. At the beginning of the year, we had budgeted for three full time positions which includes budgeting for benefits at the family level (the highest amount possible). We also had two staff opt out of health insurance coverage and accept a cash-in-lieu option instead. As we reflected on Covid and the uncertainty of receiving all of the revenue that comes from the state, we implemented a hiring freeze for in 2020. That has caused those positions to remain unfilled and therefore the benefits were unspent.

After Salaries and Wages Line and the Fringes and Benefits Line, we have close to 120 other general ledger lines, and none of them have over 20% unspent. As far as Revenue goes, we have collected just about every penny of our tax revenue. Our Fines and Fees amount, which was budgeted at \$70,000, has net approximately \$25,000 for the year. This is obviously down since we have not been charging overdue fees while we have had the materials quarantine process in place. It is also in line with what we are budgeting for next year when we go fine free. Everything else came in very close to the budgeted amounts.

Foti asked if trustees had any questions and there were none.

DISPOSITION: The Library Board received the information about the 4th Quarter Financial Report for FY 2020 and Variance Report.

VII. Ends Development

A. Endorsement of Library Director's Personal Goals for 2021.

Klien said that her personal goals are based off the discussion in December regarding what the Board saw as priorities in order of importance. 1. Building Project 2. Staffing Plan. 3. Professional Development

Trustees agreed these goals were right on track. They acknowledge that the Building Project will require a significant amount of the Director's time in 2021.

MOTION: It was moved by Trustee Vance and supported by Trustee Baker, to endorse the Library Director's Personal Goals for 2021. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

C. 4th Quarter 2020 Strategic Plan Statistics.

Klien said that the Strategic Plan in place was initially proposed for 2018-2020. Ends Statements were developed and projects were based off of them. Metrics were presented which the Board approved and staff reported on them quarterly. Klien said the staff also report on project progress in the monthly narrative report. Klien acknowledged that some of the numbers are confusing and she was happy to take questions if the trustees had any. Some targets were for the calendar year and some metrics measured project progress over all three years of the Strategic Plan. Some projects were not met due to the pandemic and shifting goals and priorities to other areas.

Trustee Bale asked about Strategic Plans in the past. Klien said that in the past, there was a Strategic Plan in place during the economic downturn which had a focus on what the priorities the library had in terms of essentials. There was a period of time where the library did not have a Strategic Plan in place as this plan was being developed. It is not a requirement to have a Strategic Plan, but it is a good guidepost for staff to refer to when thinking about collections, programs, and additional services. When working on this plan, we received community feedback via surveys and interviewed staff and community members to try to gauge what the community needs were and what the community felt the library should be focusing on. The focus on additional building needs came out of the feedback we received.

DISPOSITION: The Library Board received the information about the 4th Quarter Financial Report for FY 2020 and Variance Report.

D. Strategic Plan and Ends Statement Endorsement

Library Director Klien recommended 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, Klien asked 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.

MOTION: It was moved by Trustee Friedman and supported by Trustee Baker, to extend the 2018-2020 Strategic Plan until 2023. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

VIII. Monitoring to Assure Compliance with Executive Limitations

A. Monitoring Report on Executive Limitation: Global Executive Constraint.

Library Director Klien said that because the Library Board uses Policy Governance, we have monitoring reports that are updated and presented to the Board throughout the year. Klien said the Library was in full compliance with the provisions of this Executive Limitation and that all federal, state, and district laws were being followed, as well as Library Board policies. She asked if there were any questions from the Board on this topic, and there were none. Library Board Secretary Edwards said that often times the monitoring reports are on the consent agenda at the discretion of the Board Chair, but that as mentioned before, they can always be taken off for questions or additional discussion.

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

IX. Library Director's Reports

A. Discussion Regarding Re-Opening the Library Building to the Public with Capacity Restrictions

Library Director Klien started the conversation by giving an update on the metrics the trustees have been using to make their decisions. Klien said that recent data shows that COVID-19 cases, hospitalizations, and deaths in our

area are all trending down which is great news. There is concern for the virus variant and what impact that will have in the future, but at this point we haven't seen it in our community.

Klien said that Portage Public Schools again include an in-person option for the students who chose that. As far as libraries in the area, they are currently all over the map as far as their open status. Willard (in Battle Creek) opened today for in-person service and Paw Paw Library will be opening February 1st. Many smaller libraries are offering appointment based service. Klien spoke to the Director at KPL, who said that they are not ready to reopen buildings to the public yet. Depending on circumstances with their branches and staffing, they are planning on continuing curbside service for the time being. A recent MDHHS Executive order allows restaurants to open for in-person dining at a 25% capacity starting February 1st. This gives trustees a scope of where the community currently is operating.

Board Chair Behr asked what kind of contact and comments have been received from patrons. Klien said she has received phone calls and emails directly from patrons requesting the library reopen. They explained that they felt safe in the way the library was conducting business when we were open previously. Many patrons who are hoping that the library reopens to the public are interested in browsing materials and computer access. Staff working public service, have said that they have patrons comment that they are grateful for curbside, but interested in us reopening the building. Klien said that information is anecdotal, as not all comments are raised up to her desk. Adult Services Ruth Cowles said that during a desk shift, they average 4-5 calls about if/when the library will be reopening. Klien said that she has directly received 4 comments/requests in the last few weeks.

Board Chair Behr asked if other trustees had additional questions or concerns. Trustee Vander Vries asked about computer usage and cleaning in between patrons. Klien said that is a part of our procedures to clean computer workstations between uses. Trustee Friedman asked about procedures dealing with patrons with pandemic fatigue. Klien said that we have a greeter who is checking that patrons are wearing their masks appropriately, there are signs throughout the building, and staff can ask people to leave if they are not following the guidelines. We have had some unpleasant situations with patrons. Head of Youth Services Laura Wright said those situations are part of staff concerns, but it is a concern anywhere you go and not unique to the library. Board Chair Behr wanted to know if there is adequate PPE available for staff? Klien said that the library has disposable masks, but only a few of the N95 masks as they are still difficult to purchase. Staff have access to face shields and cloth masks, as well. We will continue to purchase as supplies become available.

Trustees asked about building capacity. Klien said that current guidelines allow the library to reopen at a 30% building capacity. Klien said that in the summer and fall when the building was open to the public, we never went over capacity (or had a line of people waiting to come in), but on occasion we did get close. Klien said that while she would still encourage a time limit, she would not recommend timers again as they prolonged conversation at the greeters station and required an excess of cleaning supplies to keep sanitary. Circulation Supervisor Jill Austin said that greeters observed many patrons keeping their visits in the building to 20 minutes or less.

Trustees asked about the possibility of setting up an appointment system. Klien said that it is not impossible, however setting up appointments is a logistics issue and is more staff intensive. Trustees also asked for clarification that staff that could work from home would still be able to do so. Klien said yes, those staff who have the types of job responsibilities where they are able to work from home should still do so. Trustee Bale said the library would still continue with restricted hours and Klien said yes, with additional services points (greeter and curbside), cleaning, and quarantine of materials, in order to have staffing we will have to continue with limited hours. Trustees asked about computer assistance and being able to social distance.

Trustee Baker said that he has concerns about the new variant, which is more contagious, and that library employees are not yet able to get vaccinated.

Trustee Vance said that considering the restaurants are reopening on February 1st is not necessarily a metric that would be in the "positive category" for him as it means more people will be out and about.

There was discussion about the library's upcoming off-site move, and how reopening and then closing again may be confusing for patrons. Klien said that all the details are not set for how that would transpire. If we reopen, we would have to do some packing while the building is open. Estimates are currently to close mid-March while we transition to the new location. There was discussion about waiting to reopen the building until after the move to the new location and reevaluating what is happening with Covid-19 in our community at that time.

Trustee Vance was concerned about the communications challenge to reopen, then close, and then reopen again in a new location. Marketing Manager Colin Whitehurst said that this year presents many marketing challenges to our community, not only because of the types of information we need to communicate, but the fact that there are a number of major projects about to be implemented in addition to the building project including the fine-free initiative and a number of author events including Reading Together. We have been trying to create a calendar to space out the presentation of all of these pieces of information. We notice that everyone has some fatigue as far as communication methods with email and social media as so many organizations have had to change the way they communicate during the pandemic.

Trustee Bale asked for the staff opinion. Klien said that she has heard from staff on both sides of the issue. Some feel we should be providing in-person service to our community and some who would prefer to remain in curbside service for many of the reasons we have already discussed. Head of Adult Services Lawrence Kapture said that there will be some staffing issues that need to be worked through for public service points.

MOTION: It was moved by Trustee Bale, to continue with curbside service and hold a Special Meeting of the Library Board in one week (February 1, 2021) to review a reopening plan from Library Director Christy Klien and staff. Motion not seconded; motion failed.

There was additional discussion to allow the Library Director to make the decision regarding how to implement a limited building reopening after discussing with the public service managers how they could staff various service points.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Bale, to move forward with reopening the building to the public in a limited capacity starting on Monday, February 1, 2021 at the discretion of the Library Director. Roll Call Vote: Baker – no, Bale – yes, Behr - yes, Friedman - yes, Vance - no, VanderVries – yes, Whitlock – yes. 5-Yes, 2-No, 0-Absent. Motion carried.

Trustees encouraged Library Director Klien to make a decision that keeps staff and patrons safe. They acknowledged that it is a difficult task. Klien said she will be in touch with the Board to keep them updated.

B. Building Update

Klien said that the library has sent a letter of intent to property owners, who then counter offered. The building is still within budget and allows us to work through some of the unknowns about the property. We are meeting with the architect and construction management team Wednesday to walk through the building. They will have a better idea on how the building can be modified to fit our needs and the associated costs.

Business Manager Foti said that this building (the former two-story State Farm building across from the airport on Portage Road) is the best remaining option. There are too many layers of management or still occupied buildings that would be too time consuming to manage at other properties to get things done on our schedule. The building has plenty of parking, an elevator, and bathrooms. While it also has some drawbacks, they are things that the library can live with temporarily while our own building is being remodeled.

