

NOTICE OF ELECTRONIC REGULAR MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, April 26, 2021 at 6:00 p.m.

The Library Board of the Portage District Library will hold a regular meeting on Monday, April 26, 2021 at 6:00 p.m. This meeting will be held electronically pursuant to 2020 Public Act No. 228 and Senate Bill 1246 due to a local state of emergency as enacted by the Kalamazoo County Commissioners on December 15, 2020 and lasting through December 31, 2021 unless extended or repealed. The purpose of this meeting is for the discussion of library business. The Library gives notice of the following:

1. **Reason for Electronic Meeting.** The special meeting is being held electronically because of a local state of emergency. 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: Apr 26, 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/86808178134>

Or One tap mobile :

US: +13017158592,,86808178134# or +13126266799,,86808178134#

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: 868 0817 8134

International numbers available: <https://us02web.zoom.us/j/86808178134>

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

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

within a reasonable time in advance of the meeting.

Dated: April 22, 2021

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

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

April 26, 2021

Virtual via Zoom

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 April 26, 2021 (1 minute) (Vote)
- V. Consent Agenda (5 minutes) (Vote)
 - A. Minutes of the regular meeting held on March 22, 2021 (*Info*) Pg. 4-9
 - B. Minutes of the special meeting held on March 31, 2021 (*Info*) Pg.10-12
 - C. Minutes of the special meeting held on April 13, 2021 (*Info*) Pg.13-14
 - D. Narrative Report for March 2021 (*Info*) Pg. 15-27
 - E. Financial Condition for March 2021 (*Info*) Pg. 28-30
 - F. Budget Amendment to adjust the FY 2021 Budget for the Friends Donation (*Info*) Pg.31
 - G. Marketing Update for March 2021 (*Info*) Pg. 32-34
 - H. Statistical Report for March 2021 (*Info*) Pg. 35-36
 - I. Legislative Update for April 2021 (*Info*) Pg. 37-39
 - J. May 2021 Linkage (*Info*) Pg. 40
 - K. Review of Programming Policy (*Info*) Pg. 41
 - L. Review of Art Exhibit Policy (*Info*) Pg. 42-43
 - M. Monitoring Report on Executive Limitation: Fundraising Activity (*Info*) Pg. 44-45
- VI. Governance (20 minutes)
 - A. Scheduling of Mid-Year meeting with the Library Director (*Info*) Pg. 46
 - B. Report from Co-Board Liaisons to the Friends of the Library (*Info*) Pg. 47
- VII. Ends Development (15 minutes)
 - A. Memo: Request to Use Patron Data and Trustee Signatures (*VOTE*) Pg. 48
 - B. First Quarter 2021 Strategic Planning Statistics (*Info*) Pg. 49-53
- VIII. Monitoring to Assure Compliance with Executive Limitations (10 minutes)
 - A. 1st Quarter Financial Report for FY 2021 (*Info*) Pg. 54-56
- IX. Library Director's Reports (20 minutes)
 - A. Discussion Regarding Award of Contracts (*VOTE*) (*Info*) Pg. 57-58
 - B. Final remarks by Library Director for the April 26, 2021 Library Board Meeting
- X. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the May 24, 2021 Board Meeting
 1. Minutes of the Regular Meeting held on April 26, 2021
 2. Review of Patron Behavior Policy
 3. Audit Report for Fiscal Year 2020 by Rehmann Robson staff
 4. Follow-Up on mid-year meeting with Library Director
 5. Plans for 2021 Summer Reading
 - B. Assessment of this meeting
 - C. Miscellaneous Items
- XI. Adjournment

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

March 22, 2021

Held virtually via Zoom at 6:00 PM

I. Start of Meeting

II. Roll Call

Board Members Present:

Ken Baker and I am participating virtually from my home in Portage, MI.

Carol Bale and I am participating virtually from my home in Portage, MI.

Michele Behr and I am participating virtually from my home in Portage, MI.

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

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

Linda Whitlock and I am participating virtually from my home in Portage, MI.

Board Members Absent: Donna VanderVries (excused)

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

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 System Administrator Rolfe Behrje– On March 5th, we surpassed 10,000 curbside appointments. This service has delivered over 75,000 books to patrons in their vehicles in 7 months. In December, we managed to do almost 50% of our non-pandemic average circulation while the building was closed to the public via curbside service only. We distributed 33 different take and make program kits totaling 1,400 items via curbside service. During our building closure, call volume at the circulation desk increased 300-400% and Adult and Youth Services call volume increased 150%. The library had 140 programs with 16,000 patrons in attendance. We added 15 hot spots, which doubled our hot spot lending capacity. We added 89,091 Portage Public School student cards and approximately 800 of those students have used their new card. We feel this is a great number if you take into account that many students already had library cards. Since the building reopened, we average 325-425 people visiting per day. These statistics highlight the fact that the staff is amazing! One year ago, we had never considered curbside service and look how far we have come. Library Board Chair Behr expressed her thanks to the staff on behalf of the Board.

B. Comment from Library Board Secretary Edwards – March 22, 1998 was the day that the library officially became a district library, exactly 23 years ago today!

C. Comment from Trustee Baker – Trustee Baker asked what the staff would be doing during the month-long library closure. Library Director Klien responded that they will be assisting with the move, setting up collections and services in the temporary location, and answering phones. Trustee Baker said that his family enjoyed the escape room program and that they would love to see a similar program in the future, if possible.

DISPOSITION: The Library Board acknowledged the comments made by Behrje, Edwards, and Trustee Baker.

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

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

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

V. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the March 22, 2021 board meeting before its adoption. No changes were suggested.

- A. Minutes of the regular meeting held on February 22, 2021
- B. Narrative Report for February 2021
- C. Report on Financial Condition for February 2021
- D. Marketing Update for February 2021
- E. Statistical Report for February 2021
- F. Legislative Update for February 2021
- G. Library Board Linkage

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

VI. 2021 Marketing Presentation

A. Presentation of the 2021 Marketing Plan by Marketing Manager Colin Whitehurst

Marketing Manager Colin Whitehurst began his presentation by reminding trustees that all marketing initiatives that happen at the library stem from the goals put forward by our mission and Ends Statements. Our Marketing Team is comprised of the entire library staff who inform the community about our services and what is happening at PDL.

Whitehurst said that many of his plans for 2020 changed when the pandemic started. We will be continuing with some of those changes in 2021. For example, our e-Newsletter is sent out weekly instead of monthly to keep patrons notified and engaged and we have moved away from the monthly printed posters in the building.

Marketing in 2021 will focus on two large campaigns – the Building Renovation Campaign and Fine Free Campaign. We created a press release to inform the community about our upcoming move and building renovation. It was picked up by two local media groups and will help us get the word out to the community. We are also using our other avenues of communication including the Portager insert, posters and flyers, social media, the E-Newsletter, and our website. Whitehurst said he also wanted to send a printed letter in the mail to every residence in Portage so that everyone in the community, not only our patrons, are aware of the changes happening at the library. We will wait a week or two before we send that out, so that we have time to gather the first round of frequently asked questions regarding the project. At this point, the most common question is, “Where are you moving to?”, so we have created a flyer with a map that pinpoints our temporary building and its location on Portage Road. Whitehurst said he is interested in having a video tour created of the rendering of our renovated building, however it may be cost prohibitive. He is still exploring options to get that done.

The second campaign in 2021 is Fine Free which the Library Board has voted to move forward with. Due to extenuating circumstances, this has not been fully implemented yet. We have had meetings with our catalog vendor to purchase the tools we need in our system. We also need time to communicate all of the changes that moving to a fine free library will create. Right now, we are waiving overdue fines, which is different than the

fine free policy that we want to implement permanently. There have been many libraries, including KPL, which have already implemented a fine free policy and they have valuable information to share about effectively communicating those changes.

A lot of the groundwork on the library's new website is complete; the page designs have been created and coded. Because of the pandemic which created other pressing projects, the website was not completed last year as planned. Staff are now working on editing content for the new site. The difficult part of where we're at right now is that Whitehurst wanted to include a lot of photographs of our building and services which won't make sense while we are in a temporary location. He said he has adjusted his plan to make the site reflect what is happening at our temporary location. Our current website is built on old software and does not integrate as well with our other services and he said he doesn't want to delay the launch of the new website any longer than necessary. We will have the ability to edit and update the new website so that when we get in our renovated facility we can use it to highlight our new building. Whitehurst shared some images of the new website which features a clean and modern look and fewer clicks to navigate to information.

Whitehurst said that in 2019, the library had 12 videos, which was the yearly target in the strategic plan. The videos were all made by Whitehurst either in the studio or at an event. The pandemic did something amazing. Our staff made 144 videos in 2020. Marketing Manager Whitehurst purchased the technology and tools and the staff did an amazing job using them! We have had great attendance/views of these videos. Youth Services Librarian Kristy Zeluff has been making 2 videos a week and has made almost 90 in total. She deserves a lot of credit for her amazing content. At our temporary location, we will have a space dedicated for a studio and will continue to improve the quality of our videos. Whitehurst has taken on the role of maintaining equipment and providing training on tools.

Whitehurst then asked if there were any questions. Board Chair Behr said that she took a look at the comments on social media and that she was pleased to see that they were generally positive. Whitehurst said there have been a few negative comments, but that in general the response has been positive or curious. Whitehurst said that following the additional millage campaign, many patrons had an idea that this would be the next step.

Trustee Vance said the he enjoys the weekly e-Newsletter. He also complimented staff for the Sparks book reviews. Whitehurst said that the Adult Services staff write those and do a fantastic job. Whitehurst said that Youth Services Librarian Andrea Smalley, Teen Librarian Olivia Pennebaker, Adult Services Librarian Kathryn Haas, and Assistant to the Director Quyen Edwards help with editing the e-Newsletter and the Portager and he thanked them for their assistance.

Trustee Baker said that he and his daughter enjoy the Facebook Cookbook Club and Whitehurst said that Adult Services Associate Jessica Holmes does a great job with that group and that she has helped highlight some of the library's cookbook resources.

DISPOSITION: The Library Board thanked Marketing Manager Whitehurst for his presentation.

VII. Monitoring to Assure Compliance with Executive Limitations

A. Monitoring Report on Executive Limitation: Asset Protection

Library Director Klien said this is one of the Executive Limitations that is brought to the Board each year. The only changes have been dollar amounts for the financials. Klien asked if trustees had any questions and there were none.

B. Monitoring Report on Executive Limitation: Financial Planning & Budgeting

Library Director Klien said the Library is in compliance with this Executive Limitation. Klien asked if trustees had any questions and there were none.

C. Monitoring Report on Executive Limitation: Financial Condition & Activities

Library Director Klien said that this reflects where the library financials current sit with revenue and expenditures. Klien asked if trustees had any questions and there were none. Klien said, as always, if questions come up later please feel free to reach out to her to address them.

DISPOSITION: The Library Board received the Monitoring Reports on Asset Protection, Financial Planning & Budgeting, and Financial Condition & Activities.

VIII. Library Director's Reports

A. Building Update

Library Director Klien said that the press release shown in the board packet has been released to this media. This is the beginning of our process of notifying the community of our upcoming changes.

Klien said tomorrow (Tuesday, March 23, 2021) is the public opening of construction bids. It will begin at 2:00 PM via Zoom. Walbridge, our construction management team, will lead the reading and recording of the amounts of the bids. When they have been read and reviewed, Walbridge will make recommendations for the companies who should receive contracts. The goal is to have their first rounds of recommendations ready to approve at the special board meeting on March 31 so we can award contracts and move forward with the project. Those are the priority contracts and we will return with a second round of contracts in April.

Trustee Baker asked for clarification about the process. Library Director Klien said that the library has hired Walbridge as the construction management team for their expertise in this process. Their role is to vet those bids, look at references, and verify the quality of work of each company. They will use their expertise to recommend services to the Board.

