

NOTICE OF REGULAR MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY

Monday, February 28, 2022

at 6:00 p.m.

The Library Board of the Portage District Library will hold a regular meeting on Monday, February 28, 2022 at 6:00 p.m. This meeting will be held at the Library's temporary location at 5528 Portage Road. The purpose of this meeting is for the discussion of library business. The Library gives notice of the following:

1. **Meeting Attendance.** The regular meeting is being held in person. However, the public may attend and offer public comment electronically due to the current Covid positivity rates in our area. 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 in person or electronically and may make public comment through either of the following methods.

You are invited to a Zoom webinar.

When: Feb 28, 2022 06:00 PM Eastern Time (US and Canada)

Topic: The Portage District Library Board Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88239775458>

Or One tap mobile :

US: +13017158592,,88239775458# or +13126266799,,88239775458#

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: 882 3977 5458

International numbers available: <https://us02web.zoom.us/j/88239775458>

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: February 24, 2022

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

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

February 28, 2022

5528 Portage Road – PDL Temporary Location

AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff (5 minutes total)
- IV. Adoption of the Agenda for the Regular Meeting of February 28, 2022 (1 minute) (Vote)

- V. Consent Agenda (5 minutes) (Vote)
 - A. Minutes of the regular meeting held on January 24, 2022. *Pg. 4-9*
 - B. Narrative Report for January 2022. *(Info) Pg. 10-18*
 - C. Report on Financial Condition for January 2022. *(Info) Pg. 19-21*
 - D. Budget Amendments for Restricted Donations *(Info) Pg. 22-23*
 - E. Marketing Update for January 2022. *(Info) Pg. 24-26*
 - F. Statistical Report for January 2022. *(Info) Pg. 27-28*
 - G. Legislative Update for January 2022. *(Info) Pg. 29-31*
 - H. Library Board Linkage for March 2022. *(Info) Pg. 32*

- VI. Governance (25 minutes)
 - A. Review and Approval of Library Board Bylaws. *(Vote) Pg. 33-35*
 - B. Potential Future Candidates for the Library Board. *(Info) Pg. 36*
 - C. Review of Confidentiality Policy. *(Vote) Pg. 37-39*
 - D. Report from Board Liaison to the Friends of the Library. *(Info) Pg. 40*
 - E. Finalization of Guests/Presenters to be Invited to Board Meetings in 2022. *(Info) Pg. 41*

- VII. Ends Development (15 minutes total)
 - A. Donations Report for Funds Received in 2021. *(Info) Pg. 42*
 - B. Memo Regarding Allocation of 2021 Donations. *(Info) Pg. 43*

- VIII. Monitoring to Assure Compliance with Executive Limitations (10 minutes)
 - A. Monitoring Report: Emergency Library Director Succession. *(Info) Pg. 44-46*
 - B. Library Director Succession/Replacement Plan. *(Info) Pg. 47-48*
 - C. Monitoring Report: Treatment of Consumers. *(Info) Pg. 49-52*

- IX. Library Director's Reports (15 minutes total)
 - A. Building Update. *(Info) Pg. 53-55*
 - B. Final remarks by Library Director for the February 28, 2022 Library Board Meeting.

- X. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the March 22, 2022 Board Meeting
 1. Minutes of the Regular Meeting held on February 28, 2022.
 2. Monitoring Report on Executive Limitation: Asset Protection.
 3. Monitoring Report on Executive Limitation: Financial Planning & Budgeting.
 4. Monitoring Report on Executive Limitation: Financial Condition & Activities.
 5. Library Investment Report.
 6. Presentation of the 2022 Marketing Plan by Marketing Manager Colin Whitehurst.

 - B. Assessment of this meeting

 - C. Miscellaneous Items

- XI. Adjournment

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

January 24, 2022

5528 Portage Road, Portage, Michigan 49002

I. Start of Meeting

II. Roll Call

Board Members Present: Michele Behr, Jeanne Friedman, Tom Vance and Linda Whitlock

Board Members Absent: Ken Baker (excused), Carol Bale (excused), and Donna VanderVries (excused)

Library Staff Present: Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Colin Whitehurst

Library Staff Virtual: Jill Austin, Rob Foti, Lawrence Kapture, Doran LeFaive, Abby Pylar, Steve Rossio, Pam Triplett, and Laura Wright

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

A. Comment from Board Chair Behr – Thank you for the holiday ornament!

B. Comment from Trustee Whitlock – Whitlock said that since she wasn't able to attend the December Board Meeting, she wanted to take the opportunity to say how impressed she was with the Michigan Authors Program that took place in early December. She found it well organized and fantastic! She said that she discovered many new local authors and bought quite a few Christmas gifts.

C. Comment from Trustee Vance – Trustee Vance said that he wanted to mention how great the Veteran's display was this year. He said he took time to look at all the displays and read the descriptions and learn more about local contributions to history. Thank you, Local Historian Steve Rossio!

D. Comment from Head of Youth Services Laura Wright – Wright had some pictures projected that showed Book Buddies having fun with their thank you care packages. Book Buddies are high school students who have helped out at various youth related library events this year.

DISPOSITION: The Library Board acknowledged the comments made by Board Chair Behr, Trustee Whitlock, Trustee Friedman, and Head of Youth Services Laura Wright.

IV. Adoption of the Agenda for the Regular Meeting of January 24, 2022

MOTION: It was moved by Trustee Vance and supported by Trustee Friedman that the Library Board adopt the agenda for the regular meeting of January 25, 2022. Vote: Behr - yes, Friedman - yes, Vance – yes, Whitlock - yes. 4-Yes, 0-No, 3-Absent (Baker, Bale, VanderVries). Motion carried.

V. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the January 24, 2022 board meeting before its adoption. No changes were requested, but trustees commented on how helpful the revised staff organizational chart was and Secretary Edwards said she would make it a point to update it each year.

A. Minutes of the Regular Meeting held on December 14, 2021.

B. 2022 Library Board Roster.

C. Review Confidentiality Policy.

D. Budget Amendment Request to Increase Expense Lines in the FY 2022 Budget to Offset Unpaid Encumbrances.

- E. Narrative Report for December 2021.
- F. Report on Financial Condition for December 2021.
- G. Marketing Update for December 2021.
- H. Legislative Update for December 2021.
- I. Statistical Report for December 2021.
- J. Year-End Statistical Report for FY 2021.
- K. Library Board Linkage.
- L. Updated Staff Organizational Chart.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Friedman to approve the consent agenda as proposed. Vote: Behr - yes, Friedman - yes, Vance – yes, Whitlock - yes. 4-Yes, 0-No, 3-Absent (Baker, Bale, VanderVries). Motion carried.

VI. Governance

A. Election of Library Board Officers for 2022.

Trustee Bale informed the group virtually of what she had learned while surveying interest in serving as a board officer, on the Personnel Committee, or as a Liaison to the Friends of the Library. Trustee Behr expressed a willingness to serve as chair though she was willing to step down and support another candidate as Vice Chair. Trustee Behr asked if there were any other nominations from the floor and there were none. Trustees Friedman expressed a willingness to serve as vice chair. Trustee Behr asked if there were any other nominations from the floor and there were none.

MOTION: It was moved by Trustee Vance and supported by Trustee Whitlock, to close the nominations for Chair and Vice Chair. Vote: Behr - yes, Friedman - yes, Vance – yes, Whitlock - yes. 4-Yes, 0-No, 3-Absent (Baker, Bale, VanderVries). Motion carried.

MOTION: It was moved by Trustee Vance and supported by Trustee Whitlock, to accept the proposed 2022 officers – Michele Behr as Chair and Jeanne Friedman as Vice Chair. Vote: Behr - yes, Friedman - yes, Vance – yes, Whitlock - yes. 4-Yes, 0-No, 3-Absent (Baker, Bale, VanderVries). Motion carried.

B. Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends, and Library Board Secretary for 2022.

Trustee Vance and Trustee Friedman were willing to serve on the Personnel Committee. Trustee Baker and Trustee Whitlock were willing to serve as Liaison to the Friends of the Library. Taking into account those who expressed willingness to serve, Board Chair Behr made the following appointments for 2022:

Personnel Committee -	Jeanne Friedman and Tom Vance
Liaison to the Friends of the Library -	Ken Baker and Linda Whitlock
Library Board Secretary -	Quyen Edwards

C. Annual Signing of “Conflict of Interest” Statements by Trustees.

Trustees present completed their Conflict of Interest forms. Board Secretary Edwards said she would follow up with those not present this evening. All trustees are asked to sign the form which will be filed in the Library Office.

DISPOSITION: Conflict of Interest statements for 2022 were requested for all Portage District Library Board members.

D. Consideration of Guests/Presenters to be Invited to Board Meetings in 2022.

Klien reminded trustees that every year we have some trouble getting preferred guests at our meeting because the meetings for Kalamazoo Public Library, Portage Public Schools, and some City of Portage meetings take place on the same evenings.

Klien said that work towards a 2023 Strategic Plan would be a priority and could also be a special meetings possibility. Klien said we have reached out to an individual who has worked with other libraries as a Strategic Plan Facilitator and is a librarian. We have had a great local facilitator, but we are interested in the experience of working with someone who is library specific. We received recommendations for this individual who has worked with some local libraries.

Trustees asked about guests presenting virtually and Klien said that it was a possibility for them to present that way. Trustees expressed an interest in hearing from Interim City Manager Adam Herringa. He is a great wealth of information. Prior to his current position, he was City Clerk and he has experience with Youth Advisory Council.

DISPOSITION: The Library Board shared their priorities for Board Meeting guests in 2022 and Klien said she would follow-up at the February Board Meeting.

E. 4th Quarter Financial Report for Fiscal Year 2021 & Variance Report.

Business Manager Foti said he has been working on completing expenses from 2021 that need to be accrued. Typically, at this meeting, we only present on lines that are more than 20% unspent.

Foti reported that we are down from our projected numbers for fines and fees. We do not budget for contributions and will be presenting a report in February regarding donations in 2021. Foti is estimating that the Library will have an approximate \$500,000 surplus. This is due to several factors including unfilled fulltime position and their corresponding benefits. Foti said it has been an unusual year because we don't have expenses that we usually have. We are in good shape at the temp location and have not needed to fix many things. We expect that to change this year when we "get back to normal" and head back to Library Lane. Board Chair Behr thanked Foti for his report. There were no questions from trustees.

DISPOSITION: The Library Board received the information about the 4th Quarter Financial Report for FY 2021 and Variance Report.

F. Library RFID Technology.

Systems Administrator Behrje said we have been working with Bibliotecha (formerly 3M Library Systems) since 2009. At this time, the Library is looking to replace self-checkout machines and would like to engage Bibliotecha again to replace them. This is the most streamlined approach as they are compatible with our current RFID tags. We are considering built in or desk top models and have requested quotes to see which model best fits within our budget.

