NOTICE of PUBLIC MEETING

The Portage District Library Board
will meet in regular session on
June 24, 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.
PORTAGE DISTRICT LIBRARY BOARD MEETING
June 24, 2019
Regular Meeting 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 (10 minutes total)

IV. Adoption of the Agenda for the Regular Meeting of June 24, 2019 (1 minute) (Vote)

V. Audit Presentation (20 minutes)
   A. Presentation of Audit Report for Fiscal Year 2018 by Rehmann Robson staff. (Info) Pg.1

VI. Guest Presentation (30 minutes)
   A. Presentation by Michigan Senator Sean McCann. (Info) Pg.2

VII. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on May 20, 2019. (Info) Pg.3-6
   B. Review of Heritage Room Policy. (Info) Pg.7-8
   C. Narrative Report for May 2019. (Info) Pg.9-14
   E. Marketing Report for May 2019. (Info) Pg.18
   F. Library Board Linkage for July 2019. (Info) Pg.19

VIII. Governance (30 minutes)
   A. Follow-up on mid-year Meeting with Library Director. (Info) Pg.20
   B. Report from Library Board Liaisons to the Friends (Info) Pg.21
   C. Initial Discussion about Plans for the 2019 Library Board Retreat (Info) Pg.22

IX. Ends Development (60 minutes)
   A. Presentation of Proposed FY 2020 Budget for Portage District Library. (Info) Pg.23
      (NOTE: The proposed FY 2020 Budget is separately numbered and included at the end of the packet.)
   B. Future Funding Discussion (Info) Pg.24

X. Library Director’s Reports (20 minutes total)
   A. Legislative Update for May 2019. (Info) Pg.25-26
   B. Statistical Report for May 2019. (Info) Pg.27-28
   C. Final remarks by Library Director for the June 24, 2019 Library Board Meeting.

XI. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the July 22, 2019 board meeting
      1. Minutes of the Regular Meeting held on June 24, 2019.
      2. Final Review and Approval of Proposed Fiscal Year 2020 Budget and Millage Rate for public
         inspection prior to Public Hearing at the August 26, 2019 board meeting
      3. 2nd Quarter Report for Fiscal Year 2019
      4. Presentation of the library’s 3-Year Technology Plan (FY 2020-2022)
      5. Monitoring Report on Executive Limitation for Minutes/Records Retention
      6. Plans for the library’s 2019 Staff Development Day
   B. Assessment of this meeting
   C. Miscellaneous Items

XII. Adjournment
The Fiscal Year 2018 financial audit of Portage District Library has been completed, and a representative from the accounting firm Rehmann Robson will be coming to the June 24, 2019 board meeting. They will go over the audit report with the Library Board and summarize the library’s financial standing for the period January through December 2018. At that time, their major findings will be shared and you will have an opportunity to ask any questions you may have.
Senator Sean McCann

Sean McCann graduated from Western Michigan University in 1993 with a degree in political science. McCann served on the Kalamazoo, Michigan City Commission for ten years, starting in 1999. He was elected to the Michigan House in 2011.

In 2013, he proposed the creation of an independent commission to draw legislative districts in the state, in order to help prevent gerrymandering. He worked for the Kalamazoo Red Cross and the Vine Neighborhood Association.

In 2014, McCann ran against Republican Party nominee Margaret O'Brien and Libertarian Party nominee Lorence Wenke for the 20th district seat in the Michigan Senate. He lost to O'Brien. In 2018, in a rematch, McCann defeated Margaret O'Brien. McCann assumed office on January 1, 2019 for a four year term.
PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Board Meeting held on

May 20, 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 Olga’s and the board meeting started at 6:00 PM.

II. Roll Call -
Board Members Present: Carol Bale, Michele Behr, Jeanne Friedman, Cara Terry, Ted Vliek, and Tom Welsh

Board Members Absent: Donna VanderVries (excused)

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

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

A. Comment from Trustee Bale – Trustee Bale said that there were two things she wanted to mention this evening. A colleague shared with her how much they enjoy the children’s backpacks (kits) that are available and check out two to share with their grandchildren when they are visiting. Kudos to Youth Services for that! The second thing Bale wanted trustees to be aware of was a May 4, 2019 MLive article discussing Kalamazoo ISD’s proposal for a redesign of the technical education program which could include construction of a new career center.

B. Comment from Trustee Welsh – Trustees Welsh said that in his recent travels to Ireland, he took pictures of the Dingle Library. Trustee Behr commented that she is also in favor of library tourism.

DISPOSITION: The Library Board acknowledged the comments made by Trustee Bale and Welsh.

IV. Adoption of the Agenda for the Regular Meeting of May 20, 2019
Library Board Chair Welsh asked if there were any changes needed to the agenda of the May 20, 2019 board meeting before its adoption. Welsh asked for a motion.

MOTION: It was moved by Trustee Vliek and supported by Trustee Bale that the Library Board adopt the agenda for the regular meeting of May 20, 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 May 20, 2019 board meeting before its adoption. He highlighted the fact that we have moved two items off consent and to the Library Director’s Reports for the time being. Trustee Welsh asked for a motion to adopt the agenda.

