

NOTICE OF REGULAR MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, May 23, 2022 at 6:00 p.m.

The Library Board of the Portage District Library will hold a regular meeting on Monday, May 23, 2022 at 6:00 p.m. This meeting will be held at 300 Library Lane. 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. 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: May 23, 2022 06:00 PM Eastern Time (US and Canada)

Topic: Portage District Library Board Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81248562618>

Or One tap mobile :

US: +13017158592,,81248562618# or +13126266799,,81248562618#

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

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Webinar ID: 812 4856 2618

International numbers available: <https://us02web.zoom.us/j/81248562618>

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: May 19, 2022

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

PORTAGE DISTRICT LIBRARY BOARD MEETING

May 23, 2022

Regular Meeting at 300 Library Lane, Portage, Michigan & Zoom at 6:00 PM

AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)
- IV. Adoption of the Agenda for the Regular Meeting of May 23, 2022 (1 minute) (Vote)
- V. Guest Presentation (20 minutes)
 - A. Presentation by Interim City Manager Adam Herringa (*Info*) Pg. 3
- VI. Consent Agenda (5 minutes) (Vote)
 - A. Minutes of the Regular Board Meeting held on April 25, 2022. (*Info*) Pg. 4-7
 - B. Narrative Report for May 2022. (*Info*) Pg. 8-13
 - C. Review of Reciprocal Borrowing Policy (*Info*) Pg. 14
 - D. Review of Patron Behavior Policy (*Info*) Pg. 15-21
 - E. Financial Report for April 2022. (*Info*) Pg. 22-24
 - F. Budget Amendment for Friends of the Library Donation (*Info*) Pg. 25
 - G. Marketing Report for April 2022. (*Info*) Pg. 26-27
 - H. Linkage June 2022. (*Info*) Pg. 28
 - I. Legislative Update for April 2022. (*Info*) Pg. 29
 - J. Statistical Report for April 2022. (*Info*) Pg. 30-31
- VII. Governance (30 minutes total)
 - A. Follow-up on Mid-Year Meeting with Library Director (*Info*) Pg. 32
 - B. Library Printing Policy/Cost (*Vote*) Pg. 33-37
- VIII. Staff Presentation on the Library's Summer Reading Program (20 minutes total) (Info) Pg. 38
- IV. Library Director's Reports (20 minutes total)
 - A. Building Update (*Info*) Pg.
 - B. Final remarks by Library Director for the May 23, 2022 Library Board Meeting.
- V. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the June 27, 2022 board meeting
 1. Minutes of the Regular Meeting held on May 22, 2022.
 2. Audit Presentation by Rehman Robson
 3. Discussion about Plans for the 2022 Library Board Retreat.
 4. Review of Heritage Room Policy.
 5. Creation Station/Maker Space Policy.
 6. Presentation of proposed Library Operating Budget for Fiscal Year 2023.
 - B. Assessment of this meeting
 - C. Miscellaneous Items
- VI. Adjournment

To: Portage District Library Board
From: Christy Klien, Library Director
Date: January 19, 2022
Subject: Guest Presentation from Acting City Manager Adam Herringa

The City Manager is the Chief Administrative Officer of the City of Portage and oversees all city departments. The mission of the Office of the City Manager is to deliver superior city services and unsurpassed customer service to Portage citizens and business owners and to respond to the needs of the community. The City Administration carries out its mission under the direction of and on behalf of the Portage City Council through the implementation of City Council policies and priorities. to maintain and improve public access to library resources.



Adam Herringa

Acting City Manager

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

April 25, 2022

300 Library Lane, Portage, MI 49002

I. Start of Meeting

II. Roll Call

Board Members Present: Michele Behr, Jeanne Friedman, Donna VanderVries, Linda Whitlock

Board Members Absent: Ken Baker (excused), Carol Bale (excused), Tom Vance (excused)

Library Staff Present in-person or virtually:

Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Abby Pylar, Steve Rossio, Colin Whitehurst, and Laura Wright

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

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

A. Comment from Trustee VanderVries - VanderVries thought it was interesting that MLA hasn't provided a legislative update recently since it is an election year. She said with redistricting and a lame duck session, she expects a flurry of activity. She mentioned Senate Bill 0784 which has to do with property tax exemptions for veterans and House Bill 5702 a bill to eliminate personal property tax as ones to watch. There is also House Bill 5337 introduced in 2021 which recommends modifications to the calculation of Headlee rollback.

B. Comment from Trustee Baker (virtual) - Baker addressed the group via Zoom. He apologized for missing the meeting last minute as he is ill. He noted that he looked over the newly released the property values in Portage highest they've ever been. Library Director Klien noted that we will learn more about how this may positively affect library funding within the coming month as we meet with the City.

IV. Adoption of the Agenda for the Regular Meeting of April 25, 2022

Library Board Chair Behr asked if there were any changes needed to the agenda for the April 25, 2022 board meeting before its adoption. There were no changes requested by trustees, however Library Director Christy Klien requested to add an updated March 2022 Financial Condition and provided the First Quarter 2022 Financial Condition. Behr asked for a motion to adopt the amended agenda.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Friedman that the Library Board adopt the agenda for the regular meeting of April 26, 2021. Vote: 4-Yes, 0-No, 3-Absent (Baker, Bale, Vance). Motion carried.

V. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the April 25, 2022 board meeting before its adoption. No changes were requested.

- A. Minutes of the regular meeting held on March 21, 2022
- B. March 2022 Narrative
- C. Financial Condition for March 2022
- D. Marketing Update for March 2022
- E. Statistical Report for March 2022
- F. May 2022 Linkage

- G. Review of Programming Policy
- H. Review of Art Exhibit Policy
- I. Monitoring Report on Executive Limitation: Fundraising Activity

MOTION: It was moved by Trustee Friedman and supported by Trustee Whitlock to approve the Consent Agenda excluding Item I – Legislative Update for April 2021. Vote: 4-Yes, 0-No, 3-Absent (Baker, Bale, Vance). Motion carried.

VI. Governance

A. Scheduling of Mid-Year meeting with the Library Director

This is a meeting between the Board Chair and Library Director. Trustees will be asked for feedback and topics for discussion with the Director. Board Chair Behr will schedule a time and place with the Library Director.

DISPOSITION: The Library Board received the information about the Mid-Year meeting with the Library Director.

VII. Ends Development

A. Memo: Request to Use Patron Data and Trustee Signatures

Klien said that this is a yearly request to use the patron database and trustee signatures for direct mailings to patrons within the library district. She said typically (with the exception of the past two years due the pandemic) the library conducts two direct mail fundraising campaigns. We sign a contract with the printers for confidentiality regarding the patron mailing list. Klien said the library is not planning to do a Spring Appeal again this year because of the pandemic, but staff are planning an end of year fundraising appeal. Marketing Manager Colin Whitehurst will also do a direct mailing to patrons regarding the building reopening. If approved, we will collect new signatures when we have the full board. Klien said that any letter that uses trustee signatures will be available for their review first.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Friedman to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library's patron database for the restricted, confidential and sole purpose of sending a direct mailing to citizens residing within the library district and to active library users for the Annual Campaign. Vote: 4-Yes, 0-No, 3-Absent (Baker, Bale, Vance). Motion carried.