MOTION: It was moved by Trustee Friedman and supported by Trustee Vance that the Library Board engage Bibliotecha for its planned and budgeted RFID technology for the renovated library. Vote: Behr - yes, Friedman - yes, Vance - yes, Whitlock - yes. 4-Yes, 0-No, 3-Absent (Baker, Bale, VanderVries). Motion carried

G. Library Meeting Room Technology.

Systems Administrator Behrje acknowledged that the Library has had issues with meeting room technology in the past. In the renovated Library, he is proposing moving forward with a system that uses a large screen TV and compatible software on a rolling cart. Technology purchasing has quite a bit of a backlog and it will be a race to the finish to get everything purchased and ready in time. This system promises to be much more user-friendly. Trustee Friedman asked, if a patron wanted to rent a meeting room and use the technology, would they be on their own to figure it out? Klien said in the past, we would encourage renters to schedule an appointment with a staff member to test technology compatibility in advance and have the opportunity to work through issues.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Friedman that the Library Board

engage Home Automation Design for planned and budgeted Meeting Room technology and Mobile Carts technology for the renovated library. Vote: Behr - yes, Friedman - yes, Vance – yes, Whitlock - yes. 4-Yes, 0-No, 3-Absent (Baker, Bale, VanderVries). Motion carried

H. Library Public Access Computer, Print and Scan Technology.

Klien referred to the memo in the January packet and said that staff are very excited about the potential of this new product by Today's Business Solutions (TBS). Systems Administrator Behrje said that overall Envisionware has been a good product for the library, but lately we have been having more and more issues. We had the TBS vendor come and do a demo for Adult Services to see if they have the tools we are interested in which were all met. Klien said many libraries are switching to this service because they are so user friendly. Klien said that she was also impressed with the demo of their services. In addition to many other services, this product will streamline mobile printing and patrons will be able to use debit card to pay for printing. This has been a much requested services as many people do not carry cash anymore.

MOTION: It was moved by Trustee Vance and supported by Trustee Whitlock that the Library Board engage TBS for its Public Access Computer, Print and Scanning Services technology for the renovated library. Vote: Behr - yes, Friedman - yes, Vance – yes, Whitlock - yes. 4-Yes, 0-No, 3-Absent (Baker, Bale, VanderVries). Motion carried.

VII. Ends Development

A. Endorsement of Library Director's Personal Goals for 2022.

Library Director Klien discussed the three goals the Board had identified in her end of year evaluation as areas of focus for 2022.

1. Finishing building project.
2. Re-engaging the community and developing a post-Covid plan. Klien said that there are Adult and Youth Outreach Librarians to help work on that.
3. Make sure that we provide access to programming in multiple formats. Klien said her goal is to provide as much access to programs for patrons as possible. This may involve continuing with hybrid-style programs.

Klien asked if anything was missing and trustees agreed that this was what has been previously discussed and a significant task to complete/

MOTION: It was moved by Trustee Whitlock and supported by Trustee Vance, to endorse the Library Director's Personal Goals for 2022. Vote: Behr - yes, Friedman - yes, Vance – yes, Whitlock - yes. 4-Yes, 0-No, 3-Absent (Baker, Bale, VanderVries). Motion carried.

C. 4th Quarter 2021 Strategic Plan Statistics

Library Director Klien directed trustees' attention to the 4th quarter Strategic Plan Statistics for 2021. Staff have continued to do a great job focusing on these projects and accomplishing what we can. Trustee Vance mentioned that he has been using the Creation Station to work on projects relation to the Portage Public Schools upcoming Centennial Celebration. He said he was very pleased to have access to great tools, and felt the service was a great addition to the library. He said at times he has had to rely on the library staff to help him with certain parts of the technology and they have been great.

DISPOSITION: The Library Board received the information about the 4th Quarter 2021 Strategic Plan Statistics.

D. Strategic Plan and Ends Statement Endorsement

Library Director Klien asked that the Library Board re-endorse the extended 2018-2022 Strategic Plan, allowing the completion of the building project and the growth of several new initiatives hindered by the

COVID-19 pandemic. In 2022, the Library Board and staff will begin the prep work involved in developing a new strategic plan to begin in January 2023.

MOTION: It was moved by Trustee Friedman and supported by Trustee Vance, to endorse the 2018-2022 Strategic Plan. Vote: Behr - yes, Friedman - yes, Vance – yes, Whitlock - yes. 4-Yes, 0-No, 3-Absent (Baker, Bale, VanderVries). Motion carried.

VIII. Monitoring to Assure Compliance with Executive Limitations

A. Monitoring Report on Executive Limitation: Global Executive Constraint.

Library Director Klien said that because the Library Board uses Policy Governance, we have monitoring reports that are updated and presented to the Board throughout the year. Klien said the Library was in full compliance with the provisions of this Executive Limitation and that all federal, state, and district laws were being followed, as well as Library Board policies. She asked if there were any questions from the Board on this topic, and there were none.

DISPOSITION: The Library Board received the Monitoring Report on Executive Limitation: Global Executive Constraint and found the Library to be in full compliance.

IX. Library Director's Reports

A. Building Update

Library Director Klien announced that we are getting so close to completing the renovation and expansion project at 300 Library Lane! She said she was so pleased that we remain on schedule. She emphasized that this is in large part because we are working with Walbridge. They have helped work through some small bumps along the way and have provided invaluable support. Klien said we are still working with the interior designer who is providing alternate options to some previous selections that have been made that are not currently available within our timeframe. Klien directed Trustees' attention to the attached photos. She said things are changing all the time in the interior of the building since the tour in December.

Klien said the current plan is that Monday, February 28th will be the date of the in-person February Board Meeting and the last day of public service at the temporary location at 5528 Portage Road. The building will close on Tuesday, March 1st for the move. Staff will have one week to finish packing and organizing before the movers are scheduled on March 7th to start disassembling and moving shelving. This process will be coordinated with the company that is installing new shelving at Library Lane.

Klien said we expect moving back to be a two month process. We will be closed to the public in March and April and, as long as everything goes as planned, we will reopen in May. Klien said to expect Board Meetings in March and April to take place at 5528 Portage Road for now. Will need to get everything in order to get occupancy of 300 Library Lane. Klien said there is a "Moving Team" of staff creating tasks and assignments during the closure.

Board Chair Behr asked if it was the same moving company we will be working with and Klien responded yes, Two Men and a Truck will be moving us back to Library Lane.

B. Final remarks by Library Director for the January 24, 2022 Library Board Meeting

Library Director Klien concluded her remarks by saying that the Library would be making a public announcement soon regarding the temporary location closure and move back to Library Lane. MeLCat service and the Friends will stop accepting donations at the end of January. Due to current Covid numbers in the community, they won't be having any in-person book sales until after we return to Library Lane.

Board Chair Behr wondered if Kalamazoo Public Library was still doing curbside service only, and Klien responded that they are. Behr said it would be nice for people in the community to have another

option to go to while our building is closed. She mentioned that WMU's Waldo Library is open to the public until 8PM most evenings – masks and a health survey are required to enter.

DISPOSITION: The Library Board received the reports from Library Director Klien.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the February 28, 2022 Board Meeting

1. Minutes of the Regular Meeting held on January 24, 2022.
2. Review of Library Board Bylaws.
3. Donations Report for Funds Received in 2021.
4. Approval of Allocation of 2021 Gifts & Donations for Expenditure in 2022.
5. Finalization of Guests to be Invited to Board Meetings in 2022.
6. Monitoring Report: Emergency Library Director Succession.
7. Monitoring Report: Treatment of Consumers.

B. Assessment of this meeting – Trustees agreed that it was great to be in person again for meetings. Vance and Whitlock commented that this was their first in-person meeting as they were elected during the pandemic.

Trustees commented that the temporary location has really worked out well and the facility has been an excellent location to serve the community especially considering that it was not our first choice. Systems Administrator Behrje commented that because the building was formerly used for offices instead of retail it has been so much easier to get technology set up and has worked out great.

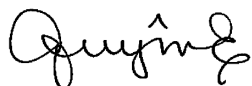
C. Miscellaneous Items - None.

XI. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of January 24, 2022.

DISPOSITION: The regular board meeting of January 24, 2022 was adjourned at 7:10 PM.

Recorded and Transcribed by,



Quyên Edwards, Library Board Secretary

Library Director's Narrative Report for February 28, 2022

Administrative Activities:

During January 2022 and the beginning part of February 2022, Library Director Christy Klien engaged in the following activities:

- ❖ Participated in weekly Administrative Team meetings.
- ❖ Participated in weekly staff meetings.
- ❖ Participated in Portage Rotary weekly meetings.
- ❖ Met with an employee structure and compensation consulting firm to discuss their services on January 21.
- ❖ Participated in PDL Public Board Meeting on January 24.
- ❖ Met with library donors on January 26.
- ❖ Participated in PDL, C2AE, and Walbridge weekly building project update and Open Item discussion meetings on January 3, January 10, January 17, January 24, January 27, January 31, February 7, and February 14.
- ❖ Met with Building Committee to review project wish list items on January 31.
- ❖ Met with Walbridge construction manager Lee Fitzgerald, Rob Foti, and Doran Lefaive to review project budget and alternative projects on January 4 and February 1.
- ❖ Met with Abby Pylar and Two Men and a Truck to discuss logistics of moving back to 300 Library Lane.
- ❖ Met with Jill Austin, Kathy Morris, and Rob Foti to discuss candidates for our open Library Assistant positions in the Circulation Department.
- ❖ Met with the PDL Moving Committee members on January 11, January 26, February 9 and February 10.
- ❖ Met with PDL programming staff and Rolfe Behrje to discuss technology offerings in our programming rooms on February 9.
- ❖ Attended Library of Michigan's monthly Director's meeting on January 14 and February 11.
- ❖ Attended Friends of the Portage District Library Board Meeting on February 7.
- ❖ Met with MMRMA representative to discuss library's insurance renewal on February 10.

Maintenance and Building Services

- Participated in Owner/Architect/Contractor (OAC) meetings Jan 24, Feb 7 and 14 to discuss any project concerns, scheduling for both the existing library and temporary location and the progress on action items.
- Discussed the "Hot" construction concerns with Walbridge and C2AE on Jan 20, 27, and Feb 3.
- Renovation walk through to review kitchen floor, duct detector locations, boiler start-up, attic stock storage locations and café moisture concern on Jan 25.
- Attended Walbridge's bi-monthly Contractor Coordination on 1-31 and 2-14 to ensure RFIs and submittals are correct with responses to meet the construction schedule.
- Construction's project wish list prioritized for remaining budget discussions on Jan 28 and sent to Walbridge to gather costs from contractors.
- Participated in miscellaneous construction discussions of concerns with Walbridge regarding the AT&T telephone line for the elevators and Consumers Energy assistance for the new boiler.
- Mite-E Exterminating treated the current bldg. for pest control on 2-7.
- Participated in the universal moving communication plan meeting on Feb 10.
- Investigating electric vehicle car charging station with both installers and Consumers Energy.
- Responded with construction site visits to provide guidance to Walbridge for the contractors to continue their installations on the following February days; 9, 11,14, 16.

- Began investigating possible furniture outlets for unnecessary furniture going forward.
- Assisted with the artwork display railing locations and heights for the Atrium and Café areas.
- Coordinated the fire extinguisher inspection and corrective action with Walbridge on Feb 16.
- Assisted potential leasing people in our current library for the owner on Feb 21.
- Participated with both the C2AE electrical and mechanical walk through of the renovated library on Feb 21.
- Participated in Building Management Systems training on Feb 23.
- Began informing our service contractors that their services will be necessary at both locations beginning in March on a limited basis.
- Continue with current temp library maintenance issues, such as, janitorial services, waste services, PaperGator service, HVAC temperature and snow plowing with salting services for parking lot and sidewalks.

Personnel Information:

The library undertook the following Human Resource and Financial activities since the January 24, 2022 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.
- Posted Library Assistant job opening on the Library’s website and Indeed.
- Reviewed over 75 candidates for the open Library Assistant positions in circulation Services.
- Conducted interviews for the Library Assistant positions and prepared offer letters to selected candidates.

Staff Anniversaries:

No February anniversaries

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:

Build a creation station to allow patrons to use software for creation of art and technical design
 - In January STEM Librarian Jane Fleming added a Light Box to the Creation Station so that the patrons digitizing slides and negatives will have an easier time seeing the images.

Develop more instructional programming for adult patrons
 - Cookbook Club Challenge: TikTok Trends—Jan 1 to Jan 31—3 new members/challenge participants. The winner of the January Cookbook Club Challenge, Maggie Garcia-Wise posted an easy and “healthy” snickers recipe.

