NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on September 26, 2016 beginning at 6:00 p.m. at the Portage District Library in the Lower Level Long & Gourdneck Lake Meeting Rooms for the purpose of conducting library business.
I. Start of Meeting
II. Roll Call
III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)
IV. Adoption of the Agenda for the Regular Meeting of September 26, 2016 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)  
A. Minutes of the public hearing and regular board meeting held on August 22, 2016. (Info Pg.1-6)  
B. Request for approval of a $650 Budget Amendment to adjust the library’s FY 2016 Budget for Harwood Institute (Info Pg.7)  
C. Library Board linkage opportunities for September/October. (Info Pg.8)  
D. Review of Materials Selection Policy. (Info Pg.9-18)  
E. Review of Capitalization Policy. (Info Pg.19-21)  
F. Request for Library Board Approval for Restricted Use of Library Patron Data Base for Year-End Direct Mail Fundraising Initiative in October 2016. (Info Pg.22)  
H. Marketing Update for August 2016. (Info Pg.26-27)  
I. Narrative Report for August 2016. (Info Pg.28-30)  
J. Statistical Report for August 2016. (Info Pg.31-32)  
K. Legislative Update for August 2016. (Info Pg.33)  
L. Food for Fines 2016 Memo (Info Pg.34-35)  
M. Retirement letter from Dick Butler (Info Pg.36)

VI. Governance (10 minutes)  
A. Initiation of Library Director’s 2016 Evaluation Process (Info Pg.37-40)

VII. Ends Development (45 minutes)  
A. Report on 2016 Summer Reading Program. Pg.41-43  
B. Review of Internet Policy Pg.44-51  
C. Memo on Wireless Design and Access Pg.52-53

VIII. Library Director’s Comments (10 minutes total)  
A. Final remarks by Library Director for the September 26, 2016 Library Board Meeting.

IX. Process Evaluation (5 minutes total)  
A. Suggestions for Agenda Items to be included on the October 24, 2016 board meeting  
   1. Minutes of the Regular Meeting held on September 26, 2016.  
   4. Review of Fines & Fees Policy.  
   5. Review of Investment Policy.  
   6. Review of Resident Non-Resident Policy.  
  11. Report from Martha Pacheco, Board Liaison to the Friends of the Library.  
  13. Library Director’s accomplishment of personal goals for FY 2016.  
B. Assessment of this meeting
C. Miscellaneous Items

X. Adjournment
PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Board Meeting held on
August 22, 2016

In the lower level meeting rooms of the Portage District Library, 300 Library Lane – Portage, MI 49002

I. Start of Meeting - Board members and staff gathered at 5:30 PM for dinner catered by Ample Pantry and the board meeting started at 6:00 PM

II. Roll Call
Board Members Present: Michele Behr, Stephanie Brown, Betty Lee Ongley, Martha Pacheco, Alisha Siebers, and Joe Yantis

Board Members Absent: Donna VanderVries (excused)

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

Guests: Gary Kushner, President & CEO of Kushner & Company

III. Comments or Requests from the Public, Board Members, or Library Staff
Board Chair Siebers welcomed everyone to the meeting and then opened the meeting for any comments from the public, board members, or library staff.

A. Comment from Trustee Ongley - Trustee Ongley spoke about the special event in Kalamazoo on Saturday, August 27th to commemorate Abraham Lincoln’s visit to the city in 1856. The Kalamazoo Abraham Lincoln Project will provide a community update on their progress and vision at the event regarding a publicly funded bronze statue of Lincoln to be placed in Bronson Park. Trustee Ongley said participants will also be able to take ‘selfie’s’ with someone dressed as Lincoln.

B. Comment from Trustee Siebers - Trustee Siebers wanted to share a story of a friend and her 12 year old daughter who were using the library to meet a tutor. They said they really appreciated being able to use the library for this purpose. Trustee Siebers also wanted to thank Head of Youth Services Laura Wright for recommending some books to her son who is a reluctant reader. He was enjoying one series very much, and Trustee Siebers said she was so pleased to see him enjoying reading so much.

DISPOSITION: The Library Board acknowledged the comments made by trustees.

IV. Adoption of the Agenda for the Regular Meeting of August 22, 2016.
Library Board Chair Siebers asked if there were any changes needed to the agenda for the August 22, 2016 board meeting before its adoption, and there were no changes requested by trustees. Siebers asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Yantis and seconded by Trustee Behr that the Library Board adopt the agenda for the regular meeting of August 22, 2016. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

V. Consent Agenda
Library Board Chair Siebers asked if there were any changes needed to the consent agenda for the August 22, 2016 board meeting before its adoption. No changes were requested. Trustee Behr read the consent agenda aloud, and then Trustee Siebers asked for a motion to adopt the agenda.

A. Minutes of the regular board meeting held on July 25, 2016.
B. Library Board linkage opportunities for August/September 2016.
D. Budget Amendment – Bike-Mobile.
MOTION: It was moved by Trustee Ongley and seconded by Trustee Yantis, to approve the consent agenda. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

VI. Public Hearing

A. Public Hearing on the Proposed FY 2017 & FY 2018 Budgets and Formal Resolution to Adopt the FY 2017 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2017

Siebers announced that she was officially opening the Public Hearing on the Proposed Fiscal Year 2017 Budget at 6:15 pm and invited any public comments. There were no public comments made andSiebers asked that trustees take a turn around the table to read aloud the resolution to adopt the FY 2017 Budget for the library. The following resolution was read aloud by individual trustees:

PORTAGE DISTRICT LIBRARY
COUNTY of KALAMAZOO, MICHIGAN

Public Hearing on Fiscal Year 2017 Budget Held on August 22, 2016

RESOLUTION to SET the MILLAGE LEVY for the PORTAGE DISTRICT LIBRARY and ADOPT the FISCAL YEAR 2017 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 2017 through December 2017; and

WHEREAS, a public hearing was held on August 22, 2016 on the proposed Fiscal Year 2017; 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 $13,845, State Aid Income $30,000, Local Community Stabilization Share Appropriation $233,381, County Penal Fines $80,000, Local Fines and Fees Income $70,000, Interest Income $15,000, Rental Income $4,000, Other Income $1,000, and Vending
Services $12,000 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 2017; 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>$1,289,643</td>
</tr>
<tr>
<td>Fringes &amp; Benefits</td>
<td>$559,606</td>
</tr>
<tr>
<td>Library Materials</td>
<td>$591,660</td>
</tr>
<tr>
<td>Library Supplies</td>
<td>$135,970</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>$228,427</td>
</tr>
<tr>
<td>Buildings &amp; Utilities</td>
<td>$301,850</td>
</tr>
<tr>
<td>Furnishings &amp; Equipment</td>
<td>$13,192</td>
</tr>
<tr>
<td>Other Charges</td>
<td>$268,081</td>
</tr>
<tr>
<td><strong>Total Operating Expenses:</strong></td>
<td>$3,388,429</td>
</tr>
</tbody>
</table>

| Capital Projects Expenses:               | $277,189  |

**GRAND TOTAL EXPENSES:** $3,665,618

BE IT FURTHER RESOLVED, that the total budget for the Portage District Library for Fiscal Year 2017; in the amount of $3,665,618; 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 on December 1, 2016; in compliance with applicable law.

