

## **NOTICE OF ELECTRONIC REGULAR MEETING**

### **LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, September 27, 2021 at 6:00 p.m.**

The Library Board of the Portage District Library will hold a regular meeting on Monday, September 27, 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by the Kalamazoo County Commissioners on December 15, 2020 and lasting through December 31, 2021 unless extended or repealed.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 regular 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: Sep 27, 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/87232285312>

Or One tap mobile :

US: +16465588656,,87232285312# or +13017158592,,87232285312#

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Webinar ID: 872 3228 5312

International numbers available: <https://us02web.zoom.us/j/87232285312>

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

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

Dated: September 23, 2021

Quyên Edwards  
Portage District Library  
5528 Portage Road  
Portage, MI 49002

# PORTAGE DISTRICT LIBRARY BOARD MEETING

September 27, 2021

Virtual Regular Meeting 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 September 27, 2021 (1 minute) (Vote)
- V. Consent Agenda (5 minutes) (Vote)
  - A. Minutes of the Public Hearing and regular board meeting held on August 23, 2021. Pg. 5-9
  - B. Narrative Report for September 2021. Pg. 10-17
  - C. Report on Financial Condition for August 2021. Pg. 18-20
  - D. Marketing Update for August 2021. Pg. 21-23
  - E. Statistical Report for August 2021. Pg. 24-25
  - F. Legislative Update for August 2021. Pg. 26
  - G. Library Board Linkage opportunities for October 2021. Pg. 27
  - H. Review of Materials Selection Policy Pg. 28-31
  - I. Review of Internet Policy Pg. 32-38
  - J. Review of Capitalization Policy Pg. 39-41
- VI. Guest Presentation – Lee Fitzgerald, Senior Project Manager with Walbridge (30 minutes) Pg. 42-43
- VII. Governance (10 minutes)
  - A. Initiation of Library Director’s 2021 Evaluation Process *(Info)* Pg. 44
- VIII. Ends Development (20 minutes)
  - A. Report on 2021 Summer Reading Program *(Info)* Pg. 45-48
- IX. Library Director’s Reports (30 minutes)
  - A. Building Project Update Pg. 49-52
  - B. Final remarks by Library Director for the September 27, 2021 Library Board Meeting
- X. Process Evaluation (5 minutes)
  - A. Suggestions for Agenda Items to be included on the October 25, 2021 board meeting
    1. Minutes of the Regular Meeting held on September 27, 2021.
    2. Review of Donations Policy.
    3. Review of Investment Policy.
    4. Review of Resident Non-Resident Policy.
    5. Approval of Holiday Schedule for Library Hours of Operation in 2022.
    6. Monitoring Report – Communication & Support to the Library Board.
    7. Monitoring Report – Ends Focus of Grants/Contracts.
    8. Update on Library Director’s 2021 Evaluation Process.
    10. Library Director’s accomplishment of personal goals for FY 2021.
    12. 3<sup>rd</sup> Quarter Financial Report for FY 2021.
    13. 3<sup>rd</sup> Quarter Strategic Plan Statistics.
  - B. Assessment of this meeting

C. Miscellaneous Items

IX. Adjournment

# PORTAGE DISTRICT LIBRARY BOARD MEETING

August 23, 2021

Virtual Regular Meeting Rooms 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.

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

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

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

*Library Staff Absent:* Laura Wright

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

- A. Comment from Trustee Baker – Tomorrow is the program “Explore the Tragedies of Battle Creek’s Kellogg Family with Author Jenn Carpenter”. I read her book “The Cereal Killer Chronicles of Battle Creek” and it was very interesting.
- B. Comment from Trustee VanderVries – VanderVries said she had a work-related meeting that involved two legislators. Online participation in public meetings was brought up and the legislators indicated that in the future, after the emergency order has expired, it sounded like they will go back to very restrictive reasons for why someone could participate virtually in a meeting.
- C. Comment from Trustee Whitlock and Trustee Baker – The Friends had an outdoor sale on Saturday with a good amount of sales and a very generous donation at the end. It was quite busy, and they had many people there browsing materials.

## IV. Adoption of the Agenda for the Regular Meeting of August 23, 2021

Library Board Chair Behr asked if there were any changes needed to the agenda for the August 23, 2021 board meeting before its adoption, and there were no changes requested by trustees. Library Director Christy Klien asked that an additional memo regarding a change order be added to Section VII. A.) Building Project Update. Behr asked for a motion to adopt the amended agenda.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Friedman that the Library Board adopt the amended agenda for the public hearing and regular meeting of August 23, 2021. Roll Call Vote: Baker – yes, Bale - yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries - yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

## V. Public Hearing

### A. Public Hearing on the proposed FY 2022 Budget.

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Vance to move into a public hearing for the Proposed FY 2021 Budget. Roll Call Vote: Baker – yes, Bale - yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries - yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

Library Board Chair Behr invited any public comments at the Public Hearing on the Proposed Fiscal Year 2022 Budget. There were no members of the public present and no comments made.

Because the resolution was provided in the agenda packet, had been read by all trustees, and is not legally required, trustees decided to forego the traditional reading aloud of the Budget Resolution.

Library Board Chair Behr asked for a motion to close the Public Hearing.

**MOTION:** It was moved by Trustee Whitlock and supported by Trustee Friedman to close the Public Hearing. Roll Call Vote: Baker – yes, Bale - yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries - yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

### B. Formal Resolution to Adopt the FY 2022 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2022.

Library Board Chair Behr then asked for a motion to approve the resolution to set the millage levy for the Portage District Library and adopt the Fiscal Year 2022 Library Budget.

**MOTION:** It was moved by Trustee Baker and seconded by Trustee VanderVries that the Resolution to set the millage for the Portage District Library at 1.9945 mills and to approve the Fiscal Year 2022 Budget as presented. Roll Call Vote: Baker – yes, Bale - yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries - yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

## VI. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the August 23, 2021 board meeting before its adoption. Trustee VanderVries requested the removal of B. Narrative Report for July 2021 and Trustee Whitlock requested the removal of F. Legislative Update for July 2022.

- A. Minutes of the regular board meeting held on July 26, 2021.
- B. Narrative Report for July 2021.
- C. Financial Report for July 2021.
- D. Marketing Report for July 2021.
- E. Statistical Report for July 2021.
- F. Legislative Update for July 2021.
- G. Library Linkage for September 2021.
- H. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees.
- I. Monitoring Report for Executive Limitation for Treatment of Staff.

**MOTION:** It was moved by Trustee Vance and supported by Trustee VanderVries to approve the consent agenda with Items B and F removed. Roll Call Vote: Baker – yes, Bale - yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries - yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

Item B. Narrative Report for July 2021. – Trustee VanderVries asked about the report of the air conditioning unit needing to be fixed in the Facilities Report of the narrative. She asked who had to pay for the repair according to the leasing contract. Library Director Klien responded that it was the building owner’s responsibility.

Item F – Legislative Update for July 2021. – Trustee Whitlock asked about the competitive grants mentioned on page 30 and asked if the library would be eligible for them. Library Director Klien responded that an application would have to be filed jointly with the schools, and at this point we have not had any discussion with the schools regarding this. The Youth Staff has continuous conversations with the Library Media Specialists and the deadline for these grants is not until March 2022. Trustee Friedman said her understanding was that the district would have to file it, and she acknowledged that there’s a lot of other priorities going on, but it is still something to consider. Klien said that she would check in with Youth Services to see if they have anything they are working on that would fit this initiative.

MOTION: It was moved by Trustee Whitlock and supported by Trustee VanderVries to approve Items B and F. Roll Call Vote: Baker – yes, Bale - yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries - yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

## VII. Library Director’s Reports

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

Library Director Klien said that the library renovations are coming along well. There is only one more demolition area to complete and then everything moving forward will be focused on the reconstruction. Next month at the September Board Meeting, I will have photos of the construction and invite the construction manager to come to the meeting to discuss the progress.

Trustee VanderVries asked if the construction is on track. Klien said, yes, according to the most recent meeting with the construction managers, the project is on schedule. The plan is to be done with building renovations in March, install furniture, move out of the temporary location and arrange the building in April, and reopen to the public in May.

Klien noted that the biggest concern is shelving, as there is a significant increase in cost in steel. Even though we purchased with a big lead time, we are still working details out with the vendor.

Board Chair Behr expressed her excitement about the project.

Klien directed trustees’ attention to page 37 Library Award of EIFS Resurface. Klien said this is the current blue and cream exterior which needs some repairs and was not in the original scope of the renovation. Since our project is still under budget, we started looking at other projects we could complete. This memo covers discussion of quotes for public bids. We have experience with this company, Preferred Construction, as they repaired the library’s atrium roof in 2020. They were the lowest bid for the project coming in at \$34,479. Klien asked if there were any questions and there were none.

Trustee Bale asked if this project would require any removal. Klien said, no, they would repair the current EIFS and skim coat. Facilities Manager Doran Lefave said that EIFS is a rubberized, special coating that lasts about 10 years.

MOTION: It was moved by Trustee Baker and supported by Trustee Friedman to approve awarding the contract to Preferred Construction Co. LLC for the EIFS resurfacing project. Roll Call Vote: Baker – yes, Bale - yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries - yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

Library Director Klien said she emailed an additional item to trustees today. She is requesting a change in scope for the asphalt project. She said that the original plan was only to make repairs to the asphalt in the parking lot, however she would like trustees to consider a change to completely replace. This would cost an additional \$142,400 and have a 15 year lifespan. The company we are recommending is the same company that was awarded the contract for the patch work.

Trustee Baker asked if consideration of snow removal was factored in the new parking lot's design. Klien said yes, and in fact there has been a lot of discussion with the City of Portage in regards to the new design. It has been reworked to fit their requirements and will change the traffic flow in our parking lot. Facilities Manager Lefaive said the parking lot is going to have more trees and shrubs planted on newly installed islands. Plowing service will work around it and will be putting excess snow in the same spots in the past.

