NOTICE of PUBLIC MEETING

The Portage District Library Board
will meet in regular session
on
September 28, 2015 beginning at 6:00 p.m.
at the
Portage District Library
in the Lower Level
Long Lake & Gourdneck Lake
Meeting Rooms

for the purpose of
conducting library business
PORTAGE DISTRICT LIBRARY BOARD
Regular Board Meeting to be held on
September 28, 2015
In the Lower Level Long Lake & Gourdneck Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

I. Start of Meeting

II. Roll Call

III. Comments or Requests from the Public, Board Members, or Library Staff
   A. Introduction of new Executive Assistant/Library Board Secretary, Quyen Le. Pg. 1 (Info)

IV. Adoption of the Agenda for the Regular Meeting of September 28, 2015

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the Public Hearing and Regular Meeting held on August 24, 2015. Pgs. 2-10
   B. News about a “Great Michigan Read” grant award to PDL from the Michigan Humanities Council. Pgs. 11-14
   C. Review of Capitalization Policy. Pgs. 15-17
   D. Review of Internet Policy. Pgs. 18-19
   E. Review of Materials Selection Policy. Pgs. 20-29
   F. Request for Library Board Approval for Restricted Use of Library Patron Data Base for Year-End Direct Mail Fundraising Initiative in October 2015. Pg. 30
   G. Library Board linkage opportunities for September/October 2015. Pg. 31
   H. Report on Financial Condition for August 2015. Pgs. 32-34
   I. Marketing Update for August 2015. Pg. 35
   J. Narrative Report for August 2015. Pgs. 36-38
   L. Legislative Update for August 2015. Pgs. 41-42

VI. Special Guest (30 minutes)
   A. Karen Bankston, 2nd grade teacher at Portage Central Elementary School, and also Diane Aardema, 3rd grade teacher, Dee Lapekas, 3rd grade teacher, Mall Onderlinde, 2nd grade teacher, Nancy Viglianti, 2nd grade teacher, and Laurie Waldvogel, 3rd grade teacher. Pg. 43

VII. Governance (20 minutes)
   A. 2015 Library Board Retreat – selection of SWOT analysis facilitator. Pg. 44 (Info)
   B. Information to Prepare for Strategic Planning in 2016. Pg. 45
   C. Initiation of Library Director’s 2015 Evaluation Process. Pg. 46-49
   D. Update on board member thank-you notes to donors. Pg. 50

VIII. Ends Development (30 minutes)
   A. Report on 2015 Summer Reading Program. Pg. 51-53
   B. Report on 2015 Art Encounters Event. Pg. 54
   C. Report on 2015 Food for Fines Campaign. Pg. 55-57
   D. Update on the library’s Book Drop Project. Pg. 58
   E. Follow-Up on Educator Membership at PDL. Pg. 59

IX. Library Director’s Comments (5 minutes total)
   A. Farewell to retiring Assistant to the Director/Library Board Secretary Diane Delach. Pg.60-61 (Info)
   B. Final remarks by Library Director for the September 28, 2015 Library Board Meeting. Pg.62 (Info)

X. Process Evaluation (10 minutes total)
   A. Suggestions for Agenda Items to be included on the October 26, 2015 board meeting
      4. Review of Fines & Fees Policy.
PORTAGE DISTRICT LIBRARY
Agenda for the Regular Library Board Meeting of September 28, 2015

5. Review of Investment Policy.
6. Review of Resident Non-Resident Policy.
8. Library Board linkage opportunities for October/November 2015
10. Monitoring Report – Communication & Support to the Library Board
12. Marketing Update for September 2015
15. Legislative Update for September 2015
16. Invitation to a joint Retirement Open House at PDL for Delach & Meyer on November 13, 2015
17. Update on Library Director’s 2015 Evaluation Process
18. Report from Martha Pacheco, Board Liaison to the Friends of the Library.
20. Library Director’s accomplishment of personal goals for FY 2015
21. Progress Report on End Statement #4 (Be a community center to experience & explore local arts & culture)
23. Update on the library’s Book Drop Project

B. Assessment of this meeting

C. Miscellaneous Items

XI. Adjournment
SPECIAL INTRODUCTION:

It is my pleasure to introduce the library’s new Executive Assistant and Library Board Secretary. Please join me in congratulating Quyen Le, who has previously been working as a Youth Services Librarian at the Portage District Library for the past 6-1/2 years. It is our good fortune that Quyen is a seasoned library employee, familiar with library operations and bringing with her well established relationships with patrons, staff and people in our community.

As some background, Quyen received a Bachelor of Science in Education from Western Michigan University and a Masters of Library and Information Science from Wayne State University. She has been a member of the Portage District Library staff since January 2009. She has enjoyed her time as a Youth Services Librarian working on the reference desk, presenting programs and storytimes, maintaining collections, and working with the wonderful families in the Portage community. In her free time, Quyen enjoys playing with her 2 Chihuahuas, trying new craft beers, and making things. She is excited and prepared for the challenge the Executive Assistant position will bring. I am sure that Quyen’s librarian skill set along with her writing and project management skills will help keep the library running smoothly.

Quyen can be reached via email at qle@portagelibrary.info
I. Start of Meeting

Board members and staff gathered on August 24, 2015 at 5:30 pm for dinner, 
(Food from Full City Cafe) and the board meeting started at 6:00 pm.

II. Roll Call:

Board Members Present: Michele Behr, Stephanie Brown, Betty Lee Ongley, Martha Pacheco, 
Donna VanderVries and Joe Yantis

Staff Present: Library Director Christy Klien and Rolfe Behrje, Diane Delach, Rob Foti, 
Lawrence Kapture, Chris Walker and Laura Wright

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

Library Board Chair Siebers welcomed everyone and asked if there were any comments and the following 
remarks were made:

A. Comment about Communications to the Library Board – Library Board Chair Siebers said that she had two 
letters that were addressed to the Library Board that she would like to read into the record as follows:

ý Letter from Adult Services Librarian Jessica Enget:

Dear Christy & Library Board,

It is very important to me that I take a moment to say THANK YOU for Gatsby!

I am SO HAPPY for its success, but I could not have gotten to enjoy that feeling (or experience it) without the support and encouragement I have received from you.

Thank you for allowing me to be a little crazy and being daring with our library. I really lucked out getting to work with such an awesome sauce group of people and in a library as open to trying new stuff.

Thank you!

Jessica E.

ý Letter from the Kalamazoo Community Foundation:

Dear Alisha and Members of the Portage District Library Board,

We are so pleased that the Portage District Library has chosen to create an endowed fund at the Kalamazoo Community Foundation. Your fund will not only provide additional funds to support the terrific programming and community service that the library provides, but it will also be a wonderful vehicle for your donors to widen their support of your outstanding work.

We look forward to serving you in the future. Thanks for all you do to make the greater Kalamazoo area a great place to live!

All the best,

Carrie Pickett-Erway

DISPOSITION: The Library Board acknowledged the letters received from Jessica Enget and the Kalamazoo Community Foundation, and Library Board Secretary Delach took them to place in the Library Board’s correspondence file.
B. Comment about Upcoming Programs at Western Michigan University – Trustee Betty Lee Ongley read from a letter she had received from WMU pertaining to the 2015 “Raise Your Voice” series put on by the Lee Honors College to bring in speakers every month. Trustee Ongley said that they had received confirmation that Gloria Steinem would be coming for a speaking engagement on November 6, 2015 at 7:30 pm at Miller Auditorium.

DISPOSITION: The Library Board acknowledged the comments made by Trustee Ongley and trustees expressed interest in the Gloria Steinem visit.

IV. Adoption of the Agenda for the Public Hearing & Regular Meeting of August 24, 2015
Library Board Chair Siebers asked if there were any changes needed to the agenda for the August 24, 2015 public hearing and board meeting before its adoption and there were no changes requested.

MOTION: It was moved by VanderVries and seconded by Pacheco, that the agenda for the public hearing and regular board meeting of August 24, 2015 be adopted as presented. Vote: 7-Yes, 0-No. Motion carried.

V. Consent Agenda
Library Board Chair Siebers asked if there were any requests for items to be removed from the Consent Agenda for the public hearing and regular board meeting of August 24, 2015 board meeting and there were two requests made as follows:

ý Removal of Item A - Trustee VanderVries requested that Item A (Minutes of the regular board meeting held on July 27, 2015) be removed to make a correction.

ý Removal of Item C - Trustee Behr requested that Item C (Request for approval to use the library’s patron data base to conduct demographic analysis) to be removed for clarification.

A. Minutes of the regular board meeting held on July 27, 2015.
B. Request for approval of a proposed change to the library’s Solicitation Policy.
C. Request for approval to use the library’s patron data base to conduct demographic analysis.
D. Update on process to fill the Library Executive Assistant position.
E. Library Board linkage opportunities for August/September 2015.
G. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees.
H. Monitoring Report for Executive Limitation for Treatment of Staff.
L. Legislative Update for July 2015.

Library Board Chair Siebers asked for a motion to approve the Consent Agenda for August 24, 2015 with Items A and C removed.

MOTION: It was moved by VanderVries and seconded by Ongley, that the Consent Agenda for the public hearing and regular board meeting of August 24, 2015, with Items A & C removed, be approved as presented. Vote: 7-Yes, 0-No. Motion carried.

Discussion about Item A on the Consent Agenda:
Trustee VanderVries referred to page 8 of the 7-27-15 board meeting minutes and said she thought there was inaccurate wording in the italicized paragraph that stated taxable value could be increased only by the amount of the Consumer Price Index (CPI) or 5%, whichever is lower. A discussion followed in which VanderVries noted that there were other parts of that citation that were not exactly clear. Suggestions were made to clarify the wording and it was decided that the word “only” would be removed from the 2nd line to make the statement more accurate.
Discussion about Item C on the Consent Agenda:
Trustee Behr said she had requested further discussion on Item C because she wanted assurance of patron privacy with regard to use of the library’s patron data base to conduct demographic analysis with Gale Cengage Learning.

Rolfe Behrje, Systems Administrator, explained that the demographic analytics that the library would be doing with Gale Cengage Learning would not compromise patron privacy because no names, no social security numbers nor any other personal identifiers would be shared. Behrje clarified that only demographic type information would be transmitted, such as addresses, number of checkouts, date of last checkout, birthdates and that type of thing. He indicated that the library would always control its data – we would not hand over anything – and he said that the data would be transmitted via encrypted channels. Behrje explained that it would be a matter of “meeting in the middle” in a private tunnel using encrypted data for a single instance so that the demographic analysis could be done. After each instance, the transmission would be concluded and the data would disappear and the vendor would neither see nor retain the data.

Trustee Behr asked if there was anything in the vendor contract about not using the data and Behrje said there was language in the contract in that regard. Trustee Behr asked Library Director Klien if she was comfortable with the privacy of library patron information for this purpose and Klien said yes, that to the best of her knowledge, this was the most privacy they could achieve doing demographic analysis and emphasized that the data would always stay within the library’s control.

Trustee Pacheco asked how many instances the library would get with Gale’s demographic analytics program and Klien replied that the library would purchase it for a year to use as many times as feasible, and then they would assess its usefulness for GIP mapping afterwards.

Library Board Chair Siebers asked for a motion to take action on Items A and C from the Consent Agenda.

MOTION: It was moved by VanderVries and seconded by Pacheco, that Item A (about demographic analysis) and Item C (about taxable value) that had been removed from the Consent Agenda be approved as discussed and/or corrected. Vote: 7-Yes, 0-No. Motion carried.

VI. Public Hearing

A. Public Hearing on the Proposed FY 2016 & FY 2017 Budgets and Formal Resolution to Adopt the FY 2016 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2016 - Library Board Chair Siebers announced that she was officially opening the Public Hearing on the Proposed Fiscal Year 2016 Budget at 6:17 pm and invited any public comments. There were no public comments made and Siebers asked that trustees take a turn around the table to read aloud the resolution to adopt the FY 2016 Budget for the library. The following resolution was read aloud by individual trustees:

RESOLUTION to SET the MILLAGE LEVY for the PORTAGE DISTRICT LIBRARY and ADOPT the FISCAL YEAR 2016 LIBRARY BUDGET

WHEREAS, in compliance with the requirements of the Michigan Uniform Accounting and Budgeting Act, a balanced budget has been set up for the Portage District Library for the Fiscal Year January 2016 through December 2016; and

WHEREAS, a public hearing was held on August 24, 2015 on the proposed Fiscal Year 2016 Portage District Library Budget, in compliance with all applicable laws;

WHEREAS, the Portage District Library is recognized by the Library of Michigan as a legally established district library operating in the County of Kalamazoo, State of Michigan, pursuant to the District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.), with an effective date of March 22, 1998;
WHEREAS, the Portage District Library Board is the governing body of the Portage District Library with all the powers granted to such a district library board by the Act; including the legal authority to determine the amount of money necessary for the operation of the district library and to levy a tax on the taxable property in the Portage District Library service area; and

WHEREAS, the Portage District Library Board has determined that the levy of a district-wide property tax in an amount not to exceed 1.5 mills is necessary to generate revenue which, combined with other income derived from Industrial Facility Tax Income $19,374, State Aid Income $30,000, County Penal Fines Income $80,000, Local Fines and Fees Income $70,000, Interest Income $15,000, Rental Income $4,000, Other Income $8,950 and Donation Income $6,000 will result in adequate funding to provide library services to the residents of the Portage District Library district; and

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

NOW, THEREFORE, BE IT RESOLVED by the Portage District Library Board that the following sums are appropriated for the 2016 Fiscal Year of the Portage District Library for the purposes set forth below:

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>$ 1,343,343</td>
</tr>
<tr>
<td>Fringes &amp; Benefits</td>
<td>$  529,173</td>
</tr>
<tr>
<td>Library Materials</td>
<td>$  566,605</td>
</tr>
<tr>
<td>Library Supplies</td>
<td>$  109,770</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>$  258,485</td>
</tr>
<tr>
<td>Buildings &amp; Utilities</td>
<td>$  295,150</td>
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<tr>
<td>Furnishings &amp; Equipment</td>
<td>$   56,180</td>
</tr>
<tr>
<td>Other Charges</td>
<td>$  249,723</td>
</tr>
<tr>
<td><strong>Total Operating Expenses:</strong></td>
<td><strong>$ 3,408,429</strong></td>
</tr>
<tr>
<td>Capital Projects Expenses:</td>
<td>$  209,579</td>
</tr>
<tr>
<td><strong>GRAND TOTAL EXPENSES:</strong></td>
<td><strong>$ 3,618,008</strong></td>
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BE IT FURTHER RESOLVED, that the total budget for the Portage District Library for Fiscal Year 2016 in the amount of **$3,618,008** presented by the Library Director, is hereby approved and adopted by the Portage District Library Board; and

BE IT HEREBY RESOLVED, that the Portage District Library Board sets the millage levy for the Portage District Library at **1.50 mills** ($1.50 per $1,000) to be levied on real and personal property in the district during the month of December 2015 in compliance with applicable law.