DATE: ________________________ PORTAGE DISTRICT LIBRARY BOARD
COUNTY OF KALAMAZOO, MICHIGAN

By: __________________________________________
    Alisha Siebers, Chair

By: __________________________________________
    Quyen Edwards, Secretary
Library Board Chair Siebers asked for a motion to close the Public Hearing.

**MOTION:** It was moved by Pacheco and seconded by Ongley to close the Public Hearing. Vote: 6-Yes, 0-No, 1-Absent). Motion carried.

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 2017 Library Budget.

**MOTION:** It was moved by Yantis and seconded by Brown that the Resolution to set the millage for the Portage District Library and adopt the Fiscal Year 2017 Budget be approved as presented. Vote: 6-Yes, 0-No, 1-Absent). Motion carried.

Library Board Chair Siebers asked Library Board Secretary Quyen Edwards 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>
</tr>
<tr>
<td>Brown, Stephanie</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ongley, Betty Lee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Pacheco, Martha</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Siebers, Alisha</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>VanderVries, Donna</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(excused absence)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yantis, Joe</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**ROLL CALL VOTE on RESOLUTION:** 6-Yes, 0-No, 1-Absent. Resolution adopted, 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. Special Guest – Gary Kushner Strategic Planning Environmental Scan**

Gary Kushner was present to facilitate an Environmental Scan and Forecast leading up to the Board Retreat meetings in November. This exercise in the process covered Library Trends. Trends are defined as “(future) eternal events that may have a positive or negative impact on your operation and services”. Mr. Kushner emphasized that the group should not be thinking about where the library is today, but where we are headed in the future. He asked, “What will the public’s needs be in the future?” Throughout the environmental scan, the board and administrative staff discussed political, economic, social, and technological factors that may affect the library in the future. Mr. Kushner captured all the ideas in a document which will be used during Strategic Planning sessions in November.

**VIII. Governance**

A. **Board Retreat**– It was determined that the 2016 Board Retreat, focusing on completing the 2016 Strategic Planning process, would take place over two evening meetings. The meetings will be held at the library on Wednesday, November 2 and Monday, November 14 from 5:30 – 8:30 PM. Trustees and Administrative staff will be provided dinner. Gary Kushner will be present to facilitate.

**DISPOSITION:** Library Board members received the information about the 2016 Board Retreat meetings.

B. **Report from Trustee Martha Pacheco on the Friends of the Library**– Trustee Martha Pacheco reported that the Friends Book Sale on August 5-6 had sales totaling over $5,000. At the Friend’s Board Meeting on Monday, August 15th, there was discussion about hosting an additional Sunday sale of paperback books.
only. The goal would be to increase earnings as well as clear out more paperback books that would need to be boxed up for Salvation Army. The Friends are still seeking reliable volunteers (possibly teens) who could help box and haul books during their Sunday-after-sale cleanup. The Friends Board has a new Vice President who has committed to one year. The Friends organization is busy training new sorters and membership is growing! The next Friends of the Library Book sale is October 7-8.

Trustee Pacheco also took the opportunity to give some feedback from her interview with PCEC Director Clint Wagner. He is interested in getting his students connected with the resources at the library, beginning with a survey to gauge how much they currently know about what the library has to offer them.

**DISPOSITION:** Library Board members received the information about the Friends of the Library.

**IX. Ends Development**

A. **Progress Report on End Statement #3 (The library will be a leader in strengthening our community)** – Library Director Klien referred to pages 38-41 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 Director Klien said that initiatives involving the Farmers Market, progress on the Bike-Mobile, Adult Services “Lemonade Stand Reference”, GeekFest, and Youth Services increased outreach efforts all contribute to successful progress on End Statement #3 and show positive results in strengthening our community.

**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.

**X. Library Director’s Comments**

A. **Final remarks by Library Director for the August 22, 2016 Library Board Meeting** – Library Director Klien said that she wanted to let trustees know that the Portage District Library would be hosting the Parchment Community Library for their Staff Development Day on Friday, September 2nd from 10:30 AM to noon.

Library Director Klien directed trustees to an informational sheet she handed out about trustee training with Josie Parker that will take place at Kalamazoo Public Library. Any trustees interested in taking the training should let Klien know so that she can get them registered and any fees would be paid by the library.

Library Director Klien finished her remarks by reminding the board that the deadline for filing as a candidate in the November election for the four open board seats has passed. There were 4 candidates who filed.

**DISPOSITION:** Library Board members acknowledged Library Director Klien’s remarks.

**XI. Process Evaluation**

A. **Suggestions for agenda items to be included on the September 26, 2016 board meeting.**

1. Minutes of the Public Hearing and Regular Meeting held on August 22, 2016.
2. Request for Library Board Approval for Restricted Use of Library Patron Data Base for Year-End Direct Mail Fundraising Initiative in October 2016.
3. Review of Capitalization Policy
4. Review of Internet Policy
5. Review of Materials Selection Policy
6. Report on 2016 Summer Reading Program
8. Report on 2016 “Stuff the Bus” School Supplies Collection Drive
9. Initiation of Library Director’s 2016 Evaluation Process
B. Assessment of this meeting – There was agreement among trustees that a lot had been accomplished during the meeting.

C. Miscellaneous Items – Trustee Yantis thanked everyone for acknowledging his birthday! Trustee Siebers said she was very glad that the board decided to hire Gary Kushner as the facilitator for Strategic Planning 2016 because he was very even-tempered while leading the group and well-read about trends relating to libraries.

XII. Adjournment –
Library Board Chair Siebers said if there was no further business to be considered, that she would adjourn the regular board meeting of August 22, 2016.

DISPOSITION: The regular board meeting of August 22, 2016 was adjourned at 8:30 pm.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
To: Portage District Library Board
From: Christy Klien, Library Director
Date: September 16, 2016
Subject: Budget Amendment to adjust the FY 2016 Budget for Harwood Institute

BACKGROUND:
In May 2016, Library Director Christy Klien and Marketing Manager Colin Whitehurst applied to participate in a community engagement training program for Michigan library staff. The training will be led by coaches from Harwood Institute for Public Innovation. The training is being offered at no charge to select Michigan libraries, with generous stipends provided through Library of Michigan LSTA funding. The program will take place on October 4-6. Portage District Library staff were approved to participate in this workshop and have been awarded $690 towards accommodations and travel.

Since the 2016 Fiscal Year Budget is already in place, it is necessary to bring a budget amendment to the Library Board to adjust the budget for that $690.