Trustee Bale asked about the structure with the roof in the center of the parking lot and Klien responded that it is not in the layout of the new parking lot flow and has been removed.

Trustee VanderVries asked in the vendor gave us a competitive quote. Klien said, we have worked with them in the past and received the best price for this project per square foot. VanderVries followed up her question asking if this still fits in the construction budget? Klien responded, yes, it falls within the contingency.

Klien said there are other small projects that are also under consideration including LED lights for the entire building. Right now, the project scope only covers LED lights for the new addition. We are also considering new ceiling grids so that is consistent throughout the building. We are also looking at additional building security. The team is still determining if these additional projects are within our \$300,000 - \$400,000 contingency budget.

MOTION: It was moved by Trustee Baker and supported by Trustee VanderVries to approve the change of scope of the asphalt paving portion of the Library Renovation Project and allow J. Allen & Company to undertake complete removal and install of the Library's parking lot in an amount not to exceed \$142,400. Roll Call Vote: Baker – yes, Bale - yes, Behr - yes, Friedman - yes, Vance - yes, VanderVries - yes, Whitlock – yes. 7-Yes, 0-No, 0-Absent. Motion carried.

#### B. Final remarks by Library Director for the August 23, 2021 Library Board Meeting

Klien said that she wanted trustees to be aware that the Library is doing some restructuring in the Adult Services Department. We are currently hiring Customer Service Assistants and another full-time Adult Services Librarian who will be focused on Community outreach. We have received a number of applications and feel like we are getting a good response. At this point, we are reviewing those applications with a hiring team that includes myself, Business Manager Rob Foti, Head of Adult Services Lawrence Kapture, and the Adult Services Librarians. We hope to have new employees starting by the end of September.

Klien continued that with the COVID Delta variant, the Library is proceeding with a “masks recommended” stance which is in line with the county health department recommendations. We are not mandated to require masks because we are not an educational institution. We will continue social distancing and are currently having staff wearing masks in public areas and shared workspaces. All of our public services desks still have plexi barriers up.

Klien said she welcomed comments regarding this issue. Trustee Whitlock said she understood there was no more quarantining materials. Klien said that research shows that it is very unlikely to spread COVID via touched surfaces. Board Chair Behr asked if patrons are complying with the mask



recommendation. Klien says that the library is seeing a range of responses and has seen all ages in the library with and without masks depending on the day.

Library Director Klien and the Library Board expressed concern for the safety of the staff at risk for heated confrontations regarding complying with a mask requirement. They didn't want to put staff in situations of confronting people. For now, the Library will continue following recommendations from the CDC and County Health Department and recommended, but not require masks. Klien said she will keep the Board posted, if anything changes.

Board Chair Behr said that the Library Board will meet again virtually in September.

Trustee Whitlock asked about registering for the MLA Annual Convention as early registration continues through September 10. Klien said to let Edwards know if you are interested by September 6 and we will send more information regarding the conference as it becomes available. This conference will be the Board Fall Retreat. We will add an item on the agenda for discussion following the conference in October.

#### VIII. Process Evaluation

##### 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

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of August 23, 2021.

DISPOSITION: The regular board meeting of August 23, 2021 was adjourned at 7:10 PM.

Recorded and Transcribed by,



Quyen Edwards  
Library Board Secretary

**Library Director's Narrative Report for September 27, 2021**  
*(Activities at the end of August and beginning of September 2021)*

**Administrative Activities:**

During the months of August and September 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 August 23.
- Participated in PDL, C2AE, and Walbridge weekly building project update meetings on August 23, August 30, September 13, and September 20.
- Participated in Rotary meetings during the month of August.
- Participated in a TBS demonstration for scanning and printing product on August 20.
- Met with construction manager, Rob Foti, and Doran Lefaive to review project budget and alternative projects on August 25.
- Participated in an Ingram training for PDL collection development staff on August 31.
- Met with representatives of Rose Street Advisors to discuss PDL benefit offerings on August 31.
- Met with Adult Services Librarians to review candidates and interview process on September 1.
- Met with C2AE interior designer and PDL team to discuss FFE items on August 18, September 9, and September 16.
- Participated in Library of Michigan's Library Directors Virtual Meetings on September 10.

**Maintenance and Building Services**

- Participated in Owner/Architect/Contractor (OAC) meetings August 30, September 13 and 20 to discuss any project concerns, scheduling for both the existing library and temporary location and the progress on action items.
- Attended bi-monthly Contractor Coordination meeting August 30 and September 13.
- Reviewed Bulletin 3 issued on 8-19 by C2AE to provide requested input for the 13 items.
- Participated in the construction budget review meeting with Walbridge on August 25.
- Electronic recycling on August 28.
- Reviewing Bulletin 4 issued on September 14 by C2AE to provide requested input for the 15 items.
- Continued landscaping improvements along with a volunteer that dead-heads the spent roses.
- Met with electrical contractors to replace the exterior lamps on the parking lot poles and building exterior with either LED retrofit and ballast removal using Consumers Energy Trade Ally Agreement or to replace the only the burnt lamps.
- Participated in C2AE design meeting regarding the removal of preschool walls on September 3.
- Completed a possible cost reduction evaluation to replace the new bldg. ceiling tiles with a less noise reduction tile using input from each department.
- Sought input to move the youth storage area's door location for better access and made recommendation to C2AE and Walbridge.
- Repaired the concrete wall separating the waste bins at the current library on September 8.
- Participated in C2AE signage and FFE furniture finishes meetings on September 9.
- Programmed the lighting circuit breakers for Labor Day and new Sunday work hours beginning September 12 at current library.
- Continued to assist Consumer Energy's energy advisor with information to apply for energy rebates for the new library.

- A native plant design quote from the Kalamazoo Nature Center’s Ecological Services group to purchase, plant and seed 3 landscaping areas at the new library grounds is acceptable and requires Library Board approval as a preferred vendor.
- Participated with the City of Portage Fire Marshall discussion to relocate the key box to access the 300 Library Lane bldg. from the book drop door due to the new front doors specified remaining electrically locked and without a key lock on September 13.
- Sought information from the library staff for the new operable partitions design using magnetic whiteboards for quotes on September 14.
- Investigating how to improve the appearance of the faded artwork on the west side of the Library Lane building.
- Signed the proposal for this winter’s snow plowing service at the temporary library location. PDL does not have a snow plow requirement at 300 Library Lane this winter.
- Mite-E Exterminating treated the current bldg. for pest control on September 17.
- Continue with current temp library maintenance issues, such as, janitorial services, waste services, PaperGator bin (1) removal, HVAC maintenance agreement, elevator inspection, door lockset operation and landscaping upkeep.

**Personnel Information:**

The library undertook the following Human Resource and Financial activities since the August 23, 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.
- Advertised open Adult Services Librarian and Customer Service Assistant positions on the Library website, MLA, ALA and Indeed.
- Met with Library Director, Head of Adult Services, and Librarians within that Department to review candidates for the Adult Services Librarian and Customer Service Assistant positions.
- Coordinated set-up of interviews and communicated with candidates.
- Met with representative from Ingram to set up monthly invoicing of orders to streamline PDL’s process of receiving and invoicing within it financial software.

**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: Savor the Sandwich—August 1st – August 31st—9 new members/challenge participants

August's cooking challenge was all about sandwiches for National Sandwich Month! Sandwiches make quick, easy, and nutritious meals. All month long fun activities, library resources, and articles were shared with the Facebook group. Group members were encouraged to try a different type of sandwich or have

fun inventing a new sandwich as a part of August's challenge. Members made some delicious sandwiches including grilled cheese with feta and pesto and chicken katsu sandwiches. The winning challenge submission was Copycat Bragel and, thanks to a donation from the Friends of the Library, the winner will receive a cookbook and a \$30.00 gift card to Barrett's Smokehouse, a local Portage establishment filled with quality sandwich ingredients.

Kanola Band – August 7th at 3:00 PM – 36 people attended

The Kanola Band is an experienced and diverse group of musicians from the Midwest US jazz scene who paid tribute to the great music and heritage of New Orleans. The concert was held outdoors by our South parking lot. Even though it was a hot day, patrons found a bit of shade and smiled and sang their way through the afternoon.

Documentary and Donuts—August 18th—8 people attended

Attendees viewed a thought-provoking documentary and enjoyed some locally-made donuts at the library in mid-August at our first Documentary and Donuts program! Despite some technical difficulties, attendees stayed until the end of the program to participate in a discussion about the complexities surrounding the economic and environmental instability of America's food system. Each attendee also had the opportunity to enjoy an individually wrapped Sweetwater's donut as a part of the program. Adult Librarian Katharyn Haas hopes to offer more programs featuring documentaries from Kanopy, our free video-streaming service. Reactions from attendees: "Good info on agriculture." "Learning more about sustainable items/environment [is what I liked best about this program]."

Explore the Tragedies of Battle Creek's Kellogg Family with Author Jenn Carpenter—August 24th—25 people attended

Participants met the author of *The Cereal Killer Chronicles of Battle Creek* on Zoom for an account of local history with a haunted twist. Michigan author and true crime podcaster Jenn Carpenter read from her new book and shared how, before they created Corn Flakes and Froot Loops, the Kelloggs ran a deadly sanitarium and subscribed to a dangerous religion. Steeped in history, Carpenter's presentation of strange deaths, suspicious tragedies, and even murder certainly seemed more than coincidental. Adult Librarian Katharyn Haas helped moderate the fantastic questions from the audience for a lively Q and A session to conclude the program. By the end of the month, all five of the library's copies of the book were still checked out with a holds list.

Brookdale Book Talk – August 19th at 1:00 PM

Unfortunately, due to a minor COVID outbreak at Brookdale, Adult Librarian Ruth Cowles could not meet with the residence in person. However, she was able to drop off three bags of materials for them to peruse for the month.

