

NOTICE OF ELECTRONIC REGULAR MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, May 24, 2021 at 6:00 p.m.

The Library Board of the Portage District Library will hold a regular meeting on Monday, May 24, 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by the Kalamazoo County Commissioners on December 15, 2020 and lasting through December 31, 2021 unless extended or repealed.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: May 24, 2021 06:00 PM Eastern Time (US and Canada)

Topic: Portage District Library Regular Board Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81217036574>

Or One tap mobile :

US: +13126266799,,81217036574# or +16465588656,,81217036574#

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

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Webinar ID: 812 1703 6574

International numbers available: <https://us02web.zoom.us/j/81217036574>

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: May 20, 2021

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

PORTAGE DISTRICT LIBRARY BOARD MEETING

May 24, 2021

Virtual Meeting via Zoom at 6:00 PM

AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)
- IV. Adoption of the Agenda for the Regular Meeting of May 24, 2021 (1 minute) (Vote)
- V. Audit Presentation (20 minutes)
 - A. Presentation of Audit Report for Fiscal Year 2020 by Rehmann Robson staff. (*Info*) Pg. 4
- VI. Consent Agenda (5 minutes) (Vote)
 - A. Minutes of the Electronic Regular Board Meeting held on April 26, 2021. (*Info*) Pg. 5-9
 - B. Narrative Report for May 2021. (*Info*) Pg. 10-17
 - C. Review of Reciprocal Borrowing Policy (*Info*) Pg. 18
 - D. Review of Patron Behavior Policy (*Info*) Pg. 19-25
 - E. Financial Report for April 2021. (*Info*) Pg. 26-28
 - F. Budget Amendment to Transfer Building Improvement Reserve Funds (*Info*) Pg. 29
 - G. Marketing Report for April 2021. (*Info*) Pg. 30-31
 - H. Legislative Update for April 2021. (*Info*) Pg. 32-34
 - I. Statistical Report for April 2021. (*Info*) Pg. 35-36
- VII. Governance (30 minutes total)
 - A. Discussion Regarding Updating Signage (*Info*) Pg. 37
 - B. Follow-up on Mid-Year Meeting with Library Director (*Info*) Pg. 38
- VIII. Staff Presentation on the Library's Summer Reading Program (20 minutes total) (Info) Pg. 39
- IV. Library Director's Reports (20 minutes total)
 - A. Building Update (*Info*) Pg. 40
 - B. Final remarks by Library Director for the May 24, 2021 Library Board Meeting.
- V. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the June 28, 2021 board meeting
 1. Minutes of the Regular Meeting held on May 24, 2021.
 2. Initial Discussion about Plans for the 2021 Library Board Retreat.
 3. Review of Heritage Room Policy.
 4. Presentation of proposed Library Operating Budget for Fiscal Year 2022.
 - B. Assessment of this meeting
 - C. Miscellaneous Items
- VI. Adjournment

To: Portage District Library Board
From: Christy Klien, Library Director
Date: May 14, 2021
Subject: Presentation of Audit Report for Fiscal Year 2020 by Rehmann Robson Representative

The Fiscal Year 2020 financial audit of Portage District Library has been completed, and a representative from the accounting firm Rehmann Robson will present at the May 24, 2021 board meeting. They will go over the audit report and summarize the library's financial standing for the period January through December 2020. At that time, their major findings will be shared and you will have an opportunity to ask any questions you may have.

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

April 26, 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.

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 from my home in Portage, MI.

Linda Whitlock 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, Lawrence Kapture, Doran Lefaive, Abby Pylar, Pam Triplett, Colin Whitehurst, and Laura Wright

Guests Present: Toni Yannie, President - Friends of the Friends of the Portage District Library

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 and there were none.

IV. Adoption of the Agenda for the Regular Meeting of April 26, 2021

Library Board Chair Behr asked if there were any changes needed to the agenda for the April 26, 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 Whitlock that the Library Board adopt the agenda for the regular meeting of April 26, 2021. Roll Call Vote: Baker – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

V. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the April 26, 2021 board meeting before its adoption. Trustee VanderVries asked to remove Item I. Legislative Update for April 2021.

- A. Minutes of the regular meeting held on March 22, 20201
- B. Minutes of the special meeting held on March 31, 2021
- C. Minutes of the special meeting held on April 13, 2021
- D. Narrative Report for March 2021
- E. Financial Condition for March 2021
- F. Budget Amendment to adjust the FY 2021 Budget for the Friends Donation
- G. Marketing Update for March 2021
- H. Statistical Report for March 2021
- I. Legislative Update for April 2021
- J. May 2021 Linkage

- K. Review of Programming Policy
- L. Review of Art Exhibit Policy
- M. Monitoring Report on Executive Limitation: Fundraising Activity

MOTION: It was moved by Trustee VanderVries and supported by Trustee Vance to approve the Consent Agenda excluding Item I – Legislative Update for April 2021. Roll Call Vote: Baker – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

Item I.- Legislative Update for April 2021 – Trustee VanderVries said that Trustees should note the election information provided in the update. She also wondered whether the library will be subject to a Headlee Rollback on the millage this year as it could be a significant loss. The other movement in the legislature to pay attention to is a possible reimbursement on the Veterans exemptions.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Baker to approve Item I. – Legislative Update for April 2021. Roll Call Vote: Baker – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

VI. Governance

A. Scheduling of Mid-Year meeting with the Library Director

This is a meeting between the Board Chair and Library Director. Trustees will be asked for feedback and topics for discussion with the Director.

DISPOSITION: The Library Board received the information about the Mid-Year meeting with the Library Director.

B. Report from Co-Board Liaisons to the Friends of the Library

Trustee Whitlock reported on the Friends Board Meeting from April 12th. She said that Head of Youth Services Laura Wright brought forward a request for \$6,000 for the 2021 Summer Reading Program which was approved. The Friends are looking for ideas of how to hold a sale during the pandemic. While the sales at the Checkout Desk have brought some income, they are nowhere near the volume of the bi-monthly sales in the past. The Friends will have two small spaces to use in the temporary location – a room near the entrance for a perpetual sale and storage/sorting space.

