NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on May 21, 2018 beginning at 6:00 p.m. at the Portage District Library in the Lower Level Austin Lake & Sugarloaf Lake Meeting Rooms for the purpose of conducting library business
AGENDA

I. Start of Meeting

II. Roll Call

III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)

IV. Adoption of the Agenda for the Regular Meeting of May 21, 2018 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on April 23, 2018. (Info) Pg.1-6
   B. Review of Reciprocal Borrowing Policy (Info) Pg.7
   C. Review of Patron Behavior Policy (Info) Pg.8-14
   D. Request for approval of a Budget Amendment for the 2018 Volunteer Luncheon (Info) Pg.15
   E. Narrative Report for April 2018. (Info) Pg.16-21
   G. Marketing Report for April 2018. (Info) Pg.25-26
   H. Statistical Report for April 2018. (Info) Pg.27-28
   I. Legislative Update for April 2018. (Info) Pg.29-30
   J. Library Board Linkage for June 2018 (Info) Pg.31
   K. Plans for 2018 Summer Reading Kick-Off in June. (Info) Pg.32
   L. Memo: Strategic Plan and Ends Statement Reporting Reminder (Info) Pg.33

VI. Governance (60 minutes)
   A. Follow-up on mid-year Meeting with Library Director. (Info) Pg.34
   B. Galesburg Augusta Reciprocal Borrowing Agreement (Info) Pg.35-36
   C. Resident/ Non-Resident Policy and the Kalamazoo County ID (Vote) Pg.37-41

VII. Library Director’s Reports (15 minutes total)
   A. Final remarks by Library Director for the May 21, 2018 Library Board Meeting.

VIII. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the June 25, 2018 board meeting
      1. Minutes of the Regular Meeting held on May 21, 2018.
      2. Presentation of Audit Report for Fiscal Year 2017 by Rehmann Robson staff.
      3. Review of Heritage Room Policy.
      4. Presentation of proposed Library Operating Budget for Fiscal Year 2019.
   B. Assessment of this meeting
   C. Miscellaneous Items

IX. Adjournment
PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Board Meeting held on
April 23, 2018

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 Rykse & Co. and the board meeting started at 6:00 PM

II. Roll Call -

Board Members Present: Michele Behr, Martha Pacheco, Cara Terry, Donna VanderVries, and Ted Vliek

Board Members Absent: Alisha Siebers (Excused) and Tom Welsh (Excused)

Library Staff Present: Library Director Christy Klien, Quyen Edwards, Rob Foti, Lawrence Kapture, and Laura Wright

Library Staff Absent: Jill Austin, Rolfe Behrje, and Colin Whitehurst

Guests Present: Portage Mayor Patricia Randall  
Kalamazoo Community Foundation Liaison Coby Chalmers  
Portage Resident Carol Bale

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

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

A. No comments for the evening.

DISPOSITION: The Library Board acknowledged that there were no comments from the public, board members, or staff.

IV. Adoption of the Agenda for the Regular Meeting of April 23, 2018.

Library Board Chair Behr asked if there were any changes needed to the agenda of the April 23, 2018 board meeting before its adoption. Library Director Klien recommended moving the guest speakers before the consent agenda. It was also requested by Library Director Klien to add one budget amendment, a copy provided for each trustee, to the agenda Governance, Item B. Behr asked for a motion to adopt the revised agenda.

MOTION: It was moved by Trustee Vliek and supported by Trustee VanderVries that the Library Board adopt the revised agenda for the regular meeting of April 23, 2018. Vote: 5-Yes, 0-No, 2-Absent. Motion carried.

V. Special Guests

A. Special Guest – Portage Mayor Patricia Randall

Library Board Chair Behr welcomed Mayor Randall to the meeting and invited her to take the floor. Mayor Randall began by saying that she has been a long-time resident of Portage and that the Portage Library has been very important to her since she was young. When her children were growing up they spent a lot of family time at the library. She is avid reader and finishes approximately a book a week.

Mayor Randall said she has been on City Council since 2009 and was elected Mayor in November 2017. She said that Portage is experiencing an unprecedented boom in activity and revenue. She is of the opinion that Portage cannot function as an island as we are part of a region. This means that initiatives
such as consolidated dispatch and public bus line extensions will be important efforts to make the region stronger. Randall said that there is a huge housing demand in the City and more single family, senior housing, condos, and apartment units are being built.

Other exciting projects in Portage include:
- the Pfizer project with 400+ jobs expected in our area
- City Council packets available online and video streaming of City Council Meetings
- a City website relaunch on May 1st
- City Podcasts and the City alert system
- Water/sewer rate reduction of 4%
- Capital improvement projects at Lexington Green, Eliason Park, and Celery Flats
- Kalamazoo County-wide ID Program
- GPS trackers for snow plows
- Building a new Portage fire station
- New voting machines
- New City signage
- the return of the Summer Entertainment series
- Active shooter trainings provided by Portage Public Safety

Mayor Randall spoke about plans for the Senior Center including architectural designs and a fundraising consultant that has been hired. She said that she hopes that this public private venture will move forward in the next two years (during her term as mayor) as the current Senior Center building is bursting at the seams. Predictions are that the senior population will double in the next 10 years.

Mayor Randall said that we have a tremendous City Council who range in age and perspective. She is excited about what is happening in Portage and is embracing changes. Mayor Randall then concluded her presentation and asked if trustees had any questions.

Trustee Pacheco voiced concerns about the traffic in and out of the City to Texas Township via Centre Avenue/Q Avenue. Mayor Randall said that the City does a traffic survey every other year to evaluate whether changes need to be made. She said that she has received complaints about traffic however, these are expected “growing pains” of our area. Mayor Randall said that the cost to build an additional bridge over 131 is currently too costly to consider for Portage taxpayers.

Trustee Vliek thanked Mayor Randall for her report. He said that he was pleased that the outlook for the City was so good and that they are paying off debt and building savings in case of emergencies. Trustee Vander Vries commented about the Assessor certification and Mayor Randall said that she is pleased that the Portage Assessor is accredited to a high standard. Library Director Klien expressed thanks for library support from the City and said that we appreciate all of the collaborations between the two organizations.

DISPOSITION: The Library Board received the presentation from Mayor Randall and thanked her for attending the Library Board Meeting.

B. Special Guest Kalamazoo Community Foundation Donor Liaison Coby Chalmers -
Library Board Chair Behr welcomed Coby Chalmers to the meeting and invited her to take the floor. Coby said that the Kalamazoo Community Foundation is coming up on its 100 year anniversary, of which Coby has been a part of for the past 11 years. She said that the library is the recipient of two designated funds at the foundation, each of which have a specific purpose. The Grandmother and CIG Fund has been established for special projects and activities for youth that are not able to be funded by the regular budget of the library. Suggestions for the disbursement of these funds are recommended by the Head of Youth Services. A few years ago, the library received a bequest which funded the PDL Fund. This fund is much more general – funds can be disbursed for programming and operational expenditures.

Coby said that the Financial Investment Committee at the Community Foundation has considerable knowledge about investing. She distributed a packet to each of the trustees which outline how designated funds work, the investment and spending policies for endowed funds, and how tax-free charitable IRA
transfers work. She said that changes in the tax law are a concern for organizations that rely on charitable gifts as donors may not itemize their gifts and instead take the standard deduction.

Trustee Vliek said that he is encouraging the board to consider investing additional donations or bequests into endowment funds as they can get a better investment rate and will help the library in the long term.

Mayor Randall had a question for Coby. She said that Coby had mentioned activity for donors who are 70 and older and have the option to donate portions of their required minimum distributions each year. Mayor Randall wanted to know if the Kalamazoo Community Foundation has already seen changes in donor activity for those age 69 and below. Coby said that there have been some changes reflected in 2018, but that she doesn’t expect to see the full impact until 2019. It is her understanding that some financial advisors are recommending that their clients bundle gifts, ie. making larger gifts by saving over a number of years to have a gift large enough to exceed the standard deduction.

DISPOSITION: The Library Board received the presentation from Coby Chalmers and thanked her for attending the Library Board Meeting.

VI. Consent Agenda
Library Board Chair Behr asked if there were any changes needed to the consent agenda for the April 23, 2018 board meeting before its adoption. No changes were requested. Trustee Behr asked for a motion to adopt the agenda.