Gardening for Bees, Butterflies, and Beyond - August 25 at 7:00 pm - 10 attendees

Linda Whitlock hosted a program on how to attract pollinators to your garden or landscape. The attendees were extremely interested in this interactive and informative program and had a lot of questions. After the program, people stayed to ask questions of Linda and some went to the Seed Library to get some seeds.

"What a wonderful program!"

"I learned so much!"

Youth Services Programming Highlights

- Thanks to a generous donation of comics from Fanfare, we were able to participate in Free Comic Book

Day on August 16th. Child-friendly comics were available to library patrons starting that day while available. The comics promoted authors and series in our graphic novel and regular fiction collections.

- Our theme weeks continued to attract visitors in August.

Colors (Annette Wendt): Coloring pages, magnet wall colors, booklet of activities to do at home including color words in different languages, color by number and other activities. In honor of National Coloring Book Day, we distributed 60 coloring book/crayon kits to our young patrons as our Take and Make Craft.

Books and Libraries (Annette Wendt): Matching game of book character to book cover; Elephant and Piggie's "We're in a Book" photo op (very popular!), coloring pages. Booklet of activities they could do at home to encourage reading – read to a pet/stuffed animal, make a book-themed meal and other activities. The Take and Make was a DIY Monster Bookmark.

Aviation (Mary Breuer): Paper airplane building station complete with a "runway" to test aircraft (A lot of fun competition between siblings on who's paper airplane went farther and which plane design was best), airplane scavenger hunt, passports that young visitors could get stamped by traveling to the different service desks in the library, and airplane necklaces that could be made in-house. 90 Airplane Take and Makes were also distributed.

Nature (Andrea Smalley): Germination Station- 75 Take Home "Growing Beans in a Bag" kits, 28 kits at the library, Upcycle Collage Craft - using discarded magazines and old reading logs to create Nature Silhouette collages (an in-library or Take Home craft), Down in the Dirt - Worm Farm with worm facts, See-Through Compost Container with banana peels at different stages, Seed to Crop matching game, Insect Study, What Can You Do With a Leaf, Habitat Game and Upcycle Collage, Pine Cone Guessing Challenge, Seed Life Cycle Magnet Game, "Not a Stick" art activity (Emily Wallace), State Parks Scavenger Hunt (Youth Staff Nick Meyle)

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

- The Creation Station was fully open to the public for the first time in the month of August. It was promoted on the E-News, on weekly Facebook Ads, and using a web ad on the Portage District Library site. We had twenty-two separate bookings in August. Patrons could sign up online via the Portage Library website, by calling the Adult Reference Desk, or they could just stop by and use the Creation Station if it was available. Currently on the Creation Station patrons can digitize slides, audio cassettes, video cassettes, negatives, and photos. They can also use Creative Cloud software to edit their work.

The most common usage for the month of August has been digitization, mostly of VHS tapes and slides, although some people digitized photos and negatives. One couple was delighted that they could watch the video of their daughter's wedding again, as their VCR player was long gone. Another patron happily showed me digitized slides of her son who just celebrated his 45th birthday. Yet another patron showed me slides of family vacations from the 50's. There were two or three times where a patron needed assistance but so far everyone who has come has been able to get their items digitized.

- The Go Pros are circulating and there are multiple holds on them.

Some of the comments received so far include: "This is a wonderful service! Thank you so much!" "This is great. Thank you for doing this!"

Create programming that promotes interactive learning

In August, Youth Staff Kristy Zeluff focused energy on getting in-person, outdoor, socially distanced storytimes up and running. In-person storytimes were provided on the playground of Amberly Elementary on August 11th, 19th and 25th at 10AM. These storytimes were by invitation only, and participants were asked not to invite extra people. To date, twenty-four different families have participated in in-person

storytimes, and Kristy rotates them in roughly equal groups so that we have between 18 and 28 participants at each storytime. Participants are asked to bring a blanket, and to keep their children on the blanket during storytime, which promotes social distancing.

Build programming and services that will reach groups at diverse levels

For the August meeting of our 4th-6th grade book club, Youth Staff Andrea Smalley led discussion of Aru Shah and the End of Time, the first book in the Pandava quartet by Roshani Chokshi. The book, which explores Hindu mythology through modern day adventures, was a hit with our middle-grade readers and several were already reading the next books in the series.

Youth Librarian Andrea Smalley and Adult Librarian Ruth Cowles collaborated to bring the Kanola Band to the library for an outdoor family concert featuring the music of New Orleans. 36 attendees of all ages enjoyed dixieland, zydeco, jazz and even a second line dance during the performance. Attendees comments included:

"What fun! Totally enjoyed the concert. Thank you to all who worked to make it happen!!"

"Thanks both you and Ruth for bringing the Kanola Band to the Portage DL!! I enjoyed them a lot, and would have asked either of you to dance, but at 82, I haven't fallen yet, and didn't want have the first with an audience:)...I am a fan of the history of American Jazz, and would love to see more similar programs, particularly of the Bop and BeBop eras."

### **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

- "One Star Review, Guess Who?" was a display during our Books and Libraries Theme week inspired by Travis Jonker's column in School Library Journal. Popular and classic children's books were placed inside an envelope with a real one star customer review on the outside, so that patrons could guess what the book was. For example "So, essentially this book is a celebration of eating a meat-based junk food. If that makes you uncomfortable, it's best to look elsewhere on the shelves." was a real review of Mo Willems "The Pigeon Finds a Hot Dog."

- Books from the Juvenile Non-Fiction, Award Winners, Juvenile Fiction, and Biography section were displayed for young readers to learn more about the country, people, and history of Afghanistan.

- "Pick Me, Pick Me" - Youth Staff Annette Wendt placed books in paper bags to hide the book and placed a copy of a portion of the book character on the front for children to pick, checkout and take home their surprise book.

- Teen Room display: Dog Days of Summer, a charming display of dog books to cap off the summer.

### **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 Andrea Smalley partnered with Board Member Jeanne Friedman at the Portage Northern Club Fair on 8/30/21. They recruited students for Book Buddies, a collaboration between Portage Northern High School and the Portage District Library Youth Department. This group brings together Portage Youth of all ages in a celebration of literacy, learning, and building community. At the club fair, we had 88 high school students sign up for Book Buddies!

- Andrea Smalley also created a classroom booklist for an Amberly 5th grade teacher looking to diversify and highlight women's stories during class read-alouds, and assisted another 5th grade teacher new to PPS in building a classroom library with decommissioned Book Club and Battle of the Books sets.

#### Update the Library Website

- A new server has been created and Systems Administrator Rolfe Behrje is currently uploading our files and testing the site to ensure everything is running as expected.

### **Ends Statement #4**

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

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

Heritage Room Updates from Local Historian Steve Rossio –

#### 1) Book Purchases

Several significant book purchases were made during the month of August.

Topics acquired include:

Michigan Native Americans

Slavery

General Michigan History

General U.S. History

Several unique titles were acquired for the Heritage Room's South Pacific Collection as well as a set of the Official Records of the Civil War.

#### 2) Weeding

Weeding of the Heritage Room book collection continues. Using book reviews and advice from other Historians, the goal is to pair down the collection reducing similar volumes on the same topic to only the "best" examples.

### 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. Construction and site work continues at 300 Library Lane. The project is on schedule.

##### Updates from Systems Administrator Rolfe Behrje -

##### 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.

##### DNS and Filtering: OpenDNS Umbrella –

- Testing Umbrella Configuration for JAMF MDM

##### Integrated Library System: SirsiDynix Symphony

- Implementing fine-free: Notices and Automatic Renewals are being scheduled for Sure Sailing Assistance from SirsiDynix.

##### Temporary Location - AUGUST ACTIVITIES

- Working with Janelle Morgan, Elite Funds to complete required documents for ECF and USF funding.
- Migrated new website to BlueHost
  - Configured both Cpanel and WHM for the new hosting environment
  - Assigned portagelibrary.info as a parked domain for the change.
  - Hardening our hosting instance
  - Validating Wordpress and plugins
  - Applied temporary SSL certificates.
  - Updating PHP, Apache, Mysql
  - Working with Colin Whitehurst to validate content and functionality.
- Uploaded new students with the PASS system.
  - Added monthly process for adds and changes.
  - Added NOHISTORY for opt in to Circulation history
  - Added 12-31-2022 as expirations so that cards do not expire before the new school year.
- Updated existing students with the PASS system.
- Supported Creation Stations for public usage.
- Participated in a meeting for TBS: MyPC Papercut and eprintip
- Repaired Staff copier.
- Continued to recycle old technology through Green Earth.
- Continued to troubleshoot SIP phone connection issues.



- SirsiDynix Work:
  - Fixed issues with Web Services, BlueCloud Mobile and SIP authentication.
  - Worked with SirsiDynix to schedule Sure Sailing

Update from Head of Technical Services Abby Pylar –

- 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 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.

Adult Services Professional Development Highlights:

- Library Search Strategies: Thinking Inside and Outside the Box—Niche Academy—August 4<sup>th</sup>
- Partnering to Meet Community Workforce Needs—Public Library Association—August 19<sup>th</sup>
- Data Literacy for Youth: Using Census Data in Public Library Programming—Public Library Association—August 31<sup>st</sup>

Youth Services Professional Development Highlights:

- Youth Staff attended a Hybrid Programming Technology meeting presented by Marketing Manager Colin Whitehurst.
- Collection Managers attended an in-depth training of Ingram, our current first choice for the ordering of print materials.
- Collection Managers also attended Ingram Grids training with Ingram Rep Eric Shotwell.

PORTAGE DISTRICT LIBRARY  
Library Director's Report on the Financial Condition  
for  
August 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	\$ 15,363,895
Expenditures	\$ 4,542,920

Fund	7/31/2021	Changes	8/31/2021
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 August 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 August 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.

