NOTICE of PUBLIC MEETING

The Portage District Library Board

will meet in regular session on

September 23, 2019 beginning at 6:00 PM

at the

Portage District Library

in the Lower Level
Austin and Sugarloaf Lake
Meeting Rooms

for the purpose of
conducting library business

Doors open at 5:30 PM.
PORTAGE DISTRICT LIBRARY BOARD
Regular Board Meeting to be held on
September 23, 2019
In the Lower Level Austin Lake & Sugarloaf Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

I. Start of Meeting
II. Roll Call
III. Comments or Requests from the Public, Board Members, or Library Staff
IV. Adoption of the Agenda for the Regular Meeting of September 23, 2019
V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on August 26, 2019.  Pg. 1-6
   B. Narrative Report for August 2019.  Pg. 7-13
   D. Marketing Update for August 2019.  Pg. 17-18
   E. Library Board Linkage opportunities for October 2019.  Pg. 19
   F. Review of Materials Selection Policy  Pg. 20-23
   G. Review of Internet Policy  Pg. 24-30
   H. Approval of Proposed Special Meeting Notes  Pg. 31-32

VI. Governance (30 minutes)
   A. Capitalization Policy (VOTE) Pg. 33-36
   B. Initiation of Library Director’s 2019 Evaluation Process (Info) Pg. 37-40
   C. Millage Updates and Discussion  (Info) Pg. 41

VII. Ends Development  (20 minutes)
       A. Report on 2019 Summer Reading Program (Info) Pg. 42-43

VIII. Library Director’s Comments  (20 minutes total)
       A. Statistical Report for August 2019.  Pg. 44-45
       B. Legislative Update for August 2019.  Pg. 46-48
       C. Final remarks by Library Director for the September 23, 2019 Library Board Meeting.

IX. Process Evaluation (10 minutes total)
       A. Suggestions for Agenda Items to be included on the October 28, 2019 board meeting
          1. Minutes of the Public Hearing and Regular Meeting held on September 23, 2019.
          2. Review of Donations Policy.
          3. Review of Investment Policy.
          4. Review of Resident Non-Resident Policy.
          10. Library Director’s accomplishment of personal goals for FY 2019.

       B. Assessment of this meeting

       C. Miscellaneous Items

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

August 26, 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 Sam’s Club and the board meeting started at 6:00 PM

II. Roll Call -
   
   Board Members Present:  Michele Behr, Jeanne Friedman, Cara Terry, Donna VanderVries (6:15 PM), Ted Vliek, and Tom Welsh

   Board Members Absent:  Carol Bale (excused)

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

   Library Staff Absent:  Colin Whitehurst

   Guests Present:  Trustee from the Paw Paw District Library

III. Comments or Requests from the Public, Board Members, or Library Staff
   Board Chair Welsh welcomed everyone to the meeting and then opened the meeting for any comments from the public, board members, or library staff. No comments were made.

IV. Adoption of the Agenda for the Regular Meeting of August 26, 2019
   Library Board Chair Welsh asked if there were any changes needed to the agenda for the August 26, 2019 board meeting before its adoption, and there were no changes requested by trustees. Welsh asked for a motion to adopt the agenda.

   MOTION:  It was moved by Trustee Behr and supported by Trustee Vliek that the Library Board adopt the agenda for the regular meeting of August 26, 2019. Vote: 5-Yes, 0-No, 2-Absent (Bale, VanderVries). Motion carried.

V. Public Hearing

A. Public Hearing on the Proposed FY 2020 Budget and Formal Resolution to Adopt the FY 2020 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2020

   MOTION:  It was moved by Trustee Behr and supported by Trustee Terry to move into a public hearing for the Proposed FY 2020 Budget. Vote: 5-Yes, 0-No, 2-Absent (Bale, VanderVries). Motion carried.

