NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on September 25, 2017 beginning at 6:00 p.m. at the Portage District Library in the Lower Level Long Lake & Gourdneck Lake Meeting Rooms for the purpose of conducting library business.
PORTAGE DISTRICT LIBRARY BOARD
Regular Board Meeting to be held on
September 25, 2017
In the Lower Level Long Lake & Gourdneck Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

I. Start of Meeting
II. Roll Call
III. Comments or Requests from the Public, Board Members, or Library Staff
IV. Adoption of the Agenda for the Regular Meeting of September 25, 2017

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on August 28, 2017. Pg. 1-7
   B. Narrative Report for August 2017. Pg. 8-11
   D. Statistical Report for August 2017. Pg. 15-16
   E. Marketing Update for August 2017. Pg. 17-18
   F. Legislative Update for August 2017. Pg. 19-20
   G. Library Board Linkage opportunities for October 2017. Pg. 21
   H. Review of Capitalization Policy Pg.22-24

VI. Governance (35 minutes)
   A. Initiation of Library Director’s 2017 Evaluation Process (Info) Pg. 25-28

VII. Ends Development (35 minutes)
   A. Report on 2017 Summer Reading Program (Info) Pg. 29-31
   B. Review of Internet Policy (Vote) Pg. 32-37
   C. Review of Materials Selection Policy (Vote) Pg. 38-52
   D. Board Feedback on Strategic Plan 2018-2020 Draft Document (Info) Pg. 53

VIII. Library Director’s Comments (20 minutes total)
   A. Final remarks by Library Director for the September 25, 2017 Library Board Meeting.

IX. Process Evaluation (10 minutes total)
   A. Suggestions for Agenda Items to be included on the October 23, 2017 board meeting
      1. Minutes of the Public Hearing and Regular Meeting held on September 25, 2017.
      4. Review of Fines & Fees Policy.
      5. Review of Investment Policy.
      6. Review of Resident Non-Resident Policy.
     12. Progress Report on Goal #4 (Be a community center to experience & explore local arts & culture).
   B. Assessment of this meeting
   C. Miscellaneous Items

X. Adjournment
PORTAGE DISTRICT LIBRARY BOARD  
Minutes of the Public Hearing and Board Meeting held on  

August 28, 2017  

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 Free Love Bakery and EarthFare and the board meeting started at 6:00 PM

II. Roll Call  
**Board Members Present:** Michele Behr, Martha Pacheco, Alisha Siebers, Cara Terry, Donna VanderVries, Ted Vliek, and Tom Welsh  
**Library Staff Present:** Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Colin Whitehurst and Laura Wright  
**Library Staff Absent:** Jill Austin

III. Comments or Requests from the Public, Board Members, or Library Staff  
Board Chair Behr 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 Terry  
Trustee Terry thanked the Library staff for the birthday card and treats. Trustee Siebers echoed her comments.

B. Comment from Trustee Welsh  
Trustee Welsh commented on how much he enjoyed being a part of the Library’s Architect Selection Committee. He enjoyed getting to know some of the library staff better, touring other Michigan libraries, and interviewing architects to hear their ideas. He said he is looking forward to sharing comments about the committee’s recommendation.

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

IV. Adoption of the Agenda for the Regular Meeting of August 28, 2017  
Library Board Chair Behr asked if there were any changes needed to the agenda for the August 28, 2017 board meeting before its adoption, and there were no changes requested by trustees. Behr asked for a motion to adopt the agenda.

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Welsh that the Library Board adopt the agenda for the regular meeting of August 28, 2017. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.

V. Consent Agenda  
Library Board Chair Behr asked if there were any changes needed to the consent agenda for the August 28, 2017 board meeting before its adoption. Three changes were requested; Items D and F (VanderVries) and Item H (Behr) were removed for additional comments. Trustee Behr asked for a motion to adopt the agenda with Items D, F, and H removed.

A. Minutes of the regular board meeting held on July 24, 2017.  
G. Library Board Linkage opportunities for September 2017.
MOTION: It was moved by Trustee Vliek and supported by Trustee VanderVries, to approve the consent agenda with Items D, F, and H removed. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.

Item D – Trustee VanderVries asked why the statistics showed the number of library patrons are down. Library Director Klien responded that the number of patrons are down because of the patron database cleanout. Programs are down from last year due to the cancellation (due to weather) of the Big Trucks program. The numbers seen are the number of patrons that have been active within the past three years.

Item F – Trustee VanderVries has talked to the lobbyist from the county regarding HB 4814, and he doesn’t think that it will go anywhere. This bill is a concern for schools, libraries, and governmental bodies in general, budget wise. If this law passes, when the library puts out a special election, we would have to pay for it, unless it is during the November general election.

Item H – Trustee Behr asked for an explanation of the PPT Reserve Fund. Business Manager Foti responded that last February, the Library received the first check from the state for reimbursement of PPT being eliminated. Foti said that the Library budgeted for approximately $200,000, and the check received was over $500,000. The State collects all the money and distributes it according to a hierarchy, so that means more money than expected was collected. We want to take everything that was above what was budgeted and put it aside into a reserve to save for years where there is a potential to not receive full reimbursement. The money in the reserve account cannot be spent without Library Board Approval.

MOTION: It was moved by Trustee Welsh and supported by Trustee Vliek to approve Item B, Item F and Item H after discussion. Vote: 7-Yes, 0-No. Motion carried.

VI. Public Hearing

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

MOTION: It was moved by Trustee Vliek and supported by Trustee VanderVries to move into a public hearing for the Proposed FY 2018 Budget. Vote: 7-Yes, 0-No. Motion carried.

Library Board Chair Behr invited any public comments at the Public Hearing on the Proposed Fiscal Year 2018 Budget. There were no public comments made. Behr read aloud the resolution to adopt the FY 2018 Budget for the library. The following resolution was read aloud:

PORTAGE DISTRICT LIBRARY
COUNTY of KALAMAZOO, MICHIGAN

Public Hearing on Fiscal Year 2018 Budget Held on August 28, 2017

RESOLUTION to SET the MILLAGE LEVY for the PORTAGE DISTRICT LIBRARY
and ADOPT the FISCAL YEAR 2018 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 2018 through December 2018; and

WHEREAS, a public hearing was held on August 28, 2017 on the proposed Fiscal Year 2018; 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 2018; Fiscal Year of the Portage District Library for the purposes set forth below:

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>Budget</th>
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<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>$1,289,643</td>
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<td>Fringes &amp; Benefits</td>
<td>$559,606</td>
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<td>Library Materials</td>
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<tr>
<td>Library Supplies</td>
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<td>Administrative Services</td>
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<td>Buildings &amp; Utilities</td>
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<td>Furnishings &amp; Equipment</td>
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<tr>
<td>Other Charges</td>
<td>$268,081</td>
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<tr>
<td>Total Operating Expenses:</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 2018; 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, 2017; in compliance with applicable law.
Library Board Chair Behr asked for a motion to close the Public Hearing.