A. Minutes of the regular board meeting held on April 22, 2019.
B. Review of Reciprocal Borrowing Policy.
C. Review of Patron Behavior Policy.
F. Marketing Report for April 2019.
MOTION: It was moved by Trustee Behr and supported by Trustee Terry, that the Consent Agenda for the regular board meeting of May 20, 2019 be approved. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

VI. Staff Presentation on the Library’s Summer Reading Program

Trustees were given a presentation by Head of Youth Services Laura Wright and Adult Services Librarian Ruth Cowles who coordinate the library’s summer reading program. Wright passed out the flyers Youth Staff take with them on elementary school visits. The flyers include youth events, adult programs for the parents, and a reading log on the back. Wright explained that while participants can keep track of their progress online, some people still prefer or enjoy tracking progress by filling in the circles as they read. The Professor Higglebottom character played by Steve Rossio is the highlight of the elementary school visits. He gets the kids attention about the reading program, the library and other fun events happening. Wright said that the Teen Librarian makes visits to the middle school and there is always more demand than there is staff time to accommodate. Middle school visits are in smaller groups so that they can get to know the staff and can see the books that are brought – novels, graphic novels, trivia, light reading, and other high interest materials to encourage them to visit the library.

Wright said that the Youth Department often sees double the number of people during an average day in the summer than during the school year. Because of the high number of programs taking place and double-staffing the Youth Information Desk, we don’t do outreach during the summer. The focus is on in-house programs for kids walking through the door and events for families. Wright said that about 3,500 people (including Adults) sign up for summer reading and about 2,400 participate regularly. This number has continued to remain stable. Youth Services offers a variety of options for kids to participate in the Summer Reading Program in addition to tracking the time they spend reading. The summer Reading Quest is a challenge based program and more interactive. The Quest prize is the lanyard with buttons. We are also continuing with our philanthropic option; thanks to an anonymous donor, youth can trade their reading minutes into a monetary donation to Heifer International. Thanks to a generous grant from the Friends of the Library, we are able to offer books as a final prize again this year. Finally, we are offering a new interactive installation in Youth Services where kids can add a sticker that says, “I read today!”

Ruth Cowles, Adult Services Librarian and Summer Reading coordinator gave trustees an overview of the Adult program. For every 5 books you read up to 20, registered participants get an entry into the raffle for one of three prize bags which contain at least $500 worth of donated items. Adult Staff have been soliciting items for prizes for the last 6 weeks and have done a fantastic job. Adults Services participates in the Kickoff event with a café that serves free coffee and bagels. Friends will also have a mini-booksale set up. We like to encourage the adults/parents to model reading for the kids who are participating too! You can sign up online or visit the Adult Services Desk!

VII. Library Director’s Reports

A. Legislative Update for April 2019.
   The Narcan Bill has been sent to the committee as a whole with bi-partisan support. If this bill passes, we would have additional discussions at our library about implementation and to determine our staff’s comfort level if they had access to and could administer Narcan to a patron who was overdosing.

   There were no questions from trustees regarding the Statistical Report.
C. Final remarks by Library Director for the May 20, 2019 Library Board Meeting.

Library Director Klien said she received a call from the PPS Superintendent who said that the School Board is interested in a linkage opportunity with other Boards. Klien said that she responded that she thought the Library Board would respond favorably to that so we will look for an invitation to participate in a joint linkage (Carver Trained facilitated) meeting. The Library Board would be asked to provide feedback to the School Board’s Ends Statements and would be willing to reciprocate feedback if the Library Board is interested. This would be an evening meeting which has not been scheduled yet.

During the June meeting we will be taking our annual Board photo. Trustee Behr said she will be absent. Whitehurst will send out dress code tips to coordinate.

Next Monday is Memorial Day and the Parade in Portage. Staff will be meeting at the library at 9AM and carpool down to the Southland Mall to meet in front of the Barnes and Noble. Parade starts at 10 AM and we should be back to the Library at 11AM. Please let us know if you are interested in joining and wear a blue shirt (library logo or other).

Sen. McCann will be presenting next month at the June meeting. We will also have the audit presentation. In July, Clare Membiela, Library Law Consultant with the Library of Michigan will be presenting at the Board Meeting.

Spring Appeal is being mailed this week.

As most of you are aware, Business Librarian Nicolette Sosulski passed away on May 15th and had a memorial service on May 16th. It was so nice of her family to direct donations to the library. They knew how much being a librarian meant to her. We will have more discussions about a project/memorial to honor her.

The Library Administrative Team has begun an investigation on millages including speaking with the attorney. To have something in the November election, we have to have the ballot language submitted to the county no later than August 13th at 4pm. This means that language would have to be voted on by the Library Board at the July meeting. Klien said the discussion right now is to ask for additional funding for construction, operating, and furnishing costs to help maintain our current building and meet the needs of our patrons both now and in the future. There was discussion about what Library staff can be doing in preparation as well as discussion about what else might be on the ballot in November. Each trustee was asked to give their initial opinion on the topic. Board Chair Welsh thanked the group for their comments towards the discussion. Library staff will report back to the Board in June so that trustees feel comfortable making a decision regarding moving forward.