## August Marketing Highlights:

- Worked with our signage vendor as they created a new outdoor sign for the library at the 300 Library Lane location.
- Received renderings from Architecture firm for new building and began to design materials to show the community the new features of our renovation.
- Assisted with the creation of spine labels for our new "Workforce Development" collection.
- Began preparing technology and training materials to support hybrid Online / in-person programming for the library.
- Updated signage for changes to our policies around COVID 19 precautions and updates to our hours due to being open on Sundays.

## August Social Media Highlights:

### Facebook

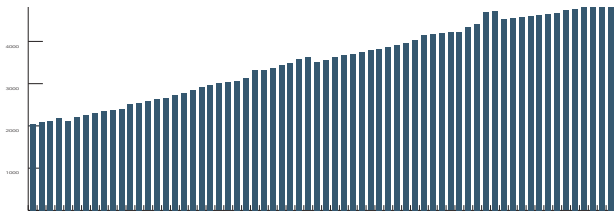
49 New Page Likes | 132 Post Shares | 967 Post Likes | 124 Comments | 411,973 Total Reach

### Twitter

1,615 Tweet Impressions | 10 Likes | 1 Re-tweets | 335 Profile Visits | 1 Mentions | 1 New Followers

# Facebook Stats 2016 - August 2021

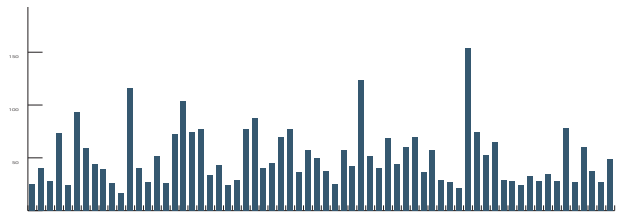
## Total Followers:



February 2016  
2,052

August 2021  
4,881

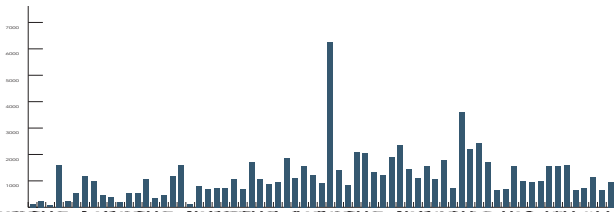
## New Followers:



February 2016  
25

August 2021  
49

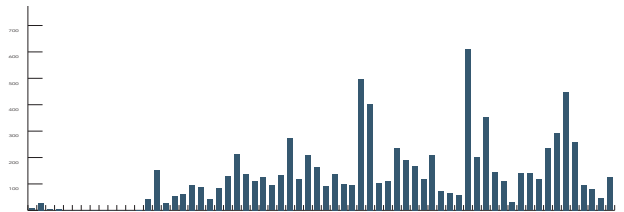
## Likes:



February 2016  
124

August 2021  
967

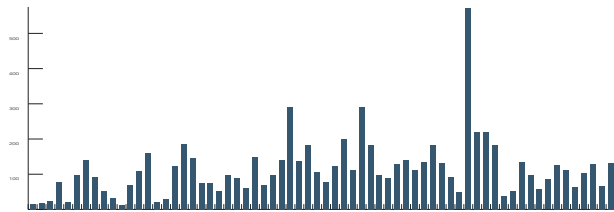
## Comments:



February 2016  
7

August 2021  
124

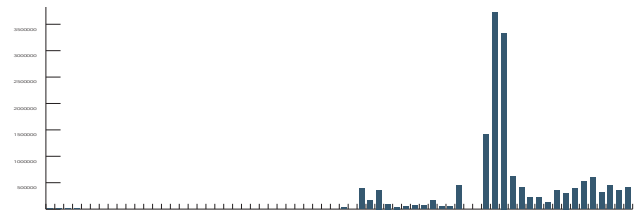
## Shares:



February 2016  
0

August 2021  
132

## Engagement:



February 2016  
5,305

August 2021  
411,973

# Videos Created in August 2021

	Video Title	Department	Facebook Views	YouTube Views	Total Views
1	Bedtime Storytime with Kida // Time for Bed, Miyuki	Youth	293	48	341
2	Family Storytime with Ms. Kristy // Mix It Up!	Youth	240	74	314
3	Fast Foto Scanner	Adult	173	N/A	173
12				<b>TOTAL</b>	<b>828</b>

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

	Month Statistics			YTD Statistics		
	Aug-21	Aug-20	CHANGE	2021	2020	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>56,540</b>	<b>50,594</b>	<b>11.75%</b>	<b>373,812</b>	<b>350,087</b>	<b>6.78%</b>
Adult - Books	13,191	12,960	1.78%	82,315	72,196	14.02%
Adult - A/V	2,461	2,776	-11.35%	16,596	20,335	-18.39%
Youth - Books	20,010	17,221	16.20%	124,432	99,166	25.48%
Youth - A/V	1,761	1,832	-3.88%	11,282	11,087	1.76%
Hot Picks	879	1,542	-43.00%	6,801	12,123	-43.90%
E-Material	16,453	14,263	15.35%	122,089	127,580	-4.30%
ILL - PDL Requests	838	0	100.00%	5,005	3,638	37.58%
ILL - Other Lib. Requests	947	0	100.00%	5,292	3,962	33.57%
<b>Self-Checkout Percentage</b>	<b>59.30%</b>	<b>56.34%</b>		<b>52.15%</b>	<b>57.38%</b>	
<b>Total Library Collection</b>	<b>178,050</b>	<b>189,596</b>	<b>-6.09%</b>			
Adult - Books	76,845	86,899	-11.57%			
Adult - A/V	16,226	17,684	-8.24%			
Youth - Books	72,067	71,363	0.99%			
Youth - A/V	8,753	9,402	-6.90%			
Hot Picks	4,159	4,248	-2.10%			
<b>Net Acquisitions</b>	<b>(483)</b>	<b>(1,142)</b>	<b>57.71%</b>	<b>(4,479)</b>	<b>603</b>	<b>-842.79%</b>
Purchased - Books	910	732	24.32%	9,908	8,023	23.49%
Purchased - A/V	300	192	56.25%	1,710	2,047	-16.46%
Donated - Books	0	2	-100.00%	0	13	-100.00%
Donated - A/V	0	1	-100.00%	0	7	-100.00%
Material Discarded	(1,693)	(2,069)	18.17%	(16,097)	(9,487)	-69.67%
<b>Total In-House Usage*</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>0</b>	<b>384</b>	<b>n/a</b>
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
<b>Patrons</b>						
<b>Total Patrons</b>	<b>51,872</b>	<b>41,148</b>	<b>26.06%</b>			
Adult	28,302	27,148	4.25%			
Youth	6,011	6,397	-6.03%			
Non-Resident	369	376	-1.86%			
Reciprocal	6,463	6,350	1.78%			
Internet User	965	813	18.70%			
PASS Users	9,705		100.00%			
Professional	57	64	-10.94%			
<b>Net Patrons</b>	<b>791</b>	<b>139</b>	<b>469.06%</b>	<b>1,590</b>	<b>848</b>	<b>87.50%</b>
Adult	114	82	39.02%	538	701	-23.25%
Youth	25	16	56.25%	117	202	-42.08%
Non-Resident	1	1	0.00%	6	8	-25.00%
Reciprocal	16	15	6.67%	86	159	-45.91%
Internet User	28	25	12.00%	128	183	-30.05%
PASS Users	607		100.00%	715	0	#DIV/0!
Professional	0	0	0.00%	0	0	#DIV/0!
<i>Patrons Removed</i>	0	0	0.00%	0	(405)	100.00%



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

	Month Statistics			YTD Statistics		
	Aug-21	Aug-20	CHANGE	2021	2020	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	23	0	#DIV/0!	23	430	-94.65%
Internal/Collaboration	15	0	#DIV/0!	15	217	-93.09%
External/Outside Usage	8	0	#DIV/0!	8	213	-96.24%
<b>Total Program Audience</b>	0	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			#DIV/0!	0	196	-100.00%
<b>Total Number of Programs</b>	0	0	#DIV/0!	0	155	-100.00%
Adult	TBD		#DIV/0!	0	30	-100.00%
Youth	TBD		#DIV/0!	0	121	-100.00%
Heritage Room			#DIV/0!	0	4	-100.00%
<b>Total Volunteer Hours</b>	80	0	#DIV/0!	327	1,004	-67.43%
Adult	5	0	#DIV/0!	13	274	-95.26%
Youth	0	0	#DIV/0!	0	191	-100.00%
Technical	18	0	#DIV/0!	61	155	-60.65%
Circulation	25	0	#DIV/0!	37	284	-86.97%
Administration	32	0	#DIV/0!	216	57	278.95%
Community Service	0	0	#DIV/0!	0	43	-100.00%
<b>Total Front Door Traffic</b>	9,987	11,919	-16.21%	49,945	160,867	-68.95%
<b>Total Youth Services Traffic</b>	7,613	9,094	-16.29%	35,200	106,092	-66.82%
<b>Total Business Center Traffic</b>	0	0	#DIV/0!	34	6,335	-99.46%
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	6,054	7,964	-23.98%	56,337	45,206	24.62%
Adult Phone	342	429	-20.28%	2,025	2,491	-18.71%
Adult Ready Reference	1,010	2,519	-59.90%	7,705	12,821	-39.90%
Adult Reference	105	121	-13.22%	654	1,057	-38.13%
Youth Phone	50	93	-46.24%	642	577	11.27%
Youth Ready Reference	2,875	2,439	17.88%	22,881	12,654	80.82%
Youth Reference	436	498	-12.45%	2,109	2,602	-18.95%
HR Phone	13	7	85.71%	87	53	64.15%
HR Ready Reference	216	82	163.41%	1,013	1,081	-6.29%
HR Reference	15	4	275.00%	81	69	17.39%
Circ Phone	364	637	-42.86%	6,837	3,802	79.83%
Circ Ready Reference	493	1,050	-53.05%	7,283	7,030	3.60%
Circ Reference	135	85	58.82%	5,020	969	418.06%
<b>Total Edutainment LAN Use</b>	0	0	#DIV/0!	0	966	-100.00%
<b>Total Internet Computer Use</b>	784	831	-5.66%	3,812	8,067	-52.75%
Youth Computers	0	19	-100.00%	71	569	-87.52%
Adult Computers	784	812	-3.45%	3,741	7,404	-49.47%
Laptop Computer Circulated	0	0	0.00%	0	94	-100.00%
<b>Total Electronic Transactions</b>	38,222	46,292	-17.43%	325,795	364,768	-10.68%
WebSite Hits	27,553	32,173	-14.36%	238,806	266,151	-10.27%
WebCatalog Sessions	8,413	11,385	-26.10%	67,914	73,994	-8.22%
Licensed Database Hits	2,256	2,734	-17.48%	19,075	24,623	-22.53%

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

Christy Klien, Library Director

There are no updates at this time from MLA regarding Legislative activity. Please take this opportunity to take a look at the MLA Bill Tracker page.