B. First Quarter 2022 Strategic Planning Statistics

Klien said that this is the last time trustees will see first quarter statistics of this strategic plan as we will soon be working through the process of creating a new strategic plan. As you can see, staff are making progress where they can. We have been closed for the move and there are some things that have stopped because of Covid. In general, staff have continued to focus on them. Some projects and initiatives are well beyond predicted and some are on hold.

Trustee Whitlock asked how staff determine what the immigrant population needs? Klien said the library has two outreach coordinators - Andrea Smalley (Youth) and Sara Weyenberg (Adult) to focus on this initiative and build connections with various community groups. The library is also fortunate to have a patron who makes a donation each year to expand the collections for World Languages.

DISPOSITION: The Library Board received the information about the First Quarter 2022 Strategic Planning Statistics.

VIII. Monitoring to Assure Compliance with Executive Limitations

A. 1st Quarter Financial Report for FY 2022

Business Manager Rob Foti apologized for the delay in getting the 1st Quarter Financial Report out. He was delayed in receiving some numbers and wanted to make sure what was presented was accurate. He noted that this report has changed a little from the way it has been presented in the past. The library has stopped budgeting quarterly this year as it was a lot of work to track and did not work with the flow of budget line spending.

Foti reported that revenue tax receipts are on track though we are under budget on the PPT reimbursement. This year's \$966,000 debt payment comes out of our 5/3 Bank account and appears as debt service fund.

As far as other expenses go, Foti reported that everything is building related, and the library is not spending much otherwise. As previously discussed, the library is short on 3 full time positions, though we are looking to fill two in the next 30 days.

Trustee VanderVries asked if we are done paying the lease at the former temporary location. Foti responded yes, the last payment was in March.

Trustees asked if the open positions have remained vacant so long because the library has had trouble finding candidates for them. Klien responded that we have received lots of interest in the positions we have posted, however doesn't equate to people who are qualified and customer service oriented or who commit through the whole interview process. Foti said the full time positions have been potentially filled internally and that they expect to make a public announcement soon.

DISPOSITION: The Library Board received the information about the First Quarter 2022 Financial Report.

IX. Library Director's Reports

A. and B. Building Update and Library Director's Report

Library Director Klien said she was glad to welcome trustees back to 300 Library Lane for the board meeting. She said there is still quite a bit of work to do before we are open to the public. The library is expecting office furniture and workroom furniture this week which will take a few days to build and install. Systems Administrator Rolfe Behrje has started the complicated process of setting up the building's technology last week and is still working through some trouble spots. Next week we should receive print station and public service monitors. We are reusing the old access points as the new ones are delayed until August.

Klien said the staff is planning a "Sneak Peek" Reopening event on Friday, May 6th starting at 7pm. The building reopening announcement will be in the Portager on May 1st. Marketing Manager Colin Whitehurst is working on signs/banners for our reopening on Monday, May 9th. Klien said that we hope to get the new website launched soon.

Klien said that she has been in planning discussions with our new Strategic Planning Coordinator, Amanda Standerfer. She walked trustees through a preliminary timeline to work through the 6 month Strategic Planning process starting in June 2022 so that a completed plan is ready for 2023.

Klien said she and Business Manager Foti will be walking Interim City Manager Adam Herringa through the library this week. She was also pleased to announce that he has agreed to be our guest at next month's Library Board Meeting.

Klien said that the Friends of the Library will have a meeting this week Wednesday and do a walk through of their new spaces. They will be working on a game plan for how they want to move forward with book sales.

Klien completed her Director's report by reminding trustees that the audit report will be presented in June.

DISPOSITION: The Library Board received the information from the Library Director's Report.

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the May 23, 2022 Board Meeting

1. Minutes of the Regular Meeting held on April 25, 2022
2. Review of Patron Behavior Policy
3. Audit Report for Fiscal Year 2021 by Rehmann Robson staff
4. Follow-Up on mid-year meeting with Library Director
5. Plans for 2022 Summer Reading

B. Assessment of this meeting – There was agreement among trustees that it was an informative meeting.

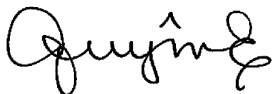
C. Miscellaneous Items – None.

X. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of April 25, 2022.

DISPOSITION: The regular board meeting of April 25, 2022 was adjourned at 6:43 PM.

Recorded and Transcribed by,

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

Quyen Edwards, Library Board Secretary

Library Director's Narrative Report for May 23, 2022
(Activities at the end of April and beginning of May 2022)

Administrative Activities:

During the month of April 2022, Library Director Christy Klien engaged in the following activities:

- ❖ Participated in weekly Administrative Team meetings.
- ❖ Participated in weekly staff meetings.
- ❖ Attended Friends of the Portage District Library Board Meeting ,
- ❖ Met with C2AE Project Manager Kaveh Ipakchian and Library Architect Dennis Jensen to discuss our building project
- ❖ Met with C2AE Interior Designer multiple times throughout the month to discuss timelines and issues.
- ❖ Interviewed Assistant Circulation Supervisor candidates.
- ❖ Met with Interim City Manager Adam Herringa to give him a tour of the building and discuss some City projects.
- ❖ Met with our Strategic Plan Facilitator, Amanda Standerfer and Assistant to the Director Quyen Edwards to discussion timelines and process.
- ❖ Met with Friends group and provided a tour of 300 Library Lane.
- ❖ Participated in the April 2022 PDL Public Board Meeting.

Maintenance and Building Services

- IT Server fire protection owner training and monitoring system for staff on 4 -13.
- S & T Landscape filled the courtyard's garden beds with dirt and finished the NE cloth, rock and steel edging for the exterior chillers on 4 – 13.
- Discussed with R W LaPine the reason for the additional invoice of piping changes to the east chiller and evaporator without prior approval with Walbridge, C2AE and PDL on 4 – 14.
- Data and power wiring to adult service desk and misc. locations on both levels to improve the computer's internet response on 4 – 18.
- The under-sink break room water filter was installed on 4 – 19.
- Ordered and repaired the broken plastic door arm at State Farm bldg. on 4-20.
- Recycling removed electronics and metal from the Portage Road site on 4 – 21.
- Completed access control training to receive initial badges for the door security on 4 -22.
- Met with C2AE, wallpaper supplier and Walbridge regarding the easily smudged surface on 4-25.
- Continued moving misc. items to 300 Library Lane bldg., cleaning and repairing State Farm carpets and wall surfaces beginning 4 – 25.
- Participated in AAM programming for HVAC equipment on 4 – 28.
- New main entrance sliding glass door operator training was completed on 4 – 28.
- Completed the State Farm bldg. walk through and returned the bldg. keys to the bldg. owner's rep on 4-28.
- Scheduled the Consumer Energy correction for the building's main transformer pad on Sunday, 6 – 5.
- McNally Elevator owner operator training on 4 – 29.
- AMS installed new copper main line fire protection piping service on 5 – 2.
- Removed the waste and recycling services from Portage Road library on 5 - 2.
- Window cleaning both interior and exterior was completed during the first week of May.
- Participated in the Portage Fire Department walk through for occupancy on both 5 – 3 and further egress lighting testing on 5 - 4.
- Participated in the ETL audit for certification for Riverside IS fire protection's installation on 5-4.

