NOTICE of PUBLIC MEETING

The Portage District Library Board

will meet in regular session on

May 20, 2019 beginning at 6:00 PM

at the

Portage District Library

in the Lower Level
Long and Gourdneck Lake
Meeting Rooms

for the purpose of
conducting library business

Doors open at 5:30 PM.
AGENDA

I. Start of Meeting

II. Roll Call

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

IV. Adoption of the Agenda for the Regular Meeting of May 20, 2019 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on April 22, 2019. (Info) Pg. 1-4
   B. Review of Reciprocal Borrowing Policy (Info) Pg. 5
   C. Review of Patron Behavior Policy (Info) Pg. 6-12
   F. Marketing Report for April 2019. (Info) Pg. 23-24
   G. Library Board Linkage for June 2019. (Info) Pg. 25

VI. Staff Presentation on the Library’s Summer Reading Program (20 minutes total) Pg. 26

VII. Library Director’s Reports (20 minutes total)
   A. Legislative Update for April 2019. (Info) Pg. 27-28
   B. Statistical Report for April 2019. (Info) Pg. 29-30
   C. Final remarks by Library Director for the May 20, 2019 Library Board Meeting.

VIII. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the June 24, 2019 board meeting
      1. Minutes of the Regular Meeting held on May 20, 2019.
      2. Initial Discussion about Plans for the 2019 Library Board Retreat
      3. Review of Heritage Room Policy.
      4. Follow-up on mid-year Meeting with Library Director.
      5. Presentation of Audit Report for Fiscal Year 2018 by Rehmann Robson staff.
      6. Presentation of proposed Library Operating Budget for Fiscal Year 2019.

   B. Assessment of this meeting

   C. Miscellaneous Items

IX. Adjournment
PORTAGE DISTRICT LIBRARY BOARD  
Minutes of the Board Meeting held on  

April 22, 2019  

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 CoreLife Eatery and the board meeting started at 6:00 PM  

II. Roll Call -  

Board Members Present: Carol Bale, Michele Behr, Jeanne Friedman, Donna VanderVries, Ted Vlack, and Tom Welsh  

Board Members Absent: Cara Terry (excused)  

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

Library Staff Absent: Rolfe Behrje  

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

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

A. Comment from Trustee Bale – Trustee Bale said that she had a comment she wanted to share. Bale said she was at a social gathering recently when she was talking to other attendees about using the library. One couple said that they are big fans of the library and are avid Hoopla users!  

B. Comment from Trustee VanderVries – Trustee VanderVries said that she was recently in Austin, Texas. While she did not have the opportunity to visit the public library there, she was able to go to the LBJ Presidential Library which she found to be very interesting.  

DISPOSITION: The Library Board acknowledged the comments from Trustee Bale and VanderVries.  

IV. Adoption of the Agenda for the Regular Meeting of April 22, 2019.  

Library Board Chair Welsh asked if there were any changes needed to the agenda of the April 22, 2019 board meeting before its adoption.  

MOTION: It was moved by Trustee VanderVries and supported by Trustee Behr that the Library Board adopt the agenda for the regular meeting of April 22, 2019. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.  

V. Consent Agenda  

Library Board Chair Welsh asked if there were any changes needed to the consent agenda for the April 22, 2019 board meeting before its adoption. Trustee VanderVries asked to remove Item F and Trustee Welsh asked to removed Item D. Trustee Welsh asked for a motion to approve the consent agenda with Items D and F removed.  

A. Minutes of the regular meeting held on March 25, 2019  
B. Narrative Report for March 2019  
C. Financial Condition for March 2019  
D. Statistical Report for March 2019  
E. Marketing Update for March 2019  
F. Legislative Update for March 2019  
G. Library Board Linkage  
H. Review of Programming Policy  

Page 01
I. Review of Art Exhibit Policy
J. Invitation to Library Board members to the Volunteer Appreciation Event on May 8, 2019
K. Memo: Request to Use Patron Data and Trustee Signatures

MOTION: It was moved by Trustee Vliek and supported by Trustee VanderVries, that the Consent Agenda for the regular board meeting of April 23, 2018 be approved with Items D and F removed. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