- The Riddler – Jan 11 – 6 people attended. The Riddler is one of the most recognizable villains of all time, but we know little about him. Adult Services Librarian Ruth Cowles attempted to amend this and brought the Riddler to life, explaining how the creators, Bill Finger (writer) and Dick Sprang (artist),

came up with the concept of this confusing villain, introducing his first appearance, and taking the participants through the growth of this character. In an email, one of our patrons said, “I learned so much tonight. Thank you for putting this program together.”

- Colorful Insight with The Countess of Color—Jan 12—14 people attended.

The Countess of Color, Lynn Ann Jones, illuminated the universal color for 2022 and its influence on our world for participants. She explained that everything has an energy vibration and taught participants to calculate their own personal color/number energy vibrations and explained how these combinations may influence daily life.

- International Mystery Book Discussion: *Snow*—Jan 13—6 people attended.

"Alice's Ordinary People:" A Discussion with the Filmmaker—Jan 17th—4 people attended

Independent filmmaker Craig Dudnick outlined the Civil Rights movement for attendees and showed them how these important events—and the actions of Dr. Martin Luther King Jr.—helped shape Civil Rights activist Alice Tregay into the person who would lay the political groundwork for President Barack Obama.

- Colorful Insight with The Doodling Duchess—Jan 26th—21 people attended.

The Doodling Duchess, Monica Harris, demonstrated the meditative power of doodling by showing participants how to connect emotions, shapes, and colors. Used as a mindful activity, it can relieve anxiety while also giving personal insight.

Quotes from attendees: “Thank you! This was really helpful. My husband is terminally ill and I am his caregiver. There are bad days... I believe this will help me have more good days.”

- Spark Joy® Program with Shannon Huneycutt—Jan 28 to 29—75 people attended.

During this special two-day, on-demand event participants learned the KonMari® philosophy and guiding principles needed to tidy once and for all and leaving them feeling motivated to Spark Joy® in their homes, offices, and lives. In addition to the on-demand webinar, participants received access to folding demonstration videos and a tidying checklist.

Create programming that promotes interactive learning

- Take Home Craft: Hot Chocolate Bombs - Friday, Jan 14 - 50 people participated.

STEM librarian Jane Fleming purchased supplies, wrote instructions, and put together 50 Take Home kits for patrons to make Hot Chocolate Bombs at home. Both the regular list and the waiting list filled up for this program.

- Take Home Craft: DIY Dryer Balls - Thursday, Jan 20. 40 people participated.

This was originally going to be an in-person program, but due to the move to all virtual programs in Jan, it was changed to a Take Home Craft. STEM librarian Jane Fleming purchased the supplies, wrote out instructions, and put together 40 Take Home kits for patrons to make Dryer Balls at home. Both the regular list and the waiting list filled up for this program.

- Youth Staff Annette Wendt, Kristy Zeluff, and Andrea Smalley hosted January’s virtual event, Tasty Travels, by building charcuterie boards with families. Some materials were supplied, and staff members shared charcuterie tips and information about France during the event.

- Our resident junior chef Gianna Key shared her recipe for Mexican Pizza via recorded event this month. Supply pickup was coordinated by Youth Staff Nancy Muffley.

Build programming and services that will reach groups at diverse levels

- Youth Staff Andrea Smalley led the 4th-6th Grade Book Group in a discussion of books of their choosing this month.

- This month's special evening event geared for older children provided by Just Move was a Zumba Beach Party, full of movement, dance, and engagement activities.

- Just Move provided regular weekly movement-based preschool storytimes. These will continue while we transition back to the other location.

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

- Programming Coordinator Katharyn Haas updated the Books and More virtual display on the website Michigan History books in honor of Michigan's 185th anniversary of statehood, and curated around 16 posts of the library's main Facebook page during the month of January to keep our social media audience informed and engaged.

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

Here is a snapshot of January Creation Station Usage

Equipment	Number of Uses
VHS Conversion	23
Slide Conversion	16
Negative Conversion	6
Photo Digitization	16
Super 8/8 mm Conversion	6
Audio Cassette Conversion	2
Creative Cloud	2

And some quotes gathered from patrons:

I am converting old VHS video tapes to digital to restore/remember family memories. Thank you.

Great service! Scanning historic photos for Portage Schools Centennial History booklet. Thank you!

It's awesome! I am copying hundreds of slides collected since 1986. I do extensive post processing and printing to canvas. Slides will be a resource for prints.

I scanned old slides of family and family vacations from the 1960's. I really appreciate this scanning station.

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

- This month, we prioritized high-interest collections in our displays, a step towards getting materials in patrons' hands prior to the move.

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

- Portage Senior Center Outreach – Jan 10 – 10 people attended.

Programming Coordinator Katharyn Haas and Outreach Librarian Sara Weyenberg went to the Portage Senior Center to speak with their book club group. They brought informational brochures that outlined library services, eResources, the building renovation, and some upcoming library programs. They also brought along some copies of *The 57 Bus* (CommuniTEEN Read) and *The Women of Copper Country* (Michigan Great Read) and made them available for check out. Sara compiled a list of books that were being read by other local book groups over the past few months that they could use as inspiration for future book club picks. Katharyn went over each brochure that they had brought with them and they answered questions and chatted with attendees after. Some of the books were checked out.

- Brookdale Book Chat - Jan 13 - 6 people attended.

Outreach Librarian Sara Weyenberg and Adult Services Librarian Ruth Cowles gathered book, DVD, and music selections for the residents at Brookdale Assisted Living and took them to the facility. While there, they retrieved the books residents had checked out on the prior visit, talking with them to see which they liked, which they didn't, and why. A few book renewals were done. From there, they read the back descriptions of the items they brought with them to residents. Residents were then able to choose which titles they would like to check out for the month. A copy of *The 57 Bus* (CommuniTEEN Read) was brought along and one of the residents did decide to check it out.

- In December, Stem Librarian Jane Fleming and Assistant to the Director Quyen Edwards collaborated on a grant from Tangled Bank Productions. The grant was submitted on December 30 and on January 26, we were notified that we were chosen from 317 applications as one of the 50 grant recipients and the only one in Michigan.

The grant includes the following:

Up to 2,000 packets of native Midwest wildflowers.

\$1,000 to use for events focusing on native plants and pollinators.

A copy of the documentary *My Garden of 1,000 Bees*.

We plan on offering events this spring and summer focusing on the importance of pollinators in the environment and will also be working with the Youth department to develop programming for children and families.

- Youth Staff Kristy Zeluff provided her weekly family storytimes, which continues to be popular among our patrons with little ones. Zeluff has received much positive feedback that this service is valued. We plan to continue providing virtual storytimes after we return to in-person programming. Groups who have commented on this state concern for safety of unvaccinated young children and inability to attend during a regularly scheduled storytime as reasons they enjoy a virtual option.

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

- We currently have 9,171 Portage Public School students registered with a P.A.S.S. Card for the 2021/2022 academic year. In January, 77 elementary students and 92 middle school or high school students had activity on their accounts.

Update the Library Website

- Significant progress has been made on the website. We anticipate launching sometime during the building closure.

Ends Statement #4

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

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

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

- Most projects for the Heritage Room were shelved for January in preparation for the move back to 300 Library Lane. As part of the moving process, the temporary library was documented through photographs for the library archives.

- Also during this time period Mr. Rossio began work on transitioning the Heritage Room collection from strictly reference to partial circulating.

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 nears completion at 300 Library Lane. Inspections will be scheduled for the end of February for the library to receive temporary occupancy. Plans are being made for the move back to the library during the months of March and April 2022.

Maintain Symphony database of item and user records

- We are once again on a regular monthly maintenance schedule for removing inactive memberships and

internet guest passes from our Symphony database. Currently, we are working to clean up and establish a regular practice for removing billed items that need to age out of our system along with the associated inactive user accounts.

Additional Circulation Department Updates:

- ❖ Preparations have been made in Symphony for the closure of the library to relocate to 300 Library Lane. The changes include extending due dates of items, allowing Hot Pick books and movies to fill holds, extending membership expiration dates from March and April for active memberships, and extending non-resident memberships to account for our period of closure to in person services.

- ❖ Interlibrary loan services through MeLCat were suspended as of January 31, 2022 in preparation for closure. Nearly all of our patron's pending requests have arrived and been picked up as of February 18, 2022.

Systems Administrator Updates:

New Library WebSite

- Parked the portagelibrary.info domain for update.
- Configured SMTP for reliable email from Website and Forms.
- Configured Wordpress Backups and Remote Storage using BackBLaze
- Configured Cpanel for Account Backups working on Remote Storage.
- Tested EZProxy authentication for Research Databases.
- Testing existing firewall/security app for the new website.
- Preparing DNS changes for the new website.

New Public Access Management System

- Building a new Server for Public Computing.
- Updating Printing configuration for EPrintIT and PaperCut.
- Working with TBS for initial configuration.
- Preparing new Laptops for Creation Lab.

New Network Updates

- Purchased new Cisco Meraki network components for the new library facility.
- E-Rate rebate is expected to be 50% and should be between \$65,000 and \$75,000.
- Contracted with Aanalytics to configure and install new technology. Planning for mid-April however lead times may force the library move its existing technology into the new library as an alternate plan.

New and Existing Fiber Updates

- Selected Charter Spectrum to provide 2Gb Fiber Service for the library dedicated for public access and failover for Staff Access.
- Selected CTS to provide up to 1Gb for Library Staff and failover for public access.
- E-Rate rebate is expected to be 50% and should be approximately \$10,000 annually.
- Contracted with Charter Spectrum and planning a service startup date of April 13, 2022. Planning a swing of CTS for mid-April as well.

Upgraded RFID Equipment

- 5 Replacement Self Checkout Machines have been ordered.
- These machines will be built into the checkout desk and the Youth Services Desk.
- 1 Replacement Automated Check-in machine will be configured for the internal book drop.

Meeting Room Technology

- 2 Mobile Meeting Room Carts have been ordered to initially service the meeting rooms.
- 1 Mobile Large Scale Meeting Room cart is being completed for the meeting rooms.
 - Ultra Short Throw Projector
 - Balanced PA/Sound System
 - 2 Wireless Microphones.
 - Portable Screen. For usage throughout the library.

Temporary Location Move - January/February Activities

- Building purchase list for Creation Station Hardware.
- Requesting firm quotes for Meeting Room Presentation hardware.
- Requesting firm quotes for replacement VOIP Cloud Hosted PBX.
- Continued to fix Windows AD issues and Printing Issues.
- 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.
- Supported Creation Stations for public usage.
- Continued to recycle old technology through Green Earth.
- Continued to troubleshoot SIP phone connection issues.
- SirsiDynix Work:
 - Automatic Renewals and Gentle Nudge Program

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 work on the organization and uniformity of items in the catalog throughout the year.
- Technical Services is working on getting the complete names of authors into the call number for all of the fiction materials, as well as getting the series information into the record. This will help the volunteers search for items more efficiently when they are using the scanners or helping the librarians with weeding projects.
- Head of Technical Services Abby Pylar and staff have 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.
- 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.
- 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.
- Head of Technical Services Abby Pylar and Head of IT Rolfe Behrje have been coordinating a process for removing unused records from the catalog to provide for an easier work pattern for staff.
- Head of Technical Services Abby Pylar and Heritage Room Historian Steve Rossio have been working together to make materials in the Heritage Room collection circulatable.
- Head of Technical Services Abby Pylar has provided Collection HQ training to Adult Librarian Ruth Cowles so that she will be able to better oversee the collection managers.
- Technical Services is doing everything that they can to help other departments prepare for the move back to Library Lane.

