

NOTICE OF ELECTRONIC REGULAR MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, June 28, 2021 at 6:00 p.m.

The Library Board of the Portage District Library will hold a regular meeting on Monday, June 28, 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by the Kalamazoo County Commissioners on December 15, 2020 and lasting through December 31, 2021 unless extended or repealed.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: Jun 28, 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/82742427488>

Or One tap mobile :

US: +13126266799,,82742427488# or +16465588656,,82742427488#

Or Telephone:

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

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

Webinar ID: 827 4242 7488

International numbers available: <https://us02web.zoom.us/j/82742427488>

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: June 24, 2021

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

PORTAGE DISTRICT LIBRARY BOARD MEETING

June 28, 2021

Virtual 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 June 28, 2021 (1 minute) (Vote)
- V. Ends Development (45 minutes)
 - A. Presentation of Preliminary FY 2022 Budget for Portage District Library. **(Info) Pg.4**
(NOTE: The proposed FY 2021 Budget is separately numbered and included at the end of the packet.)
- VI. Consent Agenda (10 minutes) (Vote)
 - A. Minutes of the regular board meeting held on May 24, 2021. **(Info) Pg.5-10**
 - B. Minutes of the Special Board Meeting held on June 15, 2021. **(Info) Pg.11-13**
 - C. Review of Heritage Room Policy. **(Info) Pg.14-15**
 - D. Narrative Report for May 2021. **(Info) Pg.16-22**
 - E. Financial Report for May 2021. **(Info) Pg.23-25**
 - F. Budget Amendment Friends of the Library. **(Info) Pg.26**
 - G. Marketing Report for May 2021. **(Info) Pg.27-28**
 - H. Legislative Update for May 2021. **(Info) Pg.29-32**
 - I. Statistical Report for May 2021. **(Info) Pg.33-34**
 - J. Library Board Linkage for July 2021. **(Info) Pg.35**
- VII. Governance (10 minutes)
 - A. Initial Discussion about Plans for the 2021 Library Board Retreat **(Info) Pg.36**
- VIII. Building Updates Reports (20 minutes total)
 - B. Final remarks by Library Director for the June 28, 2021 Library Board Meeting.
- IX. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the July 26, 2021 board meeting
 1. Minutes of the Regular Meeting held on June 28, 2021.
 2. Final Review and Approval of Proposed Fiscal Year 2022 Budget and Millage Rate for public inspection prior to Public Hearing at the August 23, 2021 board meeting
 3. 2nd Quarter Report for Fiscal Year 2021
 4. Presentation of the library's 3-Year Technology Plan (FY 2022-2024)
 5. Monitoring Report on Executive Limitation for Minutes/Records Retention
 - B. Assessment of this meeting
 - C. Miscellaneous Items
- X. Adjournment

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 24, 2021
Subject: FY 2022 Budget for Portage District Library

The Portage District Library budget procedure is as follows:

At the June 28, 2021 board meeting, trustees will receive a presentation of the Preliminary FY 2022 Budget for Portage District Library and have the opportunity to ask questions.

At the July 26, 2021 board meeting, board members will be asked to make a final decision on the budget for Fiscal Year 2022 and the millage amount to be levied. This Proposed FY 2022 Budget will be available for the public to review.

A formal public hearing will be held on August 23, 2021, at which time the Portage District Library Board, as the library's authorized governing body, with all the powers granted to such a district library board (per District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.), will determine the amount of money necessary for the operation of the library and officially set the millage levy amount on the taxable property in the *Portage District Library* service area, by passing a resolution to formally adopt the Fiscal Year 2022 Budget and set the millage.

A Preliminary Budget Packet for FY 2022 will be printed and numbered separately from the rest of the board meeting agenda packet and be available to trustees prior to the June 28, 2021 meeting for review.

Thank you!

PORTAGE DISTRICT LIBRARY BOARD MEETING

May 24, 2021

Virtual Meeting 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, Ruth Cowles, Quyen Edwards, Rob Foti, Doran Lefaive, Abby Pylar, Pam Triplett, Colin Whitehurst, and Laura Wright

Guests Present: Rehmann Robson Auditor Nathan Baldermann and Tom Welsh, former trustee

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

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

- A. Comment from Trustee Friedman – Trustee Friedman asked about progress on getting a PDL emails for Board members. Library Director Klien said Systems Administrator Rolfe Behrje is working on it. He was side tracked with projects for the move, but it is on his list of priorities.
- B. Comment from Library Director Klien – Klien said that she didn't want to wait until the end of the meeting to announce that the library has been granted occupancy of the temporary building. We are looking to open on Thursday after we make our final preparations. Staff need to receive training on tornado and fire safety procedures. We worked with half the staff today, and the other half will receive training tomorrow. We will be making the public announcement regarding our reopening tomorrow around noon to open on Thursday morning at 10:00 AM. Trustee Baker asked if there was going to be a "grand opening" event and Klien said no, not for the temporary location, but that she would like to do something when we go back to 300 Library Lane.

IV. Adoption of the Agenda for the Regular Meeting of May 24, 2021

Library Board Chair Behr asked if there were any changes needed to the agenda for the May 24, 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 Bale and supported by Trustee Friedman that the Library Board adopt the agenda for the regular meeting of May 24, 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. Audit Presentation

A. Presentation of Audit Report for Fiscal Year 2020 by Rehmann Robson staff.

Nathan Baldermann, representative from Rehmann Robson, was welcomed to give the yearly audit presentation. Mr. Baldermann said it was another unique year as the audit was done completely remotely. He said he would go over the highlights of the financial statements and then give the board a chance to ask questions at the end. The document was projected for the Board to view. Mr. Baldermann said that the audit for FY 2020 went smoothly and that they are completing their final review and do not anticipate any changes. It was a clean audit and he commended Business Manager Foti and his staff for doing a great job preparing for it.

Baldermann reviewed management's responsibility for the provided financial statements. He reviewed the fund balance at the end of 2020. He pointed out the revenue estimates for 2020 were "spot on". He also noted that there was unspent funds due to circumstances in 2020. Baldermann opened the floor up to questions from trustees.

