

**NOTICE OF BUDGET HEARING  
PORTAGE DISTRICT LIBRARY BOARD  
PORTAGE DISTRICT LIBRARY**

**Monday, August 23, 2021 at 6:00 p.m.**

The Portage District Library Board will hold a public hearing on the proposed Library budget for the fiscal year January 1, 2022 to December 31, 2022 electronically (if permitted by the Michigan Open Meetings Act) on August 23, 2021 at 6:00 p.m. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.** A copy of the budget, including the proposed property tax millage rates, is available for public inspection on the Library’s website, [www.portagelibrary.info](http://www.portagelibrary.info). The budget is also available for public inspection at the Portage District Library located at 5528 Portage Road, Portage, MI 49002, during business hours, by calling 269-329-4544. In the event that Kalamazoo County ends its local state of emergency order on or before August 23, 2021, the Library may alter the manner (but not the day and time) by which the public hearing will be held from electronic means to in-person (at the Library at 5528 Portage Road, Portage, MI) and will post notice of any changes to the manner by which the public hearing will be held on its website at [www.portagelibrary.info](http://www.portagelibrary.info).

The Library must hold a public hearing before the final adoption of the budget. Any interested person will be given the opportunity to be heard at the public hearing regarding the proposed budget.

Pursuant to the Michigan Open Meetings Act (“OMA”), the Library gives notice of the following:

1. Reason for Electronic Meeting. The Library Board is meeting electronically because the Library holds its meetings in a Kalamazoo County and the County has declared a local state of emergency. Therefore, the Library wants to ensure participation by the Board and the public if the public cannot be physical present and provide comment in the Library. The Library may meet electronically pursuant to the OMA and Kalamazoo County’s local state of emergency.

2. Procedures. The public may participate in the meeting electronically and may make public comment by following this link <https://us02web.zoom.us/j/81515899748> .

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, Library Board Secretary, at [qedwards@portagelibrary.info](mailto:qedwards@portagelibrary.info), prior to the start of the meeting.

4. Persons with Disabilities. Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify Quyen Edwards, Library Board Secretary, at [qedwards@portagelibrary.info](mailto:qedwards@portagelibrary.info), within a reasonable time in advance of the meeting.

Dated: August 5, 2021

Quyên Edwards  
Portage District Library  
5528 Portage Road  
Portage, MI 49002  
269-329-4544

# PORTAGE DISTRICT LIBRARY BOARD MEETING

August 23, 2021

Virtual Regular Meeting Rooms 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 August 23, 2021 (1 minute) (Vote)

V. Public Hearing (30 minutes)

A. Public Hearing on the proposed FY 2022 Budget. *(Info) Pg.4*

B. Formal Resolution to Adopt the FY 2022 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2022. *(Vote) Pg.5-6*

VI. Consent Agenda (5 minutes) (Vote)

A. Minutes of the regular board meeting held on July 26, 2021. *(Info) Pg.7-12*

B. Narrative Report for July 2021. *(Info) Pg.13-21*

C. Financial Report for July 2021. *(Info) Pg.22-24*

D. Marketing Report for July 2021. *(Info) Pg.25-27*

E. Statistical Report for July 2021. *(Info) Pg.28-29*

F. Legislative Update for July 2021. *(Info) Pg.30*

G. Library Linkage for September 2021. *(Info) Pg.31*

H. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees. *(Info) Pg.32-33*

I. Monitoring Report for Executive Limitation for Treatment of Staff. *(Info) Pg.34-36*

VII. Library Director's Reports (15 minutes)

A. Building Project Update Including Additional Award of Contract *(Vote) Pg.37*

B. Final remarks by Library Director for the July 26, 2021 Library Board Meeting

VIII. Process Evaluation (5 minutes)

A. Suggestions for Agenda Items to be included on the September 27, 2021 board meeting

1. Minutes of the Public Hearing and Regular Meeting held on August 23, 2021

2. Review of Capitalization Policy

3. Review of Materials Selection Policy

4. Report on 2021 Summer Reading Program

5. Initiation of Library Director's 2021 Evaluation Process

B. Assessment of this meeting

C. Miscellaneous Items

IX. Adjournment

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** August 18, 2021  
**Subject:** Public Hearing on the Proposed FY 2022 Budget

The Portage District Library is required by law to conduct a public hearing on any budget under consideration. For this reason, a public hearing on the Proposed FY 2022 Budget will be held immediately before the regular board meeting on Monday, August 23, 2021. A special notice of this public hearing appeared in the Kalamazoo Gazette on Sunday, August 8, 2021.

The Library Board Chair will convene the meeting, announce that it is a public hearing on the budget and open the floor to any comments or questions from the public. After any member of the public has addressed the board and questions have been answered, the Library Board Chair or their designee, will then read a “Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2022 Library Budget” and will then call for a motion to close the public hearing. Once that motion is made, seconded and passed, then the Library Board Chair will request a motion to pass the Resolution and a roll call vote will be taken.

The official action taken by the Library Board to set the millage levy and adopt the FY 2022 Budget for the Portage District Library will finalize the budget for FY 2022 and allow the library to proceed to have taxes collected at that millage levy rate.



**PORTAGE DISTRICT LIBRARY  
COUNTY of KALAMAZOO, MICHIGAN**

**Public Hearing on Fiscal Year 2022 Budget Held on August 23, 2021**

**RESOLUTION to SET the MILLAGE LEVY for the PORTAGE DISTRICT LIBRARY  
and ADOPT the FISCAL YEAR 2022 LIBRARY BUDGET**

*WHEREAS*, in compliance with the requirements of the Michigan Uniform Accounting and Budgeting Act, a balanced budget has been set up for the *Portage District Library* for the Fiscal Year January 2022 through December 2022; and

*WHEREAS*, a public hearing was held on August 23, 2021 on the proposed Fiscal Year 2022; *Portage District Library* Budget, in compliance with all applicable laws;

*WHEREAS*, the *Portage District Library* is recognized by the Library of Michigan as a legally established district library operating in the County of Kalamazoo, State of Michigan, pursuant to the District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.), with an effective date of March 22, 1998;

*WHEREAS*, the *Portage District Library Board* is the governing body of the *Portage District Library* with all the powers granted to such a district library board by the Act; including the legal authority to determine the amount of money necessary for the operation of the district library and to levy a tax on the taxable property in the *Portage District Library* service area; and

*WHEREAS*, the Portage District Library Board has determined that the levy of a district-wide property tax in an amount not to exceed 2.0 mills, reduced by Headlee rollback to 1.9945, is necessary to generate revenue which, combined with other income and transfers derived from Industrial Facility Tax Income \$68,514, State Aid Income \$35,000, Local Community Stabilization Share Appropriation \$373,818, County Penal Fines \$50,000, Local Fines and Fees Income \$17,950, Interest Income \$40,000, Rental Income \$2,000, Vending Services \$10,000 and \$22,295 of funding into the Library's General Reserve, will result in adequate funding to provide library services to the residents of the *Portage District Library* district; and

*WHEREAS*, the *Portage District Library's* original millage proposition was passed by a majority of voters in the Portage Public Schools election on June 8, 1998, authorizing the *Portage District Library Board* to levy a tax annually upon all property subject to ad valorem taxation within the district in an amount not to exceed 1.5 mills on the taxable value of such property;

*WHEREAS*, the *Portage District Library's* new additional millage proposition was passed by a majority of voters in the general election on November 5, 2019, authorizing the *Portage District Library Board* to levy a new additional millage in an amount not to exceed 0.5 mill against all taxable property within the Portage District Library district for a period of ten (10) years, 2019 to 2028, inclusive;

NOW, THEREFORE, BE IT RESOLVED by the Portage District Library Board that the following sums are appropriated for the 2022; Fiscal Year of the Portage District Library for the purposes set forth below:

<u>Operating Expenses</u>	<u>Budget</u>
Salaries & Wages	\$ 1,717,136
Fringes & Benefits	\$ 699,678
Library Materials	\$ 663,303
Library Supplies	\$ 149,380
Administrative Services	\$ 330,820
Buildings & Utilities	\$ 380,063
Furnishings & Equipment	\$ 0
Other Charges	\$ 284,960
<b>Total Operating Expenses:</b>	<b>\$ 4,225,340</b>
<b><u>Capital Projects Expenses:</u></b>	<b><u>\$ 1,346,000</u></b>
<b>GRAND TOTAL EXPENSES:</b>	<b>\$ 5,571,340</b>

BE IT FURTHER RESOLVED, that the total budget for the Portage District Library for Fiscal Year 2022; in the amount of \$5,571,340; presented by the Library Director, is hereby approved and adopted by the Portage District Library Board; and

BE IT HEREBY RESOLVED, that the Portage District Library Board sets the millage levy for the Portage District Library at **1.9945 mills** (\$1.9945 per \$1,000) to be levied on real and personal property in the district on December 1, 2021; in compliance with applicable law.