It was also shared that Library Director Christy Klien recently had her 25 year work anniversary and Circulation Supervisor Jill Austin had her 32 year work anniversary. Congratulations and kudos to them!

Trustee Baker added that the Friends will have a \$33,000 fund balance, so that the approved \$6,000 request would not deplete their funds too far. At this time, there are no other funding requests.

Klien said that the Friends are considering an outdoor book sale, towards the end of the summer, and indoor sale in the one meeting room with timed appointments and/or limited capacity in the room.

Board Chair Behr asked if the Friends have considered sales at the Portage Farmers Market on Sundays?

Friends President Toni Yannie was invited to speak if she was interested. She said the Farmers Market is an option they might consider even though there is limited space and they would have to haul the books over. It may be a good option for specific kinds of books. She said the Friends are still not taking donations at this time.

Board Chair Behr thanked Yannie for joining the meeting and for her work with the Friends.

DISPOSITION: The Library Board received the information about the Friends of the Portage District Library.

VII. Ends Development

A. Memo: Request to Use Patron Data and Trustee Signatures

Klien said that this is a yearly request to use the patron database and trustee signatures for direct mailings to patrons within the library district. She said typically (with the exception of last year) the library conducts twice a year direct mail fundraising. We sign a contract with the printers for confidentiality regarding the patron mailing list. Klien said the library is not planning to do a Spring Appeal again this year because of the pandemic, but staff will consider an end of year fundraising appeal. Marketing Manager Colin Whitehurst will do a direct mailing to patrons with building updates. If approved, there are instructions for the new trustees to provide signatures. Klien said that any letter that uses trustee signatures will be available for their review first.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Baker 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. Roll Call Vote: Baker – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

B. First Quarter 2021 Strategic Planning Statistics

Behr said that she appreciates seeing progress reported in numbers as well as in the narrative form. Klien said that considering the unusual year, she feels the staff is doing a great job. She reminded trustees that projects with an asterisk after them are projects that span the entire term of the Strategic Plan period. Klien asked if there were any questions and there were none.

DISPOSITION: The Library Board received the information about the First Quarter 2021 Strategic Planning Statistics.

VIII. Monitoring to Assure Compliance with Executive Limitations

A. 1st Quarter Financial Report for FY 2021

Business Manager Rob Foti said that in terms of financials, everything is looking good. The library received tax revenue right on par with last year. Our uncollected amount is about \$4,000 higher than last year. The unpaid real portion reimbursed by the county was in the amount of \$110,000-\$115,000 last year, so we are looking at approximately \$120,000 currently uncollected.

We are still waiting for our State Aid revenue which should come any time now. As previously discussed in other meetings, we are under budget in Salaries and Wages and Fringes and Benefits. This is due to a continued self-imposed hiring freeze. The library still has three full time vacant positions. Once we are settled in the temporary location, I will be meeting with Library Director Klien to discuss how to move forward with filling them. We also are under budget in Fringes and Benefits because we have 2 staff who took cash in lieu of benefits.

In Library Material we are 42% spent out, but you need to take into consideration the money we brought forward from last year which skews the numbers towards the beginning of the year.

The bulk of the spending activity is in the Capital Projects for the building project as well as a technology project later in the year. Foti asked if there were any questions and there were none.

DISPOSITION: The Library Board received the information about the First Quarter 2021 Financial Report.

IX. Library Director's Reports

A. Discussion Regarding Award of Contracts

Klien said that the memo provided in the agenda packet includes two contracts to be approved. Klien said they have been looking at alternate projects since our original contracts came in under budget. The first contract is to replace window treatments. It isn't for all of the windows but select areas. They have been vetted by Walbridge and were the lowest bid. Klien asked if there were any questions. Behr asked if they are local and they are not based out of Portage. Baker asked if they went through the same sealed bid process. Klien said yes.

There was discussion prior to the vote about additional projects that were being considered up to \$400,000. Some things that were alternates were a trailer for the construction crew to use for meetings. Restoring \$200,000 that was removed from the furniture budget, window treatments, repaving of the library parking lot after islands are moved to change the traffic pattern, and the skylight replacement project which is the next contract up for the Board's consideration.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Vance for the Library Board to approve the contract with Triangle Windows in the amount of \$27,383. Roll Call Vote: Baker – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

Klien said that the process for the skylight recommendation is a little different than the others. Due to their exposure to the elements and wear and tear, replacement is needed, but was originally planned as separate from the main building renovation due to cost. Prior to the bidding process, the Library requested quotes for the replacement of the Skylights from contractors that specialize in this product. Three vendors were contacted. The lowest quote was contacted by Walbridge and the company is willing to honor that amount. Foti added that it makes sense since there is money in the budget to do this construction at the same time as the larger project. This company is located in Grand Rapids.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Whitlock for the Library Board to approve the contract for the Kalwall Skylight replacement project to preferred vendor Architectural Glass & Metals, Inc. in the amount of \$78,788. Roll Call Vote: Baker – yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 6-Yes, 0-No, 1-Absent (Bale). Motion carried.

B. Library Director's Report

Klien provided trustees with an update on the move to the temporary location. We were postponed due to the building inspection. We did not receive permission for temporary occupancy because there was an issue with the fire safety and suppression system. We hope that has been resolved. Another inspection has been scheduled for 2:00 PM tomorrow. Klien added that the moving company (Two Men and a Truck) has been fantastic. They did a lot of prep work last week and they are ready to go as soon as we have word. Hopefully, moving will start first thing Wednesday. Walbridge is also aware of the situation and will work with us through setting up construction fences etc. as we were supposed to be out of the Library Lane building this week. We are still hoping to stay on schedule for a May 10th reopening.

Today was the transfer of our IT which we did get approval to move forward with. We are still waiting for CTS (internet) to configure our connection which should be done later tonight or tomorrow morning. For the time being that means our phones and website are down. Other services are up through apps. In terms of the building renovation, we are still waiting for our site plan to be approved officially.

