NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on

September 24, 2018 beginning at 6:00 p.m.

at the

Portage District Library in the Lower Level
Long Lake & Gourdneck Lake Meeting Rooms

for the purpose of conducting library business
PORTAGE DISTRICT LIBRARY BOARD
Regular Board Meeting to be held on
September 24, 2018
In the Lower Level Long Lake & Gourdneck Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

I. Start of Meeting
II. Roll Call
III. Comments or Requests from the Public, Board Members, or Library Staff
IV. Adoption of the Agenda for the Regular Meeting of September 24, 2018

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on August 27, 2018. Pg. 1-7
   B. Narrative Report for August 2018. Pg. 8-13
   C. Report on Financial Condition for August 2018. Pg. 14-16
   D. Statistical Report for August 2018. Pg. 17-18
   E. Marketing Update for August 2018. Pg. 19-20
   F. Legislative Update for August 2018. Pg. 21
   G. Library Board Linkage opportunities for October 2018. Pg. 22
   H. Review of Materials Selection Policy Pg. 23-26
   I. Review of Capitalization Policy Pg. 27-29
   J. Memo: Internet Policy Pg. 30

VI. Governance (35 minutes)
   A. Initiation of Library Director’s 2018 Evaluation Process (Info) Pg. 31-34

VII. Ends Development (35 minutes)
   A. Report on 2018 Summer Reading Program (Info) Pg. 35-37
   B. Memo: Food For Fines (Info) Pg. 38

VIII. Library Director’s Comments (20 minutes total)
   A. Final remarks by Library Director for the September 24, 2018 Library Board Meeting.

IX. Process Evaluation (10 minutes total)
   A. Suggestions for Agenda Items to be included on the October 22, 2018 board meeting
      1. Minutes of the Public Hearing and Regular Meeting held on September 24, 2018.
      2. Review of Donations Policy.
      3. Review of Investment Policy.
      4. Review of Resident Non-Resident Policy.
     10. Library Director’s accomplishment of personal goals for FY 2018.
   B. Assessment of this meeting
   C. Miscellaneous Items

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

August 27, 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 Grand Traverse Pie Company and the board meeting started at 6:00 PM

II. Roll Call

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

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

Guests Present: Carol Bale and Jeanne Friedman

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

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

A. Comment from Trustee Behr – Trustee Behr said she wanted to recognize the two guests at the meeting, Carol Bale and Jeanne Friedman, who will both be on the November ballot for the open trustee positions. Trustee Behr also reminded the group that Trustee VanderVries is joining us by phone. This is the first use of the Board’s new Remote Participation Policy. Trustee Behr said that she looked forward to Trustee VanderVries’s feedback about the experience.

B. Comment from Trustee Siebers – Trustee Siebers wanted to take a moment to acknowledge the success of the Festival in the Flats program. Trustee Siebers was a guest reader and had a very enjoyable experience. She said she was pleased that the event was well attended. It reminded her of the scale of the Easter Egg Hunts that the Friends of the Library used to put on for the community. The weather was great for the event. Trustee Behr commented that the event advertising video featuring Youth Services Librarians Kristy Zeluff and Andrea Smalley was well done. Marketing Manager Colin Whitehurst said that he was at the Festival in the Flats event with his camera and that another video about the event was forthcoming. Head of Youth Services Laura Wright estimated that the attendance was around 600 people. Wright said it was a very fun morning.

Trustee Siebers said that she also brought her Library Design Showcase magazine with her to the meeting. It has articles on library renovations if any of the trustees wanted to take a look at it.

C. Comment from Trustee Terry – Trustee Terry thanked the library staff for the birthday card and gift.

DISPOSITION: The Library Board acknowledged the comments made by Trustees Behr, Siebers, and Terry.

IV. Adoption of the Agenda for the Regular Meeting of August 27, 2018

Library Board Chair Behr asked if there were any changes needed to the agenda for the August 27, 2018 board meeting before its adoption, and there were no changes requested by trustees. Behr asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Vliek and supported by Trustee Welsh that the Library Board adopt the agenda for the regular meeting of August 27, 2018. Vote: 7-Yes, 0-No. Motion carried.
V. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the August 27, 2018 board meeting before its adoption. Five changes were requested; Item A (Vliek), Item B (Behr), Item F (VanderVries) and Items I and J (Welsh) were removed for additional comments. Trustee Behr asked for a motion to adopt the agenda with Items A, B, F, I, and J removed.

A. Minutes of the regular board meeting held on July 23, 2018.
F. Legislative Update for July 2018.
G. Library Board Linkage for September 2018.
H. Budget Amendment - $200 Teen Donation.
I. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees.
J. Monitoring Report for Executive Limitation for Treatment of Staff.

**MOTION:** It was moved by Trustee Siebers and supported by Trustee VanderVries, to approve the consent agenda with Items A, B, F, I and J removed. Vote: 7-Yes, 0-No. Motion carried.

Item A – Trustee Vliek voiced his preference not to vote to approve minutes of a meeting that he did not attend. Trustee Vander Vries also reminded Library Board Secretary Edwards to make the correction on the minutes that all absent Trustees that had given advance notice should be excused.

Item B – Trustee Behr said that she had two questions about the Narrative Report. She wanted to know about the Facilities Master Plan and if anything more is known about the Senior Center project. Library Director Klien said that we know that the City had a Committee of the Whole meeting recently where they discussed this topic. The minutes and video recording of that meeting are online. City Council voted to go under contract with Keith Hopkins to continue to do fundraising for the project. The city received feedback from Mr. Hopkins following his feasibility study in which he interviewed approximately 20 potential donors about the project and determined that those donors could potentially pledge up to 1.5 million dollars. It does sound like they want a new building on Centre and Brown which is property that the City already owns. Library Director Klien said that she has not had any additional meetings with City of Portage employees.

Trustee Behr also wanted to know how the process is going for the Portage Public Schools Collaborative Library Card. Library Director Klien responded that there are still some questions that need to be answered and policies to fine-tune. For example, it needs to be decided how to address students who attend PPS, but live out of district. Klien said that she and a few key staff members will be meeting with the lead media specialist at the beginning of the school year to discuss the framework of the program and work on specific details. Kalamazoo Public Library is starting a OneCard program this school year where KPS students school ID cards will also work as a library card. We will be monitoring the progress of that program as we approach implementation of our program for the 2019-2020 school year.

Item F – (VanderVries) Trustee VanderVries reminded other trustees to pay attention to what is happening in the Michigan Legislature during the lame duck session. For example, SB 1031 which regards exemptions for utility personal property is something that could potentially reduce our revenue. Please watch and be cognizant of how these bills can impact library funding.

Item I – (Welsh) Trustee Welsh said that he was interested in the HelpNet program and whether or not the library receives any information about whether or not staff are using it. Klien said that the library does receive a quarterly report on the number of staff utilizing services. Welsh said that he also wanted to bring it to the staff’s attention that Policy Item # 5 should read as “unfunded” instead of “unfounded”.

Item J –Trustee Welsh asked if staff sign to acknowledge receipt of the Employee Handbook. Library Director Klein said, yes staff must sign to acknowledge receipt of it and that should be reflected in the policy.
MOTION: It was moved by Trustee Welsh and supported by Trustee Terry to approve Item A after discussion. Vote: 6-Yes, 0-No, 1-Abstain (Vliek.) Motion carried.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Pacheco to approve Items B, F, I, and J after discussion. Vote: 7-Yes, 0-No. Motion carried.

VI. Public Hearing

A. Public Hearing on the Proposed FY 2019 Budget and Formal Resolution to Adopt the FY 2019 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2019

MOTION: It was moved by Trustee Vliek and supported by Trustee Welsh to move into a public hearing for the Proposed FY 2019 Budget. Vote: 7-Yes, 0-No. Motion carried.

Library Board Chair Behr invited any public comments at the Public Hearing on the Proposed Fiscal Year 2019 Budget. There were no public comments made. Trustees took turns reading aloud the resolution to adopt the FY 2019 Budget for the library.