Discussion of Item D – Statistical Report for March 2019 – Trustee Welsh said that he wanted to address the Hot Picks statistics. He pointed out that HotPicks check out statistics are down and that when he is browsing the HotPicks book shelf, there are a limited number of materials there. Welsh also noted the significantly higher materials discarded number and asked Klien to address the reason for that. Director Klien began by addressing the large amounts of items that are currently being discarded. This is due to the purchase of the CollectionHQ product and its subsequent use. Head of Technical Services Abby Pylar generates reports at the beginning of each month that are distributed to collection managers for review and action. Klien said that the board should expect to continue to see high discard numbers. One of the reasons for using this product is to make the collection more browsable which studies repeatedly show in turn increases circulation. Collection managers have been doing an excellent job weeding their collections of items that have not circulated in awhile. Welsh asked if these reports also reflect items with high amount of holds or requests through ILL. Klien said that CollectionHQ also reports on titles, authors and subjects that are high circling, but that the process to evaluate purchasing additional copies of items due to the large number of holds placed on them is done by a different method within SirsiDynix. Head of Adult Services Lawrence Kapture said that he is having on-going discussions with his staff about adjustments to HotPicks purchasing.

Klien also spoke about how AV circulation is down. Current trends show that people are streaming more and that is something that we will be paying attention to and may inform our budgets and collection development. Welsh suggested more advertising of eMaterials. Whitehurst agreed that making sure all patrons are aware of the availability of eMaterials is important to promote, though statistics show its use is growing. Trustee Bale asked staff to comment on the reason the number of Adult programs is down from last year, and Kapture responded this is due to staffing issues from the long-term absence of a full time Adult Services Librarian.

Discussion of Item F - Legislative Update for March 2019 – Trustee VanderVries continues to encourage trustees to watch what is happening in regards to Dark Store legislation. She said that the key case on this issue, Menards vs. Escanaba, will take place in Lansing in front of the Tax Tribunal on May 13-17 and that she will be in attendance. The City of Escanaba has spent a lot of money preparing for this legal battle and its outcome could have an impact on revenue for many communities in Michigan.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Behr, to approve Items D and F. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

VI. Governance

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

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

B. Amended Resolution for the FY 2018 Budget – Business Manager Foti reminded trustees that this item was on the agenda due to a mistake caught by the auditor’s during a review of the 2018 Library Budget. The budget numbers on the Resolution didn’t match the numbers on the final approved FY 2018 Budget. In order to correct this typographical mistake, the library’s lawyer, Anne Seurynk, drafted the presented Amended Resolution.
MOTION: It was moved by Trustee Vliek and supported by Trustee Bale, to adopt the Amended Resolution for the FY 2018 Budget. Vote: 6-Yes, 0-No, 1-Absent.
Role Call Vote: Vliek – Yes, Bale – Yes, Welsh – Yes, Behr – Yes, Friedman – Yes, VanderVries – Yes. Terry – Absent. Motion carried.

VII. Ends Development

A. Report from Board Co-Liaison to the Friends of the Library – Trustee Bale said that she enjoyed her first Friends of the Library Board Meeting and found it to be a lively group. Trustee Welsh, Trustee Terry, and Circulation Supervisor Jill Austin were also in attendance at the meeting. The Friends talked about their current membership numbers which are strong. On June 10th at 6:00 PM, the Friends will have another meeting to work on their organization’s strategic plan over the next 5 years. The Friends are looking for more participants from people outside their group including board members, staff, and the public. They are hoping more participants will help them with idea generating. They had a successful April Book Sale which generated $5,000.

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

B. First Quarter Strategic Planning Statistics -
Library Director Klien said that there were a few projects in the Strategic Plan where staff have suggested changes. She spoke of Local Historian Steve Rossio’s suggested changes from the Cemetery Project to a project that supports the Portage Public Schools as they have their 100 year anniversary coming up in 2022.

Library Director Klien said that the other change was recommended by Head of Adult Services Lawrence Kapture who also manages the library’s OverDrive account. He has been looking at OverDrive activity and attempting to bring down the average hold time that patrons wait for eMaterial to become available. Because of the way OverDrive statistics are made available, he suggested changing the way that the stats are reported. Trustee Behr asked in the library shares eMaterials with the Consortium and Kapture responded yes, the library is currently sharing eMaterials in the advantage plan and over a year old with the consortium.

Klien reminded trustees as they were looking over the 1st Quarter Strategic Plan Statistics that some projects are measured annually, while others are measured over the course of three year plan. Those projects are indicated with an asterisk.