- Assisted with H & H Painting in identifying all the touch up paint areas over a two-day period on 5 – 5th & 6th.
- Participated in both the soft library and public opening preparation and ribbon cutting ceremony.
- Began trouble shooting HVAC temperature inside the library using the new i-Vu controls on 5 –10.
- Mite-E Exterminating treated for pests in the renovated library on 5 – 11.
- S & T Landscape replaced a redbud tree and swapped two serviceberry trees on 5 – 12.
- Moss installed adult service workstations and Circuit Electric demolished electrical in program room cabinetry on 5 – 13.
- Door hardware issues were reviewed with contractors on 5 – 13 which continues further with shipping delays, electrical coordination, and proper keying issues.
- New program rooms and kitchen cabinets are being installed w/o 5-16, and new glass partition for the Café/Atrium and the recovering of the remaining program partitions are scheduled for 5 – 23.
- Continue reviewing the contractor’s punch list for completion and coordinating with staff these areas. Prioritizing new items for the library and determining their costs.

Personnel Information:

The library undertook the following Human Resource and Financial activities since the April 25, 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 and Dawn Lovrovich of UBS to reinvest Library funds as investments mature.
- Continue to review candidates for the open Library Assistant positions in Circulation Services.
- Hired two candidates for the Assistant Circulation Supervisor position in Circulation. Abigael Galbraith-Frew has been promoted to this position from her Library Assistant position, and Chelsea Axtell is returning to the Library in this position as well. Both individuals will begin their new assignments beginning May 15, 2022.
- Continue to prepare for the Library’s Fiscal Year 2021 Audit that will begin in April of 2022.
- Begin the budgeting process by collecting budget requests from supervisors and reaching out to the City of Portage, Texas Township, and Pavilion Township for tax values and capture tax information.

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 addition to being responsible for setting up all of our Creation Station and Maker Space stations, STEAM Librarian Jane Fleming installed two new devices that we will begin using with the public in June: a 3D printer and Cricut computer assisted cutting machine.

Create programming that promotes interactive learning
 - Maker Mania at Portage Central Middle School - Apr 14 - 12 students attended.
 Andrea Smalley and Jane Fleming brought STEM activities for a group of middle schoolers to do after

school, including the materials for them to make Seed Bombs for native wildflowers. After explaining the importance of native plants for pollinators, students chose what type of seeds they wanted and made seed bombs out of clay and potting soil.

Actively highlight the library's online resources and services on social media and other media outlets
- Four of our Facebook posts in April referenced our online resources, with a focus on Kanopy and Hoopla.

Create videos to educate our patrons about our resources and how to use them
- Marketing Manager Colin Whitehurst reports that videos will resume in June along with library programming.

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.

- No project updates this month.

Ends Statement #3

Be a leader in strengthening our community.

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

Update the Library Website
Marketing Manager Colin Whitehurst reports that the new website has been launched. This goal is complete.

Ends Statement #4

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

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

Heritage Room Updates:

Along with working on opening the new Heritage Room at the renovated library, April and May of 2022 saw Local Historian, Steve Rossio, back at the various elementary schools and other venues for in-person programming. This was a major milestone as Steve has done virtually zero in-person programming since March of 2020 and in some cases, Steve has not been in these schools since the late spring of 2019! It should also be noted that in all of the public schools, Steve was the first presenter back in person since the schools closed due to COVID in the spring of 2020.

Programs presented during April/ May include:

History of Portage
12th Street Elementary
Moorsbridge Elementary
Woodland Elementary

Lake Center Elementary

Kalamazoo and the Civil War
Lawton Middle School 8th Grade
Mattawan Middle School 8th Grade

Kalamazoo in World War I
Schoolcraft Ladies Library Association

History of Portage's Downtown
Portage Historic District Commission's Preservation Month Program

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

- During the latter part of April and the beginning part of May, the office furniture and technology components were installed. We have experienced some delays in deliveries, but we received our certificate of occupancy and were able to open to the community on May 9.

Systems Administrator Update

New Library WebSite

- New Website moved into production mode on May 5, 2022
- Our Active Directory domain name caused some difficulty with our new website.
- Verified Wordpress Backups and Remote Storage using BackBLaze
- Verified Cpanel for Account Backups working on Remote Storage.
- Scheduled DNS changes for the new website.
- Working on redirect for pdl.lib.mi.us domain name

New Public Access Management System

- NEW PAC Software installed and configured
- Staff trained on May 3, 2022.
- SQL Express database access verified.tfgb vc
- New Laptops have been configured for printing for Creation Lab.
- Installation and training was completed on May 3, 2022.

New Network Updates

- Moving Day: April 18, 2022
- Routing Issues were resolved on April 19, 2022. The complexity of dual internet fiber terminated in 2 different locations caused issues at first.
- Meraki Switches are much easier to configure and deploy.
- Sophos XG4300 UTM Firewall was installed to protect public access network. HA (high Availability) firewall means the library can continue its operations in the event of a hardware failure.

- Deployed phones and computers in the renovated facility. Markedly easier with formal cable labelling and termination.
- All cables were tested and verified before computers were deployed.
- New virtual firewall deployed 5/27/2022.
- Continue to troubleshoot high vCPU usage.
- New Wireless Access System estimated shipping date August 2022.

New and Existing Fiber Updates

- Charter Spectrum 2Gb Fiber Service is currently in production use.
- Selected CTS 1Gb fiber is currently in production use
- Spectrum fiber has been fully tested and certified.

Upgraded RFID Equipment

- 5 Replacement Self Checkout Machines have not been received.
- We configured the old SCKO machine temporarily while we wait for the new replacements
- These machines will be built into the checkout desk and the Youth Services Desk.
- 1 Replacement Automated Checkin machine will be configured for the internal book drop.

Meeting Room Technology

- 2 Mobile Meeting Room Carts have been installed
- The webcam and speaker bars are currently backordered.
- 1 Mobile Large Scale Meeting Cart is currently backordered.
- The new tension screen has been installed.
 - Ultra Short Throw Projector
 - Balanced PA/Sound System
 - 2 Wireless Microphones.
 - Portable Screen. For usage throughout the library.

