

NOTICE OF ELECTRONIC REGULAR MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, October 25, 2021 at 6:00 p.m.

The Library Board of the Portage District Library will hold a regular meeting on Monday, October 25, 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by the Kalamazoo County Commissioners on December 15, 2020 and lasting through December 31, 2021 unless extended or repealed.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: Oct 25, 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/84514622892>

Or One tap mobile : US: +13017158592,,84514622892# or +13126266799,,84514622892# Or Telephone: Dial(for higher quality, dial a number based on your current location): US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128 Webinar ID: 845 1462 2892

International numbers available: <https://us02web.zoom.us/j/84514622892>

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

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

Dated: October 21, 2021

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

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

October 25, 2021

via Zoom at 6:00 PM

AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff
- IV. Adoption of the Agenda for the Regular Meeting of October 25, 2021
- V. Consent Agenda (5 minutes) (Vote)
 - A. Minutes of the Regular Board Meeting of September 27, 2021. *Pg. 5-10*
 - B. Review of Donation Policy. *Pg. 11*
 - C. Approval of Holiday Schedule for Library Hours of Operation in 2022. *Pg. 12*
 - D. Monitoring Report – Communication & Support to the Library Board. *Pg. 13-16*
 - E. Monitoring Report – Ends Focus of Grants/Contracts. *Pg. 17-18*
 - F. Narrative Report for September 2021. *Pg. 19-28*
 - G. Report on Financial Condition for September 2021. *Pg. 29-31*
 - H. Marketing Update for September 2021. *Pg. 32-34*
 - I. Statistical Report for September 2021. *Pg. 35-36*
 - J. Legislative Report for October 2021. *Pg. 37-39*
 - K. Library Board linkage opportunities for November and December 2021. *Pg. 40*
- VI. Governance (10 minutes)
 - A. Approval of Resident/Non-Resident Policy and Non-Resident Fee Amount for 2021. *(VOTE) Pg. 41-44*
 - B. Review of Investment Policy and Library Investment Listing *(Info) Pg. 45-48*
 - C. Circulation Policy *(VOTE) Pg. 49-51*
- VII. Ends Development (60 minutes)
 - A. Library Director's Accomplishment of Personal Goals for Fiscal Year 2021. *(Info) Pg.*
 - B. Library Director's 2021 Evaluation Process. *(Info) Pg.*
 - C. Third Quarter 2021 Strategic Planning Statistics. *(Info) Pg.*
 - D. Third Quarter 2021 Financial Report. *(Info) Pg.*
- VIII. Library Director's Comments (20 minutes total)
 - A. Building Update
 - B. Final remarks by Library Director for the October 25, 2021 Library Board Meeting.
- IX. Process Evaluation (10 minutes total)
 - A. Suggestions for Agenda Items to be included on the December 13, 2021 board meeting
 1. Minutes of the Regular Meeting held on October 25, 2021.
 2. Review of FOIA Policy
 5. Approval of Annual Calendar of Library Board Activities for FY 2022
 6. Adoption of Schedule of Library Board Meetings for 2022
 7. Report on Financial Condition for October 2021
 8. Report on Financial Condition for November 2021
 9. Marketing Update for October & November 2021
 10. Narrative Report for October & November 2021
 11. Statistical Report for October 2021

PORTAGE DISTRICT LIBRARY

Agenda for the Regular Library Board Meeting

12. Statistical Report for November 2021
13. Legislative Update for November & December 2021
14. Appointment of Nominating Committee Chair to Survey Trustees' Interest in Board Offices in 2022
15. Personnel Committee's Recommendation for Library Director's Compensation in 2022
16. End-of-Year Report on Accomplishment of all Ends in 2021

B. Assessment of this meeting

C. Miscellaneous Items

X. Adjournment

PORTAGE DISTRICT LIBRARY BOARD MEETING

September 27, 2021

Virtual Regular Meeting at 6:00 pm

I. Start of Meeting

II. Roll Call

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.

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.

Board Members Absent: Tom Vance (excused)

Library Staff Present: Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Lawrence Kapture, Rob Foti, Abby Pylar, Andrea Smalley, Pam Triplett, Laura Wright and Colin Whitehurst

Library Staff Absent: Jill Austin

Guests Present: Lee Fitzgerald, Senior Project Manager with Walbridge
Toni Yannie, President Friends of the Portage District Library

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

A. Comment from Trustee Bale –

Two of my colleagues commented on how much they liked the temporary location. They liked the way it was set up with a good flow and the light from the windows. They wanted to know if everything was moved out of Library Lane and they were very impressed when I said yes!

While on vacation, I went to a Farmers Market and the Library was there having a book sale. They said the sales ebb and flow because they don't always know what other events are happening in the community, but they sell an average of 400 books each week. It was good to connect with another library organization.

Bale concluded by thanking Systems Administrator Rolfe Behrje for his patience and support of the board for their new Outlook email accounts.

B. Comment from Library Director Klien - Klien asked that the Board move the building project update to after the presentation by Lee Fitzgerald, in case he has any additional information to add or share.

IV. Adoption of the Agenda for the Regular Meeting of September 27, 2021

Library Board Chair Behr asked if there were any changes needed to the agenda in addition to the request made by Library Director Klien for the September 27, 2021 board meeting before its adoption, and there were no additional changes requested by trustees. Behr asked for a motion to adopt the amended agenda.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Whitlock that the Library Board adopt the amended agenda for the regular meeting of September 27, 2021.

Roll Call Vote: Baker – yes, Bale - yes, Behr - yes, Friedman - yes, VanderVries - yes, Whitlock – yes. 6-Yes, 0-No, 1-Absent (Vance). Motion carried.

V. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the September 27, 2021 board meeting before its adoption. Trustee VanderVries requested the removal of F.

- A. Minutes of the Public Hearing and regular board meeting held on August 23, 2021.
- B. Narrative Report for September 2021.
- C. Report on Financial Condition for August 2021.
- D. Marketing Update for August 2021.
- E. Statistical Report for August 2021.
- F. Legislative Update for August 2021.
- G. Library Board Linkage opportunities for October 2021.
- H. Review of Materials Selection Policy
- I. Review of Internet Policy
- J. Review of Capitalization Policy

MOTION: It was moved by Trustee Whitlock and supported by Trustee Bale to approve the consent agenda with Item F removed. Roll Call Vote: Baker – yes, Bale - yes, Behr - yes, Friedman - yes, VanderVries - yes, Whitlock – yes. 6-Yes, 0-No, 1-Absent (Vance). Motion carried.

Discussion of Item F – Legislative Update for August 2021 -

Trustee VanderVries reminded trustees to continue to pay attention to current legislation that may affect library revenue. She said there was a bill introduced last week that may affect Headlee rollbacks in a positive way for the library millage.

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

VI. Guest Presentation – Lee Fitzgerald, Senior Project Manager with Walbridge

Library Director Klien introduced Lee Fitzgerald to the Library Board. She said we are fortunate to have him on our side keeping our construction project on track. Fitzgerald shared the September construction project report which is created monthly. He touched on high level items that are being tracked and decisions that are being made. He stressed the importance of staying on budget and keeping the construction site safe. All supplies have been procured and the furniture is that last thing that needs to be decided. There is a staff team reviewing furniture with the interior designer and finalizing decisions prior to being ordered.

RFI's are noted when we encounter unexpected things during the course of construction that require architect or engineer input. RFI's to date are at 91, and there are 6 that are still open. This is high, but with a renovation you are always going to find unexpected things when you start opening up walls.

Fitzgerald noted that material supply is a challenge and ordering lead times have been extended by weeks for things like steel and roofing insulation. He highlighted some items that happened this month:

- Steel erection is underway on the east addition
- Currier Drive access was paved on 9/10/21
- Demolition in the interior of the building is done
- The roof will go on the addition the second week of October
- drywall is starting, tiling is next

Overall, Fitzgerald said the project is still on track for completion March 1st. According to the monthly budget review the contingency balance is currently sitting at \$278,000, which is healthy. Some funds have already been used to add to the initial scope of the project. Those are the items that have been reviewed and approved by the board at previous meetings. Billing amounts are currently totalling 37% of the total budget. This amount will get larger quickly as we approach the middle part of the job.

Question from Trustee Bale - has staffing been an issue for contractors? Fitzgerald said that the project has been fortunate so far and has experienced no manpower or labor issues, contractors have been managing their workers appropriately.

Board Chair Behr asked about the building project specific items on the agenda tonight. Fitzgerald said they are regarding LED light fixtures and ceiling tiles. He continued that another item they are working on are steel canopy design modifications due to the steel that was delivered. He emphasized that this is not a budget issue, it's a design issue.

In regards to contingencies, Fitzgerald said some potential money is remaining, but it's too early to determine that we could add more scope. There is always the chance that it may be needed to deal with unforeseen issues, and is still a little too early to intentionally spend as we are about halfway through the project right now.

Photographs of the construction changes were projected to the group showing interior and exterior progress. Fitzgerald said the first parking lot paving date is coming up on October 2nd and then the second half will be done in November. Fitzgerald said that the project has experienced overall decent weather which helps keep progress going.

Board Chair Behr said on behalf of the Board that they appreciate the update and said they are looking forward to seeing it in person. Library Director Klien said that we will schedule an in-person walkthrough of the building for the Board approximately 3-4 weeks after concrete is poured.

Building Project Update-

Library Director Klien referred to Page 49 of the Board Packet, the recommendation to move forward with LED lighting throughout the building for consistency instead of just the addition, new ceiling pads, and grid expansion. We got quotes for cost of lighting approximately \$208,000 and ceiling tiles approximately \$143,000. With approval, we would have Circuit Electric and Sobie (previously approved vendors) do the additional work for us.

Klien asked if there were any questions? Trustees asked for clarification of where the money would come from to pay for it. Klien said this would come out of the contingency budget and was already reflected in the pending budget amount. Trustees asked if this will affect the schedule? Klien responded that there will be no impact to the completion date.

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

Discussion about landscaping – Library Director Klien said a landscaping committee has been formed and has been meeting with different potential vendors. The committee is made up of Facilities Manager Doran Lefaive, Assistant to the Director Quyen Edwards, former trustee and Monarch Waystation volunteer Cara Terry, and current trustee Linda Whitlock. Library Director Klien asked Edwards to explain what the committee did. She said they were interested in pursuing a landscaping option that did not include any turf grass that requires mowing or irrigation. The committee met with four potential vendors to get quotes for doing a native plant installation in three areas around the renovated building, including the west side of

the building (where the burning bushes were removed), the north side (expanding around the current Monarch Waystation and terraced area), and east side (around the new construction which has been completely regraded with fill dirt). Only one company, Kalamazoo Nature Center Ecological Services Division) was able to provide a complete quote for the requested scope of the project. They are the recommended vendor because of their reputation in the community, they are a local business, and they are able to provide exactly the service the committee is looking for.

Edwards asked if there were any questions and Trustee Bale asked about watering to get the plants established. Edwards said that there will be access to spigots so that hoses can be used to water plugs and areas that have been seeded. Edwards continued that when it comes to landscaping, there is no such thing as "no maintenance", but that once the native plants are established, the maintenance will be much less than "traditional landscaping".

MOTION: It was moved by Trustee Baker and supported by Trustee Bale to approve the Kalamazoo Nature Center as a preferred vendor and move forward with their landscaping proposal. Roll Call Vote: Baker – yes, Bale - yes, Behr - yes, Friedman - yes, VanderVries - yes, Whitlock – yes. 6-Yes, 0-No, 1-Absent (Vance). Motion carried.

Klien said that there is a smaller committee meeting regarding furniture choices tomorrow. The interior designer has also made a recommendation for an outdoor paint scheme which will use the existing horizontal lines on the building to create a dark to light blue gradient. Klien repeated that everyone from C2AE, Walbridge, and staff committee members have been great to work with on this large project.

VII. Governance

Initiation of Library Director's 2021 Evaluation Process

Board Chair Behr said trustees would use the same forms from last year. Library Board Secretary Edwards will send them out following the October Board Meeting after Library Director Klien gives her yearly goals update. Behr asked that completed evaluations be returned by Monday, November 15th. Behr reminded trustees that Library Director Klien values thoughtful feedback. Comments regarding Klien's performance and achievement of goals is appreciated. There is plenty of place on the evaluation form to share your thoughts.

VII. Ends Development

A. Report on 2021 Summer Reading Program

Library Director Klien asked Head of Youth Services Laura Wright to give the report on the 2021 Summer Reading Program. Wright said that the Youth Staff decided to do theme weeks to engage staff and patrons. We were "feral" and just getting used to being together in person again. Wright went shared some changes that were made to the programs, things that the library will be keeping in the future. Wright expressed that there is concern in our community about children gathering, we are continuing to contend with that. Numbers are up from 2020.

Wright shared that no one said that they missed the big programs, in the context in the pandemic. Post-pandemic it's hard to predict what will happen. We are living in a different world. We were pleasantly surprised by how much people enjoyed interacting on their own terms and at their own time. It may be that we move away from performers as the identifying factor for summer. We will continue to get feedback regarding activities.