Trustee Behr had some questions for clarification of specific projects. She asked how the project regarding “12 software/devices that allow people to create and learn” would be accomplished. Kapture responded that the implementation of the Creation Station at the end of 2019 would help fulfill this goal. Behr also asked about the project that would “help 150 patrons become info-literate”. Kapture said that this continues to be a priority in Adult Services which is met by the various ways they offer computer education. He said that attendance at computer classes has dwindled over time. Adult Services still receives a lot of technology related questions, but patrons seem to prefer more specialized one on one assistance. Adult Services Librarian Katharyn Jones has been offering programming with the VR equipment purchased by a grant from the Friends of the Library, and Kapture said that Adult Services will be trying some new methods to promote tech literacy this summer. Behr’s final question related to Middle and High School access cards and Klien responded that the library is still working on that process. Trustee Welsh asked what “kits will change annually” and Head of Youth Services Laura Wright responded that they are backpacks with theme based items such as a game, book, and DVD that would get checked out together. The kits are used heavily, but are labor intensive to replace and that goal was created to challenge staff to be replacing items and themes often.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Behr, to approve the changes to the Strategic Plan 2018-2020. Vote: 6-Yes, 0-No, 1-Absent.

VIII. Monitoring to Assure Compliance with Executive Limitations
A. **1st Quarter Financial Report for FY 2019** – Business Manager Foti gave the Financial Report and stated that the news was all good at this point in the year. A First Quarter report is a snapshot of where the library stands financially a quarter of the way through the year. Foti said he has no concerns to report at this time.

**DISPOSITION:** The Library Board received the information about the 1st Quarter Financial Report for FY 2019.

B. **Monitoring Report on Executive Limitation: Fundraising Activity** – Library Director Klien said we are complying with the fundraising policy as written. As approved in Consent, we will be sending out the 2019 Spring Appeal to previous donors within the last 2 years. We will also send out an Annual Appeal at the end of the year to registered patrons with library activity in the past 2 years.

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

IX. **Library Director’s Comments**

A. **Final remarks by Library Director for the April 22, 2019 Library Board Meeting** –

Library Director Klien said that she and Business Manager Foti are in the process of interviewing candidates for the Facilities Manager position.

The Library will be participating in the Portage 2019 Memorial Day Parade and the Board is welcome to participate.

We have continued to work on our building master plan with meetings involving staff and the architect, as well as how we can fund a building project and the increased operating costs that would create.

X. **Process Evaluation**

A. **Suggestions for Agenda Items to be included on the May 20, 2019 Board Meeting**

1. Minutes of the Regular Meeting held on April 22, 2019
2. Review of Patron Behavior Policy
3. Follow-Up on mid-year meeting with Library Director
4. Plans for participation in the City of Portage’s 2019 Memorial Day Parade
5. Plans for 2019 Summer Reading Kick-Off in June

B. **Assessment of this meeting** – There was agreement among trustees that this had been a full and productive meeting.

C. **Miscellaneous Items** – Board Chair Welsh and Vice Chair VanderVries both indicated that they would not be available for the May meeting. Library Board Secretary Edwards said she would consult Roberts Rules of Order and contact trustees with the appropriate way to proceed. Klien also stressed the importance that other trustees let her or Edwards know if they would be unavailable as well, since the Board needs a quorum (4 trustees) to hold an official voting meeting.

XI. **Adjournment** –

Library Board Chair Welsh said if there was no further business to be considered, that he would adjourn the regular board meeting of April 22, 2019.

**DISPOSITION:** The regular board meeting of April 22, 2019 was adjourned at 7:42 pm.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
PORTAGE DISTRICT LIBRARY

Reciprocal Borrowing Policy

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

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

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

Criteria for Institutions in Reciprocal Borrowing Agreements with the Portage District Library:

The participating institution must:

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

Expectations for Reciprocal Borrowing Patrons Accessing the Portage District Library:

Reciprocal borrowers are expected to:

1. Conform to all of the rules and regulations of both participating institutions, including the payment of any fines and fees, which may be accrued.
2. Present a valid resident borrower’s card from their “home” institution.
3. Present identification and proof of residential address as specified in the library’s Resident/Non-Resident Policy.
4. Return library materials promptly and in satisfactory condition.
PORTAGE DISTRICT LIBRARY

Patron Behavior Policy

I. Introduction
The Portage District Library (the “Library”) is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board of Trustees has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

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

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

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

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

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

E. Safety of Patrons on Library Property.

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

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

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

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

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

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

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

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

III. Rules for Personal Behavior.

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

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

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

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

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

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

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

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

1. Spitting;

2. Running, pushing, shoving or other unsafe physical behavior;

3. Putting feet or legs on or climbing furniture;

4. Using obscene or threatening language or gestures.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

V. **Children in the Library**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VI. Disciplinary Process for Library Facilities.