Klien said the electricians have been working at the State Farm building this week. Next week, a crew will be in to start removing some temporary walls and then Hall Builders will come in to complete the renovation work followed by cleaners.

The week of April 12th, library staff will be preparing for the move. Head of Technical Services Abby Pylar will work as the staff liaison to the moving company. Two Men and a Truck will be moving the collections, shelves, furniture, and boxes the week of April 19th.

We will take the time between when everything is moved and the opening of the temporary location on May 10th to reorganize the library, set up work stations, and familiarize ourselves with the new locations of the collections. We will be inviting the Board and a few community members to walk through the location to provide feedback prior to opening to the general public.

Trustee Bale asked if there was any update regarding public transportation to the temporary location, and Klien responded that she has reached out to Metro Transit and has not had any response from them yet.

Business Manager Foti then provided the Board with a bond update. He said that the group they have hired has worked together in the past. We will have a recommendation and prepare a bond authorizing resolution for the Special Meeting on March 31st. At that time we will recommend a maximum dollar amount to issue bonds. As a reminder, we are starting with a budget of \$10.8 million and our plan was to spend \$4 million from our savings and issue bonds for the remaining \$6.8 million. After the bids come in tomorrow, we will take those amounts and compare them to the budget. We are hoping the bids come in less than what we budget. We will have a better idea of what our final amount will be and then can adjust the bond amount accordingly. Bond rates are still good, but they have started creeping back up over the last two months, so we want to move forward with this as soon as possible.

Foti said that by the April Board Meeting, we will have the full scope of the project solidified, create an official statement, and have a credit rating. We will then select a bank or brokerage firm to sell the bonds for us.

DISPOSITION: The Library Board received the building update.

B. Final remarks by Library Director for the March 22, 2021 Library Board Meeting

Library Director Klien said she received a letter from Texas Township, looking to renew their DDA (Downtown Development Authority) on April 12, 2021. Because of a change in the law, the Library now has the option to opt out or opt in to support the DDA. Klien said the amount the Library would contribute is about \$3,500 per year or \$71,000 over 20 years (the length of the renewal). She then asked for the Board's opinion. Trustee Vance was in favor on continuing financial support for community enhancement and good public relations.

Business Manager Foti explained that the Portage DDA was used to develop the area of land down Trade Center Way, near the intersection of I-94 and Westnedge. DDA keeps the money they would be paying in taxes to enhance the area with infrastructure such as lights, roads, water, sewer. The DDA enhances areas and increases the value of the property.

Klien explained that 15% of the DDA is in the Portage District Library's service area. It is not an amount the Library has to pay; it is forgoing a certain amount of property taxes to the DDA. Klien said in comparison, the Portage DDA captures over \$65,000 per year.

Klien said that Trustee Whitlock contacted her following attendance at a training done by the Library of Michigan regarding the recommendation that the Board have a separate email account for library correspondence. This would be especially important if the Library ever received a FIOA request. We will be creating a library email account for each trustee for this purpose. We will provide some training on how to use that account including the ability to forward those emails to your personal email.

Klien said she was contacted by a couple from the area who are interested in creating a legacy for Betty Lee Ongley. They are asking for ideas we might have, but didn't have a dollar amount in their minds. They are looking for an idea outside of a plaque that could be a long term legacy. Betty Lee Ongley is a community staples who is currently in her 90's. She was the first female mayor of Portage, has served on the Library Board and many other community boards, worked at PPS as a counselor and teacher for many years, and was a county commissioner to name a few of her credentials.

Klien said that the Library Board can continue meetings virtually, because Kalamazoo County has issued a state of emergency through 2021. Klien said she was in touch with the City Manager and learned that they are planning to continue to meet virtually through August 2021.

Klien asked if trustees had any additional questions. Board Chair Behr asked about signage for the temporary facility and Klien responded that we will put something up as soon as we have permits from the City and permission from the building owner.

Trustee Baker said he had received his first covid vaccine and encouraged the library to help educate the community about where they can register to receive theirs.

Trustee Whitlock said she attended a trustee workshop presented by Library of Michigan. She said the workshop reinforced that the library staff have provided information needed to be an effective trustee.

IX. Process Evaluation

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. 1st Quarter Financial Report for FY 2021.
8. Monitoring Report on Executive Limitation: Fundraising Activities.

B. Assessment of this meeting – There was agreement among trustees that it was an informative meeting.

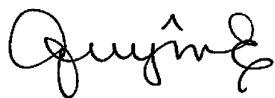
C. Miscellaneous Items – None.

X. Adjournment

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

DISPOSITION: The regular board meeting of March 22, 2021 was adjourned at 7:28 PM.

Recorded and Transcribed by,

A handwritten signature in cursive script, appearing to read "Quyen Edwards".

Quyen Edwards, Library Board Secretary

PORTAGE DISTRICT LIBRARY BOARD

Special Board Meeting to be held on

Wednesday, March 31, 2021

via Zoom at 6:00 PM

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

II. Roll Call

Board Members Present:

Ken Baker and I am participating virtually from Midland, MI.

Carol Bale and I am participating virtually from my home in Portage, MI.

Michele Behr and I am participating virtually from my home in Portage, MI.

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

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

Donna VanderVries and I am participating virtually from my home in Portage, MI.

Linda Whitlock and I am participating virtually from my home in Portage, MI.

Library Staff Present: Library Director Christy Klien, Rolfe Behrje, Quyen Edwards,
Rob Foti, Doran Lefaive, Abby Pylar, Pam Triplett

Guests Present: Toni Yannie

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

None.

IV. Adoption of the Agenda for the Special Meeting of March 31, 2021

Board Chair Behr asked if there were any changes needed to the agenda for the March 31, 2021 special board meeting before its adoption. There were no changes requested by trustees. Behr asked for a motion to adopt the brief agenda.

MOTION: It was moved by Trustee Bale and supported by Trustee Baker that the Library Board adopt the agenda for the special meeting of March 31, 2021. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 6-Yes, 0-No, 0-Absent. Motion carried.

V. Governance

A. Discussion Regarding Award of Contracts and Change Order Discretion

Library Director Klien stated that Facilities Manager Doran Lefaive has been very involved in the contractor vetting process with Walbridge and they if there are any questions they can be directed to him. There was a Zoom meeting on March 23rd to open the sealed bids received and involved approximately 50 contractors. Bids were opened and at this point in the process, we seem to be under budget. They are still interviewing for a second batch of contractors. Today's contracts are the priority contracts to get approved so they can start procuring supplies. We have learned especially with procuring steel, that time is of the essence. All contractors we are recommending today were the lowest bid for their area. The agenda packet shows the first 2 pages of each recommendation. In the interested of time, the average bid was approximately 60 pages per contractor. We have them on file in print in the library office if anyone is interested in reviewing the contracts in full. Klien said the page

PORTAGE DISTRICT LIBRARY
Agenda for the Regular Library Board Meeting

after the contract was a sample of the interview questions each contractor is asked. Klien said that the team at Walbridge has been wonderful to work with.

Klien said that the library is recommending the award of contracts as follows:

- Concrete—Earley & Associates, \$469,600
- Earthwork & Site Utilities—Lounsbury Excavating, Inc., \$239,400
- Masonry—Schiffer Mason Contractors, Inc., \$257,000
- Structural Steel & Misc. Metals—Division 5 Metalworks, \$468,651
- General Trades—A & G Construction, \$868,000
- Roofing—Division 7 Building Contractors, Inc., \$92,133
- Aluminum & Glass—Lakeshore Glass and Metals, LLC., \$87,105
- Painting & Wallcoverings—H & H Painting Company, Inc., \$132,026
- Fire Protection—Total Fire Protection, \$58,660
- Mechanical—R.W. LaPine, \$1,384,000
- Electrical—Circuit Electric, \$669,150
- Asphalt Paving—J. Allen & Company, Inc., \$45,250

Klien said that some of the bids came in well under the Walbridge estimate. They have recommended proceeding with those contractors, however they did warn that the possibility for more change orders is there. VanderVries asked if this is common for construction projects and Klien responded, yes.

Trustee Vance said that he had observed that in every contract, prevailing wage was checked “no”. Vance said that he would like to understand what that means. Lefaive said that his understanding that our project is not a union job so we do not require union workers. Klien said that she would double check and follow up with trustees about that.

Trustee Baker asked about difference in projected amount and bid. Klien said that if there are change order over \$25,000 would ask for a Special Meeting

Board Chair Behr asked what general trades covered and Lefaive responded that it is anything not covered in the other contracts. He gave an example of a corner stone that is located in an office that needs to be salvaged and that will fall under general trades. Behr also asked about MBE inclusion. Whitlock said that she had looked into that as well and it refers to a minority inclusion, similar to the prevailing wage issue discussed previously. Behr said that her final question regarded fire protection. Lefaive said we are working on a new riser design, fire hydrant and water. There will be a new line coming in to the boiler room to the new addition. Existing space is adequate for the sprinkler system. Current system is obsolete and will need to be upgraded. Behr asked about the alternate bid from RW LaPine. Klien said that if there is money in the budget we may also chose to move forward with additional projects.

MOTION: It was moved by Trustee Vance and supported by Trustee VanderVries that the Library Board approve the twelve construction contracts as recommended. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 6-Yes, 0-No, 0-Absent. Motion carried.

Change Order Discretion

Our construction management and architect team have recommended that the Library Board grant the Library Director and Business Manager discretion to approve any change order that does not increase any individual contractor more than \$25,000. Any change order that impacts a contractor by more than \$25,000 will come to the board for approval. Giving this approval will allow the project to continue on schedule and minimize the number of Special Meetings that would need to occur.

PORTAGE DISTRICT LIBRARY
Agenda for the Regular Library Board Meeting

Klien said that the library has been advised that a change order amount could vary at the comfort level of the Board from \$25,000 to \$50,000 per contractor per change order. Behr asked if there was additional discussion regarding this topic. Foti said that the amount of the change order depends on the size of the project and the size of the budget.

MOTION: It was moved by Trustee Baker and supported by Trustee VanderVries that the Library Board grant the Library Director and Business Manager discretion to approve any change order that does not increase any individual contractor more than \$50,000. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 6-Yes, 0-No, 0-Absent. Motion carried.

B. Resolution Authorizing Issuance of 2021 Library Improvement Bonds

Business Manager Foti spoke with the attorney today who is our bond counsel and construction project attorney. Foti said the document contains a lot of detail and we want to make sure trustees understand what it entails. This resolution contains a not to exceed number; the library can not sell bonds in an amount to exceed \$7,750,000. This number is higher than anticipated for flexibility. When all the bids are complete and compared to budget and we have time to review alternates or additions, we should have a closer budget number to present to the Board by the April meeting. We are anticipating a late May, early June sale. We have received the advice of the bond attorney, municipal finance, and auditors to make sure accounting is correct. With the support of these three services, they will make sure our project is implemented correctly.

MOTION: It was moved by Trustee Vance and supported by Trustee Baker that the Library Board adopt the Resolution Authorizing Issuance of 2021 Library Improvement Bonds. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 6-Yes, 0-No, 0-Absent. Motion carried.

VI. Assessment of Meeting and Additional Comments

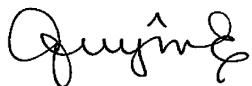
A. None.

VII. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the special board meeting of March 31, 2021.

DISPOSITION: The special board meeting of March 31, 2021 was adjourned at 7:01 PM.

Recorded and Transcribed by,



Quyen Edwards, Library Board Secretary

PORTAGE DISTRICT LIBRARY BOARD

Special Board Meeting to be held on

Tuesday, April 13, 2021

via Zoom at 6:00 PM

AGENDA

I. Start of Meeting

Board members and staff gathered virtually via Zoom and the special board meeting started at 6:00 PM.