Public Hearing on Fiscal Year 2019 Budget Held on August 27, 2018

RESOLUTION to SET the MILLAGE LEVY for the PORTAGE DISTRICT LIBRARY and ADOPT the FISCAL YEAR 2019 LIBRARY BUDGET

WHEREAS, in compliance with the requirements of the Michigan Uniform Accounting and Budgeting Act, a balanced budget has been set up for the Portage District Library for the Fiscal Year January 2019 through December 2019; and

WHEREAS, a public hearing was held on August 27, 2018 on the proposed Fiscal Year 2019; Portage District Library Budget, in compliance with all applicable laws;

WHEREAS, the Portage District Library is recognized by the Library of Michigan as a legally established district library operating in the County of Kalamazoo, State of Michigan, pursuant to the District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.), with an effective date of March 22, 1998;

WHEREAS, the Portage District Library Board is the governing body of the Portage District Library with all the powers granted to such a district library board by the Act; including the legal authority to determine the amount of money necessary for the operation of the district library and to levy a tax on the taxable property in the Portage District Library service area; and

WHEREAS, the Portage District Library Board has determined that the levy of a district-wide property tax in an amount not to exceed 1.5 mills is necessary to generate revenue which, combined with other income derived from Industrial Facility Tax Income $44,105, State Aid Income $35,000, Local Community Stabilization Share Appropriation $298,595, County Penal Fines $70,000, Local Fines and Fees Income $70,000, Interest Income $70,000, Rental Income $3,000, and Vending Services $12,000 will result in adequate funding to provide library services to the residents of the Portage District Library district; and

WHEREAS, the Portage District Library’s original millage proposition was passed by a majority of voters in the Portage Public Schools election on June 8, 1998, authorizing the Portage District Library Board to levy a tax annually upon all property subject to ad valorem taxation within the district in an amount not to exceed 1.5 mills on the taxable value of such property;
NOW, THEREFORE, BE IT RESOLVED by the Portage District Library Board that the following sums are appropriated for the 2019 Fiscal Year of the Portage District Library for the purposes set forth below:

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>$1,480,560</td>
</tr>
<tr>
<td>Fringes &amp; Benefits</td>
<td>$604,324</td>
</tr>
<tr>
<td>Library Materials</td>
<td>$616,985</td>
</tr>
<tr>
<td>Library Supplies</td>
<td>$141,997</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>$297,800</td>
</tr>
<tr>
<td>Buildings &amp; Utilities</td>
<td>$339,202</td>
</tr>
<tr>
<td>Furnishings &amp; Equipment</td>
<td>$2,882</td>
</tr>
<tr>
<td>Other Charges</td>
<td>$245,430</td>
</tr>
<tr>
<td><strong>Total Operating Expenses:</strong></td>
<td><strong>$3,729,180</strong></td>
</tr>
</tbody>
</table>

**Capital Projects Expenses:** $245,000

**GRAND TOTAL EXPENSES:** $3,974,180

BE IT FURTHER RESOLVED, that the total budget for the Portage District Library for Fiscal Year 2019; in the amount of $3,974,180; presented by the Library Director, is hereby approved and adopted by the Portage District Library Board; and

BE IT HEREBY RESOLVED, that the Portage District Library Board sets the millage levy for the Portage District Library at **1.50 mills** ($1.50 per $1,000) to be levied on real and personal property in the district on December 1, 2018; in compliance with applicable law.

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

By: ___________________________ Michele Behr, Chair

By: ___________________________ Quyen Edwards, Secretary

Library Board Chair Behr asked for a motion to close the Public Hearing.

MOTION: It was moved by Trustee Welsh and supported by Trustee Pacheco to close the Public Hearing. Vote: 7-Yes, 0- No. Motion carried.
B. Formal Resolution to Adopt the FY 2019 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2019.

Library Board Chair Behr then asked for a motion to approve the resolution to set the millage levy for the Portage District Library and adopt the Fiscal Year 2019 Library Budget.

MOTION: It was moved by Trustee Welsh and seconded by Trustee Pacheco that the Resolution to set the millage for the Portage District Library at 1.50 mills and to approve the Fiscal Year 2019 Budget as presented. Roll Call Vote: Trustee Terry – Yes. Trustee Pacheco – Yes. Trustee Welsh – Yes. Trustee VanderVries – Yes. Trustee Behr – Yes. Trustee Siebers – Yes. Trustee Vliek – Yes. Vote: 7-Yes, 0-No. The vote was unanimous and the motion carried.

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

VII. Governance

A. Report from Library Board Liaisons to the Friends.
Trustee Terry reported that the Friends had an amazing sale of $5,180 when usually August is their lowest month for sales. There have been a lot of big donations recently including almost 3,000 new cookbooks. Trustee Terry has donated a digital picture frame to put in the Friend’s new bookcase display to show what the Friends do. The Friends currently have more members than they have ever had. Staff Liaison to the Friends Jill Austin talked about the Common Read Program at WMU to make sure that they were aware of the Library’s upcoming collaboration with them. A staff Halloween party will be hosted by the Friends again this year.

DISPOSITION: Library Board members received the information about the Friends of the Library Board Meeting from Co-Liaisons Trustee Terry and Trustee Pacheco.

B. Fines and Fees/Usage Policy Update
Circulation Supervisor Austin said that Administrative staff have been in discussions about some changes needed to this policy. This included discussion about how the telescope kits are being used and how to make them more accessible to patrons. A booking procedure was set up initially which allowed people to put reserves on the telescopes, but staff are not seeing a need for that at the current time. We request to change the language of the policy to say that telescopes will be checked out for one week from the date they were borrowed.

We are also requesting a change in the language of Section 8, Part C. We feel that in circumstances of inappropriate use of the telescope equipment it would be appropriate to refer to the Patron Behavior Policy. That policy also outlines how patrons can address any restrictions on their use of the library and its materials.

Today, we are also requesting to make some changes to the policy regarding hotspot usage. We have discovered that this is a very sought after service which has been well used, but also created some conflict for both staff and patrons. This has caused us to take a closer look at other libraries in the area and across the state and how they regulate hotspot usage. We are requesting a change to make the hotspots reservable, but not renewable. As with other types of materials, there are limits set for reserves - one reserve on an item per bibliographic record. To clarify, Circulation Supervisor Austin explained that a patron could put a hold on a hotspot. They would wait in the order that the hold was placed along with other patrons requesting that item. They would be notified that their hold is available via email or US mail according to the information they have provided. The hold would be available for one week to pick up. A patron could not put any additional holds on a hotspot until their first hold has been filled.

Circulation Supervisor Jill Austin said that after reviewing the practices of other libraries that have this service, it seems prudent to require identification to be shown at the time of checkout. Discussion among trustees followed
about requiring an ID for any expensive items circulated at the library including the telescopes and hotspots. Head of Adult Services Lawrence Kapture said that checking out a laptop at the Adult Information Desk requires an ID. Discussion continued about requiring a government issued photo ID versus any other photo ID. Trustee Siebers expressed that she would like to keep access to materials as open as possible. Government ID and a rigorous procedure is required for signing up for a library card, so any other photo ID would be appropriate to accept.

The final item up for discussion regarding the hotspots included language about “agreeing to the policy”. After discussion, trustees determined that they didn’t think it would necessary to have patrons sign a separate agreement, but that it would be courteous for staff to give a verbal reminder to patrons for any materials that are getting checked out what the loan period, overdue fines, and replacements fees are for that item.

**MOTION**: It was moved by Trustee Siebers and supported by Trustee Vliek to adopt the following changes to the Fines and Fees/Usage Policy: Telescope users must be 18 or older, patrons can book telescopes in advance, but not reserve them, remove special checkout and return days of the week, remove loss of privilege language, require photo ID for checking out laptops, telescopes, and hotspots, and allow reserves, but not renewals for hotspots. Vote: 7-Yes, 0-No. Motion carried.

Library Board Chair Behr thanked the staff for working on making this service available to the patrons. She said that she hoped that these changes will help staff and patrons have more pleasant experiences regarding the hotspots. Behr said that staff are welcome to suggest revisiting this conversation when we feel like we have enough devices to not have so much stress on the system to see if we need to further revise the policy.

### X. Library Director’s Comments
   1. **Final remarks by Library Director for the August 27, 2018 Library Board Meeting**

Library Director Klien said that there are five candidates running for the three open trustee positions in the fall – Martha Pacheco, Donna VanderVries, Carol Bale, Jeanne Friedman, and Tom Vance.

Klien reminded trustees that the library will be closed for public service on Staff Development Day which is scheduled for Friday, September 28th. Trustee Siebers asked if Klein would like to have a representative of the board to come to speak to the staff and Klien said that was very welcome. Library Board Chair Behr said she would check her schedule to see if she is available that morning.