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

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

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

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

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

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

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

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

VII. **Right of Appeal.**

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.
Library Director’s Narrative Report for May 20, 2019
(Activities at the end of April and beginning of May 2019)

Administrative Activities:
During the months of April and May 2019, 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.
- Interviewed a candidate for the Facilities Management position on April 17.
- Met with architect to discuss potential areas for expansion and renovation on April 18.
- Interviewed a candidate for the Facilities Management position on April 22.
- Attended PDL Library Board Meeting on April 22.
- Met with PDL Professional Development Committee on April 23 and May 14.
- Met with Library Board Chair, Tom Welsh for mid-year meeting on April 24.
- Met with Kevin Brozovich of HRM Innovations and Business Manager Rob Foti to review potential candidates for the Facilities Manager on April 24.
- Participated in the Portage Community Center Board meeting on April 24.
- Started a small staff workgroup to investigate potential funding avenues. Our first meeting was held on April 30.
- Participated in the Portage Rotary meetings on Wednesdays during the month of May.
- Attended a Michigan Library Association training in Ann Arbor on May 3.
- Met with Willard Library Director on May 6.
- Attended the library volunteer recognition celebration on May 8.

Maintenance and Building Services
- All preventative maintenance activities were performed as scheduled.
- All cleaning and maintenance services were performed as scheduled.
- Completed the quarterly restroom and ceramic tile cleaning.
- Completed West Lake exit door repairs.
- Replaced backup batteries in fire monitoring system and verified ages of remaining batteries. Annual fire suppression system testing, fire extinguishers and AEDs is being scheduled.
- Replaced mechanical timer with astronomical timer for back parking lot lights.

Personnel Information:
The library undertook the following Human Resource activities since the April 22, 2019 Board meeting:

- Christy Klien and Rob Foti interviewed two candidates for the vacant Facilities Manager position. Upon completion of those interviews, a job offer was not extended to either candidate. Kevin Brozovich, of Rose Street Advisors, will continue his search for viable candidates for the Library.
- The Professional Development Team is working on this year’s Staff Development Day agenda. The Library’s Staff Development Day is traditionally held on the last Friday of September each year and focuses on bringing staff together for team building and education on a series of topics.
- The Library has advertised for the vacant Library Assistant position in Circulation. Applications are being accepted and interviews should begin during the week of May 13.
**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**

- **Reading Together Book Talk: The Hate U Give - April 2nd at 7:00 PM - 7 people attended.**
  A very open discussion about race, gender, and equality took place. Questions that started with the book, came around to the attendees sharing their personal experiences. The discussion ran over thirty minutes because no one wanted to disengage. Patron comments: Open and honest discussion. Absolutely thought provoking; Great discussion on racial themes; Even in a racially homogenous setting, there are varied points of view.

- **Science Fiction and Fantasy Discussion: Reboots - April 9th at 7:00 PM - 10 people attended.**
  We had a great time with this fun topic. Six reboots were presented in a PowerPoint to start the discussion. As it happened, there was so much discussion, we only had three minutes left for the other members to bring up their favorites. The two reboots that generated the most discussion were King Kong (1933, 1976, & 2005) and Buffy the Vampire Slayer (1992 movie VS 1997 TV Series).

- **Classic Movie: Libeled Lady - April 13th at 2:00 PM - 15 people attended.**
  Our community turned out to watch Jean Harlow, William Powell, and Myrna Loy turn a false news story into the truth in order to prevent a high-society woman from suing for libel in this 1936 classic. Steve Salaba hosts these classic movie events by bringing in his personal collection of reel to reel films.

- **Open for Discussion: Just Mercy - April 16 at 10:30 AM - 12 people attended.**
  Bryan Stevenson was praised by the whole group for his selflessness in helping the wrongly accused, and his tireless work for social justice. The discussion focused on helping the underprivileged in our area and how the members of the group are already giving of their time to volunteer for various groups such as The Deacon’s Conference, Project Re-Entry, and the Free Store of Kalamazoo. Other members of the group asked how they could get involved in which staff responded with information about Gryphon Place in Kalamazoo, and another member suggested Ministry with Community. Ballots to vote for the titles for the 2019-2020 year were handed out.

