

## **NOTICE OF ELECTRONIC REGULAR MEETING**

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

The Library Board of the Portage District Library will hold a regular meeting on Monday, March 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 business. 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: Mar 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/82447755693>

Or iPhone one-tap :

US: +13017158592,,82447755693# or +13126266799,,82447755693#

Or Telephone:

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

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

Webinar ID: 824 4775 5693

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

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

4. **Persons with Disabilities.** Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services

in order to attend electronically should notify Quyen Edwards at [qedwards@portagelibrary.info](mailto:qedwards@portagelibrary.info) within a reasonable time in advance of the meeting.

Dated: March 18, 2021

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

# PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

March 22, 2021

To be held virtually via Zoom at 6:00 PM

## AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)
- IV. Adoption of the Agenda for the Regular Meeting of March 22, 2021 (1 minute) (Vote)
- V. Consent Agenda (10 minutes) (Vote)
  - A. Minutes of the regular meeting held on February 22, 2021. (Info) Pg. 4-10
  - B. Narrative Report for February 2021. (Info) Pg. 11-18
  - C. Report on Financial Condition for February 2021. (Info) Pg. 19-21
  - D. Marketing Update for February 2021. (Info) Pg. 22-24
  - E. Statistical Report for February 2021. (Info) Pg. 25-26
  - F. Legislative Update for February 2021. (Info) Pg. 27-29
  - G. Library Board Linkage. (Info) Pg. 30
- VI. 2021 Marketing Presentation (30 minutes total)
  - A. Presentation of the 2021 Marketing Plan by Marketing Manager Colin Whitehurst (Info) Pg. 31
- VII. Monitoring to Assure Compliance with Executive Limitations (15 minutes)
  - A. Monitoring Report on Executive Limitation: Asset Protection. (Info) Pg. 32-35
  - B. Monitoring Report on Executive Limitation: Financial Planning & Budgeting. (Info) Pg. 36-37
  - C. Monitoring Report on Executive Limitation: Financial Condition & Activities. (Info) Pg. 38-40
- VIII. Library Director's Reports (15 minutes total)
  - A. Building Update (Info) Pg. 41-42
  - B. Final remarks by Library Director for the March 22, 2021 Library Board Meeting.
- IX. Process Evaluation (5 minutes total)
  - A. Suggestions for Agenda Items to be included on the April 26, 2021 Board Meeting
    1. Minutes of the Regular Meeting held on March 22, 2021.
    2. Review of Art Exhibit Gift Policy.
    3. Review of Programming Policy.
    4. Report from Board Liaison to the Friends of the Library.
    5. Scheduling of mid-year meeting with the Library Director.
    6. First Quarter Strategic Plan Statistics
    7. 1<sup>st</sup> Quarter Financial Report for FY 2021.
    8. Monitoring Report on Executive Limitation: Fundraising Activities.
  - B. Assessment of this meeting
  - C. Miscellaneous Items
- X. Adjournment

## PORTAGE DISTRICT LIBRARY BOARD

### Regular Board Meeting to be held on

February 22, 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:*

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.

Ken Baker and I am participating virtually from my home in Portage, MI. (6:15 PM)

*Library Staff Present:* Library Director Christy Klien, Jill Austin, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Doran Lefaive, Abby Pylar, Rachel Stickney, Pam Triplett, and Laura Wright

*Guests Present:* Anne Seurynk

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

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

A. Comment from Trustee Bale –Trustee Bale said that she wanted to share that she was able to participate in two different Adult Services Programs. The first was “Blind Date with a Book”. She stopped at the Adult Information Desk, shared the genre she was interested in reading, and was given a pre-wrapped book. She was also able to attend the program “Brown Girl Dreaming” via Zoom. She said she found the information educational and she definitely learned something new.

DISPOSITION: The Library Board acknowledged the comments made by Trustee Bale.

IV. Adoption of the Agenda for the Regular Meeting of February 22, 2021

Board Chair Behr asked if there were any changes needed to the agenda for the February 22, 2021 board meeting before its adoption. There were no changes requested by trustees. Klien said that she had an updated memo to replace the one in the packet on page 53 and that she would review it at the appropriate time. Behr asked for a motion to adopt the amended agenda.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Bale that the Library Board adopt the agenda for the regular meeting of February 22, 2021. Roll Call Vote: Bale – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 6-Yes, 0-No, 1-Absent (Baker). Motion carried.

V. Guest Anne Seurynk, Attorney at Foster Swift, Collins, and Smith

A. Presentation by Anne Seurynk

Seurynk thanked the Board for inviting her this evening. She said she often gives presentations to Library Boards, but this is her first presentation since the changes in the Library Privacy Laws. The following presentation is the Top 6 Things Library Board Members Should Know.

### Issue 1 – Role of Library Board Members

- Library Board Members have a fiduciary obligation to the Library.
- Library Board Members have policy making responsibilities. The Board delegates responsibilities to the Director, but is not involved in the day-to-day operations of the library.
- Library Board Members have “appellate” responsibilities. The Board acts on appeals regarding policy violations, FOIA requests, and material/program challenges.

### Issue 2 – Friends of the Library

- The Friends of the Library are a separate and distinct organization from the Library.
- The Friends of the Library should not be given distinct space within the Library without some type of agreement. Friends should not have access to the patron database and should not be given an exemption to the meeting room policy. Seurynk said, “There’s never a problem until there’s a problem.” She recommended that the Library and the Friends have a contract in writing.

### Issue 3 – Know the Open Meetings Act

- The Library Board is a “public body” and as such is subject to the rules of the Open Meetings act. Some of the committees may be subject as well. Make sure the notices are done correctly. Pay attention to the most recent requirements for electronic meetings. The Board can limit the amount of time each person has to speak during the public comment section, but not the total amount of time dedicated to public comment as everyone who wants to must be given a chance to speak. The Board cannot prevent someone from taping or recording a meeting.
- Don’t reply all in response to an email to “deliberate” a topic. Don’t discuss board issues with a quorum of the group (4 members of our 7 person board) outside of board meetings. Know how to move into a closed session. Don’t discuss business that is not permitted in closed sessions. Do not reveal the contents of a closed session.

### Issue 4 – Freedom of Information Act (FOIA)

- “Live as if everything you do will eventually be known.” –Hugh Prather
- Consider having a separate PDL board email to keep public and private correspondence apart. Be aware that emails are subject to FIOA requests as well.

### Issue 5 – Understanding the Role of Policy Maker

- Library Boards make policy; Library Director and staff implement the policy. The “right of access” to a public library is constitutionally protected, so policies must be in writing, must be clear regarding conduct prohibited, and must provide an opportunity to appeal.
- Library Boards should not get into the day to day activities of the library, as this erodes the role of the “administrator”.

### Issue 6 –Understanding Library Privacy Laws

- Library Board Members may not reveal library records or the content of library records to any person outside the library unless in compliance with the Library Privacy Act. Additionally, Library Board Members should know that the Library or an “employee or agent” may not release records in violation of the LPA.
- “Library record” 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. Library record does not include either of the following: Non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.
- (Recent change to the Library Privacy Act) 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 a library.
- The LPA 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.

Seurynk concluded her presentation and asked if Trustees had any questions and there were none. Board Chair Behr thanked Seurynk for her informative presentation. Library Director Klien said she would be in touch with Seurynk in the future following her advice regarding written contracts between the Library and the Friends of the Library organization.