DATE: \_\_\_\_\_

PORTAGE DISTRICT LIBRARY BOARD  
COUNTY OF KALAMAZOO, MICHIGAN

By: \_\_\_\_\_  
Michele Behr, Chair

By: \_\_\_\_\_  
Quyen Edwards, Secretary

# PORTAGE DISTRICT LIBRARY BOARD MEETING

July 26, 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.

*Board Members Absent:* Donna VanderVries (excused) and Linda Whitlock (excused)

*Library Staff Present:* Library Director Christy Klien, Jill Austin, Rolfe Behrje, Quyen Edwards, Rob Foti, Abby Pylar, Colin Whitehurst, and Laura Wright

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

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

A. Comment from Trustee Baker – I understand that the South Haven Library is also currently under renovation. Library Director Klien said she looks forward to seeing their changes.

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

Library Board Chair Behr asked if there were any changes needed to the agenda before its adoption. There were no changes requested by trustees. Behr asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Vance and supported by Trustee Bale that the Library Board adopt the agenda for the regular meeting of July 26, 2021. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman – Yes, Vance – yes. 5-Yes, 0-No, 2-Absent (VanderVries, Whitlock). Motion carried.

## V. Consent Agenda

A. Minutes of the regular board meeting held on June 28, 2021.

B. Narrative Report for June 2021.

C. Financial Report for June 2021.

D. Marketing Report for June 2021.

E. Statistical Report for June 2021.

F. Legislative Update for June 2021.

G. Library Linkage for August 2021.

H. Monitoring Report on the Executive Limitation Policy for Minutes and Records Retention.

MOTION: It was moved by Trustee Bale and supported by Trustee Baker that the Library Board approve the consent agenda. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman – Yes, Vance – yes. 5-Yes, 0-No, 2-Absent (VanderVries, Whitlock). Motion carried.

## VI. FY2022 Budget

### A. Final Review and approval of the proposed FY 2022 Budget and Millage Rate for Public Inspection prior to Public Hearing at the August 23, 2021

Trustees asked if there were any changes in this budget from the one that was discussed at the June 2021 Library Board Meeting. Business Manager Foti said yes, there was a small three-part change. We were able to get more exact tax revenue estimates from the Texas Township DDA which decreased our tax revenue by \$800. Since the total revenue amount changed, the amount going into the general reserve was also reduced a little, and the difference came out of the building expense line.

Trustee Bale commented that the technology plan was quite comprehensive. She asked whether with everything coming into the new building and the upgrades, do we have enough in the technology reserve? Business Manager Foti said that this reserve started over ten years ago with surplus funds from a previous technology project that came in under budget. Systems Administrator Behrje said that the library was also budgeting differently for technology ten years ago as well. At that time, we were overhauling everything at the same time - RFID, phone systems, computer upgrades, etc. We have now moved to spreading projects out in four to six year cycles so that there is less change and upheaval at one time. This approach also means that technology projects are covered by the operating budget and there isn't the need to save up a large amount over a few years.

Board Chair Behr asked for clarification regarding the Salaries and Wages line. Is the 6.6% increase for current salaries? Foti said there is a 3% increase for current wages. That amount is not necessarily what every gets, but it is what is budgeted for. The rest of the increase is for open positions as well as room to make decisions about what we want to do with staffing in the future. Behr recommended rewording the description as she felt that was unclear. Trustee Bale asked if salaries currently reflect average ranges. Foti said that the library submits and reviews DSLRT (Detroit Suburban Library Round Table) salaries comparisons to make sure we are in range.

Board Chair Behr asked for a motion to have a public hearing in August and present this budget document with suggested edits for public viewing in the month of August.

MOTION: It was moved by Trustee Bale and seconded by Trustee Baker, to approve the proposed Fiscal Year 2022 Budget and Millage Rate at 1.9945 mills for public inspection prior to Public Hearing at the August 23, 2021 Board Meeting. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman – Yes, Vance – yes. 5-Yes, 0-No, 2-Absent (VanderVries, Whitlock). Motion carried.

## VII. Governance

### A. Budget Amendment to Transfer Building Improvement Reserve Funds to the Library Improvement Project line in the FY2021 Operating Budget and Approve Proceeds from the Bond Sale.

Business Manager Foti explained that the total cost of the building project is \$10,577,927. This will be funded by \$955,374 from the FY 2020 Budget, \$921,796 from the FY 2021 budget, and \$7,409,703.32 net funds from the Bond sale. Last month, with Library Board approval, we moved \$1,000,000 from the Building Improvement Reserve Fund into the Library Improvement Project Line. Because of the successful bond sale and the slightly lower overall cost of the project, the Library will only require \$291,080.68 from the Library Improvement Reserve to complete the project on budget.

MOTION: It was moved by Trustee Vance and seconded by Trustee Bale, to approve an amendment to the Fiscal Year 2021 Budget to increase the Library Improvement Project line by 7,775,186.20 for the transfer of \$291,080.68 from the Building Improvement Reserve and \$7,484,105.51 of bond proceeds. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman – Yes, Vance – yes. 5-Yes, 0-No, 2-Absent (VanderVries, Whitlock). Motion carried.



### B. Logo Committee Presentation

Marketing Manager Colin Whitehurst thanked the committee working with Peter Brakeman of Brakeman Design to collaborate on a new logo for the library. Whitehurst emphasized the reasons for the timing of this rebrand. He said that it was cost effective to change the logo while we are already working on construction and new signage. We are excited about brand stories and opportunities to talk about who we are and why we just did all this work on the facility. When talking with the vendor, we explained that we wanted a new logo to demonstrate innovation, embrace the past and the future, communicate the depth of services we offer, and demonstrate connection.

Whitehurst said this logo has a geometric feel. It looks like an app icon which communicates innovation. The design lends itself to interpretation. A lot of thought went into the thickness of the line and the style of the font.

Whitehurst shared examples of what the new logo will look like on flyers, in the Portager, and on the eNews email. He explained that that logo can be used in both horizontal and vertical orientations which is helpful depending on what application it is being used on.

Whitehurst said it is a subjective process to come up with a logo that everyone likes. He discussed how the committee worked through the process and narrowed it down to this new design. Whitehurst said the next step will be working on a style guide to create a consistency in its presentation.

Trustees said that the new logo looked great. They asked about the current logo and where it came from. Whitehurst said that he spoke with Local Historian Steve Rossio who said that the current logo was created during the last major building renovation in 1996 when they added on the atrium. It has gone through a few iterations through the years, but stayed pretty close to the original concept.

Trustee Bale asked if Whitehurst or the designer had checked to make sure that the new logo is not too similar to any other logo in existence. Whitehurst said he would follow up with that.



DISPOSITION: The Library Board received the information about the new logo and thanked the committee for their work.

### C. Discussion of Internet Filtering required for E-Rate funding.

Systems Administrator Rolfe Behrje said this agenda item is highlighting the requirement put forth by e-Rate to have a discussion about filtering. The Library Board needs to affirm that we will apply the standards as recommended in order to apply for USF E-Rate funding.

Behrje said there are filters on all the computers, including the HotSpots. The Library is required by law to have a way to provide an unfiltered experience for patrons who are doing research. Trustees asked if there were many requests for unfiltered access and Behrje responded that we have only received two requests recently. The requests are reviewed on a case by case basis. We use a product called Umbrella to do the filtering. Behrje said that the use of filters on library computers is explained in the library's policy which is available on the library's website, but is not on the home screen of the public computers when you log in.

MOTION: It was moved by Trustee Bale and seconded by Trustee Baker, to continue to maintain its CIPA compliant Internet Policy and allow the library to pursue USF E-Rate funding for all eligible technology and services.. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman – Yes, Vance – yes. 5-Yes, 0-No, 2-Absent (VanderVries, Whitlock). Motion carried.

## VIII. Ends Development

### A. Presentation of the library’s 3-Year Technology Plan (2022-2024)

Library Director Klien stated that every year, trustees are given a presentation by Systems Administrator Rolfe Behrje of an overview of the library’s technology, what we will be trying to accomplish in upcoming years, and what the budget is for those technology initiatives that are being recommended. Klien invited Behrje to present. (The PowerPoint presentation was screen shared.)

Behrje made introductory remarks and began a slide presentation. Technology Plan highlights include Portage District Library Goals and Technology, Technology Trends, 2021 Projects and Accomplishments, 2022-2024 Technology Plan, and looking to the Future.