Create a sustainable Maker area for Youth

- This month, Youth Staff Nancy Muffley distributed her final STEAM take and make craft at our Portage Road location. Participants experimented with the process of freezing (an appropriate experiment for this time of year).

Adult Services Professional Development:

Grow with Google Informational Webinar – Grow with Google Webinar - Jan 4

Before Bilingual Storytime – Jan 7

Building Collaboration on a Shoestring – Jan 7

Building Connections with Community Assets – Jan 7

Get Your Local Business on Google Search and Maps – Grow with Google Webinar - Jan 12

Community Connections Break with Tradition! – Jan 13

Telling the Library Story – Jan 13

Winning Library Grants – Jan 13

Making without a Net – MML (Making in Michigan Libraries) - Jan 14

Engineer’s Week Outreach 2022 – DiscoverE.org - Jan 24

Small-Scale ESL Programs for Your Library – Jan. 25

From Diversity to Inclusion: How to Audit Your Collection and Why—Library of Michigan—Jan 25

Learn the Basics of Google Docs – Grow with Google Webinar - Jan 26

Google Career Certificate Scholarship Program Webinar – by National Association of Workforce Boards - Jan 27

Google and NAWB Present the Google Career Certificate Scholarship Program—National Association of Workforce Boards—Jan 27

Photoshop Tutorial: Removing Unwanted objects from photos.

Photoshop Tutorial: Cropping and Straightening Photos.

Completed Arduino Lesson 3: Understanding How Breadboards Work.

GIMP Training through LinkedInLearning: Lesson 1.

Youth Services Professional Development:

Youth staff began to prepare for the resumption of in-person programming through a Youth Staff “storytime group” and research into trauma-informed programming. As we talk with colleagues and mental health professionals, we anticipate different programming models and priorities for all ages.

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
January 2022

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	\$ 8,306,400
Expenditures	\$ 2,796,890

Fund	12/31/2021	Changes	1/31/2022
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	731,419	-	731,419
Personal Property Tax Reserve	805,946	-	805,946
Library Endowments	73,418	-	73,418
Unassigned Fund Balance	4,237,710	-	4,237,710

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 January 2022

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 January 2022

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

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

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

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

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

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

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

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

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

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

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 21, 2022
Subject: Budget Amendment to adjust the FY 2022 Budget for Restricted Donations

BACKGROUND

It is my pleasure to announce that the Portage District Library has received two generous donations that have been directed for specific uses.

- a \$30,000 donation to our Creation Station and Maker Space Services for equipment and programming for all ages.

- a \$900.00 donation for Adult Non-Fiction Materials with a focus on art and sewing

RECOMMENDATION:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2022 Budget to increase the Creation Station/Maker Space Equipment line by \$30,000 and Adult Materials Non-Fiction – Restricted expenditure lines by \$900.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 21, 2022
Subject: Budget Amendment to adjust the FY 2022 Budget for the Friends \$9,500 Donation to Fund the 2022 Summer Reading Program for the Library.

BACKGROUND

It is my pleasure to announce that the Friends of the Portage District Library will generously support the Library's Summer Reading Program in 2022 with a grant totaling \$9,500. We are most grateful for this grant, enabling us to conduct a summer reading experience for both youth and adults. The Summer Reading Program at PDL has become a cornerstone event for our community. Without the support of our Friends organization, the Library would be very challenged to sustain the level of summer programs and activities that we have been able to provide due to the Friends' subsidy.

Youth and Teen participants are rewarded for their involvement in summer reading through weekly drawings and book giveaways. We believe that keeping children reading over the summer months helps them maintain and improve their reading skills to give them an advantage when school resumes in the fall. Adult participants will have an opportunity to win prizes through weekly drawings.

We are incredibly grateful to the Friends for their loyal sponsorship of the Library's Summer Reading Program and all other support and subsidy they regularly give us.

RECOMMENDATION:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2022 Budget to increase the Programming-Summer Reading expenditure lines by \$9,500; Adult \$2,000, Teen \$2,500, and Youth \$5,000. The amendment will enable the funds to be used as requested by the Friends of the Portage District Library for the Library's 2022 Summer Reading Program.

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.

January Marketing Highlights:

- Streamed and recorded live programs at our temporary location to help facilitate hybrid programming.
- Created 2022 holiday closing graphics.
- Helped to format and print bookmarks for the Youth Bookmark Contest.
- Began to create graphics for our re-branding efforts.
- Created a plan for communicating our upcoming closure / move.

January Social Media Highlights:

Facebook

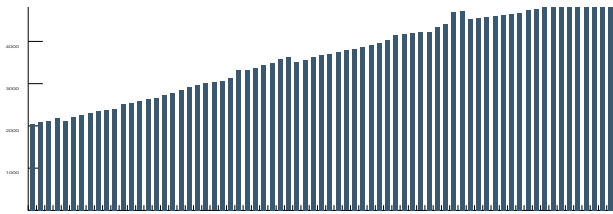
43 New Page Likes | 106 Post Shares | 1,173 Post Likes | 150 Comments | 394,883 Total Reach

Twitter

1,103 Tweet Impressions | 18 Likes | 2 Re-tweets | 822 Profile Visits | 0 Mentions | 1 New Followers

Facebook Stats 2016 - January 2022

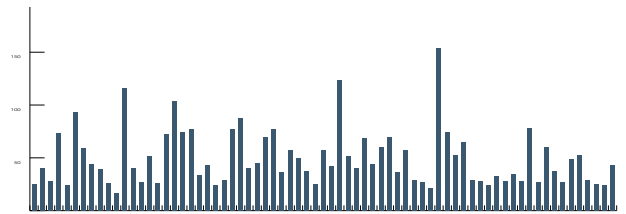
Total Followers:



February 2016
2,052

January 2022
4,953

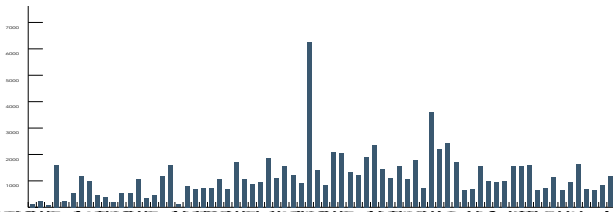
New Followers:



February 2016
25

January 2022
24

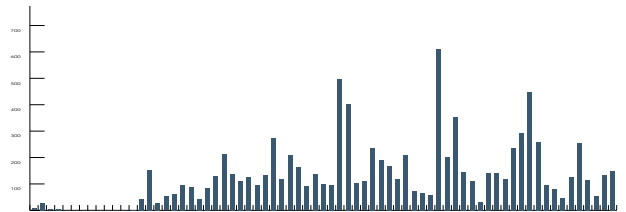
Likes:



February 2016
124

January 2022
838

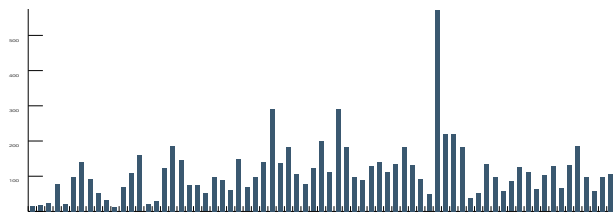
Comments:



February 2016
7

January 2022
132

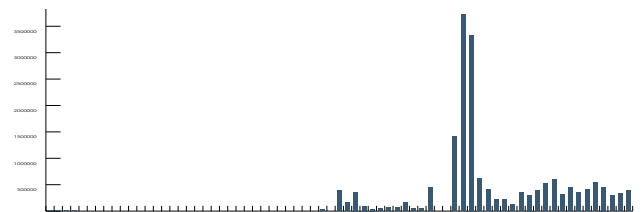
Shares:



February 2016
0

January 2022
99

Engagement:



February 2016
5,305

January 2022
336,567

Videos Created in January 2022

	Video Title	Department	Facebook Views	YouTube Views	Total Views
1	Family Storytime with Ms. Kristy // Blizzard	Youth	232	15	247
2	Family Storytime with Ms. Kristy // Owl Moon	Youth	162	5	167
3	Family Storytime with Ms. Kristy // Something Smells!	Youth	262	12	274
4	Kids in the Kitchen with Junior Chef Gianna Key: Mexican Pizza!	Youth	N/A	18	18
				Total	706

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: February 1, 2022
SUBJECT: Library Statistical Report - January 2022

	Month Statistics			YTD Statistics		
	Jan-22	Jan-21	CHANGE	2022	2021	CHANGE
Circulation/Collections						
Total Library Circulation	58,137	39,222	48.23%	58,137	39,222	48.23%
Adult - Books	13,607	7,789	74.70%	13,607	7,789	74.70%
Adult - A/V	3,271	1,538	112.68%	3,271	1,538	112.68%
Youth - Books	19,563	10,843	80.42%	19,563	10,843	80.42%
Youth - A/V	1,678	760	120.79%	1,678	760	120.79%
Hot Picks	1,007	262	284.35%	1,007	262	284.35%
E-Material	16,870	16,056	5.07%	16,870	16,056	5.07%
ILL - PDL Requests	1,074	1,118	-3.94%	1,074	1,118	-3.94%
ILL - Other Lib. Requests	1,067	856	24.65%	1,067	856	24.65%
Self-Checkout Percentage	54.16%	0.28%		54.16%	0.28%	
Total Library Collection	178,756	189,347	-5.59%			
Adult - Books	76,757	87,300	-12.08%			
Adult - A/V	14,863	17,379	-14.48%			
Youth - Books	75,102	71,031	5.73%			
Youth - A/V	8,501	9,439	-9.94%			
Hot Picks	3,533	4,198	-15.84%			
Net Acquisitions	(3,264)	(339)	-862.83%	(3,264)	(339)	-862.83%
Purchased - Books	749	1,308	-42.74%	749	1,308	-42.74%
Purchased - A/V	244	284	-14.08%	244	284	-14.08%
Donated - Books	0	0	#DIV/0!	0	0	#DIV/0!
Donated - A/V	0	0	#DIV/0!	0	0	#DIV/0!
Material Discarded	(4,257)	(1,931)	-120.46%	(4,257)	(1,931)	-120.46%
Total In-House Usage*	0	n/a	n/a	0	0	n/a
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
Patrons						
Total Patrons	36,377	50,430	-27.87%			
Adult	17,765	27,535	-35.48%			
Youth	4,281	6,226	-31.24%			
Non-Resident	254	376	-32.45%			
Reciprocal	3,730	6,389	-41.62%			
Internet User	561	849	-33.92%			
PASS Users	9,730	8,991	8.22%			
Professional	56	64	-12.50%			
Net Patrons	147	45	226.67%	147	45	226.67%
Adult	1,668	43	3779.07%	1,668	43	3779.07%
Youth	482	2	24000.00%	482	2	24000.00%
Non-Resident	4	0	#DIV/0!	4	0	#DIV/0!
Reciprocal	41	0	#DIV/0!	41	0	#DIV/0!
Internet User	33	0	#DIV/0!	33	0	#DIV/0!
PASS Users	0	0	#DIV/0!	0	0	#DIV/0!
Professional	0	0	0.00%	0	0	#DIV/0!
Patrons Removed	(2,081)	0	#DIV/0!	(2,081)	0	#DIV/0!