## VI. Consent Agenda

Board Chair Behr asked if there were any changes needed to the agenda for the February 22, 2021 board meeting before its adoption. There were no changes requested by trustees. Behr asked for a motion to adopt the amended agenda.

- A. Minutes of the regular meeting held on January 25, 2021.
- B. Narrative Report for January 2021.
- C. Report on Financial Condition for January 2021.
- D. Marketing Update for January 2021.
- E. Statistical Report for January 2021.
- F. Legislative Update for January 2021.
- G. Library Board Linkage for March 2021.
- H. Updated Library Board Roster for 2021.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Bale that the Library Board adopt the consent agenda for the regular meeting of February 22, 2021 as presented. 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.

## VII. Governance

### A. Review and Approval of Library Board Bylaws.

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

MOTION: It was moved by Trustee Vance and supported by Trustee Vander Vries to approve the Library Board Bylaws. 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. Library Privacy & Search Warrant Policy

Board Chair Behr said after our timely presentation, we are discussing changes to the Library Privacy and Search Warrant Policy. Per the memo provided in the Board packet, 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 which includes updates according to the changes in the law. Library Board Chair Behr asked if there were any questions or comments from trustees and there were none.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Bale to approve the Confidentiality Policy as presented. 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. Report from Staff Liaison to the Friends of the Library.

Circulation Supervisor and Staff Liaison to the Friends of the Portage District Library Jill Austin began the report on the virtual Friends meeting held on February 8. At that meeting, no grants for library programming were proposed as staff are still considering Summer Reading 2021 Program options. The Friends Treasurer reported that their account was around \$32,000. There was further discussion regarding the library's move offsite and what that means for the Friends and how they can be incorporated in the temporary location.

The Friends are always researching options to sell materials outside of a traditional book sale. A service via Amazon is being considered, though there are monthly costs involved that could make it not as profitable as hoped. The Friends welcomed Trustees Whitlock and Baker as the new liaisons from the library board.

Board Chair Behr said that after reflecting on Seurynk's presentation, she asked about the process for receiving money from the Friends. The Friends receive grant requests and wishlist items from the staff for items not covered by the budget. The Library also requests funding from the Friends for the Summer Reading Program because the library cannot use public funds to purchase prizes.

The Friends are currently selling some items on carts and the display case near the checkout desk of the library. Their sales have been impacted by whether or not the building is open to the public.

DISPOSITION: The Library Board received the report regarding the Friends of the Library.

VIII. Ends Development

A. Donations Report for Funds Received in 2020.

Library Director Klien said that this report is in regards to donations received in 2020, which have been brought forward to approve for use in 2021. This is a full accounting of those donations, though we have already requested budget amendments to use some funds immediately. Klien reminded trustees that there have been no fundraising campaigns this year, but we did still receive donations from some of our regular donors as well as grant money. Klien requested a vote to approve designated funds. Klien said staff would be meeting to discuss how to use the undesignated funds and that she would make a budget amendment for those funds at a future date.

Board Chair Behr asked about the Hot Spots. Klien said they were purchased using library funds and that line is now being reimbursed via a CARES Act Grant. The library also received a grant from the state for \$500 to purchase personal protective equipment.

DISPOSITION: The Library Board received the Donations Report for 2020.

B. Approval of Allocation of 2020 Gifts & Donations for Expenditure in 2021.

MOTION: It was moved by Trustee Vance and supported by Trustee Whitlock that the Library Board approve the allocation of 2020 Gifts and donations for expenditure in 2021 as requested. 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.

IX. Monitoring to Assure Compliance with Executive Limitations

A. Monitoring Report: Emergency Library Director Succession.

Library Director Klien explained that according to the Library Board Annual Calendar, February is the month when the Emergency Library Director Succession is reviewed. She said that when she is out for an extended period of time, both Head of Adult Services Lawrence Kapture and Head of Youth Services Laura Wright are in charge of the building and share responsibility.

DISPOSITION: The Library Board received the Monitoring Report on Emergency Library Director Succession.

B. Library Director Succession/Replacement Plan.

Klien informed trustees that this policy has been in place for some time and is also reviewed yearly. This is more of a reminder for trustees that there is a procedural plan in place if the Library Director position is vacant for any reason. Board Chair Behr asked if there were any questions regarding this document and there were none. Behr said she remembers hiring Klien as the new director in 2013.

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

C. Monitoring Report: Treatment of Consumers.

Library Director Klien said that the Library was in full compliance with the provisions of the Executive Limitation and that all federal, state, and district laws were being followed, as well as Library Board policies. She said there were a few small modifications to the document this year as there are some services the library usually provides such as access to meeting rooms, but can't due to COVID-19 protocols. She asked if there were any questions or comments from the Board on this topic and there were none.

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

X. Library Director's Reports

A. Memo: Library Moving Company

Library Director Klien asked the moderator to project replacement memo for the Board to review. Klien said the modifications to this document change the preferred library moving vendors from one to three. The reason for this, she said, is that our timeframe to get into our offsite location is a moving target, so trying to work through availability of vendors is tricky to coordinate and that it would be helpful to have options. She said that all of the listed vendors have experience moving libraries, have good references, and competitive pricing. Mulders Moving is probably the best known library moving company in our area. They have been hired by PDL for projects in the past and have worked with Western Michigan University and Kalamazoo Public Library as well. Library Design Associates will be installing custom shelving and furniture for us and we have recently become aware that they also provide moving services. They will be in the library building tomorrow to do an inventory of our current shelving. The final option is Two Men and a Truck. They are currently sending us reference to vet.

Klien said that she is requesting to move forward with preferred vendors versus a sealed bidding process to allow us to proceed with the project more quickly. Klien asked if there were questions or concerns. Trustee Bale asked where Library Design and Associates was based and Klien responded that they are located in Michigan. Klien said we have used their services to purchase shelving in the past. Bale asked that in addition to library experience, all of the vendors have the manpower and equipment to complete the moving process? Klien said yes, but to keep in mind that the moving process for the library is quite extensive and will take 4-6 weeks. Collections need to be boxed, shelves need to be dismantled and then reassembled at the offsite location, collections need to be reshelved, and then staff will take time to shelf read to make sure items are in the correct location. Trustee Baker asked if pricing for the three vendors would be comparable? Klien said she is still collecting that information, but would take pricing into consideration when making the final decision. Klien said that if all the references check out, the library's priority will be availability to fit our timeline.

MOTION: It was moved by Trustee Vance and supported by Trustee Bale to designate Mulders Moving, Library Design Associates, and Two Men and a Truck as preferred vendors for the library's upcoming offsite move. 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. Building Update Including Fee Amendment from C2AE

Library Director Klien said we are working on a lease for the former State Farm building on Portage Road and asked Business Manager Foti to provide an update. Foti said that the Library has received a lease from



Gentilozzi (owners of the building). The Library's lawyer and insurance agent have reviewed it and made some changes to reflect what we have discussed with our real estate agent. It was sent back to the building owners who have agreed with the changes. We are expecting to sign a clean copy of a lease pending specific dates. In the lease, we have a one month "fit-up period" to make improvements and move furniture and materials before the lease commences. We are also waiting on construction documents from the architects for price of building changes and speaking to some small general contractors to get the work done.