C. Final remarks by Library Director for the January 25, 2021 Library Board Meeting

Klien said that at the conclusion of the meeting, she had no additional remarks. She thanked the trustees for the thoughtful conversation and acknowledged that it was not an easy decision to make. She said she will continue to keep the safety of patrons and staff at the forefront and move forward with serving the community to the best of our ability.

DISPOSITION: The Library Board received the information from Business Manager Foti and Library Director Klien.

X. Process Evaluation

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. Assessment of this meeting – There was agreement among trustees that it was a good meeting.

C. Miscellaneous Items – None.

XI. Adjournment –

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of January 25, 2021.

DISPOSITION: The regular board meeting of January 25, 2021 was adjourned at 8:45 PM.

Recorded and Transcribed by,

A handwritten signature in black ink, appearing to read 'Quyen Edwards', written in a cursive style.

Quyen Edwards, Library Board Secretary

Library Director's Narrative Report for February 22, 2021
(Activities at the end of January and beginning of February 2021)

Administrative Activities:

During the months of January and February 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 January 25, 2021.
- ❖ Participated in Library of Michigan Library Directors Virtual Bi-Weekly Meetings on January 15, January 29, and February 12.
- ❖ Met with interior design group to discuss furniture layouts on January 19.
- ❖ Worked with Library's Administration Team to plan library's reopening on January 26 and January 28.
- ❖ Met with architectural group to discuss offsite location on January 27, February 2, and February 11.
- ❖ Participated in PDL, C2AE, and Walbridge weekly building project meetings on January 28, February 8, and February 15.
- ❖ Covered Greeter Station shifts as needed for library's reopening starting on February 1.
- ❖ Met with library's attorney to review temporary space lease on February 4.

Maintenance and Building Services

- Participated in Owner/Architect/Contractor (OAC) meetings Jan 18 & 28, Feb 8 & 15, 2021 to discuss any project concerns and progress on action items.
- Performed dog inspection service training exercises on Jan 19.
- Asbestos abatement contractor removed the roof tar from above the main level restrooms on Jan 25 & 26 after library closing.
- Ordered a variety of KN95 masks for staff to choose and determine preferred type on Jan 27.
- Continued seeking native planting input for future library outdoor landscaping design, Jan 28.
- Participated in a webinar regarding social work in libraries for both identifying local resources and potential partnerships with community services on Jan 29.
- Investigated details of the annual fire inspection reports to determine if the hydrant water flow questions from the City of Portage were included on Feb 2.
- Reviewed the temporary location's contract for input on Feb 3.
- Participated in the library seed program's goals, format and schedule on Feb 4.
- Reviewed the snow removal services invoicing details with reference to our contract with a follow up discussion with the owner specifically on Sunday services on Feb 5.
- Repaired the fire alarm's ground faulty wiring problem on Feb 8.
- Discussed the C2AE library layout for the proposed temporary location on Feb 11.
- Mite-E Exterminating conducted the pest control applications on Feb 12.

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 -

- Seasonal Luminaries Take Home Craft Kit - January 8-22nd - 30 kits were handed out.

Adult Services Librarian Ruth Cowles ordered, organized, and wrote instructions for making luminaries with just a napkin, some modpodge, and a stemless wine glass.

- Going Medieval: Exploring Fandom in the SCA - January 12th -15 people attended.

Library staff have secured presenters for a series of programs exploring different fandoms popular in the local community. This month's topic was a medieval education and reenactment from the Society for Creative Anachronisms. Kat Anlage demonstrated aspects of activities in the SCA like how to sew a fabric button and more! Activities and hobbies within the SCA were highlighted, including volunteer opportunities, exploring the arts and sciences of medieval times, youth programs, and the study and practice of medieval martial arts in a safe environment.

- Avatar: the Last Airbender Trivia - January 19th - 7 people attended.

Using factile.com, Adult Services Librarian Ruth Cowles wrote a 30 question trivia contest having the questions progressively get harder as the night continued. Participants needed to have knowledge of the hit TV show and its characters. By the end of the 30 questions, we had four individuals with perfect scores. They wagered for the last and hardest question where the one patron won. Factile.com worked beautifully even with this different game type. We will be using this website for every trivia program in the future.

- Martian Mysteries: The Perseverance and Ingenuity Mission Program - January 25th - 25 people attended. This second NASA Program, led by Lisa Wininger, went very well. Her presentation was interesting, and she is very knowledgeable. We have one more program scheduled with her in February, and staff would like to consider additional programs in the future.

- What's It Worth? Ask Mike the Appraiser - January 26th - 13 people attended.

In order to assist patrons who may be considering downsizing, or who have recently inherited items from a loved one, Portage District Library welcomed appraiser and auctioneer Michael Ivankovich as a presenter for our program "What's It Worth?" on January 26, 2021. The presenter instructed attendees on the various methods they can use to sell or dispose of items, and then launched into an on-the-spot appraisal for two items for each attendee. Adult Services Librarian Katharyn Haas received lots of positive feedback from attendees indicating that an follow-up event, particularly one hosted in the evening, might be well received.

- Origami: Ancient Art of Japanese Paper Folding- January 23rd - 27 people attended.

Patrons varied from child to adult to older adult. All were engaged and there was a lot of positive feedback reported: "Thank you. It was easy to follow. Aerick [Presenter] did a great job!"

"Aerick was great. My internet connection wasn't good and a couple of times it froze, so I didn't use video or audio, but I enjoyed Aerick's pace and the cadence of his voice was good too. His pacing made this a family program which was good because I noticed all ages."

"Thank you for a great session. We were on with our granddaughter..." "My daughter loved it!"

Youth Services Programming Highlights

- Youth Staff resumed our recurring programs for teens, including Agents of Kindness, LGBTQ+ Meetup, and Teen Art Space.
- The Agents of Kindness undertook a daring mission entitled Operation Postcard, where they reached out to a person of their choice by sending them a letter or postcard in order to help foster a sense of connection.
- Youth Services Librarian Kristy Zeluff provided Family and Bedtime Storytimes each week.
- The Jump, Turn, Dance, and Learn program was provided weekly by a local vendor.

Create programming that promotes interactive learning

- Head of Youth Services Laura Wright created a month-long collection of science activities. Participants could collect a kit with needed materials and then complete the experiments throughout the month. Youth Assistants Mary Breuer and Annette Wendt, and Youth Staff Andrea Smalley and Laura Wright provided four Take and Makes for January. They included a weaving bear, bead snowflake, refrigerator snowman, and tiny winter hat crafts.

Build programming and services that will reach groups at diverse levels

- Youth Services Librarian Andrea Smalley hosted a trivia event based on the book Percy Jackson and the Olympians: Lightning Thief. Kids tested their knowledge of the book in a spirited competition. Smalley also hosted a Kid's Book Group for elementary readers. This month's selection was Dragon Pearl by Yoon Ha Lee.

Ends Statement #2

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

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

Project Updates:

Improve the accessibility and visibility of existing physical and electronic collections

- Youth Services Librarians Andrea Smalley and Kristy Zeluff created Black History, Black Stories, and Black Biographies booklists for the City of Portage's Black History Month virtual celebration.

Ends Statement #3

Be a leader in strengthening our community.

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

Project Updates:

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

- Youth Services Librarian Andrea Smalley created social media posts highlighting an educator going above and beyond and created and delivered care packages for each student in the Class of the Week as well as Teacher Appreciation Care Packages.
- Youth Staff created and delivered "Busy Box" craft kits to Michelle Braat's Young 5's class for out of school family engagement activities

- Youth Services Librarian Andrea Smalley created marketing for our Chinese language book collection for the Kalamazoo Chinese Academy's newsletter.
- Youth Services Librarian Andrea Smalley and Head of Youth Services Laura Wright met with Book Buddies Coordinator Jeanne Friedman from PNHS to discuss programming opportunities.

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

- Head of Adult Services Lawrence Kapture started pricing out the cost of purchasing “pay per circ copies” of titles with the most holds each month to see if that is a cost effective way of keeping down the number of copies of an individual title that we purchase.

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.

Heritage Room Update:

Local Historian, Steve Rossio, has spent the majority of his allocated Heritage Room time during the month of January packing items within the Heritage Room for the upcoming move. The items in the Heritage Room collection present a unique challenge, as there are numerous items that, unlike books, cannot simply be packed into a book box. The Upjohn medicine collection alone presents two unique challenges in that the glass bottles are extremely fragile and the paper labels are susceptible to damage if they are rubbed against other items. Steve is tackling these challenges head-on and as of now, roughly 1/3 of the Heritage Room collection has been packed and is ready for the move.

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. On February 15, we will be meeting with city personnel to discuss our plans and needed adjustments.
- We worked with our leasing agent, attorney, and insurance agent to craft an agreement with Gentilozzi Real Estate for a temporary library site. Once we have dates finalized and permission from the owners for building alterations, we will finalize the lease.
- We are working with the architects and designers to plan the layout of the temporary location and hope to finalize the plans during the week of February 15 so that they may be sent to the City of Portage for approval and permits.

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

- Staff were encouraged to participate in United Way’s 21-Day Racial Equity Challenge during the month of February.

- Professional development resources on de-escalation and dealing with difficult patrons were shared again with staff as part of our re-opening process.

Professional Development Adult Services

- Library as Small Press--Hosted by Niche Academy, January 27th
- Social Services Strategies and Tips—Hosted by Lakeland Library Cooperative, January 29th
- De-escalation: Recognizing and Responding to Tense Situations—Participated in recorded course virtually through Library of Michigan
- Social Services Tips and Tricks hosted by Lakeland Cooperative on January 31st
- Bite Sized Book Buzz for Jan 2021
- Publisher's Weekly and other trade publications
- CD Hot List: Jan 2021
- MSU Extension Online Course: Communicating Through Conflict
- MSU Extension Online Course: Communicating Through COVID
- Lakeland Library Collective MI: Social Services Strategies and Tips
- Finished a Lynda.com course on Adobe Premiere Pro
- Big Programming Ideas for Small Budgets – ALA

Professional Development, Youth Services

- ERACCE Introduction to Systemic Racism Workshop
- Lakeland Library Cooperative Social Services Strategies and Tips
- United Way 21 Day Racial Equity Challenge
- Training on collection management processes through Collection HQ and Ingram (Youth Assistant training)

IT Department Updates

- Hybrid Cloud Network – Microsoft 365/Private Cloud/SaaS Services

- The library is currently working on MFA (Multi-Factor Authentication) and Self Service operations for library staff in accordance with Microsoft 365 best practices.
- The library is currently working with conditional access/sign-in risk/user risk and other identity protection policies to increase reliability and minimize risk on the library network.
- The library is reviewing best practice documents for Microsoft 365 hybrid environments.