### **The seven primary technology initiatives targeted for the next three years (2022-2024):**

- (1) The Portage District Library will make use of new technologies like RFID (Radio Frequency Identification) to empower patrons with self-service, to manage its ongoing operations effectively and to reallocate staff time for more direct personal patron assistance.
- (2) The Portage District Library will build web services on standardized platforms to provide for the efficient retrieval of library information, to manage major web service offerings and to promote library services via the web in an ongoing cost-effective manner.
- (3) The Portage District Library will transition from deploying local server and virtualization technology and storage consolidation to private cloud hosting (SaaS – Software as a Service) to eliminate single points of failure, to ensure that these resources are available to the maximum extent possible and reduce capital hardware investments while leveraging the Library’s WAN connections.
- (4) The Portage District Library will provide the necessary technology and Internet bandwidth to enable library patrons and staff to conduct daily business and functions, to make its web services available to the larger Internet community, and to allow for remote support services that will be necessary for smooth, continuous operations.
- (5) The Portage District Library will provide the necessary communication tools for library staff and patrons to enable library patrons and staff to conduct daily business and functions, access digital services, to be creative and learn, and increase productivity of library operations.
- (6) The Portage District Library will provide peripheral technologies (external devices that provide input to computers or receive output from computers) to extend its services to patrons in new dynamic formats.
- (7) The Portage District Library will build the necessary technology infrastructure to support the library building project and extend its network to support new systems and devices.

Behrje said that in 2021, a lot of time has been spent on set up at the temporary location, but he is also planning for the return to Library Lane with Network Upgrades, a Telephone System Upgrade, Server Replacements, Network Upgrades, and Control Systems for the security of the building and HVAC Controls. Other projects will include a refresh of the self-checkout technology, upgrades to the Meeting Room and (new) study room technology, expanded Wireless LAN, and possible video monitoring security.

Board Chair Behr thanked Behrje for reviewing what happened technology-wise during the shut down. She also appreciated seeing the stats as far as increased usage for eMaterials. She asked about the study rooms/display technology such as smart boards? Behrje said a flat screen tv and plug-in access is more

in-line with the budget. He said he is currently researching meeting room technology options and evaluating mounted projectors vs. equipment on rolling carts that is simple and straightforward to use.

#### B. Trustee Email Accounts

Systems Administrator Behrje reviewed use of the trustees' new Outlook email accounts. He gave an overview of how to log in and said he would be contacting trustees individually to help them through the process. All trustees will have an email address in the same format as staff emails are set up with the first initial of your first name followed by your full last name (at) portagelibrary.info. For example, Board Chair Behr's email will be [mbehr@portagelibrary.info](mailto:mbehr@portagelibrary.info).

DISPOSITION: The Library Board received the information about their new library email accounts.

#### C. 2<sup>nd</sup> Quarter Strategic Planning Statistics

Library Director Klien provided an update of data for Strategic Plan statistics. She said there are some projects staff have not been able to work on due to the move and the pandemic. Those projects are things we will have to look at as we expand services. Klien asked if there were any questions or concerns? There were none.

DISPOSITION: The Library Board received the 2<sup>nd</sup> Quarter Strategic Planning Statistics.

### IX. Monitoring to Assure Compliance with Executive Limitations

#### A. 2<sup>nd</sup> Quarter Financial Report for FY 2021 Budget

Business Manager Foti said the library is halfway through the year and provided budget-related highlights. He said the library has approximately \$20,000 uncollected tax revenue. We should see more trickle in. We also received a \$13,000 distribution from our building insurance. We are part of a pooled plan and after the premiums are paid, if the insurance isn't paying out up to a certain amount, we receive a refund. Foti continued that Fines and Fees are not on budget and low for the year, but we are just now returning to "regular" hours and so we are now collecting money for memberships, etc.

When it comes to the expenses side, we continue to be under budget on Salaries and Wages (and Fringes and Benefits) because of open positions. We are preparing to make job postings and starting to hire again. We will be active for the rest of the year in the hiring process. We are paying for Gas & Electric for two locations and we may need money from other budget categories before the end of the year to completely fund that. Foti also talked about the skylights replacement project. We have added that project onto the large renovation project, so the \$50,000 that was earmarked for that will go back into the general fund. No concerns about other lines.

Foti then opened it up to any questions. Trustee Bale asked if there were any surprises on supplies for construction. Foti said that the construction managers are trying to get ahead of some supplies so that they don't effect the timeline. The steel has been ordered and is scheduled to arrive in late September. The project is still on pace overall and we still have a healthy contingency.

### X. Library Director's Reports

#### A. Building Project Update Including Additional Award of Contract

Library Director Klien explained that we had low voltage cabling that went out for contract bids in June for opening on July 7, 2021. The library received two bids which both came in under the projected amounts. Upon further examination, the lowest bid was missing a majority of the required scope. After interviews, Walbridge recommends for the award of the contract to be given to Circuit Electric/Moss Communications for \$95,350.

This second sealed bid is under budget and is a company out of Byron Center. Trustee Behr asked what low voltage cabling is for, and Klien responded it is the wiring for computers, door access, security systems, security cameras, things that require cabling that is not electric.

MOTION: It was moved by Trustee Vance and seconded by Trustee Friedman, to award the Low Voltage Cabling contract to Circuit Electric/Moss Communication for \$95,350. Roll Call Vote: Baker – yes, Bale – yes, Behr - yes, Friedman – Yes, Vance – yes. 5-Yes, 0-No, 2-Absent (VanderVries, Whitlock). Motion carried.

B. Final remarks by Library Director for the July 26, 2021 Library Board Meeting

Klien said that her building updates were covered by Business Manager Foti. She was happy to share that the construction is still on track. One question we are working on is signage and Klien asked what trustees thought should be included on the dedication plaque. They felt that the trustees, architect, construction manager, and library director should be on the signage as well as a thank you to the community for supporting the project.

Klien said that she wanted to have a follow-up discussion about meeting in person. The Emergency Order for Kalamazoo County is still in effect. The Board, however, does have the option to meet in person for meetings as the temporary location does have a room available where we could meet and stay socially distanced. After discussion, the consensus was to continue virtual meetings. Klien and Edwards will continue to monitor and report back if there are any changes to the emergency order.

XI. Process Evaluation

A. Suggestions for Agenda Items to be included on the August 23, 2021 board meeting

1. Minutes of the Regular Meeting held on July 26, 2021
2. Public Hearing on the Proposed FY 2022 Budget and Formal Resolution to Adopt the FY 2022 Budget and Set the Amount of Millage Rate to be Levied for the Library
3. Monitoring Report for Executive Limitation on Compensation and Benefits for Library Employees
4. Monitoring Report on Executive Limitation for Treatment of Staff

B. Assessment of this meeting

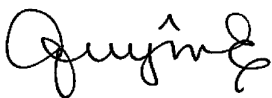
C. Miscellaneous Items - None.

XI. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of July 26, 2021.

DISPOSITION: The regular board meeting of July 26, 2021 was adjourned at 7:59 PM.

Recorded and Transcribed by,



Quyen Edwards, Library Board Secretary

**Library Director's Narrative Report for August 23, 2021**  
*(Activities at the end of July and beginning of August 2021)*

**Administrative Activities:**

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

- ❖ Participated in weekly Administrative Team meetings.
- ❖ Participated in weekly staff meetings.
- ❖ Participated in PDL Virtual Public Board Meeting on July 26.
- ❖ Participated in Library of Michigan's Library Directors Virtual Meetings on July 30 and August 13.
- ❖ Participated in PDL, C2AE, and Walbridge weekly building project update meetings on July 26, August 2, and August 9.
- ❖ Participated in Rotary meetings during the months of July and August.
- ❖ Met with C2AE interior designer to discuss FFE schedule on July 22.
- ❖ Met with construction manager, Rob Foti, and Doran Lefave to review project budget and alternative projects on July 30.
- ❖ Interviewed internal candidates for the Adult Services Customer Service Assistant position on July 30.
- ❖ Met with a library donor on August 4.
- ❖ Met with Administration team members to discuss staffing gaps during the weeks of July 26, August 2, and August 9.
- ❖ Met with C2AE and Walbridge to discuss furniture schedule and project budget on August 6.
- ❖ Met with Adult Services Librarian staff to discuss new Full Time Adult Services position on August 10.
- ❖ Met with a library donor on August 13.

**Maintenance and Building Services**

- All preventative maintenance activities were performed as scheduled.
- All cleaning and maintenance services were performed as scheduled.
- Participated in Owner/Architect/Contractor (OAC) meetings August 2, 9 and 23 to discuss any project concerns, scheduling for both the existing library and temporary location and the progress on action items.
- Reviewed Bulletin 2 issued on July 23 by C2AE to provide any input for the 28 items.
- Continued landscaping improvements along with a volunteer during the month and made two trips to the yard waste disposal site.
- Met with the electrical contractor to discuss the locations for miscellaneous lighting and restroom devices.
- Sought the costs for this winter's snow plowing service from two companies.
- Participated in the budget review for the construction costs to date on July 30.
- Met with Brightview Landscaping for both a snow plow service quote at the existing bldg. and native planting experience and capabilities for the new landscaping areas.
- Attended bi-monthly Contractor Coordination meeting August 2.
- Replaced a failed front door controller so the automated door opener could open on Aug 3.
- Consolidated three storage areas into two meeting areas and a transitional staging area for events.
- Participated in a few meetings to resolve the new water softener process requirements along with learning the costs for replacement. An RFI is still required for the design to replace the water filters ahead of the resin system.