DATE: ________________________

PORTAGE DISTRICT LIBRARY BOARD
COUNTY OF KALAMAZOO, MICHIGAN

By: __________________________
Alisha Siebers, Chair

By: __________________________
Diane Delach, Secretary
Trustee VanderVries referred to wording in the final paragraph at the end of the Resolution that read: “to be levied on real and personal property in the district during the month of December 2015 in compliance with applicable law...” and said that it should probably read on December 31st because that would be the official tax day. A brief discussion ensued about whether or not the wording should be changed. The general consensus was that the rest of the wording in that sentence that read: “in compliance with applicable law” would be sufficient. However, Trustee VanderVries’ clarification was noted and future resolutions pertaining to when the real and personal property would be levied would be specified as “on December 31st.”

Library Board Chair Siebers then asked for a motion to approve the resolution to set the millage levy for the Portage District Library and adopt the Fiscal Year 2016 Library Budget.

**MOTION:** It was moved by Brown and seconded by VanderVries that the Resolution to set the millage for the Portage District Library and adopt the Fiscal Year 2016 Budget be approved as presented. Vote: 7-Yes, 0-No. Motion carried.

Library Board Chair Siebers asked Library Board Secretary Diane Delach to take a roll call vote on the Resolution.

<table>
<thead>
<tr>
<th>Trustee’s Name</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behr, Michele</td>
<td>X</td>
<td></td>
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<td>Brown, Stephanie</td>
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<td></td>
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<tr>
<td>Ongley, Betty Lee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Pacheco, Martha</td>
<td>X</td>
<td></td>
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<tr>
<td>Siebers, Alisha</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>VanderVries, Donna</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Yantis, Joe</td>
<td>X</td>
<td></td>
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</table>

**ROLL CALL VOTE on RESOLUTION:** 7-Yes, 0-No. Resolution adopted unanimously, and Library Board Chair Siebers officially closed the Public Hearing on the Portage District Library’s FY 2016 Budget at 6:25 p.m. Siebers thanked Library Director Klien and Business Manager Foti and administrative staff for all their work in developing a well thought out budget.

**VII. Governance**

A. **Final decision on date, time, place & topic(s) for 2015 Library Board Retreat** – Library Board Chair Siebers said that it was time to make some choices about this year’s Library Board Retreat and asked for suggestions.

Trustee VanderVries suggested holding the retreat on Veterans Day, Wednesday, November 11th, since that was usually a day that people had off work. Trustees discussed that date and agreed that would be fine. The time and location of the retreat were discussed next, and after considering other locations, it was decided that the retreat would be held at the library for convenience and to avoid cost for an offsite location. There was also agreement about a timeframe of 3-6 pm with a meal provided at 5 pm.

The next consideration was what would be covered at the Library Board Retreat. Trustees talked about doing a SWOT analysis and also looking at the information gathered by the Board Strategic Planning Committee and obtained from the demographic analytics done by Gale Cengage Learning. Library Board Chair Siebers said she thought they should also get input from the School Board and the City of Portage too. Trustee Behr asked if they could get a compilation of annual statistics and Trustee VanderVries requested a graphic statistical representation as well.

There was further discussion about what should be decided at the Library Board Retreat with regard to the Strategic Planning process in 2016. Questions were asked about what the desired outcomes would be and if they would be doing a list of priority patron groups like was done last time. Trustee Behr said she hoped there would be focus groups too.
DISPOSITION: The Library Board made the following decisions about the 2015 Library Board Retreat:

- The Library Board retreat will be held on Wednesday, November 11, 2015 from 3-6 pm
- The location will be in the lower level meeting rooms of the library
- Dinner will be provided at 5 pm (A request for Grand Traverse Pie Company dessert was noted!)
- Library Director Klien will look into getting a facilitator to lead a SWOT analysis session with trustees
- The Board Strategic Planning Committee will provide information to be used by trustees at the retreat
- Trustees will focus on the desired outcomes for the 2016 Strategic Planning Process and how it will be conducted, including:
  - Identifying the desired outcomes for the Strategic Planning process
  - Looking at statistical information (& graphic displays) over multiple years to identify trends
  - Reviewing information obtained through demographic analytics done by Gale Cengage Learning
  - Considering input from the Portage Public Schools Board, the City of Portage and focus groups
  - Prioritizing library services and populations being served

B. Next step in preparing for Strategic Planning in 2016 – Library Board Chair Siebers led a discussion with trustees about what should happen next for them to prepare for Strategic Planning in 2016.

DISPOSITION: Library Board members agreed that the next significant step in preparing for Strategic Planning in 2016 would be to engage a facilitator to lead their process. Library Director Klien said that she would look into several facilitators that had been recommended or suggested, and would bring back information to trustees.

C. Report from Trustee Martha Pacheco, Library Board Liaison to the Friends, on the Friends’ August 8, 2015 Book Sale and the August 17, 2015 Friends’ Board Meeting – Library Board Chair Siebers invited Trustee Pacheco to give her report on Friends’ activities. Trustee Pacheco provided the following information to trustees:

The Friends held a board meeting on August 17, 2015 covering the following discussion topics:

- Impact of the library’s Book Drop Project on the Friends’ book sales – how to handle books left over from the sale which would need to be boxed and placed somewhere for the Salvation Army to pick up (the boxes are usually placed in the back book drop room)
- Undertaking Strategic Planning for the Friends
- Consideration of new ways to raise revenue for the library, including:
  - Marketing Friends’ book sales in unique ways (yard signs to remind people about Friends’ Book Sales; promoting sale books by certain authors; advertising in the schools - maybe via teachers or media specialists, etc.)
  - Conducting more mini book sales at library events and programs & maybe at the Portage Senior Center too
  - Consideration of selling crafts, book bags or homemade cards at Friends’ book sales
  - Collaborating with local restaurants to have a percentage of meal prices go to the library

Trustee Behr suggested that the Friends could maybe do a book exchange at the end of the year (donated books gather together for a book swap). Laura Wright, Head of Youth Services, said when book swaps are done it is usually on the basis of taking as many as you bring, but maybe they should think about capping it at (3) books swapped.

Trustee Pacheco commented that children’s book sales were very popular so there would likely be plenty of interest in a book swap. She said she also thought the idea of coordinating mini Friends’ book sales with library programs at different times throughout the year would be advantageous. The Friends’ goal is to raise more money for the benefit of the library.

Other ideas suggested included: (1) having mini Friends’ book sales with homeschoolers and (2) doing something at the annual “Mom-to-Mom” sale at the Kalamazoo County Fairgrounds. Trustee Yantis cautioned that the Friends’ should check with the City of Portage about city ordinances that pertain to placing
signs in yards. Trustee Brown agreed and said she thought permission was needed to put garage sale signs in yards, so it would likely be the same for Friends’ book sale yard signs.

**DISPOSITION:** The Library Board received the report from Trustee Pacheco, Board Liaison to the Friends, and trustees thanked her for all the information she had shared with them and expressed appreciation to the Friends’ for seeking ways to raise more money for the library.

[Trustee Ongley suggested that trustees take a break in the meeting to sing Happy Birthday to Alisha Siebers (July 20th) & Joe Yantis (August 25th). Cake was passed around and the meeting continued.]

**VIII. Ends Development**

A. **Request for Library Board authorization to sign a contract with Hall Builders for the library’s Book Drop Project** – Library Director Klien referred to page 39 in the board meeting agenda packet and reminded trustees that at the June 27th board meeting, information had been shared with them that the contract for the Book Drop Project had been awarded to the low bidder, Hall Builders. Since then, TMP Architecture had confirmed the project cost and a timeline had been set for the construction work. Klien said that the project was ready to get underway once she received board authorization to sign a contract with Hall Builders.

Library Board Chair Siebers said that she had not felt that the canopy was necessary, but if the majority of the board liked it, she would go along with it. Trustee Brown said they had discussed this at the June board meeting and had felt the canopy would help people stay dry in bad weather. Klien added that the canopy would also improve safety and security since it would have lights and a security camera on it. She also noted that it would provide more visibility with signage on it, so that patrons would be able to find the book drop more easily. Klien said that TMP Architecture personnel had told them that on some of the other projects they had done, patrons were not satisfied with book drops that did not have a protective canopy.

Trustee Ongley remarked that they were only going to do this Book Drop Project once, so they needed to do it right. Trustee VanderVries said that the addition of the canopy would make more of an obvious statement with patrons about the extent of improvements to the book drop. Trustee Brown agreed and said that patrons would likely recognize the book drop more readily with a canopy over it.

**MOTION:** It was moved by Yantis and second by VanderVries, that the Library Board authorize the Library Director to sign a contract with Hall Builders to do all work required for the library’s Book Drop Project, in accordance with the base bid plus alternate bids submitted by Hall Builders and accepted by the Portage District Library, and per all specifications for the project. Vote: 7-Yes, 0-No. Motion carried.

B. **Request to approve a Budget Amendment related to the library’s Book Drop Project** – Library Director Klien said that since the Library Board had authorized her to sign a contract with Hall Builders for the library’s Book Drop Project, the next action required would be to move the money ($297,852) for the project from the Reserve Line in the FY 2015 Budget into an expense line. Library Board Chair Siebers called for a motion.

**MOTION:** It was moved by Ongley and seconded by VanderVries, that the Library Board approve a Budget Amendment to adjust the FY 2015 Budget to move $134,254 from the Book Drop Remodel Reserve Line and $163,598 from Unassigned Fund Balance into the Book Drop Project line to cover the anticipated costs related to the library’s Book Drop Project as previously described. Vote: 7-Yes, 0-No. Motion carried.

Trustee Pacheco asked when the Book Drop Project would start and Klien said that they have requested that the contractor wait until after Labor Day to begin due to heavy book returns over that holiday weekend.

Library Director Klien said that the library’s solution for an alternative book drop during construction will be:

- Placement of a temporary stand-alone book return unit outside in front of the library as an alternate option
- Cutting a temporary panel into the front door for books to be returned only when the library is closed.

Klien thanked Laura Wright for coming up with the idea of cutting a temporary return into the front door.
C.  Progress Report on End Statement #3 (The library will be a leader in strengthening our community.) – Library Director Klien referred to pages 41-44 of the board meeting agenda packet and asked if trustees had any comments or questions pertaining to activities being undertaken to accomplish End Statement #3.

Library Board Chair Siebers said she was really pleased with all that the library was doing to be a “leader in strengthening our community.” She said she was very proud of the library’s high profile in the community. Klien responded that library staff was excited too about being more involved in the community. Siebers said she especially liked the human service assistance that the library provides. Trustee Yantis commented that the library has achieved great synergy between the schools, the community center, the City of Portage and other libraries. Siebers also commended the library for getting more sponsors for library activities and programs but not “selling out” in any way.

DISPOSITION: The Library Board received the Progress Report on End Statement #3 and trustees were very complimentary about the library’s efforts to achieve the desired outcomes.

D. Library Board Assistance with Donor Thank You Notes – Library Director Klien passed around to trustees a list of donors who had donated to the library during the 2015 Spring Appeal. Library Board Chair Siebers said that she would draft a short script for trustees to use in writing thank you notes or making telephone calls to say thank you to donors and that it would probably take trustees about (5) minutes per thank you note. There will also be talking points suggested that might cover topics such as: the Book Drop Project, the initiative underway to create private spaces in public areas of the library, a space utilization study that will be done to assess best use of space at the library and some new furniture that will be coming.

Chris Walker, Fund Development Manager, thanked trustees for being willing to personally thank library donors. She commented that any fundraising training she had been through had indicated that donors should be contacted at least (3) times a year. Walker said she appreciated their involvement and felt it would really make an impact on library donors!

DISPOSITION: Library Board Chair Siebers will email a script to trustees that could be used to write thank you notes to donors. After trustees complete the notes, they should return them to Klien for postage and mailing.

IX. Library Director’s Comments
A. Final remarks by Library Director for the August 24, 2015 Library Board Meeting – Library Director Klien thanked the Library Board for providing her the opportunity to go to the week-long ALA Leadership Institute held in Illinois the week of August 9th – 13th. Klien remarked that she was honored to be one of (40) library professionals across the nation selected to participate and that she felt it had been quite beneficial. She said it was great communication, collaboration, contacts and reading lists, and she appreciated it very much.

DISPOSITION: The Library Board acknowledged Library Director Klien’s remarks about the ALA Leadership Institute and trustees said they were glad she found it beneficial.