Board Chair Behr said that the way the library budgets is fairly conservative and that in 2020, the library wasn't able to spend what was there. Does the library have the right budgeting approach and the right level of fund balance? Baldermann said it is a difficult question as it is going to depend on the spending philosophy of each organization. It is hard to have one set way to guide all budgets. Being conservative budget-wise enables you to do some things that are safer financially and helps an organization get through difficult and unpredictable times. Behr thanked Balderman for his insight. She said she is always concerned that the library is being responsible with taxpayer money.

Trustee Baker noted that some of the unspent money in the 2020 budget was due to unfilled positions. He asked was how soon the library will be able to fill them. Klien said that as soon as the bond sale is over at the beginning of June, she and Business Manager Foti would shift their attention to hiring.

Library Director Klien asked Baldermann what is the recommended range for reserves? Klien said that the library currently places 13% of income received in reserve per executive limitation. Baldermann responded that he refers organization's to the GFOA (Government Finance Officers Association) guidelines which put the reserve range at 10-20% allowing for a larger amount depending on your organization's spending philosophy. Klien said this is something to think about for the next year's budget.

Business Manager Foti followed up saying in his 17 years at the library, when we wanted to do projects, for example the Book Drop room addition, we saved the \$300,000-400,000 ahead of time and did not go into debt. The library has been saving money for this larger building project for a few years now. Foti said part of the philosophy he is working with is to pay for bigger projects with savings so as to not affect any given year's budget.

Board Chair Behr asked if there were any final questions and there were none. She thanked Nathan Baldermann for his time. She said, "It's always nice to hear from an outside source that the library's finances are being handled well."

DISPOSITION: The Library Board acknowledged the presentation made by Rehmann Robson staff Nate Baldermann.

VI. Consent Agenda

- A. Minutes of the Electronic Regular Board Meeting held on April 26, 2021.
- B. Narrative Report for May 2021.
- C. Review of Reciprocal Borrowing Policy. Page 06

- D. Review of Patron Behavior Policy.
- E. Financial Report for April 2021.
- F. Budget Amendment to Transfer Building Improvement Reserve Funds.
- G. Marketing Report for April 2021.
- H. Legislative Update for April 2021.
- I. Statistical Report for April 2021.

MOTION: It was moved by Trustee Vance and supported by Trustee Baker that the Library Board approve the Consent agenda excluding Item C – Review of Reciprocal Borrowing Policy. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance – yes, Whitlock – yes. 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

Item C – Review of Reciprocal Borrowing Policy – Board Chair Behr with libraries being closed and our library also having an extended closure for moving, I was wondering if we want to take a look at our reciprocal policy and include more specific language about what services we would give and receive for reciprocal patrons. Klien said that libraries are doing their best to accommodate reciprocal patrons when they are able, but it has been such an unusual time. Klien said that if we wanted to change the reciprocal policy, we would have to change the policy agreements with each individual reciprocal library. It would also require board approval for all libraries to make it official. Klien said that, in general, she felt that all libraries are working to try to accommodate other patrons. We did offer our curbside service to reciprocal borrowers. Our current reciprocal agreement allows each member library to make a decision about what is feasible to accommodate.

MOTION: It was moved by Trustee Baker and supported by Trustee Whitlock to approve Item C – Review of Reciprocal Borrowing Policy. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman - yes, Vance – yes, Whitlock – yes. 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

VII. Governance

A. Discussion Regarding Updating Signage

Marketing Manager Colin Whitehurst started a discussion with the Board on why a rebrand might be good for us at this time. Our current logo has served us well and we are counting on that to help people find our temporary location on Portage Road. Whitehurst said that our current logo was designed in the mid 90's during our first large building remodel that included the atrium and lower level Youth Services. Whitehurst said prior to that there was no PDL logo and staff used clipart images on posters, brochures and signage.

Whitehurst said it is the practice of a lot of companies to change their logo every 15 years. One great thing that happens is that you have the opportunity to rebrand, talk about your mission and what is important to you.

Whitehurst stated that one of the reasons for renovating the library building has to do with a vision for the future. The Board and staff recognize that the community and its needs are changing. Facility is updated and our mind set is updated and that makes it the perfect time to update our logo as well.

Trustee Bale asked what effect this would have on the new website. Whitehurst said that at this time, it still has the same logo and that is another reason why the timing would be good for this big change.

Whitehurst said that a new logo could also be key to demonstrating innovation. He said that libraries are always fighting the idea that people have that we are just books. Whitehurst said that a new logo could help with our messaging. He said that he is also bringing up the optic now because it will be most cost effective to make a change now since we are already making new signage as part of the construction budget. Replacing all signage at any other time would be cost prohibitive.

Whitehurst said he has found someone local to work with. The cost is right and the business has a good portfolio. Whitehurst said he was interested in forming a small committee to work with this person to create designs and identity with the goal of bringing a some options for review at the next board meeting.

Trustee Bale wanted to know if the preferred vendor was a local company. Whitehurst said yes, and this person did the logo for Bookbug, ArtHop, and a number of other businesses in the area. Trustee Friedman said that this sounds like that's exciting project to be a part of and offered her time.

Board Chair Behr asked for clarification that the logo we would be replacing is the image with the top of the building. Whitehurst said, yes.

Trustee Bale asked if the logo would stay the same colors or is that open to the design. Whitehurst said he would like to stay with the current colors, but we would see where the committee work and process leads. He said that continuing with a cool color palate would also work with the renovated library's interior design.

Trustee Baker asked about the cost for the design work. Whitehurst said it was very reasonable and could come out of the marketing budget for this year.

At the close of the discussion Friedman and Bale both indicated they would be interested in working on the committee. Whitehurst said he would be in touch about scheduling.

DISPOSITION: The Library Board gave support to Marketing Manager Colin Whitehurst to move forward with the process of designing a new library logo.

B. Follow-up on Mid-Year Meeting with Library Director

Library Board Chari Behr said that when requesting feedback from trustees for this mid-year meeting, they simply asked her to convey their appreciation and to "keep up the good work". Behr said that she checked in with Klien as asked, "Does she have the support that she needs?". Klien said yes, and she agreed that it was good to check in, chat, and give updates of where we are and what we are looking forward to for the future of the library.

DISPOSITION: The Library Board received the update on the Mid-Year Meeting with the Library Director and the Board Chair.