- Software Patching: Ninite Pro – Added patch monitoring and alerts for non-remediated machines

- AntiVirus & Security: Sophos Central Endpoint Advanced – Added protections for Zero-Day and Ransomware attacks

- DNS and Filtering: OpenDNS Umbrella –Scheduled Meeting with Port53 to review and update Umbrella for best practices

- Integrated Library System: SirsiDynix Symphony

- Continue to evaluate Symphony new features and bug fixes in the 3.70 upgrade.
- Implementing fine free configuration services with SirsiDynix on February 19th.
- Implementing automatic HTML renewals as a feature of the Fine-Free program.
- Working with SirsiDynix to schedule SMS service and notifications for Symphony.
- Working with SirsiDynix to schedule enable checkout history with opt out ability.

- 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.
- Evaluating and reviewing the feature set for an upgrade to Enterprise 5.1.0.

- Integrated Library System: SirsiDynix BlueCloud Mobile

- BlueCloud Mobile is currently available for patrons to use.
- Updated barcode symbology for scanning library cards
- Updated Linked accounts for multiple membership households
- Integrated digital collection from overdrive. Next version will support Libby integration.
- Reviewed Curbside option but not implemented due to necessary changes to the process.

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

- Portage District Library ** PDL Mobile **

- The transition to BlueCloud mobile is now complete. We have tested it with many versions of IOS and android. Additionally we have tested it with both tablets and phones. The experience has been very reliable. Minor adjustments have been made to membership card scanning, barcode symbologies and icons. Currently working on a list features in the scrolling new items and their curbside implementation.
- We continue to develop search facets and filters for searching in PDL Mobile

- Staffed the Greeter's Station as scheduled

- Staffed the Building Cleaning rotation as a backup

- Met with C2AE to discuss technology and infrastructure.

IT Training/Professional Development

- Office 365

- Azure Identity Protection.
- Azure MFA
- Configuring ATP Plan 2 (Advanced Threat Protection)
- Configuring and Testing Attack Simulation.
- Configuring Self-Service Portal for Password Reset and MFA (Multi-Factor Authentication)

- Lynda.com - Office 365: System Administration

- SirsiDynix Mentor - BlueCloud Analytics Reporting with External Data.

- Webinars: RingCentral Reports and Dashboard and Using RingCentral Admin Portal

- Cisco Umbrella - Best Practices for Umbrella in Libraries (Vendor Led: Port53)

Technical Services will efficiently help acquire, process, and deliver accurate complete materials in a timely manner that will aide in borrowers search and retrieval of the information that they desire
Head of Technical Services Abby Pylar will continue to monitor the reports on Collection HQ to see their completion by collection managers.

- Head of Technical Services Abby Pylar will continue to work on the organization and uniformity of items in the catalog throughout the year.

- Technical Services is 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.
- Technical Services is taking shifts covering the Greeter Station.

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
January 2021

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	\$ 4,335,833
Expenditures	\$ 1,754,763

Fund	12/31/2020	Changes	1/31/2021
General Reserve (13%)	\$ 698,660	\$ 6,218	\$ 704,878
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 January 2021

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Library Director's Report on Financial Condition for January 2021

**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.

January 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.
- Organized a meeting to discuss options for educating patrons about browsing without being in the library. Began the process of designing those materials.
- Helped prepare to reopen the library by updating our website and by creating signage, a press release, and social media posts.
- Created a flyer with 2021 tax information.
- Continued to add content to our new website under development.
- Created graphics to publicize our virtual events on our website, e-news and social media.

January Social Media Highlights:

Facebook

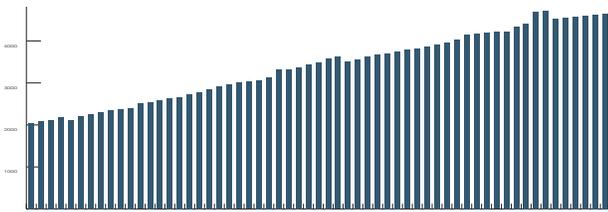
35 New Page Likes | 85 Post Shares | 1,539 Post Likes | 235 Comments | 305,272 Total Reach

Twitter

1,762 Tweet Impressions | 12 Likes | 4 Re-tweets | 169 Profile Visits | 0 Mentions | 1 New Followers

Facebook Stats 2016 - January 2021

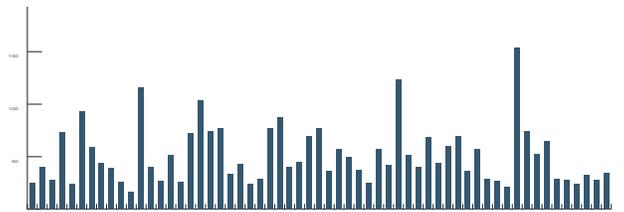
Total Followers:



February 2016
2,052

January 2021
4,649

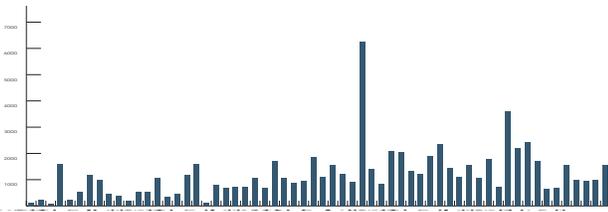
New Followers:



February 2016
25

January 2021
35

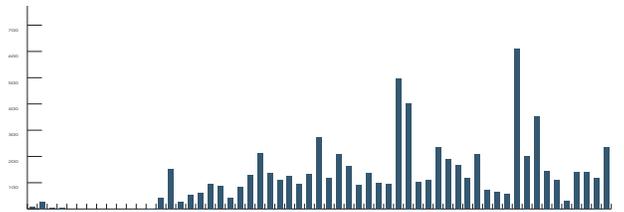
Likes:



February 2016
124

January 2021
1,539

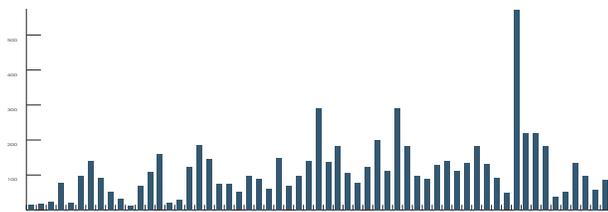
Comments:



February 2016
7

January 2021
235

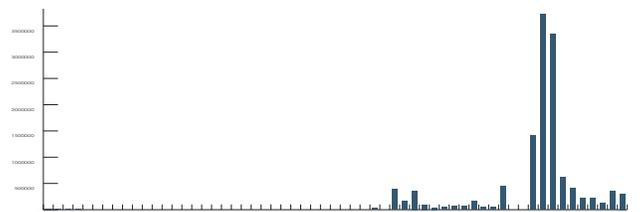
Shares:



February 2016
0

January 2021
85

Engagement:



February 2016
5,305

January 2021
305,272

Videos Created in January 2021

	Video Title	Department	Facebook Views	YouTube Views	Total Views
1	Family Storytime with Ms. Kristy // Harold Loves His Woolly Hat	Youth	322	27	349
2	Bedtime Storytime with Ms. Kristy // Yes Day!	Youth	177	11	188
3	Family Storytime with Ms. Kristy // Finding Winnie	Youth	232	21	253
4	Bedtime Storytime with Ms. Kristy // The Snowy Day	Youth	359	22	381
5	Tiny Hat How-To	Youth	354	7	361
6	New Preschool and Easy Reader Titles - January 2021	Youth	165	6	171
7	Family Storytime with Ms. Kristy // The Day You Begin	Youth	219	21	240
8	Bedtime Storytime with Ms. Kristy // When the Moon Comes	Youth	253	8	261
9	Family Storytime with Ms. Kristy // Share Your Rainbow	Youth	358	31	389
10	Bedtime Storytime with Ms. Kristy // Sleepy, the Goodnight Buddy	Youth	11	65	76
				TOTAL	2,669

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: February 1, 2021
SUBJECT: Library Statistical Report - January 2021

	Month Statistics			YTD Statistics		
	Jan-21	Jan-20	CHANGE	2021	2020	CHANGE
Circulation/Collections						
Total Library Circulation	39,222	68,203	-42.49%	39,222	68,203	-42.49%
Adult - Books	7,789	17,122	-54.51%	7,789	17,122	-54.51%
Adult - A/V	1,538	6,166	-75.06%	1,538	6,166	-75.06%
Youth - Books	10,843	22,048	-50.82%	10,843	22,048	-50.82%
Youth - A/V	760	2,651	-71.33%	760	2,651	-71.33%
Hot Picks	262	3,401	-92.30%	262	3,401	-92.30%
E-Material	16,056	13,151	22.09%	16,056	13,151	22.09%
ILL - PDL Requests	1,118	1,910	-41.47%	1,118	1,910	-41.47%
ILL - Other Lib. Requests	856	1,754	-51.20%	856	1,754	-51.20%
Self-Checkout Percentage	0.28%	61.31%		0.28%	61.31%	
Total Library Collection	189,347	189,153	0.10%			
Adult - Books	87,300	87,325	-0.03%			
Adult - A/V	17,379	17,180	1.16%			
Youth - Books	71,031	71,062	-0.04%			
Youth - A/V	9,439	9,568	-1.35%			
Hot Picks	4,198	4,018	4.48%			
Net Acquisitions	(339)	(441)	23.13%	(339)	(441)	23.13%
Purchased - Books	1,308	1,113	17.52%	1,308	1,113	17.52%
Purchased - A/V	284	353	-19.55%	284	353	-19.55%
Donated - Books	0	6	-100.00%	0	6	-100.00%
Donated - A/V	0	2	-100.00%	0	2	-100.00%
Material Discarded	(1,931)	(1,915)	-0.84%	(1,931)	(1,915)	-0.84%
Total In-House Usage*	n/a	n/a	n/a	0	0	n/a
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
Patrons						
Total Patrons	50,430	40,649	24.06%			
Adult	27,535	26,665	3.26%			
Youth	6,226	6,483	-3.96%			
Non-Resident	376	371	1.35%			
Reciprocal	6,389	6,305	1.33%			
Internet User	849	764	11.13%			
PASS Users	8,991	0	#DIV/0!			
Professional	64	61	4.92%			
Net Patrons	45	115	-60.87%	45	115	-60.87%
Adult	43	175	-75.43%	43	175	-75.43%
Youth	2	47	-95.74%	2	47	-95.74%
Non-Resident	0	4	-100.00%	0	4	-100.00%
Reciprocal	0	45	-100.00%	0	45	-100.00%
Internet User	0	51	-100.00%	0	51	-100.00%
PASS Users	0	0	#DIV/0!	0	0	#DIV/0!
Professional	0	0	0.00%	0	0	#DIV/0!
Patrons Removed	0	(207)	100.00%	0	(207)	100.00%