MOTION: It was moved by Trustee Vliek and supported by Trustee VanderVries to close the Public Hearing.
Vote: 7-Yes, 0-No, 0-Absent. Motion carried.

B. **Formal Resolution to Adopt the FY 2018 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2018.**

Library Board Chair Behr then asked for a motion to approve the resolution to set the millage levy for the Portage District Library and adopt the Fiscal Year 2018 Library Budget.

MOTION: It was moved by Trustee VanderVries and seconded by Trustee Welsh that the Resolution to set the millage for the Portage District Library and adopt the Fiscal Year 2018 Budget be approved as presented.
Vote: 7-Yes, 0-No, 0-Absent. The vote was unanimous and the motion carried.

Library Board Chair Behr and Library Board Secretary Quyen Edwards signed the Resolution and Form L-4029. Behr thanked Library Director Klien and Business Manager Foti and administrative staff for all their work in developing a well thought out budget.

VII. Governance

A. **Recommendation from the Architect Selection Committee**

Library Director Klien started by thanking the Architect Selection Committee members for their hard work. She reminded trustees that the seven member committee consisted of Trustee Pacheco, Trustee Welsh, Youth Services Librarian Kristy Zeluff, Technical Services Librarian Abby Pylar, Adult Services Librarian Ruth Cowles, Business Manager Rob Foti, and herself. At the conclusion of their thorough process as reviewed in the board packet memo, it was the Architect Selection Committee’s recommendation that C2AE be awarded the contract for architectural services. Klien said that if the board had any additional questions, the members of the committee who were present would be happy to answer them.

Trustee Siebers asked what was significant or special about the site visit location recommended by C2AE. Trustee Pacheco said that the site visit to East Lansing Public Library shed a very favorable light on the firm. The library had open sightlines, good lighting, and implemented a number of excellent design ideas. The staff at East Lansing Public Library said that they had a positive experience working with the firm and felt that their ideas regarding layout and design had been heard. Trustee Welsh added that when speaking with East Lansing staff, they talked of receiving a comprehensive plan of varying phases and budgets to choose from. Welsh said C2AE had an impressive interview where they showed concepts that were seen at other libraries and how they could be implemented at PDL. The Architect Selection Committee also had a positive impression of their team and how they work together. Everything we heard and saw was very impressive. Trustee Terry asked if the East Lansing Public Library project was a remodel of an older building and Trustee Pacheco responded that all of the libraries that were site visits were remodeled, so that the committee could get an idea of what each firm could do with a project similar to what we are hoping to do at PDL. Trustee Terry followed up her first question by asking if the recommended firm is local and Library Director Klien said there is a Kalamazoo branch, but that the C2AE library design architect is in Grand Rapids.
Library Board Chair Behr had a question about the RPF proposal chart regarding the charges and the 15% implementation fee. Library Director Klien said that following the signing of a contract, the first few phases are gathering feedback from staff, the Board, the Friends and the community and working on a Master Plan. Once the Library has a plan in place and gets into the construction phase, the percentage of that fee will be much more important. The proposal means that the Library will have to pay a fee equal to 15% of the total construction cost of the project to C2AE for bidding and construction management. Business Manager Foti said that the Library will consult the attorney that was used when writing the RFP when negotiating this contract, so that 15% number may change.

Board Chair Behr made some comments about acoustics and noise level as she spent a lot of time in various public libraries this summer. She said that the open floor plan is very popular right now, but it can still be very noisy for those who are trying to work, read, or study. Trustee Pacheco said that the committee observed various solutions to this issue, including adding small meeting rooms, and that PDL would look into some of these options for patrons who are looking for quiet.

Business Manager Foti said that it was clear after touring all of the libraries, that each remodeling project had its own positives and negatives. As it will be with our library, we will have to do the best we can with the building that we have as a starting point and that will have its own unique challenges. Hopefully, we have learned from the libraries we have visited and will not repeat some of the issues that have happened with their buildings. So much will come down to the process of getting input and how to make it all work together within our budget. The Architect Selection Committee’s decision was unanimous and they are confident that C2AE is the correct firm to use to move forward with this project.

MOTION: It was moved by Trustee Welsh and supported by Trustee Siebers to accept the Architect Selection Committee’s recommendation and award the contract to C2AE. Vote: 7-Yes, 0-No, 0-Absent. The motion carried.

MOTION: It was moved by Trustee Welsh and supported by Trustee Pacheco to move forward with negotiating and formalizing a contract with C2AE to create the Library’s Master Plan. Vote: 7-Yes, 0-No, 0-Absent. The motion carried.

B. Discussion on date and time for the 2017 Library Board Retreat
Library Director Klien said that following previous conversations, the 2017 Board Retreat would most likely consist of conversations with the architect regarding the Library’s Master Plan. Klien said that she would like to get some possible dates that work for the board in October and/or November that she can suggest to C2AE once the contracts are signed. The Board agreed that they would prefer to meet with the architects sooner rather than later. After discussion, the evenings of October 17 and November 8 were determined to be the best dates for all trustees to attend. Klien thanked everyone for their cooperation and said that she would follow-up with more information when it was available.

DISPOSITION: Library Board members received the information about the 2017 Board Retreat meetings.

C. Report from Trustee Martha Pacheco on the Friends of the Library
Trustee Martha Pacheco said that neither she nor Trustee Terry were available to attend the Friends August Board Meeting on August 14th, but she did receive report that the Friends Book Sale on August 5-6 had sales totaling over $4,700. Trustee Terry said that she was able to observe various stages in the Friends Book Sale process (during the Friends Only Sale on Friday and during cleanup after the public sale on Saturday) and she was very impressed with all that the Friends do. They work very hard and they are very organized. Trustee Pacheco said that she spoke with the Friends and that the top priority item that they are interested in is more space downstairs to sort and store their materials.

Library Director Klien said that Circulation Supervisor and Staff Liaison to the Friends Jill Austin gave a report at last week’s Administrative Team Meeting regarding the August Friends Board Meeting. The Friends are raising their individual book price to 50 cents per book, however they will still keep the 3 for $1 special to keep materials accessible.
moving. The Friends are also looking at changing the membership rate from $15 for an individual and $25 for a family to a flat rate of $20 for all. The Friends have approved having a Harwood conversation at their next board meeting which will be led by Library Director Klien and Marketing Manager Colin Whitehurst. The Friends had a booth at last Sunday’s Portage Farmers Market.

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

IX. **Ends Development**

A. **Progress Report on End Statement #3**

Library Director Klien reminded trustees that this is the Ends Statement that focuses on Community Outreach. Klien said that the Library is looking at sending two more staff members to Harwood training. They have applied for two spaces through the training supported by the Library of Michigan and hopefully that will be accepted.