Library Director Klien said that she and Business Manager Rob Foti have decided to post the Part Time Custodian position. We have 2 interviews this week, and we will see where those interviews take us. We have also done some interviews for the open Circ position and will set up interviews for the Youth Aide positions soon. The changes are due to some staff moving on to FT jobs and we wish them well.

Klien said that she wanted trustees to be aware that Penal Fines revenue came in at the lowest amount it has ever been at $62,654.84. Last year, we received a little more than $70,000. This year, we budgeted $70,000, so we will have to make up the difference. From what I understand, the way they are classifying some of the infractions, the money is going in a different direction. MLA is working on advocacy to educate judges that the way they code violations impacts funding for various community organizations.

Klien has been in touch with Keith Hopkins who is available to do a retreat on general fundraising. Trustees feel that it is important to have a long-term perspective for fundraising. Trustees decided on two possible dates for the fall retreat – October 29th or 30th. The board can take action at the September meeting after confirming a date with Mr. Hopkins.

Library Director Klien said she had one final topic to discuss with the board. She was recently approached by a patron who is working to put together a Braille Library and start a non-profit. While the State of Michigan has a Braille and Talking Book Library and Kalamazoo has a School for the Blind, this patron is hoping to create a local place for people in our area who are blind or have low vision to go and have the same experience as everyone else. Trustees voiced concerns about our limited space and whether or not a project like this sets a precedent that would be difficult to maintain. This patron is currently working on a business plan for this project. Setting up a non-profit and making sure that it is sustainable is a large challenge. Trustees agreed that they hoped
this project would be successful, but were not sure that Portage District Library was the right location to house such an endeavor. Trustees said that they were willing to look at the business plan once completed, but also encouraged Library Director Klien to suggest other resources including contact information for Allison Hammond, Executive Director of Arcadia Institute, a leader in the community when it comes to the inclusion of those with disabilities.

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

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

1. Minutes of the Public Hearing and Regular Meeting held on August 27, 2018
2. Review of Capitalization Policy
3. Review of Internet Policy
4. Review of Materials Selection Policy
5. Report on 2018 Summer Reading Program
6. Initiation of Library Director’s 2018 Evaluation Process

B. Assessment of this meeting – There was agreement among trustees that a lot had been accomplished during the meeting. Trustee VanderVries said she had a good call-in experience. The speaker on the phone made everyone’s voices clear.

C. Miscellaneous Items – Systems Administrator Rolfe Behrje told a story about witnessing a little girl returning her library books and saying goodbye to each one as she dropped them in the bin. He said experiences like that remind him why he is so passionate about libraries.

Board Chair Behr thanked Carol Bale and Jeanne Friedman for attending the meeting. Friedman said she was very pleased to be there. Bale said that the board seems to be a congenial group and she hoped whichever candidates were elected would work well with the group.

Klien told trustees that the fire alarm was accidentally set off the other day and that it was a great opportunity to do a fire drill.

Foti said that next Wednesday, September 5th, we are taking out one book drop to test a new height. A metal fabricator has been working on a design to lower the slot. We will just replace one slot at a time to test to see whether or not this new height will work better.

Trustee Welsh will not be at the September meeting.

XII. Adjournment –
Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of August 27, 2018.

DISPOSITION: The regular board meeting of August 27, 2018 was adjourned at 7:38 pm.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
Administrative Activities:
During the months of August/September 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.
- Met with the PDL’s Professional Development Committee on August 28, September 11, and September 18.
- Attended a Kalamazoo ONEplace panel discussion on Institutional Anti-Racism on August 29.
- Interviewed for PT Custodian position on August 29.
- Met with Quyen Edwards and Colin Whitehurst to discuss plans for the end of year fundraising efforts on September 4.
- Met with PDL’s Harwood Committee to discuss plans for Fall Community Conversations on September 5.
- Worked with Board Trustee Terry and Rolfe Behrje to clean up the North patio tiered garden area on September 7.
- Met with Trish Harrison from the YMCA on September 10 to discuss their PDL Staff Development Day presentations.
- Had a phone conversation with the library’s library law attorney to review the Internet Policy on September 13.
- Had a phone conversation on September 14 with the library’s labor law attorney to discuss their PDL Staff Development Day presentation on Sexual Harassment.
- Assisted with the Portage Community Center’s PCOC Strut onsite registration and packet distribution on the evening of September 14.
- Met with PDL’s CommuniTEEN Read Committee on September 19 to get an update on the plans for the 2019 event.
- Met with Portage Public Schools’ Media Specialist Jeanna Walker on September 20 to discuss funding for the 2019 & 2020 CommuniTEEN Read events.

Maintenance and Building Services
- All preventative maintenance activities were performed as scheduled.
- All cleaning and maintenance services were performed as scheduled.

Personnel Information:
The library undertook the following Human Resource and Financial activities since the August 27, 2018 Board meeting:

- The Library conducted interviews for the vacant Custodian position. An offer was made, and accepted, by Thomas Sherman. Thom is coming to us from a similar position with the Congregation of the Sisters of St. Joseph, Nazareth Campus. Additionally, Thom will maintain a similar position with St. Catherine’s of Sienna. Thom’s first day was September 17, 2018.
- The Library also conducted interviews for the two vacant Library Assistant positions in Circulation Services. Offers were made to Zoey Blake and Rachel Stickney. Zoey has a Bachelor’s of Arts degree from Kalamazoo College and started on September 18, 2018. Rachel possesses a Bachelor’s of Fine Arts from Western Michigan University and will be starting in late September.
The Library began interviewing for the open Library Aide position in Youth Services. An offer should be made to a candidate in late September with a start date to follow in October.

The Professional Development team is putting the final touches on this year’s Staff Development Day. Current plans for the day include presentations on Library emergency procedures, stress relief, healthy eating, exercising in the workplace, sexual harassment, and group activities on library improvements.

**Ends Statement #1**

**Optimize access to resources for information, education, and entertainment.**

We will accomplish this by providing a collection of tools to facilitate creating and learning (1a) and by reaching the community at their diverse literacy needs. (1b)

**Project Updates:**

**Adult Services Programming Highlights**

*Paint Along With Bob Ross* - August 8th at 7:00 PM - 9 people attended. Our nine artists had fun and learned new painting techniques. This series continues to be very popular. The September class filled up within an hour and a half of opening registration.

*Team Trivia: Sci Fi and Fantasy Shakedown* - August 14, 2018, 25 attendees. We had high attendance and participation for the final Fandom Trivia of Summer 2018. Announced many of our fall events to a crowd ranging in ages from 10-60. Positive patron responses and most said they would come to a similar event in the future. Some attendees said they had never been to a PDL event before!

Create programming that promotes interactive learning
- The Fresh Food Fairy visited the library to highlight healthy eating in fun and unexpected ways. Children and their caregivers made "Food Friends" out of different fruits and vegetables, engaged in carrot crunching contests, and were each given their own bag of vegetables to explore tastes and textures together. The Fresh Food Fairy let each child participate in making smoothies by pedaling her specially equipped smoothie bike.

Actively highlight the library’s online resources and services on social media and other media outlets
Adult Services Librarian Katharyn Jones wrote a “Tuesday Tip” about our e-Audio resources to be featured on social media.

Create videos to educate our patrons about our resources and how to use them
- Marketing Manager Colin Whitehurst created a Festival in the Flats follow-up video which was posted on Facebook and received many views, likes, and comments.

Build programming and services that will reach groups at diverse levels
- Youth Staff provided two tech events this month. The first, “Ozobots”, was a drop-in, hands-on introduction to programming through the use of Ozobots, small robots whose movements are programmed using colors on a piece of paper. The second event, “Circuits”, allowed elementary-aged students to experiment with creating their own circuits and an electromagnet.

Our Paws for a Cause dogs returned for a few sessions. Lucky beginner readers were chosen at random from our Summer Reading participants.
**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:

Improve the accessibility and visibility of existing physical and electronic collections
- All preparation steps for Collection HQ have now been completed. The library has installed and is currently running the custom reports necessary for the ongoing functionality of the product. Additionally, the library has uploaded two years of transactional data for the ongoing functionality of the product. The library is awaiting the go-ahead from Collection HQ to begin integrating the product.