**Youth Services Programming Highlights**

- **As of May 3rd, there are 234 pre-K children signed up for Festival in the Flats. Thirty-two volunteers have confirmed that they will be readers. Youth Staff are still seeking a group or several individuals to help with a “stroller brigade”, which consists of helping people who don’t have strollers/wagons get from the auxiliary lot or the library to the venue.**

- **Samuel Nalangira performed for an all-ages audience. He included dance and instrument instruction, along with information and stories about Uganda.**

**Develop more instructional programming for adult patrons**

- **Reclaimed Roses – April 4th – 8 people attended.**
  Patrons learned how to create a beautiful flower from recycled books! The program was well received. There were requests for more book art programs like this, as well as a series in which Adult Services Associate Katie Brinker teaches participants how to make multiple types of flowers.
Create programming that promotes interactive learning

- Wisdom Tree (Adult Services passive program) - March to April - 45 responses in total. Our wisdom tree solicited wisdom from the patrons based on a different question. Patrons responded to the question by writing their answer on a paper “leaf,” and attaching it to the branches of a small “tree” on display. Adult Services Associate Katie Brinker compiled the answers in a list, along with a picture of the tree that was “created.” The list and picture were be displayed to the side of the tree when the next stage ran. The collaborative art process will be unique based on the stages. Katie created leaves of different shapes and colors for each stage. Questions and answers included:

Week 1: What are you most grateful for at this point in your life?
- For being able to have gratitude!
- To have been able to live this many years- 91- and still be able to wake and drive a car! Every woman needs to drive.

Week 2: What advice would you give your younger self?
- Be open to what is around you and always share with others.
- Get a goal and go for it- never give up.
- Be grateful for what you have and obey the law!
- Your person will come into your life when you least expect him to, and when he does, you will know. Until then, spend time getting to know yourself and don’t settle for being treated like anything less than you deserve.
- Find advice on how to approach someone you like. Everyone has to learn. Everyone wants love.

Week3: As you age, what will keep you happy?
- Working! Though I am close to retirement, I will never stop being a nurse. I love helping people. I also want to stay close with my family.
- Continuing to take dance classes. It keeps my mind and body active.
- Having good health, good friends, and having time to pray and read.

Week 4: What do you think the world needs more of right now?
- Love! As Ellen DeGeneres says, "Be kind to one another!"
- Less individual time, more time together to get to know one another.
- Free thinkers
- Empathy and kindness
- Kindness and acceptance of others who are different and think different.
- Youth Staff hosted a “Build It” event, where attendees could use different materials to test their creativity and building skills.

- Youth Staff hosted a Mini Library Camp for a group of scouts. The attendees spent the day learning what it takes to become a librarian. They learned how to create a book display, look up materials, run a program, and shelve items.

   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 for the library’s Facebook page featuring MeL access to the Poetry and Short Story Reference Center.

Build programming and services that will reach groups at diverse levels

- On April 12th, three KRESA ASD (Autistic Spectrum Disorder) classrooms visited as a group for storytime and a tour of the youth area. The group included 24 students, 3 teachers and 9 paraprofessional support staff. The lead teacher was very happy with the outcome of the visit, and they plan to repeat the field trip next year.

**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:

Offer, programming, services, and collections that will better meet the needs of our immigrant population

- A member of the Youth Staff attended MLA’s Community Collaborations Workshop. The topic: "Immigration issues are impacting communities across the country. How can libraries better serve the immigrant population in our state? A lineup of experts will give you an overview of concerns and how your library can better serve these patrons and students."

**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

- Brookdale Book Talk - April 11 at 1:30 PM - 10 people attended. Two new people came to try out the group. One left with two books! Library staff brought “book group reads”, but most were rejected. Despite that, all participants except for one left with something.

- Two youth staff members met with two KRESA Early On staff to discuss collaborating on public playgroups at the library next fall. We also hosted our second KRESA Early On closed playgroup. The Early On team is going to man our book distribution table at Festival in the Flats.
- Staff also provided on-site storytimes to both Head Start classrooms at Community Center. In the past, only the 4 year old classroom has been able to visit the library, so taking storytime to them allowed the 3 year old class to participate, too. This worked so well that staff plan to continue with this model.
- Youth Staff hosted a booth at the 11th Annual Green-A-Thon. The Portage Youth Advisory Committee, in cooperation with the Portage Environmental Board and Park Board, hosted this event to celebrate Earth Day. Green-A-Thon featured multiple representatives from local organizations and businesses providing education about environmental ideas. Youth Staff encouraged children and families to make a creative and fun “recycled art” project to take home. Over 100 crafts were created.
- Attendees from our Family Storytime made “thank you for your service” cards for Vietnam veteran John Colburn. He was participating in the Talons Out Honor Flight. The honor flight is an all-expense paid trip to Washington, D.C. for our WWII, Korean War, and Vietnam veterans to visit the memorials built in their honor. During the flight John Colburn was presented with the 20+ cards created by the children and their caregivers after storytime. The flight was on April 20th.