II. Roll Call

Board Members Present:

Linda Whitlock and I am participating virtually from my home in Portage, MI.

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

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

Michele Behr and I am participating virtually from my home in Portage, MI.

Ken Baker and I am participating virtually from my home in Portage, MI.

Donna VanderVries and I am participating virtually from my home in Portage, MI.

Board Members Absent: Carol Bale (excused)

Library Staff Present: Library Director Christy Klien, Quyen Edwards, Rob Foti, Doran Lefaive, Abby Pylar, and Colin Whitehurst

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

None.

IV. Adoption of the Agenda for the Special Meeting of April 13, 2021

Board Chair Behr asked if there were any changes needed to the agenda for the April 13, 2021 special board meeting before its adoption. There were no changes requested by trustees. Behr asked for a motion to adopt the brief agenda.

MOTION: It was moved by Trustee Baker and supported by Trustee Whitlock that the Library Board adopt the agenda for the special meeting of April 13, 2021. Roll Call Vote: Whitlock – yes, VanderVries – yes, Vance - yes, Friedman - yes, Behr - yes, Baker – yes. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

V. Governance

A. Discussion Regarding Award of Contracts

Klien said that the memo provided in the agenda packet included the final seven contractors needed to move forward with the project. All have been vetted by the construction management team, Walbridge, and were the lowest bids. Facilities Manager Lefaive said that the interviews helped make the decision on who to recommend moving forward with.

Board Chair Behr asked if all the companies are local and Klien responded yes, they are all in west Michigan. Trustee Baker asked if there would be any more contracts to award in the future. Klien said, "At this point, yes." She said that the team would take some time to review the budget before considering alternatives or any additional projects. Klien said that the project is currently under budget.

Klien said that she verified with the construction management team that MBE stands for Minority Business Enterprise. Some projects do require that, however our library project does not. It means that 51% of the firm is owned or operated by members who are minorities. The second term “prevailing wage” is no longer required for public entities in Michigan, but Walbridge leaves it on their form because they have offices outside of Michigan that do still require it.

Board Chair Behr asked about an amount under carpet and flooring and Lefaive confirmed that the red numbers mean that the amount is over budget from Walbridge projections.

There were no additional questions or comments by trustees, so Board Chair Behr asked for a motion to approve the following recommendations:

Metal Wall Panels—Universal Wall Systems, \$62,000
Drywall & Acoustical Ceilings—Sobie Company, Inc., \$440,000
Hard Tile—Johnson Commercial Interiors, \$75,431
Carpet, Rubber Flooring & Vinyl Tile—Johnson Commercial Interiors, \$270,531
Signage—Valley City Sign, \$36,452
Elevators—McNally Elevator, \$189,205
Landscaping—S & T Lawn Service, Inc., \$35,535

MOTION: It was moved by Trustee VanderVries and supported by Trustee Baker that the Library Board approve the seven construction contracts as recommended. Roll Call Vote: Whitlock – yes, VanderVries – yes, Vance - yes, Friedman - yes, Behr - yes, Baker – yes. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

VI. Assessment of Meeting and Additional Comments

- A. Comment from Trustee Vance – Vance commended Marketing Manager Colin Whitehurst on all the communications about the pending move and said it has been done very well. Whitehurst said that we will continue to put more information out including an interview by WMUK.
- B. Board Chair Behr noted that Kalamazoo Public Library has moved back to curbside service only.
- C. Facilities Manager Doran Lefaive thanked Trustee Linda Whitlock for helping with some landscaping recommendations. He said they were able to successfully put her recommendations into the site plans for review to the City and they have been very responsive to the native plants we want to put in place of grass.
- D. Trustee Baker said that there was a meeting of the Friends of the Portage District Library. They are in the process of moving like the rest of the library, but they are planning to sell items in a designated space in the new location and are hoping to have at least one sale this summer. They approved funds for the Summer Reading Program 2021.

VII. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the special board meeting of April 13, 2021.

DISPOSITION: The special board meeting of April 13, 2021 was adjourned at 6:23 PM.

Recorded and Transcribed by,



Quyen Edwards, Library Board Secretary

Library Director's Narrative Report for April 26, 2021
(Activities at the end of March and beginning of April, 2021)

Administrative Activities:

During the months of March and April 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 March 22, 2021.
- ❖ Participated in PDL Virtual Special Public Board Meetings on March 17, March 31 and April 13.
- ❖ Participated in the Public Open Bid Meeting on March 23, 2021.
- ❖ Met with C2AE to discuss temporary location layout on April 2.
- ❖ Met with C2AE and Walbridge to discuss building items on April 8.
- ❖ Met with City of Portage representatives, C2AE and Walbridge to discuss site plan on April 8.
- ❖ Met with C2AE to finalized site plan on April 9.
- ❖ Met with PDL building committee and C2AE designer to discuss shelving layout at temporary location on April 9, April 14, and April 16.
- ❖ Participated in Library of Michigan's Library Directors Virtual Bi-Weekly Meetings on March 26, and April 9, 2021.
- ❖ Met either virtually or in person with owners of the temporary location on April 16, April 18, and April 20.
- ❖ Participated in PDL, C2AE, and Walbridge weekly building project meetings on March 22, March 29, and April 12.
- ❖ Participated in PDL, C2AE, and Walbridge Project Kickoff Meeting and review of project alternates on April 15.
- ❖ Met with Walbridge team to review General Contractor bids for temporary space on March 12.

Maintenance and Building Services

- Participated in Owner/Architect/Contractor (OAC) meetings March 22, April 12, and April 19 to discuss any project concerns, scheduling for both the existing library and temporary location and the progress on action items.
- Ordered composted garden blend soil to amend and prevent soil erosion on the west side of library and contracted work to remove 2" of existing soil, slope away from building and seed with red crimson clover.
- The State Farm bldg. improvements began on March 22 in preparation for the general contractor's work to begin on March 29. Fiber optic acceptance test on Mar 23.
- Participated in the bid opening from contractors on March 23.
- Began contractor's post bid interviews on March 24.
- Participated in Library Board meetings, March 22, 31 and April 13.
- Atrium's new roof was warranted by Carlisle with Division 7 Builders on April 2.

- The demountable wall removal was completed in the State Farm building by April 2.
- Ordered new book drops for the State Farm's exterior on April 6.
- Completed a walk-through of the State Farm bldg. with Service Master for janitorial service on April 7.
- Completed the asbestos containing sampling for doors and door frames in the existing library on April 7.
- Discussion with Linda Whitlock on native plantings on April 7.
- City of Portage site plan review discussion on April 7.
- Metal panel exterior profiles and bidders review meeting and elevator access door discussion on April 8.
- CTS Communications installed fiber optic equipment at State Farm on April 8.
- The cubicle disassembly and office furniture was removed by April 9.
- Placed wires in floor boxes on April 8, 9 & 12 at State Farm.
- Riverside Integrated Systems technician at State Farm to quote the fire alarm system on April 12.
- Service Master carpet cleaning at State Farm on April 12 and 13.
- Mite-E Exterminating visited the State Farm bldg. for the pest control applications on April 14.
- Walbridge construction kick-off meeting to discuss procedural requirements on April 15.
- Hall Builders notified the City of Portage that their construction was essentially complete on April 15.
- The State Farm bldg. inspection for occupancy occurred on April 16.
- Received the City's inspection report and forwarded the list of requirements to the State Farm bldg. owners on April 16.
- The Taplin Group visited the existing library regarding ACM removal from the roof on April 16.

Personnel Information:

The library undertook the following Human Resource and Financial activities since the March 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.
- Meet weekly with Walbridge, and C2AE to review changes to building and site plan as it relates to getting approval from the City of Portage.
- Worked with Walbridge to complete bidding process, including: discussion on selection of contractors; awarding of contracts; sample documents for contractors and the completion of signed contracts.
- Meet with C2AE, Walbridge and Gentilozzi as needed to facilitate moving to the temporary location.
- 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.
- Updating of FY2022 budget documents for staff use in preparation of budget requests.

- Continue to work with Scott Hogan and RJ Naughton on bond documents for a late May/early June sale.

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



"But on paper, things can live forever": A Portage Community Journal Project—March 1st - 31st
—6 attendees

March was reading month! To celebrate, Portage District Library promoted three virtual author visits of bestselling authors. Patrons had an opportunity to share their reflections on the authors or their reading journey through the COVID-19 pandemic. All ages could participate through writing or art. The responses will be published in a Community Journal later this spring that will be available to be checked out and others living in Portage can contribute their own responses. Winners of a prize drawing for submitting their art will be announced on April 5th.

Pokagon Potawatomi Culture through Storytelling| March 9th, 2021 - 50 attendees
Attendees were engaged with high interest and a variety of questions spurring deeper discussion after the main presentation. We explored the history, culture, and ways of the St Joseph River Valley Potawatomi and the Three Fires Confederacy of the Great Lakes Basin Ohio River Valley.

Some of the positive feedback reported:

“Thank you for this [suggested read list from the author that was emailed to attendees] and for the program tonight.”

“Christina, thank you very much for this information...Thank goodness for our virtual gatherings during this pandemic!”

“Thank you, Christina and PDL, for offering this significant program”

“Christina this program was very informative and interesting. Good presenter. Thanks for bringing this to the public...”

Supernatural Trivia Challenge, March 16th, 4 attendees

This Trivia Challenge was about the television series Supernatural, made using the website Factile. The participants seemed to enjoy the program very much, and there was lively discussion despite having a smaller group.

“That was a lot of fun. Thank you!”

“I really enjoyed that.”

Antiracism & You: A Virtual Conversation with Authors Jason Reynolds and Brendan Kiely—
March 16th—335 attendees

The Portage CommuniTeen Read is an annual event put together by a collaboration among Portage District Library, Portage Public Schools, and this is a bookstore | Bookbug. The mission is to spark a joy of reading in teens through an on-going, shared reading experience that engages peers, teachers, families, community members and authors. As a part of the 2021 Portage CommuniTeen Read, residents of Portage and other communities had the opportunity to hear two authors who have inspired and lifted movement towards racial justice with their honest and powerful storytelling in conversation with each other and the community. Jason Reynolds, National Ambassador for Young People’s Literature, and his close friend and co-author of *All American Boys*, Brendan Kiely spoke to their experience of both creating a necessary story and their charge to build better understanding across distinct American coming-of-age experiences. Their conversation offered a peek into their friendship, creative collaboration, and continued work towards greater racial justice in America. There were too many thoughtful audience questions to answer during the time allowed for this live virtual event.

Feedback from attendees included the following comments:

“It was very enjoyable and informative. Thank you.”

“Thank you so much for offering this virtual event! Our Girl Scout troop was scheduled to attend the event in person last year before it was canceled, so it's wonderful to have had this opportunity to hear from both Jason Reynolds and Brendan Kiely. Thank you for being honest and relatable!”

“This was AMAZING! I love the dynamic and authentic connection between the authors--the combination of lived experiences was vital for the community we have locally. The Q and A portion was rich and deep and full of truth. I am so grateful that I could view this even with my middle school daughter. Thank you!!!”

“Thank you for the honest discussion. We need more of this so we can all listen, learn, and be change agents. Thank you!”

“This was wonderful. I wish all of my students could have seen this and I would love to see how they present this to younger children.”

“It was wonderful! With the virtual format, it was really nice to have two authors talking with each other and to us. It kept the talk more engaging as compared to other author events I have attended virtually where there was just one author speaking alone.”

“Such a great discussion. These two wonderful authors explain difficult concepts very well to help many of us get a better understanding of the racial issues in our nation. Thank you for putting this on and opening it to the public.”