**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.

Projects:

We will build outreach services that will meet the needs of people outside the building and outside of our traditional hours
- Portage District Library's first annual Festival in the Flats was a wonderful experience for the over 600 children and caregivers who attended. Geared to the Pre-K children of Portage, the event highlighted the five practices of early literacy: read, write, sing, talk, and play. A gift from the Friends of the Portage District Library allowed PDL to give a gift bag containing a book, snack, water, and tips on the early literacy practices to each of the 241 pre-K children who attended. The event was also designed to highlight the community's investment in early literacy and to allow community leaders to participate in the celebration. Volunteers from the Portage City Council, Portage Rotary, Kalamazoo County Commission, KCReady4s, KRESA, Portage Public Safety and the Sheriff's Office, Portage Library Board Members, Portage Public School staff and Portage School Board members, as well as other libraries in the community all came together to read, write, talk, sing, and play with Festival attendees. The City of Portage generously allowed PDL free use of the space and facilities, including auxiliary parking. Feedback from volunteers and attendees has been overwhelmingly positive, and we look forward to the 2nd Annual Festival in the Flats next year.

Update the Library Website
- Marketing Manager Colin Whitehurst worked on the second revision of the new website’s navigation following feedback from the staff.

**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 – Classics You Should Know
- SF/GN End Cap – Hugo Awards
- Historical related DVD Display was continued from last month.
- Noir display in mysteries to welcome back fall. Provided the definition on the display. This is already quite popular.
- Elvis CD Display (posted 8/01) Including corresponding CDs, books, and DVDs
- 2018 Reading Challenge Display changed to books set in the decade you we born. Currently, books set in the 1940s-2000s are displayed with authentic fonts.
- Adult Services Librarian Katharyn Jones created several booklists for our 2018 Reading Challenge and posted them on the website. We are now nearly 100% through the reading challenge in regards to supportive materials for participating patrons.
- Adult Services Librarian Katharyn Jones wrote three Spark reviews that will be featured in the October magazine.
- Solo Gallery – July 3 – August 27: Nancy Arnt: pastels
- Community Art – MRC artWorks - August – September: Inspirational sayings with painted picture
- MRC artWorks Art Reception | August 13th at 6:00 PM | 60 people attended
  Family and supporters came to see the art. Many nice things were said about the library hosting this organization. The art is vibrant and a pleasure to view.
- Display Cases – Steve Ellis – Antique Lunch Boxes – August 3rd – September 24th. Anecdotally, we receive a large number of comments on this collection.

Provide information and services for users new to the area or new to the U.S.
- This Summer, the Youth Services Department collaborated with the Portage Public Schools to provide space for group and one-on-one learning for English Language Learners and their instructors. The young participants were elementary through high school-aged students. There were for 46 sessions.

“Future History Project: South Westnedge Avenue Documentation”
- During the month of August, the east side of South Westnedge along with a portion of the west side between Milham and Mall Drive was completely documented.

Initiate Harwood Community Conversations
- We have conducted three of the six Harwood Community Conversations. We recently put up displays in the library that highlights the community conversations and encourages our library patrons to answer three questions. We will compile the responses from the displays with our other in person conversations. We are also scheduling some one-on-one conversations with people who had expressed interest in participating in the group conversations, but coordinating schedules was an issue. The Harwood Committee will be meeting again on October 1.

**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
- In October, we need to schedule a meeting with City personnel to discuss their tentative plans and timelines for the Senior Center Project. After that meeting, we will then reconvene our Facilities Master Plan Committee to discuss the direction of the library facilities’ master plan.
- The Library has hired SFE Inc. to perform metal fabrication on one of the Library’s two book returns to make it more accessible from vehicles of varying heights. While this is not necessarily planned for in the Facilities Master Plan, it is a project that has been ongoing as the Library looked for a solution.

Professional Development (Develop a schedule, conduct employee training and certification in topics such as employee benefits, emergency procedures, safety/first aid, equipment use)
- The Professional Development Committee is continuing to meet twice a month to plan the 2018 Staff Development Day and additional training throughout the year. The Staff Development Day is scheduled for Friday, September 28, 2018, and will include emergency preparedness activities, sexual harassment training, health and wellness presentations, and a PDL Shark Tank team building activity.
- We have a tentative date for an active shooter training on November 1, 2018. We will be inviting staff members who were not able to attend the July 25th training, board members, volunteers, and members from the Friends of the Library Board to attend.
- The Library has solicited quotes from the Red Cross for Library staff to attend First Aid/CPR/AED certification training. Additionally, staff have been notified of the opportunity to attend this training and a list of interested staff members has been completed. Staff will be scheduled to attend training at the Red Cross facility throughout the remainder of 2018 and 2019.

Deploy server and virtualization technology, storage consolidation, Software as a Service (SaaS) and will eliminate single points of failure to provide patron and staff access to computing resources, and to ensure that these resources are available to the maximum extent possible while addressing new technology needs as they may arise
- The Portage District Library is continuing its movement to Software as a Service model. Moving to Software as a Service model will help maintain public service continuity and expand public services beyond the walls of the library. The following is a list of updates for SaaS migrations with project activity during August/September:

    Accounting: Financial Edge –
    In Process. The Library is testing live data in August 2018 and September. The library is looking at a go-live dates in late September or early October. Learning portal is live and will be accessible for the first 2 years of SaaS integration.

    Document Management – PaperSave –
    In Process. The Library is testing live data in August/September 2018 and expects to be in production mode in September. Business Manager and Accounts Payables clerk have test system installed and are currently testing. Papersave is an integration with the Financial Edge and will be deployed concurrently with the Financial Edge.

    AntiVirus & Security: Sophos Central Endpoint Advanced –
    Complete for the Staff side of our network. Integration into the public access side of our networks is currently planned and being tested. Public side migration will be aligned with the migration of Envisionware/DeepFreeze/AD migrations to the Secant cloud. We are mainly testing the abilities of our software to route network traffic. Servers will be hosted and the responsibility of our SaaS providers and Cloud hosting provider.

    DNS and Filtering: OpenDNS Umbrella –
Complete. The migration to OpenDNS has been completed for 1 year and a recent upgrade has added granularity to analytics and reporting. We have also added bypass mechanisms for categories, command and control and cryptomining protections. The library is currently working on increased visibility and granularity by employing roaming/mobile computers features.

Fundraising – Little Green Light
In Process. The library is mapping DonorPerfect fields to LGL fields to assure a complete and accurate migration. Little Green Light migration will begin after accounting system/document management has been completely migrated.

Productivity Software – Microsoft Office 365
In Process. The library is completing its security telemetry for employee files and sharing rights. The library is reviewing security reports and familiarizing itself with the security dashboards and reports. Exchange 365 is now configured and a select set of mailboxes have been migrated to test speed, performance and user experience during the migration. Exchange is currently running in hybrid mode effectively bridging the locally hosted mailboxes and cloud hosted mailboxes. The library is testing the migration speed of mailboxes and should begin migrating in October.

Public Access Computers: Envisionware PC Res / LPTOne / Library Document Station
In Process. The library is currently discussing networking communication protocols and designing the network topology that will work best with Envisionware. In October, the library will test hosted model for deployment of its patron computer and print management system.

Help Ticketing: Spiceworks Online
In Process. The library is actively testing the new ticketing portal. Migration to the new ticketing system will occur when the library moves to Office 365.
Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

POLICY: 1. Expend more funds than have been received in the fiscal year to date unless the debt guideline (below) is met.