VIII. Staff Presentation on the Library's Summer Reading Program

Head of Youth Services Laura Wright and Adult Services Librarian Ruth Cowles presented about the summer reading program. Wright said that she wanted it to be clear to trustees that this program looks different than it has in the past. Pre-COVID, our numbers were around 2,500 participants for youth and teen. Last year, our participation was about 600. It has been very different. Usually what the Youth Staff does to promote was in person school visits to gymnasiums full of kids. After the program, we would send logs home to build the buzz. Schools are moving to an electronic newsletter and while they are allowing library to include information, it doesn't seem to have the same effect.

Wright said staff asked for reduced Summer Reading Program budget from the Friends because of our smaller anticipated numbers. We will be providing engagement in a number of different ways to allow for participation on their own comfort level. We will have suggested benchmarks, but all the programs are designed to be modified for each participant. Our summer reading program is still fun, but for now, there is less pageantry. Our programming is also pared down and we are scheduling month to month when usually we release it all at once. This change will insure that we will have an option to make some changes as needed, and as we see restrictions being lifted. We have been researching what other libraries

are doing and we went to a virtual meeting of southwest Michigan libraries. Many that are planning on doing in person programming have access to an outdoor dedicated space and are only accepting smaller groups.

Trustee Bale asked, “Do we have families that consistently participate in and rely on access to the summer reading program” and Wright responded, “Absolutely, yes.”

Board Chair Behr asked if the library would be tying in with the City of Portage events. Wright responded that staff are already planning on attending two of their events in June Portage Repticon (Reptile Expo on June 12) and the Family Fishing Fair (June 19). Wright said we are looking at the City events as a possible way to be with patrons since we don’t have our own dedicated outdoor space.

Wright concluded that unfortunately the library would not be able to offer volunteer opportunities for teens this summer. We hope to get back to it in the future, but at this time there is just too much liability and uncertainty.

Adult Services Librarian Ruth Cowles presented Adult Summer Reading. It isn’t just for kids! I’m proud to offer this to Adults! Our original program was to have adults to read and enter a raffle for the end of the summer backpacks filled with items donated by local businesses. Our local businesses, as we all know, took a huge hit. We changed it last year, instead of asking for donations, we bought gift cards to local businesses and we will continue to purchase them this year as well. We are using BeanStack for recording reading and do other activities to earn badges. We will be raffling off 15 \$10 gift cards each week and 10 \$50 gift cards for the end of the summer. Klien reminded the trustees that all gift cards and summer prizes are purchased with designated donated funds not taxpayers dollars.

DISPOSITION: The Library Board received the update on the 2021 Summer Reading Program.

IV. Library Director’s Reports

A. Building Update

Business Manager Rob and Library Director Klien had a phone call with the representative and attorney regarding the library’s S&P ratings. Our bond sale is scheduled for Thursday, June 3rd. In May, the City of Portage announced that it has maintained its S&P Global Ratings of ‘AA+’ for the fourth consecutive year which is the second highest rating that can be assigned to a municipality. A good rating generates strong demand from investors, competitive bond sales, and lower interest rates.

DISPOSITION: The Library Board received the Building Update.

B. Final remarks by Library Director for the May 24, 2021 Library Board Meeting.

Library Director Klien said that the library received its occupancy permit today for the temporary location which means we are ready to move forward with opening on Thursday. Our hours will remain the same M-F 10-6 and Sat 10-2. For the time being we will continue with 50% occupancy, we will have 1 hour time limit, and will have a greeter at the front who will help people orient to the new space. Klien said with all the CDC changes and MIOSHA, we have been having discussions and looking at what makes sense regarding masking guidelines for our community. This is a tough one as some staff are uncomfortable with the sudden changes. Klien said, after careful consideration, I am recommending that we open with masks required unless patrons are fully vaccinated, medically exempt, or are children under the age of 2. We will still strongly encourage everyone to continue to wear a mask to help protect those who are unable to get the vaccine yet, including younger children.

Behr agreed it is a tough decision. Klien said the library will still offer the curbside option. We are discontinuing quarantine since it is clear that the virus is transmitted through respiratory droplets and not on touch surfaces. Cleaning will continue, but not at the same pace as that was very difficult to maintain. We will have staff wipe surfaces every hour to hour and a half. We will have containers of hand sanitizer

at all public service desks and at the entrance/exit. We will be updating the reopening plan which will be posted on the library's website.

Klien asked if trustees had any additional questions or concerns and there were none.

V. Process Evaluation

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

Comment from Tom Welsh - Welsh asked if Youth Staff had considered outdoor reading programs at the parks? Wright said that staff decided to start with events that are already scheduled by the city. We are exploring meeting at the school playgrounds and engaging with school media specialists.

Welsh also asked if the delay in moving will have an impact on the construction? Klien said that the delay in moving did not delay construction, however there are other things that might. Consumers Energy needed to delay their work for a week. What Klien learned in the weekly meeting with the building managers is that our challenge is going to be the availability and price of materials. Sheet metal is up 150% since the submittal a couple weeks ago. This is something we will deal with and work through. Walbridge has been great to work with and representing the library's interests.

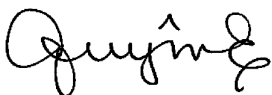
Comment from Library Director Klien – I will be out Thursday and Friday, but will have coverage at the library for the temporary location opening. I will be available by phone, if needed.

XI. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of May 24, 2021.

DISPOSITION: The regular board meeting of May 24, 2021 was adjourned at 7:52 PM.

Recorded and Transcribed by,



Quyen Edwards, Library Board Secretary

PORTAGE DISTRICT LIBRARY BOARD

Special Board Meeting to be held on

Tuesday, June 15, 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 6:03 PM.

II. Roll Call

Board Members Present:

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

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

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

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

Donna Vander Vries 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: Jeanne Friedman (excused)

Library Staff Present: Library Director Christy Klien, Quyen Edwards, Rob Foti, 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 June 15, 2021

Board Chair Behr asked if there were any changes needed to the agenda for the June 15, 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 VanderVries and supported by Trustee Vance that the Library Board adopt the agenda for the special meeting of June 15, 2021. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 6-Yes, 0-No, 1-Absent (Friedman). Motion carried.

V. Governance

A. Discussion Regarding Award of Contracts

Business Manager Foti gave an overview to the Board of what has led to the Resolution to Join the Michigan Liquid Asset Fund. Three weeks ago, the library staff met with their advisors to discuss the upcoming credit rating for the library. The following Thursday, the library received the rating of AA, which was a better rating than expected and is just one notch below the rating the City of Portage had just received. Another week after that (last Thursday) was the bond sale.