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: February 1, 2021
SUBJECT: Library Statistical Report - January 2021

	Month Statistics			YTD Statistics		
	Jan-21	Jan-20	CHANGE	2021	2020	CHANGE
Library Building Usage						
Total Meeting Room Usage	0	150	-100.00%	0	150	-100.00%
Internal/Collaboration	0	81	-100.00%	0	81	-100.00%
External/Outside Usage	0	69	-100.00%	0	69	-100.00%
Total Program Audience	TBD	2,863	-100.00%	0	2,863	-100.00%
Adult	TBD	270	-100.00%	0	270	-100.00%
Youth	TBD	2,397	-100.00%	0	2,397	-100.00%
Heritage Room	TBD	196	-100.00%	0	196	-100.00%
Total Number of Programs	TBD	78	-100.00%	0	78	-100.00%
Adult	TBD	14	-100.00%	0	14	-100.00%
Youth	TBD	60	-100.00%	0	60	-100.00%
Heritage Room	TBD	4	-100.00%	0	4	-100.00%
Total Volunteer Hours	64	468	-86.32%	64	468	-86.32%
Adult	0	125	-100.00%	0	125	-100.00%
Youth	0	94	-100.00%	0	94	-100.00%
Technical	0	65	-100.00%	0	65	-100.00%
Circulation	0	132	-100.00%	0	132	-100.00%
Administration	64	39	64.10%	64	39	64.10%
Community Service	0	13	-100.00%	0	13	-100.00%
Total Front Door Traffic	0	48,671	-100.00%	0	48,671	-100.00%
Total Youth Services Traffic	0	28,967	-100.00%	0	28,967	-100.00%
Total Business Center Traffic	0	2,214	-100.00%	0	2,214	-100.00%
Information Access/Reference/Research						
Total Reference Transactions	15,492	10,080	53.69%	15,492	10,080	53.69%
Adult Phone	548	386	41.97%	548	386	41.97%
Adult Ready Reference	1,810	2,925	-38.12%	1,810	2,925	-38.12%
Adult Reference	84	315	-73.33%	84	315	-73.33%
Youth Phone	195	156	25.00%	195	156	25.00%
Youth Ready Reference	6,530	3,748	74.23%	6,530	3,748	74.23%
Youth Reference	69	838	-91.77%	69	838	-91.77%
HR Phone	20	15	33.33%	20	15	33.33%
HR Ready Reference	95	343	-72.30%	95	343	-72.30%
HR Reference	15	26	-42.31%	15	26	-42.31%
Circ Phone	3,016	665	353.53%	3,016	665	353.53%
Circ Ready Reference	2,929	367	698.09%	2,929	367	698.09%
Circ Reference	181	296	-38.85%	181	296	-38.85%
Total Edutainment LAN Use	0	389	-100.00%	0	389	-100.00%
Total Internet Computer Use	0	2,283	-100.00%	0	2,283	-100.00%
Youth Computers	0	144	-100.00%	0	144	-100.00%
Adult Computers	0	2,092	-100.00%	0	2,092	-100.00%
Laptop Computer Circulated	0	47	-100.00%	0	47	-100.00%
Total Electronic Transactions	51,639	54,370	-5.02%	51,639	54,370	-5.02%
WebSite Hits	35,516	39,157	-9.30%	35,516	39,157	-9.30%
WebCatalog Sessions	12,782	11,446	11.67%	12,782	11,446	11.67%
Licensed Database Hits	3,341	3,767	-11.31%	3,341	3,767	-11.31%

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

Christy Klien, Library Director

MLA Advocates for Upgraded Vaccine Eligibility for Library Workers

January 25, 2021

We know vaccine eligibility is of great concern to many Michigan library workers. MLA is advocating for COVID-19 vaccine eligibility for library workers using a two-pronged approach. We are requesting the prioritization of public and academic library workers as essential service providers in the vaccine rollout program and we are also providing a template for library leadership to use to contact their local health departments.

The [Center for Disease Control \(CDC\)](#) recommendations place our school and academic library workers in Phase 1b of a vaccine rollout, but public library and archive workers are in Phase 1c. The Michigan Department of Health and Human Services (MDHHS) guidelines ([Michigan COVID-19 Vaccination Interim Prioritization Guidance – January 6, 2021](#)) prioritize vaccine allocation for only K-12 school personnel, including K-12 library workers, in Phase 1b of the rollout.

MLA is urging the Governor and the MDHHS to make public and academic library workers eligible for the COVID-19 vaccine in Phase 1b.

We have provided library directors with a template letter to use to follow up with their own county departments of public health if deemed appropriate for their local needs.

[Read MLA's letter to Governor Whitmer and MDHHS Director Elizabeth Hertel. The text of the letter is also embedded below.](#) We encourage library leadership to follow up with their local county health department. [A template letter to use to follow up with local health departments is linked here.](#)
[Find your local health department.](#)

January 25, 2021

Governor Gretchen Whitmer
State of Michigan
P.O. Box 30013
Lansing, Michigan 48909

Elizabeth Hertel, Director
Michigan Department of Health and Human Services
333 S. Grand Ave.
P.O. Box 30195
Lansing, Michigan 48909

Dear Governor Whitmer and Ms. Hertel,

In our role as a leader and advocate for all libraries in Michigan, the Michigan Library Association (MLA) writes to each of you today to request the prioritization of all library workers as essential service providers in the vaccine rollout program.

The Center for Disease Control (CDC) guidelines place our school and academic library workers in Phase 1b of the vaccine rollout, but our public library and archive workers in Phase 1c. While we recognize that Michigan and our county health departments are afforded the opportunity to make state and local decisions on vaccine distribution, we are counting on you both to provide your leadership in recognizing the unwavering and vital services that all of our libraries provide to citizens and students in all 83 Michigan counties. We want to ensure that public and academic library workers in communities where libraries have already reopened to in-person services, or plan to do so, are eligible for vaccination in Phase 1b as well. (We note that K-12 school personnel, which includes library workers, are already called out in Phase 1b of the Michigan COVID-19 Vaccination Interim Prioritization Guidance – January 6, 2021.)

After the first stay-at-home orders were issued in March 2020, many libraries closed their physical doors to in-person services in the interest of combatting community spread, with virtual services remaining, and even increasing: online storytime, redirected expenditure toward increased ebooks, remote/phone reference/research service, and more. Today, library workers continue to rise to the call to support their communities and their schools. Of critical note is the fact that the pandemic magnified digital inequities among our most vulnerable and disenfranchised citizens who rely heavily on libraries for access to reliable information and services, and personalized coaching to navigate digital resources, including: computer access and support; circulating hotspots, laptops and materials which are heavily relied on by students and educators. In addition, libraries serve as printing and faxing destinations for people who are submitting unemployment claims and COVID-19 test results; when applying for housing and food assistance programs; and completing aid applications to save local businesses; and so much more.

This critical work cannot be accomplished without the front-line library workers who are at high risk of contracting or unintentionally spreading COVID-19 as a result of their work in these institutions. Library workers have been, and remain, in close contact with the public, students and co-workers on a daily basis. With your help to get them vaccinated earlier, public and academic libraries can resume services while maintaining the safety of staff and the communities that they serve.

We also want to bring your attention to the updated guidelines of the Department of Homeland Security's Advisory Memorandum on Ensuring Essential Critical Infrastructure Workers' Ability to Work During the COVID-19 Response^[1] (Version 4, December 2020, page 11) where they list media specialists and librarians and where they also "support prioritization decisions related to COVID-19 vaccines, especially in the early stages when the vaccines are in short supply."

We know that here in Michigan, you have placed emphasis on both protecting people at increased risk for severe COVID-19 illness and ensuring the continued functioning of essential services in the community including those in health care and our schools. At the same time, we urge you to acknowledge that library workers are at substantially higher risk of exposure to COVID-19 because their work-related duties must be performed on-site and they involve being in close proximity (i.e., within 6 feet) to the public and to coworkers.

The MLA board, staff, and our 1900 members in Michigan respectfully request you to expedite eligibility of vaccinations for all library workers and to include them in Phase 1b of the Michigan vaccine rollout.

Thank you for your consideration and if I can answer any questions you might have, please feel free to contact me at dmikula@milibraries.org.

Sincerely,



Deborah E. Mikula
Executive Director

Library Board Meetings Continue Virtually

January 22, 2021

On January 22, 2021, the Michigan Department of Health and Human Services (MDHHS) updated its epidemic order (https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-550215--,00.html) with some modifications allowing additional specific indoor activities. The order takes effect on February 1 and remains in effect until February 21, 2021. **All library board meetings must remain virtual.** In fact, all public meetings, remain prohibited.