**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:

**Adult Services Display Highlights**
- Adult Services featured crafting books throughout the months of March and April to highlight the Staff Art and Handicrafts exhibit.
- Created a new display of books featuring new and local poets for Poetry Month.
- Created a display entitled Bookflix that featured reboot books (to highlight our discussion event on April 9) and then featured popular resources.
- Put out “Locked Room” mystery books in the mystery section this month.
- Adult Services Librarian Katharyn Jones wrote two Spark reviews highlighting new resources PDL purchased. *The Love Quotient* was also the GoodReads Choice Award winner in the category of Romance, and changed the carousel on the Books and More tab to feature poetry resources.
- Created a display to draw attention to our off-site “Sense of Place” display.
- Fashioned a book poem display with found poetry from book pages to encourage library patrons to go to PDL’s Bad Poetry night and local April poetry events.
- Promoted Reading Together with a display that featured the book and a book discussion guide.

**Displays and use of space to showcase local arts and organizations**

*Community Art Gallery* - The Plein Air Artists of West Michigan  
*Solo Gallery* - Ranja Friedman  
*Lower Level Gallery* - The Shamrock Montessori Center  
*Local History and Culture Gallery* - Staff Art and Handicrafts

The Heritage Room will initiate a long-term CONTENTdm Scanning Project
- Local Historian Steve Rossio has processed an additional fifty photographs for the John Todd Digitization Project.
Heritage Room Book Expansion Project
- Several unique photo postcards have been added to the Heritage Room’s postcard collection.
- Three World War II unit histories have been added to the Dick Goss South Pacific Collection.
- A wonderful book detailing the history of the Detroit Fire Department from its beginnings through 1890 has been added to the Heritage Room’s “rare book” collection.

Portage Schools Collection
- All of the school documents have been sorted into cursory categories. Examples include: Township Schools; Portage Central; Portage Northern; Middle Schools; Elementary Schools; Administrative; etc.

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
- A small group of the Facilities Master Plan committee met with our architect on April 18 to discuss the process and review our building priorities and needs.

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 met on April 23 and May 14 to discuss general plans for staff training in 2019 and met in small work groups to plan for Staff Development Day. We are also starting to have staff who are interested in receiving CPR and First Aid training work with their direct supervisors to get scheduled for a training through the American Red Cross.

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.

Software Patching: Ninite Pro – Currently testing Open JDK (Java Development Kit) due to licensing changes with Oracle JDK. This change impacts many software packages at the library and must be thoroughly tested.

Accounting: Financial Edge – The Library continues to test live data. The library is currently working to schedule migration dates.

Document Management – PaperSave – The Library continues to test live data. The library is currently working to schedule migration dates.

DNS and Filtering: OpenDNS Umbrella – This library is adding protections against Cryptomining for both public and staff networks.

Integrated Library System: SirsiDynix BlueCloud Analytics - The library has begun testing report automation and report subscriptions.
Integrated Library System: SirsiDynix SIP Services - SIP services have been preconfigured for EZProxy upgrades. The required IP addresses & ports in our firewall are complete.

Productivity Software – Microsoft Office 365 - Finished all remaining internal mail relays issues post-Microsoft Exchange Server shutdown. Received Quotes for backup of Office 365 and two factor authentication. The library will implement in May/June 2019.

Telephone Service and Appliances: Cisco Call Manager and Related Products - The library finished testing its elevator emergency phone. The library is completing its Informacast (paging and notification system) update and new feature configuration.


Help Ticketing: Spiceworks Online - The library is building a test pilot help ticketing system using Microsoft Teams through Office365. The library is actively testing the new ticketing portal. Migration to the new ticketing system will occur when the library moves to Teams in Office 365.

Database Proxy: OCLC EzProxy –The library is currently testing these configurations in its new environment. The library has learned that it will need to apply SSL (Secure Sockets Layer) for EZPROXY to authenticate patrons for database access. The library is working with its partner to apply the correct SSL certificate and begin transition to its new hosted application.

Local History Archives: OCLC ContentDM – The library is waiting for OCLC to test its transition plan.

Digital Signage – The main level display monitor was replaced.