Trustee Behr expressed that the gift cards are a win-win. Wright commented that the library did not distribute plastic toys this year and got positive feedback. Participants loved the books as well. Wright shared that this is something the library will continue to try to do when we are back at a larger scale.

Trustee Bale asked about the number of teens completing the program. Wright shared the structure of the teen program and that the completion is a high bar. Teens have to read a book a week all summer. It's a big challenge.

Wright finished off her presentation stating that the staff were glad to have everyone back in June and July. Trustees expressed their thanks for the good work, being flexible and creative, and keeping everything going.

Trustee Baker suggested that the library look into doing more author talks using Zoom or local visits for future summer reading programs.

DISPOSITION: The Library Board received the 2021 Summer Reading Report.

VII. Library Director's Reports

A. Final remarks by Library Director for the September 27, 2021 Library Board Meeting

Library Director Klien reminded trustees to check their email from Quyen with MLA logins. This year's Board retreat is attending the MLA virtual conference in October.

Klien signed up for a new event through MLA for Directors that focus on equity, diversity and inclusion. She shared that the library needs to be more thoughtful about in the library in the future. Staff have been taking workshops. May appear as part of our strategic Plan

Klien shared that the Friends had a bag sale over the weekend with a good turnout. The Friends have been creative and flexible during the pandemic and our temporary housing. Klien reminded the trustees that the sales help supports the summer reading program. The library can't purchase gift cards and prizes with taxpayer money and our Friends are always very generous with our requests for support.

Library Director Klien informed the trustees that the library received a notice from City of Portage that the Stryker Corporation (Kenco) applied for an industrial facilities exemption certificate. A public hearing will occur on October 5th.

VIII. Process Evaluation

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.
9. Library Director's accomplishment of personal goals for FY 2021.
10. 3rd Quarter Financial Report for FY 2021.
11. 3rd Quarter Strategic Plan Statistics.

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 September 27, 2021.

DISPOSITION: The regular board meeting of September 27, 2021 was adjourned at 7:30 PM.

Recorded and Transcribed by,

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

Quyen Edwards
Library Board Secretary

PORTAGE DISTRICT LIBRARY

Donation Policy

The library actively solicits donations and uses them to enhance library services.

Anticipated income from donations is not submitted as part of the budget process. Rather, as donated funds are received, they are recorded as income, accumulated during the fiscal year, and appropriated into the next fiscal year. Funds appropriated into a current fiscal year from the previous year's gift income are then budgeted for expenditure by the Library Board.

Specific requests made by donors will be satisfied by purchasing the requested items from the appropriation of the previous year's donations.

In the case of a large donation for a specific purpose, the funds will be transferred to the appropriate account for expenditure in the year in which they are received.

The intent of this policy is to preserve the Library Director's ability to fulfill specified memorial and non-memorial gifts as promptly as possible and to preserve the Library Board's right to allocate undesignated contributions to appropriate expenditure categories from the restricted contributions fund balance.

PORTAGE DISTRICT LIBRARY

Schedule of Library Closings in 2022

(Submitted for Library Board approval on: October 25, 2022)

The Portage District Library will be closed on the following selected federal holidays and special observance days in 2022:

| CALENDAR DATE | OBSERVANCE |
|-------------------------------------|--|
| January 1, 2022 <i>(Saturday)</i> | New Year's Day |
| April 17, 2022 <i>(Sunday)</i> | Easter |
| May 30, 2022 <i>(Monday)</i> | Memorial Day |
| July 4, 2022 <i>(Monday)</i> | Independence Day |
| September 5, 2022 <i>(Monday)</i> | Labor Day |
| November 24, 2022 <i>(Thursday)</i> | Thanksgiving Day |
| December 24, 2022 <i>(Saturday)</i> | Christmas Eve |
| December 25, 2022 <i>(Sunday)</i> | Christmas Day |
| December 31, 2022 <i>(Saturday)</i> | New Year's Eve Closing at 5:00 PM (the scheduled time) |

Note #1: The library closes on two traditional observance days: Easter Sunday and Christmas Eve (which are not federal holidays).

Note #2: When a federal holiday falls on a Saturday, it is usually observed by governmental entities on the preceding Friday. When the holiday falls on a Sunday, it is usually observed by governmental entities on the following Monday. However, since the library is open to the public on Saturdays, and on Sundays (except in summer), any federal holiday that falls on either a Saturday or a Sunday will be observed on those actual days and the library will be closed.

Note #3: Due to the Covid-19 Pandemic and the effect it has had on our services and schedule, these closures are subject to change. Library staff will inform the Board of any necessary changes as soon as they are able.

PORTAGE DISTRICT LIBRARY

**Monitoring Report on Executive Limitation Policy:
Communication and Support to the Library Board**

POLICY: The Library Director shall not permit the Library Board to be uninformed or unsupported in its work. Accordingly, the Library Director may not:

- Neglect to submit monitoring data required by the Library Board (see policy on Monitoring Library Director’s Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.**

RESPONSE: All board policy monitoring data has been submitted to the Library Board as required and noted on the Library Board’s annual calendar as follows:

| Board Executive Limitations and Public Service Policies | Dates when Monitoring Data was Provided to Library Board |
|--|---|
| Art Exhibit and Gift Policy <i>(Public Service Policy)</i> | Provided information to the Library Board to review this policy on 4-26-21. |
| Asset Protection Policy <i>(Executive Limitation)</i> | Monitoring report provided to the Library Board on 03-22-21. |
| Capitalization Policy <i>(Public Service Policy)</i> | Provided information to the Library Board to review this policy on 9-27-21. |
| Community Meeting Rooms Policy <i>(Public Service Policy)</i> | Provided information to the Library Board to review this policy on 1-25-21. |
| Circulation Policy <i>(Public Service Policy)</i> | Will replace the Fines and Fees Usage Policy and go to the Board for review on 10-25-21. |
| Communication and Support to the Library Board Policy <i>(Executive Limitation)</i> | Provided information and communicated regularly throughout the year with the Library Board via: agenda packets, e-mails, e-newsletters, special mailings and presentations at board meetings; arranged for regular presentations by library staff to keep board members updated on library issues; Report by Behrje on 3-Year Technology Plan 7-26-21; conveyed important information to trustees, such as: Ends development and accomplishments; Friends of the Library sales limited due to COVID-19 ; fundraising initiatives(Spring Appeal, Annual Campaign, & Annual Report cancelled due to COVID-19); library monthly narrative & statistical reports; marketing activities; Public Hearing on FY 2022 Budget; Monitoring report on this policy will be provided to the Board on 10-25-21. |
| Compensation and Benefits Policy <i>(Executive Limitation)</i> | Monitoring report provided to the Library Board on 8-23-21. |
| Confidentiality Policy <i>(Public Service Policy)</i> | Replaced Library Privacy and Search Warrant Policy on 02-22-21. |
| Donation Policy <i>(Public Service Policy)</i> | Will provide information to the Board to review this policy on 10-25-21. |
| Emergency Library Director Succession <i>(Executive Limitation)</i> | Monitoring report provided to Library Board on 2-22-21. |
| Ends Focus of Grants or Contracts Policy <i>(Executive Limitation)</i> | Will provide information to the Board to review this policy on 10-25-21. |
| Financial Condition and Activities Policy <i>(Executive Limitation)</i> | Monthly & quarterly reports done all year; and Financial Audit Presentation on 05-24-21; will recommended allocation of gifts & donations on 12-13-21; provided data on fundraising initiatives as part of Library Director’s narrative reports in board meetings; and a Monitoring Report for this Executive Limitation was provided to Library Board on 03-22-21. |

Monitoring Report on Executive Limitation Policy: Communication and Support to the Library Board

| | |
|--|---|
| Financial Planning/Budgeting Policy <i>(Executive Limitation)</i> | Data provided in monthly & quarterly reports all through FY 2021. FY 2021 Budget projections given on: 6-28-21, 7-26-21, 8-23-21. Public Hearing was conducted on 8-23-21. Monitoring Report provided to Library Board on 03-22-21. |
| Freedom of Information Act (FOIA) Policy <i>(Public Service Policy)</i> | Will provide information to the Library Board for review on 12-13-21. |
| Fundraising Policy <i>(Executive Limitation)</i> | Provided information to Library Board to review this policy on 4-26-21. |
| Global Executive Constraint <i>(Executive Limitation)</i> | Provided information to Library Board to review this policy on 1-25-21. |
| Heritage Room Policy <i>(Public Service Policy)</i> | Provided information to the Library Board on 6-28-21 to review this policy. |
| Internet Policy <i>(Public Service Policy)</i> | Provided information to the Library Board on 7-26-21 to review this policy. |
| Investment Policy <i>(Public Service Policy)</i> | Will provide information to the Library Board on 10-25-21 to review policy. |
| Materials Selection Policy <i>(Public Service Policy)</i> | Provided information to the Library Board to review this policy on 9-27-21. |
| Patron Behavior Policy <i>(Public Service Policy)</i> | Provided information to the Library Board to review this policy on 5-24-21. |
| Programming Policy <i>(Public Service Policy)</i> | Provided information to Library Board to review this policy on 4-26-21. |
| Reciprocal Borrowing Policy <i>(Public Service Policy)</i> | Provided information to the Library Board on 5-24-21 to review this policy. |
| Records Retention Policy <i>(Executive Limitation)</i> | Monitoring report provided to Library Board on 7-26-21. |
| Resident/Non-Resident Policy <i>(Public Service Policy)</i> | Will provide information to the Library Board on 10-25-21 to review policy. |
| Treatment of Consumers Policy <i>(Executive Limitation)</i> | Monitoring report provided to Library Board on 2-22-21. |
| Treatment of Staff Policy <i>(Executive Limitation)</i> | Monitoring report provided to the Library Board on 8-23-21. |

2. **Let the Library Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly any changes in the assumptions upon which any board policy has previously been established.**

RESPONSE: The Library Board has been kept aware of all relevant trends, pertinent information and significant issues impacting the library. Examples of this are as follows:

- Federal mandates on privacy and Internet child protection
- State requirements for annual report to be eligible for state aid
- Monthly Michigan Library Association legislative updates on state activities
- Regular updates on state-wide legislative activities and decisions
- Gave a detailed presentation to Library Board on revenue projections for library
- Alerted Library Board to tax abatement issues and reductions in state aid funding to libraries
- Provided information on the Personal Property Tax and the state’s proposed reimbursement plan for lost PPT revenue.

3. **Fail to advise the Library Board if, in the Library Director's opinion, the board is not in compliance with its own policies on Governance Process and Library Board-Library Director Linkage, particularly in the case of board behavior, which is detrimental to the work relationship between the board and the Library Director.**

Monitoring Report on Executive Limitation Policy: Communication and Support to the Library Board**RESPONSE:**

- The Library Board has been in compliance with its own policies.

4. **Fail to marshal for the Library Board, as many staff and external points of view, issues and options as needed for fully informed board choices. [i.e., survey information, industry standards and benchmarks.]**

RESPONSE:

- Arranged for regular staff presentations to Library Board highlighting various areas and services at the library (Three-Year Technology Plan; marketing initiatives; revenue projections; tax capture; Summer Reading Program report)
- Arranged for guests/presenters to come to board meetings: Library Auditor Rehmann Robson, Library Attorney, Walbridge Construction Manager)

5. **Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.**

RESPONSE: Presented information to Library Board in the formats they requested.

6. **Fail to provide a support mechanism for official Library Board, officer or committee communications.**

RESPONSE: The Library Board has been provided the complete support of the Library Director (Klien), the Assistant to the Library Director and Board Secretary (Edwards), and the Library Business Manager (Foti) in all matters of official Library Board, officer or committee communications. The support mechanism in place to assist the Library Board is an Administrative Team composed of these staff members, plus seven other Department Heads and team members who receive board directives and represent the Library Board's decisions and preferences to the rest of the library staff. The support service to the Library Board includes: participation in assessing current board policies and/or developing new policies as may be needed; implementation of board policies and enforcement with the public; review and revision of library Ends Statements as identified by the Library Board and development of activities and projects to accomplish those Ends; representation of board preferences to the public; conduct of general research, online database searches for information, making contacts on behalf of the Library Board, handling correspondence and e-mail communications for the Library Board, managing official documentation of Library Board activities, and any other activities as required by the board as a whole, or upon individual request, if necessary and endorsed by the Board Chair. Legal services are always available to the Library Board as well.

7. **Fail to deal with the Library Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.**

RESPONSE: Proper attention has been given to the position of all Library Board members and in particular to the Board Chair and Vice Chair when communicating with the Library Board.

8. **Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Library Board.**

RESPONSE: There have been no instances of non-compliance with any policy of the Library Board, thus no need to report any such behavior.