As an update to some of the projects listed in Ends #3, Youth Services is looking at doing some different types of displays to connect with the community. Marketing is working on an Outreach kit so that there are materials ready for outreach use all in one place. Trustee Behr asked in the library had ever considered advertising at the Kalamazoo Airport. Klien responded that Adult Services staff had investigated the possibility of providing in-person instruction on how to use e-Materials, but it did not pan out due to TSA restrictions. They will look into other options to advertise library services at the airport. Trustee Behr also asked what kinds of “Frequently Asked Questions” were received at the Youth Information Desk. Head of Youth Services Laura Wright responded that the Youth Desk often fields questions about hiring a tutor, choosing a daycare or preschool, where there is information about area schools, getting testing for a child, City services and events, and numerous questions about teen volunteering.

**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.

B. **Board Feedback on Strategic Planning Draft**

Library Trustees received a draft copy of the Strategic Planning document. Klien said that she wanted to be sure that the projects that are proposed are in line with the vision trustees have for the outlined goals. Trustee Siebers said that it would be helpful to have more time to look at the document and bring comments to next month’s meeting. Board Chair Behr agreed and asked that the Strategic Planning document discussion be put it on the agenda for September.

**DISPOSITION:** The Library Board received the draft Strategic Planning document and will bring comments to the September Board Meeting.

X. **Library Director’s Comments**

A. **Final remarks by Library Director for the August 28, 2017 Library Board Meeting**

Library Director Klien said she talked to the attorney regarding the follow-up questions the board had after their discussion regarding remote participation. Any decision of the board regarding does not need to be in the bylaws, but she would recommend that you do a participation policy. She is not currently aware of any other library boards that went this route. The Library Board Secretary does not need to note physical location of the participants. If remote participation is considered present the board member is present at the meeting. Klien cautioned that there are some technical issue that the staff would have to work through and Systems Administrator Rolfe Behrje said that there are some eBoard products available which would cost some money to implement. Trustees Behr and Terry will compile similar policies into a Remote Participation Policy draft to bring to the next meeting.

Next, Library Direct Klien announced that the Library had received a resignation from Adult Services Librarian Jessica Enget. She has been named the Lincoln Township Public Library Director. Her last day at PDL will be September 22nd, so we will have a position open that we will look at filling. Klien said that the Library has also received a resignation from Youth Services Aid Stephanie Frizzell who has been at the library for over 10 years. She is moving on to a full time job and we wish her the best. There is also a 20 hour per week Circ position open and interviews for that position will begin in early September.
Board Chair Behr said that there is a meeting on October 13th sponsored by Friends of Michigan Libraries Trustees which will take place in Grand Rapids at Kent District Library. Board Secretary Quyen Edwards will send out the information to gauge interest of trustees. We have a board training budget so the Library can pay for the $30 registration fee.

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

XI. Process Evaluation
   A. Suggestions for Agenda Items to be included on the September 25, 2017 board meeting:

   1. Minutes of the Public Hearing and Regular Meeting held on August 28, 2017.
   2. Review of Capitalization Policy
   3. Review of Internet Policy
   4. Review of Materials Selection Policy
   5. Report on 2017 Summer Reading Program
   6. Initiation of Library Director’s 2017 Evaluation Process

B. Assessment of this meeting – There was agreement among trustees that a lot had been accomplished during the meeting.

C. Miscellaneous Items – None.

XII. Adjournment –
    Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of August 28, 2017.

DISPOSITION: The regular board meeting of August 28, 2017 was adjourned at 7:22 pm.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
Library Director’s Narrative Report for September 25, 2017
(Activities at the end of August 2017 and beginning of September 2017)

Administrative Activities:
Since the last Library Board Meeting, Library Director Christy Klien has 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.
- Participated in a HelpNet meeting with Rob Foti on 8/29.
- Submitted an application to MCLS for additional staff members to receive training in the Harwood method on 8/30.
- Participated in a meeting with representatives from C2AE on 9/6.
- Attended the Kent District Library’s Libations Gala in Grand Rapids on 9/7.
- Attended a meeting with City of Portage staff on 9/8 and 9/15.
- Participated in a Staff Development Day Committee Meeting on 9/5, 9/11, and 9/18.
- Attended the Rose Street Advisor’s Fall Seminar on 9/12.
- Participated in the PCC Peacock Strut packet pick-up on 9/15.

Technical Services

- Continued to plan for acquisitions and library data management during Abigail Pylar’s leave.
  - Temporary staffing plan includes Rolfe loading orders and records for major jobbers, Fran Cooper managing AV orders and addons.
  - All records added will be tagged for review upon her return.
- Fixed another set of indexing issues for MARC records with verbose and numerous indexed MARC tags.

IT Services

- All regular IT maintenance activities, patching and updates have been completed.
- Staff PC Maintenance Project
  - Transitioned to Ninite Pro for third party patching
  - Reconfigured Group Policies for Ninite agents and Windows Update services.
  - Live Production: September 6, 2017
- Hosted Firewall Project and Wireless Project.
  - Phase 1 – Complete
    - Firewall configured and modified for MelCat services.
    - OpenDNS actively managing/monitoring this service.
    - Installed and Configure new POE+ switch for new Access Points and Wireless Controller.
  - Phase 2 - Complete
    - 9 Access Point models have been installed. Installation was completed on July 3, 2017.
    - The new controller has been configured and is actively managing the existing access points.
    - The library will expand and/or move AP to enhance coverage going forward.
  - Final Phase – Complete
    - A wireless survey was completed for this project on August 18, 2017 and a report was received.
    - The coverage report showed good coverage throughout the library.
- The library added a tenth access point and is currently moving one access point.
- Monitoring production usage of the new firewall and wireless infrastructure
- The library is regularly between 95-110 devices on its wireless network.
- This represents 10% - 15% of the designed capacity.
- The library is performing a Happy/Not survey for wireless coverage in its preschool room.
- The library is currently reviewing its staff WLAN and will be making a recommendation to separate library owned devices with Staff BYOD devices to further enhance security and reliability.
- Average patron bandwidth has increased 400% and video streaming/downloads no longer impact others due to better infrastructure design.
  o Continued discussions for collocating library Servers and storage at Secant Technologies.
    • WAN Network Configuration planning in process
    • A formal transition plan will be completed in October 2017
    • Expected Co-location move date will be in December 2017.
  o Portage District Library Connected Apps Projects
    • PDL2GO (Boopsie) – Fixed MARC data mapping issue.
    • PDL2GO (Boopise) – Fixed interface and display issues.
  o Hosted SirsiDynix Symphony Project
    • Met with Kevin Rodriguez to discussion all available options and learn about new product offering.
    • Demonstrated Symphony Software as a Service.
    • Requested quotes for Symphony – Saas, BlueCloud Analytics, BlueCloud Mobile and API.
    • Next Step: Contract Review, Acceptance and Scheduling.
  o Self-Checkout Project
    • Debit/Credit terminals are in production mode for all Self-CKO machines.
    • Live Production Date: August 1, 2017.
    • Cash Management and Maintenance Training for the Smartserv 1000 machines was completed September 18, 2017.
    • Cash Option Go-Live Date: September 29, 2017
    • Maintenance Upgrades: September 21, 2017
  o Automated Checkin/DLA/Gates Refresh Project
    • Quotes Received: September 7, 2017
    • Hardware will be ordered in October for a November installation.
  o Mobile Hotspots Update
    • Original Marc Cataloging Completed.
    • Circulation Packaging and Procedures currently in process.
    • Internet Filtering has been requested
    • Go Live Date: November 1, 2017