## MLA BILL TRACKER

Each year, the MLA membership has the opportunity to choose priority issues that directly affect Michigan libraries. MLA then works with the Michigan Legislature to move these issues through the legislative process. The MLA Bill Tracker is updated monthly by the MLA Advocacy and Legislative Committee to inform our members of the Senate and House bills MLA is watching and addressing, our position if any, and actions that we are taking to support or oppose the legislation.

<https://www.mibraries.org/bill-tracker>

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

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** September 21, 2021  
**Subject:** Upcoming Library Board linkage opportunities in October 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>
10/1	ALL MONTH	Cookbook Club Challenge: Plenty of Pasta-bilities
10/1, 10/8, 10/15, 10/22, 10/29	9:00 AM	Family Online Storytime with Ms. Kristy
10/2	3:00 PM	Cosplay Like the Professionals! (Geek Fest 2021)
10/6	6:00 PM	4 <sup>th</sup> -6 <sup>th</sup> Grade Book Club
10/7, 10/21	9:00 AM	Muffins and the Market
10/9	2:00 PM	Padded Weapons and Lightsaber Fencing Demonstrations (Geek Fest 2021)
10/12	3:30 PM	Teen LGBTQ+ Online Meet-UP
10/12	7:30 PM	A Brief History of Special Effects (Geek Fest 2021)
10/14	7:00 PM	International Mystery Book Discussion: "Last Rituals"
10/16	2:00 PM	Native Plants: Their Beauty and Value to the Earth and Its Creatures
10/16	3:00 PM	Go Forth in Style: Cosplay Tips and Tricks (Geek Fest 2021)
10/16	7:00 PM	Level Up: Online Game Night (Geek Fest 2021)
10/19	7:00 PM	Book: Dune by Frank Herbert
10/20	6:30 PM	Documentary and Donuts: "Raiders! The Story of the Greatest Fan Film Ever Made"
10/21	6:30 PM	Jim Hines: Writing Humor in Fantasy and Science Fiction
10/23	3:30 PM	Movie: Dune (Book and a Movie at Celebration Cinema)

## PORTAGE DISTRICT LIBRARY

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### Materials Selection Policy

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#### 1. PURPOSE

The purpose of the Portage District Library Materials Selection Policy is to set broad guidelines in order to assemble, preserve, organize, administer and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives and mission of the Portage District Library.

#### 2. DEFINITIONS

The term “library materials” means books, magazines, DVDs, CDs, or other synonyms as they may occur in the policy and has the widest possible meaning. For the library’s digital collections, selection of content can vary among third party vendors. In situations where the Portage District Library staff are not able to select individual titles, the selection of a third party service will be evaluated on the company’s reputation and overall content offerings. It is implicit in this statement of policy, therefore, that every form of permanent record is to be included regardless of format. However, this policy and the term “library materials” do not apply to Internet sites available through the Library’s computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Policy for any issues related to computer or Internet use. The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader’s advisory. This statement of policy applies to all library materials curated by the Portage District Library staff for adult, teen, juvenile, and preschool collections.

#### 3. GOALS OF MATERIAL SELECTION

- a. To meet the individual’s need for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.
- b. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- c. To support the democratic process by providing materials for the education and enlightenment of the community.
- d. To assist individuals in their pursuit of activities related to their occupation and practical affairs.
- e. To provide diverse recreational experiences for individuals and groups.
- f. To assist institutions of formal education with services which will support individual study.

#### 4. RESPONSIBILITY FOR SELECTION

The responsibility for selection lays with the Director or his/her designee pursuant to the Collection Development Plan. Both the general public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are

allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

## 5. GENERAL PRINCIPLES

- a. Selection of materials is based on the relationship of such work to the needs, interests, and demands of the Portage community. Basic to this policy is the Library Bill of Rights and the Freedom to Read Statement of the American Library Association to which this Library subscribes. Selection is not made on the basis of anticipated approval or disapproval, but solely on the merits of a work, without regard to the race, nationality, political, or religious view of the writer. Whenever censorship is threatened, from whatever sources, no library materials shall be removed from the Library until all steps in the Library's procedure for handling complaints about library material have been completed, or by order of a court or competent jurisdiction.
- b. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children. The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection in order to impose those restrictions.
- c. Library materials will not be marked or identified to indicate approval or disapproval of contents by the Library, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- d. It is the responsibility of the Library to provide circulating, reference, and research materials for the general public and the student based on the services it is expected to perform. Special "in depth" collections shall also be maintained when indicated by community interest.

## 6. SPECIFIC PRINCIPLES FOR SELECTION

The following principles, individually or collectively, will prevail in the selection of all library materials. The total collection will attempt to represent the variety of points of view.

- a. Present and potential relevance to community needs;
- b. Suitability of subject, style, and reading level for the intended audience;
- c. Importance as a document of the times;
- d. Appropriateness and effectiveness of medium to content;
- e. Reputation and/or significance of author, publisher, or producer;
- f. Positive review in one or more appropriate professional journals;
- g. Positive critics' and staff members' reviews;
- h. Relationships to existing materials in the collection;

- i. Within limits of budgets for materials;
- j. Not available, or with limited accessibility, from other lending sources;
- k. Insufficient materials available on the same subject;
- l. Author or illustrator is local;
- m. Format is appropriate to Library use and is not easily damaged;
- n. Enhances a specific collection within the Library;
- o. Author or producer is already represented in the collection;
- p. Literary and artistic merit;
- q. Accuracy of content;
- r. Popularity with library patrons;
- s. Preserves local community information and history;
- t. Available shelf or storage space.

## 7. GIFTS

Acceptance of gifts of materials shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not align with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. Any item, which is not added, may be donated to another institution where it might be used, or it may be sold in a Friends of the Library Book Sale. Monies from such sales are used to benefit Portage District Library services and programs.

## 8. MAINTENANCE OF THE COLLECTION

As materials become worn, dated, damaged or lost, replacement will be determined by the appropriate staff member, who will determine whether or not:

- a. The item is still available and can be replaced;
- b. Another item or format might better serve the same purpose;
- c. There remains sufficient need to replace that item;
- d. Updated, newer or revised materials better replace a given item;
- e. The item has historical value;
- f. Another networking agency could better provide that or a comparable item.

## 9. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS PROCEDURE

The Portage District Library Board, administration, and staff support intellectual freedom and subscribe to the principles of the American Library Association's Library Bill of Rights and its statements on Freedom to Read and Freedom to View. The Library staff applies the selection criteria described in this Materials Selection Policy and thus endeavors to provide books and other materials that reflect the diversity of viewpoints within the community.

When a request for reconsideration is made by a patron, the procedure listed below is followed:

- a. A member of the library staff explains the selection policy to the patron. If the patron wishes, he/she may then submit a written Request for Reconsideration of Library Materials form to the Library Director.
- b. The completed form is reviewed by one or more members of the Library staff who have responsibility for materials selection, and by the Library Director. The Library staff members objectively review the resource in question to ascertain that the selection criteria and principles stated in Section 6, a through t were applied in the selection process. The Library Director or a designated member of the library staff will send a written response to the requester within 30 days of the date that the reconsideration form was submitted. The Library Director also notifies the Library Board of each Request for Reconsideration submitted.
- c. If the requester is not satisfied with the decision of the Library staff, he/she may appeal in writing to the Library Director, who then convenes a Reconsideration Committee. This committee will consist of: 1.) One member of the Library Board; 2.) One member of the Library staff with responsibility for materials selection who has not previously considered the material in question; 3.) One resident of the Library district other than the requestor, who is chosen by the requestor. In the case that the requestor does not identify a person for the Reconsideration Committee, the Library Board will select a resident of the Library district.
- d. In reviewing the request for reconsideration, the Reconsideration Committee employs the selection criteria (described above in this document) and considers other appropriate information, including professional reviews and recommendations, comments from the Library staff, and comments from the requester. Library resources are not removed from the collection during the review period. Copies of the materials in question may be checked out as evaluation copies for use by the Reconsideration Committee, the Library Director, or other appropriate Library staff.
- e. Within 60 days, the Reconsideration Committee will recommend an action to the Library Director, who will reach a decision and inform the requester and the committee in writing of that decision within 15 days of the receipt of the Reconsideration Committee's recommendation.
- f. Should the requester wish to appeal this decision, he/she may make a final appeal in writing directly to the Chair of the Portage District Library Board within 15 days of receipt of notification. The Library Board will review the documentation and render their decision within 60 days of receipt of the requester's appeal. Mail to: Portage District Library Board of Trustees, 300 Library Lane, Portage, MI 49002
- g. The Library Board serves as the final authority in cases involving retention or withdrawal of library materials.