9. **Fail to supply for the consent agenda all items delegated to the Library Director yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.**

RESPONSE: All items delegated to the Library Director or required by law or contract to be board approved have been included on the consent agenda with supporting monitoring assurance. Examples of this are: (1) the annual financial audit; (2) the annual State Aid report to the Library of Michigan; (3) the Public Hearing on the

Monitoring Report on Executive Limitation Policy: Communication and Support to the Library Board

Library's Proposed Budget in August; (4) annual review of the library's public policies and the Library Board's executive limitation policies; (5) end-of-year budget amendments, as needed; (6) establishment of an updated Non-Resident Fee for the coming year; and (7) approval of any outsourced service contracts or purchases potentially exceeding \$20,000.

10. Fail to provide the Library Board with a Communication and Support Monitoring Report once a year.

RESPONSE: This document serves as a "Communications and Support Monitoring Report" for Fiscal Year 2021, to assure the Library Board that all communications with the board have been handled appropriately and was included in the October 25, 2021 board meeting agenda packet.

PORTAGE DISTRICT LIBRARY

Monitoring Report on Ends Focus of Grants & Contracts for Fiscal Year 2021

POLICY: The Library Director may not enter into any grant or contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means. Accordingly, the Library Director shall not:

- 1. Fail to prohibit particular methods and activities to preclude grantee or service provider funds from being used in imprudent, unlawful or unethical ways.**

RESPONSE: All appropriate methods and activities were followed to ensure that any grant funds awarded to the Portage District Library, as grantee of funds, from granting agencies were used in prudent, lawful and ethical ways. The grant applications that were submitted and approved in FY 2021 were:

| Granting Agencies or Partners | Amount | Purpose of Grant or Contract |
|--|---------------|--|
| SMLC (Southwest Michigan Library Cooperative) | \$2,260 | Portage District Library requested and was awarded \$1,000 for collection development, \$1,000 for professional development expenses, and \$260 for PPE (personal protective equipment). |
| Friends of the Portage District Library | \$6,360 | \$6,000 2021 Summer Reading Program \$360 Adult Services Cookbook Club |
| Michigan Humanities Council | \$75.00 | Grant for Adult Services Programming |
| Kalamazoo Community Foundation - Nancy Haner Memorial Fund | \$732.86 | Portage District Library was awarded this grant to be used for “achieving library goals and purposes”. |

- 2. Fail to assess and consider an applicant’s capability to produce appropriately targeted, efficient results.**

RESPONSE: The Library Director, the Marketing Manager, and associated Administrative Team members and library personnel work closely together to look at any potential grant or contract opportunity for the Portage District Library.

3. **Fund specific methods except when doing so for research purposes, when the result to be achieved is knowledge about differential effectiveness of various methods.**

RESPONSE: The Library Director has not funded any specific methods that fall into this category.

Library Director's Narrative Report for October 25, 2021
(Activities at the end of September and beginning of October 2021)

Administrative Activities:

During the months of September and October 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 September 27.
- ❖ Participated in PDL, C2AE, and Walbridge weekly building project update and Open Item discussion meetings on September 23, September 27, September 30, October 4, October 11, and October 14.
- ❖ Met with construction manager, Rob Foti, and Doran Lefave to review project budget and alternative projects on September 23.
- ❖ Interviewed candidates for the Adult Librarian and Adult Customer Service Assistant positions during the week September 27.
- ❖ Met with TBS representative to review provided proposal for potential scan, fax, and print stations on September 28.
- ❖ Participated in the SMLC council meeting on September 30.
- ❖ Met with PDL building committee to internally review and FFE items on October 13.
- ❖ Met with C2AE interior designer and PDL team to discuss FFE items on September 28 and October 14.
- ❖ Attended MLA Annual Virtual Conference on October 13 and October 14.

Maintenance and Building Services

- Participated in Owner/Architect/Contractor (OAC) meetings September 27, October 11 and 18th to discuss any project concerns, scheduling for both the existing library and temporary location and the progress on action items.
- Addressed the mechanical and electrical restarting issues associated with a power failure event that occurred nearby at the temporary library on September 22 that resulted in a delayed library opening.
- Participated in the construction budget review meeting with Walbridge on September 23.
- Discussed any “Hot” construction concerns with Walbridge and C2AE on September 23 and 30 to ensure RFIs and submittals are correct and responses will meet the construction schedule.
- Assisted Andy Egan with HVAC filter replacements at the temporary library on September 24.
- Continue investigating if it is possible to improve the faded artwork of on the west side of the Library Lane bldg. with the artist with the initial discussion on September 16 and subsequent messages on September 24 and October 7. Photos were emailed showing the discoloration on September 16.
- Requested changes to the Maker Space room to allow for wide equipment access, source ventilation and TV monitors mounting to wall clarification and remove TV carts on September 28.
- Began to participate with FFE meetings in an effort to reduce costs on September 28, October 13 and 14.
- Repaired the waste bin wall at the temporary library on September 29.
- Removed graffiti from the concrete at the staff entrance at the temporary library on October 4.
- Reviewed Bulletin 5 issued on October 6 by C2AE to provide requested input for the 16 items.
- Initiated recycling program requirements and container selection review for the renovated areas.

- Assisted LED light replacement installation using Consumers Energy Trade Ally Agreement on October 9, 12 and 13 at the temporary library for all exterior lighting.
- Attended Walbridge's bi-monthly Contractor Coordination meeting October 11.
- Continued landscaping improvements along with a volunteer that dead-heads the spent roses at the temporary 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 was accepted by the Library Board on September 27. PDL is proceeding to coordinate with the final grading and topsoil landscaper in order to schedule the native short grass and wildflower seed mix application with installation of the biodegradable blankets.
- Reviewed additional proposal for this winter's snow plowing service at the temporary library location since they are contracted for the snow removal at the adjacent property.
- Mite-E Exterminating treated the current bldg. for pest control on October 19.
- Continue with current temp library maintenance issues, such as, janitorial services, waste services, PaperGator service, HVAC mechanical reset, elevator electrical reset, door lockset's operation and Library Lane landscaping upkeep.

Personnel Information:

The library undertook the following Human Resource and Financial activities since the September 27, 2021 Board meeting:

- Meet weekly with Walbridge, and C2AE to review project progress, review submittals, review and update budget to actual financial data and discuss change orders as needed.
- Work with John Aymond of Multi-Bank Solution to reinvest Library funds as investments mature.
- Met with 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 conducted interviews for the Adult Services Librarian and Customer Service Assistant positions.
- Made job offers to a candidate for the Adult Services Librarian position.
- In the progress of making job offers to three candidates for Customer Service Assistant positions.
- Contacted and set-up services with Checkr to perform background checks on new hire candidates.
- Worked with Debbie Graf of Rose Street Advisors to assist in obtaining quotes on employee benefits. The Library will be maintaining all of its current benefits plan contracts with its current vendors, including Blue Care Network for Health Insurance.
- Will begin the process of updating the Maxwell Health Benefit Portal for use in open enrollment in November.

Staff Anniversaries:

Jill Austin, Circulation Supervisor - Sept 6 , 33 years
 Kristin McNeal - Circulation Assistant - Sept 8, 22 years
 Mary Breur, Youth Services Assistant - Sept 9, 2 years
 Doran Lefaive, Facilities Manager - Sept 9, 2 years
 Zoey Mark, Circulation Assistant - Sept 18, 3 years

Erik Fogderud, Circulation Assistant – October 2, 15 years
Rachel Stickney, Circulation Assistant – October 2, 3 years
Nick Meyle, Youth Services Assistant – October 8, 3 years
Jane Fleming, STEAM Librarian – October 14, 2 years
Abigael Galbraith-Frew – October 14, 4 years
Rolfe Behrje, Systems Administrator – October 17, 27 years
Steve Rossio, Local Historian and Youth Services – October 27, 22 years

Ends Statement #1

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

We will accomplish this by providing a collection of tools to facilitate creating and learning (1a)
and by reaching the community at their diverse literacy needs. (1b)

Project Updates:

Adult Services Programming Highlights

Cookbook Club Challenge: Better Breakfast—September 1st – September 30th—11 new members/challenge participants

Our Cookbook Club is still going strong on Facebook with over 200 total members. September's cooking challenge was all about breakfast for National Better Breakfast Month! Breakfast routine suggestions, prepare-ahead ideas, and new breakfast recipes featuring fresh fruit or veggies were shared throughout the month of September. The group also highlighted the library's cookbook collection and digital resources. As a part of the Better Breakfast Challenge, group members were encouraged to try a breakfast recipe and post a picture of what they made. Members made some delicious breakfast foods including overnight oats and healthy muffins. The winning challenge submission was Make-Ahead Frozen Breakfast Sandwiches and, thanks to a donation from the Friends of the Library, the winner will receive a cookbook and a \$30.00 gift card to Full City Care, a local Portage establishment.

Why Save Seeds?—September 8th—3 people attended

Concerns about toxins and climate change have driven interest in locally and organically grown food. But what about the seeds that are used to grow our food? According to Dr. Phil Howard, 60% of the global proprietary seed trade is controlled by four companies who directly profit from the sales of chemical fertilizers and pesticides. In this program, Amy Newday, and her special guest, John, discussed how we can make a difference by becoming community "seed stewards" who save seeds from heirloom vegetables and maybe even develop new vegetable varieties that can thrive without chemical inputs and in a changing climate. With over 40 years of experience to information the presentation, attendees learned about the complicated history of seed saving. This workshop also included a tasting of heirloom and recently developed tomato varieties. The tomato tasting part of the program was held outside. Amy Newday farms and stewards seeds at Harvest of Joy Farm and teaches courses related to food justice at Kalamazoo College. John has been saving seeds since the 1980s.

International Mystery Book Discussion: *Trace Elements*—September 9th—7 people attended

A lively group of readers enjoyed sleuthing their way through the streets of Venice during the first International Mystery Book Discussion of Fall 2021. For September, the group read *Trace Elements* by Donna Leon. This novel is an environmental mystery that encourages readers to consider topics like our own morality and mortality along with the details of the crime. To set the mood for the discussion of an

Italian mystery, group members could take an individually packaged cannoli home with them to enjoy after the discussion. Copies of *Trace Elements* were available at the Adult Information Desk as well as on Hoopla.

Movies that Changed the Genre: Science Fiction – September 14th - 9 people attended.

A look into which movies changed the science fiction genre for the better or worse. Starting with *Le Voyage dans la Lune* (1902) by George Méliès, the science fiction genre overcame the cheesy patriarchal storylines, challenging what makes people human (*Blade Runner* 1982), and even expanding our intellect with accurate scientific films like *The Martian* and *Interstellar*. A great discussion about special effects arose, giving an excellent lead-in for the October discussion about the history of special effects that WMU professor Kelly Wittenberg will present.

Documentary and Donuts: *Gatsby in Connecticut*—September 15th—8 people attended

Attendees viewed a thought-provoking documentary and took a locally made donut home with them. The documentary of the month was *Gatsby in Connecticut*. After the viewing, attendees looked through an article about the Michigan connection to *The Great Gatsby*. This series will continue each month on the third Wednesday of the month.

Seed Saving 101 - September 22nd - 13 people attended

Bevin Cohen, author, herbalist, gardener, seed saver, and educator, presented a program on how to save seeds. This was a hands-on program, and he covered a variety of topics. He is an excellent speaker and he answered lots of questions. The following quotes were from the survey distributed at the program.

“Thank you! Very much appreciate this content being accessible and free.”

“This program was interactive, engaging. Bevin made things approachable.”

“Very informative in a fun and interesting way.”

“Enthusiastic, knowledgeable, articulate presenter.”

“Very informational and practically applicable.”

Celebrate Hispanic Heritage Month: Cuban Jazz with Nachito Herrera—September 24th—350 people attended

Portage District Library partnered with The Gilmore and other area organizations in welcoming Cuban-born pianist Nachito Herrera back to the area to perform in celebration of Hispanic Heritage Month! Herrera specializes in Cuban jazz and his music delighted the ears of attendees. Attendees could enjoy the concert in-person at Bronson Park on Friday, September 24, 2021 at 6:00 PM, or watch the livestream from the comfort of their home.

Youth Services Theme Weeks for September:

- Youth Staff Nancy Muffley created activities and a Take and Make for Space, including a planet match and scavenger hunt, magnet wall scenes, and a book display of the best books about the universe.

- Youth Staff Annette Wendt created activities on the theme, “Under the Sea”, including a glow-in-the-dark undersea display and animal shape activities.

- Youth Staff Kristy Zeluff and Laura Wright created activities around the theme, "All About You". They included an exploration of your senses, voting for your favorite food and color, and completing a time capsule about their current selves.

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

- During the month of September, the Creation Station had 40 bookings. Quite a few of these bookings were multiples for the same patron, as several patrons had large projects to do that required more than one session. During the second full month that the Creation Station was open, we saw people begin to use some different features that are offered. While patrons were still digitizing slides and VHS cassettes, we had patrons digitizing audio cassettes and beginning to use Creative Cloud software to edit photos.

One patron brought in 200 photos that she digitized and then made into a movie for her daughter's upcoming birthday. Another patron was concerned about her grandson as he had recently lost his brother. She digitized some old VHS tapes of the boys when they were little to send to him as he is in his first year at college. One other patron was able to bring in his Hi8 projector and digitize old Hi8 tapes.