XI. Process Evaluation

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.
7. Presentation by Senator McCann
B. Assessment of this meeting – There was agreement among trustees that it was productive meeting.

C. Miscellaneous Items - None.

XII. Adjournment –
Library Board Chair Welsh said if there was no further business to be considered, that he would adjourn the regular board meeting of May 20, 2019.

DISPOSITION: The regular board meeting of May 20, 2019 was adjourned at 7:22 pm.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
PORTAGE DISTRICT LIBRARY

Heritage Room Collections and Use Policies

Collections Policy

The Local Historian will, at his/her discretion, accept donations of materials for the Heritage Room that complement existing collections, add to the history of the immediate community and surrounding areas, and/or develop collections of specific interest to the library, provided no restrictions are attached to their use, display or disposition.

1) At the discretion of the Local Historian, materials may be added to the Heritage Room Collection through gifts, purchases or trades from individuals or institutions, or by deposit from various governmental bodies.

2) In regards to donations, the Local Historian reserves the right to reject any material if said material is deemed to be unsuitable for the Heritage Room Collection by reason of subject, format, condition, or restrictions.

3) For every donation received, a Deed of Gift Agreement must be filled out by the Local Historian and then signed by both the Local Historian and the Donor. This Deed of Gift Agreement must also include a concise inventory of items received and a list of any restrictions placed on said donations (see number 4). Any items left for the Local Historian that do not have contact information will be treated solely as a gift and will fall under Collections Policy number 2.

4) If restrictions are requested on a donation, they will be listed on the Deed of Gift Agreement and will be reviewed by both the Local Historian and the Portage District Library Director to determine if the item(s) will be accepted or declined due to the nature of said restrictions verses the historical value of said donation.

5) Items which are accepted into the Heritage Room Collection become the sole property of the Portage District Library and will be available for use by the general public. If at any time after acceptance an item is determined to be outside the scope of the Heritage Room Collection, it may be deaccessioned and disposed of according to the terms of the Material Disposition Form which accompanies the Deed of Gift. Deaccessioning will take place after a review by both the Local Historian and the Portage District Library Director.
Use Policies

1) The use of rare or fragile materials by the general public shall be determined by the Local Historian and may be limited under certain circumstances (see NOTE). Copies of the original items will be provided in lieu of the primary source material when original materials are deemed to be too fragile or rare for use.

NOTE – Reasons for limiting access to original materials may be, but are not limited to, fragility of said materials, rarity of said materials, and/or value of said materials.

2) For patron ease of locating material within the Heritage Room, all Heritage Room books shall be catalogued in the same manner as other Portage District Library materials and shall receive a distinguishing label of “H.R.” on their spine. Items determined to be of a unique historical character or of great monetary value shall receive a special archival book-mark containing relevant information in lieu of the standard library sticker labels.

3) Heritage Room Archival material may not be loaned from the Portage District Library without the written permission of the Local Historian and the approval of the Portage District Library Director. Heritage Room reference books may be checked out by Portage District Library card holders but will be reviewed on a case by case basis by the Local Historian. The checkout time for Heritage Room material is two weeks. Items will be checked out and checked in solely by the Local Historian.

4) Due to space restrictions within the Heritage Room, items may not be placed on long term loan to the Heritage Room. Items loaned to the Heritage Room for display or copying purposes shall not exceed a loan period of six weeks. Each loaned item will be documented in writing with a copy given to the loaner, a copy accompanying the item while in possession of the Heritage Room and a copy placed in the Heritage Rooms master loan file.
Library Director’s Narrative Report for June 24, 2019
(Activities at the end of May and beginning of June 2019)

Administrative Activities:
During the months of May and June 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 candidates for the Circulation Assistant position on May 17, May 22, and May 23.
- Met with architect to discuss potential areas for expansion and renovation on May 20.
- Attended PDL Library Board Meeting on May 20.
- Met with City of Portage’s Deputy Assessor on May 21.
- Met with library donor on May 21.
- Attended a Library of Michigan webinar on library millage on May 22.
- Met with Dr. Jumanne to discuss diversity on May 22.
- Met with the City Clerk on May 23.
- Interviewed by an MLS student on May 23.
- Participated in the Portage Memorial Day Parade on May 27.
- Met with PDL Professional Development Committee on May 28 and June 11.
- Met with department supervisors to discuss budget request submissions during the week of May 27.
- Assisted the Friends group with the June book sale clean-up on June 2.
- Assisted with the Festival in the Flats cancelation notifications on June 5.
- Met with Business Manager Rob Foti to review drafts of the FY2020 budget on June 6 and June 12.
- Interviewed a candidate for the Facilities Management position on June 7.
- Participated in the Friends of the Portage District Library’s planning session on June 10.
- Met with Head of Adult Services Lawrence Kapture and Business Manager Rob Foti to discuss Adult Services staffing on June 11.
- Attended online the SirsiDynix Connections Summit for Public Library Directors on June 11.
- Participated in the Portage Rotary meetings on Wednesdays during the month of June.
- Met with C2ae Interior Designer and Library Architect on June 18 to discuss potential interior updates.
- Met with public service area supervisors to discuss potential options for fine forgiveness programs on June 19.
- Attended Catalyst University on June 20.