A. Minutes of the regular meeting held on March 26, 2018
B. Narrative Report for March 2018
C. Financial Condition for March 2018
D. Statistical Report for March 2018
E. Marketing Update for March 2018
F. Legislative Update for March 2018
G. Library Board Linkage
H. Review of Programming Policy
I. Review of Art Exhibit Policy
J. Invitation to Library Board members to the Volunteer Recognition Luncheon on May 9, 2018
K. Budget Amendment $500 Michigan Humanities Grant
L. Budget Amendment $2,600 Friends of the Portage District Library Programming Grant
M. Memo: Request to Use Patron Data and Trustee Signatures
N. Memo: Discontinuation of the Use of Snapchat

MOTION: It was moved by Trustee Vliek and supported by Trustee Terry, that the Consent Agenda for the regular board meeting of April 23, 2018 be approved as presented. Vote: 5-Yes, 0-No, 2-Absent. Motion carried.

VII. Governance
A. Scheduling of mid-year meeting with the Library Director – Board Chair Behr will be conducting the mid-year evaluation with Library Director Klien in the beginning of May. If you have any comments, feedback, questions, or concerns please contact Board Chair Behr via email to discuss them and have those opinions reflected at the evaluation.

DISPOSITION: The Library Board received the information about the mid-year meeting between the Library Director and the Library Board Chair.

B. Budget Amendment to Adjust the FY 2018 Budget for a Donation to Fund Teen Parents Project – Youth Services Librarian Kristy Zeluff has begun weekly storytimes at Portage Community High as part of the Parenting class offered to new high school-aged parents. A library staff member instructs students on the many ways they can connect with their child through reading, and the value reading to a child has for brain development for their infant/toddler. The Portage District Library has received a generous donation
from a community member who is interested in early literacy initiatives. This $1,000 will fund starter libraries for the children and a book for each of the parents so that they have the materials they need at home to practice what they are learning in their classes.

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Pacheco to approve the Budget Amendment. Vote: 5-Yes, 0-No, 2-Absent. Motion carried.

**VIII. Ends Development**

**A. Report from Board Co-Liaisons to the Friends of the Library** – Trustee Pacheco reported that the Friends had another great book sale raising approximately $5,300. She asked the library staff be reminded that those who give books to the Friends can get a donation receipt at the Checkout Desk. The Friends currently have the most members ever registered. Memberships allow people to go to the Friday early bird sale and does not necessarily mean that those members are active sorting book donations. The Friends Board is looking to update the website and would like to offer the option for members to pay their membership fees online. Pacheco said that two programming grants were approved – GeekFest, and Festival in the Flats. Trustee Terry added that there was discussion about their book sale corner and what they could do to draw more attention to it and also provide a little more information about their organization.

**DISPOSITION:** The Library Board received the information about the Friends of the Library April Board Meeting.

**B. First Quarter Strategic Planning Statistics** -

Library Director Klien directed trustees to page 31 of the Board Packet - First Quarter Strategic Planning targets and statistics for the next three years. Klien said that as this was the first time staff have been collecting statistics for these projects, there is already some discussion and rethinking regarding some of the targets. Klien said this is a ‘living document’ and staff will come to the Board if changes are suggested, but overall she felt that we are off to a good start.

Trustee Behr asked about progress regarding ESL tours and Head of Adult Services Lawrence Kapture said that the first tour of this year was scheduled for May and that he was confident that we can make the target by the end of the year.

Trustee Pacheco asked how staff would measure whether ‘displays are meaningful’. Klien said that the staff have been discussing various options to collect this information including the Happy or Not device, surveys, Facebook polls, and a sign in book near the displays.

Trustee Pacheco also asked about Harwood Community Conversations so far this year. Klien said that one has already been held and there are two more scheduled before the mid-year mark. They are also hoping to conduct Youth Conversations in May or June, but that has not yet been scheduled. Trustee Pacheco wondered whether these conversations were productive and are they receiving useful information? Klein said that the responses they receive are always interesting. Most groups always come back to discussions about wanting a safe community. Over the conversations, we will be looking for common trends. Klien said that the Harwood facilitators will provide a summary of the results of the Community Conversations to the board at the end of the year.

Trustee Behr asked what Klien knew about the Kalamazoo Public Library/ Kalamazoo Public School library registration collaboration. Klien said that this is a project in process for the next school year. Klien said we need to have additional conversations with Portage Public Schools regarding how this process could work here in Portage. Klien asked the board to keep in mind that this registration project could potentially affect current policies regarding who can receive a free library card and that there were additional privacy issues to work through.

**DISPOSITION:** The Library Board received the progress update on Strategic Planning First Quarter Statistics.

**IX. Monitoring to Assure Compliance with Executive Limitations**
A. **1st Quarter Financial Report for FY 2018** – Business Manager Foti gave the Financial Report and stated that the news was all good at this point in the year. The Library has collected the majority of the income we receive from taxes. We have also received our State Aid Personal Property Tax disbursement. The Library received notification that it would again receive a distribution from its building insurance provider for a portion of the premiums paid. As for expenses, everything is on target taking into account encumbrances from 2017 and our new approach with prepaids. Foti said that from his perspective, the library is within what our anticipated costs would be.

Business Manager Foti said that he spoke with the City Assessor last week about taxable value which is up in Portage 3.7% overall. We are seeing a good increase in the tax values associated with commercial and residential property. Additionally, it was stated that in the future the new construction at Pfizer and Stryker will be beneficial to the City and the Library in many ways.

**DISPOSITION:** The Library Board received the information about the 1st Quarter Financial Report for FY 2018.

B. **Monitoring Report on Executive Limitation: Fundraising Activity** – Library Director Klien said we are complying with the fundraising policy as written. As approved in Consent, we will be sending out the 2018 Spring Appeal to previous donors within the last 2 years. We will also send out an Annual Appeal at the end of the year to registered patrons with library activity in the past 2 years. As Coby Chalmers from the Kalamazoo Community Foundation mentioned during her presentation, there are some concerns with the changes in tax law that there may be a decrease in the amount non-profits receive in donations. Current predictions are for a 5% decrease in the total amount of donations received for the year. The library will just have to wait and see how it affects us.

**DISPOSITION:** The Library Board received the information about the Monitoring Report on Executive Limitation: Fundraising Activity.

IX. **Library Director’s Comments**

A. **Final remarks by Library Director for the April 23, 2018 Library Board Meeting** –

The Library will be hosting an American Red Cross Blood Drive on Thursday, May 17th. We have received marketing posters from ARC and encourage any trustees to take one to post in other places.

Library Director Klien said that as Mayor Randall mentioned in her presentation, County ID’s may very soon be coming to Portage. If/when approved, the library will need to look at how that affects our policy and acceptable identification for registering for library cards. Klien said that she would keep a close eye on what happens at the upcoming City Council meetings and would bring any recommendations for changes to library policy at the board meeting following a decision.

Klien said that as Mayor Randall mentioned there is a lot of discussion surrounding plans for the Senior Center and the potential of a new facility on Brown Street. Klien said that there have been preliminary discussions with the City regarding the ‘former’ Senior Center building. If the opportunity arose, would the Library be interested in purchasing that building and what would we want to do with it? This will be a significant portion of the next planning committee meeting coming up on May 3rd. Please contact me with thoughts regarding this topic. Part of the consideration process will be to ask our contracted architects to access the building and help us brainstorm ideas regarding its potential.

Head of Youth Services Laura Wright took the opportunity to highlight the excellence of one of her staff. She said that Youth Services Librarian Andrea Smalley has been doing an excellent job coordinating outreach activities for youth during March was Reading Month. Smalley was able to coordinate activities at all of the high schools, all of the middle schools, four of the eight elementary schools, Woods Edge, and Head Start classes. If you see her, please tell her good job!

X. **Process Evaluation**

A. **Suggestions for Agenda Items to be included on the May 21, 2018 Board Meeting**

1. Minutes of the Regular Meeting held on April 23, 2018
2. Review of Patron Behavior Policy  
3. Follow-Up on mid-year meeting with Library Director  
5. Plans for participation in the City of Portage’s 2018 Memorial Day Parade  
6. Plans for 2018 Summer Reading Kick-Off in June  

B. Assessment of this meeting – There was agreement among trustees that this had been a full and productive meeting with valuable and interesting presentations.  

C. Miscellaneous Items – Business Manager Foti said that there was a conflict with the auditors schedule for the May Board meeting. The auditors will present their report at the June 25th Board Meeting.  

XI. Adjournment –  
Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of April 23, 2018.  

DISPOSITION: The regular board meeting of April 23, 2018 was adjourned at 8:00 pm.  

Recorded and Transcribed by,  

Quyen Edwards  
Library Board Secretary
PORTAGE DISTRICT LIBRARY

Reciprocal Borrowing Policy

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

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

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

Criteria for Institutions in Reciprocal Borrowing Agreements with the Portage District Library:
The participating institution must:

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

Expectations for Reciprocal Borrowing Patrons Accessing the Portage District Library:
Reciprocal borrowers are expected to:

1. Conform to all of the rules and regulations of both participating institutions, including the payment of any fines and fees, which may be accrued.
2. Present a valid resident borrower’s card from their “home” institution.
3. Present identification and proof of residential address as specified in the library’s Resident/Non-Resident Policy.
4. Return library materials promptly and in satisfactory condition.
I. Introduction
The Portage District Library (the “Library”) is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board of Trustees has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

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

A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, larceny, removing library material from the property without authorization through the approved lending procedures or vandalism) is prohibited.