X. Process Evaluation
A. Suggestions for Agenda Items to be included on the September 28, 2015 board meeting
Library Board Chair Siebers went over the list of topics for the next board meeting in September as follows:

1. Minutes of the Public Hearing and Regular Meeting held on August 24, 2015.
2. Request for Library Board Approval for Restricted Use of Library Patron Data Base for Year-End Direct Mail Fundraising Initiative in October 2015.
3. Review of Capitalization Policy
4. Review of Internet Policy
5. Review of Materials Selection Policy
6. Special Guest: Karen Bankston, 2nd Grade Teacher at Portage Central Elementary School
7. Discussion about 2015 Library Board Retreat
8. Report on 2015 Summer Reading Program
10. Report on 2015 “Stuff the Bus” School Supplies Collection Drive
11. Update on Book Drop Project
12. Initiation of Library Director’s 2015 Evaluation Process
13. Introduction of new Library Executive Assistant/Library Board Secretary
14. Farewell to retiring Assistant to Director/Library Board Secretary

B. Assessment of this meeting – The following items were discussed:

Question about Consent Agenda: Library Board Chair Siebers said she would like to know how trustees felt about the change made to placing more items on the “Consent Agenda.” Trustee VanderVries said that other boards she serves on to not have meetings that last as long as ours, so putting more on the Consent Agenda seems appropriate. Trustee Ongley commented that it puts more responsibility on each trustee to read all the board meeting material to be prepared.

C. Miscellaneous Items – The following items were discussed:

Status of Executive Assistant Search: Trustee Pacheco asked for an update on filling the Executive Assistant position. Klien replied that there had been (35) applications received and that she and Business Manager Rob Foti had selected (8) individuals out of a pool of good candidates. They will begin interviews that week.

Compliments about Art Encounters Event: Trustee Ongley said the Art Encounters event last Saturday was a big success and she had enjoyed watching artist Michael Dunn helping children with their artwork.

Positive Comment about PDL Podcast: Trustee Behr said she had listened to the library’s first podcast and thought it was very cool. Lawrence Kapture, Head of Adult Services, said that the sound quality wasn’t as good as they anticipated so they were making some adjustments before they recorded the next podcast. He also mentioned that they were trying to keep them to about 20 or 30 minutes in length.

XI. Adjournment

Library Board Chair Siebers said if there was no further business to come before the board, she would adjourn the meeting.

DISPOSITION: There was no further business to come before the Library Board and the regular board meeting of August 24, 2015 was adjourned at 7:30 pm.

Recorded and Transcribed by,

Diane Delach,
Library Board Secretary
September 1, 2015

Ms. Christy Klien
Portage District Library
300 Liberty Lane
Portage, MI 49002-4303

Re: MHC Grant Q032-15 GMR

Dear Ms. Klien:

The Michigan Humanities Council is pleased to announce the award of a Quick Grant in an amount not to exceed $500.00 for the project entitled “Survival is Insufficient.” Your grant will begin on the award date of May 1, 2016 and conclude on May 31, 2016. When corresponding with the Council, please use your assigned grant number as indicated above. Michigan Humanities Council will release 60 percent of the grant funds to the sponsor upon receipt of this signed contractual letter; the remaining 40 percent will be released upon receipt of the final evaluation report form which is due 30 days after your event is held.

As you plan and conduct your program, please make note of the following requirements:
1. You must notify the Michigan Humanities Council of any changes in plans or program schedule; all changes must be approved by the Michigan Humanities Council in advance of the program.

2. All Quick Grant recipients are required to publicize the event broadly and note Council and NEH funding on all printed materials. A Council logo is downloadable from our web site: michiganhumanities.org In programs, advertisements, newsletters and other appropriate materials, the following statement along with the Council logo should be printed: This program is funded in part by Michigan Humanities Council, an affiliate of the National Endowment for the Humanities. This message also should be used in broadcast promotion and delivered verbally before each activity.

3. You are responsible for completing the Quick Grant Final Report form (form can be downloaded from our web site), which should be submitted to the Council office no later than 30 days after your event or activities. Your final payment will be released after this form has been received and approved.
Please sign and return one copy of this award notice as soon as possible. The signed copy will serve as a contract between your organization and the Michigan Humanities Council, showing that you are in agreement with the terms of the grant.

Best wishes for a successful project. Please feel free to contact me if you have any questions.

Karen Rhodes
Grants Manager

APPROVED BY:

Jan Fedewa, Interim Executive Director
Michigan Humanities Council

ACCEPTED BY:

Christine J. Klein
Title: Library Director
For: Portage District Library

9/1/15
Date
Notice of Grant Request

“Survival is Insufficient”

a program inspired by Great Michigan Read pick “Station Eleven” by Emily St. John Mandel
developed and presented by Jessica Enget

An application was submitted to the Michigan Humanities Council for a Quick Grant to help fund a collaborative program inspired by this year's Great Michigan Read selection Station Eleven written by Emily St. John Mandel.

The program is scheduled for **Monday, May 23rd 2016 at 6:30pm** here at the Portage District Library.

It was confirmed by the Michigan Humanities Council that funds are still available for Quick Grants. The application was submitted 8/26/15. We are awaiting response.

**PROGRAM DESCRIPTION**

**CONCISE OVERVIEW OF PROJECT AND GOALS**
The Portage District Library will collaborate with local cultural organizations to assemble an interactive program entitled “Survival is Insufficient” consisting of short dramatic performances arranged by Civic Artistic Director Todd Espeland and performed by the Kalamazoo Civic Theatre. Performances will be supplemented with an interactive discussion moderated by Western Michigan University's Assistant Professor of Theatre, Lofty Durham. This program will exhibit how the Dramatic Arts demonstrate and generate human connections between individuals, spanning interpersonal, cross-generational and cross-cultural, as well as throughout periods in history as portrayed in St. John Mandel's book, "Station Eleven."

WHAT HUMANITIES THEMES OR ISSUES WILL BE ADDRESSED? ALL PROJECTS MUST HAVE HUMANITIES-RELATED CONTENT, INTERPRETATION OR DISCUSSION.

- The Dramatic and Performing arts as an essential and foundational vehicle to expose and build awareness of various cultures and civilizations, including our own
- Themes of what it means to be human, loneliness and isolation through an excerpt performance of "Of Mice and Men"
- Themes of familial identity and belonging through an excerpt performance of "Still Life with Iris"

HOW WILL THIS PROJECT PROVIDE EXPANDED OR ADDITIONAL OPPORTUNITIES TO PARTICIPATE IN, OR EXPERIENCE, PUBLIC HUMANITIES PROGRAMS IN MICHIGAN?

As part of this free program at the library, The Kalamazoo Civic Theatre will perform two short excerpts from current productions, followed by a moderated and interactive discussion that will invite and encourage attendees to build connections between what is observed in performance and real-world experiences. This guided discussion will facilitate an understanding of how the performing arts build and promote understanding, empathy, connection and compassion by safely exposing us to situations and emotions we may or may not have encountered as of yet in our own lives.

It will also demonstrate how relationships and experiences translated through the performing arts can both enrich and define cultures and civilizations.
**Evaluation**
A moderated discussion will prompt the audience to share prior knowledge and attitudes and check in towards program end for changes and new perspectives.

A program feedback survey will be distributed to all attendees. Our questionnaire includes a rating the program on a scale from 1 (worst) to 5 (best), what the attendee enjoyed most, how program could be improved, how they heard about program, and prompts for additional comments.

A total count of attendees will be made.

**COLLABORATORS**

**Western Michigan University**
Lofton Durham, PhD.
Associate Professor of Theatre
Discussion Moderator

**Kalamazoo Civic Theatre**
Todd Espeland
Artistic Director
Director of productions and bringing scenes from “Of Mice and Men” and “Still Life with Iris”

**TARGET AUDIENCE**
60-80 Attendees, Adult.

**PROMOTION STRATEGY**
Including official Michigan Humanities Council (MHC) logos, we will promote using flyers for distribution in the library and in community locations; online via our social media channels Facebook and Twitter; on our library website homepage in rotating image display; in-library digital signage. We will promote by announcing the event at other library programs. We will also reach out to MLive/Kalamazoo Gazette for a press release.

**SUPPORTING PROGRAMS**
Possible Library-wide Art Exhibit.

Book Groups Top Shelf Reads and Open for Discussion will both be reading *Station Eleven* for the month of May. Science Fiction book group may discuss a related theme.
1. **STATEMENT of PURPOSE:**
   It is the purpose of this policy to illustrate the procedures that will be used at the *Portage District Library* to classify fixed assets as capital assets.

2. **SCOPE of POLICY:**
   This capitalization policy applies to all assets of the *Portage District Library*.

3. **CAPITALIZATION OBJECTIVES:**
   All purchases under $3,000 will be expensed. Any expenditure over $3,000 will be capitalized if the item purchased has a life in excess of one year or if a repair extends the useful life of the asset beyond its normal life. If the expenditure does not meet either one of these criteria, then it will be expensed. Expenditures include: acquisition, freight and setup costs. Setup costs include those costs that are necessary for the testing, installation, or preparation for operation or use.

4. **ENHANCEMENTS:**
   An enhancement is an internal and/or external addition to capital assets (equipment) that extend life or increase productivity and have a cost of $3,000 or more. Enhancements will be coded as “capital” on purchase orders in the same manner as capital assets.

5. **REPLACEMENT:**
   A replacement is the substitution of an asset with a similar asset which does not increase the service potential of the asset. When an item over $3,000 is slated for replacement, it will be scrapped and removed from inventory completely, and the replacement for the item will be entered as a new capitalized item. An existing item will be “written off” when it is replaced.

6. **INVENTORY:**
   Equipment and furniture will be tagged as soon as possible after receipt from the vendor by Business Services. An annual audit of capital assets will be conducted. This will entail conducting an actual asset count and then reconciling that with the asset accounting system. Any differences will be reported immediately to the Library Director and an investigation and appropriate action taken.

### ASSET LIVES

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Useful Life (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>5</td>
</tr>
<tr>
<td>Office Equipment</td>
<td>5</td>
</tr>
<tr>
<td>Computer Hardware</td>
<td>5</td>
</tr>
<tr>
<td>Telephone Equipment</td>
<td>10</td>
</tr>
<tr>
<td>Buildings</td>
<td>40</td>
</tr>
<tr>
<td>HVAC Systems</td>
<td>20</td>
</tr>
<tr>
<td>Roofing</td>
<td>20</td>
</tr>
<tr>
<td>Carpet Replacement</td>
<td>7</td>
</tr>
<tr>
<td>Electrical/ Plumbing</td>
<td>30</td>
</tr>
<tr>
<td>Kitchen Equipment</td>
<td>12</td>
</tr>
<tr>
<td>Artwork</td>
<td>5-10</td>
</tr>
<tr>
<td>Land Improvements – Structure</td>
<td>20</td>
</tr>
</tbody>
</table>
7. EQUIPMENT AND FURNITURE:

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

8. COMPUTER EQUIPMENT/ SOFTWARE:

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

9. DONATED EQUIPMENT:

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

10. LAND:

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

11. BUILDINGS:

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

12. IMPROVEMENTS TO BUILDING: (Including modular furniture)

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

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

14. **LEASEHOLD IMPROVEMENTS:**

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

15. **CAPITAL LEASES:**

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

16. **LIBRARY BOOKS AND MATERIALS:**

Library books and materials will be expensed.

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

Mission Statement

The Mission of the Portage District Library is:

*Helping you Access the World of Information in a Friendly Atmosphere.*

Internet Public Access Statement

Through Internet public access, via computers used in the Library, the citizens of Portage are provided entrée to a world-wide network of vast information resources and services. Internet public access has far reaching benefits and value to both library patrons and staff. Internet service has been implemented by the Library in a carefully planned, organized, safe and cost effective manner.

Each patron has the right to make use of the library’s hardware and software for Internet public access in order to get information or achieve personal and educational growth. Open access will be maintained in so far as it is possible to do so, but the Library reserves the right to develop reasonable standards and practices as outlined herein and in future policy statements.

Internet Public Access Practices

1. The public access computers at the Library are provided with funds generated by local taxes, and are intended for general public use, regardless of age, sex, ethnic origin, racial origin, religion or economic status. All library patrons under the age of 18 yrs. old must have parental or guardian authorization to use the Internet at Portage District Library. Independent computer users must be able to:
   ⇒ Read and follow instructions
   ⇒ Use a computer keyboard and mouse appropriately
   ⇒ Operate the computer independently and with some degree of computer literacy
   *(since written instructions and Library staff support will be limited.)*

2. The Internet consists of many protocols including, but not limited to the World Wide Web and File Transfer protocols. Thus, the term “Internet” will be used to include all protocols.

3. The library has no control over what the Internet provides, and is not responsible for any output. The Internet contains information that may be considered inaccurate, outdated, or even offensive to some. Portage District Library is not responsible for information gained via the Internet and assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. The library makes no guarantees, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.
4. The library has availed itself of some commercially available software programs to prevent access to certain Internet sites which may contain information or graphics which have been judged to be unfit for children. Determination of “unfit” content usually is made on the basis of the content being judged to be violent, obscene or pornographic. While such blocking software is known to have limited utility and effectiveness, it is available on public access computers on which the Internet is accessible. However, it is still the responsibility of the parent(s) or guardian(s) to be aware of the types of material which might be available and selected by their children through the Internet at the Portage District Library.

All library patrons under the age of 18 yrs. old must have parental or guardian authorization to use the Internet at Portage District Library. As with all other library materials and media formats, it is the responsibility of parent(s) or guardian(s) to monitor the information which their child accesses and selects.