Ordinary Woman, Extraordinary Life with Suzanne Woods Fisher – March 23rd at 7:00 PM – 15 people attended

Nationally known author, Suzanne Woods Fisher, joined PDL from her home in California via Zoom. She presented the history of adult illiteracy in the mountains of Eastern Kentucky and Cora Wilson Stewart who successfully got herself elected as school superintendent when only men could vote, started educating adults at night, and almost wiped illiteracy out of the Appalachia’s. A lively discussion followed as questions ranged from how Mrs. Fisher researches and writes to the interviews she conducted for her book.

Women in Music: Folk, Americana, and Blues with Musician Kirsten Thien—March 31st—16 attendees

A fun and informative live music program about the impact of women on music in America. From their musical contributions to their struggle for equal pay and recognition, Kirsten started with contemporary stars of today and worked her way to the early innovators and pioneers. While entertaining through music and educating the audience, Kirsten shared some of her personal journey as a professional touring and recording musician. Kirsten was accompanied by Eric Boyd on bass and guitar for this one-hour live music program. Although the program ran a little long, the attendees were eager to stay and hear every last note of this amazing presentation celebrating the contributions of women in music for Women’s History Month.

Youth Services Programming Highlights

Teen Services Librarian Olivia Pennebaker and Adult Services Librarian Katharyn Haas collaborated with Portage Public Schools and This is a Bookstore on the 2021 CommuniTeen Read, which culminated in two events on Tuesday, March 16th. 2,600 students from Portage Public high schools and middle schools attended a daytime presentation by author Jason Reynolds, the National Ambassador for Young People’s Literature. In the evening, Jason Reynolds was joined by Brendan Kiely, his coauthor on the book All American Boys, for a virtual event titled “Antiracism and You.” 335 community members tuned in on Zoom and YouTube. The event received overwhelmingly positive feedback.

Our Kid’s Book Club continues to add members, and on March 3rd, ten 4th-6th graders met virtually to discuss Book Scavenger by Jennifer Chambliss Bertman. Book Scavenger tells the story of a girl whose family move to California, and was requested by one of our book club members who also moved to California this month. The book follows the characters as they play a game called Book Scavenger where players decipher clues to find hidden books. Book Club

members enjoyed this plot point so much that we created a PDL Book Scavenger game, with free books (Advanced Reading Copies provided by a publisher) hidden around the Youth Department and library science based clues to find them. This sub-program ran through the month of March.

Just Move Storytime and Family Fun wrapped up their Winter Session with four March storytimes, including Zumba Kids, Dinosaur Dance Party, Bug Boogie, and Hop Skip & Jump. Just Move Storytime, which is offered both live on Zoom and as a recording sent to all registrants after the live program, continues to add attendees, and in March youth staff contracted to provide a Spring Session and is surveying families about summer interest.

Youth Staff members Olivia Pennebaker and Andrea Smalley worked with Adult Staff to create the cross-departmental Community Journaling program, titled "But on paper, things can live forever." During this month-long program, patrons could submit journal entries to the Adult, Teen, or Youth categories in which they responded to library provided prompts based on our March is Reading Month Author Visits.

Create programming that promotes interactive learning

- In celebration of National Craft month, Youth Staff provided weekly first come, first served craft kits. We distributed 250 kits to Portage families this month!

Build programming and services that will reach groups at diverse levels

- Teen Services Librarian Olivia Pennebaker hosted Teen LGBTQ+ Meet-Up, Agents of Kindness 6th-12th Grade, and Teen Art Space. Virtual teen programming has allowed teens to maintain social connections to one another while also keeping them in touch with the library.

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:

Evaluate reference and periodical collections, in print and electronic formats, in order to find ways to increase use and lower cost of these services

- Our print reference collection has been in storage for a year due to the need to expand shelving within the library to serve patrons better with curbside service. This will largely remain true in the temporary location, due to lack of necessary shelving.
- As a result, we have had the time to further weed our Reference collections, cutting out of date material, and transferring items that might serve patrons better in the circulating collections.
- In addition, we have pinpointed reference items that have been requested, and that we have an ongoing investment in, and pulled them out to be used as a very trimmed down reference section in the temporary location.

Improve the accessibility and visibility of existing physical and electronic collections

- Youth Assistant Annette Wendt worked with Cataloger Abby Pylar to develop a method for incorporating our current booklists into the catalog. The lists will be searchable and linkable for easier patron access.
- In March, we offered the last two sessions of our book bundling program, Surprise Staff Picks for Kids. Youth registered for books at the Upper Elementary, Beginning Chapter, or Read with an Adult level and Youth Staff selected books and placed them on hold for participants. This was a great program for exposing readers to new books and genres and to provide a kind of browsing experience during service limitations.

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

- During January, February, and March the Youth Department presented an outreach program to recognize Educators and Students doing outstanding work in these challenging times. Using community input and nominations, the Youth Department selected a Class of the Week, and with funds provided by an anonymous donor, created care packages for the students full of fun treats like fidget toys, stickers, and activities and delivered them to the schools. Educators received a Teacher Appreciation package personalized to their interests. Our Class of the Week was featured on the PDL and PPS social media. We were able to honor 18 different educators and provide 352 care packages to students. Additionally, all teachers who received community nominations will receive a small gift card to a local business.
- Youth Staff posted to PDL Social Media promoting programs from our partners at PPS and the Kalamazoo Chinese Academy, highlighting the Portage Public School's One School One Book reading challenge and STARTALK, the Kalamazoo Chinese Academy's free language and culture summer program for students in grades 3-8. We also promoted the prompts from our Community Journal program for family discussion and highlighted our Reciprocal Borrowing agreements for patrons to explore during the upcoming closure, as well as the Smithsonian's "Girlhood (It's Complicated)" online exhibition for Women's History Month.
- Youth Librarian Kristy Zeluff read (virtually) to a kindergarten classroom in Battle Creek at the invitation of their reading specialist.

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

- In 2021, we budgeted for a service called Kanopy, a pay-per-view streaming service that focuses on educational and independent film, including suppliers like PBS and the Great Courses. Patrons have been asking for this service for several years, and we made room in the budget for

this service. Kanopy went live to the PDL public on March 19th, and as of the writing of this report, we have had patrons watch 40 items.

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

- Since the 8,991 Portage Public School student P.A.S.S. memberships were registered in our Symphony database of users in September 2020, 902 students (10% of them) have used their P.A.S.S. membership. Prior to the P.A.S.S. program, we already had about 90% of the PPS students registered. Many are still using their existing resident membership to access collections and services or only check out material through a parent's membership.

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)

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 continues to meet weekly with C2AE and Walbridge representatives for project status reports. The Library Board awarded contracts to contractors at their Special Board Meetings on March 31 and April 13. Walbridge has distributed contracts to the awarded contractors, the contractor kick-off meeting is scheduled for April 22, 2021.

- Unfortunately, we were not granted temporary occupancy at the temporary location due to fire suppression and fire alarm system issues. The building owners are working on rectifying the problems so that we may move into the building. Our re-opening day at the temporary location is still scheduled for May 10, 2021.

Maintain Symphony database of item and user records

- On March 12, 2021, SirsiDynix removed all overdue fines and older fees greater than 6 years old from our user accounts. We retained bills for lost, damaged or non-returned material that

were charged in the last 6 years and unpaid non-resident privilege fees. According to SirsiDynix, they waived 110,863 bills totaling \$290,544.55 across 17,702 user accounts.

We are now left with determining an appropriate clean-up process for unused memberships that previously could not be purged because of outstanding balances. This process needs to be coordinated with how and when we resume our standard monthly purge of unused accounts that we paused in March 2020.

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

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

- The library is currently working on multi factor authentication (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.

DNS and Filtering: OpenDNS Umbrella – Reviewed and Updated Umbrella Configuration for Extended

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 12th.
- 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.

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 Doran, C2AE, and Electrical Contractors for quotes for the necessary electrical, network wiring changes in the temporary facility.

Temporary Location Move to State Farm Building

- Contacted and contracted Aunalytics to coordinate the move.
- Scheduled the move for April 26, 2021
- Built out a coordinated project plan.

State Farm Facility Update

- Swing Fiber Internet Connection from PDL to State Farm Building
 - Fiber Physical Connection Completed
 - Fiber Light Test Completed
 - Fiber Connectivity Test Completed
- Reconfigure current PRI with Telnet Worldwide to SIP trunks.
 - SIP trunk Junction Box Installed
 - Reconfiguration Cisco Router Planned for April 26, 2021
- CT Electric to update Power in communications rooms
 - 30 amp (208/240) L5 circuits installed and tested Completed
 - Update IDF on the upper floor with dedicated 20amp circuit
- CT Electric to add Network Communication wiring
 - Wireless Access Point Wiring Completed
 - Public Service Desk Wiring Completed
 - Interconnection between Communication Rooms Completed
 - [OPEN] Circulation Desk and Self-Checkout wiring.
- Aunalytics Server, Switch, UPS and VOIP move
 - Met with Geoff and Matt to review both facilities
 - Met with Geoff and Matt to plan the move.
 - Developed Detailed Network Diagrams and reviewed Switch configuration
 - [OPEN] Patch Cable Labelling for servers and switches

- [OPEN] Post-Move Wireless Survey.
- [OPEN] PRI to SIP Cisco Router Reconfiguration
- Endpoint Move Priority Order for Re-enabling network services
 - Mark and Rolfe are identifying equipment to be moved by 2 Men and a Truck and self-moved.
 - Working with the library staff to integrate technology movement into library planned move.
 - Library Technology Priority Order:
 - Move Library Servers and Network to new location
 - Re-enable and verify connectivity of library network
 - Re-enable and verify library server connectivity
 - Re-enable and verify library phone services
 - Re-enable and verify library wireless access
 - Re-enable and verify library public service desk phones
 - Re-enable and verify library circulation technology
 - Re-enable and verify library public service desk technology
 - Re-enable and verify library technical services technology
 - Re-enable and verify business services technology
 - Re-enable and verify staff phones and technology
 - Re-enable and verify Copiers and Printers
 - Re-enable and verify Self-Checkout Stations
 - Re-enable and verify Print Release and LDS technology
 - Re-enable and verify PAC Internet/Jobs computers
 - Re-enable and verify Creation Stations
 - Re-enable and verify PAC Catalog Stations
 - [OPEN] Connection to State Farm PA system
 - [OPEN] Connection to Existing and/or new IP cameras
 - [OPEN] HVAC management and/or Power monitoring
 - [OPEN] Unplanned Changes

Portage District Library ** PDL Mobile Updates**

- BlueCloud Mobile updated to 2021.2 release.
- Latest Statistics show PDL installed on 720 devices
- Latest Statistics show PDL its heaviest usage is Search followed by User Account followed by Curbside Services link.
- We continue to develop search facets and filters for searching in PDL Mobile.

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

- Head of Technical Services Abby Pylar will continue to monitor the reports on Collection HQ to see their completion by collection managers.
- Head of Technical Services Abby Pylar will continue to work on the organization and uniformity of items in the catalog throughout the year.

- Technical Services is working on getting the complete names of authors into the call number for all of the fiction materials, as well as getting the series information into the record. This will help the volunteers search for items more efficiently when they are using the scanners or helping the librarians with weeding projects.
- Head of Technical Services Abby Pylar is taking webinars for better cataloging practices.
- Head of Technical Services Abby Pylar has gotten the Missing/Claims Returned reports available on the scanners for our weekly scans.
- Head of Technical Services Abby Pylar has started an inventory of all library materials. This will help to get a more accurate count of the number of items in the building for redesign purposes.
- Head of Technical Services Abby Pylar has been in communication with our vendors to have a better experience with receiving our ordered materials.
- Technical Services is working on receiving and processing all materials that have arrived.
- 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.
- Technical Services is packing collections that will be shadowed in the temporary location.
- Technical Services is helping the various departments get prepared for the move by boxing, taping off areas, or other tasks that need to be completed.