RECOMMENDATION:
I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2016 Budget to increase the designated expenditure lines by a total of $690 to fund items as shown below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount Adjusted</th>
<th>Expenditure Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harwood Institute stipend</td>
<td>$345</td>
<td>Training</td>
</tr>
<tr>
<td>Harwood Institute stipend</td>
<td>$345</td>
<td>Director Training</td>
</tr>
</tbody>
</table>
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: September 16, 2016  
Subject: Upcoming Library Board linkage opportunities in September & October 2016 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 2016:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/29, 10/6,</td>
<td>10:00 AM</td>
<td>Portage Computer Users’ Group</td>
</tr>
<tr>
<td>10/13, 10/20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/29</td>
<td>7:00 PM</td>
<td>Book and a Movie Talk: Girl on a Train</td>
</tr>
<tr>
<td>10/6, 10/20</td>
<td>9:00 AM</td>
<td>Muffins and the Market</td>
</tr>
<tr>
<td>10/3</td>
<td>7:00 PM</td>
<td>SciFi/Fantasy Discussion Group: Real Technology</td>
</tr>
<tr>
<td>10/6</td>
<td>7:00 PM</td>
<td>Understanding Dyslexia</td>
</tr>
<tr>
<td>10/8</td>
<td>9:00 AM</td>
<td>Friends of the Library Book Sale</td>
</tr>
<tr>
<td>10/10</td>
<td>7:00 PM</td>
<td>Top Shelf Reads: Girl, Interrupted</td>
</tr>
<tr>
<td>10/15</td>
<td>9:00 AM</td>
<td>Kalamazoo Macintosh User Group</td>
</tr>
<tr>
<td>10/18</td>
<td>6:00 PM</td>
<td>PDL Writers Workshop: Getting Started with Matthew Gilman</td>
</tr>
<tr>
<td>10/18</td>
<td>10:30 AM</td>
<td>Open for Discussion: Man Called Ove</td>
</tr>
<tr>
<td>10/19</td>
<td>9:30 AM</td>
<td>Grief Support</td>
</tr>
<tr>
<td>10/24</td>
<td>2:00 PM</td>
<td>Meet the Chef – Meatballs and More Meatballs</td>
</tr>
</tbody>
</table>
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.

II. 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.

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**APPENDICES**

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

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Adopted by the Portage District Library on: **April 20, 2000**

Revised by the Library Board: **October 22, 2007**
PORTAGE DISTRICT LIBRARY

Capitalization Policy

1. **STATEMENT of PURPOSE:**
   It is the purpose of this policy to illustrate the procedures that will be used at the *Portage District Library* to classify fixed assets as capital assets.

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

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

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

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

6. **INVENTORY:**
   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.
To: Portage District Library Board

From: Christy Klien, Library Director

Date: September 16, 2016

Subject: Request for Library Board Approval for Restricted Use of Library Patron Database for Year-End Direct Mail Fundraising Initiative in October/November 2016

2016 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 database for this one-time purpose direct mailing.

REQUEST:
That the Library Board pass a motion at the September 26, 2016 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 2016. 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.
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>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$ 4,259,910</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$ 2,145,454</td>
</tr>
<tr>
<td>Risk reserve (13% of operating budget)</td>
<td>$ 472,043</td>
</tr>
<tr>
<td>Building Reserve</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>Technology Reserve</td>
<td>$ 32,305</td>
</tr>
<tr>
<td>Benefits Reserve</td>
<td>$ 47,572</td>
</tr>
<tr>
<td>HVAC Control Reserve</td>
<td>$ 15,000</td>
</tr>
<tr>
<td>Patio Feasibility Reserve</td>
<td>$ 3,500</td>
</tr>
<tr>
<td>Lobby Feasibility Reserve</td>
<td>$ 7,500</td>
</tr>
</tbody>
</table>

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.
Marketing Update

In the month of September we had a few big events that required some extra marketing support. Our Medieval Skills Demonstration and GeekFest brought in many people and were both advertised in various media outlets.

Recurring Monthly Projects:

- The September e-Newsletter was sent out the first week of the month to over 12,000 library patrons.
- Our upcoming summer events were advertised in the Portager, and was sent out to 22,800 residents.
- We created monthly event posters and displayed them in the library.
- Facebook “Events” were created to advertise our programs, and were then shared on our page.
- Flyers and Handouts were distributed within the Library building to advertise our programming.
- Our website and digital signage was updated to advertise our program offerings.

September Marketing Highlights:

- We created all of the event handouts and booklets for GeekFest that highlighted the various games and artists that were present.
- We began preparations for a website update by plotting out various hierarchy layouts and explored some design options.
- We are finishing up the graphics for our new bike.
- We researched digital signage options and will be making a decision soon about how to proceed moving forward.
- Attended a webinar in preparation for our upcoming Harwood Training on Community Engagement.
- We placed an ad in the Portage Central Sports Handbook for fall of 2016 that will hopefully appeal to non-traditional library patrons.

September Media Highlights:

Facebook
90 New Page likes | 92 Post Shares | 981 Post Likes | 25,392 Total Reach

Twitter
29,109 Tweet Impressions | 48 Profile Visits | 4 Mentions | 3 New followers | 3 Tweets Linking to us
Administrative Activities:
During the months of August 2016 and the first part of September 2016, 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.
- Had a Lunch meeting with the Richland Library’s Director on 8/25.
- Had a potential vendor phone conference meeting on 8/26.
- Worked with a teen volunteer on 8/26.
- Participated in the Staff Focus Group half day meeting on 8/29.
- Facilitated the Parchment Community Library Staff Development Day visit to PDL on 9/2.
- Took an MCLS webinar in preparation for Harwood Institute on 9/12.
- Attended a Readers Advisory webinar on 9/13.
- Participated in a Staff Development Day Meeting on 9/14.
- Had a conference call with the library attorney to discuss revisions to Internet Policy on 9/14.
- Attended a demonstration for BeanStack on 9/15.
- Attended a PCC meeting on 9/15.
- Led a Book Drop discussion on 9/16.
- Had a conference call with Staff Development Day presenter Lucy Lockley on 9/16.
- Volunteered for registration of the PCC Peacock Strut on 9/16.

Technical Services
Technical Services is finishing its summer cleanup tasks and is returning to full order processing. Librarians from both Youth and Adult Services are now using Midwest Tape for most of their Audio-Visual Materials. The library has added Book Farm as a material vendor for juvenile and preschool material.

IT Services
All preventive maintenance and warranted repairs have been completed for library technology for August/September 2016.

The library experienced downtime for public access computing and wireless due to a failed firewall from Monday, August 29 to Wednesday, August 31. The failed firewall was replaced under warranty contract and reconfigured from backup images. It returned to the production environment on Wednesday, August 31, 2016 at 1:00pm.

Self-Checkout Upgrade project: On August 19, 2016, orders were placed for replacement and upgraded Self-Checkout machines. For the new card readers and security rules, the library has
installed new wiring dedicated to these payment devices and deployed network security. The library is waiting for delivery scheduling for these devices.

**Maintenance and Building Services**

All preventative maintenance activities were performed as scheduled. All newly reupholstered chairs have been reassembled and placed back in the library. Two new AED (defibrillator) devices were installed in August 2016 and the library staff were trained on their usage on August 29, 2016.

**Personnel Information:**
The library undertook the following human resource activities since the August 22, 2016 Board meeting:

- The Library advertised the open Substitute Librarian position in the September newsletter and has been receiving applications for the position. Applications will be reviewed by Lawrence Kapture, Laura Wright and Rob Foti, with interviews to follow.
- The Library is continuing to accept applications for its Library Aide II position in the Circulation Department.
- The Library has been preparing for its upcoming Staff Development Day training on September 23, 2016. Presenter, Lucy Lockley, is scheduled to train staff on writing reviews and book awareness techniques. Additionally, representatives from several local books stores will be in attendance to train staff on the art of handselling books.

**Library-wide Event**

**ART U at the Portage District Library** – (8/13) 403 participants at adult sponsored activities, 200 at youth sponsored activities. Portage District Library has a long history of connecting our patrons with the arts and, in past years, we held Art Encounters to wrap up the summer with some art-inspired fun. This year, we continued to connect our patrons with the arts, but changed the title of the event to Art U.