Technical Services will efficiently help acquire, process, and deliver accurate complete materials in a timely manner that will aide in borrowers search and retrieval of the information that they desire.
- Head of Technical Services Abby Pylar has continued to monitor the reports in Collection HQ to see their completion by collection managers.
- Technical Services is working on getting the complete names of authors into the call number for all of the fiction materials. This will help the volunteers search for items more efficiently when they are using the scanners or helping the librarians with weeding projects.
- Head of Technical Services Abby Pylar is training volunteers to use the scanning guns to help the librarians with the weeding process in their collections.
**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. Expending 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>3/31/2019</th>
<th>Changes</th>
<th>4/30/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Reserve (13%)</td>
<td>$ 520,223</td>
<td>-</td>
<td>$ 520,223</td>
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<tr>
<td>Building Reserve</td>
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<td>50,000</td>
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<tr>
<td>Benefits Reserve</td>
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<tr>
<td>Technology Reserve</td>
<td>111,305</td>
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<td>111,305</td>
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<tr>
<td>HVAC Reserve</td>
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<td>15,000</td>
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<tr>
<td>Patio Feasibility Reserve</td>
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<tr>
<td>Lobby Reserve</td>
<td>7,500</td>
<td>-</td>
<td>7,500</td>
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<tr>
<td>Personal Property Tax Reserve</td>
<td>805,946</td>
<td>-</td>
<td>805,946</td>
</tr>
<tr>
<td>Reserve for Encumbrances</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td>4,896,702</td>
<td>-</td>
<td>4,896,702</td>
</tr>
</tbody>
</table>

**POLICY:** 2. Indebt the organization money in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days.

**Director’s Response:** No new money has been borrowed that cannot be repaid within 60 days.

**POLICY:** 3. Use any long-term reserves.

**Director’s Response:** No reserves have been used.
POLICY: 4. Conduct inter-category shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

April Marketing Highlights:

- Created advertising material for Summer Reading 2019.
- Began to design and lay out advertising materials for our Summer 2019 programs.
- Met with the Fundraising Team to plan and create the Spring Appeal for 2019.
- Participated in Master Planning Committee meetings.
- Created Festival in the Flats 2019 marketing material.

April Social Media Highlights:

Facebook
52 New Page Likes | 182 Post Shares | 2,062 Post Likes | 404 Comments | 94,8550 Total Reach

Twitter
4,220 Tweet Impressions | Likes 10 | Re-tweets 2 | 143 Profile Visits | 4 Mentions | 1 New Followers
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 May & June 2019:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/27</td>
<td>10:00 AM</td>
<td>Portage Memorial Day Parade</td>
</tr>
<tr>
<td>5/29</td>
<td>7:00 PM</td>
<td>Teen Summer Volunteer Training Session</td>
</tr>
<tr>
<td>6/1</td>
<td>All Day</td>
<td>Friends of the Library Book Sale</td>
</tr>
<tr>
<td>6/5</td>
<td>10:00 AM</td>
<td>Festival in the Flats (at Celery Flats Historical Area)</td>
</tr>
<tr>
<td>6/5</td>
<td>6:30 PM</td>
<td>Fitness in the Library: Pilates and Pages *Registration Required</td>
</tr>
<tr>
<td>6/8</td>
<td>2:00 PM</td>
<td>SHARE Your History: an Oral History Experience *Registration Required</td>
</tr>
<tr>
<td>6/10</td>
<td>6:00 PM</td>
<td>Friends of the Library Board Meeting</td>
</tr>
<tr>
<td>6/11</td>
<td>10:00 AM</td>
<td>Summer Family Fun: Sing Along Storytime with Crescendo Music</td>
</tr>
<tr>
<td>6/12</td>
<td>2:00 PM</td>
<td>Tech Café: Go VR</td>
</tr>
<tr>
<td>6/15</td>
<td>11:00 AM</td>
<td>Summer Reading Kickoff</td>
</tr>
<tr>
<td>6/19</td>
<td>6:00 PM</td>
<td>Paint Along with Bob Ross Again *Registration Required (begins 5/20/19 at 6:00 PM)</td>
</tr>
<tr>
<td>6/20</td>
<td>6:30 PM</td>
<td>Aquatic Invasive Species: Identification, Management and How You Can Help</td>
</tr>
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To: Portage District Library Board Members
From: Christy Klien, Library Director
Date: May 13, 2019
Subject: Staff Presentation on the 2019 Summer Reading Program

Library staff will be giving a presentation on the library’s Summer Reading Program at the May 20, 2019 board meeting.