5. In order to comply with P.A. 212 of 2000 (MCLA 397.606), minors are prohibited from accessing or viewing obscene matter (as defined in MCLA 752.362) and sexually explicit matter that is harmful to minors (as defined in MCLA 722.673 and 722.674) on any computers in the Library. The Library staff will monitor compliance with this requirement by periodically checking the public access computers in use by patrons. Subject to other demands on staff time for library services, the library staff will randomly engage in such checking an average of once per hour.

6. Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use, although some limited instructional support will be available.

7. Violation of the library’s Internet Policy or Guidelines by a patron will result in his/her loss of Internet privileges. Repeated violations may result in entire loss of all library privileges. In the event such action is taken, the decision may be appealed within three (3) days to the Library Director whose decision shall be final.
I. Purpose

II. General Selection Policy

III. Specific Selection Policies by Collection
   A. Reference Collection
   B. Periodicals Collection
   C. Heritage Room
   D. Adult Collection
   E. Special Services to Remote Library Users
   F. Non-Print Media Collection
   G. Children’s Collection
   H. Children’s Professional Collection
   I. Parent/Teacher Collection
   J. Teen Collection

IV. Controversial Materials

V. Gifts

VI. Collection Maintenance

VII. Request for Reconsideration of Library Materials

Appendices
I. MISSION STATEMENT:

   Helping You Access the World of Information in a Friendly Atmosphere.

II. GENERAL SELECTION POLICY:

The Library selects material in accordance with guidelines stated by the American Library Association in its Library Bill of Rights, Freedom To Read and Freedom To View statements.

A. Authority for selection of materials is delegated by the Library Board to the Library Director and the Director's designated staff.

B. Any library materials so selected shall be held to be selected by the Library Board.

C. The selection of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens in the Portage District Library service area. Materials are evaluated as complete works and not on the basis of a particular passage or passages.

   A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. The library collection will represent a balanced view.

   All acquisitions, whether purchased or donated, are evaluated by the following standards. Clearly, however, an item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive.

   Neither the order of the general criteria nor the order of items in a list of specific criteria indicates relative importance.

D. The following general criteria are used:

   1. Present and potential relevance to community needs;
   2. Suitability of subject, style and reading level for the intended audience;
   3. Importance as a document of the times;
   4. Appropriateness and effectiveness of medium to content;
   5. Reputation and/or significance of author, publisher or producer;
   6. Positive review in one or more appropriate professional journals;
   7. Positive critics' and staff members' reviews;
8. Relationships to existing materials in the collection;
9. Within limits of budgets for materials;
10. Not available, or with limited accessibility, from other lending sources;
11. Insufficient materials available on the same subject;
12. Author or illustrator is local;
13. Format is appropriate to Library use and is not easily damaged;
14. Enhances a specific collection within the Library;
15. Author or producer is already represented in the collection;
16. Literary and artistic merit;
17. Accuracy of content;
18. Popularity with library patrons.
19. Preserve local community information and history.

III. SPECIFIC SELECTION POLICIES BY COLLECTION

In addition to the general criteria listed in Section II.D, each of the library's special collections also employs its particular criteria to select appropriate materials.

A. REFERENCE COLLECTIONS

1. PURPOSE:

To select and maintain a reference collection that meets the needs of citizens in the Portage District Library service area, and, at the same time, to keep the collection at a size that can be efficiently managed and used by the reference staff. (Reference materials do not circulate.)

2. SPECIFIC CRITERIA:

a. Materials that provide facts and information in demand or of potential use by those to be served by the Portage District Library or by staff;

b. Materials, which can be updated, should be current;

c. Materials should complement existing materials;

d. Academic and/or technical level materials should be within the range of users and staff.
B. PERIODICALS COLLECTION

1. PURPOSE:

To supplement and complement the library’s main collection. The Periodicals Collection is intended to be timelier and more frequently updated than the regular library collection. Most materials circulate, except for the most recent copies of all titles, and a few other exceptions.

2. SPECIFIC CRITERIA:

a. Offers ease of information retrieval, such as, but not limited to, inclusion in a standard periodical index or abstracting journal;

b. Contributes to a balance and range of information;

c. Provides lasting value;

d. Has high quality of writing and/or design;

e. Is within both budget and space constraints for the collection.

f. Popularity with library patrons.

C. HERITAGE ROOM

1. PURPOSE:

The Heritage Room operates as a function of the Portage District Library. It has been created to serve as a history research center as well as a library archive. The goals of the Heritage Room are to collect, care for, interpret, promote and make available for research and reference, materials which promote a greater understanding of the history of the people and the City of Portage, previously known as the Township of Portage. In order to enhance the local history collection, the Heritage Room will collect and make available published materials covering the state of Michigan, which help to interpret local materials within the scope of a broader historical context.

2. SPECIFIC CRITERIA:

a. The Heritage Room’s primary objective is to preserve and make accessible local history information for scholars, students and the public. The Heritage Room seeks to document the social, economic, religious, business, governmental and multi-cultural development of the Portage, Michigan area. Emphasis is on primary source materials that provide local history information. Among these primary sources are: manuscript collections, ranging from single letters to extensive records of organizations and businesses; photograph, film and video collections; oral history interviews; newspaper collections; manuscripts and printed maps; scrapbooks; and microfilm copies of Federal Michigan Census from 1840 to 1920.
b. The secondary objective of the Heritage Room is to document the history of the Portage District Library. It contains the papers of the administration, personnel, programs, Library Boards, and Friends of the Portage District Library.

c. The geographic scope of the Heritage Room and the areas on which the most detailed collecting should be placed are: the City and School District of Portage, Kalamazoo County, Southwest Michigan, Michigan, Regional and United States.

d. The subject scope of the Heritage Room is as follows: All subjects relating to Portage are collected including, but not limited to: biography, business, buildings, the arts, government, religion, health, recreation, environment, education, and transportation. A special effort is made to obtain materials relating to minorities, and women. It is also important to represent the various social and economic strata of the community, from large corporations, to the lives of workers. Examples include: histories, directories, biographical information, businesses, schools, colleges and universities and association items.

e. The Heritage Room will seek to acquire genealogical material for all counties in Southwest Michigan. Materials, which are from other areas in the United States, but are relevant to the collection, may occasionally be selected. Genealogical material from other countries, which contributed to the population of the Portage area, may be collected on a limited basis. Genealogy research books, and periodicals will be acquired to aid in research techniques. Researchers of family histories are encouraged to deposit copies of their work.

3. EXCLUSIONS:

a. Items, which are accepted into the collection of the Heritage Room, become the sole property of the Portage District Library. Any item, which is determined to be outside the collecting scope of the Heritage Room, will be separated according to the terms of the material disposition form, which accompanies the Deed of Gift. Separation will only take place after approval has been granted by the Library Director.

b. Items, which were found in the collection prior to January 1, 1997, which do not follow guidelines set forth in the Heritage Room Policy, will be reviewed by the Heritage Room Library Associate and the Library Director. Disposition will be determined on the basis of relevance to the collection.
D. ADULT COLLECTION

1. PURPOSE:

To provide citizens within the Portage District Library service area with current information on subjects of topical as well as continuing interest; differing points of view on contemporary and controversial issues; historically significant points of view; materials for instruction in areas of interest; and materials for entertainment and recreation.

E. SPECIAL SERVICES TO REMOTE LIBRARY USERS

1. PURPOSE:

To help meet informational needs of remote library users within the Portage District Library service area by providing access to and assistance in locating information and materials via telephone, Email and fax. The goal is to increase the quality and quantity of reference library service to more patrons and add depth and substance to library reference service. Remote library users will be provided faster and more personalized service, with the designated librarian doing more of the searching, collecting and retrieval of reference materials, web sites, pleasure reading, viewing or listening.

2. SPECIFIC CRITERIA:

a. A ready-reference collection will be utilized, and guidelines followed for providing services to remote library users, in order to ensure consistent high-level reference service.

   b. Provides informative, current and accurate information for remote library users via telephone, Email or fax, within a reasonable timeframe.

F. NON-PRINT MEDIA COLLECTION

1. PURPOSE:

To help meet informational needs of citizens within the Portage District Library service area, by providing access to, and assistance in locating, information and materials in non-print formats. The library selects material in accordance with guidelines stated by the American Library Association in its Library Bill of Rights, Freedom To Read and Freedom To View statements.

2. SPECIFIC CRITERIA:

   Selection of non-print media materials follows the same guidelines and principles as those for print materials (See II. General Selection Policy).
G. CHILDREN'S COLLECTION

1. PURPOSE:

To provide materials in various formats to meet the needs of children (birth through 5th grade) for recreational, informational, and self-educational use, as well as to supplement their formal education.

H. CHILDREN'S PROFESSIONAL COLLECTION

1. PURPOSE:

To provide materials for in-house use by professionals servicing children, such as librarians, teachers, counselors, etc., to guide them in meeting the recreational, informational and educational needs of youth.

2. SPECIFIC CRITERIA:

To qualify for inclusion in the Children's Professional Collection, a work will fall into one or more of these categories:

a. Adult-level reference and other materials about children's authors, illustrators, editors and publishers;

b. Professional journals relating to children's literature and reading;

c. Examples of unusual or notable materials for children;

d. Information about children's reading and the reading process;

e. Toy books and other items relating to children's books;

f. Materials about the development, planning and presentation of programs for children and adults.

The Children’s Professional Collection is a non-circulating collection, however additional copies of some, but not all, materials in this collection may also be available in the library's circulating collections.

I. PARENT/TEACHER COLLECTION

1. PURPOSE:

To provide materials for parents, guardians, teachers and counselors about parenting, child development, reading and other areas specific to the educational, developmental and recreational needs of youth. Each title is marked “PT” to indicate that it is part of the Parent/Teacher collection, and items are circulated following standard procedures.
J. TEEN COLLECTION

1. PURPOSE:

To provide teens (6th grade to 12th grade) within the Portage District Library service area with current information on subjects of topical as well as continuing interest to this age group; with materials in age-specific genres; with materials showing differing points of view on contemporary and controversial issues and historically significant points of view; with materials for instruction in areas of teen interest; and with materials for entertainment and recreation. The Teen collection will contain: fictional materials, recreational non-fiction, and a small collection of topical subjects. The core of non-fiction materials for high school students will continue to be determined by the Adult Collection Policy (see section D of the Materials Selection Policy).

2. SPECIFIC CRITERIA:

a. Teen materials are selected carefully, following general materials selection policy guidelines, and using reviews and recommendations for age specific materials.

b. Special effort will be made to select teen genres, author series and materials of popular interest to teens.

IV. CONTROVERSIAL MATERIALS

The Portage District Library subscribes to the principles embodied in the following statements of the American Library Association, copies of which are appended to and made an integral part of this policy: 1) Library Bill of Rights, 2) Freedom to Read and 3) Freedom to View.

V. GIFTS

All gifts are subject to evaluation by the general and specific criteria listed in the policy for the relevant collections. Donors are informed that any gifts to the Portage District Library will become the sole property of the library, and may or may not be added to the collection. Any item, which is not added, may be donated to another institution where it might be used, or it may be sold in a Friends of the Library Book Sale. Monies from such sales are used to benefit Portage District Library services and programs.
VI. COLLECTION MAINTENANCE

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

A. The item is still available and can be replaced;

B. Another item or format might better serve the same purpose;

C. There remains sufficient need to replace that item;

D. Updated, newer or revised materials better replace a given item;

E. The item has historical value;

F. Another networking agency could better provide that or a comparable item.

VII. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

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

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

A. A member of the library staff explains the selection policy to the patron. If the patron wishes, he/she may then submit a written Request for Reconsideration of Library Resources to the Library Director.

B. The completed form is reviewed by one or more members of the library staff who have responsibility for materials selection, and by the Library Director. The library staff members objectively review the resource in question to ascertain that the selection criteria and principles stated in Sections I through V were applied in the selection process. The Library Director or a member of the library staff sends a written response to the requester within 14 days of the date that the reconsideration form was submitted. The Library Director also notifies the Library Board of each Request for Reconsideration submitted.
C. If the requester is not satisfied with the decision of the library staff, he/she may appeal in writing to the Library Director, who then convenes a Reconsideration Committee. This committee will consist of:

1. One member of the Library Board;
2. One member of the library staff with responsibility for materials selection who has not previously considered the material in question;
3. One resident of the library district other than the requestor, who is chosen by the requestor. In the case that the requestor does not identify a member for the Reconsideration Committee, the Library Board will select a resident of the library district.

D. In reviewing the request for reconsideration, the Reconsideration Committee employs the selection criteria (described above in this document) and considers other appropriate information, including professional reviews and recommendations, comments from the library staff, and comments from the requester. Library resources are not removed from the collections during the review period. Copies of the materials in question may be checked out as evaluation copies for use by the Reconsideration Committee, the Library Director or other appropriate library staff.

E. Within 45 days, the Reconsideration Committee will recommend an action to the Library Director, who will reach a decision and inform the requester and the committee in writing of that decision.

F. Should the requester wish to appeal this decision, he/she may make a final appeal in writing directly to the Library Board which will schedule and conduct a public hearing within 30 days of the final written appeal in order to reach a final decision.

G. No more than one appeal may be initiated on a specific title in five (5) calendar years.

APPENDICES

1. Library Bill of Rights
2. Freedom to Read Statement
3. Freedom to View Statement
4. Request for Reconsideration Form

Adopted by the Portage District Library on: April 20, 2000
Revised by the Library Board: October 22, 2007
PORTAGE DISTRICT LIBRARY COMMUNICATION

To: Portage District Library Board

From: Christy Klien, Library Director

Date: September 21, 2015

Subject: Request for Library Board Approval for Restricted Use of Library Patron Data Base for Year-End Direct Mail Fundraising Initiative in October 2015

2015 Annual Campaign Direct Mailing
The Portage District Library Fundraising Plan includes an Annual Campaign direct mailing initiative that is carried out in October/November each year. We send this solicitation to all of our previous donors and to all active library users requesting financial assistance to further enhance the library's special initiatives. We believe it is advantageous to send out the library’s Annual Campaign letter prior to Thanksgiving. In order to do this, we need to use the library patron data base for this one-time purpose direct mailing.