The agreed on price is \$5 per sq. foot and the space is approximately 4,500 sq. feet or \$19,000/month rent. The total for a year's rent would be approximately \$229,000. Also built into the lease is a 45 day notice at the end of the term to extend for 1-3 months in the event that the construction timeline runs over. The owners of the building will be paying real estate taxes, mechanical/HVAC upkeep and repairs, roof, and the elevator contract. Library paying building insurance, landscaping and outdoor maintenance (snow plowing etc.) Any technology upgrades will be made at cost to the library. We are looking at fiber upgrades as well as switching our phone service to that location. Those expenses have already been budgeted within the project.

Library Director Klien said that we are hoping to make a public announcement next week regarding the library's plans. Currently we are looking at closing the building to start the moving process on April 1 and reopening mid-May.

Trustee VanderVries asked if the new location is close to public transportation. Klien said that the closest route to the building (which stops on Winters Drive) is currently closed by Metro Connect due to COVID, but that there is access via a route that stops on Portage Rd and Milham. It is walkable, but not ideal. Klien said that she would be in touch with Metro Connect for more information.

MOTION: It was moved by Trustee Baker and supported by Trustee Bale that the Library Board authorize the Library Director to proceed with entering a contract for the library's temporary location. 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.

Library Director Klien said that the time frame for construction is as follows. We are looking to release the bidding process on March 1. There will be a public notice in the Kalamazoo Gazette on Sunday, February 28, 2021. There will be a walk through for interested parties on March 4 prior to the library opening following COVID safety protocols. We will be offering more than one date if requested. Groups have until March 16 to ask questions in writing. Our construction management firm, Walbridge, is hoping to provide a recommendation to the Library Board at the end of March. Klien tentatively requested a Special Meeting on Wednesday, March 31 at 6:00 PM so that we can still meet virtually, but will give them enough time to review bids.

Klien asked for a vote to approve the provided Fee Amendment to pay C2AE for their services on State Farm building in the amount of \$25,000. This is for layout of the building with our furniture and collections, engineering and construction plans and submitting them to the city.

Trustee Baker asked what budget line these funds were coming from and Klien responded that the funds will come from the Capital Maintenance Line. Board Chair Behr asked if there were any other questions and there were none.

MOTION: It was moved by Trustee Vance and supported by Trustee VanderVries that the Library Board approve the Fee Amendment to C2AE. 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. Final remarks by Library Director for the February 22, 2021 Library Board Meeting.

Library Director Klien asked if there were any other questions for the evening. Board Chair Behr asked if Klien had any comments about the building reopening. Klien said that staff have observed fewer people

visiting the library compared to our previous closure. In general, the afternoons are busier people and we have adjusted staffing to accommodate that. Patrons have been happy that we have reopened, and have thanked staff. We have had a few patrons wearing masks inappropriately, and need reminders to keep their mask on over their nose. As you are aware, we have staff who do still have health concerns. Klien acknowledged that there is a lot of burnout and stress during this time and how long the pandemic has been going on.

The library has purchased KN95 and we do have many staff wearing double masks when working with the public.

We received some comments about our limited curbside hours, however when requested staff have been asked to accommodate those patrons. It is only a small number of people requesting this, so we have determined that flexible staffing is better than scheduling a dedicated staff member at curbside when it is slow.

Trustee Vance has found curbside to run very smoothly and be extremely convenient, and he hopes it continues in the future. Klien said we plan to continue with curbside and are working through how it looks for the temporary location. Due to the lack of sightlines, we may go out the front door

XI. Process Evaluation

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 - There was agreement among trustees that it was a good meeting.

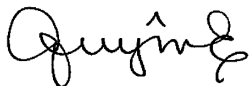
C. Miscellaneous Items – None.

XII. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of February 22, 2021.

DISPOSITION: The regular board meeting of February 22, 2021 was adjourned at 7:56 PM.

Recorded and Transcribed by,



Quyen Edwards, Library Board Secretary

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

**Administrative Activities:**

During the months of February and March 2021, Library Director Christy Klien engaged in the following activities:

- Participated in weekly Administrative Team meetings.
- Participated in weekly staff meetings.
- Participated in Rotary Club of Portage's weekly meetings when possible.
- Covered Greeter Station shifts as needed.
- Participated in PDL Virtual Public Board Meeting on Feb. 22
- Met with a City of Portage representative to discuss site plan on Feb. 15
- Met with another library director to provide information on PDL's budgeting process on Feb. 16.
- Participated in Library of Michigan's Library Directors Virtual Bi-Weekly Meetings on Feb. 26 and Mar. 12.
- Met with owners of the temporary location on Feb. 23 and Mar. 4.
- Met with moving companies to discuss our project on Feb. 18, Mar. 2, and Mar. 3.
- Participated in PDL, C2AE, and Walbridge weekly building project meetings on Feb. 15, Feb. 22, Mar. 1, Mar. 8, and Mar. 15.
- Met with Matt DeBear with LDA to review library's shelving needs in the temporary location on Feb. 23.
- Met with HR consultant Kevin Brozovich to discuss an upcoming HR project on Feb 24.
- Participated in PDL walk through with interested bidders on Mar. 4.
- Conducted reference checks on moving companies on Feb 19 and Mar. 8.
- Met with PFM representative to discuss bond process on Mar. 10.
- Met with Walbridge team to review General Contractor bids for temporary space on Mar. 12.
- Met with library's attorney to review bond process on Mar. 15.

**Maintenance and Building Services**

- Participated in Owner/Architect/Contractor (OAC) meetings Feb. 1, 18, 22, Mar. 1, 8 & 15 to discuss any project concerns, scheduling for both the existing library and temporary location and the progress on action items.
- Paid City of Portage fees for Consumers Energy to proceed with their service order on Feb. 17.
- Ordered a variety of KN95 masks for staff on Feb. 17.
- Discussed with City the reduction of storm water retention volumes with site plan's bioswale design on Feb. 18.
- Met with Mulder's moving to discuss details of the proposed move with alternate approach using additional shelving being assembled prior to April move date on Feb. 18.
- Discussed soil conservation approach to prevent soil erosion on the west side of library by removing 2" of existing soil, amending with a compost garden blend of soil, seed with red crimson clover to grow during the construction year on Feb. 19.
- Ongoing purchase of packaging supplies for staff's offices and storage areas in preparation of moving.
- Participated with Walbridge developing the improvements scope of work for the State Farm bldg. and the selection of general contractor's availability and willingness to quote Feb. 24.
- Received C2AE bid documents for review on Feb. 25 and continue to read the drawings and project manual.