B. Weapons. Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.

C. Alcohol/Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library Board.

D. Under the Influence. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

E. Safety of Patrons on Library Property.

1. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property.

2. Library patrons must park bicycles or other vehicles only in authorized areas.

3. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

4. Animals or personal transport vehicles are not permitted in the Library other than service animals, those required by persons with disabilities, those used in law enforcement or for Library programming.
5. Smoking, using e-cigarettes or vaporizers, rolling cigarettes, or chewing tobacco is prohibited in the Library and on Library property within 25 feet of any entrance.

6. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.

7. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.

8. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.

9. Patrons may not use the Library’s telephone unless approved by Library staff.

III. Rules for Personal Behavior.

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

1. The Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items brought into the Library, for example, large items such as large plastic garbage bags are prohibited.

2. The Library is not responsible for personal belongings left unattended.

3. The Library does not guarantee storage for personal property.

4. Personal possessions must not be left unattended or take up seating or space needed by others.

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

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

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

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

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

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

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

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.

2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:
   a. Persons or groups are requested to sign in at the Checkout Desk in advance.
   b. Use of the Library property does not indicate the Library’s opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
   c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to the areas 15 feet from all entrances.
   d. No person shall block ingress or egress from the Library building.
   e. Permitted times will be limited to the operating hours of the Library.
   f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
I. **Sales.** Selling merchandise on Library property without prior permission from the Director is prohibited.

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

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

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

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

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

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

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

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

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

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

A. **Care of Library Property.** Patrons must not deface, vandalize, damage or improperly remove Library materials, equipment, furniture, or buildings. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision.
B. **Internet Use.** Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.

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

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

V. **Children in the Library**

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

B. **Rules and Regulations Regarding Children.**

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

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

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

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

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

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

7. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 10 years or older who may be asked to leave the Library if the child is in violation of Library policy.
8. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.

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

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

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

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

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

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

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

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

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

VI. Disciplinary Process for Library Facilities.

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

A. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
B. **Violation of the Policy – Suspension of Privileges.** Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:

1. **Initial Violation:** Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.

2. **Subsequent Violations:** The Director or the Director’s authorized designee may further limit or suspend the patron’s Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

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

1. **Initial Violation:** The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.

2. **Subsequent Violations:** The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director’s authorized designee, may further limit or suspend the patron’s Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

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

VII. **Right of Appeal.**

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

From: Christy Klien, Library Director

Date: May 14, 2018

Subject: Budget Amendment to adjust the FY 2018 Budget for a special donation to fund the 2018 Volunteer Recognition Luncheon at PDL

BACKGROUND:

On May 9, 2018 the library invited its wonderful volunteers to a special Volunteer Recognition Luncheon at the library as a way to thank them for all the donated time they have devoted to helping out at the library. A lovely luncheon was catered by EMA Catering who prepared a fantastic meal of broasted chicken, rolls, and salads which was paired with cookies from Bert’s Bakery. Entertainment was provided by Linda Whitlock, Master Gardener Volunteer Coordinator though Michigan State University Extension. Linda spoke about the Monarch Way Station garden project happening on the north side of the library this year. Library staff members were on hand to visit with volunteers and share their personal appreciation for the assistance given by our volunteer corp.

The 2018 Volunteer Recognition Luncheon was very well attended and all those who came to this event were quite complimentary. This year’s Volunteer Luncheon Committee consisted of: Library Volunteer Coordinator Ruth Cowles, Jessica Holmes, Kathy Morris, Quyen Edwards, Nancy Muffley, and Fran Cooper. They did an excellent job in organizing, decorating, and conducting this appreciation luncheon for our valued volunteers, and worked hard to make sure that everything would go well. Not only was the luncheon a success, a long-time library volunteer and regular library patron stepped forward and offered to cover the expenses for this event, as he has done in many previous years. Through his generous donation of $786.53, this generous donor enabled the library to give proper recognition to its donors without incurring significant expense. For his thoughtful gesture, we are truly grateful. Not only did he save the library a substantial expenditure, but he also gave a lot of volunteers a delightful time of friendship, food and fun. We are most grateful to this donor for his generous gift and expressed our thanks to him directly and in a letter of appreciation.

REQUEST:

I recommend increasing the FY 2018 revenue line by $786.53 and increasing the FY 2018 Other Administrative Services line by that same amount to allow for the expenditures on the 2018 Volunteer Recognition Luncheon to be covered by the generous gift provided by a donor for that purpose.
Library Director’s Narrative Report for May 21, 2018

Administrative Activities:
During the end of April 2018 and the first part of May 2018, Library Director Christy Klien engaged in the following activities:

- Participated in weekly Administrative Team meetings on Thursday mornings.
- Participated in regular library-wide staff meetings on Tuesday mornings for all library employees.
- Participated in the Professional Development Committee Meeting on 4/24 and 5/8.
- Participated in the MLA Hard Conversations all-day training with Business Manager Rob Foti on 4/25.
- Met with Ted Vliek on 4/27.
- Met with Board Chair Michele Behr for Mid-Year Review on 5/1.
- Participated in PCC fundraising meeting on 5/2.
- Led a Master Planning Committee Meeting on 5/3.
- Met with Business Manager Rob Foti for budget meetings the week of 5/7.
- Attended the 2018 Volunteer Luncheon on 5/9.
- Met with the Fundraising Committee to write the 2018 Spring Appeal during the end of April.
- Attended the Meet Your Muslim Neighbor Program on 5/11.
- Met with representatives from the Youth Staff and Circulation to discuss library card registration procedures for Portage Public School students on 5/14.
- Met with Kent District Library Director Lance Werner on 5/18.
- Attended the World War I Trail Walk Dedication on 5/19.

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 April 23, 2018 Board meeting:

- The Professional Development Committee has met several times to discuss a training platform that can be used by all employees throughout the year. Additionally, the committee discussed highlighting this platform at Staff Development Day in September.
- The 2019 and 2020 budgeting process officially got underway. Staff have been preparing their budget sheets and have submitted them for review. In the coming weeks, discussions will be conducted with managers regarding their requests. A Preliminary Budget will be brought to the Board for review and feedback at the June meeting.
Reporting for Strategic Plan 2018-2020

Ends Statement #1
Optimize access to resources for information, education, and entertainment.

We will accomplish this by providing a collection of tools to facilitate creating and learning (1.1) and by reaching the community at their diverse literacy needs. (1.2)

Project Updates:
Create programming that promotes interactive learning for adult patrons

- X’s Harlem Now Art Tour at the KIA, April 6th, 11 people attended. A wide range of patrons came to this event from noted community leaders to adults with caregivers. Everyone seemed to enjoy the tour by our docents, ask intriguing questions, and linger in the museum afterwards.
- Lunch and Learn: Brown Bag Discussion of X: A Novel, April 11th, 4 people attended. A local U of M professor and a few regular patrons attended. Some embraced the idea of a lunch program and others found the timing odd. A lively discussion about the education of Malcolm X occurred at this event.
- International Mystery Book Discussion, April 12th, 8 people attended. Surveyed patrons regarding their hopes for what they wanted to read in the future and general reactions. Received several comments expressing appreciation for the new discussion format. One patron asked for “softer” reads and one patron asked for fewer academic questions. Reading requests were evenly divided among Thrillers/Suspense, Award-winners, Cozy-but-not–“Cozy,” and First in the Series. Interest was also shown in more local author/speaker connections.
- Classic Movie: Darker than Amber, April 14th, 11 people attended. This movie was a 1970’s melodrama and was the final onscreen appearance of Jane Russell. The attendees enjoyed the movie so much they stayed an extra 20 minutes discussing the different themes and the ending.
- Malcolm X Lit Books Discussion at This is a Bookstore, April 18th, 2 people attended. This is a Bookstore was fabulous about having a space set up for us and a full café at our disposal. Although I expected young professionals and literary crowds, retirees showed up for this event. They seemed to enjoy the space and ordered coffees.
- Placing "X: A Novel" in Michigan Cultural History: A Presentation by Dr. Johnson, April 21st, 10 attended. One patron travelled from the next county over to hear Dr. Johnson. I would perhaps consider a weeknight program if the speaker has such availability next time.
- Bad Poetry Night, April 27th, 27 participants. This after hours event went well, drawing a large number of participants. There was positive feedback on program surveys.