**Maintenance and Building Services**

- All preventative maintenance activities were performed as scheduled.
- All Cleaning and Maintenance services were performed as scheduled.
Personnel Information
The library undertook the following human resource and financial activities since the August 28, 2017 Board meeting:

- The Library posted the open Youth Library Aide position on the Library’s website and also advertised it in the September newsletter. Applications are being accepted and candidates will be selected for interviews.
- The Library accepted the resignation of Adult Services Librarian, Jessica Enget. She is leaving Portage District Library to become the new Director of the Lincoln Township Public Library in Stevensville, MI. Her last day will be September 22.
- The Library advertised the soon to be vacated Librarian position in Adult Services on MLive, MLA, and the Library’s website. The Library will be accepting application until September 29, at which time potential candidates will be selected for interviews. The position is advertised as either a Library Associate or Librarian. Their title will be based on the educational attainment of the selected candidate.
- The Library’s Staff Development Day Committee has been working to organize the Library’s annual Staff Development Day, which will take place on September 22nd. The Committee has organized a full day of activities that will be informative and fun for all.

Adult Services Programming Highlights

Summer Reading: Our Summer Reading final numbers are: 531 adults signed up, 249 adults logged in books, 37 adults completed the program by reading 20 books, 2,011 books were logged in by adults and 56 book reviews were written by adults.

Murder High: Murder Mystery: Friday, August 11th: 45 attended. The following description was used to market the event: “You’ve come a long way in the last thirty years and so have your classmates. It’s time to reunite with your old friends (and enemies) to see what everyone’s become. Unfortunately for one of you... it is a murderer who is destined to strike. You’ll have but one night to figure it out and bring the killer to justice. Get ready for a night of mystery and mayhem intertwined with rivalries from the past that spill over to the present. At Murder High, it’s not only what you were, but what you’ve become. And let’s hope it’s a survivor.”

Adult Services Networking

We had staff at the Southwest Michigan Library Cooperative meeting, Thursday, October 10th. Library staff coordinated the Cooperative’s 2016-2017 Reimbursement Grant program again, and for the first time helped the cooperative disburse all of its grants.

We had staff at the Midwest Consortium for Library Services Overdrive Cooperative meeting on Wednesday, August the 16th. The cooperative voted to increase the number of holds patrons can have by five, up from 10 to 15.

Adult Services Displays

Display’s this month included – TV Series, Knitting, and Origami
Youth Services Programming

Youth Services ended the 2017 Summer Reading Program on Wednesday, August 16th. We completed the summer with regular programming including storytimes, “Create” arts and crafts activities, teen clubs, and Crafternoons. Special programs included a last visit from Nova VR (virtual reality gaming); a magic program with Gordon Russ; and a “Make Music, Make a Mess” event that included dancing, crafts, and a water balloon toss.

Youth Services Outreach

Youth staff rode the BookBike to Celery Flats with a local elementary teacher for a storytime to get her students excited about the school year. The teacher enjoyed the experience so much that she has scheduled an additional date with us this fall. Two staff members attended Meet Up and Eat Up events again this month at three Portage locations. Youth Staff/Local Historian Steve Rossio attended the Portage Farmer’s Market. Rossio provided a “Guess the Artifact” display for attendees to enjoy.
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:

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<tr>
<th>Revenue</th>
<th>$ 4,474,125</th>
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<td>Expenditures</td>
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<th>Changes</th>
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<tr>
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<tr>
<td>Building Reserve</td>
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<tr>
<td>Benefits Reserve</td>
<td>29,740</td>
<td>-</td>
<td>29,740</td>
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<tr>
<td>Technology Reserve</td>
<td>111,305</td>
<td>-</td>
<td>111,305</td>
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<tr>
<td>HVAC Reserve</td>
<td>15,000</td>
<td>-</td>
<td>15,000</td>
</tr>
<tr>
<td>Patio Feasibility Reserve</td>
<td>4,700</td>
<td>-</td>
<td>4,700</td>
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<tr>
<td>Lobby Reserve</td>
<td>7,500</td>
<td>-</td>
<td>7,500</td>
</tr>
<tr>
<td>Reserve for Encumbrances</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td>2,856,044</td>
<td>-</td>
<td>2,856,044</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 2\textsuperscript{nd} 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.
### Library Statistical Report - August 2017