"Thank you so much! I can't wait to show this to my daughter."

"You can do that?" (In response to letting a patron know that she can digitize her old VHS tape. "That is fantastic! Yes, I would like to set up an appointment!"

Develop more instructional programming for adult patrons

- Please see programing highlights above. Adult Services Librarian Katharyn Haas pursued and received a donation from the Library of Michigan to start a Workforce Development Collection here at the library. This collection currently includes 22 carefully selected titles highlighting relevant topics.

Create programming that promotes interactive learning

- The ongoing cookbook club allows patrons to share recipes and teach each other.

- The library hosted two seed saving programs to help promote the PDL Seed Library.

- Youth Staff Andrea Smalley led the 4th-6th Grade Virtual Book Club in a comparison of "Iron Trial" by Holly Black and "Tuesdays at the Castle" by Jessica Day George. The game this month was "Minute to Win It".

- Teen Services Librarian Olivia Pennebaker hosted virtual editions of Teen LGBTQ+ Meet-Up and Agents of Kindness: 6th-12th grade.

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

- Library Staff created 19 videos in the third quarter.

Create methods to expand the reach of our Digital Literacy (computer education) programs

- STEAM Librarian Jane Fleming has been instructing patrons at appointments for the Creation Station.

Build programming and services that will reach groups at diverse levels

- Youth Staff Andrea Smalley created a Bookmark Contest. There were over 100 entries, including a full classroom from Portage Public Schools. The librarians are struggling to choose winners.

- The outdoor, in-person storytimes are growing steadily and attendance numbers remain manageable. The youth team made the decision to avoid advertising these storytimes, and that has kept our groups relatively small, compared to our in-person storytimes in the Before Times. If patrons ask about storytimes, our staff has been directed to get their contact information and forward it to Kristy Z., who then makes contact and establishes their schedule for storytime.

As of this writing, thirty-seven different families have participated in outdoor, in-person storytime. We rotate two different groups. Attendance averages between 17 and 25 people. Additional reaffirming anecdote: a "Before Times" regular storytime Mom and former teacher expressed her appreciation for our in-person storytimes. Her youngest child has some language delays, and she said that her child has been mimicking our storytime activities, which is a new and exciting development.

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

- We posted Tuesday tips highlighting our Weiss Database of financial information and it's easy to understand ABC stock rating system, and our Overdrive magazines subscriptions, focusing specifically on the business and personal finance titles that we have access to through that service.

- This month, Cataloger Abigail Pylar trained Youth Staff on creating and maintaining booklists as part of our book catalog. This is done using a local subject heading so that searches can be tailored and become a live curated booklist.

- Teen Services Librarian Olivia Pennebaker created a display to commemorate Hispanic Heritage Month

Ends Statement #3

Be a leader in strengthening our community.

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

Project Updates:

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

- Youth Staff Andrea Smalley and Laura Wright, and PDL Board Member Jeanne Friedman cohosted the first Portage Northern High School Book Buddies Meeting this year. The 35 high school attendees signed up to be pen pals with area elementary students, design and construct displays for Dinovember, and host a "Books and Treats" event with Library staff.

- Youth Staff Andrea Smalley attended the Great Start Collaborative Quarterly Meeting. She also attended the KRESA rep meeting to discuss Indigenous/Native programming.

- Youth Staff Kristy Zeluff travelled to the W.K. Kellogg Bird Sanctuary, the Air Zoo, and made a fort at her house as part of her virtual storytimes this month. Reaffirming anecdote: this last weekend, an attendee expressed her appreciation for the ongoing virtual storytimes, as she is a working Mom and there is no other way for her to "attend" storytime with her son. She said that she tells all her friends in the Allegan area to watch our videos.

- Adult Services Librarian Katharyn Haas and Teen Services Librarian Olivia Pennebaker met with members of the CommuniTeen Read Committee, to plan a March visit from Dashka Slater, the New York Times Best Selling author of "The 57 Bus: A True Story of Two Teenagers and the Crime that Changed Their Lives."

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

- From the previous school year, there are 641 non-returning k-11 students, and 620 non-returning 12th grade students. An additional 631 students are new to the district. We will be purging the non-returning student memberships.

Update the Library Website

- The website is nearing completion. We have moved what we have created so far to a new server and are implementing backup and security protocols before we launch.

Ends Statement #4

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

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

Project Updates:

Displays and use of space to showcase local arts and organizations

- Adult Services Librarian Katharyn Haas featured the library's poster exhibit recognizing the 20th anniversary of September 11, 2001, with a special post on Facebook that shared a link to oral histories about the tragedy.

Local Historian Steve Rossio spent considerable time on two projects during the month of September:

1) The Documentation of Westnedge Project

Steve has gone back through previously documented areas, redocumenting the changes that have occurred over the past year. These include re-photographing the old Baby's R Us (now new Bob's Furniture Store), the old Toy's R Us (now Big Lots), the Subway (now demolished), the bank (now demolished), the old Krispy Kreme/Vitamin Store (now Panera), the old Panera (now vacant), etc.

2) Postcard Collection

Steve has been documenting the extensive Heritage Room postcard collection. Documentation includes creating an extensive accession sheet; scanning the cards, both front and back; preparing the cards for placement on-line by researching the location depicted on the cards along with any other pertinent information contained therein.

Other Heritage Room activities include continued weeding in preparation for moving back to the new/old building; continued work on the 100th Anniversary of Portage School's trail walk signage; and extensive time in the building planning meetings working on the design of the Heritage Room.

1) Book Purchases

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

Topics acquired include: Michigan Native Americans, Slavery, General Michigan History, and 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 pare 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. Project is projected to be on schedule. Additional shelving has been ordered and we are finalizing furniture items to be purchased and installed in the newly remodeled library.

Professional Development (Develop a schedule, conduct employee training and certification in topics such as employee benefits, emergency procedures, safety/first aid, equipment use)

- Seventeen library staff members and board of Trustees were registered to attend this year’s Michigan Library Association’s virtual conference on October 13 and October 14.

Systems Administrator Updates:

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

- 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.
- Testing the disabling risky protocols for authentication: Non-Oauth 2.0 protocols.

Software Patching: Ninite Pro –

- Renewed Ninite Pro. Added Adobe Products to the update matrix of third party products.

DNS and Filtering: OpenDNS Umbrella –

- Testing Umbrella Configuration for JAMF MDM:
- Testing assignments of a non-removable profile for potential device circulation.

Integrated Library System: SirsiDynix Symphony

- Continue to evaluate Symphony new features and bug fixes in the 3.70 upgrade.
- Planning Automatic Renewal, Material Overdue/Lost Process and Unique Management Integration.
- Implemented fine free configuration services with SirsiDynix
- Implementing fine-free: Notices and Automatic Renewals are being scheduled for Sure Sailing Assistance from SirsiDynix.
- SMS Messaging is enabled for our SirsiDynix system and we are testing notices and messaging.

- Enabled checkout history with strictly as an opt-in model. Need to setup Circulation rules to begin collecting checkout history.
- Added of Patron Information in our BlueCloud Analytics solution.

Integrated Library System: SirsiDynix Symphony Enterprise

- The library is continuing to review ProPay as a potential replacement for PayPal for fine and fee payment at the library.
- Propay is also compliant with BlueCloud mobile.
- Evaluating and reviewing the feature set for an upgrade to Enterprise 5.1.0.

Integrated Library System: SirsiDynix Web Services

- Reviewing web services changes for potential Circulation History Display. Reviewing performance and maintenance processes.

Integrated Library System: SirsiDynix BlueCloud Mobile

- BlueCloud Mobile is currently available for patrons to use.
- Updated barcode symbology for scanning library cards
- Updated Linked accounts for multiple membership households
- Integrated digital collection from overdrive. Next version will support Libby integration.
- Reviewed Curbside option but not implemented due to necessary changes to the process.
- Reviewing LinkedIn Learning and Kanopy options.

Temporary Location Move - SEPTEMBER ACTIVITIES

- Worked with Aunalytics to transition our hosted private cloud network to new more manageable version of our private cloud.
- Worked to fix printing issues relative to the with Windows Print Nightmare fix.
- Continued working with Janelle Morgan, Elite Funds to complete required documents for ECF and USF funding.
- Migrated new website to BlueHost
 - Working on setting up CNAME records to handle the variety of domain names that the Portage District Library owns.
 - 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.
 - Monthly process around 100 new students and 50 students removed.
 - 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.
- Repaired the Library Document Station ADF feeder.
- 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

Portage District Library ** PDL Mobile Updates**

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

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

- Head of Technical Services Abby Pylar will continue to monitor the reports on Collection HQ to see their completion by collection managers.
- 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 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.
- Head of Technical Services Abby Pylar has been setting up meetings with staff members to begin coordinating plans and strategies for the move back into the new building.
- Head of Technical Services Abby Pylar has started placing series labels on the spines of books in order to help patrons better find materials, staff members shelve materials, and collection managers order materials.

Adult Services Professional Development Highlights:

September 7 – September 16: Took a course on Premiere Rush

September 14 - Connecting Michigan Taskforce Virtual Listening Tour—Connected Nation Michigan

September 20 - Webinar: Engineering Design Process – NASA

September 29 - Ingram Webinar

September 29 - Exploring Intersectionality—Michigan Alliance for Cultural Accessibility

September 30 - Seed Library Summit

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
September 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 | \$ 15,291,792 |
| Expenditures | \$ 6,188,642 |

| Fund | 8/31/2021 | Changes | 9/30/2021 |
|-------------------------------|------------|---------|------------|
| General Reserve (13%) | \$ 704,878 | - | \$ 704,878 |
| Building Reserve | 50,000 | - | 50,000 |
| Benefits Reserve | 29,742 | - | 29,742 |
| Technology Reserve | 111,305 | - | 111,305 |
| Patio Feasibility Reserve | 4,700 | - | 4,700 |
| Bldg. Improvement Reserve | 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 September 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 September 2021

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

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

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

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

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

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

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

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

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

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

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.

September Marketing Highlights:

- Created a brochure with renderings to highlight the features of our ongoing building renovation project.
- Updated Book group flyers and brochures for the fall season.
- Participated in meetings regarding our new building project as we begin to finalize signage.
- Began training staff in how to use new equipment for hybrid programming.
- Created materials for a Seed Library outreach opportunity.
- Supported GeekFest by creating graphics and boosting Facebook posts.
- Working with IT to finalize our new website for site security and backups.

September Social Media Highlights:

Facebook

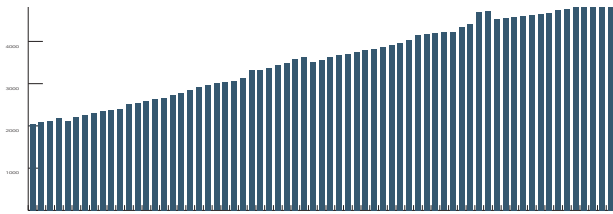
53 New Page Likes | 185 Post Shares | 1,649 Post Likes | 256 Comments | 546,957 Total Reach

Twitter

1,477 Tweet Impressions | 13 Likes | 1 Re-tweets | 402 Profile Visits | 2 Mentions | 3 New Followers

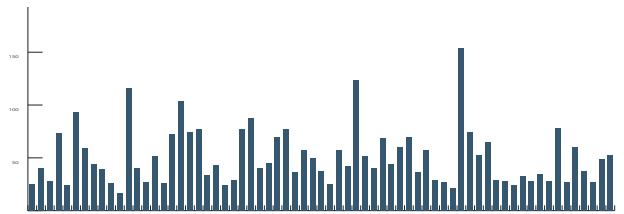
Facebook Stats 2016 - September 2021

Total Followers:



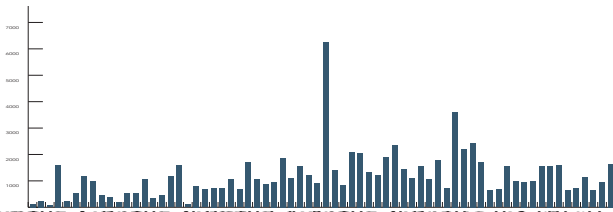
February 2016 2,052 September 2021 4,949

New Followers:



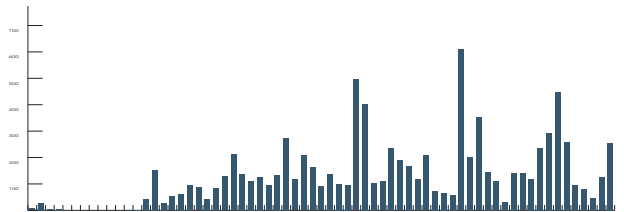
February 2016 25 September 2021 53

Likes:



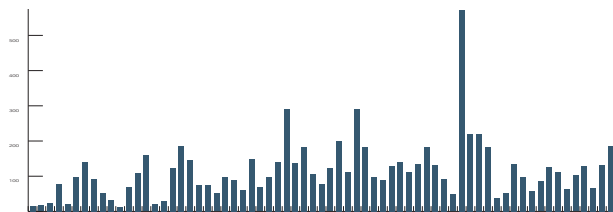
February 2016 124 September 2021 1,649

Comments:



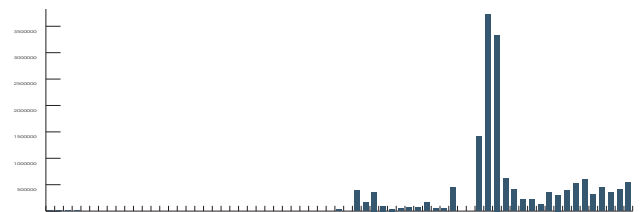
February 2016 7 September 2021 256

Shares:



February 2016 0 September 2021 185

Engagement:



February 2016 5,305 September 2021 546,957

Videos Created in September 2021

| Video Title | Department | Facebook Views | YouTube Views | Total Views |
|--|------------|----------------|---------------|-------------|
| 1 Family Storytime with Ms. Kristy // Mel Fell | Youth | 171 | 21 | 192 |
| 2 Creation Station: Premiere Rush | Adult | 172 | N/A | 172 |
| 3 Family Storytime with Ms. Kristy // The Darkest Dark | Youth | 233 | 15 | 248 |
| 4 Family Storytime with Ms. Kristy // Hocus Pocus, It's Fall! | Youth | 227 | 7 | 234 |
| 5 Michigan Author Spotlight: Jenn Carpenter and "The Cereal Killer Chronicles of Battle Creek" | Adult | N/A | 8 | 8 |
| | | | Total | 854 |

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

| | Month Statistics | | | YTD Statistics | | |
|----------------------------------|------------------|----------------|----------------|----------------|----------------|------------------|
| | Sep-21 | Sep-20 | CHANGE | 2021 | 2020 | CHANGE |
| Circulation/Collections | | | | | | |
| Total Library Circulation | 51,515 | 58,379 | -11.76% | 425,327 | 408,466 | 4.13% |
| Adult - Books | 11,772 | 13,453 | -12.50% | 94,087 | 85,649 | 9.85% |
| Adult - A/V | 2,724 | 3,413 | -20.19% | 19,320 | 23,748 | -18.65% |
| Youth - Books | 16,169 | 19,121 | -15.44% | 140,601 | 118,287 | 18.86% |
| Youth - A/V | 1,250 | 1,926 | -35.10% | 12,532 | 13,013 | -3.70% |
| Hot Picks | 1,103 | 2,016 | -45.29% | 7,904 | 14,139 | -44.10% |
| E-Material | 16,889 | 16,653 | 1.42% | 138,978 | 144,233 | -3.64% |
| ILL - PDL Requests | 679 | 802 | -15.34% | 5,684 | 4,440 | 28.02% |
| ILL - Other Lib. Requests | 929 | 995 | -6.63% | 6,221 | 4,957 | 25.50% |
| Self-Checkout Percentage | 56.21% | 54.14% | | 52.64% | 56.87% | |
| Total Library Collection | 179,663 | 188,811 | -4.85% | | | |
| Adult - Books | 77,045 | 86,647 | -11.08% | | | |
| Adult - A/V | 16,166 | 17,262 | -6.35% | | | |
| Youth - Books | 73,716 | 71,653 | 2.88% | | | |
| Youth - A/V | 8,745 | 9,287 | -5.84% | | | |
| Hot Picks | 3,991 | 3,962 | 0.73% | | | |
| Net Acquisitions | 628 | (375) | 267.47% | (3,851) | 228 | -1789.04% |
| Purchased - Books | 1,950 | 1,874 | 4.06% | 11,858 | 9,897 | 19.81% |
| Purchased - A/V | 251 | 163 | 53.99% | 1,961 | 2,210 | -11.27% |
| Donated - Books | 0 | 0 | 0.00% | 0 | 13 | -100.00% |
| Donated - A/V | 0 | 0 | 0.00% | 0 | 7 | -100.00% |
| Material Discarded | (1,573) | (2,412) | 34.78% | (17,670) | (11,899) | -48.50% |
| Total In-House Usage* | 0 | 0 | n/a | 0 | 384 | n/a |
| In-House Periodical Usage | 0 | 0 | n/a | 0 | 42 | n/a |
| In-House Book Usage | 0 | 0 | n/a | 0 | 342 | n/a |
| Patrons | | | | | | |
| Total Patrons | 52,606 | 49,241 | 6.83% | | | |
| Adult | 28,411 | 27,326 | 3.97% | | | |
| Youth | 5,978 | 6,320 | -5.41% | | | |
| Non-Resident | 369 | 376 | -1.86% | | | |
| Reciprocal | 6,479 | 6,368 | 1.74% | | | |
| Internet User | 980 | 835 | 17.37% | | | |
| PASS Users | 10,334 | 7,952 | 100.00% | | | |
| Professional | 55 | 64 | -14.06% | | | |
| Net Patrons | 784 | 8,084 | -90.30% | 2,374 | 8,932 | -73.42% |
| Adult | 99 | 89 | 11.24% | 637 | 790 | -19.37% |
| Youth | 8 | 13 | -38.46% | 125 | 215 | -41.86% |
| Non-Resident | 0 | 0 | 0.00% | 6 | 8 | -25.00% |
| Reciprocal | 20 | 16 | 25.00% | 106 | 175 | -39.43% |
| Internet User | 26 | 14 | 85.71% | 154 | 197 | -21.83% |
| PASS Users | 631 | 7,952 | 100.00% | 1,346 | 7,952 | -83.07% |
| 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: October 1, 2021
SUBJECT: Library Statistical Report - September 2021

| | Month Statistics | | | YTD Statistics | | |
|--|------------------|--------|---------|----------------|---------|----------|
| | Sep-21 | Sep-20 | CHANGE | 2021 | 2020 | CHANGE |
| Library Building Usage | | | | | | |
| Total Meeting Room Usage | 18 | 0 | #DIV/0! | 41 | 430 | -90.47% |
| Internal/Collaboration | 6 | 0 | #DIV/0! | 21 | 217 | -90.32% |
| External/Outside Usage | 12 | 0 | #DIV/0! | 20 | 213 | -90.61% |
| Total Program Audience | 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% |
| Total Number of Programs | 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% |
| Total Volunteer Hours | 77 | 0 | #DIV/0! | 404 | 1,004 | -59.76% |
| Adult | 15 | 0 | 100.00% | 28 | 274 | -89.78% |
| Youth | 0 | 0 | 0.00% | 0 | 191 | -100.00% |
| Technical | 18 | 0 | 100.00% | 79 | 155 | -49.03% |
| Circulation | 12 | 0 | 100.00% | 49 | 284 | -82.75% |
| Administration | 32 | 0 | 100.00% | 248 | 57 | 335.09% |
| Community Service | 0 | 0 | 100.00% | 0 | 43 | -100.00% |
| Total Front Door Traffic | 8,976 | 10,978 | -18.24% | 58,921 | 171,845 | -65.71% |
| Total Youth Services Traffic | 6,656 | 8,767 | -24.08% | 41,856 | 114,859 | -63.56% |
| Total Business Center Traffic | 0 | 0 | 0.00% | 34 | 6,335 | -99.46% |
| Information Access/Reference/Research | | | | | | |
| Total Reference Transactions | 6,064 | 8,834 | -31.36% | 62,401 | 54,040 | 15.47% |
| Adult Phone | 340 | 435 | -21.84% | 2,365 | 2,926 | -19.17% |
| Adult Ready Reference | 1,253 | 2,016 | -37.85% | 8,958 | 14,837 | -39.62% |
| Adult Reference | 108 | 152 | -28.95% | 762 | 1,209 | -36.97% |
| Youth Phone | 51 | 91 | -43.96% | 693 | 668 | 3.74% |
| Youth Ready Reference | 2,934 | 3,478 | -15.64% | 25,815 | 16,132 | 60.02% |
| Youth Reference | 292 | 329 | -11.25% | 2,401 | 2,931 | -18.08% |
| HR Phone | 7 | 5 | 40.00% | 94 | 58 | 62.07% |
| HR Ready Reference | 333 | 331 | 0.60% | 1,346 | 1,412 | -4.67% |
| HR Reference | 15 | 6 | 150.00% | 96 | 75 | 28.00% |
| Circ Phone | 285 | 461 | -38.18% | 7,122 | 4,263 | 67.07% |
| Circ Ready Reference | 336 | 1,214 | -72.32% | 7,619 | 8,244 | -7.58% |
| Circ Reference | 110 | 316 | -65.19% | 5,130 | 1,285 | 299.22% |
| Total Edutainment LAN Use | 0 | 0 | 0.00% | 0 | 966 | -100.00% |
| Total Internet Computer Use | 881 | 858 | 2.68% | 4,693 | 8,925 | -47.42% |
| Youth Computers | 1 | 23 | -95.65% | 72 | 592 | -87.84% |
| Adult Computers | 880 | 835 | 5.39% | 4,621 | 8,239 | -43.91% |
| Laptop Computer Circulated | 0 | 0 | 0.00% | 0 | 94 | -100.00% |
| Total Electronic Transactions | 39,097 | 47,305 | -17.35% | 364,892 | 412,073 | -11.45% |
| WebSite Hits | 28,843 | 34,116 | -15.46% | 267,649 | 300,267 | -10.86% |
| WebCatalog Sessions | 8,357 | 11,060 | -24.44% | 76,271 | 85,054 | -10.33% |
| Licensed Database Hits | 1,897 | 2,129 | -10.90% | 20,972 | 26,752 | -21.61% |

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

Christy Klien, Library Director

State of Michigan Budget Updates

September 23, 2021

Last week, legislative leadership and Governor Whitmer's administration issued a joint announcement that a budget deal had been finalized for the FY22 state budget. On Tuesday, Sept. 21, legislative leaders moved a massive \$50 billion spending plan out of a joint House-Senate conference committee that has shaped the FY22 general government omnibus budget. On Wednesday, Sept. 22, the House and Senate, in separate votes, gave quick approval to the spending plan. The Governor has indicated she will sign it in time for it to take effect for the new fiscal year, which begins Oct. 1. Linked here is the summary of the General Omnibus Conference Report which outlines the updates and changes to the General

Fund: https://www.house.mi.gov/hfa/PDF/Summaries/21s82s3cr1_General_Omnibus_Conference_Report.pdf

Libraries can expect the following:

- State Aid will be increasing by \$2M this year (Page 23) – for a total in FY22 of \$15,067,000
- \$100,000 was added for a Poet Laureate (page 24)
- \$800,000 was added for a new school/public library partnership pilot program (page 24); and
- \$4.2 M in federal ARPA funding (page 167)

A daunting document, the full budget is outlined in SB82 – concurred bills from the House and Senate: <http://www.legislature.mi.gov/documents/2021-2022/billconcurrent/Senate/pdf/2021-SCB-0082.pdf>

The Library of Michigan Budget on Page 102 includes 33 Full-time equated classified positions equaling \$4,935,600, MeL at 1 FTE at \$1,727,700, for a total gross appropriation of \$30,345,000. Federal revenues of \$5,614,000 and Library fees of \$300,000 account for a State general fund/general purpose budget of \$24,431,000.

On page 122, the language outlining the new \$800,000 Library pilot program is outlined.

This year the budget increase comes largely because of federal COVID funding, and also because state tax revenues exceeded projections earlier in the pandemic. It should be noted that upwards of \$10 billion more in federal COVID relief money still remains to be distributed and will be included in supplemental budgets to be approved later in the year.

Advocacy happens year-round! Your messages to our legislators over the years have resonated and we are thankful every time you contact your legislators by picking up the phone, writing a note, sharing an email, inviting them to read a story, hold their coffee hours at your library, and/or responding to an MLA call to action.

This year, our voices have been heard! Our advocacy efforts have paid off! We did it! Your membership in MLA helps make this happen!

Take time today – RIGHT THIS MINUTE to thank your Senator, your House Member, and the Governor. You can find your legislators and send an email using the button below. We've created a quick thank you template if you need it, but feel free to personalize and share your appreciation.

Call to Action - Contact Your Representatives to Oppose Legislation That Diverts Penal Fines

October 14, 2021

House Bills 4535 and 4536 were introduced earlier this year by Rep. Ken Borton, R-Gaylord. House Bill 4535 (HB 4535) would prohibit wheeled vehicles from driving on snowmobile trails between December 1 and April 1. House Bill 4536 (HB 4536) would direct the fines from these violations to be deposited into an account for the further maintenance of the snowmobile trails.

On Thursday, June 17, both bills passed out of the Committee on Natural Resources and Outdoor Recreation to the Michigan House of Representatives on a unanimous vote, despite MLA testimony in opposition. Today, the bills were read for a second time in the House and are headed to a vote next Tuesday, October 19. This is a Call to Action by MLA to oppose House Bill 4536.

Penal and civil fines, which are variable across each of our counties, along with state aid to libraries, are the only legislatively directed sources of revenue for libraries. Between 2016 and 2020, in counties in northern Michigan and the Upper Peninsula where snowmobiling is most prevalent, per capita penal fine rates have dropped by as much as 100% (Arenac, Bay, Kalkaska, Montmorency, Schoolcraft) with a median loss of 26.6%.