Maintenance and Building Services
- All preventative maintenance activities were performed as scheduled.
- All cleaning and maintenance services were performed as scheduled.
- Completed semi-annual bedbug inspection and remediation.
- Completed diagnosis and repair on Rooftop Split System.
- Completed diagnosis and replacement of compressor on the Lower Level/Atrium air handler.
- Completed diagnosis and repair of Lower Level Meeting Room air handler.
- Completed diagnosis and repair of Server Room MDF and purchased and installed a portable air conditioner to maintain network services while the unit was being repaired.
- Completed diagnosis and repair/battery replacement of the Radionics security panel.
- Completed the certification of the library’s 5 backflow preventers.
- Completed the replacement and certification of 1 backflow preventer.
- Completed the removal and re-installation of the modified book drop chute.
- Completed the annual elevator inspection.
• Completed the modification and testing of elevator emergency call button.
• Scheduled the expanded concrete repair project.
• Completed West Lake exit doors repairs.
• Monitoring Lower Level Meeting Rooms air handler for lockouts.
• Cleaned patio water fountain. Currently evaluating safe and manageable options for the fountain in the future.
• Completed diagnosis and repair of the evaporator pump and float in the new book drop room.
• Completed e-recycling of library technology waste.
• Completed diagnosis and repair of HVAC thermistor.
• Submitted 2020 budget requests for building, grounds, and maintenance.

**Personnel Information:**
The library undertook the following Human Resource activities since the May 20, 2019 Board meeting:

- Christy Klien and Rob Foti interviewed a third candidate for the Facilities Manager position. The candidate will be at the Library for a second interview on June 24, 2019.
- The Professional Development Team is working on this year’s Staff Development Day agenda. The Library’s Staff Development Day is 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 interviewed candidates for the vacant Library Assistant position in Circulation. A candidate was selected; but unfortunately, the pre-hire screening could not be completed in an acceptable time frame for the Library, so the position will remain open. New candidates will be interviewed as soon as possible.
- The Library accepted the resignation of Katie Brinker, a Library Associate in the Adult Services Department. Katie’s last day will be June 19, 2019. A candidate has been identified through interviews for the open Library Assistant position. The Library is in the process of making a temporary job offer to that individual for the summer.

**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
- Sense of Place - May 4th at 10:00 AM - 22 people attended.
  The Portage District Library partnered with the Kalamazoo Nature Center to highlight the wonders available in Michigan nature. Patrons walked an easy trail at the Nature Center to seek out and learn about Michigan animals and their activities and to observe the rich natural variety of plant life.
  Patron comments: It was worthwhile. / It was great including the weather. / I enjoyed it a lot.
  / I am [now] more interested in what is growing in my yard!
Volunteer Appreciation Day - May 8th at 2:00 PM - 30 volunteers attended.
We thanked the volunteers with county fair games, pie and square dancing. The staff pulled together some
great games with rubber band shooters, mini-golf greens, a beanbag toss, and plinko. Then, the volunteers
enjoyed a plethora of pie from Grand Travers Pie Co. topped with ice cream. Our special guest was Jerry
Sleeman and his wonderful square dancers. Jerry called many sessions of dancing for newcomers and
seasoned dancers alike. We had a wonderful afternoon.

Passport to Crime Release Party (International Mystery Book Discussion Group) - May 8th – 13 people
attended.
The whole community was invited to the International Mystery Bookclub’s Passport to Crime Release
Party on May 8. This included a free book list of 22 international mystery books that the library owns
with accompanying recipes and discussion questions for engaged summer reading. Attendees were even
able to sample a few of the recipes from the packet and check out some of the books at the event. Both
new faces and regular book club members attended.

Crazy Horse: The Lakota Warrior’s Life & Legacy – May 13th at 6:30 PM – 52 people attended.
Crazy Horse family elder Floyd Clown Sr. joined author William Matson to discuss and sign their book
"Crazy Horse: The Lakota Warrior's Life and Legacy" based on the family’s oral history. This event was
highly popular and the crowd was very excited, including many families whom Floyd and Bill posed with
for pictures.

Science Fiction and Fantasy Discussion: Summer Movie Preview - May 14th at 7:00 PM - 18 people
attended.
We had a great time watching the previews for upcoming summer movies. A couple of faces were
covered during the horror movie previews, but the popcorn continued to flow. Attendees appreciated the
movie guide that was handed out.

Youth Services Programming Highlights
- Kalamazoo Symphony Orchestra performed a musical tour of works of art for preschool and elementary
children and their families.
- NOTE: Due to weather concerns, Festival in the Flats was cancelled. Youth Staff offered drop-in
activities to any who came to the library that morning. Those who registered were invited to come to the
library and receive their free book pack any time for two weeks following the event.