At the Zoom meeting for the bond sale, the rates were read out load starting with the highest true interest rate. The winning (lowest) bid had a True Interest Rate of 0.84% over 8 years. This was welcomed news as the library was expecting an interest rate that may have been in the 1.5% range. Foti said that the library initially intended to sell \$7.3 million of bonds, but due to the favorable terms, was able to reduce that amount to \$7.0 million.

Following the sale, the library received \$70,000 (1% of the total) immediately which was placed in the library's general checking account. The remainder of the funds will be received on June 24, 2021 at the closing of the sale.

Foti explained that the library will invest the bond proceeds in the Michigan Liquid Asset Fund and PFM will manage the investment of the funds and make sure they are available when the Library requires them. With Walbridge's assistance, the library will provide PFM with a draw schedule for the life of the construction, detailing the anticipated need of funds to pay construction costs. Additionally, because the bonds are tax-exempt, a special arbitrage calculation will need to be performed during the project to ensure the Library stays compliant with IRS regulation. PFM will perform this calculation for the Library.

Board Chair Behr opened the floor to questions. Trustee Bale asked about charges from PFM for managing that for us. Foti said he would have to go back and look, but it was not a significant amount that he was concerned about. Bale followed up by asking if the construction schedule is delayed, can money go back in to be reinvested? Foti said this was also not a concern for him as the library will use the money within a year. The advantage is that PFM will be tracking those tricky calculations for us.

Trustee Baker asked about the contract. Foti said that the underwriter and fees will come off of the bond proceeds. We have a \$10.5 million dollar project, and the library will be using some of its reserve money to pay for cost in addition to the bond money. Foti said for that reason, he was not concerned that there will be surplus bond funds at the end of the project. Any surplus funds would be unspent funds from our reserve accounts. PFM will be monitoring the investments and arbitrage calculations, which ensures that the Library is compliant with all regulations.

Behr asked who chooses the investments. Foti responded that PFM knows what the library is legally able to invest in and will determine the investments based on that, and the Library's needs as detailed in the draw schedule provided. Rate of return will be low because it is short term, less than a year.

Foti said in conclusion that he was very pleased with the bond sale. It was estimated last year that the library could pay an interest rate as high as 2.5%. While this was a very conservative estimate, it provided the Library with a framework for budgeting the debt service over the next eight (8) years. The lower interest rate means the Library will be paying less interest on the bonds than initially anticipated.

MOTION: It was moved by Trustee Baker and supported by Trustee VanderVries that the Library Board approve the Resolution to Join the Michigan Liquid Asset Fund Plus. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Vance - yes, VanderVries – yes, Whitlock – yes. 6-Yes, 0-No, 1-Absent (Friedman). Motion carried.

VI. Assessment of Meeting and Additional Comments

- A. Comment from Trustee VanderVries – Trustee VanderVries asked Library Director Klien and Board Secretary Edwards to ask about the requirement to read resolutions aloud when guests are Present. They agreed to follow up with the library attorney regarding that question.
- B. Trustee Baker said that there was a meeting of the Friends of the Portage District Library. They are planning on having sales on the second and fourth Saturdays in July from 10am – 2 pm as a trial.

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 June 15, 2021.

DISPOSITION: The special board meeting of June 15, 2021 was adjourned at 6:35 PM.

Recorded and Transcribed by,

A handwritten signature in black ink, appearing to read "Quyen Edwards". The signature is written in a cursive style with a prominent loop at the end.

Quyen Edwards, Library Board Secretary

PORTAGE DISTRICT LIBRARY

Heritage Room Collections and Use Policies

Collections Policy

The Local Historian will, at his/her discretion, accept donations of materials for the Heritage Room that complement existing collections, add to the history of the immediate community and surrounding areas, and/or develop collections of specific interest to the library, provided no restrictions are attached to their use, display or disposition.

- 1) At the discretion of the Local Historian, materials may be added to the Heritage Room Collection through gifts, purchases or trades from individuals or institutions, or by deposit from various governmental bodies.
- 2) In regards to donations, the Local Historian reserves the right to reject any material if said material is deemed to be unsuitable for the Heritage Room Collection by reason of subject, format, condition, or restrictions.
- 3) For every donation received, a Deed of Gift Agreement must be filled out by the Local Historian and then signed by both the Local Historian and the Donor. This Deed of Gift Agreement must also include a concise inventory of items received and a list of any restrictions placed on said donations (see number 4). Any items left for the Local Historian that do not have contact information will be treated solely as a gift and will fall under Collections Policy number 2.
- 4) If restrictions are requested on a donation, they will be listed on the Deed of Gift Agreement and will be reviewed by both the Local Historian and the Portage District Library Director to determine if the item(s) will be accepted or declined due to the nature of said restrictions verses the historical value of said donation.
- 5) Items which are accepted into the Heritage Room Collection become the sole property of the Portage District Library and will be available for use by the general public. If at any time after acceptance an item is determined to be outside the scope of the Heritage Room Collection, it may be deaccessioned and disposed of according to the terms of the Material Disposition Form which accompanies the Deed of Gift. Deaccessioning will take place after a review by both the Local Historian and the Portage District Library Director.

Use Policies

1) The use of rare or fragile materials by the general public shall be determined by the Local Historian and may be limited under certain circumstances (see NOTE). Copies of the original items will be provided in lieu of the primary source material when original materials are deemed to be too fragile or rare for use.

NOTE – Reasons for limiting access to original materials may be, but are not limited to, fragility of said materials, rarity of said materials, and/or value of said materials.

2) For patron ease of locating material within the Heritage Room, all Heritage Room books shall be catalogued in the same manner as other Portage District Library materials and shall receive a distinguishing label of “H.R.” on their spine. Items determined to be of a unique historical character or of great monetary value shall receive a special archival book-mark containing relevant information in lieu of the standard library sticker labels.

3) Heritage Room Archival material may not be loaned from the Portage District Library without the written permission of the Local Historian and the approval of the Portage District Library Director. Heritage Room reference books may be checked out by Portage District Library card holders but will be reviewed on a case by case basis by the Local Historian. The checkout time for Heritage Room material is two weeks. Items will be checked out and checked in solely by the Local Historian.