This year’s Summer Reading Kick-Off Celebration will be held in the library on June 15, 2019, from 11:00 AM to 1:00 PM. We have hosted the kick-off event at the library for several years now, and we love having the opportunity to showcase the library! The event description is included below:

Celebrate summer with us! Sign up for our Summer Reading Program and be sure to stay for some family-friendly fun. There will be all-ages activities, scavenger hunts and more! Grown-ups who need a little refreshment can stop by the coffee bar sponsored by the Adult Department or check out our Friends’ Mini Book Sale. There's something for everyone!
MLA Advocacy – April 25, 2019

House Passes Library Protection for Narcan Use

Today the Senate Health Policy and Human Services Committee heard testimony from MLA President Kristin Shelley and MLA Executive Director Gail Madziar on HB 4367 and SB 200. Earlier this month on a 106 to 0 vote the Michigan House of Representatives passed HB 4366 and 4367 which would provide liability protection for libraries when providing the life-saving opioid antidote naloxone, common brand name Narcan, to an overdosing patron. Those original bills were amended by senators to expand the reach to limit liability for additional municipalities and entities along with libraries. We expect the bills to pass out of committee to the Senate floor next week.

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

Library of Michigan, the Michigan Department of Education and MLA have been working together to see this protection added for our libraries. In the United States, it is reported that a person dies of an opioid overdose every thirteen minutes. While they happen everywhere, it's been impossible to miss the stories of overdoses happening in the restrooms and parking lots of public libraries especially in New York, Philadelphia and Denver. There, librarians have administered life-saving Narcan on a weekly and sometimes daily basis.

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

Libraries, however, do not have immunity for any liability situations that could arise from providing this life-saving treatment. As a result, library attorneys are often recommending that libraries not stock the treatment. These bills would allow libraries and library employees or agents to purchase, possess, distribute or administer in good faith an opioid antagonist without possible subject to criminal prosecution. The law would provide immunity to libraries similar to that provided to public schools.
State Reps. and former teachers Darrin Camilleri (D-Brownstown Township) and Matt Koleszar (D-Plymouth), along with Rep. Kristy Pagan (D-Canton) introduced a package of bills aimed at addressing the state's ongoing literacy crisis by requiring staffed libraries in every public school in the state. The three-bill package would ensure every student access not only to a school library, but to a certified librarian or media specialist trained to improve literacy, foster a love of learning, and help identify and correct problems before they become significant obstacles to reading.

MLA supports HB 4392 4393 and 4394 and the coalition for Michigan school libraries. Please send a letter to your Michigan Representative. EveryLibrary has made it easy to do so at this link: https://www.saveschoollibrarians.org/3billsmichigan
**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** May 6, 2019  
**SUBJECT:** Library Statistical Report - April 2019

<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
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<tr>
<td></td>
<td>Apr-19</td>
<td>Apr-18</td>
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<tr>
<td><strong>Total Library Circulation</strong></td>
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<tr>
<td>Adult - Books</td>
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<td>Adult - A/V</td>
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<td>E-Material</td>
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<td>ILL - PDL Requests</td>
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<td>ILL - Other Lib. Requests</td>
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<td><strong>Self-Checkout Percentage</strong></td>
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<td><strong>Total Library Collection</strong></td>
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<td>Adult - Books</td>
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<td>Adult - A/V</td>
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<td>Youth - Books</td>
<td>73,954</td>
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<td>Youth - A/V</td>
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<td><strong>Net Patrons</strong></td>
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<tr>
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<td>141</td>
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<tr>
<td>Youth</td>
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<tr>
<td>Non-Resident</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Reciprocal</td>
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<td>39</td>
</tr>
<tr>
<td>Internet User</td>
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</tr>
<tr>
<td>Professional</td>
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<tr>
<td><strong>Patrons Removed</strong></td>
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<td>(234)</td>
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### Library Building Usage

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<th>Apr-19</th>
<th>Apr-18</th>
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<th>YTD Statistics</th>
<th>2019</th>
<th>2018</th>
<th>CHANGE</th>
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<td><strong>Total Meeting Room Usage</strong></td>
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<td>96</td>
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<td>359</td>
<td>-2.51%</td>
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<td>980</td>
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<td><strong>Information Access/Reference/Research</strong></td>
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</tr>
</tbody>
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* In-house Use Statistics will be done for one week each quarter.

---

Christy Klien, Library Director