Create programming that promotes interactive learning
- The annual Teen Murder Mystery event was again at capacity, with participants working together to
solve a fictional mystery staged in the library’s meeting rooms.

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.

No Project Updates for May.
**Ends Statement #3**

**Be a leader in strengthening our community.**

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

Project Updates:

We will build outreach services that will meet the needs of people outside the building and outside of our traditional hours
- School visits began to both the elementary and middle schools in Portage. Elementary visits are usually assembly presentations encouraging summer reading and participation in the library’s Summer Reading Program and events. Middle School visits introduce interesting books for this age group and inform classes about upcoming teen events.

**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.

Project Updates:

Displays and use of space to showcase local arts and organizations
- Community Art Gallery—Animals in Art
  Animals in Art made its 9th annual appearance at Portage District Library for the months of May and June. The show highlights a variety of works featuring endangered animals by local artists.

- Solo Gallery—Pamela Lyles
  Portage artist Pamela Lyles brightened the Solo Gallery for the months of May and June with artistic portrayals of land, air, and sea animals.

- Local History and Culture Gallery—Animals in Books
  Animals from classic children’s literature were on display for the months of May and June.

- Fiction End Caps – Hey, Girl
- SF/GN End Cap – Kaiju (Giant Monsters)

“Future History Project: South Westnedge Avenue Documentation”
- Westnedge Documentation has begun again in 2019 focusing on the structures from Mall Drive to Romence Road. An agreement with the City of Portage has resulted in Local Historian Steve Rossio receiving email notices of demolition permits issued to structures in Portage. This has allowed documentation to take place before the demise of the structures.
Portage Public Schools Project
- A spreadsheet is being created cataloging the various school items. Local Historian Steve Rossio has met with members of the Portage Public Schools Centennial Commission to discuss what role he will have in the celebrations.

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.

Project Updates:
Facilities Master Plan
- A small group of the Facilities Master Plan committee met with representatives from the architectural firm C2AE on May 20 and June 18 to discuss the potential areas for expansion and renovation.

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 last met on June 12 to discuss plans for 2019 Staff Development Day. This year’s theme centers on kindness and empathy. Staff were trained on how to access the library’s Staff Niche Academy on May 28. Staff were also trained on the 2019 Summer Reading Program on June 4. The session was recorded and is available for staff review on the Staff Niche Academy.

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.

Updates on SaaS migrations:

Software Patching: Ninite Pro – The library has eliminated Oracle Java JDK where relevant and changed to Open JDK where required.

DNS and Filtering: OpenDNS Umbrella – Configured daily management reports for quick overview for service status and traffic management.

Integrated Library System: SirsiDynix SIP Services - SIP services were updated for changes at Hoopla. Hoopla has since rolled back changes with a problematic upgrade.


Telephone Service and Appliances: Cisco Call Manager and Related Products - Begun development of weather emergency notifications via telephone system to replace unreliable weather radios.

Library Volunteer Management – Volgistics – The library is scheduled for a webinar regarding new features within Volgistics including automatic background checks at application and document storage (applications, etc).
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. Technical Services is continually working on getting items out to the public in an efficient and timely manner. With this in mind, they are always looking into ways to expedite the process.

- Head of Technical Services Abby Pylar will continue to monitor the reports on Collection HQ to see their completion by collection managers.
- Head of Technical Services Abby Pylar will continue to work on the organization and uniformity of items in the catalog throughout the year.
- Head of Technical Services Abby Pylar is also working with Local Historian Steve Rossio in the Heritage Room to complete a thorough inventory, identify which items are not in the catalog, and then add those items in.
- Head of Technical Services Abby Pylar and Processing Clerk Fran Cooper are working with the Youth Department to create uniformity within certain categories of their collections. They are creating labels and fixing the catalog records for the books in groups such as Disney, Superheroes, and Lego.
- 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 coordinating with Youth Services to update the booklists that are used in Readers Advisory. Many have not been updated in a few years, and we are creating new lists.
Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

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

**Director’s Response:**

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

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

POLICY: 3. Use any long-term reserves.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Recurring Monthly Projects:

- The May 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.

May Marketing Highlights:

- In the month of May, the majority of our efforts were focused on research and preparation for a potential millage campaign.
- Met with the Portage City Clerk to investigate election information further.
- Visited Herrick District Library in Holland to meet with their Marketing Manager, Sarah DeVries, to discuss their millage campaign in 2016.
- Virtually met with five other representatives from libraries across the state who have had millage campaigns in the last 5 years.
- Prepared for Summer Reading with additional program graphics.