4) Due to space restrictions within the Heritage Room, items may not be placed on long term loan to the Heritage Room. Items loaned to the Heritage Room for display or copying purposes shall not exceed a loan period of six weeks. Each loaned item will be documented in writing with a copy given to the loaner, a copy accompanying the item while in possession of the Heritage Room and a copy placed in the Heritage Rooms master loan file.

Library Director's Narrative Report for June 28, 2021 *(Activities at the end of May and beginning of June 2021)*

Administrative Activities:

During the months of May and June 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.
- ❖ Covered greeter desk as needed.
- ❖ Participated in PDL Virtual Public Board Meetings on May 24 and June 15.
- ❖ Participated in Library of Michigan's Library Directors Virtual Bi-Weekly Meetings on May 21 and June 4.
- ❖ Participated in PDL, C2AE, and Walbridge weekly building project update meetings on May 24, June 7, and June 14.
- ❖ Participated in Contractor Coordination Meeting with Walbridge on May 24, and June 7.
- ❖ Met with staff to go over emergency procedures, temporary location layout, and new processes on May 24 and May 25.
- ❖ Met with moving coordinator committee to review the move to the temporary location on May 25.
- ❖ Participated in S & P Rating Call on May 20.
- ❖ Met with C2AE interior designer to discuss shelving layout on May 21.
- ❖ Met with C2AE project manager to review tech layout on May 21.
- ❖ Reviewed bond rating with attorney and PFM representatives on May 26.
- ❖ Met with our attorney and PFM representative for bond sale on June 3.
- ❖ Held budget meetings during the weeks of June 7 and June 14.
- ❖ Met with Construction Manager and representatives from Circuit Electric and Riverside to discuss options for security and fire alarm system on June 10.
- ❖ Attended a Library of Michigan program, Navigating the New Normal: Libraries and Loosening on June 21.
- ❖ Held a discussion on Adult Department staffing needs on June 16 and June 23.

Maintenance and Building Services

- Participated in Owner/Architect/Contractor (OAC) meetings May 24, June 7 to discuss any project concerns, scheduling for both the existing library and temporary location and the progress on action items.
- City of Portage building inspectors inspected the State Farm (SF) temp library building on May 21 and issued occupancy authorization on Monday, May 24.
- Attended Contractor bi-monthly Contractor Coordination meeting May 24.
- Purchase orders were issued to remove and properly dispose of the transite board on the exterior soffit on the roof and replace with non-asbestos containing material to be completed this year.
- Riverside Integrated Systems completed the fire alarm system certification for the fire marshal to grant occupancy on May 24.
- Participated in the bldg. design for the new elevators' access to the control panel on May 27.
- Assisted with the electronic recycling program on May 27
- Mite-E Exterminating treated the SF bldg. for the pest control applications on June 3.
- Installed an ultrafiltration unit for the tech service area on June 4 to determine its viability. Returned it on June 11 as it was oversized. Will investigate a table version if necessary as the main level HVAC began operating on June 10 by the contractor.

- Received Preferred Construction’s cost to repair and recover the EIFS on the west and north sides of the 300 Library Lane library.
- Met with Circuit Electric and Riverside Integrated Systems to discuss the new card access system and its respective monthly costs with auto cloud backups and updates on June 11.
- Reviewed the facilities budget for 2022 on June 11.
- Daily review of the contractor’s submittals with responses provided as necessary.

Personnel Information:

The library undertook the following Human Resource and Financial activities since the May 24, 2021 Board meeting:

- Meet weekly with Walbridge, and C2AE to review project progress, review submittals, review and update budget to actual financial data and discuss change orders as needed.
- Worked with Walbridge to complete all aspects of contract approval process.
- Worked with PFM (Bond Advisors) and Scott Hogan (Bond Attorney) to complete all necessary paperwork and complete the bid process for the sale of Library Bonds.
- Met with supervisors to review budget requests for the FY2022 Fiscal Year.
- Work to set up MILAF account to invest bond proceeds in relation to draw schedule for construction projects expenses.

Work Anniversaries:

Rachel McGuffin – Circulation Assistant – July 5 – 6 years

Lawrence Kapture, Head of Adult Services – July 19 – 17 years

Jay Cotter – Facilities Assistant – July 31 – 7 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

Cookbook Club Challenge: Farmers Market—May 1st-31st—7 new members

Cookbook Club @ PDL on Facebook is a group that hosts one cooking contest per month. A month gives members enough time to hunt down a recipe, secure their ingredients, and cook up something great to share with the group! Along the way, the library shares lots of cooking resources and ideas. Each month, one participant in the challenge wins a prize. Prizes can include cookbooks, gift baskets, gift cards, and more! May’s challenge theme featured Farmers Market resources and we shared links to local farmers markets as well as some select cookbooks from Hoopla that members could use to creatively cook up lots of fresh produce. Members have lots of fun interacting with other foodies in Portage!

International Mystery Book Discussion of *Searching for Sylvie Lee*—May 13th—5 attendees

International Mystery Book Discussion is a lively book discussion of readers sleuthing their way around the world! For May’s discussion, the group read *Searching for Sylvie Lee* by Jean Kwok. Attendees were able to read the eBook or listen to the eAudiobook on Hoopla using their Portage District Library Card before the Zoom discussion. A deeply moving story of family, secrets, identity, and longing, *Searching*

for Sylvie Lee gripped our readers and spurred discussion with its sensitive portrait of an immigrant family. The profound exploration of the many ways culture and language can divide us kept the conversation going as this group wrapped up its final meeting before a summer break.

Introducing: the PDL Seed Library – May 19th -10 attendees
STEAM Librarian Jane Fleming presented this program over Zoom to introduce the Seed Library and the process of getting seeds. There was some great discussion amongst the participants, and they asked some excellent questions.

“This was excellent!” Barb S. “Thank you for offering this to the public!” Mary M.

Youth Services Programming Highlights

- Kid’s Book Club completed their school year club with a trivia mash-up based on the books read during the year.
- Teen Librarian Olivia Pennebaker hosted Agents of Kindness 6th-12th Grade, Teen LGBTQ+ Meet-Up, and Teen Art Space. Attendees count on these recurring events each month, so these were continued through the move.
- Just Move Storytime and Family Fun was continued as well, as it is hosted by an outside partner.
- All other events were put on hold due to our commitments with the move.