**Portage District Library**  
**COMPUTER AND INTERNET USE POLICY**

**I. General Statements Regarding Internet.**

- A. Internet Access. The Portage District Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This Policy applies to both the Library owned computers and wireless access available at the Library.
- B. Validity of Information. The Internet offers access to a wealth of information and Internet sites including useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Internet Users will need to evaluate for themselves the validity of the information found.
- C. Library Does Not Endorse Information on Internet. Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.
- D. View Internet at Own Risk. The Internet may contain information that is controversial, sexually explicit or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.
- E. No Liability. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Patrons shall use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the User's disks, data, or electronic transactions of any type. The Library is not responsible for the loss of any portable media.

**II. Nature of the Public Library Setting.**

- A. Respect Others. Because Library Users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to other's values and beliefs when accessing potentially controversial information and images.



- B. Use with Caution of Risks. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

### III. Internet Filtering; Children Under 18

A. Internet Filtering – General.

1. *Filtered Access.* In order to comply with the requirements of the Children's Internet Protection Act ("CIPA") and Michigan's Public Act 212 of 2000 ("PA 212"), all computer terminals are filtered. Further, the Library's wireless access is also filtered. Filtered access means the computer or wireless system has a program installed that is designed to restrict minors<sup>1</sup> from receiving obscene material or sexually explicit material that is harmful to minors as defined by PA 212 and visual depictions that are obscene, child pornography or harmful to minors as defined by CIPA. This filtering method is designed to prevent access by minors to inappropriate matter on the Internet. Children under the age of 18 shall only use the Library computers designated and posted for use by minors.
2. *Safety of Minors Regarding E-Mail.* The Library does not filter e-mail or other direct electronic communications. It is the responsibility of the parent or guardian to educate the minor on safety and security and monitor the use of these communications.
3. *Internet Access.* Patrons wishing to access the Library's workstations must possess a valid library card or internet user card. If a patron doesn't have either then he/she must register for a card at the Checkout desk. Then, the patron must read and accept the Library's Internet Use Policy. All patrons should be able to show proof of identification if requested by a staff member.

B. Internet Filtering – Patrons 18 Years of Age or Older.

1. *Disable Filters.* Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. The Library's wireless access cannot be disabled, so any patron who desires to have the filters disabled must use the Library's computers.
2. *Unblock Sites.* Individuals 18 years of age or older who believe an Internet site has been improperly blocked can request that the site be "unblocked." A decision on the site's status will be made by the Director

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<sup>1</sup> Under Michigan Law, "adults" are 18 years of age or older. CIPA defines an adult as 17 years of age or older. As required by CIPA, 17 year olds may have the filter disabled, but only as specifically described in Section C.3 below.

or his or her designee, who will prepare a written reply to the individual submitting the form.

C. Internet Filtering – Patrons Under 18 years of Age.

1. Responsibility of Parents and Legal Guardians. As with other materials in the Library's collection, it is the Library's Policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool. Parents and youth patrons are encouraged to talk to the Librarian regarding both the benefits and pitfalls inherent in its use.
2. Un-filtering Terminals. Minors who are 17 years old may only have the filters (filters used to filter visual depictions of obscenity, child pornography and material that is deemed harmful to minors as prohibited by CIPA) disabled on a computer used by that patron for (1) bona fide research or other lawful purposes and (2) only if a parent or legal guardian has accompanied them to the Library and is sitting at the computer station or terminal at all times. Patrons under the age of 17 may not ask for the workstation to be unfiltered pursuant to the requirements of CIPA.
3. Unblocking Websites. Patrons under the age of 18 may request in writing that a particular site be unblocked, but only if the site does not include obscene or sexually explicit material deemed harmful to minors or other material prohibited by law. The Library Director shall make that determination.

**IV. Procedure for Use.**

A. Reservation/Time Limits.

1. If a User wishes to use the Internet station, the User may use a computer if he/she has a valid library card or internet user card. Internet computers are available on a first come first served basis. There are no waiting lists and time extensions are not granted when library computers are at capacity.
2. Patrons are required to sign in using their valid barcode and pin.
3. The Patron must possess a valid (not expired) library card or internet user card.
4. The User may sign up to use the Internet station for periods of only one (1) hour at a time for one time per day. Use of the Internet stations is available on a first come, first served basis. If no one is waiting, the User

may use the terminal for additional 30 minute increments until another User signs up to use the terminal.

5. Patrons must sign out by clicking the “End Session” button. Upon clicking the button the computer will reboot and reset the computer for the next patron.
- 
- B. Availability. The public computers are only available for use by Users if they are not being used for Library purposes, such as classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events. Library patrons should be aware that there are some computers that are limited to only the online public access catalog and research databases and have been kiosk-ed for the intended use. The online public access computers are available on a first come, first served basis.
  - C. Closing. All computers and printers are shut down ten (10) minutes before the Library closes.
  - D. Reimbursement for Printing. The library has a print vending system through which Patrons pay for printed materials. Currently the Library charges ten (\$.10) cents a page for black and white printing and seventy-five (\$.75) a page for color printing. Print jobs are retained for reprinting purposes until the end of the day at which time the print jobs are purged. The Patron shall be responsible for all printing costs, so Patrons are encouraged to use “print preview” so that they are aware of the number of copies.

## V. **Acceptable Use.**

All Users of the Library’s Internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy.

- A. Lawful Use. The Library Internet connection and workstations shall be used in a lawful manner. The Library’s Internet and workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, accessing material that can be classified as obscene or child pornography.
- B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the User. The Library expressly disclaims any liability or responsibility resulting from such use.

- C. Use Must Not be Harmful to Minors. Michigan law prohibits Users from allowing minors access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit material or any other material deemed harmful to minors.
- D. Compliance with Patron Behavior. The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a Patron Behavior Policy. All Internet Users must comply with the Library's Patron Behavior Policy, which shall be posted in the Library.
- E. Privacy; Unauthorized Access. Users must respect the privacy of others by not misrepresenting oneself as another User; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.
- F. Time Limit. Failure to leave a computer terminal upon the expiration of the allotted time is a violation of this Policy.
- G. Personal Software Prohibited. The Users shall refrain from use of personal software, the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration. The User shall also refrain from downloading/uploading files to/from the Library's computers.
- H. System Modifications. Users are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Library computer workstation without authorization. Users may not damage or gain unauthorized access to the computer or network or repeatedly or intentionally visit websites that introduce spyware, malware, virus or other damaging programs.
- I. Damage. The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.
- J. Terminal Use.
1. Only two (2) people may use a workstation.
  2. No person may stand behind another person.
  3. Upon request, Library staff members may approve and allow additional Users at a workstation.
- K. Personal Information; Unauthorized Release. No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.

- L. Saving Files and Documents. Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media. Library computers do not allow Users to permanently save documents or personal files to the hard drive.
- M. Purposes; Prohibited Uses. The Library's Internet resources should be used for educational, informational and recreational purposes only. The Library's Internet access shall not be used for personal profit or commercial activities, including the sale of goods and services or fund raising. The Library Internet is intended for information gathering only.
- N. Chat Rooms; Instant Messaging. The use of chat rooms and instant messaging is prohibited.

## **VI. Violations of Internet Use Policy.**

The Library Director or the Director's designee may restrict access to Library facilities by (1) terminating or limiting computer, internet access or Library facilities; (2) immediately dismissing the patron from the premises; (3) suspending the patron's access to Library facilities for a set period of time; or (4) by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

- A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy (see Section C below), the Library shall handle violations as follows:
  - 1. *Initial Violation.* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.
  - 2. *Subsequent Violations.* The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

- C. Violations That Affect Safety and Security. Violations involving violations of law (including child pornography and allowing minors to view sexually explicit or other material deemed harmful to minors), violence, threatening behaviors, sexual or other harassment, vandalism, theft or attempted theft, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
1. *Initial Violation.* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges. The Incident Report shall specify the nature of the violation.
  2. *Subsequent Violations.* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- D. Reinstatement. The patron whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Director or the Director's designee may attach conditions to such reinstatement and shall provide written notification of those conditions and the duration of the conditions.
- E. Civil or Criminal Prosecution. Illegal acts involving the Library's Internet access service may be subject to civil or criminal prosecution.

## **VII. Right of Appeal.**

Patrons may appeal a decision to (1) limit or revoke privileges or (2) attach conditions to reinstatement by sending a written appeal to the Library Board within ten (10) working days of the date the privileges were revoked or limited or the written statement of conditions was provided, whichever is applicable. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

## **VIII. Staff Assistance.**

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist Users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections should request an appointment.

# PORTAGE DISTRICT LIBRARY

## Capitalization Policy

1. **STATEMENT of PURPOSE:** It is the purpose of this policy to illustrate the procedures that will be used at the *Portage District Library* to classify fixed assets as capital assets.
2. **SCOPE of POLICY:** This capitalization policy applies to all assets of the *Portage District Library*.
3. **CAPITALIZATION OBJECTIVES:**  
All purchases under \$3,000 will be expensed. Any expenditure over \$3,000 will be capitalized if the item purchased has a life in excess of one year or if a repair extends the useful life of the asset beyond its normal life. If the expenditure does not meet either one of these criteria, then it will be expensed. Expenditures include: acquisition, freight and setup costs. Setup costs include those costs that are necessary for the testing, installation, or preparation for operation or use.
4. **ENHANCEMENTS:**  
An enhancement is an internal and/or external addition to capital assets (equipment) that extend life or increase productivity and has a cost of \$3,000 or more. Enhancements will be coded as “capital” on purchase orders in the same manner as capital assets.
5. **REPLACEMENT:**  
A replacement is the substitution of an asset with a similar asset which does not increase the service potential of the asset. When an item over \$3,000 is slated for replacement, it will be scrapped and removed from inventory completely, and the replacement for the item will be entered as a new capitalized item. An existing item will be “written off” when it is replaced.
6. **INVENTORY:**  
An annual audit of capital assets will be conducted. This will entail a review of the assets listed in the asset accounting system to determine that all listed assets are still in the possession of the Library and in use. All assets deemed no longer in use or in the Library possession will be disposed of in the asset accounting system. All items less than \$3,000 that are deemed to be missing should be reported to the Business Manager so that an investigation can be conducted to determine their location.