May Social Media Highlights:

Facebook
40 New Page Likes | 97 Post Shares | 1,335 Post Likes | 103 Comments | 39,612 Total Reach

Twitter
3,853 Tweet Impressions | Likes 8 | Re-tweets 2 | 101 Profile Visits | 2 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 June & July 2019:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/25</td>
<td>10:00 AM</td>
<td>Summer Family Fun: Games and More</td>
</tr>
<tr>
<td>6/26</td>
<td>2:00 PM</td>
<td>Tech Café: Free Online Training Courses</td>
</tr>
<tr>
<td>6/26</td>
<td>6:30 PM</td>
<td>Drums + STEAM *Registration Required</td>
</tr>
<tr>
<td>7/1-7/6</td>
<td>ALL DAY</td>
<td>2019 LEGO City</td>
</tr>
<tr>
<td>7/9</td>
<td>6:30 PM</td>
<td>Agents of Kindness : 6th-12th Grade</td>
</tr>
<tr>
<td>7/9</td>
<td>7:00 PM</td>
<td>Character Talk : Spiderman</td>
</tr>
<tr>
<td>7/10</td>
<td>6:30 PM</td>
<td>Fitness in the Library: Downward Reads *Registration Required</td>
</tr>
<tr>
<td>7/10</td>
<td>2:00 PM</td>
<td>Tech Café: Go VR</td>
</tr>
<tr>
<td>7/13</td>
<td>1:00 PM</td>
<td>Dances of India</td>
</tr>
<tr>
<td>7/15</td>
<td>9:30 and 10:30 AM</td>
<td>Baby and Toddler Summer Storytime</td>
</tr>
<tr>
<td>7/16</td>
<td>6:30 PM</td>
<td>Teen LGBTQ+ Meet-Up</td>
</tr>
<tr>
<td>7/17</td>
<td>6:00 PM</td>
<td>Paint Along with Bob Ross Again *Registration Required Begins 6/17 at 6:00 PM</td>
</tr>
<tr>
<td>7/20</td>
<td>2:00 PM</td>
<td>Establishing Native Plant Gardens to Attract Butterflies</td>
</tr>
</tbody>
</table>
At the April 22, 2019 board meeting, there was an item on the agenda regarding scheduling a mid-year meeting with the Library Director, as is the practice according to the Library Board’s annual calendar. The mid-year meeting is intended to be an opportunity for the Library Board to assess with the Library Director how things are going at the library at this point in the year.

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

As Library Board Chair, I subsequently held a mid-year meeting with Christy on Wednesday, April 24th. As I was not originally planning to be at the May Board Meeting, this item was postponed and I will give a follow-up report to trustees at the upcoming board meeting on Monday, June 24, 2019.
Portage District Library Board Members Carol Bale and Cara Terry are the Board Co-Liaisons to the Friends of the Library in 2019, and as such, one of them will attend Friends’ board meetings and share information about Friends’ activities.

There will be an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a book sale on May 31 – June 1, 2019 and their June board meeting/planning session on Monday, June 10, there will be an item on the agenda for the June 24, 2019 Library Board meeting so that one of them can give a report.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 18, 2019
Subject: Initial Discussion about Plans for the 2019 Library Board Retreat

BACKGROUND:
The Portage District Library Board typically holds an Annual Retreat in the fall. Over the years, trustees have participated in many different activities for their retreat. It is usually a learning opportunity for trustees and library administrative staff to experience together. Between 2015-2017, the Library Board has used Annual Retreat time to rewrite the Library’s mission, vision, and values statements and complete a Strategic Plan for the Library that spans from 2018-2020. In 2018, the Library Board had Fundraising Consultant Keith Hopkins speak about general fundraising.

UPDATE:
The topic of a 2019 Library Board Retreat has been placed on the agenda for the June 24, 2019 board meeting to allow for discussion as well as time for planning and making any necessary arrangements.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 14, 2019
Subject: First Presentation of Preliminary Library Regular Operating Budget for Fiscal Year 2020

At the Library Board meeting on June 24, 2019, there will be a first presentation to trustees of the proposed Library Regular Operating Budget for Fiscal Year 2020. This budget will contain our best projections for tax revenue, state aid income and expected other revenue, along with allocations for anticipated expenditures and budgetary needs next year. A list of assumptions has been included as background information to help you understand the basis for various budget decisions and sections of commentary that refer to our best estimates for FY 2020.

The Preliminary FY 2020 Regular Operating Budget will be printed and numbered separately from the rest of the board meeting agenda packet.

Please review the Preliminary Fiscal Year 2020 Budget that is included in the agenda packet for the June 24, 2019 board meeting and come to that meeting with any questions or comments you may have about this proposed budget.

Our usual budget process begins with this first presentation, followed by a final review of the proposed budget at the July 22, 2019 board meeting, and then a formal public hearing will be held at the August 26, 2019 board meeting.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 18, 2019
Subject: Discussion about Future Funding

Background Information:
The following timeline highlights the library’s funding since its creation. The library has been fortunate to have funding to allow the organization to provide robust collections, popular and exciting programming, and a safe and comfortable environment for our community.