- Native plant design options were discussed with the Kalamazoo Nature Center's Ecological Services contact for landscaping areas at the new library grounds on August 9.
- Participated with the door and door hardware supplier to discuss the keying scheme requirements.
- Reviewed the door hardware for staff's input for keying all library doors and their operation on Aug 10. We continue to work through the details that will require a few changes with C2AE.
- Two glass contractors' quotes were sent to the owner of the current temp library for a broken 2<sup>nd</sup> level window and a south window leak.
- I continue to assist Consumer Energy's energy advisor with information to apply for energy rebates for the new library.
- Mite-E Exterminating treated the SF bldg. for the pest control applications on August 13.
- Continue with current temp library maintenance issues, such as, janitorial services, waste services, HVAC comfort adjustments, elevator operation, door lockset operation and landscaping upkeep.

**Personnel Information:**

The library undertook the following Human Resource and Financial activities since the July 26, 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.
- Work with John Aymond of Multi-Bank Solution to reinvest Library funds as investments mature.
- Met with Department Heads to discuss areas of work that may require assistance in their area and Library wide. Information will be used to evaluate the best use of staff to complete necessary workloads.
- Met with the Head of Adult Services and Adult Department Librarians to discuss staffing needs and the optimal way to staff those needs. Prepared a Customer Service Assistant job description based on the needs of the department and position to better support Librarians in their duties.
- Rob Foti & Kathy Morris attended training on the Recruiting module within Paylocity that will be used in the recruiting of candidates going forward.
- Configured the Recruiter module within Paylocity by creating workflows, template letters and adding job descriptions.
- Posted the Customer Assistant position to Indeed and the PDL website. Posted the FT Librarian-Adult Services position to ALA, MLA and the PDL website.

**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: Food Truck Rally—July 1st – July 31st—4 new members

July's cooking challenge was all about participants' favorite food truck or street food recipe! Members recreated delectable-looking food truck food including naan wraps and nachos. The winning challenge submission was Earl Grey Lavender Cupcakes and, thanks to a donation from the Friends of the Library, the winner will receive a cookbook and a \$30.00 gift card to Cairo's Kitchen, a local food truck that just opened a popular restaurant in Kalamazoo.

Trapped in a Fairy Tale Escape Room – The Months of June and July – 20 finished in July, 58 attendees. Adult Services Librarian Jane Fleming created a follow up to her previous popular online escape room, using Google docs connected with hyperlinks, available to all of our patrons from home. This time, the theme was fairy tales, and Fleming created 34 pages of clues and puzzles to reach out to our patrons and give them some summer fun outside of our building.

Composting 101 - July 10<sup>th</sup> - 13 people attended

This was an outside program. Justin Gish brought along items you would need to get started composting and walked the attendees through the basics. The participants had varied knowledge about composting: Some were experienced, and some were just starting out. Justin is extremely knowledgeable about the subject and answered lots of questions. He was an excellent speaker and the attendees seemed to enjoy the program. After the program we walked to the Seed Library and answered questions about that as well.

"Beach Read" and Brownies: An In-Person Book Discussion—July 20<sup>th</sup>—2 people attended

A quintessential novel of the genre, Beach Read is a book about secrets. Full of humor and heart, the story follows two different authors as they battle writer's block as summer neighbors in a Michigan beach town. But can a romance writer and a literary fiction author ever overcome their differences and see eye-to-eye? We had two avid readers who enjoy exploring all genres—but especially romance novels!—this was our first in-person book discussion since March 2020.

How to Apply for a Job Online: An In-Person Program—July 22<sup>nd</sup>—3 people attended

Attendees learned how to apply for a new job by using the free tools available through the library and on the web. Adult Services Librarian Katharyn Haas showed attendees the steps they need to take to apply for a job online. She instructed them on where to look for a job online, how to apply for a job online, and the steps necessary to look like a stronger candidate online. The presentation also covered the new work search requirements for unemployment insurance benefits. This presentation is in the process of being recorded and will be uploaded to the library's YouTube channel as a public resource.

Reactions from attendees:

“This was incredibly helpful! Thank you!” “Katharyn is very organized, thorough! Extensive work on her part to offer this program!” “Very informed! Excellent!”

Craft with Artists and Authors Outdoors at the Library—July 28th—50 people attended  
Attendees explored the work of six local authors and one artist at this outdoor event in the library parking lot. In between stopping at tables to talk with our talented guests, attendees were able to paint a canvas book bag that they could take home for free! During the pandemic, local artists and authors were busy creating new content and this event provided a venue for many to return to marketing their work locally and in-person. Art and books were available and many vendors sold at least one book. The Friends of the Library also held a pop-up book sale at this event that was very popular.

Reactions from attendees:

“Thank you for offering an activity and craft that I can participate in along with my child!”

From a representative at a local senior center: “Thank you for offering a free event that welcomes our residents and provides them with something fun to do!”

### Youth Services Programming Highlights

Story of My Summer July activities (Story of My Summer was a community art and journaling project):

- Create a book cover or written book recommendation for other readers
- Build a rain gauge and measure rainfall
- Write an "I Am" poem about yourself
- Draw and/or describe your dream home
- Imagine that a billionaire is taking you on an unlimited shopping spree, but you are only buying gifts for other people
- Tell a librarian about an adventure you've had or book you read this summer
- Imagine that you're the new director of the Portage District Library. What would you do if you were in charge?

Entries in the challenges were displayed at the library, and weekly winners received gift card prizes.

Our Summer Reading Program 2021 ended this month. The Library Board will receive a report of the summer next month!

Build a creation station to allow patrons to use software for creation of art and technical design

- The creation station went live in August, and will be reported on at the September Board Meeting.

Create programming that promotes interactive learning

- LEGOMania week was much anticipated due to the topic. The interactive displays were built by Staff members Steve Rossio, Laura Wright, and Nick Meyle, with assistance from Wright and Rossio family members. Staff members Abigail Pylar and Quyen Edwards also contributed sets and mini figures for display. These were very popular, with many patrons stopping in just to see the displays. Additional activities included a Magnet matchup game, in-house scavenger hunt, LEGO light table, and take-home activities.

- Rock-Paper-Scissors week was a sleeper hit. We invited kids to win a free pizza coupon by challenging a PDL staff member to a game of rock-paper-scissors and participation was excellent! During that week we also saw good engagement with our passive programming, which involved our rock collections and origami, and we had a rainbow blizzard in July with simple snowflake cutouts. Emily, a Substitute Librarian, helped with this theme week by designing and producing a rock pet magnet wall activity, and providing some excellent age-appropriate origami dog patterns. We handed out 50 paper bag puppet kits and 24 Rock-Paper-Scissor kits that included geodes and different paper and/or scissor activities.



- The Week of Magic, created by Youth Staff Megan Howard, was loosely based on the Harry Potter books. There were magical activities throughout the Youth Area, young visitors could take home everything they needed to make their own wands. Recipes for potions were also available.

- Our Butterfly week, created by Youth Staff Mary Breuer, invited children to create “stained glass butterflies” for our windows, play a matching game, and search for 3D butterflies hidden around the Youth Area. 100 take and make crafts were distributed to patrons. The week culminated in the release of butterflies hatched at the Youth Information Desk. Children voted to name the butterflies and Mary pulled the winning names as she released them.

- Our joint outdoor program with Adult Services, Craft with Artists and Authors Outdoors at the Library was very popular and offered several tables of craft instruction.

Build programming and services that will reach groups at diverse levels

- Ten 4th-6th grade students met to discuss and play trivia based on the book *The Gauntlet* by Karuna Riazi at our Summer Book Club Meeting.

- Just Move Storytime Summer Session met virtually every Thursday in July at 10:30 am. Families listened to stories, danced, and moved their bodies to different themes each week.

### **Ends Statement #2**

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

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

Project Updates:

Improve the accessibility and visibility of existing physical and electronic collections

- Each week in Youth Services, staff created and maintained book displays that promoted that week’s theme. Additional displays included promotion of our non-fiction collection of animal books and one on science-themed materials.

- Youth Staff Nancy Muffley proofed and printed several of our PDL-curated booklists so that families would have additional reading suggestions available at each of our catalog stations.

- Teen book displays included “Enjoy the Outdoors: Teen display of books about hiking, camping, rock identification, and other rugged outdoor activities!” and “Dog Days of Summer: Teen display of books about dogs.”