<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug-17</td>
<td>Aug-16</td>
</tr>
<tr>
<td>Total Library Circulation</td>
<td>76,989</td>
<td>78,178</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>20,363</td>
<td>20,282</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>8,155</td>
<td>8,700</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>28,646</td>
<td>28,666</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>5,268</td>
<td>5,555</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>5,005</td>
<td>5,373</td>
</tr>
<tr>
<td>E-Material</td>
<td>7,475</td>
<td>7,069</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,278</td>
<td>1,398</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>799</td>
<td>1,135</td>
</tr>
<tr>
<td>Self-Checkout Percentage</td>
<td>59.78%</td>
<td>61.08%</td>
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<tr>
<td>Total Library Collection</td>
<td>204,966</td>
<td>207,249</td>
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<tr>
<td>Adult - Books</td>
<td>93,974</td>
<td>97,307</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>17,976</td>
<td>17,806</td>
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<tr>
<td>Youth - Books</td>
<td>76,134</td>
<td>75,165</td>
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<tr>
<td>Youth - A/V</td>
<td>12,361</td>
<td>12,244</td>
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<tr>
<td>Hot Picks</td>
<td>4,521</td>
<td>4,727</td>
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<td>Net Acquisitions</td>
<td>(1,327)</td>
<td>727</td>
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<tr>
<td>Purchased - Books</td>
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<tr>
<td>Purchased - A/V</td>
<td>474</td>
<td>269</td>
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<tr>
<td>Donated - Books</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Donated - A/V</td>
<td>2</td>
<td>4</td>
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<tr>
<td>Material Discarded</td>
<td>(3,390)</td>
<td>(1,452)</td>
</tr>
<tr>
<td>Total In-House Usage*</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>In-House Book Usage</td>
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<td>n/a</td>
</tr>
<tr>
<td>Patrons</td>
<td></td>
<td></td>
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<tr>
<td>Total Patrons</td>
<td>40,299</td>
<td>51,082</td>
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<tr>
<td>Adult</td>
<td>26,339</td>
<td>36,111</td>
</tr>
<tr>
<td>Youth</td>
<td>6,574</td>
<td>7,896</td>
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<tr>
<td>Non-Resident</td>
<td>368</td>
<td>340</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>6,032</td>
<td>6,020</td>
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<tr>
<td>Internet User</td>
<td>921</td>
<td>656</td>
</tr>
<tr>
<td>Professional</td>
<td>65</td>
<td>59</td>
</tr>
<tr>
<td>Net Patrons</td>
<td>16</td>
<td>326</td>
</tr>
<tr>
<td>Adult</td>
<td>207</td>
<td>192</td>
</tr>
<tr>
<td>Youth</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>5</td>
<td>2</td>
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<tr>
<td>Reciprocal</td>
<td>48</td>
<td>29</td>
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<tr>
<td>Internet User</td>
<td>71</td>
<td>96</td>
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<tr>
<td>Professional</td>
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<td>1</td>
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<tr>
<td>Patrons Removed</td>
<td>(320)</td>
<td>0</td>
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<tr>
<td>Library Building Usage</td>
<td>Month Statistics</td>
<td>YTD Statistics</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>------------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td>Aug-17</td>
<td>Aug-16</td>
</tr>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td>192</td>
<td>190</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>94</td>
<td>91</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>98</td>
<td>99</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>1,061</td>
<td>1,530</td>
</tr>
<tr>
<td>Adult</td>
<td>136</td>
<td>554</td>
</tr>
<tr>
<td>Youth</td>
<td>925</td>
<td>940</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td>29</td>
<td>28</td>
</tr>
<tr>
<td>Adult</td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td>Youth</td>
<td>17</td>
<td>13</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>735</td>
<td>667</td>
</tr>
<tr>
<td>Adult</td>
<td>131</td>
<td>119</td>
</tr>
<tr>
<td>Youth</td>
<td>280</td>
<td>313</td>
</tr>
<tr>
<td>Technical</td>
<td>83</td>
<td>64</td>
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<tr>
<td>Circulation</td>
<td>182</td>
<td>133</td>
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<td>22</td>
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<tr>
<td>Community Service</td>
<td>31</td>
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<tr>
<td><strong>Total Front Door Traffic</strong></td>
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<td>69,902</td>
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<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>58,975</td>
<td>58,332</td>
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<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>3,199</td>
<td>3,398</td>
</tr>
<tr>
<td><strong>Information Access/Reference/Research</strong></td>
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<tr>
<td><strong>Total Reference Transactions</strong></td>
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<td>9,865</td>
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<td>Adult</td>
<td>769</td>
<td>418</td>
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<td>Adult Ready Reference</td>
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<td>3,028</td>
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<td>Adult Reference</td>
<td>174</td>
<td>262</td>
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<tr>
<td>Youth Phone</td>
<td>176</td>
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<tr>
<td>Youth Ready Reference</td>
<td>2,871</td>
<td>3,517</td>
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<tr>
<td>Youth Reference</td>
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<td>537</td>
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<td>HR Phone</td>
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<tr>
<td>HR Ready Reference</td>
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<td>365</td>
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<tr>
<td>HR Reference</td>
<td>16</td>
<td>19</td>
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<tr>
<td>Circ Phone</td>
<td>897</td>
<td>674</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>576</td>
<td>666</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>339</td>
<td>248</td>
</tr>
<tr>
<td><strong>Total Edutainment LAN Use</strong></td>
<td>402</td>
<td>409</td>
</tr>
<tr>
<td><strong>Total Internet Computer Use</strong></td>
<td>3,247</td>
<td>2,993</td>
</tr>
<tr>
<td>Youth Computers</td>
<td>472</td>
<td>471</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,604</td>
<td>2,397</td>
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<tr>
<td>Laptop Computer Circulated</td>
<td>171</td>
<td>125</td>
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<tr>
<td><strong>Total Electronic Transactions</strong></td>
<td>48,283</td>
<td>46,391</td>
</tr>
<tr>
<td>WebSite Hits</td>
<td>34,288</td>
<td>33,637</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>10,796</td>
<td>9,457</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>3,199</td>
<td>3,297</td>
</tr>
</tbody>
</table>

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

Christy Klien, Library Director
Marketing Update

Recurring Monthly Projects:

· The August e-Newsletter was sent out the first week of the month to over 12,000 library patrons.
· Our upcoming Fall events were advertised in the Portager, which 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.

August Marketing Highlights:

· Finalized advertising for Fall programming by creating web ads, digital signs, Facebook events, self-checkout machine ads, and print materials.
· We created three videos this month to follow up on Summer Reading and to advertise programs.
· We’re in process on another three videos that will highlight our world languages collection, the Heritage Room, and Online resources.
· Created graphics to support the GeekFest gaming room with a gamers guide, table signs, and a poster.
· The Fundraising Team is working on a mailer for a Spring Appeal follow-up. We’ll highlight the growth of our world languages collection.
· Designed materials to be on display during the What’s Cooking program to guide guests.

August Social Media Highlights:

Facebook
69 New Page Likes | 145 Post Shares | 1,112 Post Likes | 58,788 Total Reach

Twitter
905 Tweet Impressions | 31 Profile Visits | 1 Mentions | 2 New Followers
FALL PROGRAMMING HANDOUTS

BOOK CLUB

Wednesday: September 27th | October 25th
November 29th | December 27th

A Book Club for 3rd through 5th Grade. There's food, fun, discussion, games, and good times.

No registration required.

REGISTRATION REQUIRED

Stuffed Animal Sleep Over

Thursday, October 12th

Bring your stuffed animal to the library for pajama storytime. Afterwards, all stuffed friends are invited to spend the night at the library for a "stuffed animal sleepover". Join us the following morning at 10:00 AM for donuts and juice and learn of all the adventures the stuffed friends had during their sleepover. (We ask that all stuffed friends be picked up the following day if unable to attend the morning treat. One stuffed friend per child.)

No registration required.

REGISTRATION REQUIRED

WHAT'S COOKING IN PORTAGE

10:30 - 11:30 AM
Candy Crush with Michelle Wood
Candied Orange & Black Almonds
Candied Pomegranate Seeds
Candied Rosemary Seeds

12:30 - 1:30 PM
Easy Weeknight Grilling with Russ Barrett
Grilled Vegetable Medley
Grilled Corn on the Cob
Grilled Brisket

2:30 - 3:30 PM
Easy Weeknight Grilling with Russ Barrett
Grilled Vegetable Medley
Grilled Corn on the Cob
Grilled Brisket

REGISTRATION REQUIRED

WHAT'S COOKING POSTER, GEEKFEST GAME ROOM GUIDE, SPRING APPEAL FOLLOW-UP POSTCARD
Who needs advocacy?

An even more compelling question: Whose responsibility is advocacy? The simple answer to both questions is everyone. It gets a little more complicated when we try to sift down to our day to day lives, embrace the fact that we need to practice advocacy every day in our libraries, in our communities and in our personal lives and then try to determine how best to achieve it.

Before you say you don't get involved in politics, what we are calling advocacy and how you are already involved may surprise you. As you know, public libraries depend on millages, penal fines, state aid and myriad other sources of funding. What you may not realize is that for every dollar funneled into your library budget, someone advocated to see that funding was not taken away.