Klien asked if there were any other questions or concerns and there were none.

Trustee Whitlock said she drove by the building late last week and saw the signs up in one direction. Klien said we are working on getting signage up on both sides and will be put up on the parking lot side as well. The State Farm signage will stay up because they still own the back building. The external book drops have been used since Friday. We will put out a press release when we reopen.

DISPOSITION: The Library Board received the information from the Library Director's Report.

IX. Process Evaluation

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 – There was agreement among trustees that it was an informative meeting.

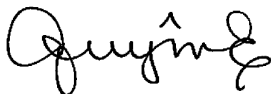
C. Miscellaneous Items – None.

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 April 26, 2021.

DISPOSITION: The regular board meeting of April 26, 2021 was adjourned at 6:54 PM.

Recorded and Transcribed by,



Quyen Edwards, Library Board Secretary

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

Administrative Activities:

During the months of April and May 2021, Library Director Christy Klien engaged in the following activities along with the move to the temporary location at 5528 Portage Road:

- Participated in weekly Administrative Team meetings.
- Participated in weekly staff meetings.
- Participated in PDL Virtual Public Board Meeting on April 26th, 2021.
- Met with the Fire Marshal to discuss fire system at temporary location on April 27th and April 29th.
- Participated in Library of Michigan's Library Directors Virtual Bi-Weekly Meetings on April 23rd and May 7th.
- Participated in PDL, C2AE, and Walbridge weekly building project update meetings on April 26th, May 10th, and May 17th.
- Participated in Contractor Project Kickoff Meeting with Walbridge on April 22nd.
- Met with Walbridge, C2AE, and contractor to review the condition of the asphalt and catch basins at 300 Library Lane on May 6th.
- Participated in the Contractor Coordination Meeting with Walbridge on May 10th.
- Met with our attorney and PFM representative to discuss bond process on May 11th and May 19th.
- Met with C2AE interior designer to discuss FFE return moving cost estimate on May 14th.
- Met with Library Board Chair, Michele Behr to discuss my mid-year performance evaluation on May 19th.

Maintenance and Building Services:

- Participated in Owner/Architect/Contractor (OAC) meetings April 26, May 3, 10 & 17 to discuss any project concerns, scheduling for both the existing library and temporary location and the progress on action items.
- City of Portage fire marshal and building inspectors inspected the State Farm (SF) temp library building on April 16 and required the owner to update the fire alarm system prior to granting temporary occupancy.
- Two Men and a Truck movers arrived at 300 Library Lane bldg. on April 19 & 20th to pack lower level books and media, disassemble shelving and move to the upper level and load trucks.
- Additional emergency lighting and exit signage was completed per request of the City's inspection of SF.
- Quotes to remove the transite board on the exterior soffit on the roof and replace with non-asbestos containing material were received for the work to be completed this year.
- The SF doors were keyed and distributed to staff, custodial workers and the owner.
- Riverside Integrated Systems completed the fire alarm system and the fire marshal verified its operation and granted temporary occupancy on April 29.
- Two Men and a Truck movers emptied their trucks at SF on April 29 and began moving the remainder of the library items with the final truck delivery on May 17th.
- Investigated the card access system cost with EPS Security on April 30.
- Zimmerman plumbing replaced leaking toilets parts and sink faucets on May 5.
- Inspected with C2AE civil engineer and asphalt contractor to seek replacement costs for both the parking lot and the storm sewers on May 6.
- Mite-E Exterminating treated the SF bldg. for the pest control applications on May 6.
- Fish Window Cleaning Service cleaned the interior and exterior windows on the public side on May 7.

- Participated in the Walbridge bi-monthly contractor kick-off meeting to discuss procedural requirements and any concerns on May 10.
- Met with Preferred Construction to seek a cost to repair and recover the EIFS on the west and north sides of the 300 Library Lane library on May 10.
- Met with Circuit Electric to seek programming information for the SF circuit breakers on May 12.
- Preparing the SF library space to pass the fire marshal inspection scheduled for Friday, May 21.
- Continued to remove items from 300 Library Lane library and assisting with the SF bldg. improvements prior to reopening to the public.

Personnel Information:

The library undertook the following Human Resource and Financial activities since the April 26, 2021 Board meeting:

- Meet weekly with Walbridge, and C2AE to review project progress, review submittals, and discuss change orders as needed.
- Worked with Walbridge to complete all aspects of contract approval process.
- 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. Presentation to the Library Board to take place on May 24, 2021.
- Obtaining documentation from Kalamazoo Equalization department and City of Portage Assessors office regarding tax values and tax capture. Information will be used in the preparation of the FY2022 budget.
- Continue to work with Scott Hogan and RJ Naughton on bond documents. Review and preparation of official statements, selection of paying agent and phone call with S&P to obtain a credit rating will be completed by June 1, 2021. The sale of bonds is scheduled for June 3, 2021.

Work Anniversaries:

Andrea Smalley, Youth Services Librarian – May 12 – 5 years

Abby Pylar, Head of Technical Services – May 15 – 4 years

Annette Wendt, Youth Services Assistant – May 25 – 7 years

Laura Wright, Head of Youth Services – June 5 – 21 years

Chelsea Axtell, Circulation Assistant – June 7 – 5 years

Kathy Morris, Business Services Assistant – June 13 – 19 years

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

Top 5 Marvel MCU Characters – April 13th - 7 people attended

It was librarian vs librarian vs librarian in this fun and lively discussion. Librarians Christina, Jane and Ruth chose their top five characters and defended their choices while patrons added their support or disagreements. It was a fun night to talk about the Marvel Cinematic Universe.

Disney Animated Trivia Challenge – April 20th - 20 people attended

Using Factile.com, staff created a multiple choice quiz to challenge people's knowledge of all the Disney animated films. This allowed all participants to answer the questions and feel a part of the program. Our winner had a perfect score. She is a true Disney fan!