A life size robot, **Rover the Robot**, was present to greet Art U participants and direct them to the many different activities available for the day. On the upper level, we provided supplies for the **Art Pit**, including crayons, pens, markers, glue and paper. Approximately one hundred kids, teens and adults participated in this activity throughout the afternoon, and we were able to keep some of what was created to hang on the walls of the library. Another interesting activity was provided by **Comstock Public School’s Make It and Take It booth**, which showed people how to turn thoughts into prototypes with 3-D printers. Nineteen adults and youth registered to design and print a bracelet and another ninety three stopped to ask questions about the 3-D printers. In addition, Comstock was the winner of the Ultimaker Gumball Capsule Challenge, and gave away over one hundred 3-D gumball machine souvenirs of their own design! **Marshall Music** hosted a musical instrument petting zoo, so that over sixty participants could try out different instruments.
In the lower level, there was a constant cornucopia of crafts for kids. The Kalamazoo Institute of Arts hosted an all-ages workshop on Vegetable Printing. Participants inked corn, peppers, and other vegetables and used them as stamps to create patterns on paper. The Youth Department created an Upcycle Craft Room, where visitors could create art with found objects. Scott Fuce coached people how to master the art of improvisation.

To cap off the day, the Portage Senior Center provided ice cream and the Portage Senior Center Band provided a musical performance to over one hundred sixty people.

**Adult Services Programming**

**Alpha Delta Kappa Fall Style Show** – (8/27) 32 attendees. Come see fashions and jewelry from Chico's at the annual Alpha Delta Kappa Fall Style Show. There will be refreshments and door prizes. Proceeds from the event go to area organizations.

**Adult Services Merchandising/Promotions**
Adult Services was at the Portage Farmer's Market on 8/28 - 41 people spoken to. We finally had a good day for the Farmer's Market, so we brought out part of the technology petting zoo, to show patrons some of the hidden electronic services we provide. We also brought out a bunch of cookbooks and recipes, curated by Nicolette Sosulski, to show patrons what they could do with the delicious vegetables they bought at the Farmer's Market. It was a lovely day to make one on one contact with Portage Residents as they strolled by.

**Youth Services Programming**

August is typically a slower month for programming in Youth Services. Summer Reading ended on August 17th and with that, Youth Staff takes a short break from storytimes and other recurring events. Art U and Morning Magic completed our summer programs for 2016. Both attracted good numbers of families and positive feedback from those who came. The youth focus for Art U was creating interactive elements where young attendees and their families could experiment with new ways to create art. The Morning Magic event was a “back by popular demand” visit from one of our local magicians.

**Youth Services Outreach**

Youth staff attended two final Meet Up and Eat Up events in August. At these final visits, staff gave away new donated books to the young attendees.

Youth staff also hosted a visit from Bullfrogs and Butterflies, a local daycare. We had a very positive response from this group and from other daycares who visited this year. This has led to discussion about better ways to serve these groups over the summer.
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: September 21, 2016  

<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug-16</td>
<td>Aug-15</td>
</tr>
<tr>
<td><strong>Total Library Circulation</strong></td>
<td>78,178</td>
<td>73,498</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>20,282</td>
<td>19,177</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>8,700</td>
<td>7,996</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>28,666</td>
<td>27,582</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>5,555</td>
<td>5,247</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>5,373</td>
<td>5,844</td>
</tr>
<tr>
<td>E-Material</td>
<td>7,069</td>
<td>5,709</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,398</td>
<td>1,072</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>1,135</td>
<td>871</td>
</tr>
</tbody>
</table>

**Self-Checkout Percentage**  
61.08%  
62.37%  
60.43%  
61.21%

| **Total Library Collection** | 207,249 | 202,033 | 2.58% |  
| Adult - Books            | 97,307  | 96,119  | 1.24% |  
| Adult - A/V              | 17,806  | 17,719  | 0.49% |  
| Youth - Books            | 75,165  | 71,016  | 5.84% |  
| Youth - A/V              | 12,244  | 12,363  | -0.96%|  
| Hot Picks                | 4,727   | 4,816   | -1.85%|  

**Net Acquisitions**  
727  
(67)  
-1185.07%  
1,672  
613  
172.76%

|                          | Aug-16 | Aug-15     | CHANGE | 2016  | 2015  | CHANGE |  
| Purchased - Books        | 1,902  | 911        | 108.78%| 12,659 | 11,951 | 5.92% |  
| Purchased - A/V          | 269    | 303        | -11.22%| 2,510  | 3,080  | -18.51%|  
| Donated - Books          | 4      | 2          | 100.00%| 25     | 20     | 25.00% |  
| Donated - A/V            | 4      | 2          | 100.00%| 19     | 17     | 11.76% |  
| Material Discarded       | (1,452) | (1,285)   | 13.00% | (13,541) | (14,455) | -6.32% |  

**Total In-House Usage**  
n/a  
n/a  
n/a  
2,892  
2,834  
2.05%

|                          | Aug-16 | Aug-15     | CHANGE | 2016  | 2015  | CHANGE |  
| In-House Periodical Usage| n/a    | n/a        | n/a    | n/a   | n/a   | n/a    |  
| In-House Book Usage      | n/a    | n/a        | n/a    | 252   | 243   | 3.70%  |  

**Total Patrons**  
51,082  
50,280  
1.60%

|                          | Aug-16 | Aug-15     | CHANGE | 2016  | 2015  | CHANGE |  
| Adult                   | 36,111 | 33,738     | 7.03%  | 1,251  | 1,250  | 0.08%  |  
| Youth                   | 7,896  | 7,653      | 3.18%  | 172    | 163    | 5.52%  |  
| Non-Resident            | 340    | 359        | -5.29% | 26     | 28     | -7.14% |  
| Reciprocal              | 6,020  | 5,358      | 12.36% | 360    | 368    | -2.17% |  
| Internet User           | 656    | 3,109      | -78.90%| 527    | 496    | 6.25%  |  
| Professional            | 59     | 63         | -6.35% | 10     | 2      | 400.00%|  

**Total Patrons Added**  
326  
319  
2.19%

|                          | Aug-16 | Aug-15     | CHANGE | 2016  | 2015  | CHANGE |  
| Adult                   | 192    | 174        | 10.34% | 1,251  | 1,250  | 0.08%  |  
| Youth                   | 6      | 19         | -68.42%| 172    | 163    | 5.52%  |  
| Non-Resident            | 2      | 5          | -60.00%| 26     | 28     | -7.14% |  
| Reciprocal              | 29     | 45         | -35.56%| 360    | 368    | -2.17% |  
| Internet User           | 96     | 75         | 28.00% | 527    | 496    | 6.25%  |  
| Professional            | 1      | 1          | 0.00%  | 10     | 2      | 400.00%|  