April/May Technology

- Moved the entire server room.
- Installed new networking devices at the library.
- Installed Old APs for wireless access until new APs arrive.
- New Wireless Devices are backordered (Earliest August 2022)
- Configured servers to work in the new library network.
- Swung the CTS fiber connection Upgraded to 1/2Gb Fiber.
- Installed 2Gb Spectrum Fiber connection.
- Brought services up at the renovated library.
- Configured Switchports for Staff Computers and Phones
- Configured Switchports for PAC Computers
- Installed PAC Computers and did some cable management.
- Installed Printing Services for PAC Computers
- Moved with staff help the print center desk.
- Creation Station hardware has been configured.
- Dealt with some drive failures.
- Migrated new website to BlueHost

- Working on setting up REDIRECT 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.
- Continued to recycle old technology through Green Earth.
- Worked with Building Security (Riverside) to configure own prox badge system.
- Worked with Building Security (Riverside) to configure Cloud Access System.
- Worked with AAM and Carrier to get our BMS (Building Management System) online
- Worked with Aanalytics to get VPN setup and running.
- Converting Staff from Microsoft Volume Licensed products to Office 365 Click-to-Run versions
- Fixed some simple Jabber issues.
- Outstanding Issues: Virtual Firewall high vCPU issue, inconsistent virtual firewall behavior and IPS
- 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

- Technical Services is helping the various departments with anything that needs to be completed.

- 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.

- Technical Services is doing everything that they can to help other departments prepare for the move back to Library Lane.

- Processing Clerk Fran Cooper has been cross-training staff members in the Tech Services area.

- Technical Services has been processing all of the books that have been arriving since releasing the shipping holds on our accounts.

- Technical Services started to receive book orders again on April 4, 2022. The first delivery was 2 skids full of boxes (over 1400 books).

Adult Services Professional Development

- Grow with Google Webinar: How to Host a Partner Digital Series, Google, April 6, Fleming

- Families & STEAM: Strengthening Relationships and Building Partnerships, National Girls Collaborative, April 11, Fleming

PORTAGE DISTRICT LIBRARY

Reciprocal Borrowing Policy

The Portage District Library operates on the premise that libraries should be accessible to people regardless of their location, economic status, educational level, race, color, creed, religion, or any other factor which may be divisive and inhibitive; it has been deemed appropriate and advantageous for the library to enter into reciprocal borrowing agreements with other institutions for the purpose of providing access to library materials for the benefit of their respective library patrons.

For this reason, the Portage District Library will enter into a Reciprocal Borrowing Agreement with another entity of similar size and funding level, on behalf of the people in their area, so that:

“Any person holding a valid resident borrower’s card from either participating entity will have access to both institutions.”

Criteria for Institutions in Reciprocal Borrowing Agreements with the Portage District Library:

The participating institution must:

1. Be in reasonable geographic proximity to the Portage District Library.
2. Have a funding level equivalent to at least a one-mill tax levy, and be of a similar size with a comparable collection.
3. Obtain the approval of its governing body and have an officer sign a Reciprocal Borrowing Agreement with the Portage District Library.
4. Agree to assist the Portage District Library, if necessary, (and if requested) in recovering library materials from a reciprocal borrower.
5. Comply with the rules and practices of the Portage District Library, including any limitations placed on the borrowing of specific classes of materials.
6. Recognize the effective date of a Reciprocal Borrowing Agreement with the Portage District Library as the latest date appearing on the signed agreement.
7. Honor the provisions of a Reciprocal Borrowing Agreement with the Portage District Library, unless modified or cancelled at the request of either institution in writing, with a 90-day notice.

Expectations for Reciprocal Borrowing Patrons Accessing the Portage District Library:

Reciprocal borrowers are expected to:

1. Conform to all of the rules and regulations of both participating institutions, including the payment of any fines and fees, which may be accrued.
2. Present a valid resident borrower’s card from their “home” institution.
3. Present identification and proof of residential address as specified in the library’s Resident/Non-Resident Policy.
4. Return library materials promptly and in satisfactory condition.

PORTAGE DISTRICT LIBRARY

Patron Behavior Policy

I. Introduction

The Portage District Library (the “Library”) is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board of Trustees has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

II. Rules for a Safe Environment

The following rules of conduct shall apply to all buildings – interior and exterior – and all grounds controlled and operated by the Library (“Library property”) and to all persons entering in or on the premises, unless otherwise specified.

- A. Violations of Law.** Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, larceny, removing library material from the property without authorization through the approved lending procedures or vandalism) is prohibited.
- B. Weapons.** Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.
- C. Alcohol/Drugs.** Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library Board.
- D. Under the Influence.** Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.
- E. Safety of Patrons on Library Property.**
 - 1. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property.
 - 2. Library patrons must park bicycles or other vehicles only in authorized areas.
 - 3. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
 - 4. Animals or personal transport vehicles are not permitted in the Library other than service animals, those required by persons with disabilities, those used in law enforcement or for Library programming.

5. Smoking, using e-cigarettes or vaporizers, rolling cigarettes, or chewing tobacco is prohibited in the Library and on Library property within 25 feet of any entrance.
6. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.
7. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
8. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
9. Patrons may not use the Library’s telephone unless approved by Library staff.

III. **Rules for Personal Behavior.**

A. **Personal Property.** Personal property brought on Library property is subject to the following:

1. The Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items brought into the Library, for example, large items such as large plastic garbage bags are prohibited.
2. The Library is not responsible for personal belongings left unattended.
3. The Library does not guarantee storage for personal property.
4. Personal possessions must not be left unattended or take up seating or space needed by others.

B. **Food and Beverages.** Snacks and beverages are permitted inside of the Library. Patrons are expected to clean-up and dispose of waste appropriately and notify staff of any spills. Other food is only allowed in designated areas approved by the Library Director.

C. **Unauthorized Use.** Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Director, his or her designee, or the Library Board.

D. **Engaging in Proper Library Activities.** Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, using Library materials or using the Library in a manner that is consistent with the Library’s mission shall be required to leave the building and shall not remain on Library property. This includes, but is not limited to, a prohibition of extensive periods of sleeping in the library or on benches, tables or grounds outside.

E. Considerate Use. The following behavior is prohibited in the Library and in the Library building.

1. Spitting;
2. Running, pushing, shoving or other unsafe physical behavior;
3. Putting feet or legs on or climbing furniture;
4. Using obscene or threatening language or gestures.

F. Panhandling or Soliciting. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

H. Campaigning, Petitioning, Interviewing and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.
2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
 - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to the areas 15 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

I. Sales. Selling merchandise on Library property without prior permission from the Director is prohibited.

J. Distributions/ Postings. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.

K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Library materials may not be taken into restrooms.