ASSET LIVES	
Asset Type	Useful Life (years)
Furniture	5
Office Equipment	5
Computer Hardware	5
Library Material	5
Telephone Equipment	10
Buildings	40
HVAC Systems	20
Roofing	20
Carpet Replacement	7
Electrical/ Plumbing	30
Kitchen Equipment	12
Artwork	5-10
Land Improvements – Structure	20

7. EQUIPMENT AND FURNITURE:

This is all movable equipment and furniture costing \$3,000 or more and having a useful life of one or more years or if a repair extends the useful life of the asset beyond its normal life. If the expenditure does not meet either of these criteria, it should be expensed. Equipment and furniture will be capitalized in the year of acquisition. Costs include: acquisition, freight, and setup costs. Setup includes those costs necessary for the testing, installation, or preparation for operation or use. Equipment and furniture will be tagged as soon as possible after receipt from the vendor by Business Services.

8. COMPUTER EQUIPMENT/ SOFTWARE:

If personal computer software costs are inclusive with the hardware, the software cost will be included as equipment. The criteria in the preceding Equipment and Furniture procedure will be followed for computer equipment. Purchases of major software systems costing \$10,000 or more will be capitalized in total provided the software license does not specify that the software be returned or destroyed at the end of the contract. Otherwise, computer software will not be capitalized.

9. DONATED EQUIPMENT:

All equipment acquired through donation will be capitalized at fair market value on the date of the transaction. If the equipment is new and an invoice can be furnished by the donor, the cost assigned to it will be the fair market value. If the equipment is used, or if no information is available about the cost of the equipment on date of acquisition, then an appraisal will be done to establish the amount to capitalize. Upon establishment of fair market value, the equipment will be tagged and entered by Business Services to the Equipment Inventory Master File.

10. LAND:

Land will be capitalized at cost. These include assessments, fees, and commissions to obtain the land. In addition, conveyances, notary fees, costs of demolishing old buildings, grading or otherwise clearing the land will be included.

11. BUILDINGS:

Buildings will be capitalized at cost. This will include all payments to contractors, taxes and building permits, architect fees, and interest expense net of investment income on borrowed funds during construction. Also included will be all permanent fixtures and appliances installed as part of the building.

12. IMPROVEMENTS TO BUILDING: (Including modular furniture)

- Expenditures that increase the capacity or operating efficiency of an asset will be capitalized. These can be major improvements that add substantially to the value of a building or extend its useful life.
- Improvements to buildings, defined above, costing \$10,000 or more will be added to the carrying amount of the building on the inventory records.
- In relation to building improvements (which are items removed during remodeling, renovation and rehabilitation) the old cost will be removed from the asset records if the original cost can be specifically identified.
- Repairs will be expensed.



13. WORK IN PROGRESS:

All construction projects not complete at the end of the fiscal year will be capitalized as “Work in Progress.” At the end of the fiscal year of completion, the amount for that work in progress project will be moved to the appropriate building asset.

14. LEASEHOLD IMPROVEMENTS:

Improvements to leased property which substantially add to its value or extend its useful life may be capitalized. A determination will be made at the beginning of the project if the improvements should be capitalized or not.

15. CAPITAL LEASES:

Property acquired through a capital lease will be capitalized at the time of the inception of the lease.

16. LIBRARY BOOKS AND MATERIALS:

All physical Library books and materials will be capitalized using a 5-year life. Material purchases will be totaled for the year and entered in the asset records as one lump sum asset. It will then be disposed of as a lump sum asset at the end of the 5-year period.

17. DISPOSAL OF EQUIPMENT:

When a piece of equipment is no longer usable or needed by *Portage District Library*, it will be disposed of appropriately. Disposal of equipment includes: sale or donation as surplus property, return to a vendor, cannibalization, trade-in, theft or transfer.

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** September 22, 2021  
**Subject:** September Board Meeting Guest – PDL Construction Manager Lee Fitzgerald

We are pleased to have Lee Fitzgerald join the Library Board at the September 27, 2021, Library Board meeting. Lee Fitzgerald works for Walbridge and serves as the Portage District Library's construction manager. Lee will be presenting on the status of our building project.



# LEE FITZGERALD, LEED AP

ON-SITE PROJECT MANAGER / SUPERINTENDENT

Bachelor of Science, Construction Engineering Management – Western Michigan University  
Michigan Mechanical Contractor's License



Years of Experience



Strategic Leadership Collaboration



Renovation Experience



Controls Project Costs / Budget

Lee has been in the construction industry 19 years and recently became a Michigan Mechanical Contractor, licensed in equipment installation and heating and process piping. Lee provides the overall on-site job supervision and coordination of scheduling, safety, field construction, quality control, cost control, electrical, mechanical, architectural, and civil trade contractor work as it relates to the relevant portion of the project. As Superintendent, Lee reports to the project manager. He directs and coordinates the activities of the various subcontractors, material suppliers and trade labor groups involved on the project site.

## RELEVANT EXPERIENCE

### Boji Group – Michigan Department of Health and Human Services (MDHHS) Facility

Kalamazoo, MI | 106,500 SF | \$12 million

### University of Notre Dame - Rolfs Basketball Practice Facility

Notre Dame, IN | 25,000 SF | \$13 million

### University of Notre Dame - Joyce Center North Dome Renovation

Notre Dame, IN | 77,000 SF | \$3.3 million

### Harper Creek Community Schools – Wattles Park Elementary

Battle Creek, MI

### Brandywine Public Schools – High School Additions and Renovations (including full library & media center remodel)

Niles, Michigan

### Coldwater Public Schools – Two elementary building Renovation (including full library & media center remodel)

Coldwater, Michigan

### Michigan State University – 1855 Place Student Residences & Admin Complex

East Lansing, MI | 500,000 SF | \$156 million

**To:** Portage District Library Board  
**From:** Michele Behr, Library Board Chair  
**Date:** September 22, 2021  
**Subject:** Initiation of Library Director's 2021 Evaluation Process

**BACKGROUND:**

The Personnel Committee, composed of Donna VanderVries, Jeanne Friedman, and myself, will be responsible for leading the annual evaluation process of the Library Director this year. Individual board members will be asked to complete an evaluation form based on their own assessments of the Library Director's accomplishments and performance in relation to the End Statements. These individual evaluations will be compiled and summarized and then a meeting will be held with the Library Director to go over the performance evaluation.

The Board Personnel Committee will then meet to develop a recommendation to the Library Board for the Library Director's compensation in 2022 and present a recommendation to the whole board at the December 13, 2021 board meeting, at which time a vote will be taken.

The Library Board Personnel Committee reminds all trustees that we must conduct this evaluation process in compliance with the Open Meetings Act and in accordance with Carver Policy Governance guidelines as indicated below.

**The Library Director's performance evaluation entails the following assessments:**

1. Has there been progress on achieving Board endorsed Ends Statements in 2021?
2. Has there been progress on accomplishing Board endorsed personal goals in 2021?
3. Has the Library Director been in compliance with the Board's Executive Limitation in 2021?
4. Consider that the success of the library is the evaluation of the Library Director.

# Summer Reading 2021 Report

Youth Summer Reading Program	2020	2021
Number of people registered	489	766
Number of people who participated	350	552
Number of people who completed 45 days	52	123
Number of days read (total)	11219	13225
Teen Summer Reading Program	2020	2021
Number of people registered	137	200
Number of people who participated	102	135
Number of people who completed	26	27
Number of books read (total)	1972	1917
Adult Summer Reading Program	2020	2021
Number of people registered	282	326
Number of people who participated	205	212
Number of people who completed	N/A	N/A
Number of books read (total)	2247	2071

Our Summer Reading Programs are, of course, a way to promote reading, but first and foremost they have always been about connecting with our community. Much of what we do creates opportunities for conversation and engagement, and encourages our visitors to experience new things. We were challenged this year to continue to connect as we moved into a temporary location a short time before the start of summer. The uncertainty of the pandemic made the situation even more challenging. What did people need from us, and were we capable of providing what was needed? Our patrons let us know that they needed ways to connect and engage on their own terms, in their own time. We structured our programs with this in mind.

## Youth Summer Reading:

We used an incentive structure similar to last year; self-determined goals, gift card raffles, and 2 free books during the summer. The program was funded by our Friends of the Portage District Library. Gift Cards were purchased from area businesses. Gift cards and BOGO coupons were donated by Pizza Hut and Buddy's Pizza.

Andrea Smalley – “A parent of five kids who have participated in the Summer Reading Program since their now teenagers were babies expressed her appreciation for the innovation of gift cards as prizes. One child won a gift card to Bookbug, which made the parent remember that they had always brought the older kids there but hadn't yet introduced the younger kids. Another won a gift card to Rocket Fizz, which was the first time that youth visited Downtown Kalamazoo. A third child in the family won a gift card to Culver's, which the parent used as a reason to take them out for a rare one-on-one dinner. The parents were grateful for the new activities prompted by the gift cards, and the kids were excited about the autonomy to pick out something special at each business they won prizes to.”

## Youth Theme Weeks:

Kristy Zeluff – “Because we were unable to do large-scale in-person programming this year, we strove to provide multiple activities for in-house engagement that patrons could access at any point during our open hours. This allowed us to engage in fun, hands-on learning activities with everyone who walked through the door, rather than just those people who were able to register for a program that served a limited number of people at one specific time. In this way, we were able to engage much more personally with MANY more patrons this summer, in much more meaningful ways. Not one patron mentioned to me that they were missing our large-scale programs – but

MANY of our patrons mentioned how much they loved coming and finding new things to do with their family every week at the library.”

### **Story of My Summer Ongoing Program:**

Andrea Smalley – “One of the activities for the Story of My Summer program involved weekly journal prompts encouraging participants to write and create. The parent of a first grade student told library staff that their child never wanted to do any writing before, but was excited about the prompts and would write more than they even asked him to.”