### **Ends Statement #3**

**Be a leader in strengthening our community.**

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

Project Updates:

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

- Youth Staff Kristy Zeluff delivered the first in-person, outdoor, socially-distanced storytime since March of 2020! Twenty-eight people attended. The storytime was held at Amberly Elementary.

- Following the storytime, Kristy Zeluff and Laura Wright stayed to distribute PDL information and create bookmarks with PPS students who came to a meet-up at the school. The outreach event was held in partnership with Amberly staff.

- In July Youth Staff Kristy Zeluff released nine storytime videos, and traveled to five different locales (Ramona Park, Kalamazoo Nature Center, Texas Drive Park, Wedel's and Van Buren State Park). Kida would like to report that while her floop is receiving adequate appreciation, she could certainly use more pets. She would like to speak to a manager about this.

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

- Since January 2021, there have been 369 of the 9,073 PASS memberships used to access services or collections. Of those students, 166 were from elementary schools and 203 were from middle or high schools.

Update the Library Website

- The new website has been completed and sent off to staff to allow them to familiarize themselves with the new layout and suggest edits, which have been implemented.

- We are in the process of scheduling a date to retire the old site and launch the new site which should take place mid-September.

#### **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)

The highlights for the Heritage Room for the month of July are as follows:

Weeding and organizing of the Heritage Room collection in preparations for our move back to 300 Library Lane.

- Local Historian, Steve Rossio, is making an effort to examine every item in the Heritage Room's archives to determine whether the item has enough historical significance and relation to the area to remain. Any item that does not meet the criteria and is not deemed important to the on-going development of the Heritage Room, will be removed and disposed of via the Heritage Room's retention and disposal policy.

Documenting of South Westnedge Avenue

- Local Historian, Steve Rossio, has been out on South Westnedge once again documenting this important corridor. New areas have been photographed as well as already documented sites that have changed since this project began such as the old Subway, Hair Salon and Bank located in front of Dick's Sporting Goods. All of these structures have recently been demolished.

### **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. Project is projected to be on schedule.

Develop a paperless workflow for applicants to apply for positions, staff to monitor candidates throughout the process

- As reported under Personnel, the Library will use the Paylocity Recruiting Module for to fill the PT Customer Assistant and FT Librarian-Adult Services positions.

#### Systems Administrator Update:

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

- Setup Office Accounts for the library board with risk policies, MFA and Self Service password settings
- MFA and Self Service Password Reset is now working in a test environment. Setting up Conditional access policies for MFA. User risk policies are being tested for automatic remediation.

#### Temporary Location Move – July Activities

- Helped facilitate repair of the air conditioning system. Requested quotes for communications/network rooms split systems.
- Installed projection equipment in the programming/meeting room for future usage.
- Began the application process for ECF Funding and USF Funding.
- Working with Janelle Morgan, Elite Funds to complete required documents for ECF and USF funding.
- Repaired two-way radios for staff usage.
- Preparing to upload new students with the PASS system.
- Preparing to update existing students with the PASS system.
- Helped re-organization of storage rooms for more programming space.
- Installed Creation Stations for public usage.
- Helped build a shelf for the LDS and Document Printing.
- Repaired Staff Copier.
- Continued to recycle old technology through Green Earth.
- Continued to troubleshoot SIP phone connection issues.
- Continued to prepare for the new website transition.
- Installed Duplicator Pro.
- Finishing evaluation of hosting companies Virtual Public Server (VPS) for the website host
- Continued training on Cpanel, PHP, Wordpress and Securing VPS

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 helping the various departments with anything that needs to be completed.
- Technical Services is looking into different ways of processing materials in order to be more efficient.
- Head of Technical Services Abby Pylar has been setting up and attending trainings with vendors.

### **Professional Development:**

#### Youth

Beanstack Challenges and Reporting Webinar (Beanstack is the software we use to run our Summer Reading Program)

Over the past two years, we have been expanding the responsibilities of the Youth Assistants to include increased participation in programming, long-term collection management tasks (working with collection managers), and more involvement in assisting patrons. Youth Assistants built goals based on these increased responsibilities. We discussed this change at our mid-year check-ups. Annette Wendt stated, “By doing the goals, I felt invested in my job with PDL and that I am able to help to improve PDL myself instead of coming in doing only my job of shelving and leaving. My professional goals were set on a quarterly basis: the first being improving myself, my health, my mind, my body. To that end, I have watched videos and read articles on LinkedIn, Niche Academy and TED talks, including the following for the month of July:

- Can You Actually Boost Your Immune System?
- The Cure for Burnout
- 6 Things You Can do to Release Your Stress
- 7 Types of Rest
- Tips for reclaiming your peace of mind online
- How to Discover the “Why” in Difficult Times
- Discovering Your Strengths (in process)

## Adult

July 5: Media Literacy for Adults: Media Engagement and Creation – ALA

July 6: Coding for Everyone: How your Library Can Help Anyone Learn to Code – Webjunction

July 7: Arduino Training Lesson 1

July 7: Tinkering Fundamentals: Circuits Lesson 2 – Exploratorium

July 19: Tinkering Fundamentals: Circuits Lesson 2 – Exploratorium

July 27: From Tots to Teens: STEAM Programming in Libraries – Webjunction

July 28: STEM, STEAM & Everything in Between – Florida Library Webinars

July 29: Tinkering Fundamentals Lesson 3 – Exploratorium

July 30: Beyond the Survey: A Practical Approach to Interview and Focus Groups – Webjunction

July 30: Assisting Library Patrons with Legal Questions: Legal Reference Interviews, Referrals, Programming, and Outreach—Niche Academy

PORTAGE DISTRICT LIBRARY  
Library Director's Report on the Financial Condition  
for  
July 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	\$ 15,244,947
Expenditures	\$ 4,178,961

Fund	6/30/2021	Changes	7/31/2021
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	1,022,500	-	1,022,500
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 July 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 July 2021

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

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

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

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

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

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

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

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

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

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



# Marketing Update

## Recurring Monthly Projects:

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

## July Marketing Highlights:

- Finalized a new logo for the library and distributed files to signage vendors for use in our new building.
- Working with our logo vendor to begin creating updated stationary for use with our new logo.
- Fixed bugs and technical issues with our new website as part of the final editing process.
- Setup Niche Academy for use on our new website by organizing the the tool and implementing buttons, links, and galleries to our new site.
- Created additional signage for our temporary location and updated existing end cap signage as collections have moved.

## July Social Media Highlights:

### Facebook

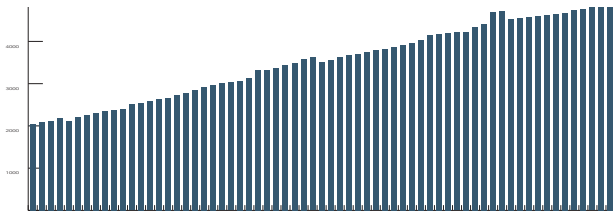
27 New Page Likes | 67 Post Shares | 638 Post Likes | 46 Comments | 353,044 Total Reach

### Twitter

1,411 Tweet Impressions | 11 Likes | 1 Re-tweets | 98 Profile Visits | 2 Mentions | 1 New Followers

# Facebook Stats 2016 - July 2021

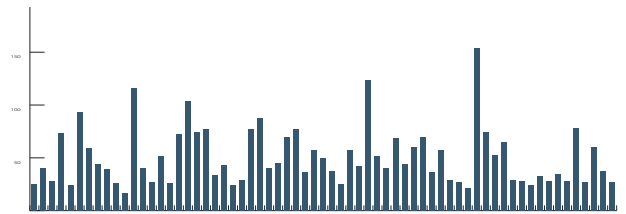
## Total Followers:



February 2016  
2,052

July 2021  
4,844

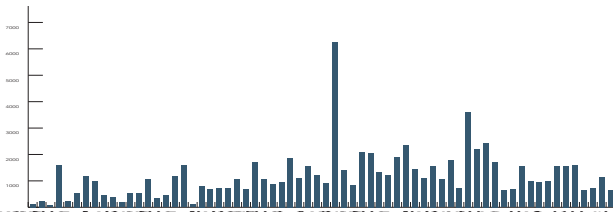
## New Followers:



February 2016  
25

July 2021  
27

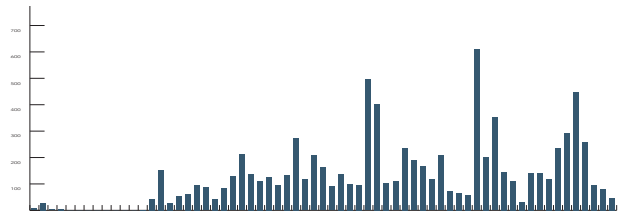
## Likes:



February 2016  
124

July 2021  
638

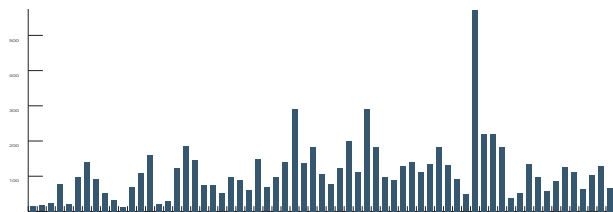
## Comments:



February 2016  
7

July 2021  
46

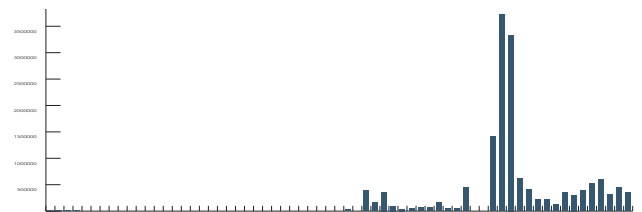
## Shares:



February 2016  
0

July 2021  
67

## Engagement:



February 2016  
5,305

July 2021  
353,044

# Videos Created in July 2021

	Video Title	Department	Facebook Views	YouTube Views	Total Views
1	Family Storytime with Ms. Kristy // Dragon Was Terrible	Youth	226	58	284
2	Using PDL's Seed Library	Adult	0	32	32
3	Bedtime Storytime with Kida // Tiny T. Rex and the Very Dark Dark	Youth	548	45	593
4	Family Storytime with Ms. Kristy // The Legend of Rock Paper Scissors	Youth	394	39	433
5	Bedtime Storytime with Kida // One Little Bag: An Amazing Journey	Youth	460	31	491
6	Family Storytime with Ms. Kristy // Not Your Typical Dragon	Youth	182	19	201
7	Summer Family Storytime with Ms. Kristy // Over and Under the Pond	Youth	0	12	12
8	Bedtime Storytime with Kida // We Are All Alike... We Are All Different	Youth	196	30	226
9	Family Storytime with Ms. Kristy // Caterpillar to Butterfly and The Very Hungry Caterpillar	Youth	158	37	195
10	Bedtime Storytime with Kida // Poor Louie	Youth	205	10	215
11	Family Storytime with Ms. Kristy // Jules Vs. The Ocean	Youth	258	8	266
				<b>TOTAL</b>	<b>2,948</b>

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

	Month Statistics			YTD Statistics		
	Jul-21	Jul-20	CHANGE	2021	2020	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>56,828</b>	<b>51,969</b>	<b>9.35%</b>	<b>317,272</b>	<b>299,493</b>	<b>5.94%</b>
Adult - Books	12,390	12,150	1.98%	69,124	59,236	16.69%
Adult - A/V	2,485	2,440	1.84%	14,135	17,559	-19.50%
Youth - Books	21,727	17,353	25.21%	104,422	81,945	27.43%
Youth - A/V	1,902	1,836	3.59%	9,521	9,255	2.87%
Hot Picks	966	1,581	-38.90%	5,922	10,581	-44.03%
E-Material	15,748	16,609	-5.18%	105,636	113,317	-6.78%
ILL - PDL Requests	681	0	100.00%	4,167	3,638	14.54%
ILL - Other Lib. Requests	929	0	100.00%	4,345	3,962	9.67%
<b>Self-Checkout Percentage</b>	<b>59.96%</b>	<b>55.84%</b>		<b>50.80%</b>	<b>57.59%</b>	
<b>Total Library Collection</b>	<b>173,080</b>	<b>190,815</b>	<b>-9.29%</b>			
Adult - Books	71,786	87,907	-18.34%			
Adult - A/V	16,092	17,688	-9.02%			
Youth - Books	72,290	71,601	0.96%			
Youth - A/V	8,843	9,405	-5.98%			
Hot Picks	4,069	4,214	-3.44%			
<b>Net Acquisitions</b>	<b>1,610</b>	<b>911</b>	<b>76.73%</b>	<b>(3,996)</b>	<b>1,745</b>	<b>-329.00%</b>
Purchased - Books	3,208	1,830	75.30%	8,998	7,291	23.41%
Purchased - A/V	296	603	-50.91%	1,410	1,855	-23.99%
Donated - Books	0	0	0.00%	0	11	-100.00%
Donated - A/V	0	0	0.00%	0	6	-100.00%
Material Discarded	(1,894)	(1,522)	-24.44%	(14,404)	(7,418)	-94.18%
<b>Total In-House Usage*</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>384</b>	<b>-100.00%</b>
In-House Periodical Usage	0	0	#DIV/0!	0	42	-100.00%
In-House Book Usage	0	0	#DIV/0!	0	342	-100.00%
<b>Patrons</b>						
<b>Total Patrons</b>	<b>51,091</b>	<b>41,014</b>	<b>24.57%</b>			
Adult	28,144	27,020	4.16%			
Youth	6,030	6,432	-6.25%			
Non-Resident	369	375	-1.60%			
Reciprocal	6,455	6,335	1.89%			
Internet User	936	788	18.78%			
PASS Users	9,099		100.00%			
Professional	58	64	-9.38%			
<b>Net Patrons</b>	<b>183</b>	<b>119</b>	<b>53.78%</b>	<b>799</b>	<b>709</b>	<b>12.69%</b>
Adult	106	64	65.63%	424	619	-31.50%
Youth	35	11	218.18%	92	186	-50.54%
Non-Resident	0	0	0.00%	5	7	-28.57%
Reciprocal	16	19	-15.79%	70	144	-51.39%
Internet User	25	25	0.00%	100	158	-36.71%
PASS Users	1		100.00%	108	0	#DIV/0!
Professional	0	0	0.00%	0	0	0.00%
<i>Patrons Removed</i>	0	0	#DIV/0!	0	(405)	100.00%

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

	Month Statistics			YTD Statistics		
	Jul-21	Jul-20	CHANGE	2021	2020	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	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%
<b>Total Program Audience</b>	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			100.00%	0	196	-100.00%
<b>Total Number of Programs</b>	TBD	0	#DIV/0!	0	155	-100.00%
Adult			#DIV/0!	0	30	-100.00%
Youth			#DIV/0!	0	121	-100.00%
Heritage Room			100.00%	0	4	-100.00%
<b>Total Volunteer Hours</b>	63	0	#DIV/0!	247	1,004	-75.40%
Adult	8	0	#DIV/0!	8	274	-97.08%
Youth	0	0	#DIV/0!	0	191	-100.00%
Technical	11	0	#DIV/0!	43	155	-72.26%
Circulation	12	0	#DIV/0!	12	284	-95.77%
Administration	32	0	#DIV/0!	184	57	222.81%
Community Service	0	0	100.00%	0	43	-100.00%
<b>Total Front Door Traffic</b>	11,072	21,025	-47.34%	39,958	148,948	-73.17%
<b>Total Youth Services Traffic</b>	7,658	11,689	-34.49%	27,587	96,998	-71.56%
<b>Total Business Center Traffic</b>	0	91	-100.00%	34	6,335	-99.46%
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	6,418	8,120	-20.96%	50,283	37,242	35.02%
Adult Phone	302	521	-42.03%	1,683	2,062	-18.38%
Adult Ready Reference	889	2,956	-69.93%	6,695	10,302	-35.01%
Adult Reference	94	203	-53.69%	549	936	-41.35%
Youth Phone	67	86	-22.09%	592	484	22.31%
Youth Ready Reference	3,253	1,732	87.82%	20,006	10,215	95.85%
Youth Reference	575	248	131.85%	1,673	2,104	-20.48%
HR Phone	4	10	-60.00%	74	46	60.87%
HR Ready Reference	149	107	39.25%	797	999	-20.22%
HR Reference	9	5	80.00%	66	65	1.54%
Circ Phone**	351	875	-59.89%	6,473	3,165	104.52%
Circ Ready Reference	557	1,292	-56.89%	6,790	5,980	13.55%
Circ Reference	168	85	97.65%	4,885	884	452.60%
<b>Total Edutainment LAN Use</b>	0	0	#DIV/0!	0	966	-100.00%
<b>Total Internet Computer Use</b>	753	844	-10.78%	3,028	7,236	-58.15%
Youth Computers	1	21	-95.24%	71	550	-87.09%
Adult Computers	752	823	-8.63%	2,957	6,592	-55.14%
Laptop Computer Circulated	0	0	0.00%	0	94	-100.00%
<b>Total Electronic Transactions</b>	39,225	51,431	-23.73%	287,573	318,476	-9.70%
WebSite Hits	28,806	37,510	-23.20%	211,253	233,978	-9.71%
WebCatalog Sessions	8,306	11,687	-28.93%	59,501	62,609	-4.96%
Licensed Database Hits	2,113	2,234	-5.42%	16,819	21,889	-23.16%

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

\*\* Includes Curbside Activity

Christy Klien, Library Director

# State of Michigan Budget Updates

July 22, 2021

With summer recess in full swing, work on the state of Michigan's general fund budget continues. The Senate also voted to push back the state's budget deadline for this year to September 1 (from July 1) so we continue to hope for an increase in state aid to libraries. The Governor's and House version of the budget called for a flat budget for state aid. The Senate version called for a \$2M increase. Our hope is that the Senate version will be adopted (of course!) and we will continue to advocate for this increase when legislators return to work.