Making Movies: The Craft, The Secrets, The Fun—April 22nd—7 people attended

Filmmakers Tom Capps, Phil Russell, and Janelle Tedesco pulled back the curtain to reveal some tricks and secrets behind how movies are made. Whether it's a big budget or independent film there is always an illusion to create and a way to accomplish it! Props and visual aids helped these three filmmakers show the audience real tricks and techniques commonly used during the movie-making process. On the evening of this event, we premiered their Making Movies presentation followed by a live Question & Answer session with Tom, Phil, and Janelle. Attendees enjoyed asking the filmmakers questions after the program and the one attendee even expressed their desire to take steps to become a filmmaker.

A recording of the presentation was shared virtually with the entire Portage community and through the eNews during Academy Awards week.

Virtual Book Launch: "The Secret Life of Miss Mary Bennet"—April 27th—35 people attended

35 people from around the world joined Portage District Library and local author Katherine Cowley for the launch of her new book, *The Secret Life of Miss Mary Bennet*. The novel features Mary Bennet, the oft-overlooked sister from *Pride and Prejudice*, solving a murder mystery.

The event included a reading from the book, exclusive insights into the story, activities celebrating Jane Austen's works, a Q&A with the author, and prizes for attendees. Due to the popularity of this program, we hope to post this video on our YouTube channel and share it via our eNewsletter.

Feedback from attendees:

"It was such a fun event; thank you for hosting it!"

"Thank you and the Portage Library for hosting this book launch. Great job of hosting. One of the good things to come from the pandemic is having virtual events!"

"I really enjoyed the event, thank you very much!"

Youth Services Programming Highlights

- During April, Youth programming was limited to our recurring events so that our staff could devote themselves to preparing for the move. We hosted Just Move Storytime and Kid's Book Club, and Teen events included Agents of Kindness (grades 6-12), LGBTQ+ Meetup, and Virtual Teen Art Space.

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.

- No updates for this month.

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

- We again have magazines in electronic format available to the public on Overdrive. This opportunity came as the result of Overdrive acquiring RB Digital. There was an additional cost to PDL. However, our previous subscription was three times higher in cost with a more limited selection. Because we have had some continued interest in electronic magazines, we decided to make room in our budget to help the cooperative take advantage of this opportunity.

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

- For the first full month of Kanopy, we had 169 plays, and are on our way to double that in the second month.

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 Updates:

- The month of April saw Local Historian, Steve Rossio, focusing primarily on the continued packing and preparation for the upcoming move to the new location. During this time the physical Heritage Room space was closed to the public so the archives could be boxed and labeled as well as the Upjohn Collection and the various artifacts including the Native American pottery collection.

- The documenting of South Westnedge continued focusing on areas undergoing remodeling such as Panera, the demolition of the leather store, etc.

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. Contractors have begun ordering material for our project and preliminary work at the site.

Unfortunately, we were not initially granted temporary occupancy at the temporary location due to fire suppression and fire alarm system issues. The building owners rectified the problems and we were allowed to begin our move into the building on April 29th. The movers and library staff assisted with our move from April 28-May 17. During the week of May 17th, library staff are setting up service desks and computer stations for public access. The building inspector and fire marshal are tentatively planning to conduct a second inspection on May 21st. The library will announce our re-opening day at the temporary location once we receive the certificate of occupancy from the City of Portage.

Updates from Systems Administrator Rolfe Behrje

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

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

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 Location Move

Planned move to State Farm Building on April 26, 2021

- Technology proceeded as planned on April 26, 2021
- All Servers, switches and access points were unracked and moved.
- All Servers, switches and access points were installed at the temporary location and operational by 12:00pm
- CTS Telecom was contacted regarding status of the fiber swing and due to technical difficulties a new EVC was operational on April 27, 2021 2:00pm
- The technical difficulties were a result of a new circuit provisioned by CTS instead of swinging the existing circuit. As a result, Aunalytics and Portage District Library had to reprogram its networks to assure the necessary communications between them and the internet.
- TelnetWW was contacted on April 26, 2021 regarding inconsistent behavior with the new SIP channels. After a couple days of testing and changes, a high availability configuration was improperly handled in the communication. The inconsistent behavior affected external dialing and remote phone services (Jabber). The library also used these days to patch its phone services and as of May 7, 2021 all telephone services were operating normally.
- All wireless access points have been installed and after a brief wireless survey adjustments were made to verify coverage of the entire Temporary Location.
- All technology was moved from 300 Library Lane to Portage Road.
- Beginning on May 10, 2021, IT staff began installing all of the technology from 300 Library Lane to 5528 Portage Road.

State Farm Facility Update

- Swing Fiber Internet Connection from PDL to State Farm Building
 - [COMPLETED]Fiber Physical Connection
 - [COMPLETED]Fiber Light Test
 - [COMPLETED]Fiber Connectivity Test
- Reconfigure current PRI with Telnet Worldwide to SIP trunks.
 - [COMPLETED]SIP trunk Junction Box Installed
 - [COMPLETED]Reconfiguration of Cisco Router
 - [COMPLETED]Reconfiguration of High Availability
 - [COMPLETED]Reconfiguration of split-tunnel VPN VLAN
 - [COMPLETED]Reconfiguration of Jabber services
 - [COMPLETED]Patching and MWI lamp configuration
- CT Electric to update Power in communications rooms
 - [UPDATED]30 amp (208/240) L5 circuits installed and tested
 - [COMPLETED]Update IDF on the upper floor with dedicated 20amp circuit
 - [COMPLETED]Changed voltage from 208v into 120v