L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; and (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.

M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

N. Odor. Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance is prohibited.

O. Phones. Those patrons desiring to use phones to place or receive calls must use the phones in a manner that would not reasonably disturb others.

P. Library Policies. Patrons must adhere to all Library Policies.

Q. Identification. Patrons must provide identification to Library staff when requested.

R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.

IV. Rules for the Use and Preservation of Library Materials and Property.

A. Care of Library Property. Patrons must not deface, vandalize, damage or improperly remove Library materials, equipment, furniture, or buildings. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision.

B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.

C. Equipment. Library phones and staff computers are for staff use only.

D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

V. Children in the Library

A. Children are welcome and encouraged to use the Library at all times. The Library desires to make each visit an important one for the child. A “Child” means a minor under the age of 18.

B. Rules and Regulations Regarding Children.

1. All patrons, including children, are expected to comply with the Library's policies. Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.

2. Parents, guardians and caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library or on Library property.

3. Library staff will not be expected to supervise or monitor children's behavior.

4. Children under the age of 10 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least 14 years old) shall remain in the Library at all times. If a child under the age of 10 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program.

5. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.

6. Children ages 7 and under must be within the visual contact of a parent, guardian or responsible caregiver at all times, including during programs and visits to the restroom. Children ages 7 and under may not be left in the Youth Services Department alone.

7. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 10 years or older who may be asked to leave the Library if the child is in violation of Library policy.

8. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.

9. Children 10 years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

C. Library staff will attempt to contact a parent, legal guardian, custodian or caregiver when:

1. The health or safety of an unattended child is in doubt.

2. A child is frightened while alone at the Library.

3. The behavior of an unattended child violates Library policy.

4. A child under age 10 is unattended at the Library.

5. An unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time or the child needs assistance procuring transportation.

D. If a parent, legal guardian, custodian or caregiver cannot be reached by closing time or fails to arrive within a reasonable time after being contacted, Library staff will contact law enforcement officials to take charge of the situation involving that unattended child. This applies to all unattended children, even those over the age of 15 who cannot safely walk, ride, or drive home at closing. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

E. If the parent, legal guardian, custodian or caregiver can be reached by closing time, the staff member shall explain the Library's policy and provide a copy of this Policy.

VI. Disciplinary Process for Library Facilities.

The Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

A. **Incident Reports.** Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:

1. ***Initial Violation:*** Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
2. ***Subsequent Violations:*** The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. ***Initial Violation:*** The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
2. ***Subsequent Violations:*** The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.

VII. Right of Appeal.

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
April 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	\$11,468,855
Expenditures	\$ 6,507,155

Fund	3/31/2022	Changes	4/30/2022
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	86,944	-	86,944
Unassigned Fund Balance	4,025,226	-	4,025,226

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 April 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 April 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: May 5, 2022
Subject: Budget Amendment to adjust the FY 2022 Budget for the Friends \$600 Donation to Support GeekFest 2022

BACKGROUND

It is my pleasure to announce that the Friends of the Portage District Library will generously help support the Library's GeekFest in 2022 with a grant totaling \$600. GeekFest includes fun organizations, authors and artists, games, and activities. It has had hundreds of attendees over the years. After being cancelled due to the pandemic, program organizers are looking forward to resuming this fun event.

We are incredibly grateful to the Friends for their loyal sponsorship of Library programs.

RECOMMENDATION:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2022 Budget to increase the Adult Restricted Programming Lines \$600 to enable the funds to be used as requested for GeekFest 2022 which will take place in October.

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.

April Marketing Highlights:

- Continuing to order materials for the re-branding project.
- Setup our new digital signage on the televisions throughout the library.
- Created physical signage for the building including end-cap signs, collection information, egress and safety plans, and banners.
- Finalized details on the website to prepare for the launch the first week of May.

April Social Media Highlights:

Facebook

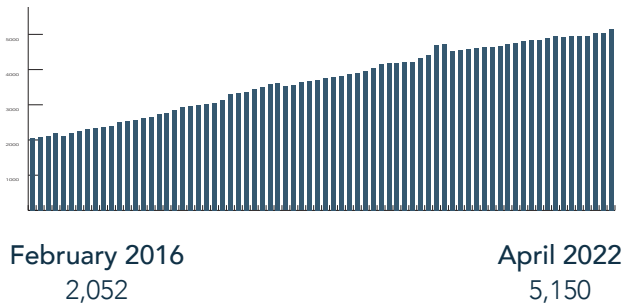
33 New Page Likes | 49 Post Shares | 697 Post Likes | 42 Comments | 277,159 Total Reach

Twitter

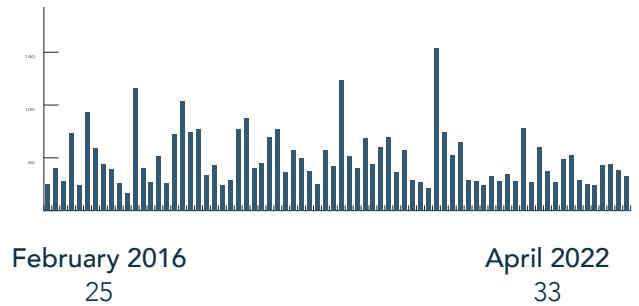
512 Tweet Impressions | 1 Likes | 1 Re-tweets | 83 Profile Visits | 2 Mentions | 0 New Followers

Facebook Stats 2016 - March 2022

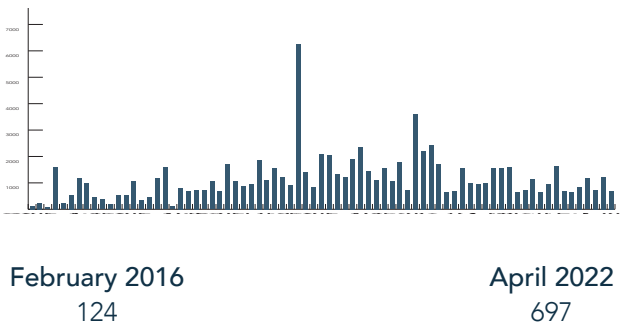
Total Followers:



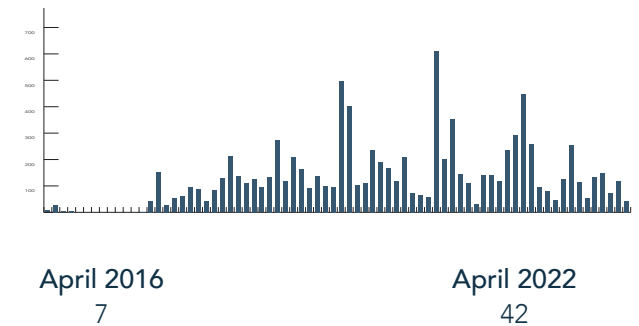
New Followers:



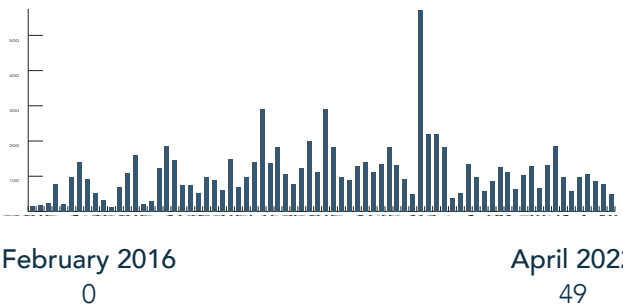
Likes:



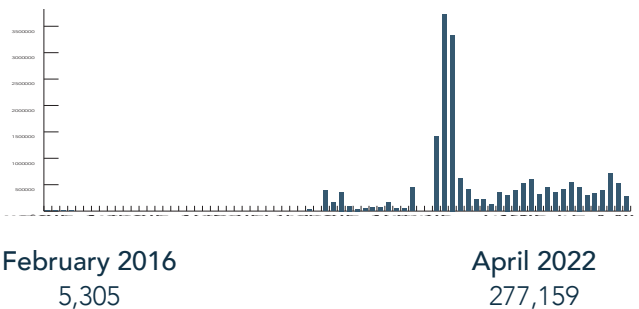
Comments:



Shares:



Engagement:



PORTAGE DISTRICT LIBRARY**COMMUNICATION**

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

Monthly library board linkage has been included in the past as a list of upcoming events. Programming is resuming in June with a full range of activities for all ages. If you are planning to attend an event as a Board Member, please let me or Quyen Edwards know and wear your name tag. Thanks!

Date	Time	Activity or Program Description
Sundays	Closed	The library resumes Sunday closures starting the day before Memorial Day through Labor Day.
6/9	7:00 PM	International Mystery Book Discussion: "The Thursday Murder Club"
6/11	10:00 AM	Kalamazoo Plant It Forward – June Swap
6/13	ALL DAY	Start of 2022 Summer Reading Program
6/13	2:00 PM	Protect Yourself from Online Scams
6/14	7:00 PM	Pub(lic) Library Trivia
6/16	6:30 PM	Gardening Buzz
6/21	6:30 PM	My Garden of 1,000 Bees Documentary and Discussion
6/22	11:00 AM	Book Tasting: Summer Reads
6/23	7:00 PM	Michigan Author Talk: Heidi McCrary and "Chasing North Star"

MLA Legislative Update

Open Meetings Act Update

In late January, Representative John Damoose (District 107) introduced House Bill 5689 which will update Section 3a (MCL 15.263a) as amended by 2021 PA 54 of the Open Meetings Act (OMA) 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.

There is a political reality to the passage of this legislation. It should be noted that there have been a number of proposed revisions introduced to the 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.)

Now that it has been introduced, however, we have begun to reach out to Rep. Julie Calley, the Chair of the Local Government and Municipal Finance Committee, to have it added to the committee agenda to be heard. MLA's Lobbyist Bob DeVries and Executive Director Debbie Mikula met with Rep. Calley in early March. Rep. Calley noted that with all of the bills introduced to update the OMA, global changes will be a focus in her tenure even with political differences. She suggested ideas for redrafting our bill with changes that the MLA Board and Advocacy and Legislative Committee are now discussing. We felt confident that Rep. Calley would give us a hearing and the opportunity to address the committee, along with other organizations that are frustrated by the limitations of remote participation. Dale Parus, Vice-Chair of the MLA Advocacy and Legislative Committee, and Director of the Ionia Community Library followed up with an email, as Rep. Calley represents a portion of his district. We will keep you posted with further details as this progresses through the political system.

New Chair of Intellectual Freedom Task Force

On Friday, March 18, the MLA Board of Directors appointed Dillon Geshel to serve as the Chair of the Intellectual Freedom Task Force to replace outgoing Chair, Jasmine Parker.

The Intellectual Freedom Task Force serves as a subgroup and coordinates with the Advocacy and Legislative Committee on establishing progressive priorities relating to library collections, censorship and privacy. The purpose of the task force is to support MLA in safeguarding intellectual freedom and first amendment rights, proactively educate and inform the library field of legislation related to intellectual freedom, develop a position and response by MLA in instances of controversy over censorship, and encourage Michigan libraries to develop policies that will support free speech and the freedom to read.

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

	Month Statistics			YTD Statistics		
	Apr-22	Apr-21	CHANGE	2022	2021	CHANGE
Circulation/Collections						
Total Library Circulation	19,687	34,289	-42.59%	173,048	184,344	-6.13%
Adult - Books	1,583	6,654	-76.21%	37,779	43,371	-12.89%
Adult - A/V	944	1,601	-41.04%	9,254	8,869	4.34%
Youth - Books	705	9,407	-92.51%	51,612	58,019	-11.04%
Youth - A/V	85	831	-89.77%	4,199	5,609	-25.14%
Hot Picks	28	754	-96.29%	2,585	3,343	-22.67%
E-Material	16,342	15,042	8.64%	65,477	59,754	9.58%
ILL - PDL Requests	0	0	#DIV/0!	1,075	2,822	-61.91%
ILL - Other Lib. Requests	0	0	#DIV/0!	1,067	2,557	-58.27%
Self-Checkout Percentage	0.00%	0.00%		57.52%	45.08%	
Total Library Collection	176,107	179,370	-1.82%			
Adult - Books	74,576	76,040	-1.93%			
Adult - A/V	13,946	16,575	-15.86%			
Youth - Books	75,958	73,714	3.04%			
Youth - A/V	8,547	8,843	-3.35%			
Hot Picks	3,080	4,198	-26.63%			
Net Acquisitions	586	(463)	226.57%	(5,585)	(5,098)	-9.55%
Purchased - Books	3,110	384	709.90%	4,749	4,433	7.13%
Purchased - A/V	99	75	32.00%	661	681	-2.94%
Donated - Books	0	0	#DIV/0!	0	0	#DIV/0!
Donated - A/V	0	0	#DIV/0!	0	0	#DIV/0!
Material Discarded	(2,623)	(922)	-184.49%	(10,995)	(10,212)	-7.67%
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	35,988	50,647	-28.94%			
Adult	17,487	27,806	-37.11%			
Youth	4,163	6,103	-31.79%			
Non-Resident	210	368	-42.93%			
Reciprocal	3,930	6,420	-38.79%			
Internet User	418	899	-53.50%			
PASS Users	9,730	8,991	8.22%			
Professional	50	60	-16.67%			
Net Patrons	4	33	-87.88%	(265)	324	-181.79%
Adult	4	22	-81.82%	1,795	203	784.24%
Youth	0	3	-100.00%	493	22	2140.91%
Non-Resident	0	0	#DIV/0!	4	4	0.00%
Reciprocal	0	1	-100.00%	66	39	69.23%
Internet User	0	7	-100.00%	56	56	0.00%
PASS Users	0	0	#DIV/0!	0	0	#DIV/0!
Professional	0	0	0.00%	0	0	0.00%
Patrons Removed	0	0	#DIV/0!	(2,679)	0	#DIV/0!