While we wait for consensus-building on the general fund budget, Governor Whitmer has already signed into law the School Aid budget. In early July, House Bill 4411 marked a historical moment for the state by reaching the goal of eliminating the funding gap between districts at the minimum and maximum foundation allowances, as set forth by Proposal A of 1994. The bill finalizes the fiscal year 2022 School Aid budget, which totals \$17.1 billion including \$85.4 million from the state's general fund and provides cost adjustments and supplemental funding for the current 2021 year.

The budget includes \$723 million to eliminate the gap between the minimum and maximum foundation allowance by setting both at \$8,700 per pupil, an increase of \$589 per pupil from the current year minimum amount, and an increase of \$171 per pupil from the current year target amount. In addition, intermediate school districts receive a 4% operational funding increase.

**Of note to libraries:** In further reading, the School Aid budget also includes an allocated amount not to exceed \$1M for competitive grants to eligible school districts that have established innovative community libraries and meet all of the following criteria. (a) The library provides for the engagement and connection of readers. (b) The library provides for resources that are used to further reading skills. (c) The library provides for the involvement of community volunteers and donations.

An eligible school district may partner with an existing library to provide an innovative community library and doesn't necessarily need to be in a physical building.

To receive funding, an eligible district must apply for the funding to the department's innovation council not later than March 15, 2022. The department's innovation council must develop an application process and will award up to 20 grants based on the following criteria, by no later than July 15, 2022: (a) How the innovative community library has addressed early childhood literacy gaps. (b) How community partners of the innovative community library have engaged in addressing literacy gaps. (c) How the innovative community library has connected different readers together. (d) How the innovative community library will promote its approach to other districts or communities in addressing early literacy gaps.

We will continue to watch and share details with you on this specific section of the School Aid Budget as more becomes known.

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

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** August 18, 2021  
**Subject:** Upcoming Library Board linkage opportunities in September 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 programs (both virtual and in-person) that will occur before the next month’s board meeting. We welcome you to attend any library event as a trustee and representative of the library as it is an excellent opportunity to observe what is happening on a daily basis and to speak to patrons about their experiences. If you choose to attend a program as a trustee, we ask that you let Quyen or myself know in advance so that we can make the staff presenter aware. Thank you.

<b>Date</b>	<b>Time</b>	<b>Activity or Program Description</b>
9/1	ALL MONTH	Cookbook Club Challenge: Better Breakfast
9/2, 9/16	9:00 AM	Muffins and the Market
9/6	ALL DAY	CLOSED for Labor Day
9/8	6:00 PM	4 <sup>th</sup> -6 <sup>th</sup> Grade BookClub
9/8	7:00 PM	Why Save Seeds?
9/9	7:00 PM	International Mystery Book Discussion: “Trace Elements”
9/14	3:30 PM	Teen LGBTQ+ Online Meet-UP
9/14	7:00 PM	Movies the Changed the Genre: Science Fiction
9/15	6:30 PM	Documentary and Donuts: “Gatsby in Connecticut”
9/21	10:30 AM	Open for Discussion: “Me and White Supremacy”
9/21	3:30 PM	Agents of Kindness 6-12 <sup>th</sup> Grade
9/22	7:00 PM	Seed Saving 101

PORTAGE DISTRICT LIBRARY  
Monitoring Report for  
Executive Limitation Policy: Compensation and Benefits  
August 23, 2021

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Library Director shall not cause or allow jeopardy to fiscal integrity or public image. Accordingly, they may not:

**POLICY ITEM #1: Change his/her own compensation and benefits.**

Director's Response: The Library Director's salary and benefits are set by a contract approved by the Portage District Library Board. Their compensation or benefit package may change only as a direct result of the Portage District Library Board's action. A Board Personnel Committee gathers input from individual trustees about their assessment of the Library Director's compliance with Executive Limitations and fulfillment of the Library's Ends, and based on Policy Governance guidelines, an overall evaluation is compiled and used to determine compensation.

**POLICY ITEM #2: Promise or imply permanent or guaranteed employment.**

Director's Response: The Portage District Library Employee Handbook states that Portage District Library is an "at-will" employer, which means that the employer and employee are under no contract to continue employment, and each party may sever the relationship at any time, as long as it does not violate any state or federal law.

**POLICY ITEM #3: Establish current compensation and benefits, which deviate materially from the geographic or professional market for the skills employed.**

Director's Response: The Library has conducted a salary survey of similar size libraries with the assistance of HRM Innovations. Salary range information received from surveyed libraries was compared to the Library's existing salary ranges. The Library has used this information to adjust salary ranges at the beginning of 2017 and 2019. These adjustments were part of a planned two-step adjustment. The Library will continue to participate in the Detroit Suburban Librarian Roundtable survey each year and use the information to assist in the setting salary ranges.

Library employees' benefit package includes: shared premium paid Health, 100% Dental, Life, and Vision insurance; Short and Long Term Disability insurance; Sec. 125 flexible benefit plan; sick leave; vacation; paid holidays; Personal Well-Being plan; training & development opportunities; and a retirement plan package. The library's retirement package includes a 457 employee funded retirement plan option, a ROTH IRA option, and a 401(a) employer funded plan. Currently the 401(a) funding equals 10% of the employee's salary, paid into the plan each pay period. The employee contribution limit for the 457 Plan is set at the IRS limit for each year. All regular part-time staff have the ability to contribute per-tax funds from their paycheck to the 457. The Library Director's retirement contribution level is authorized by the Library Board.

The Library also allows employees to purchase additional insurance and service policies through payroll deduction. Those policies include: Mutual of Omaha supplemental life insurance; Guardian Supplemental Accident and Cancer insurance; LegalShield Legal and ID protection services. Additionally, all employees have access to Bronson HelpNet EAP services and the Library's Personal Well-Being Program.

Benefits are administered through the Maxwell Health Employee Portal. The portal allows employees to shop, compare and obtain documentation on benefit plans while making purchasing decisions, or throughout the year for obtaining guidance on coverages.

**POLICY ITEM #4: Create obligations over a longer term than revenues can be safely projected, in no event longer than one-year and in all events subject to losses in revenue.**



Monitoring Report for Executive Limitation Policy: Compensation and Benefits

Director's Response: All employee benefits have been specifically placed in the current budget, and all benefits can be supported for the 2020 fiscal year. The library reviews the current policy each year against other policies available to insure that the process of comparing health insurance costs are kept at a reasonable level for the library, while providing comparable coverage to employees. In September 2020, the Library will obtain quotes from health insurance companies for premiums for the plan year beginning December 1, 2020. The library will continue to use Rose Street Advisors to obtain quotes and advise the library on the merits of each submission. The library will make a choice on health insurance plans to be offered to employees that will offer the best coverage at the best price that can be afforded by the library and its employees.

Beginning December 1, 2011, the library switched its health insurance plan to a shared premium plan. The Portage District Library previously paid 100% of full-time employee's health insurance premiums. With the passing of legislation by the Michigan Legislature, a hard cap limit was established that regulated the maximum amount that public employers were allowed to contribute towards employees' health insurance premiums. Therefore, all premium costs above that hard cap limit had to be passed on to employees and deducted from their paychecks on a bi-weekly basis.

Additionally, the library switched over from its Health Reimbursement Account (HRA) plan for a more traditional healthcare plan where deductibles are paid by employees. For the plan year beginning December 1, 2016, the library offered two (2) health insurance plan options. The first plan had an out-of-pocket maximum that did not include co-insurance and the second plan included a higher out-of-pocket maximum for employees with a level of co-insurance above the standard deductible. Each plan had a different cost for premiums to the employees and they were allowed to choose which plan they wanted to enroll in. The library added a third option, a Health Savings Account (HSA), for the plan year beginning December 1, 2020. Each year at open enrollment, employees will be given the opportunity to choose a different plan offered by the library. The library will continue to monitor the effects of the Affordable Care Act (ACA), and any replacement legislation, in order to comply with all regulations and also to offer health plans that will be both affordable for the library and its employees, as well as provide top-notch health care coverage.

**POLICY ITEM 5: Establish or change pension benefits so as to cause unpredictable or inequitable situations, including those that:**

Director's Response: **A.** Incur unfounded liabilities.  
No unfounded liabilities have been incurred.

Director's Response: **B.** Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.  
A benefit package has been offered and accepted by all full time employees. Although some benefits increase with longevity, i.e. vacation accrual, no additional benefits have been offered as a negotiation tool to encourage longevity.