**Month Statistics**  
September 21, 2016
<table>
<thead>
<tr>
<th>Library Building Usage</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug-16</td>
<td>Aug-15</td>
</tr>
<tr>
<td>Total Meeting Room Usage</td>
<td>190</td>
<td>182</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>91</td>
<td>88</td>
</tr>
<tr>
<td>External/Outside Usage</td>
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<td>94</td>
</tr>
<tr>
<td>Total Program Audience</td>
<td>1,530</td>
<td>1,427</td>
</tr>
<tr>
<td>Adult</td>
<td>554</td>
<td>531</td>
</tr>
<tr>
<td>Youth</td>
<td>940</td>
<td>651</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>36</td>
<td>245</td>
</tr>
<tr>
<td>Total Number of Programs</td>
<td>28</td>
<td>28</td>
</tr>
<tr>
<td>Adult</td>
<td>14</td>
<td>12</td>
</tr>
<tr>
<td>Youth</td>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Total Volunteer Hours</td>
<td>667</td>
<td>548</td>
</tr>
<tr>
<td>Adult</td>
<td>119</td>
<td>109</td>
</tr>
<tr>
<td>Youth</td>
<td>313</td>
<td>200</td>
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<tr>
<td>Technical</td>
<td>64</td>
<td>84</td>
</tr>
<tr>
<td>Circulation</td>
<td>133</td>
<td>123</td>
</tr>
<tr>
<td>Administration</td>
<td>22</td>
<td>32</td>
</tr>
<tr>
<td>Community Service</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>Total Front Door Traffic</td>
<td>69,902</td>
<td>69,887</td>
</tr>
<tr>
<td>Total Youth Services Traffic</td>
<td>58,332</td>
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</tr>
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<td>Total Business Center Traffic</td>
<td>3,398</td>
<td>3,433</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Information Access/Reference/Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Reference Transactions</td>
</tr>
<tr>
<td>Adult Phone</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
</tr>
<tr>
<td>Adult Reference</td>
</tr>
<tr>
<td>Youth Phone</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
</tr>
<tr>
<td>Youth Reference</td>
</tr>
<tr>
<td>HR Phone</td>
</tr>
<tr>
<td>HR Ready Reference</td>
</tr>
<tr>
<td>HR Reference</td>
</tr>
<tr>
<td>Circ Phone</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
</tr>
<tr>
<td>Circ Reference</td>
</tr>
<tr>
<td>Total Edutainment LAN Use</td>
</tr>
<tr>
<td>Total Internet Computer Use</td>
</tr>
<tr>
<td>Youth Computers</td>
</tr>
<tr>
<td>Adult Computers</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
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<tr>
<td>Total Electronic Transactions</td>
</tr>
<tr>
<td>WebSite Hits</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
</tr>
</tbody>
</table>

* In-house Use Statistics will be done for one week each quarter.
Future Library Leaders Embrace the First Amendment

The first amendment protects our rights to free speech and our library community spent a great deal of time defending those rights this year. It’s important to note that the first amendment also protects our right to petition for governmental redress of grievances and this is a pretty fair definition of lobbying. So it’s safe to say our ability to engage with our elected officials is safeguarded in the bill of rights.

In 2015 Senator Jim Stamas (R-Midland) insisted that libraries see an increase in state aid resulting in a $1 million increase which we have maintained through the current fiscal year. He also took time recently to share his views with our librarians at our August MLA Leadership Academy. As the next generation of library leaders, it is important they understand that active participation in government is their responsibility. Sen. Stamas led a thoughtful and engaging conversation which helped them to understand the work our elected leaders do every day. This was an important lesson since we all know it can be a challenge to find relevance in government when you are busy day to day keeping the library running.

During the conversation, Sen. Stamas asked a thought-provoking question about the librarians’ views of lobbyists and politicians. He referenced the negative media surrounding lobbyists and their influence on elected officials. He explained that legislators’ reliance on groups like MLA for education is critical to good public policy. This is especially true with term limits in place. If MLA and librarians don’t educate and explain the important place libraries hold in the community, it will become more and more difficult for our elected officials to understand the need to maintain or increase funding.

He also reminded the group that his office can be a resource to help them accomplish their goals whether it’s securing a library grant or a much bigger agenda such as an increase to state aid.

Not only is the Senator a library supporter, he uses his library (Grace A. Dow Memorial Library in Midland) on a regular basis. In fact, he took time out from the frantic activities surrounding one recent election day to stop into his library to appreciate a few minutes of solitude. It’s nice to know that libraries continue to be a safe refuge from the information overload that life can sometimes bring.

As the advocacy portion of leadership academy wound up, participants were given an assignment that included reaching out to an elected official and inviting them to their library. We are encouraging every library leader to contact their Representatives and Senators and take the time to educate them about your library and its critical place in the community. If you would like assistance setting up a meeting or visit, contact MLA and we would be happy to assist.
The 16th Annual Food for Fines campaign is scheduled to begin Monday, October 10, 2016 through Sunday, October 16, 2016. For the benefit of library board members, I thought I would briefly outline the Food for Fines program and its purposes. Of course feedback from trustees is always welcome.

BACKGROUND:
The Food for Fines campaign was originally started at the library as a “good neighbor” community support initiative with the goal of helping to restock the food pantry of the Portage Community Center (a Loaves and Fishes Pantry) and was also intended to be a way that library patrons could reduce or eliminate their overdue charges in return for donations of canned or packaged non-perishable food items. We established a rule that donations would be accepted on the basis of one canned or packaged food item or five packages of ramen noodles for each dollar of fines to be waived, and we stated that the exception would be that donations could not be applied to the replacement cost of lost or damaged library materials. This has been well accepted by library patrons.

A few weeks prior to the start of the Food for Fines campaign, we begin our marketing efforts to raise awareness and advertise the dates for food donations at the library in exchange for waived fines to encourage donations during the food collection period.

RECENT CHANGES:
For the past five years, we have set up a separate Food for Fines donations table in the Atrium with designated staff assigned to it to accept donations, waive fines and do the necessary counting, inspecting, and packing of donated food items. In order to remain within staffing budgets, we also reduced the number of collection days. In the shortened time period, we have continued to collect the same quantity of food as in previous years.

Although we previously have held the Food for Fines campaign at the end of our Summer Reading Program, we changed to a fall collection in 2015 to better assist Portage Community Center in preparation for filling Thanksgiving Food Baskets. That change in timing did not diminish participation nor did recommending specific food items for donation.

COSTS/BENEFITS:
For those with concerns about library funding and budgets, there may be a question about why the library is foregoing revenue by waiving fines during the Food for Fines campaign. In the last four years, on average, we have waived about $5996 in fines and collected approximately 6,465 food items each campaign. What we have noticed over the years is that many borrowers who take advantage of the fine waivers during the Food for Fines campaign would not have paid their overdue charges. In fact, this program allows some library borrowers to finally regain access to our collections after months or years of having fines that were
too high to allow them to check-out materials. Allowing these borrowers access to checking out library materials again is a way for us to fulfill our End Statement #1 to: \textit{“Optimize access to resources for information, education, and entertainment.”}

Through the evaluation of the pros and cons of the library’s \textit{Food for Fines} campaign, some other benefits of this program need to be taken into consideration. First, it is a popular and often requested program, we have always had very good participation, and we get a lot of positive feedback. Second, by showing our commitment to supporting a vital service offered by PCC that impacts so many people throughout our community, we are fulfilling the library’s End Statement #3 to: \textit{“Be a leader in strengthening our community.”}

\textbf{SUMMARY:}

Portage District Library’s annual \textit{Food for Fines} campaign has been a worthwhile initiative that we have conducted for over 15 years, and it has been a highly successful humanitarian effort that has been fully supported by library users for the benefit of the Portage community. Nevertheless, it is important for us to be cognizant of the costs to the library in terms of staff time and waived fines, to run the \textit{Food for Fines} campaign. By limiting the food collection period to 7 days, we believe that the library can continue the \textit{Food for Fines} campaign at this time without unduly impacting the budget. If the experience this year indicates otherwise, we will reassess the program for future years.