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

	Month Statistics			YTD Statistics		
	Apr-22	Apr-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	0	0	#DIV/0!	117	184	-36.41%
Adult	0	0	#DIV/0!	21	0	#DIV/0!
Youth	0	0	#DIV/0!	0	0	#DIV/0!
Technical	0	0	#DIV/0!	27	32	-15.63%
Circulation	0	0	#DIV/0!	5	0	#DIV/0!
Administration	0	0	#DIV/0!	64	152	-57.89%
Community Service	0	0	#DIV/0!	0	0	#DIV/0!
Total Front Door Traffic	0	2,300	-100.00%	16,592	21,730	-23.64%
Total Youth Services Traffic	0	1,509	-100.00%	12,181	14,909	-18.30%
Total Business Center Traffic	0	34	-100.00%	0	34	-100.00%
Information Access/Reference/Research						
Total Reference Transactions	0	4,051	-100.00%	10,867	34,349	-68.36%
Adult Phone	0	194	-100.00%	811	1,145	-29.17%
Adult Ready Reference	0	399	-100.00%	3,135	4,855	-35.43%
Adult Reference	0	37	-100.00%	252	305	-17.38%
Youth Phone	0	73	-100.00%	119	436	-72.71%
Youth Ready Reference	0	1,816	-100.00%	3,678	14,169	-74.04%
Youth Reference	0	207	-100.00%	248	582	-57.39%
HR Phone	0	5	-100.00%	39	52	-25.00%
HR Ready Reference	0	47	-100.00%	450	342	31.58%
HR Reference	0	2	-100.00%	25	25	0.00%
Circ Phone	0	682	-100.00%	1,037	5,348	-80.61%
Circ Ready Reference	0	141	-100.00%	797	5,693	-86.00%
Circ Reference	0	448	-100.00%	276	1,397	-80.24%
Total Edutainment LAN Use	0	0	#DIV/0!	0	0	#DIV/0!
Total Internet Computer Use	0	290	-100.00%	1,612	1,635	-1.41%
Youth Computers	0	36	-100.00%	0	70	-100.00%
Adult Computers	0	254	-100.00%	1,610	1,565	2.88%
Laptop Computer Circulated	0	0	#DIV/0!	2	0	#DIV/0!
Total Electronic Transactions	28,473	29,052	-1.99%	130,399	177,334	-26.47%
WebSite Hits	20,875	21,589	-3.31%	90,585	127,070	-28.71%
WebCatalog Sessions	5,443	5,320	2.31%	33,112	38,913	-14.91%
Licensed Database Hits	2,155	2,143	0.56%	6,702	11,351	-40.96%

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

Christy Klien, Library Director

To: Portage District Library Board Members
From: Michele Behr, Library Board Chair
Date: May 18, 2022
Subject: Follow-Up Report on Mid-Year Meeting with the Library Director

At the April 25, 2022 board meeting, there was an item on the agenda regarding scheduling a mid-year meeting with the Library Director, as is the practice according to the Library Board's annual calendar. The mid-year meeting is intended to be an opportunity for the Library Board to assess with the Library Director how things are going at the library at this point in the year.

When this year's mid-year meeting with the Library Director was discussed at the April board meeting, I indicated that I would contact our Library Director Christy Klien and set up a time to get together and I invited trustees to call or email me with any comments, questions, or concerns that they wished to share with the Library Director.

As Library Board Chair, I held a mid-year meeting with Christy on Tuesday, May 17, 2022. I will give a follow-up report to trustees regarding what was discussed at the upcoming board meeting on Monday, May 23, 2022.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: May 15, 2022
Subject: Library Faxing, Copying and Printing Fee Change Request

Background:

The library is requesting this change due to 2 factors: 1) A review of faxing, copying and printing fees at local area libraries and 2) a change from Envisionware to TBS (Today's Business Solutions). Today's Business Solutions no longer supports fees based upon sheets of paper.

Generally the ongoing cost (paper, toner, maintenance) to print/copy in Black and White is \$0.01 - \$0.03 depending on the device. Color printing costs (paper, toner, maintenance) are \$0.14 - \$0.27. These cost estimates do not include the price of the copier/printer, vend unit and any labor costs.

Below you will find a table of local libraries and their associated printing and copying fees. The combination of local library fees and ongoing costs are used to establish the fee.

Library	Black and White		Color	
Comstock	\$	0.10	\$	0.20
Plainwell	\$	0.10	\$	1.00
Schoolcraft	\$	0.20	\$	1.00
Vicksburg	\$	0.10	\$	0.50
Kalamazoo	\$	0.05	\$	0.25
WMU	\$	0.03	\$	0.09
Battle Creek	\$	0.10	\$	0.25
Portage	\$	0.10	\$	0.75

Another contributing factor regarding this request is the fact that under our previous public printing vendor, fees were calculated based upon the sheets of paper (the same price for a single or double sided print) and not printed pages. Our current vendor can only calculate fees based upon printed pages. This change affects PDL patrons in the following way: If I printed a 4 page document duplex (two sided), I would have been charged \$0.20 under our old system (2 pieces of paper). Under the new system, patrons are being charged \$0.40 (4 printed pages on 2 pieces of paper). For clarity purposes going forward, the language that will be used is "per printed page" not "per page".

Public faxing is a service that is provided by the Portage District Library to its patrons. Currently, the library provides public faxing at a cost of \$1.00 per page. In our migration to ScanEZ (Scan/Fax/Email/Save/Print) Station the library opted not purchased another Cash/Coin/Credit/Debit vending station and in its place is requesting that the library no longer charges for public faxing.

Recommendation

I recommend that the Portage District Library adjust its Public Faxing Fee to free, its Black and White copying/printing fee to \$0.05/printed page and its Color copying/printing fee to \$0.25/printed page. Please see the revised text in Section 4 of the Fine & Fees/Usage Policy which remains in place until the new Circulation Policy takes effect in the Fall 2022.

PORTAGE DISTRICT LIBRARY

FINES & FEES/USAGE POLICY

1. General Fines

- A. The fine for any overdue non-Hot Pick book, audio disc, or magazine is 10¢ per day per item, with a maximum fine of \$5.00 per item and return of materials.
- B. The overdue fine for non-Hot Pick DVD collection items is \$0.50 per day per item with a maximum fine of \$5.00 per item and return of materials.
- C. The overdue fine for Hot Pick and other special collection items is \$1.00 per day per item with a maximum fine of \$10.00 per item and return of materials.
- D. After \$25.00 in total fines is accumulated, the member will be denied borrowing privileges until the fine is paid.
- E. A final invoice is sent to the member after two months and before six months, stating the amount due and informing the member of revoked privileges until such time as the fine is paid and/or the material is returned. The notification process may be accelerated for audio-visual materials and equipment, or high demand items.
- F. The Library may institute legal proceedings for recovery of materials that are overdue.