As fines are eliminated (i.e. legalization of recreational marijuana), or have changed drastically based on local enforcement (as we saw in 2019 in Mackinaw County), the identification and enforcement of new civil fines should be used to support the operational costs of public libraries as provided in the Michigan Constitution. We also know that the libraries in these areas are already inadequately funded, with many depending on penal fines as their main source of funding.

The Michigan Constitution directs fines imposed on people for breaking the law to go to support public libraries and MLA opposes HB 4536 because it diverts civil fines, even if they are new civil fines, away from local libraries.

Article VIII, sec. 9 of the Michigan Constitution states:

“The legislature shall provide by law for the establishment and support of public libraries which shall be available to all residents of the state under regulations adopted by the governing bodies thereof. All fines assessed and collected in the several counties, townships and cities for any breach of the penal laws shall be exclusively applied to the support of such public libraries, and county law libraries as provided by law.”

The passage of HB 4536 would hurt libraries, would ignore the intent of the Michigan Constitution, and would be opposed to the will of the people who enacted that Constitution.

MLA isn't against snowmobiling and it applauds Rep. Borton for introducing HB 4535 to preserve the trails and protect the economic good the trail system brings to northern Michigan. MLA's opposition is directed at HB 4536 as a new source of revenue to maintain the trails when the trail system already receives state appropriations and licensing fees for maintenance.

The passage of HB 4536 would hurt libraries, would ignore the intent of the Michigan Constitution, and would be opposed to the will of the people who enacted that Constitution.

We have a very short window to voice our opposition, please make sure to engage your staff, trustees and other library advocates. To make things easy, MLA has drafted a letter of opposition for your use, or better yet, we encourage you to make a personal call to your House member's office within the next two days. Click the button below to visit our website and email your representative today using our web form or use our "Call Your Representative" form for talking points and contact information - just enter your information and your Representative's name and phone number, plus suggested talking points will display on the screen. You can also add any relevant feedback from your call right in the form.

Contact your Michigan House member today to voice your opposition to HB 4536, remind them of the importance of penal fine revenue to libraries and that the Michigan Constitution states that penal fines should be used exclusively for libraries, and ask them to oppose HB 4536. Thank you in advance for taking action for Michigan Libraries.

We encourage you to send an email or make a personal phone call to your Michigan House member to voice your opposition to HB 4536, remind them of the importance of penal fine revenue to libraries, and that the Michigan Constitution states that penal fines should be used exclusively for libraries, and ask them to oppose HB 4536. MLA has provided a template email and talking points (links below) if you decide to make a personal phone call.

PORTAGE DISTRICT LIBRARY**COMMUNICATION**

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 19, 2021
Subject: Upcoming Library Board linkage opportunities in November and December 2021

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.

| Date | Time | Activity or Program Description |
|-----------------------------|-------------|---|
| 11/1 | ALL MONTH | Cookbook Club Challenge: Grist |
| Fridays | 9:00 AM | Family Online Storytime with Ms. Kristy |
| 11/3, 12/1 | 6:00 PM | 4th-6th Grade Book Club (Virtual) |
| 11/4, 11/18, 12/2, 12/16 | 9:00 AM | Muffins and the Market |
| Mondays | ALL DAY | Youth Book Bundles |
| 11/9 | 3:30 PM | Teen LGBTQ+ Online Meet-UP |
| 11/10 | 6:30 PM | Virtual Cooking Demo with Chef Abra Berens |
| 11/11 | 7:00 PM | International Mystery Book Discussion: "Dijinn Patrol on the Purple Line" |
| 11/16 | 10:30 AM | Open for Discussion: "Hidden Valley Road" |
| 11/16 | 7:00 PM | Intro to 3D Design and Printing: Part 1 |
| 11/17 | 6:30 PM | Documentary and Donuts: " The Russian Five" |
| 11/18 | 9:00 AM | Kids in the Kitchen: with Junior Chef Gianna Key |
| 11/18 | 6:30 PM | Zumba Kids® International Dance Party |
| 11/23 | 7:00 PM | Intro to 3D Design and Printing: Part 2 |
| 11/23, 12/28 | 7:00 PM | Purl for Portage: A Virtual Yarn Arts Club |
| 11/30 | 6:30 PM | The Legacy and Memory of Emmett Louis Till |
| 12/7 | 6:00 PM | Be More Yoda: Star Wars-Inspired Yoga and Mindfulness |
| 12/9 | 6:00 PM | Tasty Travels: a Virtual Adventure |

PORTAGE DISTRICT LIBRARY COMMUNICATION

To: Portage District Library Board
From: Christy Klien, Library Director and Rob Foti, Business Manager
Date: October 20, 2021
Subject: Proposed Non-Resident Fee for Fiscal Year 2022

BACKGROUND:

For many years, the library has extended library borrowing privileges to non-residents by providing an opportunity for them to get a library card by paying an annual fee that is comparable to what the average resident taxpayer would pay through tax assessment for library service. This is a reasonable approach to resource sharing by a tax supported public library and is a practice followed by many libraries. We have also always complied with Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, which states that a Non-Resident Fee...

“May not exceed the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.”

The current Library Board approved formula for calculating the library’s Non-Resident Fee is:

Tax revenue generated by the taxable value of the average residential property in the Library taxing jurisdiction.

CALCULATION:

Using this formula, we have determined that the library’s Non-Resident Fee for 2022 would be:

The current number of **residential parcels** in the Library’s jurisdiction is 18,908. The total taxable value for all residential property is 1,737,201,656. Therefore, the average taxable value of a residential parcel of property in the Library’s area would be 91,877. That means that tax revenue generated per average parcel in the coming year at the Headlee reduced millage rate of 1.9945 mils will be \$183.00.

This is a \$7.00 increase in the library’s Non-Resident Fee from Fiscal Year 2021 which was \$176.00.

RECOMMENDATION:

It is recommended that the Library Board approve a 2022 Non-Resident Fee for the Portage District Library in the amount of \$183.00.

PORTAGE DISTRICT LIBRARY

Resident / Non-Resident Membership Policy

I. Definition of the Portage District Library Service Area Boundaries

The service area of the Portage District Library is property located within the City of Portage or the portions of the Portage Public School District located in Texas Township and Pavilion Township. Only those who reside within or own property or businesses within these boundaries are entitled to free membership.

NOTE: Those who reside within or own property or businesses in the portion of the Portage Public School District located within the City of Kalamazoo are served by the Kalamazoo Public Library.

II. Who is able to get a free membership?

- A. Any person who resides within the Portage District Library service area.
- B. Any person who pays real or personal property tax on property located within the Portage District Library service area.
- C. Any business and/or institution located within the Portage Library District service area may be issued a library card in the name of that business or institution. See Section V, part D of this policy for more details.
- D. Any person who is a resident member of a library district that has established a reciprocal borrowing agreement with the Portage District Library can have a free, limited use membership. See the Reciprocal Borrowing Policy for additional membership requirements.
- E. Any student registered with the Portage Public Schools and whose parent or legal guardian has agreed to participation in the Portage District Library/Portage Public Schools Student Library Card Program.
- F. Any person who can document that they are an educator at an educational institution that is located with the Portage District Library service area and would not otherwise qualify for any free membership type. See Section V, part E of this policy for more details.

NOTE: Businesses outside of the Portage District Library service area are not eligible for reciprocal memberships.

III. Non-Resident Memberships

Any person, business or institution that does not fit into one of the above categories must pay a non-resident fee for library service. The non-resident membership is good for one year from date of issuance and entitles the member to all services of Portage District Library. Shorter term prorated non-resident memberships may be offered.

The “Cost of Service” is calculated based on the average taxable value per residential parcel within the service area of the Portage District Library. As required by Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, the fee may not exceed “the cost incurred

by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.” This cost figure is re-calculated annually and reported to the Library Board.

NOTE: The non-resident fee for patrons 62 yrs. and older is 50% of the standard non-resident fee charged to people who reside outside of the Portage District Library service area.

IV. Required Documentation for Establishing a Membership

The appropriate type of library membership for any person will be issued only upon verified identification and proof of current residential address for the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements addressed below. One of the following items of identification is required to establish a membership:

1. Valid Driver’s License
2. Valid State Identification Card
3. Valid Kalamazoo County ID Card
4. Valid Passport
5. Valid Military ID
6. Valid School ID with Photo

If the current residential address is not listed as part of the identification presented, a secondary document that includes a current residential address is also required to establish membership. The secondary document must be in the name of the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements detailed below. In order of preference, one of the following documents is required for proof of current residential address when the current residence is not listed on the identification presented to establish membership:

1. Valid Voter’s Registration Card
2. Current property tax bill or receipt
3. Current utility bill for water/sewer or gas/electric services
4. Registered Land Contract
5. Current Lease Agreement
6. Current vehicle registration

V. Special Circumstances & Other Membership Types

- A. In the case of children under the age of 18 who are unable to show identification or proof of current residential address and are not accompanied by a parent or documented legal guardian, an alternative form of registration will be offered that will require the

membership card to be mailed as proof of residence. The mailing also serves as notification to the responsible party that a membership card has been issued.

- B. For those individuals seeking membership who may live in alternative living situations, such as shelters, temporary housing, group homes, transitional housing or care facilities, there may be other options for registration and/or proof of residence. Memberships may be limited in duration and/or limited in amount or type of material that can be checked out for those who are unable to provide the requested residency documentation.
- C. Memberships are not available to those who are visiting the Portage District Library service area. However, internet guest passes are available to anyone who can show appropriate identification. See the Internet Usage Policy for additional information and restrictions.
- D. Businesses or institutions within the Portage District Library service area that would like to take advantage of the opportunity for membership require additional proof of operation within the library district, proof of ownership, or documented authorization from the business or institution. These memberships can only be established by the business owner, institutional director or their documented designee. These types of memberships are only processed by specific library personnel, not through typical individual member registration processes. Due to the variety of business and institution types, contact the Library for specific information regarding the additional requirements.
- E. Individuals who can provide written documentation that they are working as an educator at an educational institution within the Portage District Library service area and would not otherwise qualify for any free membership type can be provided with a membership free of charge. Appropriate documentation should come in the form of a letter provided by their employer and must be provided annually upon the expiration of the membership to continue the membership. This type of membership is not intended for personal use, but to provide access to library collections for use in support of curriculum and other educational endeavors that impact students in the Portage District Library service area.

VI. Membership Responsibilities and Privacy

- A. Once a membership has been established, the person, business or institution in whose name the membership is opened is responsible for any use or misuse of the membership, including, but not limited to, fines, losses or fees assessed against the account. In the case of minor children, the parent or documented legal guardian is the responsible party. In the case of a business or institution, the owner, director, or their designee will be the responsible party. Lost or stolen membership cards should be reported immediately. See the Fines & Fees/Usage Policy or the Internet Usage Policy for additional information.
- B. In accordance with the Michigan Library Privacy Act, all library records must be kept confidential. Information contained within library records will only be divulged in person to the member showing valid identification, the card holder, the person liable for payment and return of library materials, or as required by law via a court order. See the Library Privacy & Search Warrant Policy for additional information.

PORTAGE DISTRICT LIBRARY

Investment Policy

1. STATEMENT of PURPOSE

It is the policy of the *Portage District Library* to invest its funds in a manner that will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of the *Portage District Library* and complying with all state statutes governing the investment of public funds.

2. SCOPE of POLICY

This investment policy applies to all financial assets of the *Portage District Library*. These assets are accounted for in the various funds of the *Portage District Library* and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the *Portage District Library*.

3. INVESTMENT OBJECTIVES

In priority order, the primary objectives of the *Portage District Library's* investment activities shall be:

- A. *Safety*: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. *Diversification*: The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- C. *Liquidity*: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- D. *Return of Investment*: The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow from characteristics of the portfolio.

4. DELEGATION of AUTHORITY to MAKE INVESTMENTS

Authority to manage the investment program is derived from MCL 397.182 and by Resolution of the *Portage District Library Board* (See attached). Management responsibility for the investment program is hereby delegated to the *Portage District Library Director* who shall establish written procedures and internal controls for the operation of the investment program consistent with this Investment Policy. Procedures shall include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/ depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the *Portage District Library Director*. The Library Director shall be responsible for all

Investment Policy

transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

5. AUTHORIZED INVESTMENT INSTRUMENTS

The *Portage District Library* funds shall be invested only in the manner permitted under Act No. 20 of the Public Acts of 1943, as amended, and may include any of the following:

- a) Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.
- b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, as defined in MCLA 129.91 (4) provided that the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of the state of Michigan or the United States.
- c) Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- d) Repurchase agreements consisting of instruments listed in subdivision (a).
- e) Bankers' acceptance of United States banks.
- f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- g) Mutual funds registered under the Investment Company Act of 1940, Title I of Chapter 686, 54 Stat. 789. 15 USC 80a-1 to 80a-3, and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. A securities net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA7, MCL 124.501 to 124.512.
- i) Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.
- j) Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

6. SAFEKEEPING and CUSTODY

Investment Policy

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the *Portage District Library* shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the *Portage District Library Director* and evidenced by safekeeping receipts as determined by the *Portage District Library Director* (or designee of the Library Director).