IT Training

Office 365 - Azure Password Reset and MFA (Multi-Factor Authentication) and Azure Conditional Access

Lynda.com - Office 365: System Administration

SirsiDynix Mentor - BlueCloud Analytics Reporting with External Data.

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

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

Adult Services Professional Development

Design Inclusive Engagement Surveys: Strategies and Examples – Nonprofit Learning Lab, March 8

Ingram Webinar – Order Management 101 – March 10

Putting your Nonprofit on the Map: A Guide to Positioning Yourself as a Thought Leader – Nonprofit Learning Lab, March 16

Booklist Webinar: Spring/Summer Christian Fiction Preview - March 16

Beanstack Webinar: Beanstack in 2021: New Features for Libraries - March 17

Ingram Webinar – Diverse Collections 101 – March 24

What Could Schools and Libraries Do With \$7 Billion? Support remote learning by extending broadband connections —March 31

Youth Services Professional Development

“Fair Use Gone Viral” Webinar through eLearning Solutions for any new developments regarding the use of picture books in virtual storytimes

“Course Correction: How to Guide Library Employees Back on Track” through LibraryWorks – How to provide constructive guidance and motivation for staff

March 10th MIYouth meeting from the Library of Michigan on Summer Reading Programming and adapting programming to changing pandemic restrictions from the State

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
March 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 | \$ 6,507,290 |
| Expenditures | \$ 3,975,994 |

| Fund | 2/28/2021 | Changes | 3/31/2021 |
|-------------------------------|------------|---------|------------|
| 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 March 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 March 2021

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

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

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

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

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

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

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

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

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

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

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 21, 2021
Subject: Budget Amendment to adjust the FY 2021 Budget for the Friends \$6,000 Donation to Fund the 2021 Summer Reading Program for the Library.

BACKGROUND

It is my pleasure to announce that the Friends of the Portage District Library will generously support the Library's Summer Reading Program in 2021 with a grant totaling \$6,000. We are most grateful for this grant, enabling us to conduct a summer reading experience for both youth and adults. The Summer Reading Program at PDL has become a cornerstone event for our community. Without the support of our Friends organization, the Library would be very challenged to sustain the level of summer programs and activities that we have been able to provide due to the Friends' subsidy.

This very generous donation will enable us to develop and implement all aspects of the COVID-19 structured summer reading initiative. Youth and Teen participants are rewarded for their involvement in summer reading through weekly drawings and book giveaways. We believe that keeping children reading over the summer months helps them maintain and improve their reading skills to give them an advantage when school resumes in the fall. Adult participants will have an opportunity to win prizes through weekly drawings.

We are incredibly grateful to the Friends for their loyal sponsorship of the Library's Summer Reading Program and all other support and subsidy they regularly give us.

RECOMMENDATION:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2021 Budget to increase the Programming-Summer Reading expenditure lines by \$6,000; \$2,000 for each group (Adult, Teen, and Youth). The amendment will enable the funds to be used as requested by the Friends of the Portage District Library for the Library's 2021 Summer Reading Program.

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.

March 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.
- Launched an informational campaign to inform the public about our upcoming renovation project.
- Created signage plans for the interior and exterior of the temporary location.
- Designed materials to launch our new streaming service Kanopy.

March Social Media Highlights:

Facebook

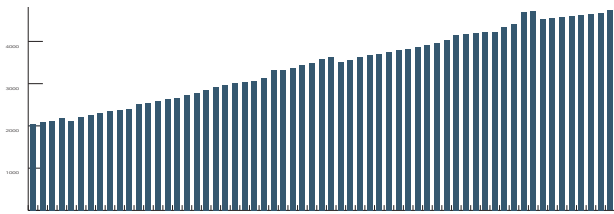
78 New Page Likes | 113 Post Shares | 1,580 Post Likes | 448 Comments | 523,765 Total Reach

Twitter

3,097 Tweet Impressions | 29 Likes | 7 Re-tweets | 125 Profile Visits | 6 Mentions | 4 New Followers

Facebook Stats 2016 - March 2021

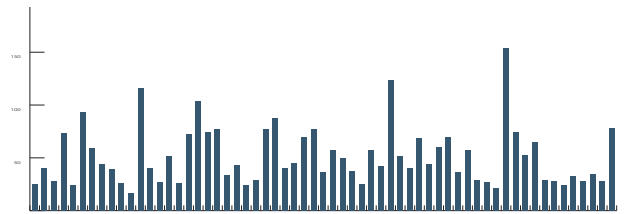
Total Followers:



February 2016
2,052

March 2021
4,669

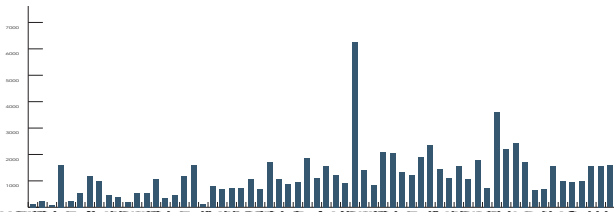
New Followers:



February 2016
25

March 2021
28

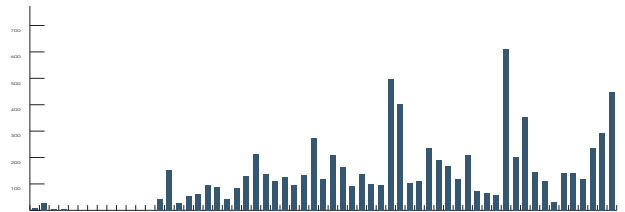
Likes:



February 2016
124

March 2021
1,555

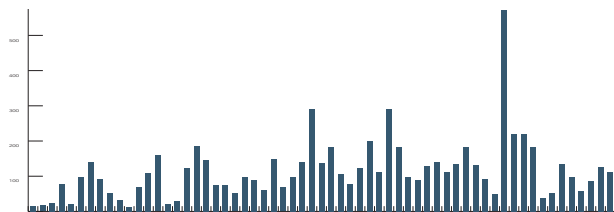
Comments:



February 2016
7

March 2021
294

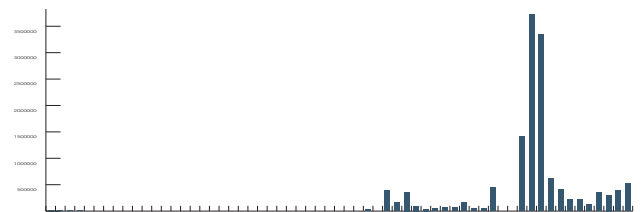
Shares:



February 2016
0

March 2021
126

Engagement:



February 2016
5,305

March 2021
391,053

Videos Created in March 2021

| | Video Title | Department | Facebook Views | YouTube Views | Total Views |
|---|---|------------|----------------|---------------|-------------|
| 1 | Family Storytime with Ms. Kristy: Almost Time | Youth | 221 | 61 | 282 |
| 2 | Brown Girl Dreaming: A Life Worth Living with Professor Elizabeth Cowan | Adult | n/a | 57 | 57 |
| 3 | Bedtime Storytime with Ms. Laura: Minervera Louise | Youth | 404 | n/a | 404 |
| 4 | Family Storytime with Ms. Kristy: Malala's Magic Pencil | Youth | 219 | 28 | 247 |
| 5 | Bedtime Storytime with Kida: A Visitor for Bear | Youth | 331 | 16 | 347 |
| 6 | Family Storytime with Ms. Kristy: Playing Possum | Youth | 224 | 28 | 252 |
| 7 | Family Storytime with Ms. Kristy: Goodbye, Friend! Hello, Friend! | Youth | 299 | 15 | 314 |
| 8 | Bedtime Storytime with Ms. Kristy: Oliver the Curious Owl | Youth | 167 | 12 | 179 |
| | | | | Total | 2082 |

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

| | Month Statistics | | | YTD Statistics | | |
|----------------------------------|------------------|----------------|-----------------|----------------|----------------|------------------|
| | Mar-21 | Mar-20 | CHANGE | 2021 | 2020 | CHANGE |
| Circulation/Collections | | | | | | |
| Total Library Circulation | 58,988 | 41,098 | 43.53% | 150,055 | 175,344 | -14.42% |
| Adult - Books | 14,979 | 7,749 | 93.30% | 36,717 | 41,083 | -10.63% |
| Adult - A/V | 3,031 | 2,385 | 27.09% | 7,268 | 14,014 | -48.14% |
| Youth - Books | 21,245 | 11,982 | 77.31% | 48,612 | 56,639 | -14.17% |
| Youth - A/V | 2,434 | 1,315 | 85.10% | 4,778 | 6,781 | -29.54% |
| Hot Picks | 1,273 | 1,633 | -22.05% | 2,589 | 8,359 | -69.03% |
| E-Material | 14,477 | 14,805 | -2.22% | 44,712 | 40,868 | 9.41% |
| ILL - PDL Requests | 835 | 572 | 45.98% | 2,822 | 3,638 | -22.43% |
| ILL - Other Lib. Requests | 714 | 657 | 8.68% | 2,557 | 3,962 | -35.46% |
| Self-Checkout Percentage | 56.46% | 63.60% | | 41.73% | 61.20% | |
| Total Library Collection | 187,569 | 189,366 | -0.95% | | | |
| Adult - Books | 84,234 | 87,322 | -3.54% | | | |
| Adult - A/V | 16,718 | 17,230 | -2.97% | | | |
| Youth - Books | 73,504 | 71,272 | 3.13% | | | |
| Youth - A/V | 8,814 | 9,385 | -6.08% | | | |
| Hot Picks | 4,299 | 4,157 | 3.42% | | | |
| Net Acquisitions | (1,430) | 469 | -404.90% | (4,635) | (220) | -2006.82% |
| Purchased - Books | 1,447 | 1,026 | 41.03% | 4,049 | 3,611 | 12.13% |
| Purchased - A/V | 178 | 124 | 43.55% | 606 | 917 | -33.91% |
| Donated - Books | 0 | 1 | -100.00% | 0 | 11 | -100.00% |
| Donated - A/V | 0 | 1 | -100.00% | 0 | 6 | -100.00% |
| Material Discarded | (3,055) | (683) | -347.29% | (9,290) | (4,765) | -94.96% |
| Total In-House Usage* | 0 | 384 | -100.00% | 0 | 384 | -100.00% |
| In-House Periodical Usage | 0 | 42 | -100.00% | 0 | 42 | -100.00% |
| In-House Book Usage | 0 | 342 | -100.00% | 0 | 342 | -100.00% |
| Patrons | | | | | | |
| Total Patrons | 50,015 | 40,801 | 22.58% | | | |
| Adult | 27,145 | 26,755 | 1.46% | | | |
| Youth | 6,135 | 6,541 | -6.21% | | | |
| Non-Resident | 368 | 375 | -1.87% | | | |
| Reciprocal | 6,424 | 6,304 | 1.90% | | | |
| Internet User | 892 | 762 | 17.06% | | | |
| PASS Users | 8,991 | | #DIV/0! | | | |
| Professional | 60 | 64 | -6.25% | | | |
| Net Patrons | 158 | 288 | -45.14% | 291 | 487 | -40.25% |
| Adult | 87 | 155 | -43.87% | 181 | 486 | -62.76% |
| Youth | 14 | 73 | -80.82% | 19 | 153 | -87.58% |
| Non-Resident | 4 | 2 | 100.00% | 4 | 7 | -42.86% |
| Reciprocal | 30 | 36 | -16.67% | 38 | 116 | -67.24% |
| Internet User | 23 | 22 | 4.55% | 49 | 130 | -62.31% |
| PASS Users | 0 | | 0.00% | 0 | 0 | #DIV/0! |
| Professional | 0 | 0 | 0.00% | 0 | 0 | 0.00% |
| Patrons Removed | 0 | 0 | 0.00% | 0 | (405) | 100.00% |