The Library of Michigan provided these examples of prohibited activity:

- **In-person board meetings are still prohibited** - Even a 5-member board will be comprised of people from more than 2 households, and even if they were, a meeting of 10 people is not large enough to satisfy the Open Meetings Act requirements.
- **In-person programming is still prohibited** if it involves more than 2 households (including the library staff presenting it).

- **In-person staff meetings are still prohibited** if there are more than 2 households involved.
- **Meeting room use by patron groups is still prohibited** if more than 2 households are represented.

As a reminder, under Public 254 of 2020, all local governments, can continue to meet virtually for any reason through March 30, 2021. Beginning March 31, 2021, through December 31, 2021, remote participation is allowed only for military duty, a medical condition, or a statewide or local state of emergency or state of disaster.

PORTAGE DISTRICT LIBRARY**COMMUNICATION**

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 15, 2021
Subject: Upcoming Library Board linkage opportunities in March 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 virtual programs that will occur before the next month's board meeting. We welcome you to attend any library event as a trustee and representative of the library as it is an excellent opportunity to observe what is happening on a daily basis and to speak to patrons about their experiences. If you choose to attend a program as a trustee, we ask that you let Quyen or myself know in advance so that we can make the staff presenter aware. Thank you.

Date	Time	Activity or Program Description
2/23	7:00 PM	Reading Together: "Red at the Bone" Discussion
2/24	6:30 PM	Seeing into the Unknown: Exoplanet Hunters
2/25	3:00 PM	The Roots of Black Music in America
3/4, 3/11, 3/18, 3/25	9:00 AM	Just Move Storytime
3/9	7:00 PM	Pokagon Potawatomi Culture through Storytelling
3/10	3:00 PM	Reading Together: Jacqueline Woodson Behind the Books
3/10	7:00 PM	Reading Together: Jacqueline Woodson-The Power of Story
3/11	7:00 PM	International Mystery Book Discussion of "City of the Lost"
3/16	6:00 PM	Antiracism & You: A Virtual Conversation with Authors Jason Reynolds and Brendan Kiely
3/16	7:00 PM	Supernatural Trivia Challenge
3/17	3:00 PM	Let Me Tell You About This Book I Read: "How Much of These Hills Is Gold" by C. Pam Zhang



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

LIBRARY BOARD 2021 ROSTER
 Revised: February 15, 2021

NAME	ADDRESS	CONTACTS	TERM EXPIRES
Ken Baker <i>Friends Liaison</i>	2187 Austin Shores Ave. Portage, MI 49002	269-998-4395 kenbaker0425@aol.com	December 31, 2024
Carol Bale <i>Vice Chair</i>	3112 Fleetwood Drive Portage, MI 49024	(269) 599-8522 caannba@gmail.com	December 31, 2022
Michele Behr <i>Chair</i> <i>Personnel Committee</i>	6526 Robinswood Street Portage, MI 49024	(269) 365-0094 (Home) (269) 365-5387 (Cell) mdbehr@yahoo.com	December 31, 2024
Jeanne Friedman <i>Personnel Committee</i>	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 <i>Personnel Committee</i>	7160 Venice Drive Portage, MI 49024	(616) 802-0044 (Cell #1) (231) 750-6750 (Cell #2) osulawyer@hotmail.com	December 31, 2022
Linda Whitlock <i>Friends Liaison</i>	9706 Oakview Drive Portage, MI 49024	(269) 327-0583 (Home) (269) 370-4374 (Cell) whitkazoo52@gmail.com	December 31, 2024
Christy Klien (<i>Library Director</i>) (269) 585-8721 (Office #) (269) 216-1953 (Cell #) cklien@portagelibrary.info			
Quyen Edwards (<i>Assistant to the Director & Library Board Secretary</i>) (269) 585-8701 (Office #) (269) 455-9004 (Cell #) qedwards@portagelibrary.info			

PORTAGE DISTRICT LIBRARY
Library Board By-Laws

Article I **Incorporation and Name:**

The Portage District Library was formed under the Michigan District Library Establishment Act, May 22, 1989 PA 24 (MCL 397.171, et seq.) (the “Act”), through an agreement entered into on January 27, 1998, by and between the School District of the City of Portage, the County of Kalamazoo Michigan, and the City of Portage to provide library services to their combined populations. The Library of Michigan formally approved the agreement to form the Portage District Library and officially recognized the Portage District Library as a legally established district library on March 22, 1998 and approved an amendment to the agreement on June 1, 1998. The address of the main office is as follows:

**Portage District Library
300 Library Lane
Portage, Michigan 49002**

Article II **Membership:**

In accordance with the provisions of the Portage District Library agreement, the Portage District Library shall consist of seven members who shall be elected by the electors of the District Library at the regularly scheduled school elections in the month of November in even-numbered years. Terms are for four years and commence on the January 1st following the November election. Members are elected on a rotating basis with four members elected to four year terms at one school election and three members elected to four year terms at the succeeding school election.

Before assuming the office of Library Board Member, each person elected shall take the oath of office prescribed for public officers by the Constitution and shall file the oath with the staff Board Secretary.

The expectation is that no elected board member shall be unexcused for more than (1) meeting per fiscal year.

The office of a Library Board member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor pursuant to Section 10, Article V of the State Constitution of 1963, or ceases to be a resident of the district. In the event that a Library Board member cannot fulfill the length of his term, the Portage District Library Board shall appoint a replacement who will be a qualified elector of a participating municipality. The appointed Library Board member’s term will come up for election at the next Portage District Library Board election and shall be for the length of the remaining term.

Article III **Officers**

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

The Library Board Chairperson may appoint a board member as official Secretary 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.

In the event an office becomes vacant, the office shall be filled by a Library Board election at the next regular meeting. However, in the case of the Chairperson the current Vice-Chairperson shall fill the vacancy and a new Vice-Chairperson shall be elected.

Article IV **Meetings**

The Library Board shall meet at times and dates approved by the Library Board at the December Library Board meeting. Special meetings may be called by the Chairperson, or upon written request of two members, for the transaction of business as stated in the call. Written notice stating the time and the place of any special meeting and the purpose for which it is called shall be given to each member of the Library Board 18 hours in advance, and posted for the public in accordance with the Michigan Open Meetings Act.

The meeting will commence as soon after the hour of the meeting as there shall be a quorum present. In the absence of the Chairperson, the Vice-Chairperson shall call the meeting to order. If neither the Chairperson nor the Vice-Chairperson is present, then board members may elect a temporary Chair for the limited purpose of moderating the meeting.

A quorum for the transaction of business shall consist of a simple majority. Members of the Library Board who are unable to attend a meeting will notify the staff Board Secretary (24) hours prior to the meeting. In the absence of a quorum the Library Board shall meet as a committee of the whole, however no binding decisions may be made.

Roberts Rules of Order, the latest revised edition, shall govern the parliamentary procedure of the Library Board.

Sufficient time will be provided at the beginning of the meeting for any person, not a member of the Library Board, to address the Library Board on any matter within the scope of the provision of District Library Law.

Article V **Committees**

The Chairperson of the Library Board may nominate members to special committees, 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 conduct the annual evaluation of the Library Director.

Article VI **Powers and Duties of the Library Board**

The powers and duties of the Portage District Library Board are set forth in the District Library Law, PA 24 (MCL 397.171, et seq.) (the “Act”), and include the following:

Section 1: The Library Board may exercise any and all of the powers granted to it in the Act. The Library Board may delegate such powers to the Officers of the Library Board and/or the Library Director, as it deems necessary.

Section 2: The fiscal year of the Portage District Library shall be the annual period commencing January 1st and ending December 31st.

Section 3: The Library Board shall adopt and publish an annual operating budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, *as amended* (“UBAA”).

Section 4: The Library Board shall have exclusive control of the budget of the Portage District Library except as provided by delegation to the Library Director in accordance with the Uniform Budgeting and Accounting Act.

Section 5: The Library Board shall adopt Policies, Rules and Regulations for the operations of the library, not inconsistent with law or with these by-laws.

Article VII **Conflict of Interest**

Members of the Library Board shall disclose any conflict of interest in accordance with legal requirements. (Current conflict of interest statute, MCLA 15.323, states that 7 days is required.) Conflict of Interest statements will be completed and signed annually by Library Board members at January board meeting.

Article VIII **Amendments**

These bylaws may be amended at any regular meeting of the Library Board with a quorum present by a majority vote of the members present providing the amendment was stated in the call for the meeting and that it is done in accordance with legal requirements.

NOTE: These by-laws were adopted by the Portage District Library Board at its regular meeting on December 14, 2000, and last revised and reviewed and approved on February 24, 2020. All prior bylaws are hereby repealed.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 15, 2021
Subject: Library Privacy & Search Warrant Policy

Background:

Amendments to the Library Privacy Act were signed into law on December 29, 2020. Public Act 315 of 2020, removes some of the challenges libraries deal with when a crime has been committed in the library. The new privacy act continues to protect patron privacy regarding their borrowing histories, internet and database searches, and services accessed at the library. The new Library Privacy Act clarifies that a library record does not include video surveillance.

Our attorney, Anne Seurnyck, has provided a new policy entitled Confidentiality Policy to replace our existing Library Privacy & Search Warrant Policy.

Recommendation:

I recommend that the Library Board approve the new Confidentiality Policy to reflect the Michigan Library Privacy Act changes.

CONFIDENTIALITY POLICY: DISCLOSURE OF LIBRARY RECORDS

I. Policy; Library Records

It is the policy of the Portage District Library (“Library”) to preserve the confidentiality and privacy of Library Records (“Library Records” or “Library Record”) to the fullest extent permitted by law.

II. Definitions of Library Record

A. *Agent or Employee.* An agent or employee includes an employee of the Library, a member of the governing body of the Library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of the Library, and any other person who is lawfully performing services on behalf of the Library under a written contract, including a collection agency.

B. *Crime.* A crime means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5

C. *Law Enforcement Officer.* A law enforcement officer means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

D. *Library Record.*

1. Definition. As defined by the Michigan Library Privacy Act, for the purpose of this policy means:

“a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library.”