- CT Electric to add Network Communication wiring
 - [COMPLETED]Wireless Access Point Wiring
 - [COMPLETED]Public Service Desk Wiring
 - [COMPLETED]Interconnection between Communication Rooms
 - [OPEN] Circulation Desk and Self-Checkout wiring.
IN PROCESS – Cabling for the final locations, Switch configuration and Cable Management
- Aanalytics Server, Switch, UPS and VOIP move
 - [COMPLETED]Met with Geoff and Matt to review both facilities
 - [COMPLETED]Met with Geoff and Matt to plan the move.
 - [COMPLETED]Developed Detailed Network Diagrams and reviewed Switch configuration
 - [COMPLETED] Patch Cable Labelling for servers and switches
 - [COMPLETED] Post-Move Wireless Survey.
 - [COMPLETED] PRI to SIP Cisco Router Reconfiguration
- Endpoint Move Priority Order for Re-enabling network services
 - [COMPLETED]Mark and Rolfe are identifying equipment to be move by 2 Men and a Truck and self-moved.
 - [COMPLETED]Working with the library staff to integrate technology movement into library planned move.
 - Library Technology Priority Order:
 - [COMPLETED]Move Library Servers and Network to new location
 - [COMPLETED]Re-enable and verify connectivity of library network
 - [COMPLETED]Re-enable and verify library server connectivity
 - [COMPLETED]Re-enable and verify library phone services
 - [COMPLETED]Re-enable and verify library wireless access
 - [COMPLETED]Re-enable and verify library public service desk phones
 - [COMPLETED]Re-enable and verify library circulation technology
 - [IN PROCESS]Re-enable and verify library public service desk technology
 - [COMPLETED]Re-enable and verify library technical services technology
 - [COMPLETED]Re-enable and verify business services technology
 - [COMPLETED]Re-enable and verify staff phones and technology
 - [IN PROCESS]Re-enable and verify Copiers and Printers
 - [IN PROCESS]Re-enable and verify Self-Checkout Stations
 - [IN PROCESS]Re-enable and verify Print Release and LDS technology
 - [COMPLETED]Re-enable and verify PAC Internet/Jobs computers
 - [IN PROCESS]Re-enable and verify Creation Stations
 - [COMPLETED]Re-enable and verify PAC Catalog Stations
 - [IN PROCESS] Connection to State Farm PA system
 - [IN PROCESS] Connection to Existing and/or new IP cameras
 - [IN PROCESS] HVAC management and/or Power monitoring
 - [IN PROCESS] Unplanned Changes

Portage District Library ** PDL Mobile Updates**

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

Temporary Space Configuration

- Worked with Aunalytics to move the library's existing fiber internet connection to its temporary.
- Worked with Analytics 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.

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 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 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 with moving preparations.

Adult Services Professional Development

- ALA class: Fundamentals of Collection Development and Management.
- Community Collaborations: Healthy Community Initiatives
- Library Small Business Development Virtual Workshop
- From Diversity to Inclusion: How to Audit Your Collection and Why
- Make and Meet: PLIX Facilitating Creative Learning—Public Library Innovation Exchange
- Media Literacy for Adults – Media Engagement and Creation--ALA
- Media Literacy for Adults – Meeting Patrons Where They Are--ALA
- Seed Library Summit

PORTAGE DISTRICT LIBRARY

Reciprocal Borrowing Policy

The Portage District Library operates on the premise that libraries should be accessible to people regardless of their location, economic status, educational level, race, color, creed, religion, or any other factor which may be divisive and inhibitive; it has been deemed appropriate and advantageous for the library to enter into reciprocal borrowing agreements with other institutions for the purpose of providing access to library materials for the benefit of their respective library patrons.

For this reason, the Portage District Library will enter into a Reciprocal Borrowing Agreement with another entity of similar size and funding level, on behalf of the people in their area, so that:

“Any person holding a valid resident borrower’s card from either participating entity will have access to both institutions.”

Criteria for Institutions in Reciprocal Borrowing Agreements with the Portage District Library:

The participating institution must:

1. Be in reasonable geographic proximity to the Portage District Library.
2. Have a funding level equivalent to at least a one-mill tax levy, and be of a similar size with a comparable collection.
3. Obtain the approval of its governing body and have an officer sign a Reciprocal Borrowing Agreement with the Portage District Library.
4. Agree to assist the Portage District Library, if necessary, (and if requested) in recovering library materials from a reciprocal borrower.
5. Comply with the rules and practices of the Portage District Library, including any limitations placed on the borrowing of specific classes of materials.
6. Recognize the effective date of a Reciprocal Borrowing Agreement with the Portage District Library as the latest date appearing on the signed agreement.
7. Honor the provisions of a Reciprocal Borrowing Agreement with the Portage District Library, unless modified or cancelled at the request of either institution in writing, with a 90-day notice.

Expectations for Reciprocal Borrowing Patrons Accessing the Portage District Library:

Reciprocal borrowers are expected to:

1. Conform to all of the rules and regulations of both participating institutions, including the payment of any fines and fees, which may be accrued.
2. Present a valid resident borrower’s card from their “home” institution.
3. Present identification and proof of residential address as specified in the library’s Resident/Non-Resident Policy.
4. Return library materials promptly and in satisfactory condition.

PORTAGE DISTRICT LIBRARY

Patron Behavior Policy

I. Introduction

The Portage District Library (the “Library”) is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board of Trustees has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

II. Rules for a Safe Environment

The following rules of conduct shall apply to all buildings – interior and exterior – and all grounds controlled and operated by the Library (“Library property”) and to all persons entering in or on the premises, unless otherwise specified.

- A. Violations of Law.** Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, larceny, removing library material from the property without authorization through the approved lending procedures or vandalism) is prohibited.
- B. Weapons.** Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.
- C. Alcohol/Drugs.** Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library Board.
- D. Under the Influence.** Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.
- E. Safety of Patrons on Library Property.**
 - 1. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property.
 - 2. Library patrons must park bicycles or other vehicles only in authorized areas.
 - 3. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
 - 4. Animals or personal transport vehicles are not permitted in the Library other than service animals, those required by persons with disabilities, those used in law enforcement or for Library programming.

5. Smoking, using e-cigarettes or vaporizers, rolling cigarettes, or chewing tobacco is prohibited in the Library and on Library property within 25 feet of any entrance.
6. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.
7. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
8. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
9. Patrons may not use the Library’s telephone unless approved by Library staff.

III. **Rules for Personal Behavior.**

A. **Personal Property.** Personal property brought on Library property is subject to the following:

1. The Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items brought into the Library, for example, large items such as large plastic garbage bags are prohibited.
2. The Library is not responsible for personal belongings left unattended.
3. The Library does not guarantee storage for personal property.
4. Personal possessions must not be left unattended or take up seating or space needed by others.