Director’s Response:

<table>
<thead>
<tr>
<th>Fund</th>
<th>7/31/2018</th>
<th>Changes</th>
<th>8/31/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Reserve (13%)</td>
<td>$ 477,655</td>
<td>$ -</td>
<td>$ 477,655</td>
</tr>
<tr>
<td>Building Reserve</td>
<td>50,000</td>
<td>-</td>
<td>50,000</td>
</tr>
<tr>
<td>Benefits Reserve</td>
<td>29,742</td>
<td>-</td>
<td>29,742</td>
</tr>
<tr>
<td>Technology Reserve</td>
<td>111,305</td>
<td>-</td>
<td>111,305</td>
</tr>
<tr>
<td>HVAC Reserve</td>
<td>15,000</td>
<td>-</td>
<td>15,000</td>
</tr>
<tr>
<td>Patio Feasibility Reserve</td>
<td>4,700</td>
<td>-</td>
<td>4,700</td>
</tr>
<tr>
<td>Lobby Reserve</td>
<td>7,500</td>
<td>-</td>
<td>7,500</td>
</tr>
<tr>
<td>Personal Property Tax Res</td>
<td>349,886</td>
<td>-</td>
<td>349,886</td>
</tr>
<tr>
<td>Reserve for Encumbrances</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td>3,683,319</td>
<td>-</td>
<td>3,683,319</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.
PORTAGE DISTRICT LIBRARY

Library Director’s Report on Financial Condition for August 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.
<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug-18</td>
<td>Aug-17</td>
</tr>
<tr>
<td><strong>Total Library Circulation</strong></td>
<td>73,069</td>
<td>76,989</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>18,901</td>
<td>20,363</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>6,648</td>
<td>8,155</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>27,811</td>
<td>28,646</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>4,367</td>
<td>5,268</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>3,441</td>
<td>5,005</td>
</tr>
<tr>
<td>E-Material</td>
<td>9,776</td>
<td>7,475</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,322</td>
<td>1,278</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>803</td>
<td>799</td>
</tr>
<tr>
<td><strong>Self-Checkout Percentage</strong></td>
<td>62.79%</td>
<td>59.78%</td>
</tr>
<tr>
<td><strong>Total Library Collection</strong></td>
<td>198,521</td>
<td>204,966</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>91,670</td>
<td>93,974</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>17,127</td>
<td>17,976</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>74,865</td>
<td>76,134</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>10,457</td>
<td>12,361</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,402</td>
<td>4,521</td>
</tr>
<tr>
<td><strong>Net Acquisitions</strong></td>
<td>137</td>
<td>(1,327)</td>
</tr>
<tr>
<td>Purchased - Books</td>
<td>1,362</td>
<td>1,584</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>208</td>
<td>474</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(1,441)</td>
<td>(3,390)</td>
</tr>
<tr>
<td><strong>Total In-House Usage</strong></td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>In-House Book Usage</td>
<td>n/a</td>
<td>n/a</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Patrons</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Patrons</strong></td>
<td>40,191</td>
<td>40,299</td>
<td>-0.27%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>26,293</td>
<td>26,339</td>
<td>-0.17%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td>6,526</td>
<td>6,574</td>
<td>-0.73%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Resident</td>
<td>379</td>
<td>368</td>
<td>2.99%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reciprocal</td>
<td>6,132</td>
<td>6,032</td>
<td>1.66%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet User</td>
<td>794</td>
<td>921</td>
<td>-13.79%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td>67</td>
<td>65</td>
<td>3.08%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Patrons</strong></td>
<td>79</td>
<td>16</td>
<td>393.75%</td>
<td>3</td>
<td>(11,420)</td>
<td>-100.03%</td>
</tr>
<tr>
<td>Adult</td>
<td>192</td>
<td>207</td>
<td>-7.25%</td>
<td>1,310</td>
<td>1,389</td>
<td>-5.69%</td>
</tr>
<tr>
<td>Youth</td>
<td>7</td>
<td>5</td>
<td>40.00%</td>
<td>136</td>
<td>127</td>
<td>7.09%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>3</td>
<td>5</td>
<td>-40.00%</td>
<td>27</td>
<td>29</td>
<td>-6.90%</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>37</td>
<td>48</td>
<td>-22.92%</td>
<td>298</td>
<td>329</td>
<td>-9.42%</td>
</tr>
<tr>
<td>Internet User</td>
<td>58</td>
<td>71</td>
<td>-18.31%</td>
<td>449</td>
<td>547</td>
<td>-17.92%</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>2</td>
<td>2</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Patrons Removed</strong></td>
<td>(218)</td>
<td>(320)</td>
<td>-31.88%</td>
<td>(2,219)</td>
<td>(13,843)</td>
<td>-83.97%</td>
</tr>
<tr>
<td>Library Building Usage</td>
<td>Month Statistics</td>
<td>YTD Statistics</td>
<td>CHANGE</td>
<td>CHANGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------</td>
<td>----------------</td>
<td>--------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td>Aug-18</td>
<td>Aug-17</td>
<td>-3.13%</td>
<td>1,530</td>
<td>1,531</td>
<td>-0.07%</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>92</td>
<td>94</td>
<td>-2.13%</td>
<td>792</td>
<td>790</td>
<td>0.25%</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>94</td>
<td>98</td>
<td>-4.08%</td>
<td>738</td>
<td>741</td>
<td>-0.40%</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>1,551</td>
<td>1,061</td>
<td>46.18%</td>
<td>21,225</td>
<td>26,271</td>
<td>-19.21%</td>
</tr>
<tr>
<td>Adult</td>
<td>147</td>
<td>136</td>
<td>8.09%</td>
<td>1,678</td>
<td>2,326</td>
<td>-27.86%</td>
</tr>
<tr>
<td>Youth</td>
<td>1,359</td>
<td>925</td>
<td>46.92%</td>
<td>17,500</td>
<td>21,708</td>
<td>-19.38%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>45</td>
<td>0</td>
<td>100.00%</td>
<td>2,047</td>
<td>2,237</td>
<td>-8.49%</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td>35</td>
<td>29</td>
<td>20.69%</td>
<td>412</td>
<td>378</td>
<td>8.99%</td>
</tr>
<tr>
<td>Adult</td>
<td>11</td>
<td>12</td>
<td>-8.33%</td>
<td>130</td>
<td>132</td>
<td>-1.52%</td>
</tr>
<tr>
<td>Youth</td>
<td>23</td>
<td>17</td>
<td>35.29%</td>
<td>257</td>
<td>221</td>
<td>16.29%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>1</td>
<td>0</td>
<td>100.00%</td>
<td>25</td>
<td>25</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>633</td>
<td>735</td>
<td>-13.88%</td>
<td>4,259</td>
<td>4,659</td>
<td>-8.59%</td>
</tr>
<tr>
<td>Adult</td>
<td>115</td>
<td>131</td>
<td>-12.21%</td>
<td>905</td>
<td>1,004</td>
<td>-9.86%</td>
</tr>
<tr>
<td>Youth</td>
<td>261</td>
<td>280</td>
<td>-6.79%</td>
<td>1,401</td>
<td>1,483</td>
<td>-5.53%</td>
</tr>
<tr>
<td>Technical</td>
<td>71</td>
<td>83</td>
<td>-14.46%</td>
<td>532</td>
<td>615</td>
<td>-13.50%</td>
</tr>
<tr>
<td>Circulation</td>
<td>127</td>
<td>182</td>
<td>-30.22%</td>
<td>1,019</td>
<td>1,134</td>
<td>-10.14%</td>
</tr>
<tr>
<td>Administration</td>
<td>24</td>
<td>28</td>
<td>-14.29%</td>
<td>199</td>
<td>295</td>
<td>-32.54%</td>
</tr>
<tr>
<td>Community Service</td>
<td>35</td>
<td>31</td>
<td>100.00%</td>
<td>203</td>
<td>128</td>
<td>58.59%</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>67,989</td>
<td>69,781</td>
<td>-2.57%</td>
<td>481,521</td>
<td>492,516</td>
<td>-2.23%</td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>58,123</td>
<td>58,975</td>
<td>-1.44%</td>
<td>352,164</td>
<td>356,224</td>
<td>-1.14%</td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>3,132</td>
<td>3,199</td>
<td>-2.09%</td>
<td>23,513</td>
<td>23,965</td>
<td>-1.89%</td>
</tr>
</tbody>
</table>