REQUEST:
That the Library Board pass a motion at the September 28, 2015 board meeting 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 previous donors and to active library users in Fall 2015. The contract with our regular printing vendor stipulates that the printer or any associate or partner of the printer will not use the library’s patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: September 21, 2015  
Subject: Upcoming Library Board linkage opportunities in Sept-Oct 2015 for consideration

The following upcoming dates and events are provided so trustees will be aware of them in the event you chose to participate:

**LINKAGE OPPORTUNITIES for SEPTEMBER & OCTOBER 2015:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/03</td>
<td>9 am – 3 pm</td>
<td>Friends of the Library BOOK SALE (in lower level meeting rooms)</td>
</tr>
<tr>
<td>10/05</td>
<td>7 pm</td>
<td>Science Fiction &amp; Fantasy Discussion Group (in lower level)</td>
</tr>
<tr>
<td>10/06</td>
<td>9 am</td>
<td>Business Book Club SBCD (in Long Lake meeting room)</td>
</tr>
<tr>
<td>10/07</td>
<td>2 pm &amp; 6:30 pm</td>
<td>MEET the CHEF “Meatballs &amp; More” with You Guys Sausage</td>
</tr>
<tr>
<td>10/08</td>
<td>7 pm</td>
<td>International Mystery Book Group (in lower level)</td>
</tr>
<tr>
<td>10/10</td>
<td>10 am</td>
<td>Introduction to Yoga &amp; Chair Yoga with Leslie Neuman (in lower level)</td>
</tr>
<tr>
<td>10/11</td>
<td>2 pm</td>
<td>Great Books Discussion – Immigrant Voices (Long Lake meeting room)</td>
</tr>
<tr>
<td>10/12</td>
<td>7 pm</td>
<td>Top Shelf Reads – The Secrets of Life &amp; Death (out of the building)</td>
</tr>
<tr>
<td>10/20</td>
<td>9 am</td>
<td>Business Book Club SBCD (in Long Lake meeting room)</td>
</tr>
<tr>
<td>10/20</td>
<td>10:30 am</td>
<td>Open for Discussion – The Leisure Seeker (in West Lake meeting room)</td>
</tr>
<tr>
<td>10/20</td>
<td>7 pm</td>
<td>Understanding Your Child’s Dyslexia (in lower level meeting rooms)</td>
</tr>
<tr>
<td>10/24</td>
<td>11 am</td>
<td>Star Wars Day (in lower level meeting rooms)</td>
</tr>
<tr>
<td>10/25</td>
<td>2 pm</td>
<td>Great Books Discussion – Immigrant Voices (Long Lake meeting room)</td>
</tr>
</tbody>
</table>
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:**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>$ 4,427,142</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>$ 2,409,289</td>
</tr>
</tbody>
</table>

- Risk reserve (13% of operating budget) $ 458,948
- Building Reserve $ 50,000
- Technology Reserve $ 32,305
- Benefits Reserve $ 68,392
- Book Drop Reserve $ 134,254
- HVAC Control Reserve $ 15,000
- Patio Feasibility Reserve $ 7,500
- Lobby Feasibility Reserve $ 7,500

**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.
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.
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.
The following marketing activities were conducted at the library during the months of August and the beginning of September 2015

A September library e-Newsletter was sent out the first week of September to over 15,000 library patrons. Contents included: library programing; the Friends of the Portage District Library’s October book sale, information on the 15th Annual Food for Fines, construction on the external book drop, and the library’s podcast.

A City of Portage “Portager” insert was created and was distributed to Portage residents the first week of August. Content in the “Portager” included programs for the month of September. An additional 2,000 have been printed to be distributed to the Texas Township District Residents and copies are available within the library.

Please note that during the month of October the Portage Public Schools will be utilizing both sides of the “Portager” to inform the public on the upcoming bond vote. The library will be marketing October programs through special handouts to be distributed throughout the library during the month. In the month of November, the library will be utilizing both sides of the Portager insert for the library’s Annual Report and November programming.

September event posters were designed and printed this month to promote library programming and are displayed throughout the library.

During the month of September, the library held our annual Food for Fines project to help foster community and to assist Portage families in need. Special handouts, posters and banner were designed to help promote this event to our members.

Also in the month of September, the construction on our external book drop commenced and special marketing material was created to notify our users of the construction and the modification of services during the construction period.
PORTAGE DISTRICT LIBRARY

Library Director’s Narrative Report for September 28, 2015
(Activities in August 2015 and part of September 2015)

Administrative Activities:
During the months of August 2015 and the first part of September 2015, Library Director Christy Klien engaged in the following activities:

- Participated in weekly Administrative Team meetings on Thursday mornings.
- Participated in regular library-wide staff meetings on Tuesday mornings for all library employees.
- Attended the Portage Rotary Club lunch meetings on Wednesdays in August and September.
- Conducted numerous interviews throughout August with applicants for the Executive Assistant position.
- Met with Diane Delach & Marsha Meyer on 8-25 to hear their request for a joint Retirement Open House.
- Met with Mike Simon on 8-27-15 to discuss Portage Rotary Club business (RE: Secretarial tasks)
- Held a mid-year meeting on 9-01-15 with Lawrence Kapture, Head of Adult Services
- Met with Rolfe Behrze, Systems Administrator, on 9-02-15 to discuss library statistics
- Met with Diane Delach, Assistant to Director on 9-02-15 to develop a training plan for her successor
- Made an announcement on 9-03-15 about the selection of Quyen Le as the new Library Executive Assistant to succeed Diane Delach.
- Attended MCLS Workshop on Strategic Planning on 9-09-15 in Merrillville, Indiana with Business Manager Rob Foti and new Executive Assistant Quyen Le.
- Participated in the Portage Community Center’s Peacock Strut on 9-11-15
- Met with Allison Hammond on 9-14-15 to discuss collaboration with Arcadia Institute.
- Held a pre-construction meeting with Hall Builders personnel on 9-14-15 to discuss Book Drop Project
- Worked with circulation volunteer on 9-15-15
- Participated in a Portage Rotary Club organizational activity on 9-16-15.
- Participated in the annual meeting of Connect Kalamazoo at Sherman Lake on 9-22-15.
- Conducted the library’s 2015 Staff Development Day on 9-25-15.

General Facilities Work:
Facilities work during the last part of August 2015 and the first part of September 2015, included:

A. Maintenance:
- All scheduled preventative maintenance activities occurred as expected for August 2015. Pleune has assumed maintenance of the library boilers. The library is currently working with vendors for quotes/schedules for pest management, floor and furnishing steam cleaning.
- Discussions were held with Hall Builder's to provide temporary power and other job site needs for the Book Drop project.
- Arrangements were made with Salvation Army to schedule frequent/regular donation pickups during construction.
- Systems Administrator Rolfe Behrje responded to a fire alarm on 9-9-15 at 6:00am along with the Portage Fire Department and then worked with SimplexGrinnell to determine the cause of the alarm. The cause of the alarm was a faulty return air duct detector, which has been resolved. A cleaning schedule has been developed to avert a future false positive alarm.

B. IT Services
- The library has transitioned from its old copiers to its new Konica Minolta copiers. Due to some advanced preparation, there was no real downtime except for removing the old and replacing with the new. Group instructional sessions were organized to introduce the Library staff to the new devices. The library is also utilizing Konica Minolta's green toner recycling services for all of printer and copier recycling.
- The library is continuing to migrate existing servers from Windows 2003 servers to Windows 2012.
- The library is pro-actively taking steps against computer viruses in its workstations, files systems, email systems and patch management systems.
- The library is finalizing the design of a potential replacement for its aging authenticated public access wireless solution which will be submitted to the board for its approval at a future date.
C. **Technical Services**

- Abigail Dame, our new Technical Services Clerk, has been fully trained and is now learning the nuisances of the cataloging and processing department.

- Technical Services is in the final steps the process of adding a new vendor for AV materials. Test Orders with Midwest Tape are expected to be done in early October 2015 and final approval should follow soon afterward.

**Networking/Outreach:**

- Nicolette Sosulski ran the IB Essay Bootcamp, acting as resource for approximately 20 Portage Central High School student attendees on 8/21.

- Nicolette also created a display for the city's new single-stream recycling initiative, showing the sizes of the 96-gallon and 64-gallon wheeled cart, by repurposing clean trash.

- Jessica Enget Represented the Portage District Library at the OnePlace event hosted on 8/18.


- We had staff at the southwest Michigan library cooperative meeting, three Kalamazoo Poetry Festival Board meetings, a SHARE (Society for History and Racial Equity) meeting, a Portage Senior Center Accreditation Meeting, and met with, Sarah Nott, Portage Northern High School art teacher, for a March-April high school art exhibit.

This month we started a unique project on our Facebook page: each Sunday we feature a different staff member posing with a question on a chalkboard for our Facebook Followers to answer. The goal of the series is to not only engage and interact with our community, but to also highlight our staff and build familiarity a sense of welcoming within that community. So far we have had a fantastic response and participation, and look forward to continuing! Quyen was first staff member we featured, and the post had an overwhelming reach of 1,088 views, 33 likes and 42 comments!

**Special Partnership with Hiemstra Optical for “Stuff the Bus” School Supply Drive**

**Stuff the Bus Event Raised $7,000 and Doubled in School Supply Donations**

Hiemstra Optical’s “Stuff the Bus” event raised over $7,000 in cash this year for back to school supplies and doubled their amount of donated supplies from last year. The fundraiser starts in July with many drop-off locations available. Then on Saturday, August 15th, Hiemstra Optical hosted the annual “Stuff the Bus” event at their Romence Road location. There were free beverages provided, as well as free vision screening for kids ages 1-17. The school supplies that they collected were delivered to the schools in Kalamazoo, Portage, Paw Paw, and Plainwell school districts. Underprivileged children received backpacks, pencils, pens, folders, notebooks, etc., to help them confidently transition into the school year. Portage District Library was proud to serve as a collection site for this initiative the week of July 27th through August 12th
**Personnel Information:**
The Library undertook the following human resource initiatives during the month of August:

- Interviewed candidates for the Executive Assistant position and hired Quyen Le, former Youth Services Librarian, to be the new Executive Assistant effective October 1, 2015.
- Accepted the resignations of Alicia Hall, Youth Library Associate, and Jessica Hargis, Circulation Library Aide.
- Posted a job advertisement for a Youth Services Librarian in various places, including ALA, MLA, and the Library’s website.
- Posted a job advertisement for a Youth Library Associate to fill a vacancy that has occurred with the resignation of Library Youth Services Associates Alicia Hall.
- Posted a job advertisement for a Library Aide in the Circulation Department for a vacancy that has occurred with the resignation of Jessica Hargis.
- Finished work with HRM innovations, LLC to complete the Employee Handbook which will be rolled out at the Staff Development Day on September 25th.

**Programming & Events:**
The following adult programs and events were conducted at the library in the month of August:

**Adult Services**
- **Art Encounters** - (8/15) This year the library and Portage Senior Center celebrated its 4th annual Art Encounters event on August 15th from 1:00-3:30 PM. About 325 people of all ages visited the library to sway and dance to local musicians, play around with interactive art and crafts, take in the sounds and drama of live theater and to eat ice cream, donated once more by West Lake Drug. Art Encounters proves that the Portage District Library is the place to experience toe tapping, fun, and thought provoking music, visual and performance art. The afternoon featured Eric Cowles & Friends lively bluegrass tunes, popular oldies from the Portage Senior Band, actors from the Kalamazoo Civic Theater, crafters from the Portage Senior Center and local artists demonstrating their skills and creativity. Ben Flaten demonstrated his artistry by painting over 50 faces. Kara Klok painted superhero themed paintings to be included in the raffle. The Youth Services Department featured a colorful array of interactive art and crafts activities for all ages. This year the library handed out raffle tickets partially donated by local businesses and presented prizes to 10 lucky attendees. Patrons are already asking who is coming next year.

- **Home Brew 102: Wine Crafting** – (8/22) 13 in attendance for presentation given by Alex Mantakounis, owner of Tempo Vino Winery and President of KLOB (Kalamazoo Libation Organization of Brewers).

- **Must Be 21+ After Hours Game Night** – (8/24) 12 in attendance (two more than last month). Attendees were surveyed about continuing program in the Fall (Oct/Nov/Dec) and adjusting the meeting time to be during library hours (7pm-8:30pm) to accommodate for darker evenings/winter weather. A favorable response to the change in time was given, so future program dates have been adjusted. Having the program during open hours will also reduce staffing from 2 people to 1 person.

- **The Fall Fashion Show** (8/29) - hosted by Marsha Meyer, was attended by 115. Fashions from Chico's and jewelry by Silpada were on display at the annual Alpha Delta Kappa Show.