- Continued removing materials from the air handling and boiler rooms in preparation of the Mar. 4 contractor walk-through.
- Received C2AE architectural drawings with the library layout of the State Farm building for review on Feb. 26.
- Received the keys to the State Farm bldg. on Mar. 1.
- Division 7 replaced the side flashing on the atrium barrel roofs from Mar. 2 to 9.
- Library Design Associates brought their moving personnel to provide an estimate on Mar. 2.
- Completed a contractor walk-through with Walbridge of the State Farm bldg. to get estimates on Mar. 2.
- Pleune completed the HVAC service of the existing library on Mar. 3.
- Two Men and a Truck moving confirmed their estimate and discussed moving specifics Mar. 3.
- Electrical scope of work and contractor walk-through of State Farm for bldg. improvements on Mar. 3.
- Library project contractor walk-through with C2AE and Walbridge on Mar. 4.
- Participated in bldg. improvement discussion with owners of State Farm bldg. to understand their positions on work and receive confirmation to proceed on Mar. 4.
- Electrical scope of work and second contractor walk-through of State Farm for bldg. improvements on Mar. 5.
- Continue seeking State Farm maintenance contacts for HVAC, Fire & Security, landscaping, etc.
- Conducted a second contractor walk-through for the existing library project on Mar. 10.
- Sought reference check for Two Men and a Truck.
- Continued seeking native planting input for future library outdoor landscaping design.
- Participated in the library seed program's goals, format and schedule on Mar. 9.
- Mite-E Exterminating conducted the pest control applications on Mar. 11.
- Reviewed State Farm bldg. improvements with Walbridge the estimates received from GC's on Mar. 12.

**Personnel Information:**

The library undertook the following Human Resource activities since the February 22, 2021 Board meeting:

- Management of the Curbside Pickup service by Kathy Morris.
- Kathy Morris provides assistance to Circulation Services with department management as needed.
- Met with Walbridge, and C2AE at the potential temporary Library locations to discuss renovations. Conducted Zoom meetings with Gentilozzi Real Estate, Inc. to review proposed changes to the Portage Road facility and discuss timeline of improvements.
- Worked with Gentilozzi Real Estate to obtain a signed lease agreement. The Library will have access to the facility for improvements beginning March 22, 2021.
- Working on preparing documents in relation to the Fiscal year 2020 financial audit, conducted by Rehmann. Fieldwork is to take place beginning March 15, remotely.

## **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

- Cookbook Club – Magnolia Table Challenge – 12 new members, 6 entries/participants in our monthly cooking challenge. Patrons were challenged to make a recipe from Joanna Gaines Magnolia Table titles and put their own spin on the recipe. Patrons enjoy sharing recipes tips, tricks, and ingredient swaps! 172 total members. Getting close to 200 members!

- Take-Home Craft for Adults: Wooden Hearts Decorative Wall Hanging—February 5th—50 people attended. Patrons could pick up all the supplies for a decorative wall hanging at the Adult Information Desk or Curbside Pick-Up in February. An informational handout with directions showed patrons how to bring a little hygge to their home with a decoration they made themselves. This take-home craft was very popular and all 50 kits were quickly reserved with a full wait-list.

- Blind Date With a Book – Feb 14<sup>th</sup> to 28<sup>th</sup> - 16 participants – 11 date cards returned. A mystery title was sent home with patrons, along with a cozy cup of hot chocolate or tea. Each book came with a “rate your date” card which patrons could complete and return to enter to win a prize. The date cards revealed positive reviews. Comments from patrons: “Enjoyed the cozy drinks and cozy read!” “This is a great idea – please repeat next year! Keep up the good work.”

- Brief History of Black Superheroes - February 9<sup>th</sup> - 13 people attended. Attendees were presented with the history of black superheroes in comics starting in 1931’s “Tin Tin in the Congo” to present day’s Black Panther. Fellow librarian, Nicolas Gunning from the David A. Howe Public Library in Wellsville, NY joined us and shared some of his personal experience of interviewing comic creators/artists such as Doselle Young and Daniel Acuña for his podcast, “From the Stacks”. We had a great discussion.

- International Mystery Book Discussion of "A Rising Man"—February 11th—8 people attended.

International Mystery Book Discussion is a lively book discussion of readers sleuthing their way around the world! February’s discussion focused on A Rising Man by Abir Mukherjee. Copies of the book were available for patrons to pick up at the Adult Information Desk, via Curbside Pick-Up, and eBooks were available to check out on the library’s Hoopla account. The group enjoyed discussing the politics of India just after World War I from the perspective of an Indian-Scottish author.

- Brown Girl Dreaming: A Life Worth Living - February 18th at 7:00 PM - 17 people attended.

WMU professor, Elizabeth Cowan connected the Civil Rights Movement with Jazz music. Attendees were introduced to Storyville, New Orleans, the birth of Blues, Bessie Smith, and The Great Migration. Prof. Cowan played “Strange Fruit” sung by Billie Holiday and a powerful song by Nina Simone, “Mississippi Goddam.” Jacqueline Woodson’s personal experience and love of jazz came through in an interview played, and we finished the night with Denzel Washington reading “I, Too, Am an American.” Many attendees were so moved by the entire evening, we spent a minute with tears in our eyes before questions were asked of Prof. Cowan. This program will be available on PDL’s YouTube channel.

- Red at the Bone Book Discussion - February 23rd at 7:00 PM - 6 people attended.

Librarian, Ruth Cowles, started the discussion by playing an interview of Jacqueline Woodson by Trevor Noah on The Daily Show. In it, she discusses why she wrote “Red at the Bone” and what she hopes readers take away. This was a great icebreaker to get people to talk about the book. Some attendees did not enjoy the writing style of Woodson as she jumps back and forth through time, but all agreed the characters were strong and relatable. The concept of the book providing windows and mirrors was discussed. Some characters were mirrors, reflections of ourselves, people we could relate to. Others were

windows giving us a peek into lives and events we were not previously aware. One event heavily discussed was the 1921 Tulsa Race Massacre. This year's Reading Together choice has given our community a chance to dive into America's racist past and emerge with a greater understanding of where we, as a country, need to head.

- Seeing into the Unknown: Exoplanet Hunters Program, February 24<sup>th</sup>, 16 attendees.

This was the third and final NASA program presented by Lisa Wininger, NASA Ambassador. As always, she was an engaging and knowledgeable presenter. The group was lively and there was an excellent discussion at the conclusion of the program. Some of the comments by patrons are listed below.

"Thank you! This was wonderful!" "Very informative." "Thank you for the interesting presentation. My granddaughter, Evie, enjoyed it very much." "Keya was really happy and excited after the event."

"Thank you for the interesting program. My son really liked it."

- The Roots of Black Music in America—February 25<sup>th</sup>—7 people attended

A lively group attended a special afternoon presentation with musician Karlus Trapp. Trapp took attendees through more than one hundred years of history of Black music in America. He did this by singing and playing songs from each decade and telling the story of prominent Black artists. Audience members took part in songs through call and response and some attendees mentioned that they look forward to the library's next music program in March.

#### Youth Services Programming Highlights

- Since the start of the pandemic, Youth Librarian Kristy Zeluff has created over 85 storytimes! Each storytime takes several hours to film, edit, and post. Thank you, Kristy!

- Youth Staff received a donation of comic books from the local gaming and comic book store, Fanfare. We were able to distribute over 60 kits, including age-appropriate comics, activities, crafts, and a small prize.

Create programming that promotes interactive learning

- Youth Assistants were responsible for all Take and Makes this month. Mary Breuer created a Take and Make craft, "I Love You To Pieces" to celebrate Valentine's Day. Participants used painted puzzle pieces to decorate a heart-shaped wreath. Annette Wendt made polar fleece scarves kits, which contained materials to make 2 scarves and decorate them. Nick Meyle created an Indoor Garden kit, with materials to decorate a pot, then plant seeds for spring flowers.

### **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 Staff Andrea Smalley created a post highlighting new playaways, a popular format for youth recorded books.