A final report on the 16\textsuperscript{th} \textit{Annual Food for Fines} campaign with comparisons to previous years’ collections and recommendations for next year will be made to the Library Board at the October 24, 2016 meeting.
August 31, 2016

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

Re: Retirement

Dear Christy:

As indicated in my email on August 8, I have decided to retire as of December 31, 2016. Although this was a difficult decision, I believe that this is the right time for me to make this life change.

I will continue to work through December 31, 2016, so I am available to serve you until that time. I am happy to assist the Library in making decisions about legal counsel after my retirement. Bloom Sluggett Morgan will continue to offer excellent guidance with respect to Open Meetings Act, Freedom of Information Act, and similar public sector legal issues, and I encourage you to contact its attorneys regarding such matters after my retirement.

It has been a privilege and a blessing to work with you and your Board. Your dedication to your patrons and your community has always been an inspiration. Christy, I have truly enjoyed working with you over the past four years.

Thank you for allowing me to be a small part of PDL’s success. I wish you and your Board well in the Library’s mission of providing excellent public library services.

Very truly yours,

Dick

Richard W. Butler, Jr.
BACKGROUND:
The Personnel Committee, composed of Stephanie Brown, Donna VanderVries, 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 2017 and present a recommendation to the whole board at the December 12, 2016 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 2016?
2. Has there been progress on accomplishing Board endorsed personal goals in 2016?
3. Has the Library Director been in compliance with the Board's Executive Limitation in 2016?
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>01-25-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Emergency Library Director Succession Policy</td>
<td>02-22-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Treatment of Consumers Policy</td>
<td>02-22-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Asset Protection Policy</td>
<td>03-28-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Financial Planning/Budgeting Policy</td>
<td>03-28-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Financial Condition and Activities Policy</td>
<td>03-28-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Fundraising Policy</td>
<td>04-25-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Minutes and Records Retention</td>
<td>07-25-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Compensation and Benefits Policy</td>
<td>08-22-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Treatment of Staff Policy</td>
<td>08-22-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Capitalization Policy</td>
<td>09-26-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Communication and Support to the Library Board Policy</td>
<td>10-24-16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Ends Focus of Grants or Contracts</td>
<td>10-24-16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments: ____________________________________________

________________________________________________________________

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________________________________________________________________
### Assessment of Accomplishment of Ends in 2016:

<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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENDS STATEMENT #2 - Be a safe, welcoming, inclusive destination for families and individuals.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENDS STATEMENT #3: Be a leader in strengthening our community.</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.</td>
<td></td>
<td></td>
<td></td>
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</table>
Areas of Focus for the Library Director in 2017 (Goals)
PORTAGE DISTRICT LIBRARY
2016 Summer Reading Program
FINAL REPORT
September 26, 2016

The Portage District Library’s 2016 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 Traditional Summer Reading Programs from the summers of 2011 to 2016.

<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>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>
<td>185</td>
<td>9120</td>
</tr>
<tr>
<td>2014</td>
<td>446</td>
<td>718</td>
<td>91</td>
<td>7080</td>
</tr>
<tr>
<td>2015</td>
<td>347</td>
<td>603</td>
<td>65</td>
<td>5235</td>
</tr>
<tr>
<td>2016</td>
<td>356</td>
<td>580</td>
<td>92</td>
<td>5975</td>
</tr>
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<table>
<thead>
<tr>
<th>Elementary Readers</th>
<th>Participation Breakdown</th>
<th>Registration</th>
<th># Who Completed</th>
<th>Total Hours Read</th>
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</thead>
<tbody>
<tr>
<td>2011</td>
<td>1082</td>
<td>1638</td>
<td>431</td>
<td>21310</td>
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<tr>
<td>2012</td>
<td>1012</td>
<td>1554</td>
<td>379</td>
<td>20310</td>
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<tr>
<td>2013</td>
<td>1092</td>
<td>1616</td>
<td>473</td>
<td>22255</td>
</tr>
<tr>
<td>2014</td>
<td>953</td>
<td>1508</td>
<td>252</td>
<td>16160</td>
</tr>
<tr>
<td>2015</td>
<td>811</td>
<td>1382</td>
<td>178</td>
<td>13085</td>
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<tr>
<td>2016</td>
<td>822</td>
<td>1237</td>
<td>230</td>
<td>14290</td>
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</table>

<table>
<thead>
<tr>
<th>Teen Program</th>
<th>Participation Breakdown</th>
<th>Registration</th>
<th># Who Completed</th>
<th>Total Books Read</th>
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</thead>
<tbody>
<tr>
<td>2011</td>
<td>493</td>
<td>744</td>
<td>n/a</td>
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<td>2012</td>
<td>398</td>
<td>596</td>
<td>n/a</td>
<td>2565</td>
</tr>
<tr>
<td>2013</td>
<td>367</td>
<td>581</td>
<td>n/a</td>
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<tr>
<td>2014</td>
<td>314</td>
<td>571</td>
<td>n/a</td>
<td>1591</td>
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<td>2015</td>
<td>328</td>
<td>550</td>
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<td>2016</td>
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<td>440</td>
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<table>
<thead>
<tr>
<th>Adult Program</th>
<th>Participation Breakdown</th>
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<tbody>
<tr>
<td>2011</td>
<td>258</td>
<td>389</td>
<td>n/a</td>
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</tr>
<tr>
<td>2012</td>
<td>249</td>
<td>342</td>
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<td>2013</td>
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<tr>
<td>2014</td>
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<tr>
<td>2015</td>
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<td>434</td>
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<tr>
<td>2016</td>
<td>197</td>
<td>353</td>
<td>n/a</td>
<td>1660</td>
</tr>
</tbody>
</table>
**Changes to the 2016 Reading Programs**

**Adult:** No significant changes were made this year.

**Traditional Youth Programs:** Prizes and coupons were rotated out each week. This definitely increased ongoing participation throughout the summer. Participants were also asked to note their progress on paper at the Summer Reading Table if they submitted progress off-site. This raised awareness that progress tracking is required to receive prizes, and that it’s important for funding justification.

**Quests:** Quest program participation was tracked on paper this summer. (In previous summers, we tracked registration by amount of distributed supplies.) This year, participants received their lanyard and 1st pin after they completed their first quest. In addition, volunteers recorded each badge the participant earned. This created more accurate registration and participation counts.

**Teen Volunteers:** We changed the duties of our teen volunteers to increase volunteer engagement and to enhance the experience for participants. Additional responsibilities included distributing prizes, creating Quest buttons, and tracking quest participation on paper.

**Summer Reading Promotion:**

The summer reading programs began on Friday, June 10, 2016 and ran through Wednesday, August 17, 2016. Staff members visited area elementary schools to promote the summer reading programs and events. The teen librarian visited several middle school classes and some high school classes as well. Flyers were distributed to all elementary students and to the secondary school classes when staff visited. 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 Local Hop, and news sources like MLive.

**Summer Reading Kick Off Events:**

The kickoff was held at the library on Saturday, June 11, 2016. 423 people attended the 3-hour program. Youth and family activities included an egg drop contest, bubble/water station, face painters, scavenger hunts, science activities, and crafts. Adult Services set up a “coffee house” and shared space with the Friends and their mini book sale. It is interesting to note that thirty percent of the adults that signed up for summer reading registered during the kickoff.