7. STANDARD of PRUDENCE

The *Portage District Library Director* shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived. The Standard of Prudence to be used shall be the “fiduciary” standard and shall be applied in context of managing an overall portfolio.

8. STATEMENT of ETHICS

The *Portage District Library Director* shall refrain from personal business activity that could conflict with the proper execution and management of library investments, or that could impair the *Portage District Library Director’s* ability to make impartial investment decisions.

9. INVESTMENT ACTIVITY REPORT

The *Portage District Library Director* shall annually, in October, provide a written report to the Library Board concerning the investment of *Portage District Library* funds. The *Portage District Library* shall comply with all applicable statutory standards for investment of public funds as they now exist or as they may be subsequently amended. Any provision of this resolution that conflicts with applicable statutory requirements and standards is void.

Investment Listing

All funds received are deposited into the Library's Fifth Third Checking Account. The checking account is a Sweep Account and all funds in excess of \$25,000 in the Library's checking account at the end of business day are swept into a higher interest-earning investment option. This would typically be a money market account.

The Library continually reviews its cash flow needs, based on budget distribution, planned projects and any other known information that may help to determine when cash is needed. Based on that information, excess funds are invested in higher interest earning investment options other than the Sweep Account. The following is a list of bank accounts and investments that the library has funds invested in:

| Type | Issuer | Amount | Maturity Date | Interest Rate |
|-------------------------|----------------------------------|-------------|---------------|---------------|
| Checking/Sweep Acct | Fifth Third Bank | Variable | Liquid | 0.15% |
| Payroll Acct | Fifth Third Bank | \$ 0.00 | Liquid | 0.00% |
| Flex Checking | Fifth Third Bank | Variable | Liquid | 0.00% |
| HRA Checking | Fifth Third Bank | Variable | Liquid | 0.00% |
| Cash | UBS | \$1,126,592 | Liquid | Variable |
| CD | Wells Fargo Bank | \$250,000 | 6/10/2022 | 2.50% |
| CD | Upper Peninsula Bank of Escanaba | \$240,000 | 12/27/2024 | 1.75% |
| CD | JPMorgan Chase | \$300,000 | 9/15/2025 | 0.30% |
| U.S. Gov't Bonds | Federated Farm Credit Bank | \$250,000 | 11/4/2021 | 0.44% |
| U.S. Gov't Bonds | Federated Farm Credit Bank | \$500,000 | 4/28/2021 | 0.72% |
| U.S. Gov't Bonds | Federated Farm Credit Bank | \$300,000 | 8/25/2025 | 0.61% |
| U.S. Gov't Bonds | Federated Farm Credit Bank | \$500,000 | 5/4/2026 | 1.00% |
| U.S. Gov't Bonds | Federated Home Loan Bank | \$1,000,000 | 5/26/2021 | 0.50% |
| U.S. Gov't Bonds | Federated Home Loan Bank | \$250,000 | 7/15/2026 | 0.50% |
| Asset Backed Securities | FNMA | \$260,000 | 3/01/2024 | 0.61% |
| GovMic (Bond Proceeds) | Various (Managed) | \$6,862,797 | Liquid | Variable |

To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 21, 2021
Subject: Circulation Policy

BACKGROUND:

At the December 2019 Library Board meeting, the Board requested to have a discussion about going fine free at the Portage District Library. The Kalamazoo Public Library and other libraries are changing their borrowing policies to the fine free model and trustees were interested to learn more about that trend and how going fine free would impact our organization and community. At the February 24, 2020 and September 28, 2020 board meetings, library staff provided information about fines and its impact at Portage District Library, as well as information about why many libraries have made the decision to eliminate fines.

At the September 28, 2020 Library Board meeting, trustees requested that we present a revised policy that would reflect a fine free model. In consultation with our library attorney, we drafted a new policy that contained fine free language and rearranged policy language as recommended. In addition to the fine free language, we also included our upcoming Creation Station's GoPro kits that we plan to circulate in the near future.

At the October 26, 2020 Library Board meeting, trustees approved the new Circulation Policy and to be effective on January 1, 2021. Due to a number of issues related to the pandemic, the library's move to a temporary location, and needed upgrades to SirsiDynix, the Circulation Policy was not put into effect. Library Staff have had time to get all of the background infrastructure ready for this change. The Circulation Policy has been revised to meet the library's current collection and needs.

RECOMMENDATION:

I recommend that the Library Board approve the revised Circulation Policy and make the fine free changes effective January 1, 2022 to allow for notification and education of our patrons.

PORTAGE DISTRICT LIBRARY

CIRCULATION POLICY

SERVICES & USAGE:

Subscription Services

The Library offers many premium services, such as interlibrary loan, Homebound Services, mobile hot spots, Favorite Authors, online learning resources, and various downloadable and streaming services. Due to cost and/or contractual obligations, reciprocal members are excluded from premium services, though they may have access to similar services through their home library.

Circulation Limits

- All members are limited to 15 non-Hot Pick DVD's on their account at one time.
- Members are limited to 5 items from each type of Hot Pick material (books, movies, games) on their account at one time. Reciprocal members are prohibited from checking out Hot Pick materials.
- All members are limited to 2 special collection kits per type on their account at one time. This includes, but is not limited to Book Discussion Bags and Resource Kits. Similar limits may be set for other special collection kits.
- Members are limited to 1 piece of equipment per type on their account at one time. This includes, but is not limited to, laptops, mobile hot spots, GoPros, telescopes, or Playaway Launch Pads and other types of equipment. Reciprocal members are prohibited from checking out certain types of equipment such as mobile hot spots and GoPros.
- Members who are under the age of 18 years old are prohibited from checking out rated "R" movies or laptops.
- Reference collections are for library use only.

Holds & Renewals

- All members may place up to 25 items on hold at one time.
- Items in Hot Pick collections cannot be put on hold.
- Telescope kits can be booked in advance through the Adult Information Desk, but cannot be placed on hold.
- Two renewals are allowed for items that are not in demand. The renewal period is the same length as the original checkout period. The following types of items cannot be renewed: Hot Picks, mobile hot spots, GoPro kits, telescopes, Book Discussion bags, and items on hold for another member.

Additional Requirements

Borrowers are required to provide a photo ID to check out certain equipment, including but not limited to the following: laptop computer kits, telescope kits, GoPro kits and mobile hot spot kits. Loss or damage of the equipment or accessories will result in charges for repair or replacement either for the entire kit or per each lost or damaged piece based on availability.

Laptop computer kits are for use **within the library only** for a loan period of two hours. Borrowers must remain in the library with the laptop. Removal of laptop computers from the library building will be considered theft.

FINES & FEES:

1. Overdue Fines

- A. The Library will not charge any daily fines for overdue material.
- B. The patron is responsible for understanding when checked out material is due to be returned to the Library. Checked out material may be subject to renewals according to Library policy. However, there is no guarantee of renewals.
- C. Checked out material that is not returned within 28 days of the due date (or subsequent renewal dates) will be considered to be Lost Material by the Library and the Lost Item fees and regulations will apply.
- D. Although the Library will use its best efforts to notify you of the overdue material or equipment, the Library does not guarantee notice and failure to receive notice will not prevent the material or equipment from being considered Lost Items.

2. Lost or Damaged Item Fees and Regulations

- A. With the exception of magazines, lost or damaged material owned by the Library is charged at replacement/retail value plus a processing fee for making an item shelf-ready. A default price of \$20.00 will be used as the replacement cost if no retail value is available. Lost or damaged magazines will only be charged a replacement fee of \$5.00. Incidental damage to library material caused by normal use will be repaired without charge.
- B. Non-returned, lost, or damaged material borrowed through MeLCat will be charged in accordance with MeL Policy, as set by the Library of Michigan, and then billed to the borrowing member. Once the Library pays the lending institution for non-returned, lost, or damaged interlibrary loan material, the borrowing member is responsible for the replacement cost, regardless of the item being returned.
- C. Media formats, such as a DVD, CD, console game disc, or Playaway, that are returned without their library case and/or accompanying graphics or booklets will be assessed a replacement fee of \$5.00.
- D. All lost or damaged pieces from kits will be charged at replacement/retail value or \$10.00 if no retail value is available. Total replacement of the kit may be charged if lost or damaged pieces are not replaceable and required for intended use of the kit.
- E. Accounts that have been billed for lost or damaged material will be blocked from use until the lost material is returned or the lost or damaged material is paid for. Refunds will not be given for lost material that has been paid for, regardless if the material is returned to the collection.
- F. Accounts that have been billed for \$25.00 or more in lost or damaged material and remain unresolved or unpaid for more than 28 days may be referred to a collections agency, but not reported to a credit bureau. Once an account has been sent to collections, a non-refundable fee equal to the collections service fee charged to the Library will be assessed to the account.

3. Returned Check Fee

There is a fee for any returned checks written to the Portage District Library. The fee shall be assessed in the exact amount which the Library is charged by its current Bank for the processing of such items.

4. Photocopy /Printout/Faxing/Scanning Fees

A fee of 10¢ per printed side of a page will be charged for greyscale photocopies and printouts. A fee of 75¢ per printed side of a page will be charged for color printouts. Faxing will be charged \$1.00 for each page scanned to FAX. No charge will be assessed for scanning pages to email or electronic storage.

PORTAGE DISTRICT LIBRARY
Library Director's Personal Goals for Fiscal Year 2021

| Goals Description | Measurement Criteria |
|--|---|
| <p>GOAL 1: Work with the library's building project team of professionals to provide services from a temporary location and complete the library building's expansion and remodeling project by May 2022.</p> <p>A. Conduct regular scheduled meetings with the architect and construction management firm to keep up-to-date and on track. B. Develop a plan to move to temporary location and provide services from a new location for a year. C. Communicate regularly with community to provide project updates.</p> | <ul style="list-style-type: none"> • Library Services are provided from a temporary location • Building project is complete by May 2022. • Monthly updates are given to the Board and community. <hr/> <p style="text-align: center;">End of Year Accomplishments</p> <p>Weekly meetings are held with the Construction Manager and architect team to provide updates and handle items that arise. The project is on track to meet our target date. The move to the temporary location experienced some setbacks, but we overcame the issues and were able to open to the public and offer a safe and inviting temporary location. The move was a herculean effort on the part of PDL staff. They were amazing. Regular updates were communicated with the community regarding our move, COVID protocols, and building project updates.</p> |
| <p>GOAL 2: Create a staffing plan for the library.</p> <p>A. Conduct meetings with department heads to discuss library's current and future staffing needs. B. Develop a plan for staffing that meets the needs of the library and community. C. Incorporate funding into FY2022 & FY2023 Budget Proposals.</p> | <ul style="list-style-type: none"> • A staffing plan is developed. • Proposed Budgets reflect staffing plan recommendations <hr/> <p style="text-align: center;">End of Year Accomplishments</p> <p>Meetings have been conducted with administrators to discuss global staffing needs and the FY2022 Budget reflected those changes. We have begun hiring individuals for some of the identified areas of need.</p> |
| <p>GOAL 3: To be involved in professional organizations in 2021.</p> <p>A. Participation in Professional Organizations: I will continue my professional leadership involvement as follows: 1. Michigan Library Association - I will continue my MLA membership in 2021 and participate in professional development opportunities throughout the year. 2. Library of Michigan Directors Meetings and other Public Library Directors Groups - I will attend meetings with public library directors when possible.</p> | <ul style="list-style-type: none"> • ALA, PLA, and MLA memberships are current • Participate in Library Directors Groups at the local and state level. <hr/> <p style="text-align: center;">End of Year Accomplishments</p> <p>I am participating in the Library of Michigan Directors meetings throughout the year and found those meetings to be invaluable. I will be attending the MLA's virtual conference in October and the Think Space training in December and May. My memberships to the professional organizations are current.</p> |

| | |
|--|--|
| 3. American Library Association/Public Library Association - I will continue my ALA/PLA memberships in 2021 and participate in professional development opportunities throughout the year. | |
| | |

To: Portage District Library Board
From: Michele Behr, Library Board Chair
Date: October 21, 2021
Subject: Update on the Library Director's 2021 Evaluation Process

Following a discussion at the September 27, 2021 board meeting, it was decided that the same forms from previous years would be used for the 2021 Library Director's evaluation. Each trustee should complete the evaluation form based on their own assessment of the Library Director's accomplishments and performance in relation to her personal goals and the 2021 Ends Statements. The completed forms will need to be returned to Library Board Chair Michele Behr (electronically or in paper form) by Monday, November 15, 2021. Library Director Klien will present her Director's Goals update at the October 25, 2021 meeting and trustees will receive the evaluation forms following the meeting.