Actively highlight the library’s online resources and services on social media and other media outlets

- At the end of May, Adult Services Librarian Katharyn Haas changed the Books and More carousel display on the website to feature Pride Month reads for all ages.

Create videos to educate our patrons about our resources and how to use them

- No videos were created during the move as staff were fully dedicated to preparing the temporary location for opening.

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:

Create tools to measure the needs of the community.

- We have created a form to track patron requests for periodicals and reference titles that we have put on hiatus during the pandemic closures and because of the limited shelf space available in our temporary location.

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:

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

- During our relocation closure, 143 PASS memberships were used to access services. Of those students, 71 were from elementary schools and 72 were from middle or high schools.

Update the Library Website

- We have renewed our dedication to completing the website. The vast majority of the site is now done with only a few pages remaining. The next steps will be testing the site and to plan a date to transition from the old to new.

Ends Statement #4

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

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

Project Updates:

- No updates for this month.

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 work at 300 Library Lane and are in the process of ordering material for our project.

- We opened the temporary location at 5528 Portage Road to the public on May 27. Interlibrary loan service restarted on June 7. Patrons are pleased with the temporary location and have expressed their happiness that we are back in service.

Maintain Symphony database of item and user records

- After our relocation, all coding for item locations needed to be changed in Symphony and Enterprise, our public catalog, to reflect different locations in our temporary facility. Additionally, some collections that needed to be stored in part or entirely required

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.
- The library is currently working on creating O365 accounts for the library board.

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.
- Implementing fine-free for public on August 1, 2021.
- 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 Update - MAY ACTIVITIES

- Emptied Server Rooms (MDF and IDF) at 300 Library Lane
- Recycled old technology through Green Earth
- Assisted with Fiber Re-location issues at 300 Library Lane
- Helped Facilitate HVAC repair at 5528 Portage Rd.
- Installed PAC computer tables
- Re-installed PAC technology (Catalog Stations, Computer Stations, Creation Stations, Print Stations, Library Document Station, Copier, Catalog Station)
- Re-installed Checkout technology (Staff Circulation Stations and Self-Checkout Stations)
- Re-installed Library Technology (Printers, Copiers and Peripherals)
- Interfaced with existing Public Addressing System for Announcements
- Installed new cabling for the Checkout Desk and Self-Checkout Stations
- Beginning on May 10, 2021, IT Department began installing all of the technology from 300 Library Lane to 5528 Portage Road

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

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 AP

- Head of Technical Services Abby Pylar will continue to monitor the reports on Collection HQ to see their completion by collection managers.
- Head of Technical Services Abby Pylar will continue to work on the organization and uniformity of items in the catalog throughout the year.
- Technical Services is working on getting the complete names of authors into the call number for all of the fiction materials, as well as getting the series information into the record. This will help the volunteers search for items more efficiently when they are using the scanners or helping the librarians with weeding projects.
- Head of Technical Services Abby Pylar is taking webinars for better cataloging practices.
- Head of Technical Services Abby Pylar has 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 taking shifts on the Greeter Station.
- Technical Services is helping the various departments with anything that needs to be completed.

Youth Professional Development:

Linked In videos:

- How to Train Your Brain for Happiness
- Establishing Evening Routines to Optimize the Day Ahead
- Beating Procrastination

Niche Academy Videos

- Code Adam from Pioneer Library System
- Programming from Pioneer Library System
- Youth Cooking 101: How to Implement Cooking Classes for Kids at your Library

Adult Services Professional Development:

2 staff participated in Fundamentals of Collection Development and Management. April 26 – May 21

Public Library Innovation Exchange: Week 2 of a 4-part course. This course focuses on STEM-related projects for Adults and Youth.

Engaging Equity Endeavors - Serving BIPOC Communities from the Lobby to the Boardroom through Library of Michigan—May 18

Windows and Mirrors through Booklist—May 18

Re-Weaving the Culture through Inclusive Norms in the Public Library through PLA—May 28

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
May 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	\$ 6,621,552
Expenditures	\$ 2,610,435

Fund	4/30/2021	Changes	5/31/2021
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 May 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 May 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: June 21, 2021
Subject: Budget Amendment to adjust the FY 2021 Budget for the Friends \$360 Donation to Fund Prizes for the Cookbook Club at PDL

BACKGROUND

It is my pleasure to announce that the Friends of the Portage District Library will generously support the Cookbook Club @ PDL in 2021 with a grant totaling \$360. Cookbook Club @ PDL is an online program that provides a community for Portage adults, families, and their friends to talk about food and share cooking tips and resources from the library as well as connecting with unique community resources. The library has offered this program successfully with donated funds for one year and we now have close to 200 members! We can now continue to host this program for a second year as a way to allow adults to virtually connect to the library and learn more about the art of cooking and the Portage community. Without the support of our Friends organization, the Library would not be able to provide this type of programming which includes a participant prize winter each month.

RECOMMENDATION:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2021 Budget to increase Adult Programming – Restricted expenditure lines by \$360.

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.

May Marketing Highlights:

- Created a map for our temporary location.
- Researched companies to assist us with a re-brand and began the process to accomplish the project.
- Worked with staff to finalize our website update. We are now very close to launching the new site.
- Finalized graphics for summer reading program.
- Assisted with creating signage for our temporary location for end caps, way-finding signs, and informational signs.
- Oversaw informing the community about our reopening by creating a press release, social media posts, E-news articles, and signage at our facility.