- Head of Youth Services Laura Wright created a video introducing several "busy books", books that encourage creativity, exploration, and interest in new hobbies.

**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

- Please see programing highlights above. Of note, we hosted four programs during Black History Month celebrating the experiences of Black Americans, and our cookbook club currently has nearly 200 members.
- Youth Outreach Librarian Andrea Smalley celebrated five teachers and their classes through PDL’s Class of the Week program. Each teacher is nominated by their students or students’ families. All students and teachers receive a small care package.

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

- We made three titles pay-per-circ last month: The Vanishing Half, The Midnight Library, and A Promised Land in print and audio, all with more than 30 holds that would have not have been filled in a timely fashion even by buying extra titles. Patrons made interesting choices. All title holds were reduced by more than half, but suspended holds jumped for a couple of them.

Title/Format	Jan Holds	Feb Holds	Jan Suspended	Feb Suspended
Midnight Lib/Print	47	12	1	9
Promised Land/Print	37	5	6	4
Promised Land/Audio	58	26	1	9
Vanishing Half/Print	42	6	6	6

This is a useful way to please many patrons with high hold titles, but it was expensive. 196 circulations cost \$1,183, which we purchased with funds rolled over from last year. Also, quite a few titles cannot be purchased at pay-per-circ, so this is not a solution for every title.

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

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

Project Updates:

Heritage Room Update:

Local Historian, Steve Rossio, has spent the majority of his allocated Heritage Room time during the month of February 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.

### **Operational**

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

#### Project Updates:

##### Facilities Master Plan

- The Library building project is starting to move rapidly. We are waiting for approval and permits from the City of Portage for the library building and temporary space. The library continues to meet weekly with C2AE and Walbridge representatives for project status reports.
- We have held virtual meetings with the owners of the temporary building and have submitted a sign lease for their approval. We have also met and received bids from general contractors and electricians to make minor improvements to the temporary space and are in the process of reviewing the bids. Moving companies have submitted their quotes and availability and we are in the process of reviewing their documents.
- A public announcement is set to be made as soon as the temporary building owners sign the lease.

##### Adult Services Professional Development

- Diversity, Equity, and Inclusion in the Public Library
- Spring Adult Faves – Library Journal
- 21-Day Racial Equity Challenge by United Way
- De-Escalation: Skills and Practice
- Dismantling Institutional Racism
- Spring Graphic Novels for All Levels – Library Journal
- Libraries as a Partner in the Entrepreneurial EcoSystem – EveryLibrary Institute
- New Tools for the Gig: using Library Resources for e-Ship and Job Hunters – EveryLibrary Institute
- Developing a MakerSpace and Co-working Center – EveryLibrary Institute

##### Maintain Symphony database of item and user records

- On February 19, 2021, library staff met with SirsiDynix, our circulation software vendor, to map the process of fine removal and system setting changes that are necessary to move forward in becoming a fine free library. The fine removal process was scheduled to occur on March 12, 2021, with a small selection of manual deletions to be completed by library staff. There are factors related to how and when we can effectively move to our new billing and notification process that need to be resolved before the public information campaign can be scheduled.

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

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

The Portage District Library will provide the necessary technology and Internet bandwidth to enable library patrons and staff to conduct daily business and functions, to make its web services available to the



larger Internet community, and to allow for remote support services that will be necessary for smooth, continuous operations

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

- The library is currently working on MFA 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.

- AntiVirus & Security: Sophos Central Endpoint Advanced – Added protections for locking workstations that haven't reported or updated in the past month.

- DNS and Filtering: OpenDNS Umbrella –Renewed Umbrella Filtering solution

- Integrated Library System: SirsiDynix Symphony

- Continue to evaluate Symphony new features and bug fixes in the 3.70 upgrade.
- Implemented fine free configuration services with SirsiDynix on March 12<sup>th</sup>.
- Christy, Colin, Jill and I are working on Press Release for Public Announcement of the library's new fine-free model.
- Implementing automatic HTML renewals as a feature of the Fine-Free program.
- SMS Messaging is enabled for our SirsiDynix system and we are testing notices and messaging.
- Working with SirsiDynix to schedule enable checkout history with opt out ability.
- Working with SirsiDynix to schedule change of Patron Information in our BlueCloud Analytics solution.

- 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.
- Reviewing LinkedIn Learning and Kanopy options.

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

## Other Efforts

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

## Temporary Space Configuration

- Worked with Aunalytics to move the library's existing fiber internet connection to its temporary.
- Worked with Aunalytics to move the library's PRI circuit for telephone traffic.
- Worked with Aunalytics to move its servers, switches, access points and UPSs to its temporary facility and reconnect for its transition.
- Worked with Facilities Manager Doran Lefave, C2AE, and Electrical Contractors for quotes for the necessary electrical, network wiring changes in the temporary facility.

## IT Training (Mark Johnson and Rolfe Behrje)

### 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)

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

- Head of Technical Services Abby Pylar will continue to monitor the reports on Collection HQ to see their completion by collection managers.
- Head of Technical Services Abby Pylar will continue to work on the organization and uniformity of items in the catalog throughout the year.
- Technical Services is working on getting the complete names of authors into the call number for all of the fiction materials, as well as getting the series information into the record. This will help the volunteers search for items more efficiently when they are using the scanners or helping the librarians with weeding projects.
- 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.
- Technical Services is looking into ways to reduce space needed for audiobooks by investigating different casing options.

PORTAGE DISTRICT LIBRARY  
Library Director's Report on the Financial Condition  
for  
February 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	\$ 5,890,876
Expenditures	\$ 1,988,957

Fund	1/31/2021	Changes	2/28/2021
General Reserve (13%)	\$ 704,878	-	\$ 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	73,418	-	73,418
Unassigned Fund Balance	3,708,079	-	3,708,079

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

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

**POLICY: 3. Use any long-term reserves.**

*Director's Response:* No reserves have been used.

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

Library Director's Report on Financial Condition for February 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 February 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 2<sup>nd</sup> signature on all checks issued by the Portage District Library in an amount of \$20,000 or more by one of the three designated individuals on the library's bank signature card, which would be one of the following: (1) the Library Board Chair, or (2) the Head of Adult Services, or (3) the Head of Youth Services.**

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

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

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

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

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

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

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

# Marketing Update

## Recurring Monthly Projects:

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

## February 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.
- 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.
- Assisted with planning for Programming for Summer and Fall of 2021.
- Designed initial materials to educate patrons about our Fine Free Initiative
- Designed initial materials to announce our building closure, move, and renovation.
- Created graphics for updated signage for our DVD collection.
- Created flyers to advertise author visits for March is Reading Month.