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: February 1, 2022
SUBJECT: Library Statistical Report - January 2022

	Month Statistics			YTD Statistics		
	Jan-22	Jan-21	CHANGE	2022	2021	CHANGE
Library Building Usage						
Total Meeting Room Usage	0	0	#DIV/0!	0	0	#DIV/0!
Internal/Collaboration	0	0	#DIV/0!	0	0	#DIV/0!
External/Outside Usage	0	0	#DIV/0!	0	0	#DIV/0!
Total Program Audience	TBD	0	#DIV/0!	0	0	#DIV/0!
Adult	TBD		#DIV/0!	0	0	#DIV/0!
Youth	TBD		#DIV/0!	0	0	#DIV/0!
Heritage Room	0		#DIV/0!	0	0	#DIV/0!
Total Number of Programs	TBD	0	#DIV/0!	0	0	#DIV/0!
Adult	TBD		#DIV/0!	0	0	#DIV/0!
Youth	TBD		#DIV/0!	0	0	#DIV/0!
Heritage Room			#DIV/0!	0	0	#DIV/0!
Total Volunteer Hours	63	64	-1.56%	63	64	-1.56%
Adult	18	0	#DIV/0!	18	0	#DIV/0!
Youth	0	0	#DIV/0!	0	0	#DIV/0!
Technical	11	0	#DIV/0!	11	0	#DIV/0!
Circulation	2	0	#DIV/0!	2	0	#DIV/0!
Administration	32	64	-50.00%	32	64	-50.00%
Community Service	0	0	#DIV/0!	0	0	#DIV/0!
Total Front Door Traffic	8,025	0	#DIV/0!	8,025	0	#DIV/0!
Total Youth Services Traffic	5,438	0	#DIV/0!	5,438	0	#DIV/0!
Total Business Center Traffic	0	0	#DIV/0!	0	0	#DIV/0!
Information Access/Reference/Research						
Total Reference Transactions	4,770	15,492	-69.21%	4,770	15,492	-69.21%
Adult Phone	422	548	-22.99%	422	548	-22.99%
Adult Ready Reference	1,418	1,810	-21.66%	1,418	1,810	-21.66%
Adult Reference	130	84	54.76%	130	84	54.76%
Youth Phone	65	195	-66.67%	65	195	-66.67%
Youth Ready Reference	1,302	6,530	-80.06%	1,302	6,530	-80.06%
Youth Reference	172	69	149.28%	172	69	149.28%
HR Phone	13	20	-35.00%	13	20	-35.00%
HR Ready Reference	243	95	155.79%	243	95	155.79%
HR Reference	13	15	-13.33%	13	15	-13.33%
Circ Phone	478	3,016	-84.15%	478	3,016	-84.15%
Circ Ready Reference	358	2,929	-87.78%	358	2,929	-87.78%
Circ Reference	156	181	-13.81%	156	181	-13.81%
Total Edutainment LAN Use	0	0	#DIV/0!	0	0	#DIV/0!
Total Internet Computer Use	803	0	#DIV/0!	803	0	#DIV/0!
Youth Computers	0	0	#DIV/0!	0	0	#DIV/0!
Adult Computers	801	0	#DIV/0!	801	0	#DIV/0!
Laptop Computer Circulated	2	0	#DIV/0!	2	0	#DIV/0!
Total Electronic Transactions	41,271	51,639	-20.08%	41,271	51,639	-20.08%
WebSite Hits	30,121	35,516	-15.19%	30,121	35,516	-15.19%
WebCatalog Sessions	8,938	12,782	-30.07%	8,938	12,782	-30.07%
Licensed Database Hits	2,212	3,341	-33.79%	2,212	3,341	-33.79%

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

Christy Klien, Library Director

Open Meetings Act Changes for Libraries Introduced in the Michigan House as HB5689

Allowing library boards to meet remotely has taken on a new purpose with increased engagement/attendance of the public in remote meetings, and recognizing the extreme geographic distances traveled by many board members to participate at in-person meetings.

The Michigan Library Association (MLA) is pleased to inform you that yesterday, Representative John Damoose (District 107) has introduced [House Bill 5689](#) which will update Section 3a (MCL 15.263a) as amended by 2021 PA 54 of the Open Meetings Act to allow cooperative library boards and local library boards to meet virtually if they choose. The bill was referred to the Local Government and Municipal Finance Committee.

The MLA Advocacy and Legislative Committee, led by Jessica Keyser, director at the Grosse Pointe Public Library; and our lobbyist at GCSI, Bob DeVries; have put an extraordinary amount of thoughtful time and energy into the development of this legislation with Representative Damoose.

There is a political reality to the passage of this legislation, however. It should be noted that there have been a number of proposed revisions introduced to the Open Meetings Act (OMA) during the past year. None have moved past the introduction since mid-2021 with the political divisions we now see. (Some of these bills are documented in the [MLA Bill Tracker](#) on the MLA website.)

With that said, we also note that the most recent update to this particular section of the OMA allowed those in an agricultural commodity group to meet through electronic means. MLA hopes to emulate their success by giving libraries the option of meeting remotely as well.

We are very grateful to Rep. Damoose for recognizing the challenges faced by our libraries when it comes to meeting in person, and to Val Meyerson, Director of the Petoskey District Library for continuing to bring this item to his attention – it is all about relationships.

MLA's communication plan to support this legislation will be thoughtful and intentional. It is important to note that we are at step 1 of the legislative process, which as you know, takes an extreme amount of time and energy to get through. Now that it has been introduced, we will work behind the scenes with the leadership of the Local Government and Municipal Finance Committee to have it added to the committee agenda to be heard. Please make note though, that the aforementioned OMA bills have all languished at this stage and it is important to manage expectations – we know there are political reasons it may never move past this stage.

A key decision made by the Advocacy and Legislative Committee was to add our voices to the discourse that creates a global solution for all entities who must adhere to the OMA to meet remotely. But also, their recognition of the importance to all libraries throughout Michigan that have documented:

1. Remarkable increases in engagement/attendance/accessibility of the public at library meetings that are held remotely.
2. Acknowledgment of the excessive and undue time commitments and extreme geographic distances traveled by many volunteer board members to participate at in-person library meetings.
3. Recognition that meeting in person is a barrier for recruiting new leaders within communities throughout Michigan to serve on library boards.

MLA will begin reaching out today to a small group of library leadership that can help us take our next steps in the process. We will keep you updated through Primary Source and postings on Michlib-I as this rolls out.

GCSI Redistricting Analysis

In late December, the Michigan Independent Citizens Redistricting Commission completed their work and voted to adopt new district lines for Michigan's Congressional, State Senate, and State House. These districts are a dramatic departure from the current seats and will change the landscape for the 2022 election.

This analysis provided by MLA's Lobby Firm GCSI will look towards the Primary and General Elections later this year. If you want to read more about how the Commission operated and what criteria they used, please [click here to see the analysis published in November](#).

[Download an in-depth analysis of the redistricting process provided by GCSI.](https://mla.memberclicks.net/assets/docs/GCSI_RedistrictingAnalysis_011222.pdf)
https://mla.memberclicks.net/assets/docs/GCSI_RedistrictingAnalysis_011222.pdf

2022 Consensus Revenue Estimating Conference

In mid-January, state budget officials met at the Consensus Revenue Estimating Conference. "Higher than anticipated growth in income tax and sales tax revenues means the state probably has about \$600 million a year in ongoing general fund revenues beyond what it anticipated earlier," stated Budget Director Christopher Harkins.

The state has \$5.8 billion in anticipated surplus state revenues and about \$15 billion in still unspent federal stimulus and infrastructure funds that it can spend over the next several years. Much of this is for "one-time expenditures" and not to begin new programs or to sustain programs already a part of state government.

An economic forecast is based on the best information available at the time the forecast is prepared. Because information and foresight are not perfect, risks and uncertainties are inherent in any forecast, and variations in the underlying factors can exert either optimistic or pessimistic influences on the forecast. Words used by state officials to describe the amount of state and federal dollar influx were “unprecedented”, “historic”, and “uncharted” — which left many legislators cautioning that while revenue projections continue to exceed previous expectations, it does not eliminate the need to be smart about how the state invests taxpayer money.

In addition, 2022 revenues are now expected to exceed May projections by an additional \$1.7 billion, and revenues for 2023 — the budget year now being worked on — are expected to exceed May projections by \$1.4 billion. In February, Governor Whitmer will submit her proposed budget to the legislature. MLA will provide an overview of her budget once it has been submitted.

[View the Consensus Revenue Agreement Executive Summary \(pdf\).](https://www.house.mi.gov/hfa/PDF/RevenueForecast/CREC_Executive_Summary_Jan_2022.pdf)
https://www.house.mi.gov/hfa/PDF/RevenueForecast/CREC_Executive_Summary_Jan_2022.pdf

PORTAGE DISTRICT LIBRARY**COMMUNICATION**

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 17, 2022
Subject: Upcoming Library Board linkage opportunities in March 2022 for consideration

Monthly library board linkage has been included in the past as a list of upcoming events. With PDL Staff focused on the move, we will not have programs in March 2022. We are, however, still participating in the two community reads this month.

Date	Time	Activity or Program Description
3/15	6:30 PM	<p><u>Meet Dashka Slater, 2022 Portage CommuniTeen Author</u></p> <p>This year, the author talk will take place at Portage Northern High School (1000 Idaho Avenue Portage, MI 49024). Register to reserve your spot via the Events Calendar.</p> <p>This event is co-hosted by Portage Public Schools, Portage District Library, and this is a bookstore Bookbug. Dashka's community presentation will be the culminating event of 2022's Portage CommuniTeen Read. Books will be available for purchase and author signing on the evening of this event.</p> <p>Learn more about the Portage CommuniTeen Read and <u>The 57 Bus</u> here: https://www.communitenreadportage.com/</p>
3/22	7:00 PM	<p>Reading Together 2022: Meet Author Thi Bui</p> <p>Kalamazoo Public Library and their community partners are pleased to announce the Reading Together 2022 title, <u>The Best We Could Do: An Illustrated Memoir</u> by award-winning author and cartoonist Thi Bui. The author will speak virtually through KPL Live.</p> <p>Learn more about this event and Reading Together 2022 here: https://www.kpl.gov/reading-together/</p>

PORTAGE DISTRICT LIBRARY
Library Board By-Laws

Article I **Incorporation and Name:**

The Portage District Library was formed under the Michigan District Library Establishment Act, May 22, 1989 PA 24 (MCL 397.171, et seq.) (the “Act”), through an agreement entered into on January 27, 1998, by and between the School District of the City of Portage, the County of Kalamazoo Michigan, and the City of Portage to provide library services to their combined populations. The Library of Michigan formally approved the agreement to form the Portage District Library and officially recognized the Portage District Library as a legally established district library on March 22, 1998 and approved an amendment to the agreement on June 1, 1998. The address of the main office is as follows:

**Portage District Library
300 Library Lane
Portage, Michigan 49002**

Article II **Membership:**

In accordance with the provisions of the Portage District Library agreement, the Portage District Library shall consist of seven members who shall be elected by the electors of the District Library at the regularly scheduled school elections in the month of November in even-numbered years. Terms are for four years and commence on the January 1st following the November election. Members are elected on a rotating basis with four members elected to four year terms at one school election and three members elected to four year terms at the succeeding school election.

Before assuming the office of Library Board Member, each person elected shall take the oath of office prescribed for public officers by the Constitution and shall file the oath with the staff Board Secretary.

The expectation is that no elected board member shall be unexcused for more than (1) meeting per fiscal year.

The office of a Library Board member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor pursuant to Section 10, Article V of the State Constitution of 1963, or ceases to be a resident of the district. In the event that a Library Board member cannot fulfill the length of his term, the Portage District Library Board shall appoint a replacement who will be a qualified elector of a participating municipality. The appointed Library Board member’s term will come up for election at the next Portage District Library Board election and shall be for the length of the remaining term.

Article III **Officers**

Officers of the Portage District Library Board shall be a Chairperson, and a Vice-Chairperson, who shall be elected at the January Board Meeting, for a term of one year commencing at the first board meeting in January.