The Board Personnel Committee (Behr, VanderVries, Friedman) will set their meeting after the evaluation deadline to review the responses and develop a recommendation to the Library Board for the Library Director's compensation in 2022. The Board Chair will then meet with the Library Director for her evaluation.

The Board Personnel Committee will present the 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?
- Consider that the success of the library is the evaluation

Quarterly Statistics for Strategic Plan 2018-2022

Ends Statement #1

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

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

Projects:

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

| Target | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter | Year to Date | 2021 Target | % of Target |
|---|-------------------------|-------------------------|-------------------------|-------------------------|------------------|-----------------|------------------|
| 75 % patrons responded that they learned something in a guided learning event | - | - | - | | - | 75% | - |
| 50% of programs offered will provide guided learning activities (Adult/Youth) | A 64% Y 79% | A 64% Y 60% | A 63% Y 69% | | A 64% Y 69.5% | A 50% Y 50 % | A 128% Y 139% |
| 20% increase of hits of online learning tools | 277% | 277% | 284% | | 284% | 20% | 140% |
| Implement 12 software/devices that allow people to create and learn | 2 | 2 | 8 | | 12 | 12 | 100% |
| 12 videos are created | 28 | 11 | 19 | | 58 | 12 | 483% |

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

| Target | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter | Year to Date | 2021 Target | % of Target |
|--|-------------------------|-------------------------|-------------------------|-------------------------|----------------------|-------------------|-------------|
| Youth Services will provide 3 programs annually targeting each literacy level (Beginner, Intermediate, Expert) | B 12 I 10 E 3 | B 29 I 3 E 6 | B 16 I 4 E 3 | | B 57 I 17 E 12 | B 3 I 3 E 3 | Target Met |
| Help 150 patrons become more info-literate * | 284 | 284 | 300 | | 16 | 150 | Target Met |
| Have 50 people in the library for ESL tours * | 84 | 84 | 85 | | 1 | 50 | Target Met |

Ends Statement #2

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

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

Projects:

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

| Target | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter | Year to Date | 2021 Target | % of Target |
|--|-------------------------|-------------------------|-------------------------|-------------------------|------------------|---------------|----------------|
| 80% of user satisfaction with collections and instructional events | - | - | - | | - | 80% | - |
| Active holds older than 3 month less than 200 titles | 307 | 167 | 430 | | Greater than 200 | Less than 200 | Target Not Met |
| 21 Special programs will target groups representing different perspectives or cultures * | 37 | 39 | 41 | | 12 | 21 | Target Met |
| 25% of kits will change annually to reflect changing needs of the community | - | - | - | | - | 25% | - |
| 20% reduction in total physical collection size | 6.34% | 5.79% | -1.67% | | 10.146% | 20% | 52.29% |

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

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

Projects:

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

| Target | 1 st Quarter | 2 nd Quarter | 3 rd Quarter | 4 th Quarter | Year to Date | 2021 Target | % of Target |
|---|-------------------------|-------------------------|-------------------------|-------------------------|----------------|----------------|------------------------------------|
| 20% more items available for circulation will be digital | 56% | 58% | 59% | | 59% | 20% | 295% |
| 15% of our programs annually will be outreach (Adult/Youth) | A 8% Y 11% | A 10% Y 9.5% | A 8% Y 6% | | A 9% Y 8.8% | A 15% Y 15% | A 60% Y 59% |
| 70% of patrons who completed an exit survey were satisfied that the program met their needs | - | - | - | | - | 70% | - |
| 100% of PPS middle school and high school students have access to PDL electronic services | - | - | - | - | 100% | 100% | 100% with PASS card implementation |
| 12 events or table events will be held outside the Library by the Adult Department | 7 | 7 | 10 | | 3 | 12 | 83% |

Ends Statement #4

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

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

Projects:

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

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

* Target number over the course of the 5 year plan

Portage District Library
3rd Quarter Report
September 30, 2021

| Revenue | | Percent of Year Gone --> | | | | 75% | | |
|----------------------------|--------------------|--------------------------|------------------------|-----------------------|----------------------|----------------------|-------------------|--|
| General Ledger Category | 3rd Qtr. Budget | 3rd Qtr. Actual | 3rd Qtr. % Received | 2021 Annual Budget | YTD Actual | YTD Actual+Enc. | YTD % Received | |
| Total Tax Revenue | \$ (3,125) | \$ 10,981 | -351% | \$ 4,949,347 | \$ 4,939,430 | \$ 4,939,430 | 100% | |
| Other Revenue | 24,348 | 92,144 | 378% | 136,310 | 154,132 | 154,132 | 113% | |
| Revenue (To)/from Reserves | - | - | #DIV/0! | 2,295,755 | 2,295,755 | 2,295,755 | 100% | |
| State Aid Revenue | - | 22,815 | #DIV/0! | 342,843 | 382,279 | 382,279 | 112% | |
| Bond Proceeds | - | - | #DIV/0! | 7,520,196 | 7,520,196 | 7,520,196 | 100% | |
| Total Revenue | \$ 21,223 | \$ 125,940 | 593% | \$ 15,244,451 | \$ 15,291,792 | \$ 15,291,792 | 100% | |

| Expenses | | | | | | | | |
|-------------------------------|----------------------|---------------------|---------------------|-----------------------|---------------------|---------------------|----------------|--|
| General Ledger Category | 3rd Qtr. Budget | 3rd Qtr. Actual | 3rd Qtr. % Spent | 2021 Annual Budget | YTD Actual | YTD Actual+Enc. | YTD % Spent | |
| Total Salaries & Wages | \$402,819 | \$373,829 | 93% | \$1,611,276 | \$1,066,739 | \$1,066,739 | 66% | |
| Total Fringes & Benefits | 168,900 | 115,148 | 68% | 660,600 | 413,211 | 413,211 | 63% | |
| Total Library Materials | 338,096 | 108,527 | 32% | 768,306 | 418,711 | 509,427 | 66% | |
| Total Utilities | 87,119 | 48,615 | 56% | 174,350 | 98,508 | 98,508 | 57% | |
| Total Buildings | 132,288 | 19,789 | 15% | 282,360 | 134,938 | 135,978 | 48% | |
| Total Furnishings & Equipment | 30,498 | 0 | 0% | 30,498 | 0 | 30,498 | 100% | |
| Total Supplies | 132,131 | 18,302 | 14% | 192,539 | 47,235 | 79,067 | 41% | |
| Total Professional Services | 241,054 | 71,210 | 30% | 424,607 | 185,961 | 259,888 | 61% | |
| Total Other Charges | 205,738 | 32,237 | 16% | 392,512 | 178,359 | 291,052 | 74% | |
| TOTAL OPER. EXPENSES | \$ 1,738,643 | \$ 787,657 | 45% | \$ 4,537,048 | \$ 2,543,662 | \$ 2,884,368 | 64% | |
| TOTAL CAPITAL PROJECTS | \$ 9,175,351 | \$ 2,006,472 | 22% | \$ 10,707,403 | \$ 3,031,393 | \$ 3,304,274 | 31% | |
| TOTAL EXPENSES | \$ 10,913,994 | \$ 2,794,129 | 26% | \$ 15,244,451 | \$ 5,575,055 | \$ 6,188,642 | 37% | |

| | | | | | | |
|--------------------------|-----------------|----------------|--|------|--------------|--------------|
| EFFECT ON FUND BALANCE * | \$ (10,892,771) | \$ (2,668,189) | | \$ - | \$ 9,716,737 | \$ 9,103,150 |
|--------------------------|-----------------|----------------|--|------|--------------|--------------|

| Cash Flow Analysis of 2021 money only | | Cash Flow Analysis of all money including prior year(s) | |
|---------------------------------------|--------------|--|--------------|
| 2021 cash as of 6/30/2021 | \$ 3,864,699 | 12/31/20 Audited Total cash (Fund Equity*) minus liabilities | \$ 8,830,874 |
| + Second Quarter Revenues | 125,940 | + 2021 Revenues | 7,771,596 |
| - Second Quarter Operating Expenses | 787,657 | - 2021 Operating Expenses | 2,543,662 |
| - Second Quarter Capital Projects | 2,006,472 | - Capital Projects | 3,031,393 |
| | | - General Reserves | 704,878 |
| | | - Building Reserves | 50,000 |
| | | - Benefits Reserve | 29,741 |
| | | - Technology Reserve | 111,305 |
| | | - Patio Feasibility Reserve | 4,700 |
| | | - Personal Property Tax Reserve | 805,946 |
| | | - Building Improvement Reserve | 1,022,500 |
| | | - Library Endowments | 73,418 |
| | | - Encumbrances | 613,587 |
| 2021 cash as of 9/30/2021 | \$ 1,196,510 | Total available cash as of 9/30/2021 (Fund Balance*) | \$ 7,611,340 |

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

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

Property Taxes - Property Tax collections are on pace for this time of year. The library has approximately \$21,000 of outstanding property taxes as of September 30, 2021. This amount is slightly higher than the prior year's balance. The Library will continue to collect delinquent Personal Property Tax as it is paid in the current year and additional years. Chargebacks for property tax appeals by the City of Portage and County of Kalamazoo have been under budget by approximately \$11,500 for the year.

State Aid Revenue - The library has received all of its State Aid payments in the amount of \$45,247. The Library did not budget for State Aid in FY2021, as it was unsure of the impact that the COVID-19 pandemic would have on State resources. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was \$5,811 less than anticipated.

Revenue from Reserves - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned Fund Balance. As part of the library's FY2021 budget, the library will maintain 13% of its budget in its General Reserve. In doing so, the General Reserve from the prior year will be increased by \$6,218 in FY2021. Funds have been added to the FY2021 budget for the following items: prior year encumbrances (\$1,285,248); donations received in FY2020 with specific requests (\$16,725); funds for the Library Improvement Project (\$1 000 000)

Other Revenue - Other Revenue is slightly ahead of pace for this time of year. The majority of this category is comprised of Fines and Fees, Penal Fines and Interest income. Fines and Fees are behind pace for the 3rd qtr., but were expected to lag as a result of the Library's temporary closure. Penal Fines were received and were \$9,291 higher than budgeted. The Library does not budget for donations, but instead chooses to request budget amendments when they are received and needed for use. The Library has received \$15,847 of donations and grants to date. Interest Income is ahead of pace for this time of year, but as investments mature and are reinvested, rates available will be at a much lower rate. The Library recently received a \$12,943 distribution from the Michigan Municipal Risk Management Authority (MMRMA) for building insurance premiums.

Bond Proceeds - In June the Library received it proceeds from the sale of its bonds. The received \$7,000,000 for the value of the bonds and and additional \$520,196 in premiums on the sale of those bonds. The premiums were received because the interest on the repayment of the bonds is higher than the true interest rate. The true interest rate that the Libry will pay on the bonds will be 0.84%.

Salaries & Wages - Salaries & Wages are below pace for this time of year. The approximate 140,000 that the Library is under budget is due to three (3) full-time vacancies and two (2) part-time vacancy that are planned to be filled in FY2021. The Library has begun to hire for these vacancies and will continue to do so throughout the 4th qtr.

Fringes & Benefits - Fringes & Benefits are less than 75% expended as of September 30, 2021. This is due to two employees opting out of the Library's insurance plan and picking up a spouse's insurance plan, and the vacant positions noted above. Based on this scenario, there should be a surplus of funds at the end of the year.

Library Materials - This category shows that it is on pace for this time of year. As we enter the 4th qtr., individual lines will be analyzed and purchasing will pick-up. Additionally, funds will be shifted amount individual lines as needed to meet demands in collections.

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

Building - Year-to-date actual and encumbrances are less than the 75% target. The Library has had very few repairs and projects since moving into the temporary location. Additionally, Snow Removal was well below budget for the 1st quarter. Building cleaning costs at the temporary location are trending lower than previously experienced at the library permanent location.

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Furnishings & Equipment - This category is over its target for this time of year. There are \$30,498 of encumbrances coming forward from 2020. Therefore, all of the expenses were encumbered in the 1st quarter. Projects being carried over from the prior year are: book bins; atrium shelving; teen room display furniture; and DVD shelving. These projects will be reviewed and may be cancelled if they are being covered in the furniture plan in the Library Improvement Project.

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

Professional Services - This category is lower than the 75% target for several reasons. The majority of lines within this category are close to pace. There are a few lines that are underspent. Legal fees have been less than anticipated through the 2nd qtr, but will increase in the 3rd qtr. as the fees associated with the bond sale are paid.

Other Charges - This category is on pace for this time of year. Invoices for services will be analyzed to determine if they need to be treated as prepaids. All adjustments will be made and that could affect the effect the expenses in this category downward.

Capital Projects - This category is below the budget for this time of year. This is due to several reasons. Funds for technology projects will not be spent until the 4th qtr of FY2021. The Library has a large amount of funds available to complete the Library Building and Renovation Project. The \$150,000 of Capital Maintenance will be held onto in the event of needed funds for a project or large repair. Lastly, the Library budgeted \$210,000 for interest on the bond repayment in 2021. Due to the lower than anticipated interest rate the Library received it will only spend approximately \$55,000 in 2021.