Director's Response: **C.** Allow any employee to lose benefits already accrued from any foregoing plan.  
No employee has lost benefits already accrued from any foregoing plan.

**POLICY ITEM #6: Fail to provide the Library Board a Compensation and Benefits Monitoring Report once a year and any exception reports as needed.**

Director's Response: Compensation and Benefits Monitoring Reports are provided to the Library Board once a year, on a frequency set forth on the Annual Calendar of Library Board Activities. The last time this report was presented to the board, prior to this report, was at the board meeting held on August 24, 2020.

# PORTAGE DISTRICT LIBRARY

## Monitoring Report for Executive Limitation Policy: Treatment of Staff

August 23, 2021

With respect to the treatment of paid and volunteer staff, the Library Director may not cause or allow conditions, which are unfair, undignified, disorganized, or unclear. Accordingly, the Library Director shall not:

**POLICY ITEM #1: Operate without written personnel policies, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.**

**Director's Response:** The library maintains an up-to-date Employee Handbook that is distributed to all regular full-time and part-time staff and new hires. This handbook clearly set forth all conditions of employment, expectations for employee conduct and procedures for problem resolution. These personnel policies are intended to be administrative tools for human resource management, and are reviewed on an ongoing basis by the Library Business Manager for any revisions that may be needed.

The library issues the Employee Handbook to all regular full-time and part-time employees, when they are hired, as part of their initial orientation, and they are asked to review the handbook and then ask any questions about its content that may arise.

The Library worked with HRM Innovations to review and make corrections and updates to the employee handbook during the 2015 Fiscal Year. Those changes were discussed with the Library's Administrative Team. The Library has received an updated employee handbook with recommended changes completed by Luis Avila of Varnum Law. The handbook was updated to include Paid Time Off (PTO) for part-time employees beginning January 2020.

**POLICY ITEM #2: Discriminate against any staff member for expressing an ethical dissent.**

**Director's Response:** The Portage District Library Employee Handbook includes non-discrimination language all throughout the manual. Specific references can be found in the following sections: Employee Relations; Business Ethics and Conduct; Employee Conduct and Work Rules; and Problem Resolution. An open door policy, regular library-wide staff meetings and weekly administrative team meetings all help to encourage interactive communications between staff members.

**POLICY ITEM #3: Fail to evaluate staff on expected performance once a year, and produce an internal report.**

**Director's Response:** All library employees receive performance evaluations by their supervisors once a year, along with a mid-year meeting to adjust goals and objectives and to discuss any issues. The procedures in place require employees to provide written accomplishments of goals and submit them to their supervisors at specified times. The supervisors then use that information, along with their own records and direct observations to evaluate employee performance and write comments on the evaluation form, then discussed with employees in a personal, one-on-one evaluation session. The evaluation process is intended to be an assessment tool for determining employees' progress on goals and objectives related to the library's ends statements, and to guide employees in their personal growth and development. Evaluations are

Monitoring Report for Executive Limitation Policy: Treatment of Staff

conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The evaluation documents are written internal reports that become part of the employee's personnel file.

The Library worked with HRM Innovations in late 2014 to design a new performance evaluation form that included SMART Goals. Employees were shown the new form at their FY2014 performance evaluation meeting with their supervisor. The new process was explained to the employee and the new forms have been used for all staff since FY2015 evaluations.

**POLICY ITEM #4: Fail to acquaint staff with the Library Director's interpretation of their protections under this policy.**

**Director's Response:** There are weekly library-wide staff meetings and Administrative Team meetings that provide a time for these policies and any personnel issues to be clarified and/or discussed. All new employees are issued Employee Handbooks and told of their protections under these employment policies. Employees must sign a statement in acknowledgement of receipt of the Employee Handbook and their responsibility for the policies contained within it. Supervisors are provided direct guidance by the Library Business and Human Resource Manager and the Library Director, (and sometimes through advice from legal counsel), in all personnel matters. They are advised of any legal requirements in order to ensure that the library stays in compliance with state and federal labor laws, and to fulfill the intent of the Executive Limitation Policy on Treatment of Staff. Careful attention is given to upholding this policy and there have been no infractions.

**POLICY ITEM #5: Fail to have current human resource policies, and report on them once a year, and an occasional audit done of human resource practices.**

**Director's Response:** Human Resource policies are included in the Portage District Library Employee Handbook, which was originally scrutinized by legal counsel and is reviewed and updated on an annual basis. The Library Director and Business and Human Resource Manager stay informed about current employment laws and practices, and are in regular contact with the library's labor attorney. Whenever there are employee related issues that need to be specifically addressed, the library's legal counsel is available to make certain that the library's human resource practices are appropriate and meet all legal requirements. This is equivalent to an "ongoing audit" of our human resource practices. There have been no occasions when the library has failed to have appropriate human resource practices and procedures in place.

Monitoring Report for Executive Limitation Policy: Treatment of Staff

**ADDITIONAL DOCUMENTATION for TREATMENT of STAFF**

In addition to the responses in the Monitoring Report for the Executive Limitation Policy on Treatment of Staff shown above, the following information is offered as additional documentation about the appropriate treatment of staff at the library:

<p><b><i>Conditions of the workplace for staff:</i></b></p>	<p><b>The Portage District Library is an exceptional physical environment that gives employees a safe, clean, comfortable and attractive place to work. A regular preventive maintenance program, monitored by the Facilities Manager keeps all of the building’s systems running smoothly for maximum comfort.</b></p> <p>This year, the following improvements to the facility &amp; furnishings were made:</p> <ol style="list-style-type: none"> <li>(1) Cleaning of carpet and tile throughout the Library to maintain its appearance while providing a clean atmosphere.</li> <li>(2) Regular appointments with a pest control service.</li> <li>(3) Secured a temporary location that provided a nice safe work atmosphere with lots of natural light.</li> </ol>
<p><b><i>Staff Development</i></b></p>	<p><b>The library administration encourages staff development in numerous ways:</b></p> <p><u>Budget Allocations:</u> Staff needs are addressed through the budget process by allocating funds to line items that support staff training &amp; development, as well as to purchase equipment and supplies that benefit employees.</p> <p><u>Staff Development Day:</u> Due to extended closures due to the COVID-19 Pandemic and the library’s delayed transition to the temporary location at 5528 Portage Road, the Admin Team made the decision not to close to the public for an additional day in September 2021. The Library Staff will have a Staff Development Day that is focused on acclimating to the renovated building at 300 Library Lane when we transition back in Spring 2022.</p> <p><u>Staff Training:</u> There are various types of training and professional enrichment opportunities provided for library employees on a continuous basis throughout the year, as budgetary provisions allow. These are job-related classes, conferences, seminars &amp; training sessions that can have a positive impact on employees’ jobs.</p> <p>This year, due to the ongoing COVID-19 pandemic, webinars and trainings were also reported to the Library Board in the monthly narrative report.</p>
<p><b><i>Workload Issues:</i></b></p>	<p><b><i>Distribution of work across the library organization is addressed on many levels. Library administration considers workload issues in terms of:</i></b></p> <ol style="list-style-type: none"> <li>1. The best use of human resources to accomplish the Library’s Ends.</li> <li>2. Public service needs.</li> <li>3. Budget constraints.</li> <li>4. Staff expertise and experience in specific areas.</li> <li>5. Availability of acceptable candidates to fill position vacancies.</li> </ol>

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** August 13, 2021  
**Subject:** Library Award of EIFS Resurface

**BACKGROUND:**

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

At the time that the bid package was made available to prospective bidders, the Library had a list of potential projects that were associated with the building, but not available to be completed within the project budget. One of those projects was the resurfacing of the Exterior Insulation and Finish Systems (EIFS) located at the front exterior wall of the building. The EIFS was part of the Library expansion project in 1996. Due to its exposure to the elements and wear and tear, repair and resurfacing are needed. After the bidding process, the Library requested quotes for the EIFS resurfacing from contractors that specialize in this service. Preferred Construction Co. LLC completed EIFS repair and resurfacing on the atrium's vertical walls on the roof in 2020. They are a locally owned company.

Walbridge has interviewed the following recommended contractor to validate the contract amounts, bond amounts, adherence to the scope required for other contractors for this project, and contractor safety performance and history. Our purchasing policy requires us to go through a sealed bid process for purchases above \$20,000 unless otherwise approved by the Library Board. We would ask the Library Board to designate Preferred Construction Co. LLC as a "preferred vendor" because of their specialty in this product and to award the EIFS resurfacing project to Preferred Construction Co. LLC in the amount of \$34,479.00 to enable the submittal and procurement process to begin so the project can maintain on schedule.

**RECOMMENDATION:**

I recommend the library board awards contract to Preferred Construction Co. LLC for the EIFS resurfacing project.