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

| | Month Statistics | | | YTD Statistics | | |
|--|------------------|--------|----------|----------------|---------|----------|
| | Mar-21 | Mar-20 | CHANGE | 2021 | 2020 | CHANGE |
| Library Building Usage | | | | | | |
| Total Meeting Room Usage | 0 | 97 | -100.00% | 0 | 430 | -100.00% |
| Internal/Collaboration | 0 | 42 | -100.00% | 0 | 217 | -100.00% |
| External/Outside Usage | 0 | 55 | -100.00% | 0 | 213 | -100.00% |
| Total Program Audience | 0 | 895 | -100.00% | 0 | 5,280 | -100.00% |
| Adult | TBD | 43 | -100.00% | 0 | 467 | -100.00% |
| Youth | TBD | 852 | -100.00% | 0 | 4,617 | -100.00% |
| Heritage Room | | 0 | #DIV/0! | 0 | 196 | -100.00% |
| Total Number of Programs | 0 | 26 | -100.00% | 0 | 155 | -100.00% |
| Adult | TBD | 4 | -100.00% | 0 | 30 | -100.00% |
| Youth | TBD | 22 | -100.00% | 0 | 121 | -100.00% |
| Heritage Room | | 0 | #DIV/0! | 0 | 4 | -100.00% |
| Total Volunteer Hours | 88 | 157 | -43.95% | 184 | 1,004 | -81.67% |
| Adult | 0 | 42 | -100.00% | 0 | 274 | -100.00% |
| Youth | 0 | 23 | -100.00% | 0 | 191 | -100.00% |
| Technical | 32 | 34 | -5.88% | 32 | 155 | -79.35% |
| Circulation | 0 | 56 | -100.00% | 0 | 284 | -100.00% |
| Administration | 56 | 0 | #DIV/0! | 152 | 57 | 166.67% |
| Community Service | 0 | 2 | -100.00% | 0 | 43 | -100.00% |
| Total Front Door Traffic | 9,825 | 22,343 | -56.03% | 19,430 | 120,048 | -83.81% |
| Total Youth Services Traffic | 6,544 | 16,343 | -59.96% | 13,400 | 80,964 | -83.45% |
| Total Business Center Traffic | 0 | 1,144 | -100.00% | 0 | 6,244 | -100.00% |
| Information Access/Reference/Research | | | | | | |
| Total Reference Transactions | 7,637 | 4,235 | 80.33% | 30,298 | 23,125 | 31.02% |
| Adult Phone | 194 | 174 | 11.49% | 951 | 934 | 1.82% |
| Adult Ready Reference | 1,287 | 1,210 | 6.36% | 4,456 | 6,885 | -35.28% |
| Adult Reference | 112 | 131 | -14.50% | 268 | 698 | -61.60% |
| Youth Phone | 73 | 47 | 55.32% | 363 | 305 | 19.02% |
| Youth Ready Reference | 3,104 | 1,461 | 112.46% | 12,353 | 8,396 | 47.13% |
| Youth Reference | 237 | 363 | -34.71% | 375 | 1,851 | -79.74% |
| HR Phone | 5 | 5 | 0.00% | 47 | 24 | 95.83% |
| HR Ready Reference | 122 | 162 | -24.69% | 295 | 808 | -63.49% |
| HR Reference | 5 | 11 | -54.55% | 23 | 48 | -52.08% |
| Circ Phone | 717 | 292 | 145.55% | 4,666 | 1,514 | 208.19% |
| Circ Ready Reference | 1,348 | 215 | 526.98% | 5,552 | 1,027 | 440.60% |
| Circ Reference | 433 | 164 | 164.02% | 949 | 635 | 49.45% |
| Total Edutainment LAN Use | 0 | 121 | -100.00% | 0 | 966 | -100.00% |
| Total Internet Computer Use | 687 | 1,251 | -45.08% | 1,345 | 5,817 | -76.88% |
| Youth Computers | 19 | 109 | -82.57% | 34 | 408 | -91.67% |
| Adult Computers | 668 | 1,121 | -40.41% | 1,311 | 5,315 | -75.33% |
| Laptop Computer Circulated | 0 | 21 | -100.00% | 0 | 94 | -100.00% |
| Total Electronic Transactions | 47,600 | 39,974 | 19.08% | 148,282 | 144,654 | 2.51% |
| WebSite Hits | 34,430 | 29,729 | 15.81% | 105,481 | 104,723 | 0.72% |
| WebCatalog Sessions | 10,627 | 7,122 | 49.21% | 33,593 | 28,896 | 16.25% |
| Licensed Database Hits | 2,543 | 3,123 | -18.57% | 9,208 | 11,035 | -16.56% |

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

Library Closed due to COVID-19 on March 13, 2020

Christy Klien, Library Director

Online Programming Statistics/Reference Transactions will be updated at a later date.

Call to Action: MLA Opposes HB 4530-4533

Call to Action: MLA stands in Opposition to HB 4530-4533 and ANY Legislation Limiting Election Dates.

March 25, 2021

On Tuesday, March 23, a package of bills, HB4530-4533 was presented at the House Elections and Ethics Committee. HB4530-4533 eliminates the May and August elections and replaces them with a June election.

House Bills 4530-4533 would amend different acts to remove the May regular election date and move the date of the primary election in Michigan from August to June, limiting a jurisdiction to holding only two elections in a year.

Libraries rely on locally dedicated millages for funding. 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. Additional restrictions to the number of times each year that a millage can be brought before voters are detrimental to libraries.

The most recent modifications to the state's election dates are the 2015 Public Acts 98 - 103, that eliminated the February election date. Since 2015, only May, August, and November have remained.

Currently, under the law, the primary election is held on the Tuesday after the first Monday in August. HBs 4530 - 4533 would move that election date to the Tuesday after the first Monday in June. They would also eliminate the May regular election.

Legislators need to hear from us about why it is important to keep three election dates to allow libraries more flexibility in seeking millages. Please contact your House members today to tell them that libraries need three millage election dates. Ask them to oppose HB 4530-4533 and ANY legislation that limits election dates and hurts a library's ability to seek funding.

If your legislator is on the Elections and Ethics Committee, it will be even more important for you to reach out today!

Elections and Ethics Committee members:

[Ann Bollin](#) (R) Committee Chair, 42nd District

[Pauline Wendzel](#) (R) Majority Vice-Chair, 79th District

[Julie Calley](#) (R), 87th District

[Steven Johnson](#) (R), 72nd District

[Graham Filler](#) (R), 93rd District

[Matt Koleszar](#) (D) Minority Vice-Chair, 20 District

[Karen Whitsett](#) (D), 9th District

Click Take Action to visit our webpage and contact your legislator. We've created a template email for you that you can modify to share your concerns or send-as-is. Thank you for taking action to support libraries!

TAKE ACTION

MLA Statement in Opposition to Any Restrictions to Millage Dates by the Michigan Legislature

MLA Opposes House Bills 4530-4533 and ANY Legislation restricting election dates.

House Bill 4530, Sponsor: Rep. Julie Calley; House Bill 4531, Sponsor: Rep. Graham Filler; House Bill 4532, Sponsor: Rep. Karen Whitsett; House Bill 4533, Sponsor: Rep. Ranjeev Puri

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 their 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, continues to provide libraries and other municipal and school bodies flexibility on imposing a new millages or increasing or renewing an existing millage.

House Bills 4530-4533 would amend different acts to remove the May regular election date and move the date of the primary election in Michigan from August to June, limiting a jurisdiction to holding only two elections in a year. The November regular election date would remain unchanged.

MLA opposes any restrictions to reduce the number of election dates for millages each year for libraries by the Michigan legislature. We oppose these changes 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 is 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 and 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 November elections, the library would not have a millage or budget to operate under while waiting.

MLA will continue to watch for bills that would limit elections to less than three times yearly and will call on our MLA Members to stand in opposition if necessary if we see any movement.

PORTAGE DISTRICT LIBRARY**COMMUNICATION**

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 20, 2021
Subject: Upcoming Library Board linkage opportunities in May 2021 for consideration

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

| Date | Time | Activity or Program Description |
|-------------------------|-------------|---|
| May | ALL DAY | Cookbook Club Challenge: Farmer's Market |
| 5/4 | 3:30 PM | Teen Agents of Kindness |
| 5/6,5/12, 5/20, 5/27 | 10:30 PM | Just Move Storytime and Family Fun |
| 5/13 | 7:00 PM | International Mystery Book Discussion of "Searching for Sylvie Lee" |
| 5/14 | ALL DAY | International Mystery Book Discussion of "Searching for Sylvie Lee" |
| 5/19 | 7:00 PM | Introducing: The PDL Seed Library |
| 5/20 | 9:00 AM | Muffins and the Market |
| 5/25 | 4:30 PM | Let's Get Growing: Seed Starting |

PORTAGE DISTRICT LIBRARY

Programming Policy

A. POLICY STATEMENT

It is the policy of the *Portage District Library* to encourage library staff to continue their efforts in both youth and adult programming in order to develop new and evaluate existing programs which are consistent with the library's Mission Statement and Ends Statements.

B. SCOPE of POLICY

This Programming Policy applies to all types of programs whether conducted directly by or indirectly, through co-sponsorship, with the *Portage District Library*.

C. POLICY OBJECTIVES

Programming is a method by which the library provides life-long learning experiences for library patrons. Programs provide a forum for public discussion and self-expression while sharing ideas, skills, knowledge and experiences. Programming is also a way for the library to promote community resources. The library may use donations, co-sponsorships, grants and fees to recover some library costs for special programs.

D. POLICY RESTRICTIONS

During a library-sponsored presentation, the presenter may display his products, or books for purchase. No library personnel will be involved in the sale of said items. However, when a presenter rents space to do a public demonstration, books, products, or services may not be displayed for purchase. The program presenter may display his or her name, company name, and pertinent contact information. All contacts regarding said books, products or services must take place off library property.

PORTAGE DISTRICT LIBRARY

Art Exhibit

Art exhibits in different formats are welcome at Portage District Library. Exhibits stimulate interest in a variety of library materials, provide information, develop aesthetic appreciation, and offer an opportunity for individual and/or groups to display artistic and educational materials. The Portage District Library provides space for exhibits and displays of a civic, educational, cultural, or recreational nature. Display areas may also be used for Library purposes such as to display materials from the Library's collection, or to publicize Library services, collections, or activities. Thus, this policy does not apply to the Library's use or co-sponsored use and the Library's use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits and displays pursuant to this Policy.

I. General Principles

- A. It is not the goal of the Portage District Library to build an art collection.
- B. Exhibit and display areas are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- C. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays.
- D. Display space is limited.

II. Temporary Exhibits

- A. Acceptance and placement of an art exhibit will be determined by the Library Director or designee. Those who wish to display their artwork at the Portage District Library must read and sign the "Art Where You Are Artist Contract". Permission for hosting an art reception, and for conducting any activities or mounting displays during an art reception, will be granted at the discretion of the Library Director or designee.
- B. The Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of exhibit and display spaces. Applications for exhibits or displays will be reviewed in light of the Library's educational, cultural, intellectual, or recreational purpose and community interest. The limitations on space will also be taken into consideration.
- C. Length of time for each display will be determined by the Library Director or designee. Set-up and removal dates will be determined in advance.
- D. Sales transactions may occur on the library premises during gallery hops or special art receptions. However, artists must delay delivery of any purchased artwork to buyers until the agreed upon exhibit schedule at the library had concluded. No price tags may be affixed to any artwork on exhibit at the library, but price lists will be made available to the public at the Adult Information Desk for the duration of the art exhibit. Subject to the approval of the

ART EXHIBIT POLICY

Library Director, artists may display their names, addresses, and telephone numbers on their artwork.