For example, a Library Record would include, but not be limited to patron circulation records, internet browsing history, and program attendance records.

2. Excluded from Definition. The following are specifically excluded from the definition of Library Record.

a. *Non-Identifying Material.* Library Record does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

b. *Certain Video Surveillance.* A Library Record also does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from the Library.

3. Library Director Determination of “Library Record.” The Library Director, or his/her designee, shall be responsible for determining whether a particular document meets the definition of Library Record or whether the video surveillance footage contains any images that would require it to be considered a “library record.”

III. Disclosure of Library Records

The Library takes seriously its obligation to protect the privacy of every patron, as required by law, even if this commitment to patron’s privacy may appear to cause inconvenience on occasion. To that end, Library Records or other confidential information shall be released or disclosed only as provided for herein or otherwise provided by Michigan or federal law.

A. *Freedom of Information Act Requests.* All requests for public records that are not subpoenas, court orders or other legal process must be processed according to the Michigan Freedom of Information Act (“FOIA”) and the Library’s FOIA Procedures and Guidelines. See Procedures and Guidelines and Written Summary for additional information. Library Records are exempt from disclosure under the FOIA.

B. *Subpoenas, Court Orders or other Legal Process.* Any employee of the Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other Library document from (1) a state or local law enforcement agency or (2) a federal law enforcement agency shall promptly notify the Library Director, or his/her designee. If neither is available, the Library Board President shall be contacted.

1. Consultation with Attorney. The Library Director, his/her designee, or the Board President has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.
2. Action by Library Director. After review of the subpoena, court order or other legal process, the Library Director, his/her designee, or the Board President shall take appropriate action to respond.
3. Opportunity to be Heard. Depending upon the type of subpoena, court order or other legal process, the Library may appear and be represented by counsel at a hearing on the request for records.

4. Confidentiality. If a subpoena, court order or other legal process is submitted to the Library, the Library shall keep the subpoena, court order or other legal process confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that his/her records were sought. The Library Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state or federal agency has sought or obtained requested records.

C. *Consent.* In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a Library Record or portion of a Library Record may provide written consent for the release of that Library Record.

D. *Voluntary Disclosure without Court Order and Consent.* A library or an employee or agent of the Library may disclose Library Records without a court order or written consent under either of the following circumstances:

1. Collection Agency. The library or an employee or agent of the Library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The Library or an employee or agent of the Library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.
2. Interlibrary Loan. The Library or an employee or agent of the Library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The Library Records must be limited to those required for providing interlibrary loans.

IV. **Disclosures Regarding Alleged Crimes in this Library.** The Library Privacy Act does not prohibit an employee or agent of a library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the Library regarding a crime alleged to have occurred at the Library.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 17, 2021
Subject: Report from Staff Liaison to the Friends of the Portage District Library

Portage District Library Board Trustees Ken Baker and Linda Whitlock are the Board Co-Liaisons to the Friends of the Library in 2021, and as such, one of them will attend Friends' board meetings and share information about Friends' activities.

There will be an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had an online board meeting on February 8th, there will be an item on the agenda to discuss a Friends update at the February 22, 2021 Library Board meeting. Because this was the first meeting for Baker and Whitlock, Staff Liaison to the Friends Jill Austin will begin the report and Baker and Whitlock may add any other relevant information.

Portage District Library

Donations Report for Funds Received in Fiscal Year 2020

February 2021

DONATIONS RECEIVED in 2020	AMOUNT
Grants:	2,927.17
Support for Programming:	16,175.00
Restricted Materials:	14,800.00
Memorials:	1,395.00
Unrestricted:	13,746.97
TOTAL: <i>(without in-kind donations included)</i>	\$ 49,104.14

In Kind Gifts: <i>(estimated value of donated items - not money)</i>	\$ 3,140.00
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TOTAL: *(with "In Kind" Donations Included @ Estimated Value.....)* \$ **52,244.14**

<u>DONATIONS RECEIVED in 2020 – (Previously Allocated)</u>	AMOUNT
<i>Note: The following designated donations were previously allocated through Budget Amendments approved by the Library Board during 2020 or 2021.</i>	
Friends' Donation for 2020 Summer Reading	12,500.00
Grants & Donations for Adult Programming in 2020	1,500.00
Grants & Donations for Youth Programming in 2020	500.00
TOTAL: <i>(donations designated for specific purposes)</i>	\$ 14,500.00

TOTAL DONATIONS to be ALLOCATED in FISCAL YEAR 2021		
Total Donations <i>(without "In-Kind" donations)</i>	\$ 49,104.14	
Less Donations <i>(previously allocated in 2020)</i>	<u>\$ 14,500.00</u>	
Donations from 2020 to be Allocated: (Per Donors' Request):	\$ 34,604.14	
Adult Services	\$ 1,925.00	
Heritage Room	\$ 300.00	
Early Literacy	\$ 4,000.00	
World Language & Immigrant Interest	\$ 5,000.00	
PPE Grant	\$ 5,500.00	
Unrestricted	<u>\$ 17,879.14</u>	
TOTAL Donations from 2020 to be Allocated:	\$ 34,604.14	

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 18, 2021
Subject: Allocation of FY 2020 Gifts and Donations Revenue

BACKGROUND:

It has been our usual practice to ask the Library Board to consider endorsing the expenditure of a certain amount of gifts and donations revenue that had been received in the previous fiscal year. These monies come to the library as unsolicited and unrestricted donations for discretionary use for library purposes.

In the past, gifts and donation funds have been used to bolster purchases of library materials or to acquire needed equipment or furnishings, or to supplement adult and youth programming budgets. Year by year, we have identified targeted needs and allocated gifts and donations revenue accordingly.

A review of donations received by the library in FY 2020 has determined that there is **\$34,604.14** in gifts and donation funds available for allocation in FY 2021.

RECOMMENDATION for USE of FY 2018 GIFTS & DONATIONS REVENUE:

We recommend that a portion of the \$34,604.14 received in 2020 be allocated (per donor request) as follows: \$1,675.00 to Adult Programming; \$250.00 to Adult Collections; \$300.00 to the Heritage Room; \$5,000 to the World Language and Immigrant Interest Collections; and \$4,000.00 to Youth Programming for Early Literacy support; \$5,000 for Circulating Hot Spots and \$500.00 for Personal Protective Equipment. The balance of \$17,879.14 that was not restricted by donor request will be evaluated by staff and a recommendation for its use will be brought to the Library Board at a future time.

PORTAGE DISTRICT LIBRARY

Monitoring Report

For Executive Limitation Policy: Emergency Library Director Succession
Temporary and Long-Term

In order to protect the Library Board from sudden loss of the Library Director’s services, the Library Director will identify two other public service professionals familiar with Library Board and Library Director issues and processes who would be able to successfully substitute during the Library Director’s absence on an emergency temporary or long-term basis. Accordingly, the Library Director shall not:

POLICY ITEM #1:	Fail to have a plan in place for emergency Library Director succession, (temporary) which would utilize internal library public service professionals.
Director’s Response to Item #1:	<p><u>EMERGENCY (TEMPORARY) SUCCESSION</u> (Short-Term absence up to 6 weeks)</p> <p>In the event that the Library Director must be absent from the Portage District Library on an emergency (temporary) basis for a period of more than (3) days and not exceeding (6) weeks, then the succession plan is as follows:</p> <ul style="list-style-type: none"> A. Either the Head of Adult Services or the Head of Youth Services will be designated as a substitute for the Library Director during his/her emergency (temporary) absence from the library, with the support of the Library Administrative Team. B. The Library Director will notify the Library Board Chair in advance (if possible) about the need for an emergency (temporary) absence and the expected duration of the short-term leave. C. While substituting for the Library Director during his/her short-term absence, the Emergency (Temporary) Successor will communicate on a regular basis with the Library Board Chair and will keep him/her informed of any major issues facing the library or any board action needed. D. The Library Business Manager will oversee all financial transactions, during the Library Director’s short-term absence. E. During the Library Director’s short-term absence, the Emergency (Temporary) Successor will act on behalf of the Library Director in all aspects of library administration and operation, and will interact with the Library Board regularly, including preparing library board agenda materials and presenting that information at Library Board meetings. F. During the Library Director’s short-term absence, any personnel issues that may arise will be handled jointly by the Emergency (Temporary) Successor and the Library Business Manager. G. During the Library Director’s short-term absence, the Emergency (Temporary) Successor will comply with all Executive Limitations Policies and will consult with the Library Board Chair as necessary. H. The Emergency (Temporary) Successor’s substitution assignment will end when the Library Director returns from his/her short-term absence, or by a Library Board directive.
POLICY ITEM #2:	Cause a “conflict of interest” by designating the Library Business Manager as an emergency successor.
Director’s Response to Item #2	The Library Business Manager has not been designated as the Library Director’s Emergency (Temporary) Successor during any short-term absence. To avoid any conflict of interest, the roles and duties of the Library Business Manager and the

Monitoring Report for Executive Limitation Policy: Emergency Library Director Succession