The Library Board Chairperson may appoint a board member as official Secretary when needed, such as to take minutes for a closed session. The staff Library Board Secretary shall record minutes at meetings, maintain official Library Board files and records and produce Library Board correspondence as required. The staff Library Board Secretary shall, in collaboration with the Chairperson and Library Director, prepare the agenda. The agenda-planning meeting shall be two weeks prior to the Library Board meeting. It is the responsibility of the staff Board Secretary to provide the Library Board with the agenda and supporting materials 96 hours (4 days) prior to the Library Board meeting.

In the event an office becomes vacant, the office shall be filled by a Library Board election at the next regular meeting. However, in the case of the Chairperson the current Vice-Chairperson shall fill the vacancy and a new Vice-Chairperson shall be elected.

Article IV **Meetings**

The Library Board shall meet at times and dates approved by the Library Board at the December Library Board meeting. Special meetings may be called by the Chairperson, or upon written request of two members, for the transaction of business as stated in the call. Written notice stating the time and the place of any special meeting and the purpose for which it is called shall be given to each member of the Library Board 18 hours in advance, and posted for the public in accordance with the Michigan Open Meetings Act.

The meeting will commence as soon after the hour of the meeting as there shall be a quorum present. In the absence of the Chairperson, the Vice-Chairperson shall call the meeting to order. If neither the Chairperson nor the Vice-Chairperson is present, then board members may elect a temporary Chair for the limited purpose of moderating the meeting.

A quorum for the transaction of business shall consist of a simple majority. Members of the Library Board who are unable to attend a meeting will notify the staff Board Secretary (24) hours prior to the meeting. In the absence of a quorum the Library Board shall meet as a committee of the whole, however no binding decisions may be made.

Roberts Rules of Order, the latest revised edition, shall govern the parliamentary procedure of the Library Board.

Sufficient time will be provided at the beginning of the meeting for any person, not a member of the Library Board, to address the Library Board on any matter within the scope of the provision of District Library Law.

Article V **Committees**

The Chairperson of the Library Board may nominate members to special committees, with Library Board approval, as the need arises.

The Personnel Committee will consist of the Chairperson of the Library Board and two members of the Library Board nominated by the Chairperson and elected by the full Library Board at the next regular board meeting. The purpose of the Personnel Committee is to conduct the annual evaluation of the Library Director.

Article VI **Powers and Duties of the Library Board**

The powers and duties of the Portage District Library Board are set forth in the District Library Law, PA 24 (MCL 397.171, et seq.) (the “Act”), and include the following:

Section 1: The Library Board may exercise any and all of the powers granted to it in the Act. The Library Board may delegate such powers to the Officers of the Library Board and/or the Library Director, as it deems necessary.

Section 2: The fiscal year of the Portage District Library shall be the annual period commencing January 1st and ending December 31st.

Section 3: The Library Board shall adopt and publish an annual operating budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, *as amended* (“UBAA”).

Section 4: The Library Board shall have exclusive control of the budget of the Portage District Library except as provided by delegation to the Library Director in accordance with the Uniform Budgeting and Accounting Act.

Section 5: The Library Board shall adopt Policies, Rules and Regulations for the operations of the library, not inconsistent with law or with these by-laws.

Article VII **Conflict of Interest**

Members of the Library Board shall disclose any conflict of interest in accordance with legal requirements. (Current conflict of interest statute, MCLA 15.323, states that 7 days is required.) Conflict of Interest statements will be completed and signed annually by Library Board members at January board meeting.

Article VIII **Amendments**

These bylaws may be amended at any regular meeting of the Library Board with a quorum present by a majority vote of the members present providing the amendment was stated in the call for the meeting and that it is done in accordance with legal requirements.

NOTE: These by-laws were adopted by the Portage District Library Board at its regular meeting on December 14, 2000, and last revised and reviewed and approved on February 22, 2021. All prior bylaws are hereby repealed.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 22, 2022
Subject: Initial Discussion About Identifying Potential Future Candidates for the Library Board

This agenda item has been included in this month's packet to remind trustees that the next library board election will be conducted on November 8, 2022. Simultaneously, the terms of (3) current PDL trustees will be ending December 31, 2022. These trustees may choose to run for another term, however, we should be prepared in case they decide not to.

Library staff are not allowed to recruit members of the public for library board candidates, but current trustees can recruit good potential candidates for the Library Board. Candidates must live with the Portage District Library service area and be willing to commit to a 4 year term. Interested individuals would need to file nominating petitions sometime in mid-August that year. Library Board Secretary Edwards puts together an information packet that is available for pickup at the Adult Services Desk or via .pdf upon email request. She is aiming to have them ready by the time the library building at 300 Library Lane reopens.

CONFIDENTIALITY POLICY: DISCLOSURE OF LIBRARY RECORDS

I. Policy; Library Records

It is the policy of the Portage District Library (“Library”) to preserve the confidentiality and privacy of Library Records (“Library Records” or “Library Record”) to the fullest extent permitted by law.

II. Definitions of Library Record

A. *Agent or Employee.* An agent or employee includes an employee of the Library, a member of the governing body of the Library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of the Library, and any other person who is lawfully performing services on behalf of the Library under a written contract, including a collection agency.

B. *Crime.* A crime means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5

C. *Law Enforcement Officer.* A law enforcement officer means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

D. *Library Record.*

1. Definition. As defined by the Michigan Library Privacy Act, for the purpose of this policy means:

“a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library.”

For example, a Library Record would include, but not be limited to patron circulation records, internet browsing history, and program attendance records.

2. Excluded from Definition. The following are specifically excluded from the definition of Library Record.

a. *Non-Identifying Material.* Library Record does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

b. *Certain Video Surveillance.* A Library Record also does not include recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from the Library.

3. Library Director Determination of “Library Record.” The Library Director, or his/her designee, shall be responsible for determining whether a particular document meets the definition of Library Record or whether the video surveillance footage contains any images that would require it to be considered a “library record.”

III. Disclosure of Library Records

The Library takes seriously its obligation to protect the privacy of every patron, as required by law, even if this commitment to patron’s privacy may appear to cause inconvenience on occasion. To that end, Library Records or other confidential information shall be released or disclosed only as provided for herein or otherwise provided by Michigan or federal law.

A. *Freedom of Information Act Requests.* All requests for public records that are not subpoenas, court orders or other legal process must be processed according to the Michigan Freedom of Information Act (“FOIA”) and the Library’s FOIA Procedures and Guidelines. See Procedures and Guidelines and Written Summary for additional information. Library Records are exempt from disclosure under the FOIA.

B. *Subpoenas, Court Orders or other Legal Process.* Any employee of the Library who is served with a subpoena, court order, or other legal process to release or disclose any Library Record or other Library document from (1) a state or local law enforcement agency or (2) a federal law enforcement agency shall promptly notify the Library Director, or his/her designee. If neither is available, the Library Board President shall be contacted.

1. Consultation with Attorney. The Library Director, his/her designee, or the Board President has the authority to consult with the Library Attorney regarding the sufficiency, scope or any other matter related to the subpoena, court order or other legal process.

2. Action by Library Director. After review of the subpoena, court order or other legal process, the Library Director, his/her designee, or the Board President shall take appropriate action to respond.

3. Opportunity to be Heard. Depending upon the type of subpoena, court order or other legal process, the Library may appear and be represented by counsel at a hearing on the request for records.

4. Confidentiality. If a subpoena, court order or other legal process is submitted to the Library, the Library shall keep the subpoena, court order or other legal process confidential if required by court order, Michigan law or federal law. To that end, the Library may not be able to inform the patron that his/her records were sought. The Library Board acknowledges that the Library Director, if required by a non-disclosure order or law, may not be permitted to inform the Board or its individual members that a local, state or federal agency has sought or obtained requested records.

C. *Consent.* In compliance with the Michigan Library Privacy Act, a person who is liable for the payment or return of the materials identified in a Library Record or portion of a Library Record may provide written consent for the release of that Library Record.

D. *Voluntary Disclosure without Court Order and Consent.* A library or an employee or agent of the Library may disclose Library Records without a court order or written consent under either of the following circumstances:

1. Collection Agency. The library or an employee or agent of the Library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The Library or an employee or agent of the Library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.
2. Interlibrary Loan. The Library or an employee or agent of the Library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The Library Records must be limited to those required for providing interlibrary loans.

IV. **Disclosures Regarding Alleged Crimes in this Library.** The Library Privacy Act does not prohibit an employee or agent of a library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the Library regarding a crime alleged to have occurred at the Library.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 21, 2022
Subject: Report from Library Board Liaison to the Friends of the Portage District Library

Portage District Library Board Trustees Linda Whitlock and Ken Baker are the Board Co-Liaisons to the Friends of the Library in 2022, and as such, one of them will attend Friends' board meetings and share information about Friends' activities.

There will be an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a board meeting on February 7th, there will be an item on the agenda for the February 28, 2022 Library Board meeting.

To:	Portage District Library Board Members
From:	Christy Klien, Library Director
Date:	February 23, 2022
Subject:	Follow-up Discussion about Guests to be Invited to Library Board Meetings in 2022

At the beginning of each year, it has been the practice of the Library Board to consider guests to be invited to board meetings throughout the year or presentations to be heard that would be beneficial. At the January 24, 2022 meeting, Trustees expressed an interest in hearing from Acting City Manager Adam Herringa.

Klien said we have reached out to an individual who has worked with other libraries as a Strategic Plan Facilitator and is a librarian. We have received recommendations for this individual from two local libraries that she has worked with recently. Klien said that working towards a 2023 Strategic Plan would be a priority and could also be a possibility for special meetings.

Klien said she would follow up at the February Board Meeting.

Portage District Library

Donations Report for Funds Received in Fiscal Year 2021 February 2022

DONATIONS RECEIVED in 2021	AMOUNT
Grants:	1,092.86
Support for Programming:	6,000.00
Restricted Materials:	5,250.00
Memorials:	2,475.00
Unrestricted:	14,516.22
TOTAL: <i>(without in-kind donations included)</i>	\$ 29,334.08

In Kind Gifts: <i>(estimated value of donated items - not money)</i>	\$ 7,208.00
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TOTAL: *(with "In Kind" Donations Included @ Estimated Value.....)* \$ **36,542.08**

<u>DONATIONS RECEIVED in 2021 – (Previously Allocated)</u>	AMOUNT
<i>Note: The following designated donations were previously allocated through Budget Amendments approved by the Library Board during 2021 or 2022.</i>	
Friends' Donation for 2021 Summer Reading	6,000.00
Grants & Donations for Adult Programming in 2021	360.00
Grants & Donations for Restricted Material in 2021	1,000.00
TOTAL: <i>(donations designated for specific purposes)</i>	\$ 7,360.00

TOTAL DONATIONS to be ALLOCATED in FISCAL YEAR 2022		
Total Donations <i>(without "In-Kind" donations)</i>	\$ 29,334.08	
Less Donations <i>(previously allocated in 2020)</i>	<u>\$ 7,360.00</u>	
Donations from 2021 to be Allocated: (Per Donors' Request):	\$ 21,974.08	
E-Resources	\$ 100.00	
Heritage Room	\$ 150.00	
World Language & Immigrant Interest	\$ 5,000.00	
Unrestricted	<u>\$ 17,724.08</u>	
TOTAL Donations from 2021 to be Allocated:	\$ 22,974.08	

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 23, 2022
Subject: Allocation of FY 2021 Gifts and Donations Revenue

BACKGROUND:

It has been our usual practice to ask the Library Board to consider endorsing the expenditure of a certain amount of gifts and donations revenue that had been received in the previous fiscal year. These monies come to the library as unsolicited and unrestricted donations for discretionary use for library purposes.

In the past, gifts and donation funds have been used to bolster purchases of library materials or to acquire needed equipment or furnishings, or to supplement adult and youth programming budgets. Year by year, we have identified targeted needs and allocated gifts and donations revenue accordingly.