The lobbying done by MLA, lobby firm GCSI, MLA Legislative Committee and numerous engaged librarians has resulted just this year in increased state aid to libraries, relief from tax captures, continuing availability of the May, August or November ballot for library millage questions and the ability to communicate freely with your community.

This fall we will once again be fighting a legislative initiative that would force all millage proposals onto the November ballot. We fully expect another assault on free speech similar to SB 571 which earlier this year would have prevented libraries and others from communicating with their patrons for 60 days prior to an election. Additionally, we expect an attempt once again to sneak this in under the radar without full public review.

So working directly with legislators and the administration to secure positive results is one way to advocate. But advocacy starts well before MLA and GCSI meet with a legislator in Lansing. It starts with educating and building relationships.

Advocacy means educating key audiences on the value of libraries. The American Library Association explains, "The recent rash of anti-library trends, including the anti-tax movement, privatization, removal of independent library boards and deprofessionalization, point to a systemic shift in our landscape." They describe it as an attack on libraries as a public service. This is why we're bringing you the ALA Advocacy Bootcamp in April. This training is for library staff, trustees and friends. It is presented by MLA in conjunction with the Cooperative Directors Association. The focus of the day-long work shop is on developing an advocacy plan you can implement in your library. It will empower librarians with skills to tell their library's story and secure funding and teach practical tips on how to be a respected and effective voice in your community - again this is all about building relationships.

In a very eloquent message to Jeff Bezos on why he should invest in libraries, Susan Crawford of Backchannel explained, "Today, libraries are serving as essential civic places. Trusted by every part of American society, they're the only noncommercial places other than city squares where people meet across genders and ages...They're places that offer classes in computer skills and thousands of other subjects, provide Internet access to millions of Americans who can't afford it, and host innumerable neighborhood meetings. Libraries these days are providing meals to kids and adults through local food banks, working with local immigrant agencies, offering homework help..."
Local and state elected officials, community leaders, and, yes, philanthropists need to be educated and reminded of the good work you do every single day. That's why advocacy is everyone's responsibility.

Develop a relationship with your community leaders and elected officials and educate them. That is imperative. But don't stop there, tell your neighbor, your barista and the person who changes the oil in your car. It's all about community advocacy and it's what we'll be talking about in April and throughout the year.
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 October 2017:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/2</td>
<td>7:00 PM</td>
<td>SciFi/Fantasy Discussion Group: Blade Runner</td>
</tr>
<tr>
<td>10/5</td>
<td>9:00 AM</td>
<td>Muffins and the Market</td>
</tr>
<tr>
<td>10/9</td>
<td>7:00 PM</td>
<td>Top Shelf Reads: Brain on Fire</td>
</tr>
<tr>
<td>10/12</td>
<td>7:00 PM</td>
<td>International Mystery Book Group</td>
</tr>
<tr>
<td>10/21</td>
<td>9:00 AM</td>
<td>Kalamazoo Macintosh User Group</td>
</tr>
<tr>
<td>10/23</td>
<td>6:30 PM</td>
<td>Adulting Life Skills: Time Management *Registration Required.</td>
</tr>
<tr>
<td>10/24</td>
<td>7:00 PM</td>
<td>Fall in Love with Michigan Authors: Doug Stanton</td>
</tr>
<tr>
<td>10/25</td>
<td>5:30 PM</td>
<td>Portage Page Turners Book Club (Elementary)</td>
</tr>
<tr>
<td>10/30</td>
<td>2:00 PM and 6:00 PM</td>
<td>Nonna’s Braciole *Registration Required.</td>
</tr>
<tr>
<td>10/31</td>
<td>10:00 AM</td>
<td>Halloween Fun (Preschool)</td>
</tr>
</tbody>
</table>
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:
   An annual audit of capital assets will be conducted. This will entail a review of the assets listed in the asset accounting system to determine that all listed assets are still in the possession of the Library and in use. All assets deemed no longer in use or in the Library possession will be disposed of in the asset accounting system. All items less than $3,000 that are deemed to be missing should be reported to the Business Manager so that an investigation can be conducted to determine their location.

<table>
<thead>
<tr>
<th>ASSET LIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Asset Type</strong></td>
</tr>
<tr>
<td>Furniture</td>
</tr>
<tr>
<td>Office Equipment</td>
</tr>
<tr>
<td>Computer Hardware</td>
</tr>
<tr>
<td>Telephone Equipment</td>
</tr>
<tr>
<td>Buildings</td>
</tr>
<tr>
<td>HVAC Systems</td>
</tr>
<tr>
<td>Roofing</td>
</tr>
<tr>
<td>Carpet Replacement</td>
</tr>
<tr>
<td>Electrical/ Plumbing</td>
</tr>
<tr>
<td>Kitchen Equipment</td>
</tr>
<tr>
<td>Artwork</td>
</tr>
<tr>
<td>Land Improvements – Structure</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 the 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: Michele Behr, Library Board Chair
Date: September 18, 2017
Subject: Initiation of Library Director’s 2017 Evaluation Process

BACKGROUND:
The Personnel Committee, composed of Ted Vliek, Tom Welsh, and myself, 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 2018 and present a recommendation to the whole board at the December 18, 2017 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 2017?
2. Has there been progress on accomplishing Board endorsed personal goals in 2017?
3. Has the Library Director been in compliance with the Board’s Executive Limitation in 2017?
4. Consider that the success of the library is the evaluation of the Library Director.
PORTAGE DISTRICT LIBRARY
2017 Evaluation Form for 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>01-23-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Emergency Library Director Succession Policy</td>
<td>02-27-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Treatment of Consumers Policy</td>
<td>02-27-17</td>
<td></td>
<td></td>
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<tr>
<td>4. Asset Protection Policy</td>
<td>03-27-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Financial Planning/Budgeting Policy</td>
<td>03-27-17</td>
<td></td>
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<tr>
<td>6. Financial Condition and Activities Policy</td>
<td>03-27-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Fundraising Policy</td>
<td>04-24-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Minutes and Records Retention</td>
<td>07-24-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Compensation and Benefits Policy</td>
<td>08-28-17</td>
<td></td>
<td></td>
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<tr>
<td>10. Treatment of Staff Policy</td>
<td>08-28-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Capitalization Policy</td>
<td>09-25-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Communication and Support to the Library Board Policy</td>
<td>10-23-17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Ends Focus of Grants or Contracts</td>
<td>10-23-17</td>
<td></td>
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</tr>
</tbody>
</table>

Additional Comments: ____________________________________________
________________________________________________________________
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________________________________________________________________

October 2017
Assessment of Accomplishment of Ends in 2017:

<table>
<thead>
<tr>
<th>END STATEMENTS</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>END STATEMENT #2 - Be a safe, welcoming, inclusive destination for families and individuals.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>END 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>
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</tbody>
</table>
Areas of Focus for the Library Director in 2018 (Goals)

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This summer, the Adult and Youth Departments debuted a new summer reading tool. This tool provides more flexibility for both the patrons and the program coordinators, and creates more opportunities for discovery, interaction, and variety in our patrons’ experience. The reporting is very different with this new tool, but the numbers below allow for some comparison of participation between 2016 and 2017.