| Information Access/Reference/Research | | | | | | |
|--------------------------------------|------------------|----------------|--------|--------|
| **Total Reference Transactions** | 8,595 | 10,423 | -17.54% | 74,296 | 72,705 | 2.19% |
| Adult Phone | 361 | 769 | -53.06% | 3,012 | 3,709 | -18.79% |
| Adult Ready Reference | 2,969 | 3,696 | -19.67% | 22,241 | 21,855 | 4.98% |
| Adult Reference | 262 | 174 | 50.57% | 2,118 | 1,439 | 47.19% |
| Youth Phone | 123 | 176 | -30.11% | 1,051 | 1,174 | -10.48% |
| Youth Ready Reference | 2,683 | 2,871 | -6.55% | 26,346 | 23,843 | 10.50% |
| Youth Reference | 435 | 519 | -16.18% | 4,560 | 4,092 | 11.44% |
| HR Phone | 8 | 16 | -50.00% | 112 | 121 | -7.44% |
| HR Ready Reference | 369 | 374 | -1.34% | 3,536 | 3,710 | -4.69% |
| HR Reference | 12 | 16 | -25.00% | 228 | 218 | 4.59% |
| Circ Phone | 624 | 897 | -30.43% | 4,732 | 5,295 | -10.63% |
| Circ Ready Reference | 508 | 576 | -11.81% | 4,253 | 5,366 | -20.74% |
| Circ Reference | 241 | 339 | -28.91% | 2,107 | 2,553 | -17.47% |
| **Total Edutainment LAN Use** | 389 | 402 | -3.23% | 3,884 | 3,924 | -1.02% |
| **Total Internet Computer Use** | 2,822 | 3,247 | -13.09% | 21,557 | 23,894 | -9.78% |
| Youth Computers | 379 | 472 | -19.70% | 2,449 | 2,784 | -12.03% |
| Adult Computers | 2,352 | 2,604 | -9.68% | 18,341 | 20,122 | -8.85% |
| Laptop Computer Circulated | 91 | 171 | -46.78% | 767 | 988 | -22.37% |
| **Total Electronic Transactions** | 44,111 | 48,283 | -8.64% | 364,434 | 372,301 | -2.11% |
| WebSite Hits | 30,731 | 34,288 | -10.37% | 255,204 | 265,864 | -4.01% |
| WebCatalog Sessions | 10,339 | 10,796 | -4.23% | 80,044 | 76,015 | 5.30% |
| Licensed Database Hits | 3,041 | 3,199 | -4.94% | 29,186 | 30,422 | -4.06% |

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

Recurring Monthly Projects:

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

· Our upcoming events were advertised in the Portager, which was sent out to 22,800 residents.

· We created monthly event posters and displayed them in the library.

· Facebook “Events” were created to advertise our programs, and were then shared on our page.

· Flyers and Handouts were distributed within the Library building to advertise our programming.

· Our website and digital signage was updated to advertise our program offerings.

August Marketing Highlights:

· Participated in Professional Development Committee and preparations for the Staff Development Day

· Created a flyer for all of the teen programs

· Designed and printed the quarter sheet flyers for Autumn programs

· Created programming flyers for Autumn programs

August Social Media Highlights:

Facebook
50 New Page Likes | 107 Post Shares | 1,225 Post Likes | 162 Comments | 46,959 Total Reach

Twitter
4,173 Tweet Impressions | 66 Profile Visits | 2 Mentions | 5 New Followers
QUARTER SHEETS + FALL PROGRAMMING FLYERS

**Family Fun Just Move**
Fridays: September 21st, October 19th, December 7th
10:00 AM - 1:00 PM
Join Hether from Just Move Fitness and More, she love to fun on your half day of school! Join her as you play fitness games, move, and dance, dance, dance! This high energy develops your child’s body awareness, coordination, and confidence. No registration required.

**Second Time Around Storytime**
Fridays: September 14th, October 12th, November 9th, December 14th
10:00 AM - 11:00 AM
Come join us once a month for a special story/activity time where caregivers and their kids can gather together to make new friends, experience great fellowship, and participate together using wonderful stories, fun rhymes, easy-to-see signs, and lots of music. This 45 minutes of exploration is facilitated by Linda Holsworth, a grandmother! No registration required.

**Lego Club Grades 2-5**
Thursdays: September 20th, October 25th, November 29th, December 27th
3:40 PM - 5:30 PM
Everyone in Grades 2 through 5 is invited to come to Lego Club at the library. Create with friends, build whatever you imagine, and display your masterpieces. No registration required.

**Family Storytime**
Tuesdays: November 6th, 13th, 20th, 27th
December 4th, 11th
9:30 AM - 10:15 AM & 10:30 AM - 11:15 AM
Thursdays: November 8th, 15th, 29th, December 6th, 13th
10:00 AM - 10:30 AM
Grow a reader! Join us as we sing, play, rhyme and enjoy stories. All ages are welcome, and no registration is required.

**Healthcare Marketplace Open Enrollment**
Wednesday, November 7th
Monday, November 19th
Wednesday, December 5th
Tuesday, December 11th
3:00 PM
Bronson Community Health staff will assist in Healthcare Enrollment. No registration required.

**Kalamazoo Macintosh User Group**
Saturdays: September 15th, October 20th, November 17th, December 8th
9:00 AM
This drop-in group meets the third Saturday of each month. DLUU meetings begin with a presentation of a software program or computer, or accessibility by an experienced club member. The meeting continues with a “Help Session.” Beginners on Mac are welcome. No registration is required.

**Muffins and the Market**
Thursdays: September 20th, October 4th & 18th, November 29th, December 27th
Thursdays: November 30th, December 21st
9:00 AM - 11:00 AM
Please join us as we sing, play, rhyme and enjoy stories. All ages are welcome. No registration required.

**Portage Computer Users Group**
Thursdays: September 6th, 13th, 20th, 27th
October 4th, 11th, 18th, 25th
November 1st, 8th, 15th, 29th
10:00 AM - 1:00 PM
Drop-in computer question and answer session. No registration required.

**Classic Movie:**
Build a Candy Cottage with your Family!
Tuesday, December 11th, 2018 @ 1:00 PM
Register at the Portage City Hall by December 7th

**Great Gift Books For Kids!**
Monday, December 17th @ 1:00 PM
Register at the Portage City Hall by December 7th

**Thankful for Thanksgiving Craft**
Thanksgiving Craft with Your Kids
Register at the Portage City Hall by December 7th

**Coffee and Computers**
September 19th @ 10:30 AM
Register at the Portage City Hall by December 7th

**Goodbye Summer Storytime at Celery Flats**
Tuesday, September 19th @ 5:30 PM
Goodbye Summer Storytime at Celery Flats

**Half Day Drop-in Fun**
Friday, October 12th @ 1:00 PM - 4:00 PM

**Leaf Science**
Wednesday, October 24th @ 6:30 PM - 7:15 PM

**Happy Hour: Morning Yoga & Bible Study**
Wednesday, October 31st @ 6:30 PM - 8:30 PM

**Goodbye Summer Storytime at Celery Flats**
Tuesday, September 19th @ 5:30 PM

**Kalamazoo Area Women’s Club Presents: A Reading By Women’s Club Presents:**
September 20th, October 4th, 18th, 25th
November 29th, December 27th
7:30 PM - 9:00 PM

**Muffins and the Market**
September 20th, October 4th, 18th, 25th
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**Muffins and the Market**
Thursdays: September 20th, October 4th & 18th, November 29th, December 27th
9:00 AM - 11:00 AM
This Morning Investment Discussion Group features information on market discussions, strong coffee, and yummy baked goods! Free-ranging talks may cover a new investment information source, ways to investigate a market sector, types of investment vehicles, and more. No registration required.

**Portage Computer Users Group**
Thursdays: September 6th, 13th, 20th, 27th
October 4th, 11th, 18th, 25th
November 1st, 8th, 15th, 29th
December 6th, 13th, 20th, 27th
10:00 AM - 1:00 PM
Drop-in computer question and answer session. No registration required.
What is advocacy? The MLA Leadership Academy recently had a presentation from former state representative Barb Farrah who is now with our lobby firm GCSI. We try to emphasize the importance of connecting with local and state elected officials when we're educating our next generation of library leaders. Barb talked about the importance of building relationships early with newly elected officials. Don't wait until January. Once elections are over in November, invite those newly elected lawmakers to your library for a tour, coffee hour, or any community event. You can even host a candidate forum prior to the election as long as you invite all known candidates to participate. We need to practice advocacy every day in our libraries, in our communities and in our personal lives.

It's important to realize that politics and advocacy are two different things. As you know, public libraries depend on millages, penal fines, state aid and myriad other sources of funding. What you may not realize is that for every dollar funneled into your library budget, someone advocated to see that funding was not taken away.

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

This fall we will be watching closely for any legislative initiatives that would impact library funding or assault free speech like SB 571 which would have prevented libraries and others from communicating with their patrons for 60 days prior to an election.

Working directly with legislators and the administration to secure positive results is one way to advocate. But advocacy starts well before MLA and GCSI meet with a legislator in Lansing. It starts with educating and building relationships. Advocacy means educating key audiences on the value of libraries. MLA brought the ALA Advocacy Bootcamp to a sold-out Lansing crowd in April. This training for library staff, trustees and friends focused on developing an advocacy plan for each library. It helped empower librarians with skills to tell their library’s story and taught practical tips on how to be a respected and effective voice in the community - again this is all about building relationships.