Youth Services Programming Highlights

- Mark’s Ark provided two live animal programs for families this month. The After-Hours Scavenger hunt targeted families with slightly older children. This event encouraged each team to complete a series of fun challenges around the library.
- The annual Teen Murder Mystery party was enthusiastically attended by a capacity group of amateur detectives.
- This was the last month for many of our regular programs as Youth Services completes planning and transitions to summer schedules.

Develop more instructional programming for adult patrons

- Learn to Make Paper Gift Bags, April 19th, 8 people attended. Everyone who attended loved that they got to learn something new. Because it was an easier craft, the attendees were able to make a second bag to practice what they learned. Many cute and creative gift bags left the building.
Actively highlight the library’s online resources and services on social media and other media outlets
  • Adult Services Librarian Katharyn Jones provided Marketing Manager Colin Whitehurst with four poems by local poets to feature on Mondays throughout National Poetry Month, added three new booklists for the 2018 Reading Challenge to the website, and an Inspirational Historical Fiction list.

Provide peripheral technologies (devices that extend computer, tablet and phone functionality) to extend services to patrons in new dynamic formats
  • The Mobile Hotspot Project is currently being halted for all ZTE models due battery issues. The library is waiting for a response from Sprint and Mobile Beacon before it returns these items into circulation.
  • The Library Document Station and Print Release Station Upgrade project was completed on May 11, 2018.
  • The library replaced Public Access Printers with matched newer models both capable of printing in color and black and white.
  • The library added the following features to the The Library Document Station:
    ○ Print Release functionality so that public users can use either the dedicated Print Release Station or the Library Document Station to release print jobs. This redundancy will keep a service operational in the case printer maintenance and/or failure.
    ○ Color copying was added to the Library Document Station
    ○ All hardware was replaced on the Library Document Station.
    ○ Core Software was upgraded on the Library Document Station.
    ○ Post-Installation adjustments are being planned for the coming weeks.
  • The library has begun planning its upgrade of its time management software (PC REServation), print management software (LPTOne and Mobile Printing). This software will be upgraded after the summer reading is complete in August as there will be some downtime for public access PCs and printing.
  • Beginning to budget and plan for Creation Station(s) at the Portage District Library. Adult Services team is currently discussing services and resources needed. Next meeting has been scheduled for April 23.

**Ends Statement #2**

Be a safe, welcoming, inclusive destination for families and individuals.

We will accomplish this by providing collections and content to meet the evolving needs of the community and by supporting diverse perspectives.

Project Updates:
- Evaluate reference and periodical collections, in print and electronic formats, in order to find ways to increase use and lower cost of these services
- Offer, programming, services, and collections that will better meet the needs of our immigrant population
- Create tools to measure the needs of the community

Improve the accessibility and visibility of existing physical and electronic collections
  • Tech Services and Youth Staff completed an overhaul of the Easy Non Fiction collection. The work involved standardizing and simplifying the call numbers of this collection so that like subjects are more consistently grouped together.
**Ends Statement #3**

Be a leader in strengthening our community.

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

Project Updates:
We will build outreach services that will meet the needs of people outside the building and outside of our traditional hours

- With the exception of Youth Services recurring outreach, there were no special outreach opportunities in the month of April. Youth Staff visited the Community High School each week and welcomed Woods Edge students for storytime and activity. Although staff was scheduled to host a booth at the City’s Green-a-thon, it was cancelled due to inclement weather.
- On Monday, April 30, Adult Services Librarian Ruth Cowles attended the Reading Together follow-up meeting. They discussed the success of this year’s event and the improvements for next year. It was suggested and rejected that the Reading Together program join with WMU’s Common Read to bring in author Neil Gaiman. KPL’s selection committee is currently reading and assessing books for 2018.

**Ends Statement #4**

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

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

Projects:
Displays and use of space to showcase local arts and organizations
Fiction End Caps – High Fantasy
SF/GN End Cap – Ready Player One
Cases – Trains (Local Historian Steve Rossio brought in collector)

_ X: A Novel (Adult Services Librarian Katharyn Jones’s Malcolm X in Michigan display prominently featured actual records of Malcolm’s younger years in the Lansing area and helped highlight the upcoming Great Michigan Read events. Through this display, many also learned about Louise Little’s connection to the Kalamazoo State Hospital.)_

Solo Gallery – March 5 – April 27: Johnathan Wijnberg: Oil on Canvas
Community Art – April 9th – May 26th: Animals

The mystery display changed to Nordic Noir to highlight a popular genre and coincide with the 2018 Reading Challenge. The 2018 Reading Challenge display changed to feature stories about villains or antiheroes.

The Heritage Room will initiate a long-term CONTENTdm Scanning Project

- Both the adding of images to CONTENTdm and the correcting of images within the database were completed on schedule.
- From April 17th through April 21st, Steve spent one week at the National Council on Public History conference where he attended numerous excellent secessions, presented for one session with his topic being: “Creating Metadata for your Digital Project” and was part of a panel discussion in another.
World War I 100th Anniversary Commemorative Walking Trail 2018

- The World War I trail walk sign text and images were finished, proofed, finalized and sent on to the Sign Center for completion.

Initiate Harwood Community Conversations

- The library has hosted three conversations during the months of April and May. Two were with adult community members and one was with middle and high school students.

Operational

The Library will also provide continued operational support for administrative, human resource, facility, technology, acquisition, and circulation services to maintain and improve public access to library resources.

Projects:

Facilities Master Plan

- Rob Foti and Christy Klien met with our architect from C2AE on March 29 to review the draft concepts and provide Master Planning Committee feedback. Rob Foti and Christy Klien met with the City Manager and the Director of Parks to give updates on the building plans and possible directions for the Senior Center and library. The Master Planning Committee met on May 3 to continue our discussion on building and service priorities as well as different concepts for future expansions and remodeling.

Professional Development (Develop a schedule and conduct employee training and certification in topics of need including employee benefits, emergency procedures, safety and first aid, equipment use)

Create a library of informational how-to videos and learning aids for staff use in areas of technology, office machines, and processes.

- The Professional Development Committee met on April 24 and May 8 to continue our plans for staff training. We reviewed Niche Academy, a training product that will help the library provide training tutorials for patrons as well as staff. The trainings can be customizable to the library and we are able to create and add our own tutorials.

Manage self-checkout functionality and strive for greater use of self-checkout by library users

- A self-checkout survey in collaboration with Kruti Patel, a WMU student who works at the Checkout Desk, was completed during the first three weeks of April 2018. We received a total of 235 completed surveys. Initial analysis indicates a great degree of satisfaction with self-checkout. We are still reviewing the open comments, which are providing great information regarding some of the difficulties users are experiencing. Ms. Patel’s final paper and analysis of the survey process earned an “A” grade from her professor.

IT Updates

- The Portage District Library has begun its transition to SaaS with the SirsiDynix Symphony ILS. The library is planning to upgrade SirsiDynix Symphony in August after its summer reading program and transition to SaaS either inline with the upgrade or the following week. Plans are being made for up to 1 day of downtime for the upgrade and a 2-3 day bridge for the transition to SaaS.
- The transition to BlueCloud Analytics is complete. All training has been completed and key staff are beginning to transition reports to Blue Cloud Analytics.
- The library will be scheduling vendor web meetings with Blackbaud (The Financial Edge/PaperSave) in May.
• The library has chosen Little Green Light for its donation management system.
  o The library is currently developing a data migration plan for the new system.
  o The migration is planned to occur after the spring appeal is complete.
  o Sample data extractions have been tested and the library is currently discussing the best way to map data to its new donor management system.
• Microsoft Office 365 and Exchange (Email) migration.
  o The library verified that its academic licensing contract includes Office 365 A1 benefits.
  o The library has activated licenses for library staff and is currently testing services.
  o After tests have been completed, the library will begin activating staff licenses for Office 365.
  o In June, the library will begin to transition its Exchange (Email) to hosted at Microsoft on Office 365.
  o In August 2018, the library will begin production use of Office 365, Exchange Online, Sharepoint - Intranet, Planner, StaffHub, Flow and other Microsoft Apps.
• The following list are products that have been transitioned to Cloud (SaaS) services:
  o EmailDefender (Email malware and SPAM)
    COMPLETE (verified to work with Exchange Online)
  o OpenDNS Umbrella (DNS, Malware, Phishing, and Command & Control)
    COMPLETE (upgraded – waiting for bypass codes
  o Sophos Cloud (Antivirus and Malware Control)
    COMPLETE (Staff Desktop machines migrated to Sophos Central)
    IN PROGRESS (Public Access Machines)
    IN PROGRESS (Servers)
  o Ninite (Third Party Patching and Software updating)
    COMPLETE (All Desktop Machines)
• Deepfreeze Cloud - cloud managed Public Access computer security, patching and security. The cost difference is not justified and the library will continue to use its enterprise product.