### **Teen Summer Reading:**

The Teen Summer Reading Program wrapped up on July 31<sup>st</sup>. Each week, twelve winners received a \$15 gift cards to an area business. Participants who read at least five books got to pick out a free book. Participants who read at least five books were also entered in the final drawing, where fourteen winners won a \$35 gift card to Bookbug.

### **Adult Summer Reading:**

Ruth Cowles – “This year’s adult summer reading patrons loved the higher weekly amounts for the gift cards. We received multiple e-mails with an appreciation for not only providing the summer reading program but “making the weekly prizes something I don’t mind working for.” Weekly prizes and earning badges excited participants enough that we had little participation drop-off through the summer. The drawing pool each week numbered between 60-80 people. The library purchased twenty prizes for each of the seven weeks of summer reading. We also purchased ten \$50.00 awards for a final prize blitz. Out of the 212 participants, 90 earned a prize over the summer. In addition, 2,035 badges were earned, with 2,071 books logged and 383 activities completed. The library focused on local businesses or locally-owned franchises for our gift card prizes. This year, the businesses used were Roll-Up Ice Cream and Tea, Fanfare, Kazoo Books, this is a book store, Bert’s Bakery, Water Street Coffee, and Erbelli’s. With many people earning a prize this year, the satisfaction of the program was up. We hope to continue offering this type of summer reading program in the future.”

### **Evaluation:**

We anticipate next year’s Summer will present its own challenges – we complete a move into the renovated building during our planning period, and the pandemic may or may not be a factor. While the last two summers have been difficult in some ways, we were provided with the rare opportunity to start fresh and experiment. Going forward, we will use many of the things we have learned to improve and innovate.

Shark vs Mosquito  
is my favorite  
book. I like deadly  
bites chapter the  
most! It talks about  
shark bites and  
mosquito bites. I  
love all the colorful  
pictures in this book.  
It is the best book  
ever.

Great White  
Shark  
Mosquito





My dream house has a  
a place where you can dry  
strawberries!

It also has a chimney

It has a cute door

to big windows

My dream house  
also has a special balcony



**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** September 21, 2021  
**Subject:** LED Lighting, Ceiling Pad, and Ceiling Grid Projects Scope Expansion

**BACKGROUND:**

When the Library received bids from contractors for services to be performed as part of the building renovation project, the total cost of buying those services was under budget. As a result, the Library has identified other projects that should or could be done as part of the renovation project. The LED lighting, ceiling pad, and ceiling grid projects were included in the project's original scope but only focused on the new addition to the building. The Library would like to expand the scope of the project to include replacing all existing lighting and ceiling pads and replacing some of the older existing ceiling grids. The advantages to completing this during this project include matching lighting fixtures throughout the library, consistent ceiling appearance and noise level, and the convenience of completing the light fixtures and ceiling replacement during a time that the Library is currently closed. The cost of the lighting change of scope is \$208,150.00. The cost of the ceiling pad and grid change of scope is \$143,278.28. The Library Board previously granted the Library permission to approve change orders up to \$50,000 per contractor per individual project. Therefore, the Library will need Board approval to accept these change orders.

**RECOMMENDATION:**

The Library recommends the Library Board approve the expansion of the LED lighting, ceiling pad, and ceiling grid portions of the Library Renovation Project. The Library recommends that the Library Board allow Circuit Electric to undertake a replacement of the Library's existing lighting in an amount not to exceed \$208,150.00 and Sobie to complete the replacement of the existing ceiling pads and portions of the existing ceiling grid in an amount not to exceed \$143,278.28.

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** September 22, 2021  
**Subject:** Preferred Vendor – Kalamazoo Nature Center Ecological Services Division

**BACKGROUND:**

A landscape committee has been formed to discuss options for the renovated library grounds. The committee includes: Facilities Manager Doran Lefave, Assistant to the Director Quyen Edwards, former Board Member and Monarch Waystation volunteer Cara Terry, and current Board Member Linda Whitlock.

This project is not part of the larger Library Renovation and Addition scope, but needs to be addressed at this time due to the removal of turf and shrubs, regrading, and other changes that have occurred on library grounds. Funding for this project will come from the Library Grounds budget line.

The committee has a desire to exclude lawn irrigation and turf from the renovated landscape of the library grounds. The preference of the committee is for a selection of native Michigan trees, shrubs, grasses and wildflowers. This decision came from the success of the Library's Monarch Waystation that was installed in 2017. This will reduce annual mowing service, conserve water, and set an example for the community to learn about native plants which have many benefits including increasing the habitat for pollinators while preserving the topsoil and sequestering carbon.

The Ecological Services Division of the Kalamazoo Nature Center (KNC) has provided a quote to create a landscape design and execute the plan for three areas formerly with turf and bushes; East, West and North including the terraced levels. It includes the site prep with two applications of herbicide on the turf and weeds, seeding in some areas and plug plantings in others, as well as mulching. Please see the complete quote on the following pages.

The committee contacted and interviewed three other native plant landscape designers. They were able to simply quote a design at a cost but were not able to execute their plans, quote a service that did not fully cover the intended scope of the project, or declined to quote after seeing the area. KNC is the only company willing and able to execute their landscaping plan. The current 2021 budget for Library Grounds will be underspent by \$7,800, and the 2022 budget of \$13,800 will accommodate the funding of this work plus additional xeriscape efforts in the West area.

**RECOMMENDATION:**

The Portage District Library Landscape Committee is asking the Board to approve the Ecological Services Division of the Kalamazoo Nature Center as a preferred vendor and to approve their quote to design and execute native plantings at 300 Library Lane in an amount not to exceed \$11,487.50.



Kalamazoo Nature Center  
 7000 N. Westnedge Avenue  
 Kalamazoo, MI 49009  
 Ecological Services  
 269-978-6872  
[ecoservices@naturecenter.org](mailto:ecoservices@naturecenter.org)

QUOTE FOR

Portage District Library

Date: 9/3/2021

Attn: Quyen Edwards

5528 Portage Road  
 Portage, MI 49002

<b>TOTAL ESTIMATE</b>	<b>\$11,487.50</b>
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269-585-8701

[qedwards@portagelibrary.info](mailto:qedwards@portagelibrary.info)

Client Name	Project Description	Quote Good For	Timeframe
Portage Library	352 - Hand Plantings	90 days	SP 2022

Date	Description	Qty	Units	Cost	Line Total
<b>SITE PREP &amp; PLANNING</b>					
	Plant Selection/Ordering Fee (All Sites)		flat fee		\$ 100.00
	Plant Pick Up Fee (All Sites if able to plant same time)		flat fee		\$ 500.00
Trip 1	1st Herbicide site prep (1 staff) North & East		flat fee		\$ 150.00
Trip 2	2nd Herbicide site prep (1 staff) North & East		flat fee		\$ 150.00
<b>EAST PLANTING (1350 sq ft)</b>					
Trip 3	Labor: Hand Seeding (2 staff)	4	hours	\$120.00	\$ 480.00
	Mileage: Truck & Trailer	22	miles	\$1.50	\$ 33.00
	Material: Native Short Grass & Wildflower Seed	5	lbs	\$50-\$200	\$ 100.00
	Material: Biodegradable Blankets	3	450 sq ft	\$ 49.50	\$ 148.50
<b>WEST PLANTING (492 sq ft)</b>					
To occur after another contractor has installed xeriscaping. Recommended: Landscape Plus - Steve Atwood 269-344-6727					
Trip 4	Labor: Hand Planting (3 staff)	10	hours	\$175.00	\$ 1,750.00
	Mileage: Truck & Trailer	22	miles	\$1.50	\$ 33.00
	Material: Shrubs	9	plants	\$20.00	\$ 180.00
	Material: Plugs 3 sq ft spacing ( 3-6 Native Species)	5	flats of 38	\$80.00	\$ 400.00
	Material: Planting Soil	2	40lb bags	\$5.00	\$ 10.00

NORTH PLANTING (terrace, pollinator garden, fountain)					
Trip 5-6	Labor: Mulching to expand garden, planting plugs in terrace and garden, plant grass plugs around fountain (5 staff)	20	hours	\$285.00	\$ 5,700.00
	Mileage: Truck & Trailer	22	miles	\$1.50	\$ 33.00
	Material: Terrace/Garden Plugs (485 sq ft) 1 sq ft spacing (6-12 Wildflower Species)	12	flats of 38	\$80.00	\$ 960.00
	Material: Fountain Plugs Grasses < 3 ft tall @ 5ft spacing (530 sq ft)	3	flats of 38	\$50.00	\$ 150.00
	Material: Wood Mulch Order/Delivery (1220 sq ft) <i>Path of stepping stones installed by client later</i>	10	cubic yards		\$ 500.00
	Equipment: Dingo w/ bucket	1	day	\$200.00	\$ 200.00

<b>Site Lead:Ryan Koziatek</b>
<b>Site Address:300 Library Lane, Portage, MI</b>
<b>Service Description:3 planting areas and site prep</b>
<b>Area:5158 sq ft</b>
<b>#of Workers:5</b>
<b># of Work Days:6</b>

Flat Fees	\$ 900.00
Labor	\$ 7,930.00
Mileage	\$ 99.00
Equipment	\$ 200.00
Material	\$ 2,448.50
<b>SUBTOTAL</b>	<b>\$ 11,577.50</b>
DISCOUNT	\$ (90.00)

We appreciate your business! If you decide to work with us, your site visit fee will be refunded as a discount!

<b>GRAND TOTAL</b>	<b>\$ 11,487.50</b>
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*This is an estimate, actual invoices will be based on specific costs and quantities of materials purchased and actual labor time spent on the project.*

For questions regarding this estimate or our work schedule, please contact [ecoservices@naturecenter.org](mailto:ecoservices@naturecenter.org) or call Stephanie Diep 269-978-6872.

**Thank You!**