Timeline:
1962 – After two years of planning, the Portage Township Library opens in the former Western Michigan University Agricultural School classroom building.
1963 – The library moves to 7526 S. Westnedge in the Portage Shopping Plaza. In December, Portage officially changes from a township to a city. Along with this change, the library’s title changes from Portage Township Library to Portage Public Library.
1974 – Library Board recommended and City Council accepted amending the City Charter to levy 1.00 mill for public library service. A millage campaign ensued and voters approved library funding by a two to one margin.
1976 – Building at 300 Library Lane complete and open to the public.
1992 – City of Portage resolution increasing the amount that could be levied for the Portage Public Library from 1.00 to 1.5 mills. Portage votes yes for the half-mill increase.
1994 - 1996 – Expansion to original library building including the atrium and Youth Services in the lower level is completed.
January 27, 1998 – City of Portage and Portage Public Schools signed resolutions approving the District Library Agreement.
June 8, 1998 – Millage proposition passed by the majority of voters authorizing the Portage District Library 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. There was no change to the level of funding requested for the district library.
August 2009 – The first time the Portage District Library board voted to levy the full 1.5 mills for the library’s FY 2010 budget.

We are nearing the point where we need to make a decision on the direction the library takes its services. The building is starting to show its age and we have reached its capacity to accommodate our community. The cost of collections has continued to grow with the popularity of digital materials. Our greatest asset, our staff, have done a superb job of providing wonderful services, collections, and programming, however we have reached our capacity of what we can offer with the existing number of staff. The cost of technology continues to climb as we ensure safe, up-to-date, and reliable access. Our strategic plan has brought forth some exciting ideas and initiatives, but unfortunately, we are unable to adequately address these projects with our current funding level. At the June 24, 2019 board meeting there will be a discussion on the direction the library should take with its funding and services.
MLA Advocacy – May 23, 2019

Senate Passes Narcan Bills

Senate Bills 200, 282 and 283 passed unanimously in the Senate Wednesday morning. These bills are tie-barred to House Bill 4367, which would provide liability protection for libraries when providing the life-saving opioid antidote naloxone, common brand name Narcan, to an overdosing patron. In March, the Michigan House of Representatives passed HB 4366 and 4367 on a 106 to 0 vote. These original bills were amended by senators to expand the reach to limit liability for additional municipalities and entities along with libraries.

Last week, the bills were expanded in committee to the now four-bill package HB 4367, SB 200, SB 282 and SB 283. The bills were substituted and unanimously supported by committee members for floor action. On Wednesday morning, Senate Bills 200, 282 and 283 passed unanimously in the Senate and will now head to the House. We expect the Senate will pass HB 4367 which will head back to the House for concurrence. The bills will need to pass in the House before heading to the Governor's desk.

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.
MLA Supports Coalition for Michigan School Libraries and HB 4392, 4393 and 439

In March, Michigan House of Representatives 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. HB 4392, 4393 and 4394 were referred to the House Education Committee.

The coalition for Michigan school libraries, led by MAME (Michigan Association for Media in Education), includes Michigan Reading Association (MRA), the Michigan Parent Teacher Association, the Michigan Academic Library Association (Mi-ALA), the Michigan Cooperative Directors Association (MCDA), and the Michigan Council for Teachers of English (MCTE) as well as MLA.

MAME reported that they met with the Michigan Department of Education to talk about support for equitable access to effective school libraries for all students in Michigan. The Michigan Education Association (MEA) has since presented a resolution supporting school libraries staffed by certified school librarians. Additionally, the Michigan Department of Education sent a memo on April 25th to all school districts to announce the availability of the Effective School Library Toolkit for Administrators. The toolkit is intended to provide school district administrators and MDE field services personnel with information about the components of an effective school library program in order to expand Michigan students' access to such programs.