May Social Media Highlights:

Facebook

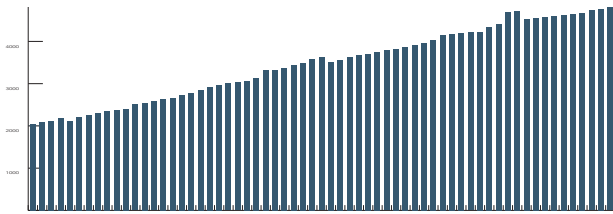
60 New Page Likes | 102 Post Shares | 711 Post Likes | 97 Comments | 320,158 Total Reach

Twitter

2,045 Tweet Impressions | 6 Likes | 1 Re-tweets | 215 Profile Visits | 3 Mentions | 0 New Followers

Facebook Stats 2016 - May 2021

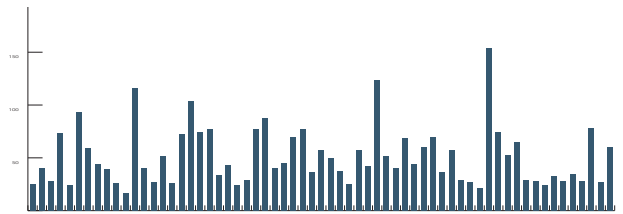
Total Followers:



February 2016
2,052

May 2021
4,802

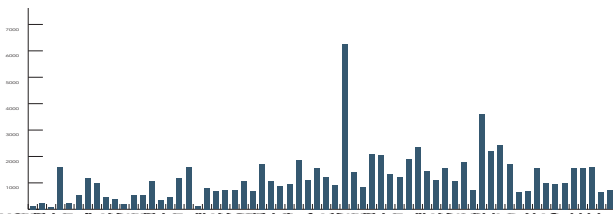
New Followers:



February 2016
25

May 2021
60

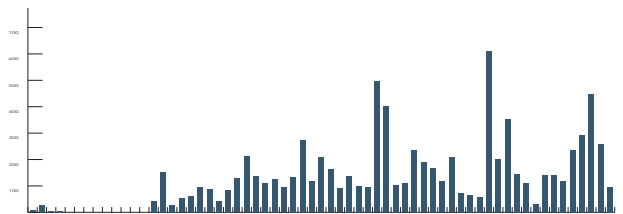
Likes:



February 2016
124

May 2021
643

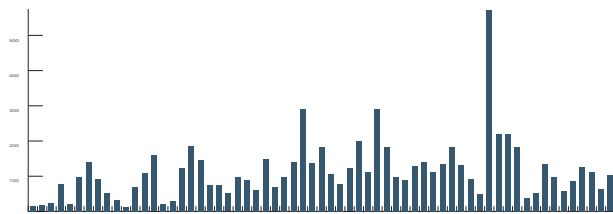
Comments:



February 2016
7

May 2021
97

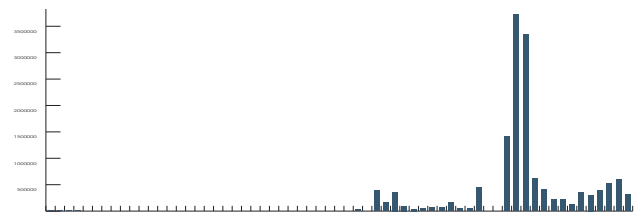
Shares:



February 2016
0

May 2021
102

Engagement:



February 2016
5,305

May 2021
320,158

Updates to MIOSHA Emergency Rules and MDHHS Order

May 24, 2021

Today, Governor Gretchen Whitmer announced updates to the Michigan Occupational Safety and Health Administration's (MIOSHA) COVID-19 emergency rules as many employers return to in-person work. Changes to the rules include:

- Allowing fully vaccinated employees to not wear face coverings and social distance if there is a policy in place to ensure non-vaccinated individuals continue to follow masking and distancing requirements.
- Elimination of industry-specific requirements
- Definition updates to reflect changes in close contact and quarantining requirements for fully vaccinated employees to match CDC guidance
- Updated cleaning requirements to match CDC guidance

The COVID- 19 Emergency Rules remain effective until October 14, 2021.

https://www.michigan.gov/documents/leo/Final_MIOSHA_Rules_705164_7.pdf

Governor Whitmer also announced an updated Michigan Department of Health and Human Services (MDHHS) COVID-19 Gatherings and Face Masks epidemic order, eliminating outdoor capacity limits and increasing indoor social gatherings to 50% capacity, which is set to take effect on June 1. View the order: https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-560465--,00.html

Intellectual Freedom Is Being Challenged Across the Country

May 27, 2021

In the Michigan Library Association's current strategic plan, we state: "We believe in equal and free access to information and knowledge, while protecting an individual's right to privacy." Intellectual freedom is a core value of the library profession and a basic right in our democratic society. Our guiding principle expresses the importance of protecting the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment.

According to an [Education Week article published on May 17, 2021](#), "four states have now passed legislation that would limit how teachers can discuss racism, sexism and other controversial issues...In total, lawmakers in at least 15 states have introduced bills that seek to restrict how teachers can discuss racism, sexism, and other social issues."

Michigan was added to the mix a few days after this article was published. On May 20th, [Senate Bill 460](#) was introduced by Senator Lana Theis and co-sponsored by Senators Kevin Daley, Jim Runestad, Tom Barrett, Roger Victory, Dale Zorn, Rick Outman, and Curtis VanderWall. This bill would amend The Revised School Code by adding a new section that precludes coverage of critical race theory, the 1619 project, and other anti-American and racist theories.

MLA will be watching this bill closely and keeping our members informed if there is any movement.

Call to Action: Libraries Need Three Election Dates

June 21, 2021

House Bill 4530 and Senate Bill 130 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.](#)

These bills are up for consideration this Wednesday, June 23. Our legislators need to hear from us TODAY about why it is important to keep three election dates to allow libraries more flexibility in seeking millages. Please contact your legislators today to tell them that libraries need three millage election dates. Ask them to oppose HB 4530 and SB 130 and ANY legislation that limits election dates and hurts a library's ability to seek funding.

Click "Take Action" to contact your legislators. 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 NOW to support libraries!

Libraries Need Three Millage Election Dates. Urge Your Legislators to Oppose HB 4530 and SB 130

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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.