<table>
<thead>
<tr>
<th>Youth</th>
<th>Participation</th>
<th>Registration</th>
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<tbody>
<tr>
<td>2016</td>
<td>1178</td>
<td>2610</td>
</tr>
<tr>
<td>2017</td>
<td>1118</td>
<td>2940</td>
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<table>
<thead>
<tr>
<th>Teen</th>
<th>Participation</th>
<th>Registration</th>
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</thead>
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<tr>
<td>2016</td>
<td>266</td>
<td>440</td>
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<tr>
<td>2017</td>
<td>223</td>
<td>484</td>
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</table>

<table>
<thead>
<tr>
<th>Quest Program</th>
<th>Participation</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>720</td>
<td>848</td>
</tr>
<tr>
<td>2017</td>
<td>658</td>
<td>1108</td>
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</table>

<table>
<thead>
<tr>
<th>Adult Program</th>
<th>Participation Breakdown</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>197</td>
<td>353</td>
</tr>
<tr>
<td>2017</td>
<td>249</td>
<td>531</td>
</tr>
</tbody>
</table>

**What We Learned:**

- As expected, there is a learning curve for our patrons. We hope to streamline how participants record progress. There is always a gap between reported and actual progress, and this year, the unfamiliar tool was prohibitive for some. The combination of some simplification and a year under our belts should make that gap smaller.

- We need to make a push to encourage participation during the 2\(^{nd}\) half of the summer, and to motivate volunteers to encourage participants to record progress. Our recorded participation was definitely better the first half of the summer which is usually the case. It was definitely more marked this year.

- Additional tracking options are available. We are able to report on the number of new readers each month, and the types and numbers of activities completed at each age level. As we structure our programs in future years, these reports will be helpful in determining our direction.
Changes to the 2017 Reading Programs

- Due to a generous donation by the Friends, the Youth Department was able to offer books as a final prize for both the youth and teen programs. 350 books were distributed to participants.
- The Summer Reading Program ran for 9 weeks instead of 10 in 2017 due to the late end date for the Portage Public school year.
- Young readers (Youth and Teen) were able to “donate” their progress to Heifer International. 276 participants chose to do this.
- All readers could submit book reviews. 158 reviews were posted to the site.

Summer Reading Promotion:
The Summer Reading Programs began on Friday, June 17, 2017 and ran through Wednesday, August 16, 2017. 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 Local Hop, and news sources like MLive. MLive also ran an article on the philanthropic option for youth on August 8, 2017 (link - http://www.mlive.com/news/kalamazoo/index.ssf/2017/08/portage_library_readers_pay_it.html.)

Major Sponsor of the Portage District Library’s Summer Reading Programs:
The Friends of the Portage District Library donated $11,500 for summer events and prizes for the Portage District Library’s adult, teen and youth 2017 Summer Reading programs. An additional $1,000 was donated for the purchase of books for the Youth final prize.

Funding through Grants and Collaborations:
We partnered with the City of Portage, the Portage Senior Center, and Portage Community Center. The philanthropic option for youth was funded by a private anonymous donor.

General Sponsors: (Donations of coupons, small items, in kind gifts & gift certificates):

Teen Volunteers:
Despite changes to our volunteer process, our volunteer pool was able to cover all available shifts.
**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: It was a phenomenal year. Our favorite personal story: One of our winners came in with her two children to pick up a prize bag. As she was handed the bag, her son exclaimed, “Wow, Mom, you get a backpack!” The staff member mentioned that the bag was full of items as well. Our patron did not realize what a bounty she was receiving until the staff member opened the bag for her and started explaining what she was winning. She began to cry. She explained to the staff member that her family was going through a tough time and the gift cards and prizes were going to be a big help.

Future use of Beanstack: The Adult department will be utilizing Beanstack to introduce and encourage the use of our digital library. A quest type program will be developed where the patrons will earn badges for using the different digital offerings of the library. Prize incentives will be given to participating patrons.

Youth: The addition of the activities to both the Youth and Teen programs, the enhancement of the Quest program, and the addition of the philanthropic option all move us closer to our goal of a more interactive, engaging program for youth. Our favorite story for the summer was the young girl who was so excited by the idea of donating to Heifer International that she was the first and the last child to donate. We exceeded our goal for participation in this initiative, and we plan to continue this next year, if possible.

Future use of Beanstack: The Youth Department hopes to use Beanstack as an online component for the 1000 Books Before Kindergarten program.

**Access to the Summer Reading Program:**

Patrons were able to access the program 24 hours a day via any Internet connection or mobile device. 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.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: September 18, 2017
Subject: Proposed Change to the Internet Policy

BACKGROUND:

The library’s Internet Policy was revised and approved by the Board in 2016. The Library Staff have only one recommended change to the Internet Policy this year because it refers to our outdated “Disruptive Patron Policy” which has been changed to the “Patron Behavior Policy.

RECOMMENDATION:

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

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 Patron Behavior 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.
Internet Policy

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.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: September 18, 2017
Subject: Proposed Change to the Materials Selection Policy

BACKGROUND:

A committee consisting on Library Director Christy Klien, Library Board Chair Michele Behr, Head of Adult Services Lawrence Kapture, and Head of Youth Services Laura Wright was assembled to review the Materials Selection Policy. Due to some situations that occurred during the course of the last year, some revisions were suggested for clarity. The proposed revisions from the committee have been made on the first document and the current policy has been included following it.

RECOMMENDATION:

Please consider and approve the requested change to the Materials Selection Policy. With Library Board approval, the recommended change would become effective immediately.
PORTAGE DISTRICT LIBRARY

Materials Selection Policy

1. PURPOSE

The purpose of the Portage District Library Materials Selection Policy is to set broad guidelines in order to assemble, preserve, organize, administer and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives and mission of the Portage District Library.

2. DEFINITIONS

The term “library materials” means books, magazines, DVDs, CDs, or other synonyms as they may occur in the policy and has the widest possible meaning. For the library’s digital collections, selection of content can vary among third party vendors. In situations where the Portage District Library staff are not able to select individual titles, the selection of a third party service will be evaluated on the company’s reputation and overall content offerings. It is implicit in this statement of policy, therefore, that every form of permanent record is to be included regardless of format. However, this policy and the term “library materials” do not apply to Internet sites available through the Library’s computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Policy for any issues related to computer or Internet use. The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader’s advisory. This statement of policy applies to all library materials curated by the Portage District Library staff for adult, teen, juvenile, and preschool collections.