	<p>Library Director are clearly defined and separated. For example, the Business Manager generates purchase orders and expends funds, and the Library Director monitors expenditures and signs checks to pay invoices, so there is always a check and balance system in operation.</p>
<p>POLICY ITEM #3:</p>	<p>Fail to have a plan in place for Library Director succession/ replacement that would utilize either an internal public service professional or an outside professional designated by the Library Director and approved by the Library Board.</p>
<p>Director’s Response to Item #3:</p>	<p><u>EMERGENCY (LONG-TERM) SUCCESSION</u> (Long-Term Absence 6 wks. to 1 Year)</p> <p>In the event that the Library Director must be absent on an emergency (long-term) basis from the Portage District Library for a period of more than (6) weeks and up to (1) year, then the succession plan is as follows:</p> <ol style="list-style-type: none"> A. The Library Director (if possible), in consultation with the Library Board, will identify a professional either inside or outside of the library who will substitute for the Library Director during his/her long-term absence from the library. B. The Library Director will notify the Library Board Chair in advance (if possible) about the expected length of his/her absence and make a recommendation for the person to serve as Emergency (Long-Term) Successor. C. The Library Board will hold a special meeting to consider appointment of an individual as the Library Director’s Emergency (Long-Term) Successor, and will also identify the terms and conditions of the assignment as well as the probable duration. If the professional is from <u>inside</u> the library, an adjustment will be made to the individual’s compensation according to the length of substitution time for the Library Director. If the person is from <u>outside</u> the library, compensation for the substitution period covering the Library Director’s long-term absence will be negotiated with the Library Board. D. During the Library Director’s long-term absence, the Emergency (Long-Term) Successor will communicate on a regular basis with the Library Board Chair and will keep him/her informed of any major issues facing the library or board action needed. E. All financial transactions, during the Library Director’s long-term absence, will be reviewed by the Emergency (Long-Term) Successor in consultation with the Library Business Manager. F. During the Library Director’s absence, the Emergency (Long-Term) Successor will act on behalf of the Library Director, with the support of the Library Administrative Team, in all aspects of library administration and operation, and will interact with the Library Board regularly, including preparing library board agenda materials and presenting that information at Library Board meetings. G. During the Library Director’s long-term absence, any personnel issues will be handled by the Emergency (Long-Term) Successor in consultation with the Library Business Manager. H. During the Library Director’s absence, the Emergency (Long-Term) Successor will comply with all Executive Limitations and Policies of the

Monitoring Report for Executive Limitation Policy: Emergency Library Director Succession

	<p>Library Board and will consult with the Library Board Chair as necessary.</p> <ul style="list-style-type: none"> I. The Long-Term Emergency Successor’s substitution assignment will end upon return of the Library Director from his/her long-term absence, or by a Library Board directive. J. In the event that the Library Director's long-term emergency absence changes to a resignation or termination, the Library Board will then refer to the "Library Director Succession/Replacement Plan" that was updated and presented to the Library Board in February 2018.
<p>POLICY ITEM #4:</p>	<p>Fail to produce a monitoring report about emergency Library Director succession to the Library Board on an annual basis.</p>
<p>Director’s Response:</p>	<p>The Library Board’s annual calendar is developed and ready at the beginning of each new fiscal year, with a list of all the required activities for that year, including due dates for written monitoring reports from the Library Director.</p> <p>The Monitoring Report for the Executive Limitation on Emergency Library Director Succession appears on the board’s annual calendar in the month of February. In compliance with that requirement, this report has been written and included in the board agenda packet for the board meeting of February 22, 2021.</p>

PORTAGE DISTRICT LIBRARY

Library Director Succession/Replacement Plan Updated February 11, 2020

If the Library Director departs from his/her position through resignation, retirement or removal, or is deemed incapable of carrying out his/her responsibilities for any reason - other than an emergency situation - the following Succession/Replacement Plan would be implemented immediately by the Library Board:

1. The normal operations of the library would continue under the guidance of the Library Board and with the leadership of the Library Administrative Team in their respective areas of responsibility, as shown below.

a. Assistant to the Director	f. Marketing Manager
b. Business Manager	g. Systems Administrator
c. Circulation Supervisor	h. Head of Technical Services
d. Head of Adult Services	i. Facilities Manager
e. Head of Youth Services	

2. The library would continue to operate under the provisions of the District Library Law, any mandates from the Library of Michigan, and would stay in compliance with all Michigan laws and City of Portage ordinances.
3. The Library Board would meet with the departing Library Director (if appropriate) and Business Manager to discuss procedures to be followed for the public announcement of the Library Director's departure and the appointment of an Interim Library Director from the Administrative Team (either the Head of Adult Services or Head of Youth Services). The Library Board Chair would contact the library's attorney about a contract for the Interim Library Director that would define the duration of the temporary appointment and appropriate compensation.
4. The Library Board, the departing Library Director (if appropriate) and the Administrative Team would meet in special session to discuss the process to be followed by the Library Director's succession/replacement. A timeframe would be developed, and specific responsibilities during the interim administration would be identified. A schedule for regular progress meetings with the Library Board Chair would also be established.
5. The Library Board and the departing Library Director (if appropriate) and the Library Marketing Manager would put together and issue a news release to the media about the impending departure of the Library Director and would contact the following individuals and institutions to inform them of the administrative change taking place at the library:

a. Library Attorney	e. Media
b. City of Portage (Manager)	f. Michigan Library Association
c. Kalamazoo County Clerk	g. Portage Public Schools (Superintendent)
d. Library of Michigan (State Librarian)	h. SMLC Members (Directors)

6. The Library Board and departing Library Director (if appropriate) and the Interim Library Director would work together to identify a list of “priority action items” that would need to be addressed at the library during the interim administration and would determine how to allocate resources best to preserve the library’s culture and maintain momentum.
7. The departing Library Director (if appropriate), the Interim Library Director and the Administrative Team would develop a “transfer of knowledge” plan. The plan would include accounting information, administrative procedures, bank information, Board policies, budget documents, circulation procedures, current contracts, emergency procedures, facilities checklists, institutional benchmarks and standards, legal requirements, security codes and any other important information. This information would later be conveyed to a replacement Library Director.
8. The Library Board Personnel Committee would work with the departing Library Director (if appropriate) and the Business Manager to review and update the Library Director’s job description and prepare a job posting advertisement.
9. The Library Board Personnel Committee or an appointed Search Committee would investigate and then recommend a search process to be followed to replace the Library Director, and the Library Board would vote to accept it. The following decisions would need to be made by the Library Board:
 - a. Selection criteria to be used in the search process (*requirements for Library Director position*)
 - b. The scope of the search (*national search?*)
 - c. Method of searching (*engage an outside search firm?*)
 - d. External involvement (*community input in the selection process?*)
 - e. Internal involvement (*staff and peer input into selection process?*)
 - f. Budgetary implications (*acceptable cost for search process?*)
 - g. The timetable for replacing Library Director (*6 to 9 months?*)
 - h. Who will evaluate the first-round candidates? (*Search firm and Library Board?*)
 - i. Who will interview final candidates? (*Search firm, Library Board, Community in Meet the Candidates open session?*)
 - j. Compensation package to be offered to the successful candidate? (*Library Board Personnel Committee and labor attorney*)
10. Once interviews have taken place and a final decision has been made by the Library Board a formal job offer with a compensation package is extended to the candidate.
11. After the offer has been accepted, a public announcement of the selection of the new Library Director will be made by the Library Board with the assistance of the Library’s Marketing Manager and the Assistant to the Director.
12. The Library Board and the Administrative Team would jointly plan a community event to welcome the newly hired Library Director.
13. The Library Board and new Library Director would meet to decide on initial first steps to be taken and future direction for the library.
14. The new Library Director would begin administration of the library.

PORTAGE DISTRICT LIBRARY

Monitoring Report

for

Executive Limitation Policy: Treatment of Consumers

February 22, 2021

With respect to interactions with consumers or those applying to be consumers, the Library Director shall not cause or allow conditions, procedures, or decisions, which are unsafe, undignified, which invade privacy, or are unnecessarily intrusive, and shall not:

POLICY ITEM #1: Use application forms that elicit information for which there is no clear necessity.

Director's Response to Item #1: The application form used by the Portage District Library contains standardized language that is appropriate for a non-profit, tax-supported institution, and that has been examined by legal counsel for compliance with federal and state laws. In addition, there are no questions on the form that attempt to elicit information for which there is no clear necessity. The library has been using this application form since 1998 when it became a district library, and there have been no challenges by applicants or others to its content. In 2019, the Library Director and Business Manager made the decision to remove the requirement to provide a social security number on the application.

To further ensure that all library forms and activities are in compliance with this Executive Limitation Policy, the Library Employee Handbook reinforces these requirements as follows: *"Portage District Library will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, and to refrain from any illegal, dishonest, or unethical conduct."*

POLICY ITEM #2: Use methods of collecting, reviewing, transmitting, or storing client information that fails to protect against improper access to the material elicited.

Director's Response to Item #2: Currently, the library has the following procedures in place to protect the privacy of patron information.

PROTECTION of PRIVACY:

- Symphony (library automation system) updates with password protections.
- Measures have been taken to ensure the security of online e-mailing of overdue and reserve notices to patrons.
- Procedures are in place at all desks to guard against revealing private information.
- Patron data base is reviewed on a schedule to update old information.
- There is a regular schedule in place (quarterly) for deletion of unused patron accounts going forward. The purging process assures that we do not keep any unnecessary personal information in our patron database.
- Self-serve computer print stations with vending capability are available to patrons to print and retrieve their own personal print jobs without the assistance of library staff for more convenience and to ensure their privacy.
- Fax service (outgoing only) is also available to patrons to enable unassisted personal fax transmissions.

Monitoring Report for Executive Limitation Policy: Treatment of Consumers

- The Library Privacy and Search Warrant Policy was last reviewed by the Library Board and Administration and approved at the January 27, 2020 board meeting. All employees are informed about the policy and trained to follow the specific process for safe-guarding patron privacy.
- The library reapproved the FOIA Policy on December 14, 2020 as required on the Library Board's Annual Calendar.

POLICY ITEM #3: Fail to provide appropriate accessibility and privacy in facilities.**Director's Response to Item #3**

- The Portage District Library is ADA compliant with a wheelchair accessible entrance, elevators, computer stations and restroom facilities. There is also a wheelchair available for use upon request on the premises, and an entrance ramp and elevators that provide barrier-free entrance & transport.
- Privacy is also ensured for our patrons' information by having an employee code of conduct at the library that requires staff to maintain confidentiality of all patron information.
- More seating has been provided in areas near the entrance to afford those with special needs a place to sit upon arrival, in preparation for leaving, or while waiting for assistance.
- The upper level Atrium and Adult Services areas have improved accessibility and privacy with advantageous placement of furnishings, wider aisles and pathways, lower, easier-to-reach shelving with wide open sight lines and unobstructed seating space.
- Youth Room is arranged to make children's browsing areas more accessible and to create less obstructed sight lines for staff to monitor activities in that area.
- There is a Staff Lounge on the first floor, away from the public area, for employees to take break periods so as not to interfere with patron activities and to provide privacy for staff.