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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: June 1, 2021
SUBJECT: Library Statistical Report - May 2021

	Month Statistics			YTD Statistics		
	May-21	May-20	CHANGE	2021	2020	CHANGE
Circulation/Collections						
Total Library Circulation	22,660	20,721	9.36%	207,004	215,630	-4.00%
Adult - Books	2,585	7	36828.57%	45,956	41,209	11.52%
Adult - A/V	342	1	34100.00%	9,211	14,025	-34.32%
Youth - Books	4,155	13	31861.54%	62,174	56,785	9.49%
Youth - A/V	322	0	100.00%	5,931	6,785	-12.59%
Hot Picks	146	0	100.00%	3,489	8,359	-58.26%
E-Material	15,110	20,700	-27.00%	74,864	80,867	-7.42%
ILL - PDL Requests	0	0	0.00%	2,822	3,638	-22.43%
ILL - Other Lib. Requests	0	0	0.00%	2,557	3,962	-35.46%
Self-Checkout Percentage	0.00%	0.00%		45.58%	61.06%	
Total Library Collection	178,868	189,365	-5.54%			
Adult - Books	75,627	87,321	-13.39%			
Adult - A/V	16,230	17,230	-5.80%			
Youth - Books	73,989	71,272	3.81%			
Youth - A/V	8,865	9,385	-5.54%			
Hot Picks	4,157	4,157	0.00%			
Net Acquisitions	183	0	#DIV/0!	(4,915)	(220)	-2134.09%
Purchased - Books	419	0	100.00%	4,852	3,611	34.37%
Purchased - A/V	81	0	100.00%	762	917	-16.90%
Donated - Books	0	0	0.00%	0	11	-100.00%
Donated - A/V	0	0	0.00%	0	6	-100.00%
Material Discarded	(317)	0		(10,529)	(4,765)	-120.97%
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	50,670	40,838	24.08%			
Adult	27,881	26,857	3.81%			
Youth	6,049	6,477	-6.61%			
Non-Resident	367	375	-2.13%			
Reciprocal	6,422	6,303	1.89%			
Internet User	900	762	18.11%			
PASS Users	8,991		100.00%			
Professional	60	64	-6.25%			
Net Patrons	15	39	-61.54%	339	539	-37.11%
Adult	14	23	-39.13%	217	521	-58.35%
Youth	1	16	-93.75%	23	170	-86.47%
Non-Resident	0	0	0.00%	4	7	-42.86%
Reciprocal	0	0	0.00%	39	116	-66.38%
Internet User	0	0	0.00%	56	130	-56.92%
PASS Users	0		0.00%	0	0	#DIV/0!
Professional	0	0	0.00%	0	0	#DIV/0!
Patrons Removed	0	0	0.00%	0	(405)	100.00%

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

	Month Statistics			YTD Statistics		
	May-21	May-20	CHANGE	2021	2020	CHANGE
Library Building Usage						
Total Meeting Room Usage	0	0		0	430	-100.00%
Internal/Collaboration	0			0	217	-100.00%
External/Outside Usage	0			0	213	-100.00%
Total Program Audience	TBD	0		0	5,280	-100.00%
Adult	TBD			0	467	-100.00%
Youth	TBD			0	4,617	-100.00%
Heritage Room	TBD			0	196	-100.00%
Total Number of Programs	TBD	0		0	155	-100.00%
Adult	TBD			0	30	-100.00%
Youth	TBD			0	121	-100.00%
Heritage Room	TBD			0	4	-100.00%
Total Volunteer Hours	0	0		184	1,004	-81.67%
Adult	0	0		0	274	-100.00%
Youth	0	0		0	191	-100.00%
Technical	0	0		32	155	-79.35%
Circulation	0	0		0	284	-100.00%
Administration	0	0		152	57	166.67%
Community Service	0	0		0	43	-100.00%
Total Front Door Traffic	435	0		22,165	120,048	-81.54%
Total Youth Services Traffic	256	0		15,165	80,964	-81.27%
Total Business Center Traffic	0	0		34	6,244	-99.46%
Information Access/Reference/Research						
Total Reference Transactions	4,122	0		38,471	23,125	66.36%
Adult Phone	52			1,197	934	28.16%
Adult Ready Reference	189			5,044	6,885	-26.74%
Adult Reference	19			324	698	-53.58%
Youth Phone	3			439	305	43.93%
Youth Ready Reference	161			14,330	8,396	70.68%
Youth Reference	31			613	1,851	-66.88%
HR Phone	7			59	24	145.83%
HR Ready Reference	80			422	808	-47.77%
HR Reference	10			35	48	-27.08%
Circ Phone	404			5,752	1,514	279.92%
Circ Ready Reference	55			5,748	1,027	459.69%
Circ Reference	3,111			4,508	635	609.92%
Total Edutainment LAN Use	0	0		0	966	-100.00%
Total Internet Computer Use	54	0		1,689	5,817	-70.96%
Youth Computers	0	0		70	408	-82.84%
Adult Computers	54	0		1,619	5,315	-69.54%
Laptop Computer Circulated	0	-		0	94	-100.00%
Total Electronic Transactions	30,607	27,743	10.32%	207,941	195,863	6.17%
WebSite Hits	24,507	17,901	36.90%	151,577	140,050	8.23%
WebCatalog Sessions	4,377	8,221	-46.76%	43,290	39,812	8.74%
Licensed Database Hits	1,723	1,621	6.29%	13,074	16,001	-18.29%

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

Christy Klien, Library Director

PORTAGE DISTRICT LIBRARY**COMMUNICATION****To:** Portage District Library Board**From:** Christy Klien, Library Director**Date:** June 21, 2021**Subject:** Upcoming Library Board linkage opportunities in July 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
7/1, 7/8, 7/15, 7/22, 7/29	9:00 AM	Just Move Storytime
7/2, 7/9, 7/16, 7/23, 7/30	ALL DAY	Weekly Scavenger Hunt
7/2, 7/9, 7/16, 7/23, 7/30	9:00 AM	Family Online Storytime
7/5-7/10	ALL DAY	LEGOmania
7/7, 7/14, 7/21, 7/28	7:00 PM	Bedtime Online Storytime with Kida (and Ms. Kristy)
7/10	11:00 AM	Composting 101 (via Zoom)
7/13	3:30 PM	Teem LGBTQ+ Online Meet-Up
7/20	10:30 AM	"Beach Read" and Brownies: an In-Person Book Discussion
7/22	3:00 PM	How to Apply for a Jon Online: An In-Person Program

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 22, 2021
Subject: Initial Discussion about Plans for the 2021 Library Board Retreat

BACKGROUND:

The Portage District Library Board typically holds an Annual Retreat in the fall. Over the years, trustees have participated in many different activities for their retreat. It is usually a learning opportunity for trustees and library administrative staff to experience together. In the past few years, the Library Board Retreat time has been used to rewrite the Library's mission, vision, and values statements, complete a Strategic Plan for the Library, had a guest speaker talk about fundraising, and had training on talking points for the library's new additional millage ballot proposal in 2019.

UPDATE:

The topic of a 2021 Library Board Retreat has been placed on the agenda for the June 28, 2021 board meeting to allow for discussion as well as time for planning and making any necessary arrangements.