A review of donations received by the library in FY 2021 has determined that there is **\$17,724.08** in gifts and donation funds available for allocation in FY 2022.

RECOMMENDATION for USE of FY 2021 GIFTS & DONATIONS REVENUE:

At this time, staff is still discussing the best use of these funds. A recommendation for use of donation funds with a balance of \$17,724.08 will be brought to the Library Board at a future time.

PORTAGE DISTRICT LIBRARY

Monitoring Report

For Executive Limitation Policy: Emergency Library Director Succession
Temporary and Long-Term

In order to protect the Library Board from sudden loss of the Library Director’s services, the Library Director will identify two other public service professionals familiar with Library Board and Library Director issues and processes who would be able to successfully substitute during the Library Director’s absence on an emergency temporary or long-term basis. Accordingly, the Library Director shall not:

POLICY ITEM #1:	Fail to have a plan in place for emergency Library Director succession, (temporary) which would utilize internal library public service professionals.
Director’s Response to Item #1:	<p><u>EMERGENCY (TEMPORARY) SUCCESSION</u> (Short-Term absence up to 6 weeks)</p> <p>In the event that the Library Director must be absent from the Portage District Library on an emergency (temporary) basis for a period of more than (3) days and not exceeding (6) weeks, then the succession plan is as follows:</p> <ul style="list-style-type: none"> A. Either the Head of Adult Services or the Head of Youth Services will be designated as a substitute for the Library Director during his/her emergency (temporary) absence from the library, with the support of the Library Administrative Team. B. The Library Director will notify the Library Board Chair in advance (if possible) about the need for an emergency (temporary) absence and the expected duration of the short-term leave. C. While substituting for the Library Director during his/her short-term absence, the Emergency (Temporary) Successor will communicate on a regular basis with the Library Board Chair and will keep him/her informed of any major issues facing the library or any board action needed. D. The Library Business Manager will oversee all financial transactions, during the Library Director’s short-term absence. E. During the Library Director’s short-term absence, the Emergency (Temporary) Successor will act on behalf of the Library Director in all aspects of library administration and operation, and will interact with the Library Board regularly, including preparing library board agenda materials and presenting that information at Library Board meetings. F. During the Library Director’s short-term absence, any personnel issues that may arise will be handled jointly by the Emergency (Temporary) Successor and the Library Business Manager. G. During the Library Director’s short-term absence, the Emergency (Temporary) Successor will comply with all Executive Limitations Policies and will consult with the Library Board Chair as necessary. H. The Emergency (Temporary) Successor’s substitution assignment will end when the Library Director returns from his/her short-term absence, or by a Library Board directive.
POLICY ITEM #2:	Cause a “conflict of interest” by designating the Library Business Manager as an emergency successor.
Director’s Response to Item #2	The Library Business Manager has not been designated as the Library Director’s Emergency (Temporary) Successor during any short-term absence. To avoid any conflict of interest, the roles and duties of the Library Business Manager and the

Monitoring Report for Executive Limitation Policy: Emergency Library Director Succession

	<p>Library Director are clearly defined and separated. For example, the Business Manager generates purchase orders and expends funds, and the Library Director monitors expenditures and signs checks to pay invoices, so there is always a check and balance system in operation.</p>
<p>POLICY ITEM #3:</p>	<p>Fail to have a plan in place for Library Director succession/ replacement that would utilize either an internal public service professional or an outside professional designated by the Library Director and approved by the Library Board.</p>
<p>Director’s Response to Item #3:</p>	<p><u>EMERGENCY (LONG-TERM) SUCCESSION</u> (Long-Term Absence 6 wks. to 1 Year)</p> <p>In the event that the Library Director must be absent on an emergency (long-term) basis from the Portage District Library for a period of more than (6) weeks and up to (1) year, then the succession plan is as follows:</p> <ol style="list-style-type: none"> A. The Library Director (if possible), in consultation with the Library Board, will identify a professional either inside or outside of the library who will substitute for the Library Director during his/her long-term absence from the library. B. The Library Director will notify the Library Board Chair in advance (if possible) about the expected length of his/her absence and make a recommendation for the person to serve as Emergency (Long-Term) Successor. C. The Library Board will hold a special meeting to consider appointment of an individual as the Library Director’s Emergency (Long-Term) Successor, and will also identify the terms and conditions of the assignment as well as the probable duration. If the professional is from <u>inside</u> the library, an adjustment will be made to the individual’s compensation according to the length of substitution time for the Library Director. If the person is from <u>outside</u> the library, compensation for the substitution period covering the Library Director’s long-term absence will be negotiated with the Library Board. D. During the Library Director’s long-term absence, the Emergency (Long-Term) Successor will communicate on a regular basis with the Library Board Chair and will keep him/her informed of any major issues facing the library or board action needed. E. All financial transactions, during the Library Director’s long-term absence, will be reviewed by the Emergency (Long-Term) Successor in consultation with the Library Business Manager. F. During the Library Director’s absence, the Emergency (Long-Term) Successor will act on behalf of the Library Director, with the support of the Library Administrative Team, in all aspects of library administration and operation, and will interact with the Library Board regularly, including preparing library board agenda materials and presenting that information at Library Board meetings. G. During the Library Director’s long-term absence, any personnel issues will be handled by the Emergency (Long-Term) Successor in consultation with the Library Business Manager. H. During the Library Director’s absence, the Emergency (Long-Term) Successor will comply with all Executive Limitations and Policies of the

Monitoring Report for Executive Limitation Policy: Emergency Library Director Succession

	<p>Library Board and will consult with the Library Board Chair as necessary.</p> <ul style="list-style-type: none"> I. The Long-Term Emergency Successor’s substitution assignment will end upon return of the Library Director from his/her long-term absence, or by a Library Board directive. J. In the event that the Library Director's long-term emergency absence changes to a resignation or termination, the Library Board will then refer to the "Library Director Succession/Replacement Plan" that was updated and presented to the Library Board in February 2018.
<p>POLICY ITEM #4:</p>	<p>Fail to produce a monitoring report about emergency Library Director succession to the Library Board on an annual basis.</p>
<p>Director’s Response:</p>	<p>The Library Board’s annual calendar is developed and ready at the beginning of each new fiscal year, with a list of all the required activities for that year, including due dates for written monitoring reports from the Library Director.</p> <p>The Monitoring Report for the Executive Limitation on Emergency Library Director Succession appears on the board’s annual calendar in the month of February. In compliance with that requirement, this report has been written and included in the board agenda packet for the board meeting of February 28, 2022.</p>

PORTAGE DISTRICT LIBRARY

Library Director Succession/Replacement Plan Updated February 28, 2022

If the Library Director departs from his/her position through resignation, retirement or removal, or is deemed incapable of carrying out his/her responsibilities for any reason - other than an emergency situation - the following Succession/Replacement Plan would be implemented immediately by the Library Board:

1. The normal operations of the library would continue under the guidance of the Library Board and with the leadership of the Library Administrative Team in their respective areas of responsibility, as shown below.

a. Assistant to the Director	f. Marketing Manager
b. Business Manager	g. Systems Administrator
c. Circulation Supervisor	h. Head of Technical Services
d. Head of Adult Services	i. Facilities Manager
e. Head of Youth Services	

2. The library would continue to operate under the provisions of the District Library Law, any mandates from the Library of Michigan, and would stay in compliance with all Michigan laws and City of Portage ordinances.
3. The Library Board would meet with the departing Library Director (if appropriate) and Business Manager to discuss procedures to be followed for the public announcement of the Library Director's departure and the appointment of an Interim Library Director from the Administrative Team (either the Head of Adult Services or Head of Youth Services). The Library Board Chair would contact the library's attorney about a contract for the Interim Library Director that would define the duration of the temporary appointment and appropriate compensation.
4. The Library Board, the departing Library Director (if appropriate) and the Administrative Team would meet in special session to discuss the process to be followed by the Library Director's succession/replacement. A timeframe would be developed, and specific responsibilities during the interim administration would be identified. A schedule for regular progress meetings with the Library Board Chair would also be established.
5. The Library Board and the departing Library Director (if appropriate) and the Library Marketing Manager would put together and issue a news release to the media about the impending departure of the Library Director and would contact the following individuals and institutions to inform them of the administrative change taking place at the library:

a. Library Attorney	e. Media
b. City of Portage (Manager)	f. Michigan Library Association
c. Kalamazoo County Clerk	g. Portage Public Schools (Superintendent)
d. Library of Michigan (State Librarian)	h. SMLC Members (Directors)

6. The Library Board and departing Library Director (if appropriate) and the Interim Library Director would work together to identify a list of “priority action items” that would need to be addressed at the library during the interim administration and would determine how to allocate resources best to preserve the library’s culture and maintain momentum.
7. The departing Library Director (if appropriate), the Interim Library Director and the Administrative Team would develop a “transfer of knowledge” plan. The plan would include accounting information, administrative procedures, bank information, Board policies, budget documents, circulation procedures, current contracts, emergency procedures, facilities checklists, institutional benchmarks and standards, legal requirements, security codes and any other important information. This information would later be conveyed to a replacement Library Director.
8. The Library Board Personnel Committee would work with the departing Library Director (if appropriate) and the Business Manager to review and update the Library Director’s job description and prepare a job posting advertisement.
9. The Library Board Personnel Committee or an appointed Search Committee would investigate and then recommend a search process to be followed to replace the Library Director, and the Library Board would vote to accept it. The following decisions would need to be made by the Library Board:
 - a. Selection criteria to be used in the search process (*requirements for Library Director position*)
 - b. The scope of the search (*national search?*)
 - c. Method of searching (*engage an outside search firm?*)
 - d. External involvement (*community input in the selection process?*)
 - e. Internal involvement (*staff and peer input into selection process?*)
 - f. Budgetary implications (*acceptable cost for search process?*)
 - g. The timetable for replacing Library Director (*6 to 9 months?*)
 - h. Who will evaluate the first-round candidates? (*Search firm and Library Board?*)
 - i. Who will interview final candidates? (*Search firm, Library Board, Community in Meet the Candidates open session?*)
 - j. Compensation package to be offered to the successful candidate? (*Library Board Personnel Committee and labor attorney*)
10. Once interviews have taken place and a final decision has been made by the Library Board a formal job offer with a compensation package is extended to the candidate.
11. After the offer has been accepted, a public announcement of the selection of the new Library Director will be made by the Library Board with the assistance of the Library’s Marketing Manager and the Assistant to the Director.
12. The Library Board and the Administrative Team would jointly plan a community event to welcome the newly hired Library Director.
13. The Library Board and new Library Director would meet to decide on initial first steps to be taken and future direction for the library.
14. The new Library Director would begin administration of the library.

PORTAGE DISTRICT LIBRARY

Monitoring Report

for

Executive Limitation Policy: Treatment of Consumers

February 28, 2022

With respect to interactions with consumers or those applying to be consumers, the Library Director shall not cause or allow conditions, procedures, or decisions, which are unsafe, undignified, which invade privacy, or are unnecessarily intrusive, and shall not:

POLICY ITEM #1: Use application forms that elicit information for which there is no clear necessity.

Director's Response to Item #1: The application form used by the Portage District Library contains standardized language that is appropriate for a non-profit, tax-supported institution, and that has been examined by legal counsel for compliance with federal and state laws. In addition, there are no questions on the form that attempt to elicit information for which there is no clear necessity. The library has been using this application form since 1998 when it became a district library, and there have been no challenges by applicants or others to its content. In 2019, the Library Director and Business Manager made the decision to remove the requirement to provide a social security number on the application.