## February Social Media Highlights:

### Facebook

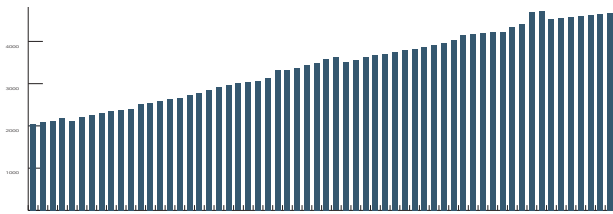
28 New Page Likes | 126 Post Shares | 1,555 Post Likes | 294 Comments | 391,053 Total Reach

### Twitter

2,810 Tweet Impressions | 21 Likes | 2 Re-tweets | 190 Profile Visits | 1 Mentions | 1 New Followers

# Facebook Stats 2016 - February 2021

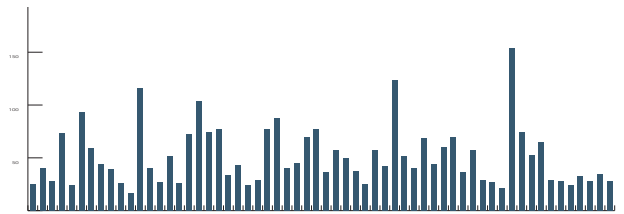
## Total Followers:



February 2016  
2,052

February 2021  
4,669

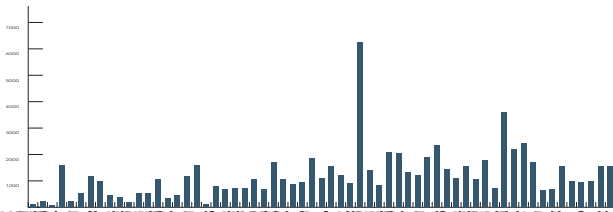
## New Followers:



February 2016  
25

February 2021  
28

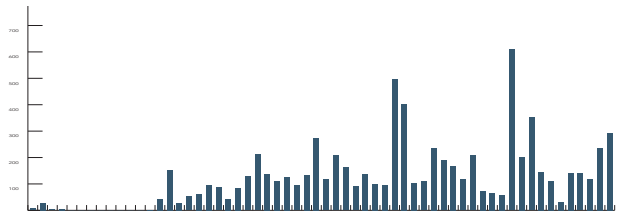
## Likes:



February 2016  
124

February 2021  
1,555

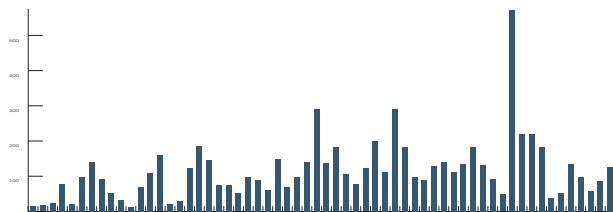
## Comments:



February 2016  
7

February 2021  
294

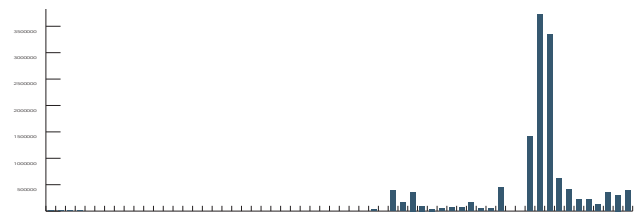
## Shares:



February 2016  
0

February 2021  
126

## Engagement:



February 2016  
5,305

February 2021  
391,053

# Videos Created in February 2021

	Video Title	Department	Facebook Views	YouTube Views	Total Views
1	Family Storytime with Ms. Kristy: Parker Looks Up: An Extraordinary Moment	Youth	169	37	206
2	Bedtime Storytime with Ms. Kristy: There Are No Bears in this Bakery	Youth	213	20	233
3	Check out some of our new Mysteries!	Adult	335	0	335
4	Family Storytime with Ms. Kristy: Plenty of Love to Go Around	Youth	224	68	292
5	Bedtime Storytime with Ms. Kristy: I'd Know You Anywhere, My Love	Youth	302	15	317
6	Family Storytime with Ms. Kristy: Love Monster	Youth	224	37	261
7	Bedtime Storytime with Ms. Kristy: Good Morning, Snowplow!	Youth	199	20	219
8	Activity books at PDL	Youth	227	4	231
9	Family Storytime with Ms. Kristy: Buddy and the Bunnies in Don't Play with Your Food!	Youth	195	26	221
10	Bedtime Storytime with Ms. Kristy: Life	Youth	325	18	343
				<b>Total</b>	<b>2,658</b>



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

	Month Statistics			YTD Statistics		
	Feb-21	Feb-20	CHANGE	2021	2020	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>51,845</b>	<b>66,043</b>	<b>-21.50%</b>	<b>91,067</b>	<b>134,246</b>	<b>-32.16%</b>
Adult - Books	13,949	16,212	-13.96%	21,738	33,334	-34.79%
Adult - A/V	2,699	5,463	-50.59%	4,237	11,629	-63.57%
Youth - Books	16,524	22,609	-26.91%	27,367	44,657	-38.72%
Youth - A/V	1,584	2,815	-43.73%	2,344	5,466	-57.12%
Hot Picks	1,054	3,325	-68.30%	1,316	6,726	-80.43%
E-Material	14,179	12,912	9.81%	30,235	26,063	16.01%
ILL - PDL Requests	869	1,156	-24.83%	1,987	3,066	-35.19%
ILL - Other Lib. Requests	987	1,551	-36.36%	1,843	3,305	-44.24%
<b>Self-Checkout Percentage</b>	<b>48.58%</b>	<b>59.89%</b>		<b>30.62%</b>	<b>60.61%</b>	
<b>Total Library Collection</b>	<b>186,333</b>	<b>188,905</b>	<b>-1.36%</b>			
Adult - Books	84,707	87,034	-2.67%			
Adult - A/V	17,113	17,173	-0.35%			
Youth - Books	70,969	71,211	-0.34%			
Youth - A/V	9,300	9,384	-0.90%			
Hot Picks	4,244	4,103	3.44%			
<b>Net Acquisitions</b>	<b>(2,866)</b>	<b>(248)</b>	<b>-1055.65%</b>	<b>(3,205)</b>	<b>(689)</b>	<b>-365.17%</b>
Purchased - Books	1,294	1,472	-12.09%	2,602	2,585	0.66%
Purchased - A/V	144	440	-67.27%	428	793	-46.03%
Donated - Books	0	4	-100.00%	0	10	-100.00%
Donated - A/V	0	3	-100.00%	0	5	-100.00%
Material Discarded	(4,304)	(2,167)	-98.62%	(6,235)	(4,082)	-52.74%
<b>Total In-House Usage*</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>
In-House Periodical Usage	n/a	n/a	n/a	n/a	n/a	n/a
In-House Book Usage	n/a	n/a	n/a	n/a	n/a	n/a
<b>Patrons</b>						
<b>Total Patrons</b>	<b>50,495</b>	<b>40,518</b>	<b>24.62%</b>			
Adult	27,619	26,635	3.69%			
Youth	6,185	6,429	-3.80%			
Non-Resident	367	373	-1.61%			
Reciprocal	6,398	6,276	1.94%			
Internet User	871	742	17.39%			
PASS Users	8,991	0	100.00%			
Professional	64	63	1.59%			
<b>Net Patrons</b>	<b>88</b>	<b>84</b>	<b>4.76%</b>	<b>133</b>	<b>199</b>	<b>-33.17%</b>
Adult	51	156	-67.31%	94	331	-71.60%
Youth	3	33	-90.91%	5	80	-93.75%
Non-Resident	0	1	-100.00%	0	5	-100.00%
Reciprocal	8	35	-77.14%	8	80	-90.00%
Internet User	26	57	-54.39%	26	108	-75.93%
PASS Users	0	0	0.00%	0	0	#DIV/0!
Professional	0	0	0.00%	0	0	#DIV/0!
<b>Patrons Removed</b>	<b>0</b>	<b>(198)</b>	<b>100.00%</b>	<b>0</b>	<b>(405)</b>	<b>100.00%</b>