Local and state elected officials and community leaders need to be educated and reminded of the good work you do every single day. That's why advocacy is everyone's responsibility. Develop a relationship with your community leaders and elected officials and educate them. That is imperative. But don't stop there, tell your neighbor, your barista and the person who changes the oil in your car. It's all about community advocacy. What type of advocacy are you doing in your community this election year?
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 October 2018:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays (except 10/29)</td>
<td>9:30 and 10:30 AM</td>
<td>Baby and Toddler Storytime</td>
</tr>
<tr>
<td>Tuesdays</td>
<td>9:30 and 10:30 AM</td>
<td>Family Storytime</td>
</tr>
<tr>
<td>Wednesdays</td>
<td>10:00 AM</td>
<td>Big Kid Independent Storytime</td>
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<tr>
<td>Thursdays</td>
<td>10:00 AM</td>
<td>Family Storytime</td>
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<tr>
<td>10/3</td>
<td>4:30 PM</td>
<td>Elementary Agents of Kindness</td>
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<tr>
<td>10/6</td>
<td>9:00 AM</td>
<td>Friends of the Library Book Sale</td>
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<tr>
<td>10/9</td>
<td>7:00 PM</td>
<td>Kalamazoo Area Women’s Club Presents a Reading by Bonnie Jo Campbell</td>
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<tr>
<td>10/10</td>
<td>4:30 PM</td>
<td>Caldecott Club</td>
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<tr>
<td>10/10</td>
<td>7:00 PM</td>
<td>Paint Along with Bob Ross (Registration Required)</td>
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<tr>
<td>10/12</td>
<td>10:00 AM</td>
<td>Second Time Around Caregivers Group</td>
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<tr>
<td>10/16</td>
<td>3:00 PM</td>
<td>Girls Who Code (Registration Required)</td>
</tr>
<tr>
<td>10/16</td>
<td>6:30 PM</td>
<td>Go VR: Travel (Registration Required)</td>
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<tr>
<td>10/16</td>
<td>6:30 PM</td>
<td>Teen LGBTQ+ Meet-Up</td>
</tr>
<tr>
<td>10/17</td>
<td>9:00 AM</td>
<td>Coffee and Computers (Registration Required)</td>
</tr>
<tr>
<td>10/19</td>
<td>10:00 AM</td>
<td>Family Fun – Just Move</td>
</tr>
</tbody>
</table>
PORTAGE DISTRICT LIBRARY

Materials Selection Policy

1. PURPOSE

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

2. DEFINITIONS

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

3. GOALS OF MATERIAL SELECTION

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

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

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

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

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

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

4. RESPONSIBILITY FOR SELECTION

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

5. GENERAL PRINCIPLES

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

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

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

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

6. SPECIFIC PRINCIPLES FOR SELECTION

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

a. Present and potential relevance to community needs;

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

c. Importance as a document of the times;

d. Appropriateness and effectiveness of medium to content;

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

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

g. Positive critics' and staff members' reviews;

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

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

k. Insufficient materials available on the same subject;

l. Author or illustrator is local;

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

n. Enhances a specific collection within the Library;

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

p. Literary and artistic merit;

q. Accuracy of content;

r. Popularity with library patrons;

s. Preserves local community information and history;

t. Available shelf or storage space.

7. GIFTS

Acceptance of gifts of materials shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not align with the Library’s objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. Any item, which is not added, may be donated to another institution where it might be used, or it may be sold in a Friends of the Library Book Sale. Monies from such sales are used to benefit Portage District Library services and programs.

8. MAINTENANCE OF THE COLLECTION

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

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

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

c. There remains sufficient need to replace that item;

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

e. The item has historical value;

f. Another networking agency could better provide that or a comparable item.
9. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS PROCEDURE

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

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

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

b. The completed form is reviewed by one or more members of the Library staff who have responsibility for materials selection, and by the Library Director. The Library staff members objectively review the resource in question to ascertain that the selection criteria and principles stated in Section 6, a through t were applied in the selection process. The Library Director or a designated member of the library staff will send a written response to the requester within 30 days of the date that the reconsideration form was submitted. The Library Director also notifies the Library Board of each Request for Reconsideration submitted.

c. If the requester is not satisfied with the decision of the Library staff, he/she may appeal in writing to the Library Director, who then convenes a Reconsideration Committee. This committee will consist of: 1.) One member of the Library Board; 2.) One member of the Library staff with responsibility for materials selection who has not previously considered the material in question; 3.) One resident of the Library district other than the requestor, who is chosen by the requestor. In the case that the requestor does not identify a member for the Reconsideration Committee, the Library Board will select a resident of the Library district.

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

e. Within 60 days, the Reconsideration Committee will recommend an action to the Library Director, who will reach a decision and inform the requester and the committee in writing of that decision within 15 days of the receipt of the Reconsideration Committee’s recommendation.

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

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

Capitalization Policy

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

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

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

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

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

6. INVENTORY:
   An annual audit of capital assets will be conducted. This will entail a review of the assets listed in the asset accounting system to determine that all listed assets are still in the possession of the Library and in use. All assets deemed no longer in use or in the Library possession will be disposed of in the asset accounting system. All items less than $3,000 that are deemed to be missing should be reported to the Business Manager so that an investigation can be conducted to determine their location.

<table>
<thead>
<tr>
<th>ASSET LIVES</th>
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<tbody>
<tr>
<td>Asset Type</td>
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<tr>
<td>Furniture</td>
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<tr>
<td>Office Equipment</td>
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<tr>
<td>Computer Hardware</td>
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<tr>
<td>Telephone Equipment</td>
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<tr>
<td>Buildings</td>
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<tr>
<td>HVAC Systems</td>
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<tr>
<td>Roofing</td>
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<tr>
<td>Carpet Replacement</td>
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<tr>
<td>Electrical/ Plumbing</td>
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<tr>
<td>Kitchen Equipment</td>
</tr>
<tr>
<td>Artwork</td>
</tr>
<tr>
<td>Land Improvements – Structure</td>
</tr>
</tbody>
</table>
7. **EQUIPMENT AND FURNITURE:**
   This is all movable equipment and furniture costing $3,000 or more and having a useful life of one
or more years or if a repair extends the useful life of the asset beyond its normal life. If the
expenditure does not meet either of these criteria, it should be expensed. Equipment and furniture
will be capitalized in the year of acquisition. Costs include: acquisition, freight, and setup costs.
Setup includes those costs necessary for the testing, installation, or preparation for operation or use.
Equipment and furniture will be tagged as soon as possible after receipt from the vendor by
Business Services.

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

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

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

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

12. **IMPROVEMENTS TO BUILDING:** (Including modular furniture)
   - Expenditures that increase the capacity or operating efficiency of an asset will be capitalized.
     These can be major improvements that add substantially to the value of a building or extend its
     useful life.
   - Improvements to buildings, defined above, costing $10,000 or more will be added to the
carrying amount of the building on the inventory records.
   - In relation to building improvements (which are items removed during remodeling, renovation
     and rehabilitation) the old cost will be removed from the asset records if the original cost can be
     specifically identified.
   - Repairs will be expensed.
13. WORK IN PROGRESS:
   All construction projects not complete at the end of the fiscal year will be capitalized as “Work in Progress.” At the end of the fiscal year of completion, the amount for that work in progress project will be moved to the appropriate building asset.

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

15. CAPITAL LEASES:
   Property acquired through a capital lease will be capitalized at the time of the inception of the lease.

16. LIBRARY BOOKS AND MATERIALS:
   Library books and materials will be expensed.

17. DISPOSAL OF EQUIPMENT: When a piece of equipment is no longer usable or needed by Portage District Library, it will be disposed of appropriately. Disposal of equipment includes: sale or donation as surplus property, return to a vendor, cannibalization, trade-in, theft or transfer.
Background:
According to the Library Board’s Annual Calendar, PDL’s Internet Policy is up for review this month. Upon review of the Internet Policy by the Library’s attorney, Anne Seurynck, some changes have been recommended including streamlining the violations portion of the policy to correlate with the violations procedure outline in the Patron Behavior Policy as well as a few other changes. Unfortunately, Ms. Seurynck was unable to get a draft of the new policy together in time for the September Meeting. Therefore, a revised and updated Internet Policy will be presented to the Library Board at the October 22, 2018 Board Meeting.
To: Portage District Library Board
From: Michele Behr, Library Board Chair
Date: September 18, 2018
Subject: Initiation of Library Director’s 2018 Evaluation Process

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

The Board Personnel Committee will then meet to develop a recommendation to the Library Board for the Library Director's compensation in 2019 and present a recommendation to the whole board at the December 17, 2018 board meeting, at which time a vote will be taken.