**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 2016 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):
Erbelli’s, Kazoo Books, Bookbug, Moors Golf Club, Chocolate Tea, The Pantry, Celebration Cinema, Baskin Robbins, Portage Northern Athletic Department, Portage Central Athletic Department, Long Lake Roller Rink, Monelli’s, Moe’s, Texas Corral, Sky Zone, Ritter’s, Barnes and Nobel, Pizza Hut, and Water Street Coffee supported us this summer.

**Volunteer Hours:**

The library could not run our successful Summer Reading Programs without the help and dedication of our teen volunteers. 82 teen volunteers gave over 1,122 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: We had a successful year. Many adults were still signing up for the program well into July. We had about one quarter of the adults that participated turn in forms for the drawing for our three prize bags. We received many compliments on the program from our community.

Youth: While registration numbers in the traditional programs dropped, changes made to the traditional program dramatically increased ongoing participation and completion numbers. The Quest program continues to grow in popularity and content. Participants completed 5,311 Quests this summer! Continued growth in this program and reduced registration in the traditional program have informed some of our discussions about the next step for youth summer reading programs. For the teens, the addition of the Prize Packs continues to be a useful incentive, and the Teen Advisory Group again made excellent prize choices for this age group and for the children’s programs.

**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 adult 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 again successful, and will most likely be repeated in 2017. Youth hosted several additional family-oriented in-house programs this summer and added a weekly self-directed activity or craft. Youth staff was also able to host Pups and a Picnic and a water-themed event called Oddball Olympics outdoors, thanks in part to the generosity of our neighbors, First Reformed Church, and their willingness to allow use of their green space. It was a fun, busy summer. We enjoyed seeing so many of our favorite Portage people and meeting many new families as well!
To: Portage District Library Board
From: Christy Klien, Library Director
Date: September 20, 2016
Subject: Proposed Change to the Internet Policy

BACKGROUND:

The library’s Internet Policy is scheduled to be reviewed at the September 26, 2016 board meeting. Prior to bringing it to the meeting for trustees to review, library staff has also reviewed it for currency, accuracy and relevance to actual practice.

Library staff read internet policies in several other Michigan libraries and found our own outdated and requiring changes. We have put together a new Internet Policy for your review and have included the current policy as reference. This policy has been discussed, reviewed, and approved of by the library’s lawyer, Dick Butler, and the Admin Team.

RECOMMENDATION:

Please consider and approve the requested change to the Internet Policy. With Library Board approval, the recommended change would become effective immediately.
Internet Policy

Internet Public Access Statement

The Portage District Library provides access to the Internet to meet the educational and public information needs of the Portage community.

Recognizing the First Amendment rights of its patrons and their desire for intellectual freedom, equity of access and confidentiality, as well as the Michigan Legislature’s mandate that the library restrict access to minors with regard to obscene and sexually explicit materials deemed harmful to minors, the library has adopted the following policy. The Portage District Library will enforce the rules stated in this policy, including those designed to meet the Legislature’s stated intent of protecting minors from access to that material without interfering with the rights of adult patrons.

Acceptable Use

Access to the library computers in the Teen Area is intended for users in grades six through twelve and their parents/guardians. Preference will be given to those users.

Access to the library computers in the Juvenile Area is intended for users through grade five and their parents/guardians. Preference will be given to those users.

While using computing resources, users may not:

- Violate the library’s Disruptive Patron Policy or any other library policy.
- Use computing resources for illegal activities, including fraudulent or unlawful purposes prohibited under any applicable federal, Michigan, or local law, including but not limited to unsolicited mass mailings, or accessing or producing material that can be classified as obscene or child pornography.
- Install any type of software.
- Damage library hardware or software, or modify the security setup, operating systems, network configuration or any other configuration of any library computer without authorization.
- Use another person’s password or identity without their authorization.
- Copy or publish licensed software, media or other intellectual property that infringes upon the copyright or other property rights of other persons or entities in violation of the copyright laws, trademark, or other intellectual property laws of the United States. Responsibility for any consequences of copyright infringement or violation of any other intellectual property rights lies with the user, and the Portage District Library expressly disclaims any liability or responsibility resulting from such use.
• Publish or send threatening, defamatory or libelous information. Publish or send any information with the intent to harass or abuse or that would reasonably result in the harassment or abuse of others.

• Users shall not expose any minor to matter that is obscene or sexually explicit matter harmful to minors, in accordance with the Michigan law, P.A. 212 of 2000.

• Patrons who are minors shall not access matter that is obscene or sexually explicit matter deemed harmful to minors in accordance with Michigan law, PA 212 of 2000.

Persons engaged in any of the above mentioned activities may lose access to the library’s computing resources as outlined below.

**Internet Access**

The Internet is a vast and unregulated information network. It also enables access to information, ideas, and commentary beyond the confines of the library’s mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

The Internet may contain information that is controversial, sexually explicit, or offensive. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child’s use of the Internet through the library’s connection as stated below.

**Internet Filtering**

As with other materials in the library’s collection, it is the Portage District Library’s policy that parents or guardians are responsible for deciding which resources are appropriate for their child. The library urges parents and guardians to discuss Internet use with their children and to monitor their use.

Recognizing that graphic images on computer screens may be seen easily by passerby of all ages, the Portage District Library has designated that the computers in all open areas, including online catalogs, Adult Services, Teen Services and Juvenile Services, shall be filtered. 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. However, such filtering software is not guaranteed to be 100% effective. As a result, 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.

Michigan Public Act 212 of 2000 mandates that the library restrict Internet access to minors with regard to obscene and sexually explicit materials deemed harmful to minors. In addition to the filtering of computers as provided above, the library staff will make a good faith effort to monitor compliance with Public Act 212 of 2000 by periodically checking the public access computers in use by patrons, subject to other demands on staff time.
The library’s wireless network is available to the public using their own devices and computers is unsecured and unencrypted. The Portage District Library’s wireless network is filtered. Users of the Library’s wireless network are required to abide by the Acceptable Use provisions of this policy.

Adult patrons who wish to have unfiltered access to the Internet for their educational and information needs may request access to an unfiltered Library device which shall be provided with reasonable promptness subject to the availability of unfiltered devices.

**Staff Assistance**

Library staff may assist users in getting started with library’s computing resources. However, the library cannot guarantee that staff fully trained in all aspects of software, Internet resources, or other technology will be available to assist users at all times the library is open. Because of the many different applications and resources available, particularly on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. The library’s collections contain materials that are available to computer users regarding assistance and guidance in use of software and other applications.

**Computer Use Procedure**

The library’s computing resources are available to patrons with a valid Portage District Library card or an Internet Guest card. To access resources, enter the number on the back of the library card (without spaces) and enter your PIN code at the log-in screen.

The library’s computer tracking program allows each Portage District Library cardholder two (2) hours of computer use each day on library owned public area computers.

The program keeps track of the minutes you use on any of the library’s desktop computers. You may divide your allotted time among different computers at the library throughout a day.

The Portage District Library provides access to laptop computers that can be checked out for two hour increments at the Adult Services Information Desk and are able to be renewed two additional times if there is not a wait list. The laptop computers can used throughout the library building.

In addition to software filtering, Portage District Library staff will regularly monitor the use of its Internet computers to comply with CIPA regulations. If you are observed violating the Portage District Library’s internet policy, you will be advised as such and the library staff will follow its enforcement procedures outlined below.