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

	Month Statistics			YTD Statistics		
	Feb-21	Feb-20	CHANGE	2021	2020	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	0	183	-100.00%	0	333	-100.00%
Internal/Collaboration	0	94	-100.00%	0	175	-100.00%
External/Outside Usage	0	89	-100.00%	0	158	-100.00%
<b>Total Program Audience</b>	TBD	1,522	-100.00%	0	4,385	-100.00%
Adult	TBD	154	-100.00%	0	424	-100.00%
Youth	TBD	1,368	-100.00%	0	3,765	-100.00%
Heritage Room		0	#DIV/0!	0	196	-100.00%
<b>Total Number of Programs</b>	TBD	51	-100.00%	0	129	-100.00%
Adult	TBD	12	-100.00%	0	26	-100.00%
Youth	TBD	39	-100.00%	0	99	-100.00%
Heritage Room		0	#DIV/0!	0	4	-100.00%
<b>Total Volunteer Hours</b>	32	379	-91.56%	96	847	-88.67%
Adult	0	107	-100.00%	0	232	-100.00%
Youth	0	74	-100.00%	0	168	-100.00%
Technical	0	56	-100.00%	0	121	-100.00%
Circulation	0	96	-100.00%	0	228	-100.00%
Administration	32	18	77.78%	96	57	68.42%
Community Service	0	28	100.00%	0	41	-100.00%
<b>Total Front Door Traffic</b>	9,605	49,034	-80.41%	9,605	97,705	-90.17%
<b>Total Youth Services Traffic</b>	6,856	35,654	-80.77%	6,856	64,621	-89.39%
<b>Total Business Center Traffic</b>	0	2,886	-100.00%	0	5,100	-100.00%
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	7,169	8,810	-18.63%	22,661	18,890	19.96%
Adult Phone	209	374	-44.12%	757	760	-0.39%
Adult Ready Reference	1,359	2,750	-50.58%	3,169	5,675	-44.16%
Adult Reference	72	252	-71.43%	156	567	-72.49%
Youth Phone	95	102	-6.86%	290	258	12.40%
Youth Ready Reference	2,719	3,187	-14.68%	9,249	6,935	33.37%
Youth Reference	69	650	-89.38%	138	1,488	-90.73%
HR Phone	22	4	450.00%	42	19	121.05%
HR Ready Reference	78	303	-74.26%	173	646	-73.22%
HR Reference	3	11	-72.73%	18	37	-51.35%
Circ Phone	933	557	67.50%	3,949	1,222	223.16%
Circ Ready Reference	1,275	445	186.52%	4,204	812	417.73%
Circ Reference	335	175	91.43%	516	471	9.55%
<b>Total Edutainment LAN Use</b>	0	456	-100.00%	0	845	-100.00%
<b>Total Internet Computer Use</b>	658	2,283	-71.18%	658	4,566	-85.59%
Youth Computers	15	155	-90.32%	15	299	-94.98%
Adult Computers	643	2,102	-69.41%	643	4,194	-84.67%
Laptop Computer Circulated	0	26	-100.00%	0	73	-100.00%
<b>Total Electronic Transactions</b>	49,043	50,310	-2.52%	100,682	104,680	-3.82%
WebSite Hits	35,535	35,837	-0.84%	71,051	74,994	-5.26%
WebCatalog Sessions	10,184	10,328	-1.39%	22,966	21,774	5.47%
Licensed Database Hits	3,324	4,145	-19.81%	6,665	7,912	-15.76%

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

Christy Klien, Library Director

# MLA Statement in Opposition to SB22

February 25, 2021

## A bill to amend 1893 PA 206 “The General Property Tax”

Introduced by Senator Runestad on January 13, 2021

On average, Michigan Libraries depend on locally dedicated millages for 77% of their funding and this number is increasing nearly 1% each year. At the same time, diminishing property values reduce tax revenues, and DDAs and TIFAs are constantly siphoning dedicated millages. While millages aren't the sole source of revenues for libraries, none is more important. Everyone is familiar with how property taxes have declined in value and collection in recent years, which obviously has impacted the library's ability to sustain all its operations.

- In Michigan, all federal, state, county, township, city, village, and school elections are restricted to three dates each year: May, August, November.
- The law already limits a municipality from going to voters more than 2 times in any calendar year.

While limiting, election dates offered three times each year, continue to provide libraries and other municipal and school bodies flexibility with imposing new millages or increasing or renewing an existing millage.

SB22, as introduced, would limit a local taxing unit submission of a proposal on a question of imposing a new millage or increasing or renewing an existing millage at an election held ONLY on the November regular election date as provided in section 641 of the Michigan election law, 1954 PA 116, MCL168.641.

MLA opposes SB22 for the following reasons:

- A millage loss could very well close the doors permanently for a library, so alternative dates to re-present their proposal to their community during the calendar year are essential. Restrictions to the number of times each year that a millage can be brought before voters are already limited. There is no wiggle room if a millage fails and libraries get only one shot per year.
- If voters can only vote in November, it could potentially take years before any new municipalities could be added within the boundaries of a district library to increase service.
- Prior to voter reforms like “No Reason Absentee Voting,” we know that November ballots were huge, packed often with convoluted and confusing ballot proposals

and local ballots are often lost in the shuffle placed after lengthy state proposals, causing delays at polling locations and voter frustration.

- Since the Headlee Amendment causes millages to roll back beginning in the year they are authorized, this will cause further erosion of revenue from property taxes as libraries would certainly begin their process years prior to the actual vote.
- Ballot language is complex and requirements for elections could create a problem whereas a library would miss their opportunity to be on the ballot until the next election. If it is limited to only the November elections, the library would not have a millage or budget to operate under while waiting.

MLA will continue to watch this bill and will call on our MLA Members if necessary if we see any movement.

## MLA Members Meet With New Legislators

February 25, 2021

February has been a busy month of meet and greets with our freshman legislators. Approximately 30 new house members were elected last November, took office in January, and MLA has been busy ever since setting up 30-minute introductory Zoom meetings with each of them. The new legislators have been very open to our conversations and have expressed their sincere support for libraries throughout Michigan.

The calls have included MLA Executive Director, Debbie Mikula, MLA lobbyist, Bob DeVries and a library director or two from the new legislators' districts. In addition, stepping up for all 30 calls is Jenny Marr, MLA's Advocacy and Legislative Committee Chair and director at the Ferndale Area District Library. She has made it her mission to help lead these conversations and focus attention on the general issues that tend to come in front of our legislators. A special thank you for her time and energy to participate fully.

Special shout out to our members who have joined us (or will be joining us) on these calls to share their programs/services, successes and challenges during the pandemic, and invite our legislators to join them for coffee hours and reading opportunities!

Thank you to Lance Werner, Garrett Hungerford, Michelle Howard, Steve Bowers, Jennifer Dean, Kay Schwartz, Lorrie Taylor, Maria McCarville, Holly Ward Lamb, Mallorie DeVilbiss, Juliane Morian, Bobbi Schoon, Don Priest, Ryan Wieber, Riti Grover,

Trish Burns, Mary Hill, Nancy Bellaire, David Conklin, Julie Farkas, Jacalynn Harvey, Amelie Dawson, Eva Davis, Josie Parker, Brandi Swinehart, Nicole Market, Jessica Rivett, Kate Van Auken, Jackie Skinner and Tamara Sochacka. We are grateful for their contributions to these calls.