B. **Food and Beverages.** Snacks and beverages are permitted inside of the Library. Patrons are expected to clean-up and dispose of waste appropriately and notify staff of any spills. Other food is only allowed in designated areas approved by the Library Director.

C. **Unauthorized Use.** Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Director, his or her designee, or the Library Board.

D. **Engaging in Proper Library Activities.** Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, using Library materials or using the Library in a manner that is consistent with the Library’s mission shall be required to leave the building and shall not remain on Library property. This includes, but is not limited to, a prohibition of extensive periods of sleeping in the library or on benches, tables or grounds outside.

E. Considerate Use. The following behavior is prohibited in the Library and in the Library building.

1. Spitting;
2. Running, pushing, shoving or other unsafe physical behavior;
3. Putting feet or legs on or climbing furniture;
4. Using obscene or threatening language or gestures.

F. Panhandling or Soliciting. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.
2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
 - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to the areas 15 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

- I. Sales.** Selling merchandise on Library property without prior permission from the Director is prohibited.
- J. Distributions/ Postings.** Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.
- K. Restrooms.** Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Library materials may not be taken into restrooms.
- L. Harassment.** Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; and (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.
- M. Loud Noise.** Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.
- N. Odor.** Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance is prohibited.
- O. Phones.** Those patrons desiring to use phones to place or receive calls must use the phones in a manner that would not reasonably disturb others.
- P. Library Policies.** Patrons must adhere to all Library Policies.
- Q. Identification.** Patrons must provide identification to Library staff when requested.
- R. Tables or Structures on Library Property.** No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.

IV. Rules for the Use and Preservation of Library Materials and Property.

- A. Care of Library Property.** Patrons must not deface, vandalize, damage or improperly remove Library materials, equipment, furniture, or buildings. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision.

B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.

C. Equipment. Library phones and staff computers are for staff use only.

D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

V. Children in the Library

A. Children are welcome and encouraged to use the Library at all times. The Library desires to make each visit an important one for the child. A “Child” means a minor under the age of 18.

B. Rules and Regulations Regarding Children.

1. All patrons, including children, are expected to comply with the Library's policies. Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.

2. Parents, guardians and caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library or on Library property.

3. Library staff will not be expected to supervise or monitor children's behavior.

4. Children under the age of 10 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least 14 years old) shall remain in the Library at all times. If a child under the age of 10 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program.

5. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.

6. Children ages 7 and under must be within the visual contact of a parent, guardian or responsible caregiver at all times, including during programs and visits to the restroom. Children ages 7 and under may not be left in the Youth Services Department alone.

7. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 10 years or older who may be asked to leave the Library if the child is in violation of Library policy.

8. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.

9. Children 10 years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

C. Library staff will attempt to contact a parent, legal guardian, custodian or caregiver when:

1. The health or safety of an unattended child is in doubt.

2. A child is frightened while alone at the Library.

3. The behavior of an unattended child violates Library policy.

4. A child under age 10 is unattended at the Library.

5. An unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time or the child needs assistance procuring transportation.

D. If a parent, legal guardian, custodian or caregiver cannot be reached by closing time or fails to arrive within a reasonable time after being contacted, Library staff will contact law enforcement officials to take charge of the situation involving that unattended child. This applies to all unattended children, even those over the age of 15 who cannot safely walk, ride, or drive home at closing. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

E. If the parent, legal guardian, custodian or caregiver can be reached by closing time, the staff member shall explain the Library's policy and provide a copy of this Policy.

VI. Disciplinary Process for Library Facilities.

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

A. **Incident Reports.** Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:

1. ***Initial Violation:*** Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
2. ***Subsequent Violations:*** The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. ***Initial Violation:*** The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
2. ***Subsequent Violations:*** The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.

VII. Right of Appeal.

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
April 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	\$ 6,514,892
Expenditures	\$ 2,084,745

Fund	3/31/2021	Changes	4/30/2021
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 April 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 April 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: May 18, 2021
Subject: Budget Amendment to Transfer Building Improvement Reserve Funds to the Library Refurbishing Project line in the FY2021 Operating Budget.

BACKGROUND:

As part of the Library's financing plan for the Library Refurbishing Project, \$2,022,500 was set aside in the Building Improvement Reserve. These funds would be used in conjunction with funds in the FY2020 and FY2021 Operating budget, and funds from a bond sale to take place in June 2021 to finance the cost of the improvements. Preparation for groundbreaking and construction has been ongoing throughout FY2020 and 2021 in the form of architectural services, acquisition and preparation of a temporary location, and pre-construction testing. As the Library heads into the next phase of this project, demolition and construction, funds from the reserve account will be needed to continue forward.

The Library would like to transfer funds from the Building Improvement Reserve Fund to the Library Refurbishing Project line in the FY2021 Operating Budget. This request is mandated by Library policy because it requires funds to be moved from a reserve account.

RECOMMENDATION:

The Library would like to transfer \$1,000,000 from the Building Improvement Reserve Fund to the Library Refurbishing Project line in the FY2021 Operating Budget to fund the Library refurbishing project.

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.

April Marketing Highlights:

- Worked with third party presenters to help them create content to share with our patrons Online.
- Facilitated customer service interactions through social media and email.
- Created graphics to publicize our virtual events on our website, e-news and social media.
- Designed signage, social media posts, and emails to inform the community about details of our move.
- Participated in moving the library to our temporary location by moving studio equipment and gear.