2. Lost or Damaged Item Fees

- A. All lost or damaged material, except for magazines, are charged at replacement/retail value. A default price of \$20.00 will be used as the replacement cost if no retail value is available. Incidental damage caused by normal use will be repaired without charge.
- B. Magazines are charged at replacement/retail value or \$5.00, whichever is greater.
- C. DVD, CD or console game discs that are returned without their library case and/or accompanying material will be assessed a processing fee of \$5.00.
- D. All lost or damaged pieces from kits will be charged at replacement/retail value or \$10.00, whichever is greater.
- E. There is an additional \$5.00 processing fee per lost or damaged item which is assessed to defray the cost of preparing replacement items for library use. The processing fee is not charged for magazines.
- F. Refunds will not be given for lost material that has been paid for, regardless if it is returned to the collection.

3. Room Rental Fees

Rooms are to be booked on a first-come, first-served basis in two-hour blocks of time, and may be reserved a maximum of two months in advance. Room access will be denied if payment is not received prior to the start of the rental period.

SINGLE ROOM RENTAL PRICES are as follows per two-hour block:

Meeting Room	Rental Rate	501-C3/Gov. Rental Rate
Austin Lake Room	\$55.00	\$25.00
Sugarloaf Lake Room	\$50.00	\$20.00
West Lake Room	\$50.00	\$20.00
Gourdneck Lake Room	\$30.00	\$15.00
Long Lake Room	\$20.00	\$10.00

COMBINED ROOM RENTAL PRICES are as follows per two-hour block:

Meeting Room Combinations	Rental Rate	501-C3/Gov. Rental Rate
Austin Lake + Sugarloaf Lake + West Lake Rooms	\$155.00	\$ 65.00
Austin Lake Room + Sugarloaf Lake Room	\$105.00	\$ 45.00
Sugarloaf Lake Room + West Lake Room	\$100.00	\$ 40.00
Gourdneck Lake Room + Long Lake Room	\$ 50.00	\$ 25.00

Exceptions to these meeting room rental charges may only be granted by the Library Director.

[Note: Refer to the "Community Meeting Rooms Policy" for more details.]

4. Photocopy /Printout/Faxing/Scanning Fees

A fee of 5¢ per printed side of a page will be charged for black and white photocopies and printouts. A fee of 25¢ per printed side of a page will be charged for color printouts.

No charge will be assessed for faxing or scanning pages to email or electronic storage.

5. Interlibrary Loan Fee

There is no charge to members for interlibrary loan borrowing fees under \$5.00. However, members will be required to pay for any special borrowing charges over \$5.00.

Any interlibrary loaned items that are returned late are subject to the same overdue fines as library owned material. Members who have long overdue interlibrary loaned items or \$25.00 or more in fees charged to their account will be blocked from interlibrary loan services.

Long overdue or non-returned items will be charged as lost in accordance with MeL Policy as set by the Library of Michigan. Once the library pays for a lost item, the member is responsible for the replacement cost. No refunds are available.

6. Returned Check Fee

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

7. Laptop Computer Usage & Fines

- A. Laptop computers will be offered to members for use **within the library only** for a loan period of two hours. A photo ID must be presented when checking out a laptop.
- B. After the second hour of use, there will be an automatic overdue charge of \$10.00 per hour or part of an hour if the laptop is not returned or renewed. The maximum overdue fine is \$100.00 for a single laptop that is returned completely and without damage.
- C. Reserves may be made when all laptops are in use.
- D. Removal of laptop computers from the library building will be considered theft. Laptop use privileges will be revoked.
- E. Damage to the laptop or loss of additional equipment will result in charges for repair or replacement.

8. Telescope Usage & Fines

- A. Telescope kits will be available to resident and paying non-resident members who are 18 years of age or older. The kits cannot be reserved but can be booked in advance. A photo ID must be presented when checking out a telescope.
- B. If the kit is returned late, there will be an automatic overdue charge of \$10.00 per day or part of a day that the kit is late. The maximum overdue fine is \$100.00 for a single telescope kit that is returned completely and without damage.
- C. Damage to the equipment or loss of additional kit material will result in charges for repair or replacement.

9. Mobile Beacon Hotspot Usage & Fines

- A. Mobile Beacon internet hotspot service is provided through Sprint on designated devices owned by the library. Access is only available in the Sprint service area and is filtered by Sprint to be in compliance with the Children's Internet Protection Act.
- B. Members must be 18 years of age or older and either a resident or paying non-resident to borrow a mobile hotspot. A photo ID must be presented when checking out a mobile hotspot.
- C. Mobile hotspots can be reserved, but cannot be renewed. As with other library materials, only one reserve per membership card is allowed at one time.
- D. Mobile hotspots that are returned late will be charged an overdue fine of \$1.00 per day up to a maximum of \$10.00. Service to the mobile hotspot will be deactivated after the due date.
- E. Loss or damage of the equipment or accessories will result in charges for replacement either for the entire kit or by each lost or damaged piece based on availability.

10. Checkout, Reserve and Service Limits

- A. Members who are under 18 years of age are prohibited from checking out rated "R" movies.
- B. Members are limited to 5 movies from non-Hot Pick collections and 5 movies from juvenile DVD collections. Similar limits may be set for other special collections.
- C. Members are limited to 10 non-Hot Pick music titles that can be checked out at one time. Similar limits may be set for other special collections.
- D. Resident and paying non-resident members may reserve up to 25 items total at one time; reciprocal borrowers may only reserve 5 items total at one time. Hot Pick collections cannot be reserved.

PORTAGE DISTRICT LIBRARY

Fines & Fees Usage Policy

- E. Two renewals are allowed for items that are not in demand. Items with reserves, Hot Pick collections, and other high demand or special collections are not renewable.
- F. A limit of 2 items from each Hot Pick item category (books, movies, music, and games) can be checked out at one time. Hot Pick movie and music titles are in addition to checkout limits set for other movie and music titles.
- G. Hot Pick collections are limited to use by resident and paying non-resident members.
- H. Premium services including, but not limited to, Interlibrary Loan, Favorite Authors, ebook or audio downloads, and other online media services are limited to resident and paying non-resident members.

To: Portage District Library Board Members
From: Christy Klien, Library Director
Date: May 18, 2022
Subject: Staff Presentation on the 2022 Summer Reading Program

Head of Youth Services Laura Wright will be giving a presentation on the library's Summer Reading Program at the May 23, 2022 board meeting.