Technical Services Update
• To improve the responsiveness and encourage uniformity Abby Pylar, Cataloging and Acquisitions Librarian, attended Adult and Youth Staff meetings to clarify and reinforce ordering procedures, vendor processing and accounts.
• Abby Pylar has met with every ordering department in the library.
• Abby Pylar has begun a Spine Label project to make our Graphic Novel collections more accessible.
• Abby Pylar is working with Baker & Taylor to adjust our accounts for more accurate processing of library materials.
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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<td>3,683,174</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.
Library Director’s Report on Financial Condition for April 2018.

POLICY: 4. Conduct inter-category shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days.

Director’s Response: No Inter-category shifting has taken place.

POLICY: 5. Fail to settle payroll and debts in a timely manner.

Director’s Response: Payroll is processed by Paylocity, (Payroll service) bi-weekly. Payables are also Processed monthly or “as needed”.

POLICY: 6. Allow tax payments or other government-ordered payments for filings to be overdue or inaccurately filed.

Director’s Response: All reports and tax payments are filed according to policy.

POLICY: 7. Make a single purchase or commitment of greater than $10,000 not already found in the budget. Splitting orders to avoid this limit is not acceptable.

Director’s Response: No unbudgeted purchase that exceeds $10,000 has been made.

POLICY: 8. Acquire, encumber or dispose of real property.

Director’s Response: No real property has been acquired, encumbered, or disposed.

POLICY: 9. Fail to aggressively pursue receivables after a reasonable grace period.

Director’s Response: All receivables are being pursued according to policy.

POLICY: 10. Fail to provide the Library Board with a one page monthly financial indicator monitoring report and a quarterly background financial monitoring report.

Director’s Response: A financial indicator monitoring report is provided each month and a quarterly background financial monitoring report is provided each quarter.

POLICY: 11. Fail to arrange for an external financial audit of the library services.
Director’s Response: An external audit of the library is conducted each year and results presented to the library board.

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

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

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

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

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

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

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

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

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

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

Recurring Monthly Projects:

- The April e-Newsletter was sent out the first week of the month to over 12,000 library patrons.
- Our upcoming 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.

April Marketing Highlights:

- Created custom graphics for special one off programs for the Summer of 2018
- Designed quarter sheet flyers to advertise our recurring programs
- Created materials to support Summer Reading such as flyers, posters, and banners for the Summer Reading Online tool
- Designed a Summer Teen Programming Flyer
- The Fundraising Team created and sent out our Spring Appeal Fundraising Campaign
- Assisted Self Checkout Study by creating an instructional flyer about how to use the self checkout machines
- Designed and published advertisements for the World War I Trail Walk Dedication happening in May

April Social Media Highlights:

Facebook
40 New Page Likes | 68 Post Shares | 1,079 Post Likes | 127 Comments | 37,013 Total Reach

Twitter
2,541 Tweet Impressions | 76 Profile Visits | 2 Mentions | 0 New Followers
ONE OFF PROGRAM FLYERS FOR SUMMER 2018

3rd - 5th Grade Fun:
Join us for a series of entertaining learning experiences that engage and inspire the next generation of creative problem solvers! Connect with ideas by doing, thinking, and creating. Everyone gains from being out of the box. Registration required.

Drumminity
Thursday, June 7th | 6:00 PM
A "Drumminity" evokes a high-energy, fun and empowering activity for the whole family. Come drum with us! Registration required.

Family Fun: Jump Turn Dance and Learn
Monday, April 30th | 10:00 AM
Join mushrooms and birds in a creative dance to music for children and adults. Tumbling, leaping and turning to music. Registration required.

Messy Musical Fun!
Monday, May 28th | 10:00 AM
Dance and sing, join the visual light, make stuff art and have a fun family time. No registration required.

PUZZLE & GAMES GALORE
Monday, May 14th | 10:00 AM
Games and puzzles and coloring, oh my! Children who play with puzzles and games have more fun and better brainpower. Not just for kids...but adults too! Registration required.

Puzzle Play & Games Galore
Tuesday, May 22nd | 10:00 AM
Games and puzzles and coloring, oh my! Children who play with puzzles and games have more fun and better brainpower. Not just for kids...but adults too! Registration required.

Circuits
Monday, August 6th | 1:00 PM
Electronics and computer science! Learn how circuits and extremes can be used to make things work. Registration required.

Take a Hike: Walking in Nature
Wednesday, June 13th | 1:00 PM
Walk through our library property with our naturalist to enjoy nature up close. A casual walk in the woods is a perfect way to enjoy the outdoors. Registration required.

Coffee and Computers
Monday, June 4th | 10:00 AM
Learn about Mac computers and more at our Coffee and Computers workshops. Find out more about the Mac operating system, software and websites, office software, and basic instruction, and tablet apps. Registration required.

Meet Your Muslim Neighbor
Monday, June 11th | 6:30 PM
Part of a special series of events, this program will introduce all community members to the backgrounds, beliefs, and practices of Islamic faith. Registration required.

Read Write Talk Sing Play
Monday, June 18th | 6:30 PM
Learn about Mac computers and more at our Coffee and Computers workshops. Find out more about the Mac operating system, software and websites, office software, and basic instruction, and tablet apps. Registration required.

RAWK Zine Workshop (6th-12th Grade)
July 16th, July 23rd | 4:00 PM
Experience the creative process of making zines! Using materials from different sources, participants will create a story zine. Registration required.

Family Storytime
Tuesday, July 24th | 10:00 AM
Join us for storytime with your family. We will share stories and songs that will get everyone moving.

Take a Hike: Walking in Nature
Wednesday, July 4th | 1:00 PM
Walk through our library property with our naturalist to enjoy nature up close. A casual walk in the woods is a perfect way to enjoy the outdoors. Registration required.

Playtime will follow. No registration required.

Family Fun: Jump Turn Dance and Learn
Monday, June 25th | 10:00 AM
Join mushrooms and birds in a creative dance to music for children and adults. Tumbling, leaping and turning to music. Registration required.

Puzzle Play & Games Galore
Tuesday, May 7th | 10:00 AM
Games and puzzles and coloring, oh my! Children who play with puzzles and games have more fun and better brainpower. Not just for kids...but adults too! Registration required.

Family Fun: Jump Turn Dance and Learn
Monday, August 6th | 10:00 AM
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Circuits
Monday, August 6th | 1:00 PM
Electronics and computer science! Learn how circuits and extremes can be used to make things work. Registration required.

Self Checkout Machine
A simple guide to help you learn how to use the Self Checkout. It will walk you through the process of choosing the correct items, entering your library card, and printing a receipt. Registration required.

How to Use a Self Checkout Machine
1. Insert your library card.
2. Enter your PIN (if required) or your library card number to check out any items (i.e. Renewal, book over limit).
3. Place each item individually in the center of the white pack (see the item add after it has been scanned).
4. Click the "Done" button when you are finished.
5. Click the option to print your receipt.

PROGRAM FLYERS, SPRING APPEAL & SELF CHECKOUT INSTRUCTIONS

SUMMER QUARTER SHEETS
### Circulation/Collections

<table>
<thead>
<tr>
<th></th>
<th>Apr-18</th>
<th>Apr-17</th>
<th>CHANGE</th>
<th>2018</th>
<th>2017</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Library Circulation</strong></td>
<td>64,909</td>
<td>66,420</td>
<td>-2.27%</td>
<td>271,162</td>
<td>284,793</td>
<td>-4.79%</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>16,181</td>
<td>16,728</td>
<td>-3.27%</td>
<td>68,424</td>
<td>69,577</td>
<td>-1.66%</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>6,894</td>
<td>7,581</td>
<td>-9.06%</td>
<td>28,571</td>
<td>32,838</td>
<td>-12.99%</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>22,375</td>
<td>21,992</td>
<td>1.74%</td>
<td>95,251</td>
<td>93,698</td>
<td>1.66%</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>3,973</td>
<td>3,477</td>
<td>14.27%</td>
<td>14,609</td>
<td>15,766</td>
<td>-7.34%</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>3,736</td>
<td>4,235</td>
<td>-11.78%</td>
<td>15,490</td>
<td>18,051</td>
<td>-14.19%</td>
</tr>
<tr>
<td>E-Material</td>
<td>9,179</td>
<td>9,835</td>
<td>-6.67%</td>
<td>38,866</td>
<td>45,182</td>
<td>-13.98%</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,193</td>
<td>1,085</td>
<td>9.95%</td>
<td>4,685</td>
<td>4,549</td>
<td>2.99%</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>1,378</td>
<td>1,487</td>
<td>-7.33%</td>
<td>5,266</td>
<td>5,132</td>
<td>2.61%</td>
</tr>
<tr>
<td><strong>Self-Checkout Percentage</strong></td>
<td>58.23%</td>
<td>58.26%</td>
<td>58.23%</td>
<td>58.25%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Library Collection</strong></td>
<td>197,647</td>
<td>207,865</td>
<td>-4.92%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult - Books</td>
<td>91,478</td>
<td>96,729</td>
<td>-5.43%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>17,351</td>
<td>18,368</td>
<td>-5.54%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth - Books</td>
<td>74,018</td>
<td>75,392</td>
<td>-1.82%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>10,463</td>
<td>12,588</td>
<td>-16.88%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,337</td>
<td>4,788</td>
<td>-9.42%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Net Acquisitions