April Social Media Highlights:

Facebook

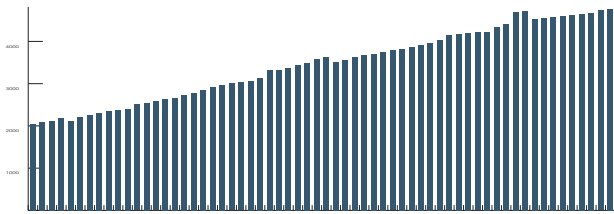
27 New Page Likes | 63 Post Shares | 643 Post Likes | 259 Comments | 602,773 Total Reach

Twitter

2,245 Tweet Impressions | 18 Likes | 0 Re-tweets | 187 Profile Visits | 2 Mentions | 5 New Followers

Facebook Stats 2016 - April 2021

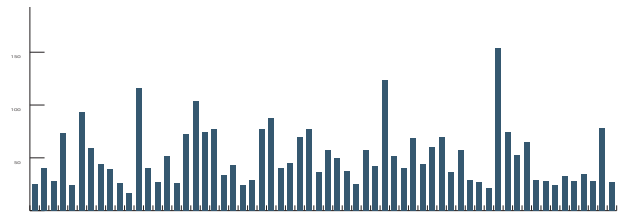
Total Followers:



February 2016
2,052

April 2021
4,764

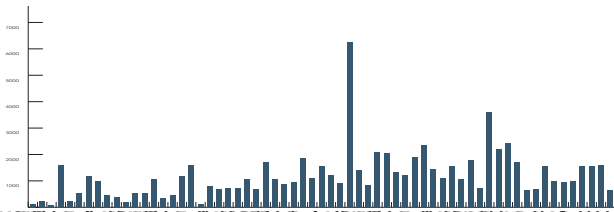
New Followers:



February 2016
25

April 2021
27

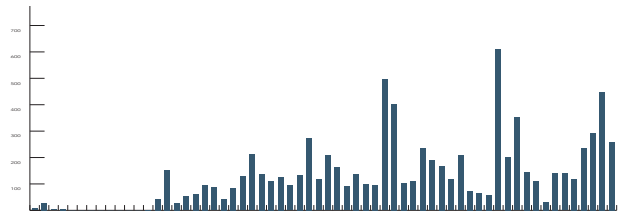
Likes:



February 2016
124

April 2021
643

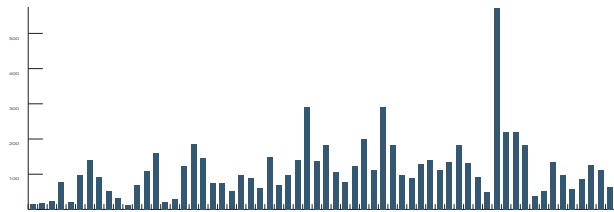
Comments:



February 2016
7

April 2021
259

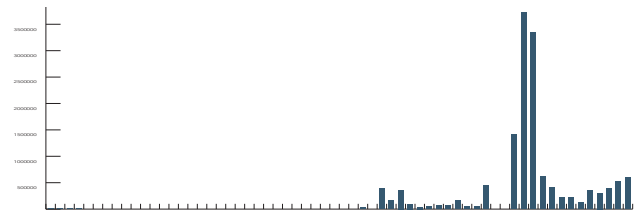
Shares:



February 2016
0

April 2021
63

Engagement:



February 2016
5,305

April 2021
602,773

Call to Action: MLA Opposes HB 4530-4533, Please Contact Your Senator Today!

April 29, 2021

On April 27, HB's 4530-4533 were presented and passed in the Michigan House of Representatives. This package of bills eliminates the May and August elections and replaces them with a June election. Click the links to see who voted in support and who opposed. [HB 4530 Passed 63 to 46](#), [HB 4531 passed 67 to 42](#), [HB 4532 passed 65 to 44](#), and [HB 4533 passed 65 to 44](#).

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. Read MLA's Statement in Opposition to Any Restrictions to Millage Dates by the Michigan Legislature

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

These bills now pass to our Senators for consideration and they need to hear from us now about why it is important to keep three election dates to allow libraries more flexibility in seeking millages. Please contact your Senator 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.

Click Take Action to visit the webpage to 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.

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

	Month Statistics			YTD Statistics		
	Apr-21	Apr-20	CHANGE	2021	2020	CHANGE
Circulation/Collections						
Total Library Circulation	34,289	19,565	75.26%	184,344	194,909	-5.42%
Adult - Books	6,654	119	5491.60%	43,371	41,202	5.26%
Adult - A/V	1,601	10	15910.00%	8,869	14,024	-36.76%
Youth - Books	9,407	133	6972.93%	58,019	56,772	2.20%
Youth - A/V	831	4	20675.00%	5,609	6,785	-17.33%
Hot Picks	754	0	#DIV/0!	3,343	8,359	-60.01%
E-Material	15,042	19,299	-22.06%	59,754	60,167	-0.69%
ILL - PDL Requests	0	0	#DIV/0!	2,822	3,638	-22.43%
ILL - Other Lib. Requests	0	0	#DIV/0!	2,557	3,962	-35.46%
Self-Checkout Percentage	0.00%	0.00%		45.08%	61.07%	
Total Library Collection	179,370	189,366	-5.28%			
Adult - Books	76,040	87,322	-12.92%			
Adult - A/V	16,575	17,230	-3.80%			
Youth - Books	73,714	71,272	3.43%			
Youth - A/V	8,843	9,385	-5.78%			
Hot Picks	4,198	4,157	0.99%			
Net Acquisitions	(463)	0	#DIV/0!	(5,098)	(220)	-2217.27%
Purchased - Books	384	0	#DIV/0!	4,433	3,611	22.76%
Purchased - A/V	75	0	#DIV/0!	681	917	-25.74%
Donated - Books	0	0	#DIV/0!	0	11	-100.00%
Donated - A/V	0	0	#DIV/0!	0	6	-100.00%
Material Discarded	(922)	0	#DIV/0!	(10,212)	(4,765)	-114.31%
Total In-House Usage*	n/a	n/a	n/a	0	384	n/a
In-House Periodical Usage	n/a	n/a	n/a	0	42	n/a
In-House Book Usage	n/a	n/a	n/a	0	342	n/a
Patrons						
Total Patrons	50,647	40,813	24.10%			
Adult	27,806	26,803	3.74%			
Youth	6,103	6,506	-6.19%			
Non-Resident	368	375	-1.87%			
Reciprocal	6,420	6,303	1.86%			
Internet User	899	762	17.98%			
PASS Users	8,991		#DIV/0!			
Professional	60	64	-6.25%			
Net Patrons	33	13	153.85%	324	500	-35.20%
Adult	22	12	83.33%	203	498	-59.24%
Youth	3	1	200.00%	22	154	-85.71%
Non-Resident	0	0	#DIV/0!	4	7	-42.86%
Reciprocal	1	0	#DIV/0!	39	116	-66.38%
Internet User	7	0	#DIV/0!	56	130	-56.92%
PASS Users	0		#DIV/0!	0	0	#DIV/0!
Professional	0	0	0.00%	0	0	0.00%
Patrons Removed	0	0	#DIV/0!	0	(405)	100.00%