During non-pandemic service offerings:

- The library offers circulating laptops with wireless access so that patrons can use them anywhere in the library and connect to the Internet - which provides a higher degree of privacy than the stationary computers in the Adult Reference Room.
- In the physical realm, privacy is offered to patrons by offering a Quiet Room, and by providing patrons access to an Adult Study Room, a Youth Study Room, a Youth Group Study Room and (5) other meeting rooms that are available for public use for a rental fee. There are numerous, individual study table & chair groupings throughout the library that provide places for people to read, study and work in an uninterrupted manner.
- Meeting room rentals are handled confidentially and are listed on the calendar only according to information that the renter provides to the library.
- More casual seating has been provided throughout the Atrium to present a friendlier more comfortable atmosphere for all visitors.
- The Teen Room has been furnished in an appealing way to make it more accessible and comfortable to that age group.
- The Preschool Room has age appropriate learning toys and the floor plan is safe for small children and enables parents and caregivers to easily observe them.

Monitoring Report for Executive Limitation Policy: Treatment of Consumers

POLICY ITEM #4: Fail to establish with consumers a clear understanding of what may be expected and what may not be expected from the service offered.

Director's Response to Item #4: The library continues to handle its communications with library patrons in an excellent manner, using clear cut and easy-to-understand signage, flyers, posters, brochures, e-newsletters, and website information. All promotional materials are carefully developed to convey important messages to library users that will specifically describe new services (i.e., Hoopla, Lynda.com, new databases etc.) or changes in services (i.e., Changes in Non-Resident Fee; Library Closings, Friends' Book Sale dates, etc.) Any enhancements to library services are conveyed to library users via the library's monthly e-newsletter, inserts in The Portager, large posters placed throughout the library and with banner advertisements on the library's website. The library also uses digital signage to advertise upcoming programs to patrons.

The library's e-newsletter transmits useful library related information to patrons. In addition, other methods are used to communicate, such as:

- The library's website content was updated recently so that content in several areas of the site is current and dynamic and visually pleasing when viewed on a mobile device.
- The library has a Social Media Committee that is focused on developing meaningful, engaging, and newsworthy content for the library's Facebook account.
- Newsletters are sent via e-mail and are used to highlight library resources, programs, and services.
- Special phone and e-mail communications are directed to homebound patrons to make sure they are up-to-date on library events, resources and services.
- Recorded message on the library's phone system are used to direct callers to the appropriate service points in the library and advertises any new services.
- Special promotional campaigns are conducted to "get the word out" about any new services available at the library.
- Any time that library resources and services are changed in any way, there is a publicity initiative undertaken to get the message out, through news releases, newspaper articles, and website alerts.
- Public surveys (both online and paper) are conducted regularly to gather information and feedback from patrons and then responses are used to assess library operations and services and to make any necessary changes.

POLICY ITEM #5: Fail to inform consumers of this policy, or to provide a way for persons to be heard who believe they have not been accorded a reasonable interpretation of their protections under this policy.

Director's Response to Item #5: Currently, the library has the following procedures in place to ensure that patrons are heard:

- All public service staff is trained to ask library patrons, during interactions with them, if they found what they were looking for at the library.

Monitoring Report for Executive Limitation Policy: Treatment of Consumers

- Electronic comment cards are available on the Library's website for users to submit online comments and paper comment cards are available at service desks.
- Evaluation forms are regularly handed out to patrons after library programs to get input on current and future program offerings.
- Patron surveys are conducted at regular intervals, both paper & electronic.
- All Library Board meeting notices are posted in high traffic locations and on the library's website and Library Board meetings are held onsite and open to the public at any time.
- Comments from library patrons are prompted by postings on the library's Facebook page.

POLICY ITEM #6: Fail to provide a written monitoring report to the Library Board once a year.

Director's Response to Item #6: The Library Board's annual calendar is developed and ready at the beginning of each new fiscal year, with a list of all the required activities for that year, including due dates for written monitoring reports from the Library Director. The Monitoring Report for the Executive Limitation on Treatment of Consumers appears on the board's annual calendar in the month of February.

In compliance with that requirement, this report has been written and included in the board agenda packet for the board meeting of February 22, 2021.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 10, 2021
Subject: Library Moving Company

BACKGROUND:

The Portage District Library is finalizing its plan to move into a temporary location during the library's expansion and renovation starting in the Spring of 2021. We will need to hire a professional moving company to move the library's collections, equipment, and furniture to a temporary location and then back to the completed library. Moving a library is a complex process. We need moving professionals who are experienced in orchestrating library moves and understand the orderly fashion of packing and unpacking library collections and careful handling and assembly of library shelving and other assets.

Mulder's Moving and Storage in Kalamazoo specializes in moving libraries. They are known in our industry for their quality services and excellent customer service. Mulder's Moving has recently done work for Bridgman Public Library, Kalamazoo Public Library, Portage Public Schools, Quincy Library, and Waldo Library at Western Michigan University. We also have experience working with Mulder's Moving during a carpet replacement project in 2005. We found their work to be organized and efficient.

Our purchasing policy requires us to go through a sealed bid process for purchases above \$20,000 unless otherwise approved by the Library Board. We would ask the library board to designate Mulder's Moving and Storage as a "preferred vendor" because of their expertise and specialty in library service.

RECOMMENDATION:

I recommend that in lieu of the competitive sealed bidding process, the library board authorizes the Portage District Library to hire Mulder's Moving and Storage as a "preferred vendor" to assist the library during the moving process.

February 4, 2021

Ms. Christy Klien
Library Director
Portage District Library
300 Library Lane
Portage, MI 49002

Re: Proposal for Additional Services: Temporary Lease Space A/E Design Services (State Farm building)

Dear Ms. Klien,

It has certainly been an interesting journey to find Portage District Library (PDL) a temporary home during construction. But it appears that we have found one and are now one step closer to starting construction this spring! We are pleased to assist you with architectural and engineering services to design and develop improvements to the now empty State Farm Insurance building (owned by Gentilozzi Real Estate) as the temporary home for the PDL during construction.

PROJECT UNDERSTANDING

The PDL has determined that it will be beneficial to vacate the existing facility during construction and relocate to temporary lease space. This will significantly reduce the construction schedule and make it easier for the contractors to do their work and therefore save money for PDL. PDL is negotiating to lease the now empty State Farm Insurance building located at 5528 Portage Road Portage, MI 49002. The building is a 2-story office building and will require some modifications for use as a temporary library. These will include remodeling at the front entry to make it more visually open for staff to monitor patrons arriving and departing, installing a book drop, removal and/or relocation of demountable office partitions, and possible adjustment of heating/cooling diffusers or light fixtures.

C2AE will design the needed modifications and develop construction documents for the remodeling. Gentilozzi Real Estate has included in the lease terms the services of its work crews to remove approximately half of the demountable wall partitions. It may be possible to negotiate with Gentilozzi Real Estate to have their crews make PDL's modifications as well, rather than bidding out the work.

SCOPE

We have developed a 2-phase approach for our services.

Phase 1 – Conceptual Layout Plan and Field Investigation

- Develop a Conceptual Layout Plan for the layout of PDL in the State Farm building; working to minimize the needed modifications to the space; review with PDL.
- Meet with PDL representatives to review potential changes to the Conceptual Layout Plan and create a Final Layout Plan approved by PDL.
- Utilizing the original construction drawings and conducting a field review of the existing conditions we will develop a base Revit Model for use in the remodeling Construction Documents.

Phase 2 – Construction Documents & Construction

- Develop documents for Negotiation and/or Bidding, Agency Review and Construction; specifications will be included directly on the drawings

- Review the Construction drawings with PDL at approximately 80% complete and make any needed adjustments.
- Assist Walbridge and PDL with negotiating a contract with State Farm construction crews and/or Bidding and evaluation of the bidders.
- Submit the Drawings for Agency Review, make any needed adjustments to respond to review comments to obtain Approval (Agency Review Fees are the responsibility of PDL).
- Respond to RFI's and review any needed submittals during construction.
- Visit the project once (1) at the end of construction to review conformance to the construction contract near substantial completion.

ASSUMPTIONS

1. C2AE services are for the State Farm property only; design of modifications to other properties are not included but can be provided as an additional service.
2. Printing of Construction Documents for Agency Review, Negotiation or Bidding aren't included; if C2AE is requested to provide this service it will be a Reimbursable Expense at cost plus 10%.
3. Agency Review Fees are the responsibility of PDL and are not included in our fees.
4. C2AE assumes that Doran Lefaive will oversee the construction activities (similar to what we expected for the Stein Mart buildout).

DELIVERABLES

C2AE will provide:

- Conceptual Layout Plan and Final Layout Plan
- Drawings for Negotiation and/or Bidding, Agency Review, and Construction

SCHEDULE

C2AE understands PDL desires to relocate to the lease space in April 2021. C2AE has developed the following preliminary schedule to achieve this goal. The schedule may need to be adjusted based on requirements from PDL, Walbridge, and City of Portage.

Phase 1

Conceptual/Final Layout & Field Investigation Jan 27 – Feb 12, 2021

Phase 2

Construction Documents	Feb 15 – Feb 26, 2021
Negotiation/Bidding & Award	Mar 1 – Mar 10, 2021
Agency Review	Mar 1 – Mar 10, 2021
Construction	Mar 15– Apr 2, 2021

FEE

C2AE's fees for the lease space architectural and engineering services will be a lump sum as follows:

Phase 1 – Conceptual Layout and Field Investigation	\$6,500
Phase 2 – Construction Documents, Negotiation/Bidding and Construction	\$18,500
Total Lump Sum Fee	\$25,000

Reimbursable expenses for travel costs will be invoiced at direct cost.

CONTRACT PROVISIONS

These additional services are subject to the terms of the original Owner – Architect Agreement, dated October 6, 2017.

Sincerely,
C2AE



Dennis B. Jensen, AIA, ALA, MLA
Architect



Kaveh Ipakchian, PE
Project Manager

Accepted by:

Portage District Library

Date