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th>2018</th>
<th>2017</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchased - Books</td>
<td>1,513</td>
<td>1,044</td>
<td>44.92%</td>
<td>5,903</td>
<td>5,379</td>
<td>9.74%</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>326</td>
<td>304</td>
<td>7.24%</td>
<td>1,300</td>
<td>1,310</td>
<td>-0.76%</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>4</td>
<td>3</td>
<td>33.33%</td>
<td>12</td>
<td>13</td>
<td>-7.69%</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>4</td>
<td>4</td>
<td>0.00%</td>
<td>10</td>
<td>13</td>
<td>-23.08%</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(1,954)</td>
<td>(1,315)</td>
<td>48.59%</td>
<td>(8,451)</td>
<td>(5,579)</td>
<td>51.48%</td>
</tr>
</tbody>
</table>

### Total In-House Usage*

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th>2018</th>
<th>2017</th>
<th>CHANGE</th>
</tr>
</thead>
</table>

### Patrons

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th>2018</th>
<th>2017</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Patrons</td>
<td>40,075</td>
<td>40,749</td>
<td>-1.65%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>26,214</td>
<td>26,510</td>
<td>-1.12%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td>6,634</td>
<td>6,814</td>
<td>-2.64%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Resident</td>
<td>381</td>
<td>353</td>
<td>7.93%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reciprocal</td>
<td>6,023</td>
<td>6,043</td>
<td>-0.33%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet User</td>
<td>754</td>
<td>966</td>
<td>-21.95%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td>69</td>
<td>63</td>
<td>9.52%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Net Patrons

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th>2018</th>
<th>2017</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>141</td>
<td>180</td>
<td>-21.67%</td>
<td>584</td>
<td>616</td>
<td>-5.19%</td>
</tr>
<tr>
<td>Youth</td>
<td>4</td>
<td>6</td>
<td>-33.33%</td>
<td>76</td>
<td>95</td>
<td>-20.00%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>1</td>
<td>0</td>
<td>100.00%</td>
<td>10</td>
<td>12</td>
<td>-16.67%</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>39</td>
<td>28</td>
<td>39.29%</td>
<td>162</td>
<td>172</td>
<td>-5.81%</td>
</tr>
<tr>
<td>Internet User</td>
<td>55</td>
<td>70</td>
<td>-21.43%</td>
<td>231</td>
<td>298</td>
<td>-22.48%</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>0</td>
<td>-100.00%</td>
<td>2</td>
<td>1</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

### Patrons Removed

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th>2018</th>
<th>2017</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>(234)</td>
<td>(220)</td>
<td>0.00%</td>
<td>(1,185)</td>
<td>(1,247)</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: May 16, 2018
SUBJECT: Library Statistical Report - April 2018

<table>
<thead>
<tr>
<th>Library Building Usage</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td>Apr-18 197</td>
<td>Apr-17 198</td>
<td>-0.51%</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>101</td>
<td>100</td>
<td>1.00%</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>96</td>
<td>98</td>
<td>-2.04%</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>Apr-18 1,942</td>
<td>Apr-17 4,037</td>
<td>-51.89%</td>
</tr>
<tr>
<td>Adult</td>
<td>242</td>
<td>304</td>
<td>-20.39%</td>
</tr>
<tr>
<td>Youth</td>
<td>1,498</td>
<td>3,402</td>
<td>-55.97%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>202</td>
<td>331</td>
<td>-38.97%</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td>Apr-18 52</td>
<td>Apr-17 62</td>
<td>-16.13%</td>
</tr>
<tr>
<td>Adult</td>
<td>19</td>
<td>24</td>
<td>-20.83%</td>
</tr>
<tr>
<td>Youth</td>
<td>29</td>
<td>33</td>
<td>-12.12%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>4</td>
<td>5</td>
<td>-20.00%</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>Apr-18 449</td>
<td>Apr-17 475</td>
<td>-5.47%</td>
</tr>
<tr>
<td>Adult</td>
<td>139</td>
<td>129</td>
<td>7.75%</td>
</tr>
<tr>
<td>Youth</td>
<td>59</td>
<td>102</td>
<td>-42.16%</td>
</tr>
<tr>
<td>Technical</td>
<td>74</td>
<td>65</td>
<td>13.85%</td>
</tr>
<tr>
<td>Circulation</td>
<td>128</td>
<td>124</td>
<td>3.23%</td>
</tr>
<tr>
<td>Administration</td>
<td>18</td>
<td>28</td>
<td>-35.71%</td>
</tr>
<tr>
<td>Community Service</td>
<td>31</td>
<td>27</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>Apr-18 59,125</td>
<td>Apr-17 59,442</td>
<td>-0.53%</td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>Apr-18 38,034</td>
<td>Apr-17 37,821</td>
<td>0.56%</td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>Apr-18 26,982</td>
<td>Apr-17 2,782</td>
<td>869.88%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Information Access/Reference/Research</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Reference Transactions</strong></td>
<td>Apr-18 8,872</td>
<td>Apr-17 7,794</td>
<td>13.83%</td>
</tr>
<tr>
<td>Adult Phone</td>
<td>402</td>
<td>399</td>
<td>0.75%</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>2,508</td>
<td>2,281</td>
<td>9.95%</td>
</tr>
<tr>
<td>Adult Reference</td>
<td>201</td>
<td>154</td>
<td>30.52%</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>122</td>
<td>128</td>
<td>-4.69%</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>3,411</td>
<td>2,441</td>
<td>39.74%</td>
</tr>
<tr>
<td>Youth Reference</td>
<td>455</td>
<td>361</td>
<td>26.04%</td>
</tr>
<tr>
<td>HR Phone</td>
<td>17</td>
<td>19</td>
<td>-10.53%</td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>480</td>
<td>512</td>
<td>-6.25%</td>
</tr>
<tr>
<td>HR Reference</td>
<td>22</td>
<td>19</td>
<td>15.79%</td>
</tr>
<tr>
<td>Circ Phone</td>
<td>564</td>
<td>599</td>
<td>-5.84%</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>480</td>
<td>600</td>
<td>-20.00%</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>210</td>
<td>281</td>
<td>-25.27%</td>
</tr>
<tr>
<td><strong>Total Edutainment LAN Use</strong></td>
<td>Apr-18 459</td>
<td>Apr-17 496</td>
<td>-7.46%</td>
</tr>
<tr>
<td><strong>Total Internet Computer Use</strong></td>
<td>Apr-18 2,682</td>
<td>Apr-17 2,871</td>
<td>-6.58%</td>
</tr>
<tr>
<td>Youth Computers</td>
<td>314</td>
<td>347</td>
<td>-9.51%</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,243</td>
<td>2,409</td>
<td>-6.89%</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>125</td>
<td>115</td>
<td>8.70%</td>
</tr>
<tr>
<td><strong>Total Electronic Transactions</strong></td>
<td>Apr-18 43,207</td>
<td>Apr-17 42,993</td>
<td>0.50%</td>
</tr>
<tr>
<td>WebSite Hits</td>
<td>30,466</td>
<td>30,672</td>
<td>-0.67%</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>9,707</td>
<td>8,859</td>
<td>9.57%</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>3,034</td>
<td>3,462</td>
<td>-12.36%</td>
</tr>
</tbody>
</table>

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

Christy Klien, Library Director
On Tuesday, the Senate Health Policy Committee took testimony on SB 828 and 829, which would provide liability protection for libraries when providing the life-saving opioid antidote naloxone, common brand name Narcan, to an overdosing patron.

Kristin Shelley, MLA Legislative Committee Chair and MLA President-elect gave an excellent overview of why the bills are needed. She also provided a heart wrenching story of a death that occurred at a library where she worked years ago. The committee heard first hand how a life might have been saved if naloxone had been available then.

Library of Michigan, the Michigan Department of Education and MLA have been working together to see this protection added for our libraries. It also is possible that amendments will be added that could expand the bills to provide liability protection when naloxone is administered in any public space not only libraries. We expect further action on the bills soon.