To further ensure that all library forms and activities are in compliance with this Executive Limitation Policy, the Library Employee Handbook reinforces these requirements as follows: *"Portage District Library will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, and to refrain from any illegal, dishonest, or unethical conduct."*

POLICY ITEM #2: Use methods of collecting, reviewing, transmitting, or storing client information that fails to protect against improper access to the material elicited.

Director's Response to Item #2: Currently, the library has the following procedures in place to protect the privacy of patron information.

PROTECTION of PRIVACY:

- Symphony (library automation system) updates with password protections.
- Measures have been taken to ensure the security of online e-mailing of overdue and reserve notices to patrons.
- Procedures are in place at all desks to guard against revealing private information.
- Patron data base is reviewed on a schedule to update old information.
- There is a regular schedule in place (quarterly) for deletion of unused patron accounts going forward. The purging process assures that we do not keep any unnecessary personal information in our patron database.
- Self-serve computer print stations with vending capability are available to patrons to print and retrieve their own personal print jobs without the assistance of library staff for more convenience and to ensure their privacy.
- Fax service (outgoing only) is also available to patrons to enable unassisted personal fax transmissions.

Monitoring Report for Executive Limitation Policy: Treatment of Consumers

- The Library Confidentiality Policy was approved by the Library Board and at the February 22, 2021 board meeting. All employees are informed about the policy and trained to follow the specific process for safe-guarding patron privacy.
- The library reapproved the FOIA Policy on December 13, 2021 as required on the Library Board's Annual Calendar.

POLICY ITEM #3: Fail to provide appropriate accessibility and privacy in facilities.**Director's Response to Item #3**

- The Portage District Library is ADA compliant with a wheelchair accessible entrance, elevators, computer stations and restroom facilities. There is also a wheelchair available for use upon request on the premises, and elevators that provide barrier-free entrance & transport.
- Privacy is also ensured for our patrons' information by having an employee code of conduct at the library that requires staff to maintain confidentiality of all patron information.
- More seating has been provided in areas near the entrance to afford those with special needs a place to sit upon arrival, in preparation for leaving, or while waiting for assistance.
- The Adult Services areas are arranged for accessibility and privacy with advantageous placement of furnishings, wider aisles and pathways, lower, easier-to-reach shelving with wide open sight lines and unobstructed seating space.
- Youth Room is arranged to make children's browsing areas more accessible and to create less obstructed sight lines for staff to monitor activities in that area.
- There is a Staff Lounge on the second floor, away from the public area, for employees to take break periods so as not to interfere with patron activities and to provide privacy for staff.

During non-pandemic service offerings:

- The library offers circulating laptops with wireless access so that patrons can use them anywhere in the library and connect to the Internet - which provides a higher degree of privacy than the stationary computers in the Adult Reference Room.
- In the physical realm, privacy is offered to patrons by providing patrons access to study rooms and (5) other meeting rooms that are available for public use for a rental fee. There are numerous, individual study table & chair groupings throughout the library that provide places for people to read, study and work in an uninterrupted manner.
- Meeting room rentals are handled confidentially and are listed on the calendar only according to information that the renter provides to the library.
- More casual seating has been provided throughout the library to present a friendlier more comfortable atmosphere for all visitors.
- The Teen Room has been furnished in an appealing way to make it more accessible and comfortable to that age group.
- The Preschool Room has age appropriate learning toys and the floor plan is safe for small children and enables parents and caregivers to easily observe them.

Monitoring Report for Executive Limitation Policy: Treatment of Consumers

POLICY ITEM #4: Fail to establish with consumers a clear understanding of what may be expected and what may not be expected from the service offered.

Director's Response to Item #4: The library continues to handle its communications with library patrons in an excellent manner, using clear cut and easy-to-understand signage, flyers, posters, brochures, e-newsletters, and website information. All promotional materials are carefully developed to convey important messages to library users that will specifically describe new services (i.e., Hoopla, Lynda.com, new databases etc.) or changes in services (i.e., Changes in Non-Resident Fee; Library Closings, Friends' Book Sale dates, etc.) Any enhancements to library services are conveyed to library users via the library's monthly e-newsletter, inserts in The Portager, large posters placed throughout the library and with banner advertisements on the library's website. The library also uses digital signage to advertise upcoming programs to patrons.

The library's e-newsletter transmits useful library related information to patrons. In addition, other methods are used to communicate, such as:

- The library's website content was updated recently so that content in several areas of the site is current and dynamic and visually pleasing when viewed on a mobile device.
- The library has a Social Media Committee that is focused on developing meaningful, engaging, and newsworthy content for the library's Facebook account.
- Newsletters are sent via e-mail and are used to highlight library resources, programs, and services.
- Special phone and e-mail communications are directed to homebound patrons to make sure they are up-to-date on library events, resources and services.
- Recorded message on the library's phone system are used to direct callers to the appropriate service points in the library and advertises any new services.
- Special promotional campaigns are conducted to "get the word out" about any new services available at the library.
- Any time that library resources and services are changed in any way, there is a publicity initiative undertaken to get the message out, through news releases, newspaper articles, and website alerts.
- Public surveys (both online and paper) are conducted regularly to gather information and feedback from patrons and then responses are used to assess library operations and services and to make any necessary changes.

POLICY ITEM #5: Fail to inform consumers of this policy, or to provide a way for persons to be heard who believe they have not been accorded a reasonable interpretation of their protections under this policy.

Director's Response to Item #5: Currently, the library has the following procedures in place to ensure that patrons are heard:

- All public service staff is trained to ask library patrons, during interactions with them, if they found what they were looking for at the library.
- Electronic comment cards are available on the Library's website for users to

Monitoring Report for Executive Limitation Policy: Treatment of Consumers

- submit online comments and paper comment cards are available at service desks.
- Evaluation forms are regularly handed out to patrons after library programs to get input on current and future program offerings.
 - Patron surveys are conducted at regular intervals, both paper & electronic.
 - All Library Board meeting notices are posted in high traffic locations and on the library's website and Library Board meetings are held onsite and open to the public at any time.
 - Comments from library patrons are prompted by postings on the library's Facebook page.

POLICY ITEM #6: Fail to provide a written monitoring report to the Library Board once a year.

Director's Response to Item #6: The Library Board's annual calendar is developed and ready at the beginning of each new fiscal year, with a list of all the required activities for that year, including due dates for written monitoring reports from the Library Director. The Monitoring Report for the Executive Limitation on Treatment of Consumers appears on the board's annual calendar in the month of February.

In compliance with that requirement, this report has been written and included in the board agenda packet for the board meeting of February 28, 2022.

KEY PROJECT PERFORMANCE INDICATORS

Safety	Critical Decisions/Actions	Required By:	Financial Update																																											
<p>RISK ACTIVITIES</p> <ol style="list-style-type: none"> 1. Overhead work and ladder safety 2. Sharp tools and blades, hand safety 3. Elevator install safety, fall protection and guardrails <p>Total Incidents: 1 Incidents this Month: 0</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 15%;">Previous Period (January)</th> <th style="width: 15%;">Current Period (February)</th> <th style="width: 15%;">Total to Date</th> </tr> </thead> <tbody> <tr> <td>Workers on Site (Avg. # of persons /Day)</td> <td style="text-align: center;">51</td> <td style="text-align: center;">43</td> <td></td> </tr> <tr> <td>Worker-hours</td> <td style="text-align: center;">8,646</td> <td style="text-align: center;">4,854</td> <td style="text-align: center;">51,139</td> </tr> </tbody> </table>		Previous Period (January)	Current Period (February)	Total to Date	Workers on Site (Avg. # of persons /Day)	51	43		Worker-hours	8,646	4,854	51,139	<p style="color: red; font-weight: bold;">Café Flooring Material Mis-Ordered – Need to expedite material. Installing temporary flooring.</p> <p style="text-align: right; font-weight: bold; color: red;">3/1/22</p>		<p style="background-color: #f2f2f2; margin: 0;">Contract Amounts</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0;"> <tr> <td style="width: 80%;">Original Project Budget</td> <td style="text-align: right;">\$10,585,427</td> </tr> <tr> <td>Approved Change Orders</td> <td style="text-align: right;">\$1,108,648</td> </tr> <tr> <td>Current Project Budget</td> <td style="text-align: right;">\$10,858,427</td> </tr> <tr> <td>Approved CORs (Not presently in a change order)</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Pending/Anticipated Changes</td> <td style="text-align: right;">\$115,194</td> </tr> <tr> <td>Projected Project Cost</td> <td style="text-align: right;">\$10,585,427</td> </tr> </table> <p style="background-color: #f2f2f2; margin: 0;">Contingency</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0;"> <tr> <td style="width: 80%;">Original Contingency Balance</td> <td style="text-align: right;">\$875,152</td> </tr> <tr> <td>Contingency Transfer Notices Submitted</td> <td style="text-align: right;">\$544,554</td> </tr> <tr> <td>Current Contingency Balance</td> <td style="text-align: right;">\$130,598</td> </tr> <tr> <td>Projected Contingency Changes (Includes Pending and Future Changes)</td> <td style="text-align: right;">\$115,194</td> </tr> <tr> <td>Projected Contingency Balance</td> <td style="text-align: right;">\$30,218</td> </tr> </table> <p style="background-color: #f2f2f2; margin: 0;">Billing</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0;"> <thead> <tr> <th style="width: 30%;">Pay Period</th> <th style="width: 30%;">Billing Amount</th> <th style="width: 40%;">Total % Billed</th> </tr> </thead> <tbody> <tr> <td>January (Submitted)</td> <td style="text-align: right;">\$510,959</td> <td style="text-align: center;">14%</td> </tr> <tr> <td>February (Will be open soon)</td> <td></td> <td></td> </tr> </tbody> </table>	Original Project Budget	\$10,585,427	Approved Change Orders	\$1,108,648	Current Project Budget	\$10,858,427	Approved CORs (Not presently in a change order)	\$0	Pending/Anticipated Changes	\$115,194	Projected Project Cost	\$10,585,427	Original Contingency Balance	\$875,152	Contingency Transfer Notices Submitted	\$544,554	Current Contingency Balance	\$130,598	Projected Contingency Changes (Includes Pending and Future Changes)	\$115,194	Projected Contingency Balance	\$30,218	Pay Period	Billing Amount	Total % Billed	January (Submitted)	\$510,959	14%	February (Will be open soon)		
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West Parking Lot View



Youth Services into Preschool



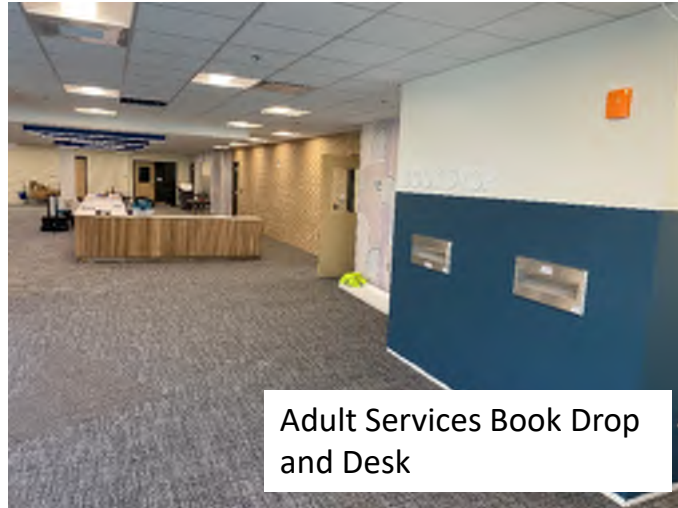
Creation Station and Makers Space



Adult Services Work Room



Café Wall Covering and Wood Paneling



Adult Services Book Drop and Desk



E2 First Floor



New Signage Throughout



Wall Covering Outside of Group Restrooms



Server Room Data Cables



Collins Studio Sound Panels



Popular Materials Room