**Youth Services**
The Youth Department completed summer programming with a visit from the animals of Lake Village Homestead. Participants could meet the animals up close and try some of the food grown at the farm. Upper elementary-aged children painted on canvas with Kara, our visiting artist. They could also experience a “Day in the Life of a Civil War Soldier” with Steve Rossio, our resident historian. The family and youth collaborative components of this year’s Art Encounters were also very popular – some of their creations are still on display in the lower level.
**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** September 22, 2015  
**SUBJECT:** Library Statistical Report - August 2015

### Circulation/Collections

<table>
<thead>
<tr>
<th></th>
<th>Aug-15</th>
<th>Aug-14</th>
<th>CHANGE</th>
<th>2015</th>
<th>2014</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Library Circulation</td>
<td>73,498</td>
<td>71,875</td>
<td>2.26%</td>
<td>553,138</td>
<td>550,359</td>
<td>0.50%</td>
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<tr>
<td>Adult - Books</td>
<td>19,177</td>
<td>20,644</td>
<td>-7.11%</td>
<td>145,334</td>
<td>159,272</td>
<td>-8.75%</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>7,996</td>
<td>8,473</td>
<td>-5.63%</td>
<td>61,896</td>
<td>59,847</td>
<td>3.42%</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>27,582</td>
<td>25,350</td>
<td>8.80%</td>
<td>198,201</td>
<td>192,801</td>
<td>2.80%</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>5,247</td>
<td>5,911</td>
<td>-11.23%</td>
<td>35,461</td>
<td>42,033</td>
<td>-15.64%</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>5,844</td>
<td>5,778</td>
<td>1.14%</td>
<td>42,575</td>
<td>43,640</td>
<td>-2.44%</td>
</tr>
<tr>
<td>E-Material</td>
<td>5,709</td>
<td>4,183</td>
<td>36.48%</td>
<td>8,548</td>
<td>7,105</td>
<td>20.31%</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,072</td>
<td>917</td>
<td>16.90%</td>
<td>6,941</td>
<td>5,596</td>
<td>24.04%</td>
</tr>
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</table>

### Self-Checkout Percentage

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<thead>
<tr>
<th></th>
<th>2015</th>
<th>2014</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Library Checkout Percentage</td>
<td>62.37%</td>
<td>62.32%</td>
<td>61.21%</td>
</tr>
</tbody>
</table>

### Total Library Collection

<table>
<thead>
<tr>
<th></th>
<th>Aug-15</th>
<th>Aug-14</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Library Collections</td>
<td>202,033</td>
<td>197,821</td>
<td>2.13%</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>96,119</td>
<td>96,214</td>
<td>-0.10%</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>17,719</td>
<td>16,805</td>
<td>5.44%</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>71,016</td>
<td>69,036</td>
<td>2.87%</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>12,363</td>
<td>11,083</td>
<td>11.55%</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,816</td>
<td>4,683</td>
<td>2.84%</td>
</tr>
</tbody>
</table>

### Net Acquisitions

<table>
<thead>
<tr>
<th></th>
<th>Aug-15</th>
<th>Aug-14</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchased - Books</td>
<td>1,112</td>
<td>880</td>
<td>3.52%</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>303</td>
<td>332</td>
<td>-8.73%</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>2</td>
<td>4</td>
<td>-50.00%</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>2</td>
<td>3</td>
<td>-33.33%</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(1,285)</td>
<td>(329)</td>
<td>-100.00%</td>
</tr>
</tbody>
</table>

### Total In-House Usage*

<table>
<thead>
<tr>
<th></th>
<th>Aug-15</th>
<th>Aug-14</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Patrons</td>
<td>50,280</td>
<td>47,856</td>
<td>5.07%</td>
</tr>
<tr>
<td>Adult</td>
<td>33,738</td>
<td>31,217</td>
<td>8.08%</td>
</tr>
<tr>
<td>Youth</td>
<td>7,653</td>
<td>7,647</td>
<td>0.08%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>359</td>
<td>311</td>
<td>15.43%</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>5,358</td>
<td>6,139</td>
<td>-12.72%</td>
</tr>
<tr>
<td>Internet User</td>
<td>3,109</td>
<td>2,481</td>
<td>25.31%</td>
</tr>
<tr>
<td>Professional</td>
<td>63</td>
<td>61</td>
<td>3.28%</td>
</tr>
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</table>

### Patrons

<table>
<thead>
<tr>
<th></th>
<th>Aug-15</th>
<th>Aug-14</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Patrons Added</td>
<td>319</td>
<td>297</td>
<td>7.41%</td>
</tr>
<tr>
<td>Adult</td>
<td>174</td>
<td>159</td>
<td>9.43%</td>
</tr>
<tr>
<td>Youth</td>
<td>19</td>
<td>16</td>
<td>18.75%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>5</td>
<td>3</td>
<td>66.67%</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>45</td>
<td>45</td>
<td>0.00%</td>
</tr>
<tr>
<td>Internet User</td>
<td>75</td>
<td>74</td>
<td>1.35%</td>
</tr>
<tr>
<td>Professional</td>
<td>1</td>
<td>0</td>
<td>-100.00%</td>
</tr>
</tbody>
</table>
## Library Building Usage

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
<th>% Change</th>
<th>2016</th>
<th>2015</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>88</td>
<td>87</td>
<td>1.15%</td>
<td>768</td>
<td>789</td>
<td>-2.66%</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>94</td>
<td>90</td>
<td>4.44%</td>
<td>722</td>
<td>740</td>
<td>-2.43%</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>1,427</td>
<td>1,185</td>
<td>20.42%</td>
<td>20,565</td>
<td>21,205</td>
<td>-3.02%</td>
</tr>
<tr>
<td>Adult</td>
<td>531</td>
<td>135</td>
<td>293.33%</td>
<td>2,200</td>
<td>1,696</td>
<td>29.72%</td>
</tr>
<tr>
<td>Youth</td>
<td>651</td>
<td>1,050</td>
<td>-38.00%</td>
<td>16,167</td>
<td>17,804</td>
<td>-9.19%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>245</td>
<td>0</td>
<td>0.00%</td>
<td>2,198</td>
<td>1,705</td>
<td>28.91%</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td>28</td>
<td>28</td>
<td>0.00%</td>
<td>335</td>
<td>310</td>
<td>8.06%</td>
</tr>
<tr>
<td>Adult</td>
<td>12</td>
<td>9</td>
<td>33.33%</td>
<td>109</td>
<td>81</td>
<td>34.57%</td>
</tr>
<tr>
<td>Youth</td>
<td>13</td>
<td>19</td>
<td>-31.58%</td>
<td>201</td>
<td>208</td>
<td>-3.37%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>3</td>
<td>0</td>
<td>0.00%</td>
<td>25</td>
<td>21</td>
<td>19.05%</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>548</td>
<td>558</td>
<td>-1.79%</td>
<td>4,469</td>
<td>4,565</td>
<td>-2.10%</td>
</tr>
<tr>
<td>Adult</td>
<td>109</td>
<td>128</td>
<td>-14.84%</td>
<td>890</td>
<td>955</td>
<td>-6.81%</td>
</tr>
<tr>
<td>Youth</td>
<td>200</td>
<td>204</td>
<td>-1.96%</td>
<td>1,563</td>
<td>1,578</td>
<td>-0.95%</td>
</tr>
<tr>
<td>Technical</td>
<td>84</td>
<td>77</td>
<td>9.09%</td>
<td>723</td>
<td>744</td>
<td>-2.82%</td>
</tr>
<tr>
<td>Circulation</td>
<td>123</td>
<td>105</td>
<td>17.14%</td>
<td>965</td>
<td>896</td>
<td>7.70%</td>
</tr>
<tr>
<td>Administration</td>
<td>32</td>
<td>32</td>
<td>0.00%</td>
<td>256</td>
<td>248</td>
<td>3.23%</td>
</tr>
<tr>
<td>Community Service</td>
<td>0</td>
<td>12</td>
<td>-100.00%</td>
<td>72</td>
<td>144</td>
<td>-50.00%</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>69,887</td>
<td>70,334</td>
<td>-0.64%</td>
<td>501,782</td>
<td>511,634</td>
<td>-1.93%</td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>57,667</td>
<td>58,239</td>
<td>-0.98%</td>
<td>359,827</td>
<td>364,453</td>
<td>-1.27%</td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>3,433</td>
<td>3,311</td>
<td>3.68%</td>
<td>24,847</td>
<td>25,350</td>
<td>-1.98%</td>
</tr>
<tr>
<td><strong>Information Access/Reference/Research</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Reference Transactions</strong></td>
<td>9,105</td>
<td>8,212</td>
<td>10.87%</td>
<td>66,770</td>
<td>65,902</td>
<td>1.32%</td>
</tr>
<tr>
<td>Adult Phone</td>
<td>423</td>
<td>500</td>
<td>-15.40%</td>
<td>3,593</td>
<td>3,105</td>
<td>15.72%</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>2,838</td>
<td>2,699</td>
<td>5.15%</td>
<td>20,665</td>
<td>20,437</td>
<td>1.12%</td>
</tr>
<tr>
<td>Adult Reference</td>
<td>186</td>
<td>208</td>
<td>-10.58%</td>
<td>1,170</td>
<td>1,880</td>
<td>-37.77%</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>114</td>
<td>147</td>
<td>-22.45%</td>
<td>1,028</td>
<td>1,329</td>
<td>-22.65%</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>2,635</td>
<td>2,470</td>
<td>6.68%</td>
<td>20,953</td>
<td>20,552</td>
<td>1.95%</td>
</tr>
<tr>
<td>Youth Reference</td>
<td>695</td>
<td>408</td>
<td>70.34%</td>
<td>3,976</td>
<td>4,092</td>
<td>-2.83%</td>
</tr>
<tr>
<td>HR Phone</td>
<td>7</td>
<td>15</td>
<td>-53.33%</td>
<td>85</td>
<td>295</td>
<td>-71.19%</td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>415</td>
<td>65</td>
<td>538.46%</td>
<td>2,875</td>
<td>3,698</td>
<td>-22.26%</td>
</tr>
<tr>
<td>HR Reference</td>
<td>60</td>
<td>18</td>
<td>233.33%</td>
<td>178</td>
<td>357</td>
<td>-50.14%</td>
</tr>
<tr>
<td>Circ Phone</td>
<td>724</td>
<td>695</td>
<td>4.17%</td>
<td>5,578</td>
<td>3,279</td>
<td>70.11%</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>679</td>
<td>761</td>
<td>-10.78%</td>
<td>4,363</td>
<td>4,913</td>
<td>-11.19%</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>329</td>
<td>226</td>
<td>45.58%</td>
<td>2,306</td>
<td>1,965</td>
<td>17.35%</td>
</tr>
<tr>
<td><strong>Total Edutainment LAN Use</strong></td>
<td>444</td>
<td>429</td>
<td>3.50%</td>
<td>3,807</td>
<td>3,667</td>
<td>3.82%</td>
</tr>
<tr>
<td><strong>Total Internet Computer Use</strong></td>
<td>3,638</td>
<td>6,036</td>
<td>-39.73%</td>
<td>27,366</td>
<td>46,638</td>
<td>-41.32%</td>
</tr>
<tr>
<td>Youth Computers</td>
<td>584</td>
<td>1,523</td>
<td>-61.65%</td>
<td>3,660</td>
<td>12,820</td>
<td>-71.45%</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,974</td>
<td>4,432</td>
<td>-32.90%</td>
<td>23,003</td>
<td>32,316</td>
<td>-28.82%</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>80</td>
<td>81</td>
<td>-1.23%</td>
<td>703</td>
<td>1,502</td>
<td>-53.20%</td>
</tr>
<tr>
<td><strong>Total Electronic Transactions</strong></td>
<td>47,537</td>
<td>50,055</td>
<td>-5.03%</td>
<td>393,708</td>
<td>416,520</td>
<td>-5.48%</td>
</tr>
<tr>
<td>WebSite Hits</td>
<td>34,810</td>
<td>36,711</td>
<td>-5.18%</td>
<td>292,431</td>
<td>312,777</td>
<td>-6.50%</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>8,671</td>
<td>9,193</td>
<td>-5.68%</td>
<td>69,024</td>
<td>70,487</td>
<td>-2.08%</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>4,056</td>
<td>4,151</td>
<td>-2.29%</td>
<td>32,253</td>
<td>33,256</td>
<td>-3.02%</td>
</tr>
</tbody>
</table>

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

Christy Klien, Library Director
Libraries Pass Millages
Congratulations to Superior District Library, Stair District Library and Buchanan District Library. The August 4 millage proposals for all three libraries were passed. Great work on the part of the libraries and their communities.

No Road Fix Yet
Lansing’s legislators are back in district until after Labor Day. Despite scheduling sessions during the summer months, neither chamber was able to come up with a solution to fund repairs to Michigan’s bumpy roads. Watch for further developments in September.

Dedicated Library Millages Should Fund Libraries
The MLA Legislative Committee and GCSI continue work on Tax Increment Financing Authorities (TIFA) legislation that would prevent some of the tax siphoning from library millages. Next month you will be asked to contact your legislators and request their support of legislation that would ensure dedicated library millages go to the library, unless the library board decides differently. I will keep you informed of our progress.

Big Box Stores Are Getting a Big Break from the Tax Tribunals
The Michigan Tax Tribunal continues its practice of reducing tax obligations allowing thriving big box stores to be taxed at the same rate as closed-down, abandoned stores. In some cases, libraries have been forced to pay back thousands of dollars in tax revenue. Librarians from the Upper Peninsula to southeast Michigan are facing the loss of thousands of dollars in tax revenue. Sen. Tom Casperson (R-Escanaba) has assured us that his four-bill package will offer some relief for those problems. We are waiting to review the language which is aimed at softening the effects of Tax Tribunal rulings.