In the United States, it is reported that a person dies of an opioid overdose every thirteen minutes. While they happen everywhere, it’s been impossible to miss the stories of overdoses happening in the restrooms and parking lots of public libraries especially in New York, Philadelphia and Denver. There, librarians have administered life-saving Narcan on a weekly and sometimes daily basis.

Unfortunately, libraries across the country have become a common site for opioid and heroin overdoses. Libraries throughout Michigan have been the sites of overdoses in recent years. Luckily in those cases, law enforcement officers responded quickly enough to administer Narcan before it was too late. Those libraries now train staff and stock the Narcan kits as do many libraries across the state.

Libraries, however, do not have immunity for any liability situations that could arise from providing this life-saving treatment. As a result, library attorneys are often recommending that libraries not stock the treatment.

SB 828 and 829 would allow libraries and library employees or agents to purchase, possess, distribute or administer in good faith an opioid antagonist without possible subject to criminal prosecution. The law would provide immunity to libraries similar to that provided to public schools.

In response to the increasing number of heroin and opioid overdoses in libraries across the country, Representative Sean Patrick Maloney of New York introduced the Life-saving Librarians Act which directs the Secretary of Health and Human Services to establish a grant program to allow public libraries in High Intensity Drug Trafficking Areas to purchase naloxone rescue kits and/or provide training to enable employees to use naloxone rescue kits. These would likely be available to qualifying Michigan communities.
While no one wants to be in a position to have to administer this life-saving drug, the fact is our librarians are on the front line dealing with this issue on a regular basis. Providing libraries with protection from civil and criminal liability like that afforded to schools would assist in making sure libraries are able to more easily access and administer to opioid overdoses in and around the library.

**What do we know about the opioid crisis?**

- 115 people die each day of opioid overdose.

- Roughly 21 to 29 percent of patients prescribed opioids for chronic pain misuse them.

- Between 8 and 12 percent develop an opioid use disorder

- An estimated 4 to 6 percent who misuse prescription opioids transition to heroin.

- Opioid overdoses increased 30 percent from July 2016 through September 2017 in 52 areas in 45 states.

- The Midwestern region saw opioid overdoses increase 70 percent from July 2016 through September 2017.

- Opioid overdoses in large cities increase by 54 percent in 16 states from July 2016 through September 2017.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: May 10, 2018
Subject: Upcoming Library Board linkage opportunities in June 2018 for consideration

Monthly library board linkage has been included in the past as a list of upcoming events. This linkage information is provided to highlight a few programs that will occur before the next month’s board meeting. We welcome you to attend any library event as a trustee and representative of the library as it is an excellent opportunity to observe what is happening on a daily basis and to speak to patrons about their experiences. If you choose to attend a program as a trustee, we ask that you let Quyen or myself know in advance so that we can make the staff presenter aware and that you wear your Portage District Library Trustee name badge. Thank you.

**LINKAGE OPPORTUNITIES for June 2018:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/2</td>
<td>9:00 AM</td>
<td>Friends of the Library Book Sale</td>
</tr>
<tr>
<td>6/12</td>
<td>6:30 PM</td>
<td>Agents of Kindness (Teens)</td>
</tr>
<tr>
<td>6/12</td>
<td>6:30 PM</td>
<td>Team Trivia—Battle of the Fandoms: Magical Mayhem (Adult)</td>
</tr>
<tr>
<td>6/14</td>
<td>7:00 PM</td>
<td>International Mystery Book Group</td>
</tr>
<tr>
<td>6/16</td>
<td>11:00 AM</td>
<td>Summer Reading Kickoff</td>
</tr>
<tr>
<td>6/18</td>
<td>6:15 PM</td>
<td>Kalamazoo Valley Genealogical Society</td>
</tr>
<tr>
<td>6/19</td>
<td>6:30 PM</td>
<td>LGBTQ+ Meet-Up (Teen)</td>
</tr>
<tr>
<td>6/20</td>
<td>9:00 AM</td>
<td>Coffee and Computers (Registration Required)</td>
</tr>
<tr>
<td>6/21</td>
<td>6:00 PM</td>
<td>Drummunity (Family)</td>
</tr>
</tbody>
</table>
To: Portage District Library Board Members
From: Christy Klien, Library Director
Date: May 16, 2018
Subject: Plans for the 2018 Summer Reading Kick-Off Event

2018 Summer Reading Kick-Off Event on June 16, 2018

This year’s Summer Reading Kickoff Celebration will be held in the library from 11:00AM to 1:00 PM. We have hosted the kick-off event at the library for several years now, and we love having the opportunity to showcase the library! The event description is included below:

Celebrate summer with us! Sign up for our Summer Reading Program and be sure to stay for some family-friendly fun. There will be all-ages activities, scavenger hunts and more! Grown-ups who need a little refreshment can stop by the coffee bar sponsored by the Adult Department or check out our Friends’ Mini Book Sale. There's something for everyone!

This year’s summer reading theme is “Libraries Rock”. We are looking forward to the second year of the Library’s BeanStack Summer Reading component (which includes a new app with additional features) and the philanthropic prize option to donate reading progress to Heifer International.
Last month according to the approved Library Board Annual Calendar, the library staff would begin to provide progress reports on End Statements. The reporting schedule was laid out as follows:

April - End Statement #1
June - End Statement #2
August - End Statement #3
October - End Statement #4

We have been reporting on all projects in all End Statements (Ends #1-4 and Operational) each month through our detailed and revised narrative report and the Library Board will receive quarterly statistics on all End Statements. The schedule for reporting quarterly statistics will be as follows:

1st Quarter – April
2nd Quarter – July
3rd Quarter – October
4th Quarter/Year end summary – January of the following year.
At the April 23, 2018 board meeting, there was an item on the agenda regarding scheduling a mid-year meeting with the Library Director, as is the practice according to the Library Board’s annual calendar. The mid-year meeting is intended to be an opportunity for the Library Board to assess with the Library Director how things are going at the library at this point in the year.

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

As Library Board Chair, I subsequently held a mid-year meeting with Christy on May 1st and I will give a follow-up report to trustees at the upcoming board meeting on May 21, 2018.
To: Portage District Library Board Members

From: Christy Klien, Library Director

Date: May 15, 2018

Subject: Request for Reciprocal Borrowing Agreement with Galesburg-Charleston Memorial District Library

The Administration of the Galesburg-Charleston Memorial District Library has contacted us and wish to enter into a Reciprocal Borrowing Agreement with the Portage District Library to share borrowing privileges for our respective patrons. The Galesburg-Charleston Memorial District Library meets our criteria of having an operating millage of at least 1.0 mill. We wish to extend the same opportunity to our neighboring library patrons in Galesburg as we do to several other local area public libraries that already have reciprocal borrowing agreements with us. The Galesburg-Charleston Memorial District Library also provides library service to a portion of Pavilion Township that directs their penal fines to the Galesburg-Charleston Memorial District Library for library service. Our reciprocal agreement would exclude this portion of membership since they do not meet our requirement that they fund their library with at least one mill of tax support.

Please review the following draft of a Reciprocal Borrowing Agreement with Galesburg-Charleston Memorial District Library and come to the May 21, 2018 board meeting prepared to discuss this request.
RECIPROCAL BORROWING AGREEMENT
between
Galesburg-Charleston Memorial District Library and Portage District Library
June 2018

WHEREAS, it is to the advantage of the people residing in the millage paying portions of the Galesburg-Charleston Memorial District Library service area, and the Portage District Library service area that library materials be accessible to them regardless of their location, economic condition, educational attainment, race, creed, religion, color or any other factor which from time to time may otherwise be divisive and inhibitive; and

WHEREAS, the Galesburg-Charleston Memorial District Library and the Portage District Library have been developed to promote uninhibited access to library materials;

THEREFORE, the Libraries covenant between themselves on behalf of the people in their service areas to permit any person residing in the millage paying portions of the Galesburg-Charleston Memorial District Library or the Portage District Library and holding a valid resident borrower’s card from either the Galesburg-Charleston Memorial District Library or the Portage District Library, access to both institutions, such an arrangement being generally referred to as reciprocal borrowing, subject only to the conditions set forth here following:

1. Users of this arrangement are expected to:
   a) Conform to the rules and regulations of the institution from which they borrow.
   b) Present a valid resident borrower’s card from the user’s “home” library, and
   c) Pay promptly all delinquency charges which may accrue against them.

2. Both libraries agree to assist the other, if necessary (on request) in recovering materials.

3. Both libraries may limit this activity to specific classes of materials at their discretion.

This covenant becomes effective on the latest date shown below and shall remain in force until either party wishes it modified or canceled, in which case ninety (90) days notice must be given in writing by the party desiring action.