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

The Library Director’s performance evaluation entails the following assessments:

1. Has there been progress on achieving Board endorsed Ends Statements in 2018?
2. Has there been progress on accomplishing Board endorsed personal goals in 2018?
3. Has the Library Director been in compliance with the Board's Executive Limitation in 2018?
4. Consider that the success of the library is the evaluation of the Library Director.
PORTAGE DISTRICT LIBRARY
2018 Evaluation Form for the Library Director

Policy G-3. Accountability of the Library Director Policy

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

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

<table>
<thead>
<tr>
<th>EXECUTIVE LIMITATIONS POLICIES</th>
<th>Date Reviewed</th>
<th>In Compliance with Policy</th>
<th>Not in Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Global Executive Constraint Policy</td>
<td>01-22-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Emergency Library Director Succession Policy</td>
<td>02-26-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Treatment of Consumers Policy</td>
<td>02-26-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Asset Protection Policy</td>
<td>03-26-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Financial Planning/Budgeting Policy</td>
<td>03-26-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Financial Condition and Activities Policy</td>
<td>03-26-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Fundraising Policy</td>
<td>04-23-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Minutes and Records Retention</td>
<td>07-23-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Compensation and Benefits Policy</td>
<td>08-27-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Treatment of Staff Policy</td>
<td>08-28-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Capitalization Policy</td>
<td>09-24-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Communication and Support to the Library Board Policy</td>
<td>10-22-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Ends Focus of Grants or Contracts</td>
<td>10-22-18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments: ____________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Assessment of Accomplishment of Ends in 2018:

<table>
<thead>
<tr>
<th>END STATEMENTS</th>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENDS STATEMENT #1 - Optimize patron access to resources for information, education and entertainment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENDS STATEMENT #2 - Be a safe, welcoming, inclusive destination for families and individuals.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENDS STATEMENT #3 - Be a leader in strengthening our community.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENDS STATEMENT #4 - Be a community center to experience and explore local arts and culture.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Areas of Focus for the Library Director in 2019 (Goals)

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The library used the Beanstack online tool to track reader participation and progress for the second year in 2018. The information below reflects the new reporting methods we use through this product. Some of the Adult Reading Program’s numbers are missing due to an issue transferring data from the 2017 program to this year:

### Youth Summer Reading

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of people who registered for this program</td>
<td>1853</td>
<td>1645</td>
</tr>
<tr>
<td>Number of people who submitted reading time</td>
<td>1006</td>
<td>1085</td>
</tr>
<tr>
<td>Number of people who logged 30 hours (completion)</td>
<td>185</td>
<td>211</td>
</tr>
<tr>
<td>Total time logged</td>
<td>14,922 hours</td>
<td>16,582 hours</td>
</tr>
</tbody>
</table>

### Teen Summer Reading

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of people who registered for this program</td>
<td>487</td>
<td>404</td>
</tr>
<tr>
<td>Number of people who submitted titles</td>
<td>217</td>
<td>229</td>
</tr>
<tr>
<td>Total books logged</td>
<td>1,432</td>
<td>1,316</td>
</tr>
</tbody>
</table>

### Family Quest

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of people who registered for this program</td>
<td>1101</td>
<td>1088</td>
</tr>
<tr>
<td>Number of people who completed quests</td>
<td>643</td>
<td>721</td>
</tr>
<tr>
<td>Number of completed activities</td>
<td>2,479</td>
<td>1,977</td>
</tr>
</tbody>
</table>

### Adult Summer Reading

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of people who registered for this program</td>
<td>374</td>
<td>305</td>
</tr>
<tr>
<td>Number of people who submitted titles</td>
<td>270</td>
<td>269</td>
</tr>
<tr>
<td>Number of people who logged 20 books (completion)</td>
<td>37</td>
<td>43</td>
</tr>
<tr>
<td>Total books logged</td>
<td>N/A</td>
<td>2,571</td>
</tr>
</tbody>
</table>

### What Was New in 2018:

- Youth Services formalized preschool and summer daycare coordination. Schools who visited during previous summers were contacted and summer visits were scheduled during times when they could have the best experience – more available staff, lower volume of regular visitors.
- The Youth Services Summer Assistant covered 12 hours of desk time in addition to assisting with programming. During the summer Youth Services covers an additional 34 hours of desk time through double staffing. The Summer Assistant provided valuable backup for desk staff.
- Participants could preregister for the reading programs. They could preview the programs, and create a login if they chose to prior to launch of the programs.
Improvements We Continued This Year

- Thanks to the generosity of the Friends, the Youth Department was again able to offer books as a final prize for both the youth and teen programs. This was an incredibly popular addition, and it wouldn’t be possible without the support of the Friends.
- Our anonymous donor again sponsored the option for participants to “donate” their progress to Heifer International. 331 children and teens donated this year, up from 276 in 2017.
- Youth Services continued regular small-scale weekly programming for elementary-aged children. This year the programs were created by a combination of our Youth Aides, outside presenters, and our Summer Assistant.
- Teen Services again offered Above and Beyond Prize drawings, which were increased this year due to requests from participants.

Summer Reading Promotion:
The Summer Reading Programs began on Saturday, June 16 and ran through Wednesday, August 15, 2018. Staff members visited area elementary schools to promote the summer reading programs and events. The teen librarian visited more middle schools than ever before, presenting a total of 42 times. Flyers were distributed to all elementary students and to the secondary school classes when staff visited. The reading programs were also promoted with posters, banners, flyers, digital signage, web, and social media. Every Portage household received summer event and reading program information in their Portager at the beginning of June.

Major Sponsor of the Portage District Library’s Summer Reading Programs:
The Friends of the Portage District Library donated $11,500 for summer events and prizes for the Portage District Library’s adult, teen and youth 2018 Summer Reading programs. An additional $1,000 was donated for the purchase of books for the Youth and Teen final prize.

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

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

Kazoo Books, Kalamazoo Institute of Art, Lee’s Adventure Sports, Laser and Skin Care Center, Bookbug, Chocolatea, Celebration Cinema, Erbelli’s, One Well, The Pantry, Water Street Coffee Joint, Zoup, Grand Traverse Pie Co., Monelli’s, Culvers, Glitch, Dunkin’ Donuts/Baskin Robbins, SkyZone, Ritters, Nature Center, Kalamazoo County Fair, and Pizza Hut

Teen Volunteers:
57 Teens volunteered with us this summer, working a total of 1,030 hours.

Collaboration with the Portage Public Schools:
The Portage District Library collaborates with the Portage Public Schools to ensure that we reach as many students as possible. We visit many of the schools and do presentations highlighting the summer reading program and summer events. They allow us to distribute materials to students, and publicize volunteer orientations via their high school announcements.
**Evaluation:**

It was an excellent participation year for youth, teens, and adults. Our focus was on motivating participants to read throughout the summer, and the results show. We will continue to explore ways to keep up the momentum. There is again an initial shift of interest to the Quest, a non-traditional, experience-based program. Youth Services is exploring additional ways to incorporate more experiences as incentives for the youth participants.

**Access to the Summer Reading Program:**

Patrons were able to access the program 24 hours a day via any Internet connection or mobile device. We had several computers set up in the library that were designated for our Summer Reading participants to register and to submit their reading progress. If adult patrons felt uncomfortable using computers, they could also join using paper forms or they could call in and have library staff submit their information for them. Library employees were happy to provide access to the programs in any way possible. Next year, both Youth and Adult departments hope to utilize the Beanstack app to make the programs even more accessible.
The Food for Fines campaign began at the library as a “good neighbor” community support initiative with the goal of helping to restock the food pantry of the Portage Community Center (a Loaves and Fishes Pantry). The campaign also intended to be a way that library patrons could reduce or eliminate their overdue charges in return for donations of canned or packaged non-perishable food items. We established a rule that donations would be accepted on the basis of one canned or packaged food item or five packages of ramen noodles for each dollar of fines to be waived, and we stated that the exception would be that donations could not be applied to the replacement cost of lost or damaged library materials.

We have learned that we may need to change the structure of our Food for Fines campaign and we would like to discuss the topic at the September 24, 2018, board meeting.