The Library will not disclose, use, or disseminate personal identification information regarding patrons, including minors, except as provided under the Michigan Library Privacy Act (MCL 397.601 *et seq.*), Federal law, or other applicable law.

**Violations of Internet Policy**

Users of the library’s computing resources must adhere to the Internet Policy. Failure to follow the Internet Policy will result in the loss of the ability to use the library’s computing resources or access to the library.
1. **First Violation**
   If a library staff member observes a person in violation of the Portage District Library's Internet Policy, then he/she will follow the procedures outlined below:
   
   a. Will advise the person in violation that the observed activity is prohibited.
   b. Will request the person in violation to stop the prohibited activity.
   c. Will advise the person in violation that further violations may result in the loss of use of the library’s computing resources, access to the library, or other library privileges.
   d. May request the person in violation to give his/her name, address and telephone number.
   e. May request the person in violation to leave the library.
   f. May complete a written Incident Report and submit it to the Library Director. This Incident Report will then be retained by the Library Director for a period of six (6) months.
   g. May involve the local authorities if the person is violating the law, is non-compliant in discontinuing activity in violation of the Internet Policy, or will not leave the library when asked to do so.

2. **Second Violation**
   If a library staff member observes a person in violation of the Portage District Library's Internet Policy, who is known to have been in violation of the policy within the previous six (6) months - as documented by a written Incident Report that was filed for the first violation - then the library staff member will follow the same procedures as described above for a First Violation, and in addition the following action may be taken:
   
   a. The Library Director or his/her designee may suspend the use of the library’s computing resources, access to the library, or other library privileges of the person in second violation of the library's Internet Policy for up to seven (7) calendar days. Any such suspension will be issued in writing by the Library Director.
   b. The Library Director shall retain an Incident Report of a person in second violation of the library's Internet Policy and a written copy of the suspension for one (1) year.

3. **Third and Subsequent Violations**
   If a library staff member observes a person in violation of the Portage District Library's Internet Policy, who is known to have had a second violation of the policy within the previous one (1) year - documented by a written Incident Report that was filed for the second violation - then the library staff member will follow the same procedures as described above for a First Violation, and in addition the following action may be taken:
   
   a. The Library Director or his/her designee may suspend the use of the library’s computing resources, access to the library, or other library privileges of the person in third or subsequent violation of the library's Internet Policy for a period up to (6) months. Any such suspension will be issued in writing by the Library Director.
   b. The Library Director shall retain an Incident Report of a person in third or subsequent violation of the library's Internet Policy and a written copy of the suspension for three (3) years.

**Exception:** Notwithstanding Section B. 1-3 above, the Director of the Portage District Library or his/her designee reserves the right to suspend library privileges for longer periods of time, depending
on the severity of a person's violation of the Internet Policy. Notwithstanding Section B. 1-3 above, anyone violating the law at the Library will be immediately evicted and may have library privileges suspended for longer periods of time, depending on the severity of the violation of the law, to protect patrons and library staff.

C. Appeal Procedure for a Person in Violation of the Internet Policy

1. A person whose library privileges have been suspended by the Library Director or his/her designee may appeal the decision within three (3) calendar days after the date of the written notice of suspension of library privileges. An appeal must be submitted in writing and must include the person's name, address, date and time of violation, type of violation, the person's reason for appealing the decision, the person's signature and the date the appeal is signed. All appeals must be submitted to the Library Director for transmittal to the Library Board at the next regularly scheduled board meeting.

2. The Library Board will hear an appeal of the decision of the Library Director or his/her designee to suspend library privileges. The Library Board will give the appellant an opportunity to be heard on the appeal. The decision of the Library Board shall be final.
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:
   \[\Rightarrow\] Read and follow instructions
   \[\Rightarrow\] Use a computer keyboard and mouse appropriately
   \[\Rightarrow\] 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.
PORTAGE DISTRICT LIBRARY COMMUNICATION

To: Portage District Library Board

From: Christy Klien, Library Director

Date: September 20, 2016

Subject: Proposed Change to the Wireless Access

Background Information

The Portage District Library began offering public wireless access in 2005. At that time, the library decided to offer wireless as an authenticated service and designed multi-level filtered access. The design allowed the library to protect its patrons through head-end antivirus, spyware, and Internet filtering. It also allowed the library to balance bandwidth resources between patrons and staff while supporting numerous devices. As the volume and impact of Internet resources has grown; so too has the library’s dependency on this hardware, design, and service. The second generation of this service expanded the bandwidth allocated through an upgraded fiber connection, expanded the capacity of this hardware, and increased the security of its services.

Now in 2016, the public uses the Internet and its services in a vastly different way. Access to mobile devices is increasing every day. This means that a larger array of devices are being used to access the Internet and patrons have come to expect a simple and quick means of accessing their email, the web, and other hosted resources. Another significant technological change in our community is that the Portage Public Schools have implemented a one-to-one Chromebook project and students will be coming to the library for Internet access to complete their assignments. A key component in our current design is the wireless controller which is no longer being supported as of December 31, 2015. The expectation of a convenient, non-intrusive means of gaining access to the library’s Internet service is pushing the library to revisit its Internet service design. Our current design is becoming antiquated and needs to be updated and for the reasons stated previously, now is the time for the Portage District Library to make a decision regarding the way it offers wireless access to the public.

This year, the library has planned a replacement of its core firewall and expansion of its wireless access points. These replacements are intended to provide a more robust, reliable and secure environment for its staff network, wireless phone and network usage. It also can be designed and extended to simplify and secure the library’s public access network. A new design solution that the Portage District Library is considering would simplify a patrons’ process of logging into the library’s Internet service, simplify the library’s Internet filtering program, simplify the library’s network design and management of this design, and expand the list of supported devices. This
new design would involve a simple click to agree with the Portage District Library Internet Policy. The library would no longer require parents and guardians to sign Internet access consent forms for minors, however the library would retain a Children's Internet Protection Act (CIPA) compliant Uniform Resource Locator (URL) Internet filter and continue to monitor Internet access through regular staff scans of the computer stations and public areas. The library would also no longer require a library card barcode to access wireless internet. The implementation of this design would offer a modern, more user friendly, and more open wireless access service to patrons that the public has come to expect in local businesses, other locations throughout the community, and now at the Portage District Library.

**Suggested Next Steps**

The Portage District Library would like to simplify its public access Internet service and provide user-friendly access to the library’s computing resources and Internet access for area students and library users. The following steps would need to occur as part of the implementation of the new design:

1) Eliminate the SIP2 authentication, signed Internet release forms for minors and replace it with a simple click through agreement that states by using this service you (the user) will comply with the Portage District Library’s Internet Policy;

2) Simplify Internet filtering by implementing one of the following: OpenDNS (Cloud based DNS, DNS security and DNS Filtering), Lightspeed (Dedicated URL filtering appliance), Sophos Web Appliance (Dedicated web filter), or what is determined to be the best solution to comply CIPA standards and ensure youth safe Internet access and maintain regular staff monitoring of the public access area;

3) Implement a single firewall with High Availability services thereby eliminating the overhead and maintenance of a dual firewall/wireless controller network design and reducing complexity and points of failure at the library.

4) Notify parents and guardians of the changes of access to the Portage District Library’s Internet service.

A discussion of this new Internet access design plan will take place at the September 26, 2016 Portage District Library Board meeting.