- E. The Library must be provided with a license to use images of the artwork for Library uses, including but not limited to advertising, brochures, posters, catalogs, the Library's website or similar uses.
- F. The Exhibitor may be identified by name within the exhibit or display.
- G. The library's Curator is responsible for installing and labeling the exhibit or display on the agreed upon date.
- H. All exhibits or displays must be set up and removed with as little interference as possible to the daily operations of the Library. Once the exhibit or display is installed, changes may be made only with Library approval.
- I. The library's Curator shall remove the exhibit or display promptly on the agreed upon date at the end of the scheduled period. Exhibits or displays will be considered for exhibit for longer than the scheduled period with written approval of the Library Director or his/her designee.
- J. The Library has the right to remove exhibit or display materials if they are not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within sixty (60) days after the scheduled display period.
- K. Exhibitors may not charge an admission fee or request donations.
- L. Damages to the premises, equipment or furnishings as a result of the Exhibitor's use will be charged to the Exhibitor.

III. Decision and Appeal

- A. The Library Director or his/her designee shall make the determination regarding the use of exhibit and display spaces. The Library Director or his/her designee has the right to review the materials, including promotion or publicity materials, in advance. The Library Director's decision shall be final.
- B. Any person or organization aggrieved by the Director or designee's decision may appeal that decision to the Library Board. Such appeal shall be made within ten (10) business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director.
- C. The Library reserves the right to remove any item from an exhibition or display on the above grounds or if the exhibition is a possible safety hazard, is too large for the display space, creates a maintenance problem, exceeds acceptable noise and light levels, interferes with the public service or other activities in adjacent Library areas or has been displayed without authorization.

PORTAGE DISTRICT LIBRARY

Monitoring Report

For

Executive Limitation Policy on Fundraising Activities

April 26, 2021

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

Policy: Utilize programs within the realm of normal library operation as fundraising vehicles.

Director's Response: There have been no instances of any library programs being used as fundraising vehicles within the realm of normal library operations. In the case of library programs that require extraordinary supplies, a nominal fee may be charged to program registrants to recover the cost of the program provisions.

Policy: Allow library facilities to be used by outside agencies for the purpose of fundraising, unless the funds being raised are going to be used for library purposes.

Director's Response: The library adheres to a strict rule about no outside agencies using the library facilities for the purpose of fundraising. The library's Community Meeting Room Policy states that: "Approved use of the library's community meeting rooms does **not** include selling or moneymaking enterprises except those that may be sponsored by the Portage District Library itself, or the Friends of the Portage District Library."

Policy: Permit the presentation of any fundraising program at the library without the approval of the Library Director.

Director's Response: There have been no instances of any fundraising programs being conducted at the library. The fundraising conducted by the library is done via the Annual Campaign mailing to donors, the Spring Appeal, and grant writing.

Policy: Allow donor lists to be shared with any other entity or charitable agency.

Director's Response: The library is in complete compliance with the rule to never share donor lists with any other entity or charitable agency. The Portage District Library fundraising activities include an Annual Campaign direct mailing initiative that is carried out at the end of each year. We send this solicitation to all of our previous donors and to all active library users requesting financial assistance to further enhance the library's special initiatives. Annually, a request is made to the Library Board to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library's patron database for the restricted, confidential and sole purpose of sending a direct mailing to previous donors and to active library users in October or November. The contract with our regular printer stipulates that the printer or any associate or partner of the printer will **not** use the library's patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.

Policy: Enter into any fundraising agreement that requires the library to permanently endorse a product or [promote an individual or business], without prior knowledge and approval of the Library Board.

Director's Response: There have been no instances of the library entering into any fundraising agreement that requires the library to permanently endorse a product or promote an individual or business.

Policy: **Enter into any fundraising agreement that requires the library to take on responsibility, financial or otherwise, that would be above and beyond the provisions in the current budget or that would necessitate an increase in staffing level, without prior knowledge and approval of the Library Director.**

Director's Response: The library is in full compliance with this mandate and has not entered into any fund-raising agreement that would obligate or burden the library financially or otherwise.

Policy: **Receive any funds for the library that have restrictions placed on their use, without prior knowledge and approval of the Library Director.**

Director's Response: The only instances of funds received by the library that have restrictions placed on their use are memorial donations made specifically in memory of someone with requests for the purchase of particular materials, directed gifts at the time of the donation, or in the case of contributions made to the library's Grandmother & CIG Endowment fund which are restricted gifts used only to benefit youth.

Policy: **Place the library in potential jeopardy by accepting any funds derived from questionable sources, or connected to any entity or program that might not be in the best interest of the library.**

Director's Response: The library is in complete compliance with this mandate and has not accepted any funds from questionable sources.

Policy: **Utilize fundraising to supplement regular, day-to-day library operations.**

Director's Response: All donated funds are reported annually to the Library Board and a request is made to the board to approve the allocation of gifts and donations funds received in the previous year for specific purposes in the current year.

Policy: **Fail to recognize donors, in some special manner, who contribute gifts to the library of \$5,000 or more.**

Director's Response: All donors are properly recognized with a letter of thanks following their donation. The library has received several donations of \$5,000 or more and all have been significantly recognized through letters and personal contacts.

Policy: **Allow fundraising plan to be executed without board approval.**

Director's Response: The Library Director gives updates to the Library Board on the library's future fundraising activities for the year and provides details of everything that will be done in relation to fundraising at the library. All plans are outlined clearly to the Library Board and executed only with board endorsement.

To: Portage District Library Board Members
From: Michele Behr, Library Board Chair
Date: April 20, 2021
Subject: Mid-Year Meeting in FY 2021 with the Library Director

April is the month that a mid-year meeting with the Library Director is scheduled in order for the Library Board to assess current activities and to make sure that things are progressing appropriately and everything is on track with activities to accomplish the Ends and Strategic Plan.

This will be an agenda item for the April 26, 2021 board meeting and we can discuss the mid-year meeting with the Library Director at that time.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 21, 2021
Subject: Report from Library Board Liaisons to the Friends of the Portage District Library

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

There will be an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a virtual board meeting on April 12th, there will be an item on the agenda for the April 26, 2021 Library Board meeting so that one of them can give a report.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 20, 2021
Subject: Request for Library Board Approval for Restricted Use of Trustees Signatures and Library Patron Data Base for Direct Mail Initiatives

Building Project Update and Annual Campaign Direct Mailing

We would like to send out direct mail with a building project update to the citizens residing within the library district and are considering an Annual Campaign for 2021. This is also a direct mailing initiative that is usually carried out in October/November each year. We send the Annual Campaign to all active library users requesting financial assistance to further enhance the library's special initiatives. In order to do this, we need to use the library patron data base for these two direct mailings.

REQUEST:

We request that the Library Board pass a motion at the April 26, 2021 board meeting to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library's patron database for the restricted, confidential and sole purpose of sending a direct mailing to citizens residing within the library district and to active library users for the Annual Campaign. The contract with our regular printing vendor stipulates that the printer or any associate or partner of the printer will not use the library's patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.

We also request permission to use trustees' signatures on these mailings, following prior review of the document. If this request is granted, we ask that you write your name on a blank sheet of white paper (no lines) with a sharpie or other thick black marker. Then, either scan the signature or use your phone to take a picture of it and send it to our Marketing Manager, Colin, at cwhitehurst@portagelibrary.info.

Quarterly Statistics for Strategic Plan 2018-2022

Ends Statement #1

Optimize access to resources for information, education, and entertainment.

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

Projects:

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

| Target | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter | Year to Date | 2021 Target | % of Target |
|---|-------------------------|-------------------------|-------------------------|-------------------------|----------------|-----------------|------------------|
| 75 % patrons responded that they learned something in a guided learning event | - | | | | 0% | 75% | 0% |
| 50% of programs offered will provide guided learning activities (Adult/Youth) | A 64% Y 79% | | | | A 64% Y 79% | A 50% Y 50 % | A 128% Y 158% |
| 20% increase of hits of online learning tools | 277% | | | | 270% | 20% | 1350% |
| Implement 12 software/devices that allow people to create and learn | 2 | | | | 2 | 12 | 17% |
| 12 videos are created | 28 | | | | 28 | 12 | 233% |

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

| Target | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter | Year to Date | 2021 Target | % of Target |
|--|-------------------------|-------------------------|-------------------------|-------------------------|---------------------|-------------------|----------------------|
| Youth Services will provide 3 programs annually targeting each literacy level (Beginner, Intermediate, Expert) | B 12 I 10 E 3 | | | | B 12 I 10 E 3 | B 3 I 3 E 3 | 400% 333% 100% |
| Help 150 patrons become more info-literate * | 284 | | | | 0 | 150 | Target Met |
| Have 50 people in the library for ESL tours * | 84 | | | | 0 | 50 | Target Met |

Ends Statement #2

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

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

Projects:

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

| Target | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter | Year to Date | 2021 Target | % of Target |
|--|-------------------------|-------------------------|-------------------------|-------------------------|--------------|---------------|----------------|
| 80% of user satisfaction with collections and instructional events | - | | | | 0% | 80% | 0% |
| Active holds older than 3 month less than 200 titles | 307 | | | | 307 | Less than 200 | Target Not Met |
| 21 Special programs will target groups representing different perspectives or cultures * | 37 | | | | 8 | 21 | Target Met |
| 25% of kits will change annually to reflect changing needs of the community | - | | | | 0% | 25% | 0% |
| 20% reduction in total physical collection size | 6.34% | | | | 6.34% | 20% | 31.7% |

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

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

Projects:

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

| Target | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter | Year to Date | 2021 Target | % of Target |
|---|-------------------------|-------------------------|-------------------------|-------------------------|---------------|----------------|------------------------------------|
| 20% more items available for circulation will be digital | 56% | | | | 56% | 20% | 280% |
| 15% of our programs annually will be outreach (Adult/Youth) | A 8% Y 11% | | | | A 8% Y 11% | A 15% Y 15% | A 53% Y 73% |
| 70% of patrons who completed an exit survey were satisfied that the program met their needs | - | | | | 0% | 70% | 0% |
| 100% of PPS middle school and high school students have access to PDL electronic services | - | - | - | - | 100% | 100% | 100% with PASS card implementation |
| 12 events or table events will be held outside the Library by the Adult Department | 0 | | | | 0 | 12 | 0% |

Ends Statement #4

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

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

Projects:

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

| Target | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter | Year to Date | 2021 Target | % of Target |
|---|-------------------------|-------------------------|-------------------------|-------------------------|--------------|-------------|-------------|
| 90% of display space used for local artists and organizations | - | | | | 0% | 90% | 0% |
| 5 large projects completed in the Local History Rooms * | 1 | | | | 1 | 5 | 20% |
| 90% of patron responses say displays are meaningful | - | | | | 0% | 90% | 0% |
| 4 new resources for information will be added each year | 0 | | | | 0 | 4 | 0% |