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

	Month Statistics			YTD Statistics		
	Apr-21	Apr-20	CHANGE	2021	2020	CHANGE
Library Building Usage						
Total Meeting Room Usage	0	0	#DIV/0!	0	430	-100.00%
Internal/Collaboration	0	0	#DIV/0!	0	217	-100.00%
External/Outside Usage	0	0	#DIV/0!	0	213	-100.00%
Total Program Audience	TBD	0	#DIV/0!	0	5,280	-100.00%
Adult	TBD		#DIV/0!	0	467	-100.00%
Youth	TBD		#DIV/0!	0	4,617	-100.00%
Heritage Room	TBD		#DIV/0!	0	196	-100.00%
Total Number of Programs	TBD	0	#DIV/0!	0	155	-100.00%
Adult	TBD		#DIV/0!	0	30	-100.00%
Youth	TBD		#DIV/0!	0	121	-100.00%
Heritage Room	TBD		#DIV/0!	0	4	-100.00%
Total Volunteer Hours	0	0	#DIV/0!	184	1,004	-81.67%
Adult	0	0	#DIV/0!	0	274	-100.00%
Youth	0	0	#DIV/0!	0	191	-100.00%
Technical	0	0	#DIV/0!	32	155	-79.35%
Circulation	0	0	#DIV/0!	0	284	-100.00%
Administration	0	0	#DIV/0!	152	57	166.67%
Community Service	0	0	#DIV/0!	0	43	-100.00%
Total Front Door Traffic	2,300	0	#DIV/0!	21,730	120,048	-81.90%
Total Youth Services Traffic	1,509	0	#DIV/0!	14,909	80,964	-81.59%
Total Business Center Traffic	34	0	#DIV/0!	34	6,244	-99.46%
Information Access/Reference/Research						
Total Reference Transactions	4,051	0	#DIV/0!	34,349	23,125	48.54%
Adult Phone	194		#DIV/0!	1,145	934	22.59%
Adult Ready Reference	399		#DIV/0!	4,855	6,885	-29.48%
Adult Reference	37		#DIV/0!	305	698	-56.30%
Youth Phone	73		#DIV/0!	436	305	42.95%
Youth Ready Reference	1,816		#DIV/0!	14,169	8,396	68.76%
Youth Reference	207		#DIV/0!	582	1,851	-68.56%
HR Phone	5		#DIV/0!	52	24	116.67%
HR Ready Reference	47		#DIV/0!	342	808	-57.67%
HR Reference	2		#DIV/0!	25	48	-47.92%
Circ Phone	682		#DIV/0!	5,348	1,514	253.24%
Circ Ready Reference	141		#DIV/0!	5,693	1,027	454.33%
Circ Reference	448		#DIV/0!	1,397	635	120.00%
Total Edutainment LAN Use	0	0	#DIV/0!	0	966	-100.00%
Total Internet Computer Use	290	0	#DIV/0!	1,635	5,817	-71.89%
Youth Computers	36	0	#DIV/0!	70	408	-82.84%
Adult Computers	254	0	#DIV/0!	1,565	5,315	-70.56%
Laptop Computer Circulated	0	0	#DIV/0!	0	94	-100.00%
Total Electronic Transactions	29,052	23,466	23.80%	177,334	168,120	5.48%
WebSite Hits	21,589	17,426	23.89%	127,070	122,149	4.03%
WebCatalog Sessions	5,320	2,695	97.40%	38,913	31,591	23.18%
Licensed Database Hits	2,143	3,345	-35.93%	11,351	14,380	-21.06%

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

Christy Klien, Library Director

To: Portage District Library Board
From: Christy Klien, Library Director
Date: May 10, 2021
Subject: Updating signage during our renovation discussion

Our Marketing Manager, Colin Whitehurst, will present information regarding updating the signage in our building at 300 Library Lane during our renovation project.

To: Portage District Library Board Members
From: Michele Behr, Library Board Chair
Date: May 17, 2021
Subject: Follow-Up Report on Mid-Year Meeting with the Library Director

At the April 26, 2021 board meeting, there was an item on the agenda regarding scheduling a mid-year meeting with the Library Director, as is the practice according to the Library Board's annual calendar. The mid-year meeting is intended to be an opportunity for the Library Board to assess with the Library Director how things are going at the library at this point in the year.

When this year's mid-year meeting with the Library Director was discussed at the April board meeting, I indicated that I would contact our Library Director Christy Klien and set up a time to get together and I invited trustees to call or email me with any comments, questions, or concerns that they wished to share with the Library Director.

As Library Board Chair, I will hold a mid-year meeting with Christy on Wednesday, May 19, 2021. I will give a follow-up report to trustees regarding what was discussed at the upcoming board meeting on Monday, May 24, 2021.

To: Portage District Library Board Members
From: Christy Klien, Library Director
Date: May 17, 2021
Subject: Staff Presentation on the 2021 Summer Reading Program

Library staff will be giving a presentation on the library's Summer Reading Program at the May 24, 2021 board meeting. They will be discussing the modifications being made to this year's program due to the continuation of the Covid-19 Pandemic.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: May 20, 2021
Subject: Building Update

Library Director Christy Klien will provide an update regarding the temporary location at 5528 Portage Road, progress on the 300 Library Lane building renovation project, and information about the library's upcoming bond sale.