Thank you to everyone who participated in a meet and greet!

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

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** March 15, 2021  
**Subject:** Upcoming Library Board linkage opportunities in April 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.

<b>Date</b>	<b>Time</b>	<b>Activity or Program Description</b>
March	ALL DAY	"But on paper, things can live forever": A Portage Community Journal Project
3/23	7:00 PM	Ordinary Woman, Extraordinary Life with Suzanne Woods Fisher
3/31	7:00 PM	Women in Music: Folk, Americana, and Blues with Musician Kirsten Thien
4/1, 4/15	9:00 AM	Muffins and the Market
4/6	7:00 PM	Lead in Drinking Water: Everything You Need to Know But Didn't Know You Had to Ask
4/8	7:00 PM	International Mystery Book Discussion of "The Ashes of London"
4/13	7:00 PM	PDL Librarians' Top Five MCU Characters
4/20	7:00 PM	Disney Animated Movies Trivia
4/21	3:00 PM	Let Me Tell You About This Book I Read: "Moonflower Murders" by Anthony Horowitz
4/22	7:00 PM	Making Movies: The Craft, The Secrets, The Fun

**To:** Portage District Library Board Members  
**From:** Christy Klien, Library Director  
**Date:** March 18, 2021  
**Subject:** Presentation of the 2021 Marketing Plan by Marketing Manager Colin Whitehurst

At the March 22, 2021 Board Meeting, Marketing Manager Colin Whitehurst will give a presentation on the Library's 2021 Marketing Plan. His presentation will outline the initiatives that will be undertaken at the Portage District Library in 2021 to fulfill the Library's four end statements, to achieve the goals of the strategic plan, and to notify the community of our building project and renovation.

# PORTAGE DISTRICT LIBRARY

## Monitoring Report

For

### Executive Limitation Policy on Asset Protection

March 22, 2021

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Director's Response:* Procedures are always followed as stated. An Asset Protection Monitoring Report is scheduled on the Library Board's annual calendar for presentation in the month of March, and then it may also be provided at any other time during the year at the Library Board's request. The Monitoring Report on Asset Protection will be presented at the March 22, 2021 board meeting.

PORTAGE DISTRICT LIBRARY  
Monitoring Report  
on  
Executive Limitation Policy on Financial Planning & Budgeting  
March 22, 2021

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

Accordingly, the Library Director shall not allow budgeting which:

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

***Director's Response:***

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

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

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

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

***Director's Response:***

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

**POLICY:**     **3. Reduces the current assets at any time to less than twice current liabilities, allows cash to drop below a safety reserve of less than \$698,660 at any time; reduces the reserve fund to a level less than 13%; or fails to provide for adequate reserves for building needs and technology.**

**Director’s Response:**     Current budgeting processes reflect this policy. (\$698,660 in General Reserve, \$50,000 in Building Reserve, \$29,742, in Benefits Reserve, \$111,305 in Technology Reserve, \$4,700 in Patio Feasibility Reserve, 805,946 in PPT Reserve and \$2,022,500 in Building Improvement Reserve; \$3,708,079 in Unassigned Fund Balance).

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

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

PORTAGE DISTRICT LIBRARY  
Monitoring Report  
on  
Executive Limitation Policy on Financial Condition and Activities  
March 22, 2021

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

Accordingly, the Library Director shall not:

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

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

Revenue	\$5,890,876
Expenditures	\$1,988,957

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

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

**POLICY: 3. Use any long-term reserves.**

*Director's Response:* No reserves have been used.

**POLICY: 4. Conduct inter-category shifting.**

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

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

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

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

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

Monitoring Report on Executive Limitation on Financial Condition & Activities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Monitoring Report on Executive Limitation on Financial Condition & Activities

**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.



# PRESS RELEASE



## CONTACT

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Marketing Manager  
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March 18, 2021

FOR IMMEDIATE RELEASE

## **PDL: Designed for the Future**

**Portage, Michigan:** The Portage District Library is renovating and expanding its building! The Library will close on April 12, 2021, to move its collections to a temporary location at 5528 Portage Road in Portage. While the building at 300 Library Lane is under construction, the Library will resume offering services to patrons at its temporary location beginning on May 10, 2021.

The Portage District Library building at 300 Library Lane was built in 1976. In 1996, due to the community's growth, the Library went through its first significant renovation, which created the atrium and added space to the lower level. Much has changed in the 25 years since the last renovation and the library building is in need of some updates.

In 2016 and 2017, the Portage District Library Board and Staff created a strategic plan to guide the Library's work as an essential resource in our community. This process included community and staff focus groups, patron surveys, and interviews with local leaders. Using the information collected as a guide, the Library Board and Library Administrative Staff also worked with a facilitator to update our mission statement, clarify our vision for the Library's future, and reflect on our organization's values. Adding new services our patrons requested, updating infrastructure, and expanding the Library building to accommodate our growing community were identified as crucial steps to continuing our impact in the future.

The Library determined that to renovate our building, it would need additional funds. At the November election in 2019, Portage voters supported a request to increase the Library's millage by 0.5 mills for ten years.

Since accomplishing the millage increase, the Library Board and Staff have been working with the Architecture firm C2AE to design a facility that will achieve our strategic plan's goals. These plans include a robust set of improvements to our facility's layout, increased space for collections and services, and upgrades to existing areas.

Features of our plan for the library building include, but are not limited to, a two-floor expansion on the east side of the building, additional small meeting rooms and study spaces, a maker space and Creation Station, family bathrooms, a Mother's Room, relocating the Heritage Room to the main level, and a redesigned entrance with accessibility improvements. Additionally, there will be upgrades to existing infrastructure to ensure the Library building's efficiency, safety, and sustainability for the future.

**CONTINUES ON PAGE 2**

# PRESS RELEASE



## CONTACT

Colin Whitehurst  
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cwhitehurst@portagelibrary.info

March 18, 2021

FOR IMMEDIATE RELEASE

Renovations to our building are scheduled to begin in May of 2021. For our patrons' safety and to drastically decrease construction time, the Portage District Library will temporarily relocate during the construction process.

The Library will close for approximately a month from April 12 to May 10, 2021, as we move our entire collection to our temporary location at 5528 Portage Road. While this closure will temporarily inconvenience our community, our construction team has assured us that moving will reduce the overall number of days we need to be closed.

Services at our temporary location will include access to the majority of our collection, computer and Wi-Fi access, copy, fax, print, scan, and virtual programs.

The Library will continue to waive overdue fines on all returned materials while we are at our temporary location.

Construction is scheduled to be completed at our current facility in April 2022. At that time, the temporary location will close and the Library will resume services at the newly renovated facility at 300 Library Lane.

"We are thrilled to be in a position to design a library for the future." Library Director Christy Klien states. "Our patrons value education, life-long learning, and growing together as a community, and we are happy to be part of designing a space where that can happen."

Updates regarding our closure and information about our temporary location will be published on Facebook, Twitter, YouTube, through our E-Newsletter, and on the library website at <http://portagelibrary.info>.

###