* Target number over the course of the 5 year plan

Portage District Library
1st Quarter Report
March 31, 2021

| <u>Revenue</u> | | Percent of Year Gone --> | | | | 25% | | |
|-------------------------|---------------------|--------------------------|------------------------|-----------------------|---------------------|---------------------|-------------------|--|
| General Ledger Category | 1st Qtr. Budget | 1st Qtr. Actual | 1st Qtr. % Received | 2021 Annual Budget | YTD Actual | YTD Actual+Enc. | YTD % Received | |
| Total Tax Revenue | \$ 4,469,545 | \$ 4,828,548 | 108% | \$ 4,949,347 | \$ 4,828,548 | \$ 4,828,548 | 98% | |
| Other Revenue | 25,988 | 39,737 | 153% | 129,950 | 39,737 | 39,737 | 31% | |
| Revenue from Reserves | 1,301,973 | 1,301,973 | 100% | 1,301,973 | 1,301,973 | 1,301,973 | 100% | |
| State Aid Revenue | 342,843 | 337,032 | 98% | 342,843 | 337,032 | 337,032 | 98% | |
| Total Revenue | \$ 6,140,349 | \$ 6,507,290 | 106% | \$ 6,724,113 | \$ 6,507,290 | \$ 6,507,290 | 97% | |

| <u>Expenses</u> | | | | | | | | |
|-------------------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|---------------------|----------------|--|
| General Ledger Category | 1st Qtr. Budget | 1st Qtr. Actual | 1st Qtr. % Spent | 2021 Annual Budget | YTD Actual | YTD Actual+Enc. | YTD % Spent | |
| Total Salaries & Wages | \$402,819 | \$349,764 | 87% | \$1,611,276 | \$349,764 | \$349,764 | 22% | |
| Total Fringes & Benefits | 163,900 | 130,713 | 80% | 660,600 | 130,713 | 130,713 | 20% | |
| Total Library Materials | 374,774 | 192,449 | 51% | 768,306 | 192,449 | 324,931 | 42% | |
| Total Utilities | 62,338 | 24,085 | 39% | 174,350 | 24,085 | 24,085 | 14% | |
| Total Buildings | 163,298 | 90,573 | 55% | 282,360 | 90,573 | 148,873 | 53% | |
| Total Furnishings & Equipment | 30,498 | 0 | 0% | 30,498 | 0 | 30,498 | 100% | |
| Total Supplies | 96,301 | 19,445 | 20% | 192,539 | 19,445 | 74,335 | 39% | |
| Total Professional Services | 199,282 | 71,884 | 36% | 424,607 | 71,884 | 172,510 | 41% | |
| Total Other Charges | 276,375 | 129,565 | 47% | 386,152 | 129,565 | 239,463 | 62% | |
| TOTAL OPER. EXPENSES | \$ 1,769,585 | \$ 1,008,478 | 57% | \$ 4,530,688 | \$ 1,008,478 | \$ 1,495,172 | 33% | |
| TOTAL CAPITAL PROJECTS | \$ 1,425,669 | \$ 134,692 | 9% | \$ 2,187,207 | \$ 134,692 | \$ 1,036,124 | 47% | |
| TOTAL EXPENSES | \$ 3,195,254 | \$ 1,143,170 | 36% | \$ 6,717,895 | \$ 1,143,170 | \$ 2,531,296 | 17% | |

| | | | | | |
|---------------------------------|---------------------|---------------------|-----------------|---------------------|---------------------|
| EFFECT ON FUND BALANCE * | \$ 2,945,095 | \$ 5,364,120 | \$ 6,218 | \$ 5,364,120 | \$ 3,975,994 |
|---------------------------------|---------------------|---------------------|-----------------|---------------------|---------------------|

| Cash Flow Analysis of 2021 money only | | Cash Flow Analysis of all money including prior year(s) | |
|---------------------------------------|--------------|--|--------------|
| 2020 cash as of 12/31/2020 | \$ - | 12/31/20 Audited Total cash (Fund Equity*) minus liabilities | \$ 8,830,874 |
| +First Quarter Revenues | 6,507,290 | + 2021 Revenues | 6,507,290 |
| - First Quarter Operating Expenses | 1,008,478 | - 2021 Operating Expenses | 1,008,478 |
| - First Quarter Capital Projects | 134,692 | - Capital Projects | 134,692 |
| | | - General Reserves | 704,878 |
| | | - Building Reserves | 50,000 |
| | | - Benefits Reserve | 29,741 |
| | | - Technology Reserve | 111,305 |
| | | - Patio Feasibility Reserve | 4,700 |
| | | - Personal Property Tax Reserve | 805,946 |
| | | - Building Improvement Reserve | 2,022,500 |
| | | - Library Endowments | 73,418 |
| | | - Encumbrances | 1,388,126 |
| 2021 cash as of 3/31/2021 | \$ 5,364,120 | Total available cash as of 3/31/2021 (Fund Balance*) | \$ 9,004,380 |

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

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

Property Taxes - Property Tax collections are on pace for this time of year. The library has approximately \$120,000 of outstanding property taxes as of March 31, 2021. This amount is slightly higher than the prior year's balance by approximately \$4,000. Outstanding real property taxes will be collected by the Library from Kalamazoo County in the summer. The Library estimates the noncollectable portion of personal property taxes that will be delinquent and paid in future years and budgets for that amount. The library has received its IFT tax payment for this year and it was \$49 more than expected.

State Aid Revenue - The library has not received its 1st State Aid payment for FY2021. It is expected anytime. The 2nd payment is expected in late summer or early fall of 2021. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was \$5,811 less than anticipated. At the end of FY2017 through FY2019, the Library moved all reimbursements received greater than budgeted to a Personal Property Tax Reserve line to safeguard against a drop in reimbursements in future years. There is currently \$805,946 in that reserve.

Revenue from Reserves - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned funds. As part of the library's FY2021 budget, the library will set aside 13% of its budget into a General Reserve. In doing so, the General Reserve from the prior year will be increased by \$6,218 in FY2021. Funds have been added to the FY2021 budget for the following items: prior year encumbrances (\$1,285,248) and donations received in FY2020 with specific requests (\$16,725).

Other Revenue - Other Revenue is slightly ahead of pace for this time of year. The majority of this category is comprised of Fines and Fees, Penal Fines and Interest income. Fines and Fees are on pace for the 1st quarter, but will lag as a result of the Library's temporary closure. Penal Fines are not expected to be collected until July. The Library does not budget for donations, but instead chooses to request budget amendments when they are received and needed for use. The Library has received \$28,065 of donations and grants to date. Interest Income is ahead of pace for this time of year, but as investments mature and are reinvested, rates available will be at a much lower rate.

Salaries & Wages - Salaries & Wages are below pace for this time of year. The approximate \$53,000 that the Library is under budget due to full-time vacancies for positions that are planned to be filled in FY2021. These positions are on hold until the Library can get settled in its temporary location. Once this occurs, the Library will begin the process of putting updated job descriptions in place and then start the hiring process.

Fringes & Benefits - Fringes & Benefits are less than the 25% expended as of March 31, 2021. This is due to two employees opting out of the Library's insurance plan and picking up a spouse's insurance plan, and the vacant positions noted above. Based on this scenario, there should be a surplus of funds at the end of the year.

Library Materials - This category shows that it is ahead pace for this time of year. This is expected as approximately \$127,000 of encumbrances were open at the end of FY2020 and brought into 2021. The encumbered material is typically received in the first quarter and into the second quarter. This means that a higher percentage of goods should be received in the first quarter, as compared to later quarters, and thus a higher percentage of the yearly total. Additionally, the Licensed Database line is approximately 98% expended. This is due to the nature of the content, as it is predominately yearly contracts renewing in the 1st Qtr.

Utilities - Utilities are under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures are below budget for the year. The Library encumbered \$25,000 of funds in FY2020 and brought those funds into FY2021 to help offset additional utility costs from the temporary location. These costs will be in addition to utility costs at the main library, which should be reduced due to a reduced level of activity.

Building - Year-to-date actual and encumbrances are greater than the 25% target due to the Purchase Orders being carried over from the prior year. Snow Removal was well below budget for the quarter.

Portage District Library
1st Quarter Report
March 31, 2021

Furnishings & Equipment - This category is over its target for this time of year. The original budget for this category is \$10,415. There are \$22,965 of encumbrances coming forward from 2019. Therefore, the majority of the expenses either occurred or are encumbered in the 1st quarter. Projects being carried over from the prior year are: book bins; atrium shelving; teen room display furniture; and DVD shelving.

Supplies - The supply category is slightly over budget for this time of year. The majority of accounts in this category are used on an as needed basis. The library has tried to adopt a very conservative approach to its spending for lines such as supplies. The majority of activity in this category is from encumbrances brought forward from 2020.

Professional Services - This category is higher than the 25% target for several reasons. Encumbrances coming forward from 2020 skew expenditures to the first quarter. Funds encumbered were for legal fees associated with construction contracts and for assistance with the Library's next strategic plan. Secondly, there were some Online Subscriptions treated as prepaids at the end of 2020 and therefore, their expense was moved to the first quarter of 2021. Lastly, the expenses associated with the financial audit occur predominantly in the first quarter.

Other Charges - This category is well above the 25% target. This is due to the treatment of prepaids at the end of 2021. The Computer Repair and Maintenance line had a large number of support agreements that were treated as prepaids and thus their expense moved to the first quarter of 2021. Typically this line has a large portion of its expenses occur in the 3rd and 4th quarters, but this has shifted with the more aggressive treatment of prepaids.

Capital Projects - This category is well above the budget for this time of year. This is due to several reasons. Funds were encumbered for technology projects (\$198,000) that will not begin until FY2021. The Library has approximately \$1,453,715 currently budgeted in a Library Refurbishing Project line that will be used for expenses attributed to the new construction. The Library has approximately \$532,000 encumbered as of 3-31-2021.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 21, 2021
Subject: Library Award of Window Treatment Contract

BACKGROUND:

On February 28, 2021, the Portage District Library posted a notice for a public bid opening via Zoom for March 23, 2021, at 2 p.m. in the Kalamazoo Gazette. Walbridge, our construction management team, sent an invitation to area contractors for a tour through our facility to learn more about our project. The initial socially distant walk-through occurred on March 4, 2021. Additional walk-throughs happened the following week to allow for social distancing. Sealed bids were due at 2 p.m. on March 23, 2021, with the Public Opening and Reading of the Bids via Zoom immediately following.

With assistance from C2AE and Doran Lefaive, Walbridge has interviewed the following recommended contractors to validate the contract amounts, bond amounts, adherence to the scope required by the bidding documents, and contractor safety performance and history. A copy of the “Subcontractor Proposal Review” signed by the contractor is attached to each recommendation and is available for review in the Library Office. The bids provided result in the project being under budget. After the initial award of contracts, the bid alternates were reviewed and some additional projects were selected to be included in the overall project. We recommend awarding the window treatment contract to Triangle Window Fashions in the amount of \$27,383 to enable the submittal and procurement process to begin so the project can maintain the schedule.

RECOMMENDATION:

I recommend the library board awards contract to Triangle Window Fashions for window treatments.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 21, 2021
Subject: Library Award of Kalwall Skylight Replacement

BACKGROUND:

On February 28, 2021, the Portage District Library posted a notice for a public bid opening via Zoom for March 23, 2021, at 2 p.m. in the Kalamazoo Gazette. Walbridge, our construction management team, sent an invitation to area contractors for a tour through our facility to learn more about our project. The initial socially distant walk-through occurred on March 4, 2021. Additional walk-throughs happened the following week to allow for social distancing. Sealed bids were due at 2 p.m. on March 23, 2021, with the Public Opening and Reading of the Bids via Zoom immediately following.

At the time that the bid package was made available to prospective bidders, the Library had a list of potential projects that were associated with the building, but not available to be completed within the project budget. One of those projects was the replacement of the Kalwall Skylights located at the front of the building along the Atrium. These skylights were part of the Library expansion project in 1996. Due to their exposure to the elements and wear and tear, replacement is needed. Prior to the bidding process, the Library requested quotes for the replacement of the Skylights from contractors that specialize in this product.

Walbridge has interviewed the following recommended contractors to validate the contract amounts, bond amounts, adherence to the scope required for other contractors for this project, and contractor safety performance and history. Our purchasing policy requires us to go through a sealed bid process for purchases above \$20,000 unless otherwise approved by the Library Board. We would ask the Library Board to designate Architectural Glass & Metal, Inc. as a “preferred vendor” because of their specialty in this product and to award the Kalwall Skylight replacement project to Architectural Glass & Metals, Inc. in the amount of \$78,788 to enable submittal and procurement process to begin so the project can maintain on schedule.

RECOMMENDATION:

I recommend the library board awards contract to Architectural Glass & Metals, Inc. for the Kalwall Skylight replacement.