Update for Personal Property Tax Reimbursement
The Michigan Department of Treasury has asked MLA to share with libraries the 2015 Form 5192 for claiming personal property reimbursement for millage levied in July 2015 used to pay debt. The form is available at: http://www.michigan.gov/documents/taxes/5192_-07-15_fillable_July_2015_494424_7.pdf. A link to the PDF form is available at: http://www.michigan.gov/taxes/0,4676,7-238-43535-53197-316719--,00.html

Changes to Federal Overtime Pay Proposed
Regulations are pending that would raise the salary threshold at which workers qualify for overtime pay. While this proposal would negatively impact associations such as MLA, it could also impact library employees. Many employees currently qualify as exempt from overtime eligibility because their annual salary is greater than $23,660 and because their primary duties fall under the executive, administrative and professional (EAP) exemption included in the original Fair Labor Standards Act of 1938.

While the rule won’t likely be finalized for months, the change is forcing companies to consider keeping closer tabs on hours worked by overtime-eligible employees, including how to handle work done out-of-office, such as responding to emails in the evening.
Reasons to oppose the proposal as voiced by associations include:

- The Department of Labor’s proposal of a minimum annual salary level for exempt employees of $50,440, with automatic annual renewals, sets a one-size-fits-all measuring stick for middle-class incomes. The minimum salary level for exemption should instead be keyed to government data on regional cost-of-living differences.
- The minimum salary level should be set lower than the proposed level of the 40th percentile of average full-time employee salaries, either across-the-board or for the nonprofit sector. Under the current over-inclusive proposal, too many senior-level exempt employees would be reclassified as overtime-eligible because of their salary level, particularly in nonprofit organizations.
- The proposal would adversely affect nonprofit organizations and other employers with limited revenues and would harm many affected employees. To contain payroll costs from increased overtime obligations, these employers would have to either lay off employees or exclude reclassified employees from telework and career growth opportunities outside of core business hours. Under both scenarios, the remaining exempt employees would bear the brunt of increased workloads.
- If the Department of Labor considers changes to the duties test, it should (i) add clarity to classification determinations by incorporating new examples of exempt occupations, including examples specifically addressing common job roles in membership organizations and (ii) avoid adopting a rigid minimum time percentage test for assessing the “primary duty” of a position.

Eight Ballot Issues Crowd the November Ballot
Currently there are eight ballot issues scheduled for the November 8, 2016 general election. MLA lobbyists GCSI (Governmental Consultant Services Inc.) have put together an outline of the proposals along with links to the language. Please refer to this news article for details.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: September 23, 2015
Subject: Special Guests – Teachers from Portage Central Elementary School

BACKGROUND:
At the beginning of the year, a discussion was held about guests to be invited to Library Board meetings in 2015. Trustees had expressed interest in having Portage Public School teachers invited to share information about what they do and to get their perspectives on what the library has meant to them.

UPDATE:
Our special guests at the September 28, 2015 Board meeting will be second and third grade teachers from Portage Central Elementary School. Their names are:

Karen Bankston - 2nd grade teacher
Nancy Viglianti - 2nd grade teacher
Mall Onderlinde - 2nd grade teacher
Dee Lapekas - 3rd grade teacher
Diane Aardema - 3rd grade teacher
Laurie Waldvogel - 3rd grade teacher

Portage Central Elementary is home to 400 young five through fifth grade students. Their educational programming uses research based practices and curriculum to assist all learners, focused instruction in language arts and mathematics, and common planning time for teachers at all grade levels to design, deliver, and assess a comprehensive, yet differentiated learning environment for all students. Each week students have the opportunity to participate in physical education, music, computer instruction, library, art, and for our fifth grade students Spanish. The school’s well-rounded curriculum allows for students to accelerate in areas of interest and the teaching faculty encourages and facilitates exploration and mastery learning for all. Taken from: http://www.portageps.org/schools/elementary/cel/default.aspx

We will welcome these Portage Central Elementary Comets at dinner at 5:30 pm prior to the start of our board meeting and will hear a presentation from them about:

✔ How the library impacts services they offer
✔ Past collaborations with our library
✔ Suggestions for other services and support the library could offer that are currently not available to them.
BACKGROUND:

At the August 24, 2015 board meeting, a discussion was held about scheduling a Board retreat on November 11, 2015 from 3:00-6:00 PM. The retreat will include a SWOT analysis session to identify the library’s strengths, weaknesses, opportunities and threats, which would be used during strategic planning. The Board will also be given demographic analytics of library patrons to consider was the library starts to plan for the 2016 Strategic Plan process.

UPDATE:

The library has spoken with several area facilitators to assist with our SWOT session. Information on our facilitator will be shared at the Board meeting on the 28th of September.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: September 21, 2015
Subject: Information to Prepare for Strategic Planning in 2016

BACKGROUND:
At the August 24, 2015 board meeting, a discussion was held about what information would need to be gathered in order to prepare for Strategic Planning in 2016 and determine how it should be conducted.

The following comments and decisions were made:

Ø The Library Board retreat will be held on November 11, 2015 and will include a SWOT analysis session to identify the library’s strengths, weaknesses, opportunities and threats, which would be used during strategic planning.

Ø There will be demographic analytics of library patrons generated by Gale Cengage Learning that will be made available for consideration at the Board Retreat.

Ø A suggestion was made that input be obtained from the City of Portage and the Portage Public Schools.

Ø A request was made for a compilation of annual statistics over multiple years.

Ø Another request was made that the statistics be provided graphically as well.

UPDATE:
Since the last board meeting, contacts were made to the City of Portage and the Portage Public Schools to ask them for demographic information that they were using in their long-range planning. The responses given are shown below:

✓ City of Portage is using the US census Fact Finder page that has numerous categories of demographic information. See web link below.
  
  http://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml

✓ Portage Public Schools has a PPS Data Dashboard on the school district website where specific information can be searched. See web links below
  
  https://www.portageps.org/

  Click on Data Dashboard on left sidebar to go to MI School Data

  MISchool Data Tutorial - Click on link below, and then click on “Getting Started” to see a video tutorial on how to search the PPS data dashboard

  http://i.mischooldata.org/wordpress/?page_id=3437#general

This will be an agenda topic for the September 28th board meeting.
To: Portage District Library Board
From: Alisha Siebers, Library Board Chair
Date: September 21, 2015
Subject: Initiation of Library Director’s 2015 Evaluation Process

BACKGROUND:
The Personnel Committee, composed of Stephanie Brown, Joe Yantis and me, will be responsible for leading the annual evaluation process of the Library Director this year. Individual board members will be asked to complete an evaluation form based on their own assessments of the Library Director’s accomplishments and performance in relation to the End Statements. These individual evaluations will be compiled and summarized and then a meeting will be held with the Library Director to go over the performance evaluation.

The Board Personnel Committee will then meet to develop a recommendation to the Library Board for the Library Director's compensation in 2016 and present a recommendation to the whole board at the December 14, 2015 board meeting, at which time a vote will be taken.

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

The Library Director’s performance evaluation entails the following assessments:
1. Has there been progress on achieving Board endorsed Ends Statements in 2015?
2. Has there been progress on accomplishing Board endorsed personal goals in 2015?
3. Has the Library Director been in compliance with the Board's Executive Limitation in 2015?
4. Consider that the success of the library is the evaluation of the Library Director.
Policy G-3. Accountability of the Library Director Policy

“The Library Board will view the Library Director performance as identical to organizational performance, so that organizational accomplishment of board stated Ends and avoidance of board proscribed means will be viewed as successful Library Director performance.”

The annual performance evaluation will consist of a review of the activity from the current year as reported, presented and discussed at Library Board meetings. Please refer to the Monitoring Reports on Executive Limitations that were included in board packets as shown by the dates below and complete this evaluation on the basis of compliance with them.

<table>
<thead>
<tr>
<th>EXECUTIVE LIMITATIONS POLICIES</th>
<th>Date Reviewed</th>
<th>In Compliance with Policy</th>
<th>Not in Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Global Executive Constraint Policy</td>
<td>01-26-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Emergency Library Director Succession Policy</td>
<td>02-23-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Treatment of Consumers Policy</td>
<td>02-23-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Asset Protection Policy</td>
<td>03-23-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Financial Planning/Budgeting Policy</td>
<td>03-23-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Financial Condition and Activities Policy</td>
<td>03-24-14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Fundraising Policy</td>
<td>04-27-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Minutes and Records Retention</td>
<td>07-27-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Compensation and Benefits Policy</td>
<td>08-24-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Treatment of Staff Policy</td>
<td>08-24-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Capitalization Policy</td>
<td>09-28-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Communication and Support to the Library Board Policy</td>
<td>10-26-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Ends Focus of Grants or Contracts</td>
<td>10-26-15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments: __________________________________________________________________________________________
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________
Assessment of Accomplishment of Ends in 2015:

<table>
<thead>
<tr>
<th>END STATEMENTS with MEASUREMENT CRITERIA</th>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENDS STATEMENT #1 - Optimize patron access to resources for information, education and entertainment. Measurement Criteria:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>END STATEMENT #2 - Be a safe, welcoming, inclusive destination for families and individuals. Measurement Criteria:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>END STATEMENT #3: Be a leader in strengthening our community. Measurement Criteria:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENDS STATEMENT #4 – Be a community center to experience and explore local arts and culture. Measurement Criteria:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Areas of Focus for the Library Director in 2016 (Goals)
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: September 22, 2015  
Subject: Update on Board Member Thank You Notes to Donors

**BACKGROUND:**  
At the August 24, 2015 it was decided that trustees would get involved in fundraising by writing thank you notes to library donors. A list of donors who had contributed to the library during the 2015 Spring Appeal was passed around so board members could look it over and indicate any names of people they knew that they would want to write personal thank you notes to.

Library Board Chair Alisha Siebers had volunteered to write a short script for trustees to use when writing thank you notes or making telephone call, along with some talking points that might cover topics such as: the Book Drop Project, the initiative underway to create private spaces in public areas of the library, etc. It was agreed that each trustee would be given a list of (18) donors to write thank you notes to and when they completed the notes, they would return them to the library for postage and mailing.

**UPDATE:**  
Library Board Chair Siebers had requested that trustees come to the September 28th board meeting with their donor lists and any names checked off so that the library could keep track of the donors who had been sent thank you notes by Library Board members.

This will be a topic on the agenda for the September 28th board meeting.
The Portage District Library’s 2015 Summer Reading Program was once again available 24/7 online. Participants were able to register, record, and view their reading progress via the internet. The following information reflects the registration and participation of the Portage District Library’s Summer Reading Programs from the summers of 2010 to 2015.

<table>
<thead>
<tr>
<th>Read to Me</th>
<th>Participation Breakdown</th>
<th>Registration</th>
<th># Who Completed</th>
<th>Total Hours Read</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>465</td>
<td>739</td>
<td>162</td>
<td>8810</td>
</tr>
<tr>
<td>2011</td>
<td>543</td>
<td>787</td>
<td>147</td>
<td>9420</td>
</tr>
<tr>
<td>2012</td>
<td>468</td>
<td>700</td>
<td>151</td>
<td>8730</td>
</tr>
<tr>
<td>2013</td>
<td>467</td>
<td>688</td>
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Changes to the 2015 Reading Programs

Adult: Because of feedback from patrons and staff, adults were not required to read specific genres this year. Instead, we enticed patrons to sign up and read by rewarding them with coupons to area businesses, pins (created and made in-house), pens and book bags filled with prizes.

Youth: The Quest program was simplified (the point system was removed) and quests were altered based on participant response in 2014. The teen program had an added component; if teens read a total of 10 books over 10 weeks, they could enter a drawing to win one of several “Above and Beyond Prize Packs”. The program aimed at toddlers and their parents was not reinstituted this year due to lack of participation in 2014.

Sign-up was enabled at the beginning of May to coincide with school visits. Students could go home and register for Summer Reading the day youth staff promoted the program. However, all marketing reflected the “official” start date. There was also a raffle for participants who registered online and finished 5 hours in the first month of summer reading.

Summer Reading Promotion:
The summer reading programs began on Friday, June 5, 2015 and ran through Wednesday, August 12, 2015. Staff members visited area elementary schools to promote the summer reading programs and events. The teen librarian visited several middle school classes. Flyers were distributed to all elementary students and to the middle school classes when staff visited as well. The reading programs were also promoted with posters, banners, flyers, digital signage, web, and social media. Every Portage household received summer event and reading program information in their Portager at the beginning of June. Events and programs were promoted externally through local events websites such as Kzoo Kids and news sources like MLive.

Summer Reading Kick Off Events:
The kickoff was held at the library on Saturday, June 13, 2015. Over 500 people attended the 3-hour program. Youth and family activities included an egg drop contest, bubble station, face painters, scavenger hunts, and crafts. Adult Services set up a “coffee house” and shared space with the Friends and their mini book sale.

Major Sponsor of the Portage District Library’s Summer Reading Programs:
The Friends of the Portage District Library generously donated $11,500 for summer events and prizes for the Portage District Library’s adult, teen and youth 2015 Summer Reading programs.

Funding through Grants and Collaborations:
We partnered with the City of Portage, the Portage Senior Center, and Portage Community Center.

General Sponsors: (Donations of coupons, small items, in kind gifts & gift certificates):
Volunteer Hours:
The library could not run our successful Summer Reading Programs without the help and dedication of our teen volunteers. 84 teen volunteers gave over 1300 hours of their summer to help us with the summer reading program!

Collaboration with the Portage Public Schools:
The Portage District Library collaborates with the Portage Public Schools to ensure that we reach as many students as possible. We visit many of the schools and do presentations highlighting the summer reading program and summer events.

Evaluation:
Adult: The participation grew in large part due to the new structure of the program, which seemed to appeal to participants. In addition, there was increased in-house promotion and hand-selling of the program, which was very effective.
Youth: The Quest program grew again this year to approximately 1500 participants from 1000 in 2014. Participants handed in 293 quest items (Some quests require the participant to create something. For example, they must draw a superhero, design a book cover, or send a postcard). The drop in participation in our traditional program appears to be connected to interest in this program. Alterations are planned for the traditional program in 2016 to ensure that other factors aren’t affecting participant numbers. For the teens, the addition of the Prize Packs was a useful incentive.