GALESBURG-CHARLESTON MEMORIAL DISTRICT LIBRARY

PORTAGE DISTRICT LIBRARY

__________________________________________________________
Chair
Galesburg-Charleston Memorial District Library Board

__________________________________________________________
Chair
Portage District Library Board

Date: ___________________________ Date: ___________________________
BACKGROUND:
In late 2016, former County Commissioner Larry Provancher brought a proposal forward to institute a countywide identification card program. The Board of Commissioners approved the proposal to look at the possibility of having an ID program for Kalamazoo County in December 2016. Many community people and groups supported Kalamazoo County moving ahead with such a program. A task force was created in early 2017 to research the possibility of creating an ID program for the County, which was co-chaired by newly elected commissioners Tracy Hall and Ron Kendall. The task force created several subcommittees to look at the various aspects of an ID program and gathered information from throughout the United States to present to the Board of Commissioners.

On July 5, 2017, the Kalamazoo County Board of Commissioners approved the creation of the Kalamazoo County ID Program and it was agreed that it would fall under the Clerk/Register's Office. Early 2018 was planned for the start of the program to give time for preparation, staff, location, forms and many other things related to the ID program to be put in place.

A grant from the Kalamazoo Community Foundation was awarded to have additional monies for advertising the program and to provide a means to assist people without available funds to obtain an ID card.

UPDATE:
The Kalamazoo County ID card became available on Thursday, May 3, 2018.

https://www.kalcounty.com/clerk/id/

Regular hours: Tuesday, Wednesday and Thursday from 9:00 a.m.–noon and 1:00-4:00 p.m.
Location: Room 101 of the County Administration Building, 201 W. Kalamazoo Ave.
Email: countyid@kalcounty.com
Phone number: (269) 384-8307

PURPOSE
The Kalamazoo County ID is intended to recognize all Kalamazoo County residents and enable them to connect with public safety, civic, and community services.

Without a form of identification, a person is not recognized as a member of the community and not afforded the same opportunities as other community members. Having a form of credible identification enables people to become fully participating members of the community.

HOW TO APPLY
To receive an ID card, you must be able to show proof of residence in Kalamazoo County and provide proof of identity.
Applicants must produce documents totaling 300 – 400 points following the ID program's point system to qualify for a County ID.

**BENEFITS OF ID PROGRAM**

- Prove your identity to law enforcement.
- Pick up prescriptions from the pharmacy.
- Present additional identity credentials to the State.
- Prove your identity when using credit cards.
- Prove your identity for merchant transactions.
- Present an additional identity credential to open financial accounts.
- Cash checks at participating financial institutions.

**REQUEST:**

Kalamazoo County Clerk/Register sent a letter to governmental agencies, such as the library, requesting that we review the Kalamazoo County ID Card procedures and document list and decide if we would be willing to accept a Kalamazoo County ID Card as legitimate identification for our purposes. Additionally, he is requesting our help to promote the County ID by providing a space for display of informational pamphlets in the library.

**DISPOSITION:**

This is an initiative with broad support across our community. It will enable more people in our community to engage services that are available, such as the services of Portage District Library, furthering our mission, vision, end statements and core values.

Sheriff Richard Fuller developed the criteria for vetting identity, including the list of documents accepted by the county clerk’s office to produce the ID cards. After reviewing the procedures and types of documents that can be used to obtain a Kalamazoo County ID Card, I am in support of adding it as an acceptable form of identification that Portage District Library will accept to register for a library membership.

**RECOMMENDATION:**

I recommend that the Library Board approve the addition of the Kalamazoo County ID Card to the list of acceptable identification for membership registration as documented in the Resident/Non-Resident Membership Policy (usually reviewed in October of each year).
PORTAGE DISTRICT LIBRARY

Resident / Non-Resident Membership Policy

I. Definition of the Portage District Library Service Area Boundaries

The service area of the Portage District Library is property located within the portions of the Portage Public School District located in the following municipalities: City of Portage, Texas Township, and Pavilion Township. Only those who reside within or own property or businesses within these boundaries are entitled to free membership.

NOTE: Those who reside within or own property or businesses in the portion of the Portage Public School District located within the City of Kalamazoo are served by the Kalamazoo Public Library.

II. Who is able to get a free membership?

A. Any person who resides within the Portage District Library service area.
B. Any person who pays real or personal property tax on property located within the Portage District Library service area.
C. Any business and/or institution located within the Portage Library District service area may be issued a library card in the name of that business or institution. See Section V. part D of this policy for more details.
D. Any person who is a resident member of a library district that has established a reciprocal borrowing agreement with the Portage District Library can have a free, limited use membership. See the Reciprocal Borrowing Policy for additional membership requirements.
E. Any person who can document that they are an educator at an educational institution that is located with the Portage District Library service area and would not otherwise qualify for any free membership type. See Section V, part E of this policy for more details.

NOTE: Businesses outside of the Portage District Library service area are not eligible for reciprocal memberships.

III. Non-Resident Memberships

Any person, business or institution that does not fit into one of the above categories must pay a non-resident fee for library service. The non-resident membership is good for one year from date of issuance and entitles the member to all services of Portage District Library.

The “Cost of Service” is calculated based on the average taxable value per residential parcel within the service area of the Portage District Library. As required by Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, the fee may not exceed “the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.” This cost figure is re-calculated annually and reported to the Library Board.

NOTE: The non-resident fee for senior citizens (62 yrs. and older) is 50% of the standard non-resident fee charged to people who reside outside of the Portage District Library service area.
IV. Required Documentation for Establishing a Membership

The appropriate type of library membership for any person will be issued only upon verified identification and proof of current residential address for the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements addressed below. In order of preference, one of the following items of identification is required to establish a membership:

1. Valid Driver’s License
2. Valid State Identification Card
3. Valid Kalamazoo County ID Card
4. Valid Passport
5. Valid Military ID
6. Valid School ID with Photo

If the current residential address is not listed as part of the identification presented, a secondary document that includes a current residential address is also required to establish membership. The secondary document must be in the name of the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements detailed below. In order of preference, one of the following documents is required for proof of current residential address when the current residence is not listed on the identification presented to establish membership:

1. Valid Voter’s Registration Card
2. Current property tax bill or receipt
3. Current utility bill for water/sewer or gas/electric services
4. Registered Land Contract
5. Current Lease Agreement
6. Current vehicle registration

V. Special Circumstances & Other Membership Types

A. In the case of children under the age of 18 who are unable to show identification or proof of current residential address and are not accompanied by a parent or documented legal guardian, an alternative form of registration will be offered that will require the membership card to be mailed as proof of residence. The mailing also serves as notification to the responsible party that a membership card has been issued.

B. For those individuals seeking membership who may live in alternative living situations, such as shelters, temporary housing, group homes, transitional housing or care facilities, there may be other options for registration and/or proof of residence. Memberships may be limited in duration and/or limited in amount or type of material that can be checked out for those who are unable to provide the requested residency documentation.

C. Memberships are not available to those who are visiting the Portage District Library service area. However, internet guest passes are available to anyone who can show appropriate identification. See the Internet Usage Policy for additional information and restrictions.
D. Businesses or institutions within the Portage District Library service area that would like to take advantage of the opportunity for membership require additional proof of operation within the library district, proof of ownership, or documented authorization from the business or institution. These memberships can only be established by the business owner, institutional director or their documented designee. These types of memberships are only processed by specific library personnel, not through typical individual member registration processes. Due to the variety of business and institution types, contact the Library for specific information regarding the additional requirements.

E. Individuals who can provide written documentation that they are working as an educator at an educational institution within the Portage District Library service area and do not otherwise qualify for any other free membership type can be provided with a special non-resident membership free of charge. Appropriate documentation should come in the form of a letter provided by their employer and must be provided annually upon the expiration of the membership to continue the membership. This type of membership is not intended for personal use, but to provide access to library collections for use in support of curriculum and other educational endeavors that impact students in the Portage District Library service area. The privileges of this limited membership will be similar to what is offered to reciprocal borrowing membership types.

VI. Membership Responsibilities and Privacy

A. Once a membership has been established, the person, business or institution in whose name the membership is opened is responsible for any use or misuse of the membership, including, but not limited to, fines, losses or fees assessed against the account. In the case of minor children, the parent or documented legal guardian is the responsible party. In the case of a business or institution, the owner, director, or their designee will be the responsible party. Lost or stolen membership cards should be reported immediately. See the Fines & Fees/Usage Policy or the Internet Usage Policy for additional information.

B. In accordance with the Michigan Library Privacy Act, all library records must be kept confidential. Information contained within library records will only be divulged in person to the member showing valid identification, the card holder, the person liable for payment and return of library materials, or as required by law via a court order. See the Library Privacy & Search Warrant Policy for additional information.