MLA supports HB 4392, 4393 and 4394 and the coalition for Michigan school libraries. Please take a moment to send an email to your Michigan Representative. EveryLibrary has made it easy to do so at this link: https://www.saveschoollibrarians.org/3billsmichigan
If you have not done so already, please send an email or letter from your organization to the House Education Committee Chairperson, Pamela Hornberger at PamelaHornberger@house.mi.gov to request a hearing on these bills.
<table>
<thead>
<tr>
<th></th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May-19</td>
<td>May-18</td>
</tr>
<tr>
<td><strong>Total Library Circulation</strong></td>
<td>63,910</td>
<td>61,880</td>
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<tr>
<td>Adult - Books</td>
<td>17,122</td>
<td>16,130</td>
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<tr>
<td>Adult - A/V</td>
<td>5,264</td>
<td>6,456</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>21,310</td>
<td>21,088</td>
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<td>Youth - A/V</td>
<td>3,008</td>
<td>3,154</td>
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<td>Hot Picks</td>
<td>3,034</td>
<td>3,446</td>
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<td>E-Material</td>
<td>11,858</td>
<td>9,423</td>
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<td>ILL - PDL Requests</td>
<td>1,142</td>
<td>1,143</td>
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<td>ILL - Other Lib. Requests</td>
<td>1,172</td>
<td>1,040</td>
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<td><strong>Self-Checkout Percentage</strong></td>
<td>57.47%</td>
<td>60.39%</td>
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<td><strong>Total Library Collection</strong></td>
<td>193,855</td>
<td>198,104</td>
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<td>Adult - Books</td>
<td>88,651</td>
<td>92,024</td>
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<td>Adult - A/V</td>
<td>17,923</td>
<td>17,219</td>
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<td>Youth - Books</td>
<td>73,299</td>
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<td>Youth - A/V</td>
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<td>Hot Picks</td>
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<td><strong>Net Acquisitions</strong></td>
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<td>Purchased - Books</td>
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<td>Purchased - A/V</td>
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<td>276</td>
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<td>Donated - Books</td>
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<td>3</td>
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<td>Donated - A/V</td>
<td>2</td>
<td>4</td>
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<tr>
<td>Material Discarded</td>
<td>(3,241)</td>
<td>(1,267)</td>
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<td><strong>Total In-House Usage</strong></td>
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</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>n/a</td>
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</tr>
<tr>
<td>In-House Book Usage</td>
<td>n/a</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Patrons</th>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Patrons</td>
<td>39,697</td>
<td>39,894</td>
<td>-0.49%</td>
<td>250</td>
<td>(90)</td>
<td>377.78%</td>
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<tr>
<td>Adult</td>
<td>26,081</td>
<td>26,085</td>
<td>-0.02%</td>
<td>670</td>
<td>709</td>
<td>-5.50%</td>
</tr>
<tr>
<td>Youth</td>
<td>6,355</td>
<td>6,582</td>
<td>-3.45%</td>
<td>164</td>
<td>118</td>
<td>38.98%</td>
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<td>Non-Resident</td>
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<td>13</td>
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<td>Reciprocal</td>
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<tr>
<td>Internet User</td>
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<td>-7.51%</td>
<td>265</td>
<td>286</td>
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<td>Professional</td>
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<td>-2.94%</td>
<td>0</td>
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<td><strong>Net Patrons</strong></td>
<td>80</td>
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<td>166.67%</td>
<td>250</td>
<td>(90)</td>
<td>377.78%</td>
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<tr>
<td>Adult</td>
<td>124</td>
<td>125</td>
<td>-0.80%</td>
<td>670</td>
<td>709</td>
<td>-5.50%</td>
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<tr>
<td>Youth</td>
<td>28</td>
<td>42</td>
<td>-33.33%</td>
<td>164</td>
<td>118</td>
<td>38.98%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>3</td>
<td>3</td>
<td>0.00%</td>
<td>11</td>
<td>13</td>
<td>-15.38%</td>
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<td>Reciprocal</td>
<td>40</td>
<td>34</td>
<td>17.65%</td>
<td>165</td>
<td>196</td>
<td>-15.82%</td>
</tr>
<tr>
<td>Internet User</td>
<td>49</td>
<td>55</td>
<td>-10.91%</td>
<td>265</td>
<td>286</td>
<td>-7.34%</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>0</td>
<td></td>
<td>#DIV/0!</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Patrons Removed</strong></td>
<td>(164)</td>
<td>(229)</td>
<td>28.38%</td>
<td>(1,025)</td>
<td>(1,414)</td>
<td>27.51%</td>
</tr>
</tbody>
</table>
TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: June 18, 2019
SUBJECT: Library Statistical Report - May 2019

<table>
<thead>
<tr>
<th>Library Building Usage</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May-19</td>
<td>May-18</td>
</tr>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td>181</td>
<td>183</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>92</td>
<td>95</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>89</td>
<td>88</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>2,566</td>
<td>3,579</td>
</tr>
<tr>
<td>Adult</td>
<td>217</td>
<td>228</td>
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<tr>
<td>Youth</td>
<td>2,018</td>
<td>2,550</td>
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<tr>
<td>Heritage Room</td>
<td>331</td>
<td>801</td>
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<tr>
<td><strong>Total Number of Programs</strong></td>
<td>41</td>
<td>51</td>
</tr>
<tr>
<td>Adult</td>
<td>12</td>
<td>19</td>
</tr>
<tr>
<td>Youth</td>
<td>24</td>
<td>26</td>
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<tr>
<td>Heritage Room</td>
<td>5</td>
<td>6</td>
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<tr>
<td><strong>Total Volunteer Hours</strong></td>
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<td>Adult</td>
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<td>116</td>
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<tr>
<td>Youth</td>
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<td>56</td>
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<tr>
<td>Technical</td>
<td>64</td>
<td>48</td>
</tr>
<tr>
<td>Circulation</td>
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<td>124</td>
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<tr>
<td>Administration</td>
<td>21</td>
<td>43</td>
</tr>
<tr>
<td>Community Service</td>
<td>3</td>
<td>37</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>55,678</td>
<td>56,009</td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>35,768</td>
<td>36,877</td>
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<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>3,245</td>
<td>3,641</td>
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<tr>
<td><strong>Information Access/Reference/Research</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Total Reference Transactions</strong></td>
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<td>8,657</td>
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<tr>
<td>Adult Phone</td>
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<td>355</td>
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<tr>
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<td><strong>Total Edutainment LAN Use</strong></td>
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<tr>
<td><strong>Total Internet Computer Use</strong></td>
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<tr>
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<td>Laptop Computer Circulated</td>
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<td><strong>Total Electronic Transactions</strong></td>
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<td>WebCatalog Sessions</td>
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<tr>
<td>Licensed Database Hits</td>
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<td>3,901</td>
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* In-house Use Statistics will be done for one week each quarter.

Christy Klien, Library Director