Access to the Summer Reading Program:
Patrons are able to access the program 24 hours a day via an Internet connection. We had several computers set up in the library that were designated for our Summer Reading participants to register and to submit their reading progress. If patrons felt uncomfortable using computers, they could also join using paper forms or they could call in and have library staff submit their information for them. Library employees were happy to provide access to the programs in any way possible.

Summer Programming Highlights:
The kickoff was popular, and activities seemed to fit the crowd attending. Combining the adult coffee house and the mini book sale was successful, and will most likely be repeated in 2016. Youth staff added several special visitors to the preschool programming line-up this year, which was an interesting switch for those who attend storytimes throughout the year. Youth staff was able to host 3 large outdoor programs, thanks in part to the generosity of our neighbors, First Reformed Church, and their willingness to allow use of their green space. These programs were very popular – they exemplified what is good about our community and our library!
Report on
2015 Art Encounters: A Festival of Music, Performance Art, Art Demonstrations, and Interactive Art and Craft for All Ages

Submitted by Marsha Meyer
September 2015

This year the Portage District Library and the Portage Senior Center celebrated their annual Art Encounters event on Saturday, August 15, 2015 from 1:00 - 3:30 pm. There were about 325 people of all ages who visited the library that day to sway and dance to local musicians; play around with interactive art and crafts; take in the sounds and drama of live theater; and eat ice cream donated once more by West Lake Drug.

Art Encounters proves that Portage District Library is the place to go to experience toe tapping, fun, and thought provoking music, visual and performance art. The afternoon featured Eric Cowles & Friends lively bluegrass tunes; popular oldies from the Portage Senior Band; actors from the Kalamazoo Civic Theater; crafters from the Portage Senior Center and local artists demonstrating their skills and creativity. Ben Flaten demonstrated his artistry by painting over 50 faces.

The Youth Services Department delighted children of all ages by offering them a colorful array of interactive art and crafts activities to enjoy. This year, the library handed out raffle tickets partially donated by local businesses and presented prizes to 10 lucky attendees. Patrons are already asking about what the library will be doing for Art Encounters next year and who might be coming to entertain them.

Art Encounters has become one of the most popular events in our community and fulfills two of the library’s End Statements:

- To be a leader in strengthening our community
- To be a community center to experience and explore local arts and culture
Portage District Library’s 15th Annual *Food for Fines Campaign* began Monday, September 14, 2015 and ended Monday, September 21, 2015. The 6553 food items collected were donated to the Portage Community Center food pantry. We recommend that donations be made on the basis of one food item for each dollar of fines to be waived. We continued the recommendation that ramen noodles needed to be in groups of five packages for each dollar of fines to be waived. The total amount of fines waived this year was $6052.45. This year, we had many more users who either donated items without needing fines waived or brought more items than necessary to waive their total fine balance. For a comparison with past performance, please see the following table tracking food contributions for the years 2012 through 2015.

Library users have come to anticipate this program and begin asking for the dates in early spring. To get the word out about the scheduled dates, we provided information on our website, digital signage, social media, and newsletter, as well as posters in the library prior to the campaign. In past years, the collection has been at the end of our summer reading program. To better serve the Portage Community Center’s needs, we changed to a September collection and alerted users that we were targeting the necessary items for filling Thanksgiving meal baskets. While we did still accept all types of non-perishable food items, our community of library users took notice of our request and focused on the types of things Portage Community Center listed as needs.

Food for Fines allows library users to feel good about taking care of their fines, as they are doing more than just paying a penalty. This program allows many borrowers to finally regain access to our collections after many months of having fines that are too high to allow them to check-out. Allowing those borrowers access to checking out our materials furthers our goal to optimize access to resources. Additionally, *Food for Fines* demonstrates our commitment to strengthening our community; the good will it generates for the library is well worth the cost.

As always, the Portage Community Center staff and volunteers have shown our staff great kindness and appreciation for this much needed gift of food presented to them on behalf of our community of library users. Chris Buckley, the Executive Director, has expressed his appreciation for this vital assistance that allows them to provide meals for Portage’s most vulnerable residents.
## PORTAGE DISTRICT LIBRARY

**FOOD for FINES CAMPAIGNS**

Comparison of Contributions for the Years 2012 through 2015

Prepared: September 22, 2015

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<tr>
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**TOTAL:** 6553 $6052.45 **TOTAL:** 5732 $5450.79 **TOTAL:** 7241 $6515.58 **TOTAL:** 6333 $5964.40
The Portage Community Center (PCC) needs your help. Even though summer isn’t even over yet, it is time to begin preparations for the Thanksgiving Food Baskets that PCC provides to so many families in our community. Last year, with your help, we were able to contribute 5,732 items to fill this Loaves & Fishes Food Pantry. This year, instead of unspecified food contributions, we would like to focus on collecting the specific types of items needed to provide Thanksgiving dinner.

Between Monday, September 14th and Monday, September 21st, you can help by dropping off donations of non-perishable food items at the Portage District Library. If you have an overdue charge on your account, the library is offering to waive $1.00 in overdue charges for most items you donate through us during that time. All donations go directly to PCC to help families in Portage. This is a great opportunity to make your contribution do double duty; help out our community and clear your library fines.

Please remember, we cannot accept glass containers, perishable items, expired items, or government issued food. While we will accept any type of canned or boxed items, we would prefer items appropriate for a holiday meal (see the list of suggestions below). Waivers can only be applied toward overdue charges on materials that have been returned. No other types of fees are eligible for waiver. If you choose to donate ramen noodles, it takes five individual packages to receive a waiver of $1.00 in overdue fines.

A special donation site will be located in the Atrium of the Library to the left of the entrance, near the DVD collection. Donations will not be taken at the Checkout Desk or any other regular public service location. Look for signs as you enter the library that will point participants in the right direction.

Donations will not be accepted before Monday, September 14th or after Monday, September 21st, nor can we credit donations for future fines on an account. Our regular hours are Monday-Thursday 9am-9pm, Friday 9am-6pm, and Saturday 9am-5pm; Sunday hours will begin after Labor Day and are 1pm -5pm.

**Recommended donations for Holiday Food Baskets**

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<td>Peas</td>
<td>Poultry broth</td>
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<td>Sweet potatoes</td>
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<td>Pears, Peaches</td>
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<td>Brownie mix</td>
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<td>Fruit cocktail</td>
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<td>Muffin mix</td>
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<td>Cranberry sauce</td>
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To: Portage District Library Board

From: Christy Klien, Library Director

Date: September 22, 2015

Subject: Update on the Library’s Book Drop Project

BACKGROUND:
At the August 24, 2015 board meeting, the Library Board had authorized the Library Director to sign a contract with Hall Builders to do all work required for the library’s Book Drop Project, in accordance with the base bid plus alternate bids submitted by Hall Builders and accepted by the Portage District Library, and per all specifications for the project. In addition, the Library Board approved a Budget Amendment to adjust the FY 2015 Budget to move $134,254 from the Book Drop Remodel Reserve Line and $163,598 from Unassigned Fund Balance into the Book Drop Project line to cover the anticipated costs related to the library’s Book Drop Project as previously described.

UPDATE:
Since the last board meeting, the following actions were taken:

- The contract was signed with Hall Builders.
- The funds were moved from the Book Drop Remodel Reserve Line into the Book Drop Project line.
- The issue with the water line was resolved with the City of Portage.
- Library employees were notified about where the construction zone would be located and that the construction crew would be using the close-by parking spots for the duration of the project. Staff was directed to use alternate street parking on Currier Drive behind the library or in the far northeast spots in the library’s front parking lot.
- Signage was placed on the front door of the library and on the construction fencing indicating the work zone and directing people to the temporary after hours book drop in front.
- Information about the Book Drop Project was placed in the library’s e-newsletter, on the PDL website, on in-house digital signage and posted on bulletin boards.
- Announcements were made to the public about the Book Drop Project and instructions posted on the need to return materials inside the library during open hours and in the front door slot when the library is closed.
- A pre-construction meeting was held with TMP Architecture personnel and construction crew to go over construction plans & timeline.
- The construction trailer was placed adjacent to the Portage Senior Center garage and the fencing went up on September 16th, along with a designated walkway for library employees to use to get to the library’s back door.
- Vendors and delivery personnel were contacted and informed about the Book Drop Project and instructed to make deliveries through the front entrance.
- As of this date, excavation has begun and cement footings poured in the south end where the expanded building will be constructed.

This is a very exciting project that should be well-received by library users. So far, our library patrons have been cooperative and the temporary arrangement for return of materials after hours is going well. As the Book Drop Project progresses, I will keep trustees informed of each stage along the way. Our target date for completion, if all goes as planned, will be mid to end of November.
At the July 27, 2015 board meeting, the Library Board approved changes to the Resident/Non-Resident policy to accommodate for a free, limited use non-resident membership to be offered to educators who do not reside in the library district or qualify for another free membership type, and can document that they are employed as an educator at an educational institution within the Portage District Library service area. Subsequently, an email as sent out to teachers in the Portage Public Schools that included information about how to get an educator membership as follows:

**Educator Membership level:**

- Educators who are not residents of our district or able to get a reciprocal borrowing membership and teach at an educational institution located in our library district are eligible
- They must show identification and proof of current residential address; this could be a driver’s license but not a school id badge
- They need a letter of proof of employment in an educator position from an authorized administrator at their school; needed annually upon expiration of membership

**Letter for proof of employment should be on PPS letterhead and include the following:**

- Name and job title of membership applicant
- School of employment
- Name, title and signature of authorized administrator

The authorized administrator should be someone the library could contact to verify proof of employment and that the applicant is working in a position as an educator. This membership is not open to every school employee, just those working in an educational capacity; it is intended to provide access to collections that support curriculum and development. The membership privileges mirror the access given to reciprocal borrowers.

Once this process goes through a trial run with the Portage Public School educators, the library will be working on a process to let other educational institutions in our district know about this new membership type. If educators teach at a private school, pre-school or daycare within our library district, they will need to furnish a letter of proof of employment as an educator from the organization that employs them along with appropriate identification and proof of residential address. So long as the appropriate documentation is available, these types of members can be registered.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: September 23, 2015  
Subject: Farewell to Retiring Assistant to the Director/Library Board Secretary Diane Delach

SPECIAL FAREWELL:
After 21 years of service at the Portage District Library, Diane Delach will be retiring from her position as Assistant to the Director and Library Board Secretary, effective October 1, 2015. She has served as Assistant to (3) Library Directors at the Portage District Library including: Frank Hemphill, Christine Berro and myself. Prior to coming to our library, Diane had also served as Assistant to Kalamazoo Public Library Directors Mark Crum and Saul Amdursky.

The September 28th board meeting will be the last time Diane will sit at the board table in her capacity as Library Board Secretary. Diane’s successor, Quyen Le, will be seated beside her to be introduced to trustees and to begin her new role as Library Executive Assistant and Library Board Secretary.

Please join me in thanking Diane and wishing her well in the next chapter of her life.
January 1, 2015

Christy Klien, Director
Portage District Library
300 Library Lane
Portage, MI  49002

RE:  Notification of My Intent to Retire from the Portage District Library

Dear Christy,

It has been over two decades since I first came to work at the Portage District Library, and every day that I have walked through the door has enriched my life in some way or another. My job at the library has been a blessing to me for many reasons. Besides being a dynamic place to work offering generous compensation and benefits, it has also given me countless unique experiences, opportunities for creative expression and growth, exposure to new concepts and exciting technology, connection to remarkable library resources and, best of all the gift of wonderful friends with whom I have had the pleasure of working over these many years. I have particularly delighted in having you as my boss lady Director for the past two years, Christy, which is sort of like “icing on the cake” for me! Thank you for helping to make my last couple of years at the library exceptionally grand.

My position as Assistant to the Director and Library Board Secretary has been both challenging and fulfilling, and as I reflect on everything that has happened at the library since I was hired back in 1994, it astounds me and also makes me feel proud that I was part of the library’s amazing evolution to this point. Now that I have reached my current stage of life, I am ready to step into another realm that includes more choice time to spend with loved ones (especially precious little grandchildren) and reading to my heart’s content! Although I will miss everyone at PDL and the fun that inevitably occurs when we’re working together, I know that new and different adventures await me in retirement.

Please consider this letter my notification that I wish to retire from my position at the Portage District Library, effective October 1, 2015. Over the next several months, I will do all that I can to leave my job in good order and prepare things well for my successor. I will follow your lead and do whatever is required to make this as smooth a transition as possible. It has been an honor and a privilege to work with you, the Library Board, the Administrative Team, PDL staff, friends and volunteers. I had the time of my life and will always think back fondly on my 21 years at the Portage District Library.

With a grateful heart,

Diane Delach
Assistant to the Director
Library Board Secretary

Copies to:  Portage District Library Board Members
            Rob Foti, Business & Human Resources Manager
            Vicki Dumler, Business Office Assistant
            Library Administrative Team Members
To: Portage District Library Board
From: Christy Klien, Library Director
Date: September 23, 2015
Subject: Final remarks by Library Director for the September 28, 2015 Library Board Meeting

REMINDER:

For the September 28, 2015 board meeting, please note that I have once again included a line under Item IX – Library Director’s Comments for “Final Remarks by the Library Director. This was done to allow an opportunity for a summary statement and any other brief remark or reminder that might be appropriate prior to the end of the board meeting. This will now be done on a regular basis at each board meeting and this will be the last reminder placed in the board packet, as it will now be assumed to be a standard item on the board meeting agenda.

Thank you.