3. GOALS OF MATERIAL SELECTION

   a. To meet the individual’s need for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.

   b. To help the individual attain maximum self-development through life-long intellectual and cultural growth.

   c. To support the democratic process by providing materials for the education and enlightenment of the community.

   d. To assist individuals in their pursuit of activities related to their occupation and practical affairs.

   e. To provide diverse recreational experiences for individuals and groups.

   f. To assist institutions of formal education with services which will support individual study.

4. RESPONSIBILITY FOR SELECTION

The responsibility for selection lays with the Director or his/her designee pursuant to the Collection Development Plan. Both the general public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are
allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

5. GENERAL PRINCIPLES

a. Selection of materials is based on the relationship of such work to the needs, interests, and demands of the Portage community. Basic to this policy is the Library Bill of Rights and the Freedom to Read Statement of the American Library Association to which this Library subscribes. Selection is not made on the basis of anticipated approval or disapproval, but solely on the merits of a work, without regard to the race, nationality, political, or religious view of the writer. Whenever censorship is threatened, from whatever sources, no library materials shall be removed from the Library until all steps in the Library’s procedure for handling complaints about library material have been completed, or by order of a court or competent jurisdiction.

b. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children. The Library respects each individual parent’s right to supervise his/her children’s choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection in order to impose those restrictions.

c. Library materials will not be marked or identified to indicate approval or disapproval of contents by the Library, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

d. It is the responsibility of the Library to provide circulating, reference, and research materials for the general public and the student based on the services it is expected to perform. Special “in depth” collections shall also be maintained when indicated by community interest.

6. SPECIFIC PRINCIPLES FOR SELECTION

The following principles, individually or collectively, will prevail in the selection of all library materials. The total collection will attempt to represent the variety of points of view.

a. Present and potential relevance to community needs;

b. Suitability of subject, style, and reading level for the intended audience;

c. Importance as a document of the times;

d. Appropriateness and effectiveness of medium to content;

e. Reputation and/or significance of author, publisher, or producer;

f. Positive review in one or more appropriate professional journals;

g. Positive critics' and staff members' reviews;

h. Relationships to existing materials in the collection;
i. Within limits of budgets for materials;

j. Not available, or with limited accessibility, from other lending sources;

k. Insufficient materials available on the same subject;

l. Author or illustrator is local;

m. Format is appropriate to Library use and is not easily damaged;

n. Enhances a specific collection within the Library;

o. Author or producer is already represented in the collection;

p. Literary and artistic merit;

q. Accuracy of content;

r. Popularity with library patrons;

s. Preserves local community information and history;

t. Available shelf or storage space.

7. GIFTS

Acceptance of gifts of materials shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not align with the Library’s objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. 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.

8. MAINTENANCE OF THE COLLECTION

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.
9. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS PROCEDURE

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 endeavors 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 Materials form 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 Section 6, a through t were applied in the selection process. The Library Director or a designated member of the library staff will send a written response to the requester within 30 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 collection 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 60 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 within 15 days of the receipt of the Reconsideration Committee’s recommendation.

f. Should the requester wish to appeal this decision, he/she may make a final appeal in writing directly to the Chair of the Portage District Library Board within 15 days of receipt of notification. The Library Board will review the documentation and render their decision within 60 days of receipt of the requester’s appeal. Mail to: Portage District Library Board of Trustees, 300 Library Lane, Portage, MI 49002

g. The Library Board serves as the final authority in cases involving retention or withdrawal of library materials.
PORTAGE DISTRICT LIBRARY

Materials Selection Policy

I. Purpose

II. General Selection Policy

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

IV. Controversial Materials

V. Gifts

VI. Collection Maintenance

VII. Request for Reconsideration of Library Materials

Appendices
I. MISSION STATEMENT:

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

II. GENERAL SELECTION POLICY:

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

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

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

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

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

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

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

D. The following general criteria are used:

   1. Present and potential relevance to community needs;

   2. Suitability of subject, style and reading level for the intended audience;

   3. Importance as a document of the times;

   4. Appropriateness and effectiveness of medium to content;

   5. Reputation and/or significance of author, publisher or producer;

   6. Positive review in one or more appropriate professional journals;

   7. Positive critics' and staff members' reviews;
8. Relationships to existing materials in the collection;

9. Within limits of budgets for materials;

10. Not available, or with limited accessibility, from other lending sources;

11. Insufficient materials available on the same subject;

12. Author or illustrator is local;

13. Format is appropriate to Library use and is not easily damaged;

14. Enhances a specific collection within the Library;

15. Author or producer is already represented in the collection;

16. Literary and artistic merit;

17. Accuracy of content;

18. Popularity with library patrons.

19. Preserve local community information and history.

III. SPECIFIC SELECTION POLICIES BY COLLECTION

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

A. REFERENCE COLLECTIONS

1. PURPOSE:

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

2. SPECIFIC CRITERIA:

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

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

   c. Materials should complement existing materials;

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

1. PURPOSE:

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

2. SPECIFIC CRITERIA:

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

b. Contributes to a balance and range of information;

c. Provides lasting value;

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

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

f. Popularity with library patrons.

C. HERITAGE ROOM

1. PURPOSE:

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

2. SPECIFIC CRITERIA:

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

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

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

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

3. EXCLUSIONS:

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

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

1. PURPOSE:

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

E. SPECIAL SERVICES TO REMOTE LIBRARY USERS

1. PURPOSE:

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

2. SPECIFIC CRITERIA:

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

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

F. NON-PRINT MEDIA COLLECTION

1. PURPOSE:

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

2. SPECIFIC CRITERIA:

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

1. PURPOSE:

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

H. CHILDREN'S PROFESSIONAL COLLECTION

1. PURPOSE:

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

2. SPECIFIC CRITERIA:

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

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

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

c. Examples of unusual or notable materials for children;

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

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

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

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

I. PARENT/TEACHER COLLECTION

1. PURPOSE:

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

1. PURPOSE:

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

2. SPECIFIC CRITERIA:

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

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

IV. CONTROVERSIAL MATERIALS

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

V. GIFTS

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

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

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

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

C. There remains sufficient need to replace that item;

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

E. The item has historical value;

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

VII. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

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

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

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

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

1. One member of the Library Board;

2. One member of the library staff with responsibility for materials selection who has not previously considered the material in question;

3. One resident of the library district other than the requestor, who is chosen by the requestor. In the case that the requestor does not identify a member for the Reconsideration Committee, the Library Board will select a resident of the library district.

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

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

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

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

APPENDICES

1. Library Bill of Rights

2. Freedom to Read Statement

3. Freedom to View Statement

4. Request for Reconsideration Form

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

Revised by the Library Board: October 22, 2007
As previously discussed, the Library’s Strategic Plan will go into effect from January 2018 through December 2020. There is a working document that Administrative staff has been using to review and revise projects and plans. The Library Board will received a draft copy of the Strategic Plan at the August 28, 2017 Library Board Meeting to give them an opportunity for revisions and feedback. At that time, the Board decided to look over the document and bring back suggestions to the September Board meeting. This item has been place on the agenda for the September 25, 2017 Library Board Meeting.