   Library Board Chair Welsh invited any public comments at the Public Hearing on the Proposed Fiscal Year 2020 Budget. There were no public comments made. Chair Welsh read aloud the resolution to adopt the FY 2020 Budget for the library.
RESOLUTION to SET the MILLAGE LEVY for the PORTAGE DISTRICT LIBRARY
and ADOPT the FISCAL YEAR 2020 LIBRARY BUDGET

WHEREAS, in compliance with the requirements of the Michigan Uniform Accounting and
Budgeting Act, a balanced budget has been set up for the Portage District Library for the Fiscal Year
January 2020 through December 2020; and

WHEREAS, a public hearing was held on August 26, 2019 on the proposed Fiscal Year 2020;
Portage District Library Budget, in compliance with all applicable laws;

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

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

WHEREAS, the Portage District Library Board has determined that the levy of a district-wide
property tax in an amount not to exceed 1.5 mills is necessary to generate revenue which, combined with
other income derived from Industrial Facility Tax Income $46,108, State Aid Income $37,500, Local
Community Stabilization Share Appropriation $313,063, County Penal Fines $60,000, Local Fines and Fees
Income $70,000, Interest Income $80,000, Rental Income $3,000, and Vending Services $12,000 will result
in adequate funding to provide library services to the residents of the Portage District Library district; and

WHEREAS, the Portage District Library’s original millage proposition was passed by a majority of
voters in the Portage Public Schools election on June 8, 1998, authorizing the Portage District Library
Board to levy a tax annually upon all property subject to ad valorem taxation within the district in an amount
not to exceed 1.5 mills on the taxable value of such property;
NOW, THEREFORE, BE IT RESOLVED by the Portage District Library Board that the following sums are appropriated for the 2020 Fiscal Year of the Portage District Library for the purposes set forth below:

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>$ 1,570,049</td>
</tr>
<tr>
<td>Fringes &amp; Benefits</td>
<td>$ 644,740</td>
</tr>
<tr>
<td>Library Materials</td>
<td>$ 642,693</td>
</tr>
<tr>
<td>Library Supplies</td>
<td>$ 143,887</td>
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<tr>
<td>Administrative Services</td>
<td>$ 286,170</td>
</tr>
<tr>
<td>Buildings &amp; Utilities</td>
<td>$ 348,347</td>
</tr>
<tr>
<td>Furnishings &amp; Equipment</td>
<td>$ 10,415</td>
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<tr>
<td>Other Charges</td>
<td>$ 257,075</td>
</tr>
<tr>
<td><strong>Total Operating Expenses:</strong></td>
<td><strong>$ 3,903,376</strong></td>
</tr>
</tbody>
</table>

**Capital Projects Expenses:** $ 231,000

**GRAND TOTAL EXPENSES:** $ 4,134,376

BE IT FURTHER RESOLVED, that the total budget for the Portage District Library for Fiscal Year 2020, in the amount of $4,134,376; presented by the Library Director, is hereby approved and adopted by the Portage District Library Board; and

BE IT HEREBY RESOLVED, that the Portage District Library Board sets the millage levy for the Portage District Library at 1.50 mills ($1.50 per $1,000) to be levied on real and personal property in the district on December 1, 2019; in compliance with applicable law.

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

By: __________________________________
Thomas Welsh, Chair

By: __________________________________
Quyen Edwards, Secretary

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

MOTION: It was moved by Trustee Vleik and supported by Trustee Behr to close the Public Hearing.
Vote: 5-Yes, 0-No, 2-Absent (Bale, VanderVries). Motion carried.
B. **Formal Resolution to Adopt the FY 2020 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2020.**

Library Board Chair Welsh then asked for a motion to approve the resolution to set the millage levy for the Portage District Library and adopt the Fiscal Year 2020 Library Budget.

**MOTION:** It was moved by Trustee Behr and seconded by Trustee Vliek that the Resolution to set the millage for the Portage District Library at 1.50 mills and to approve the Fiscal Year 2020 Budget as presented. Roll Call Vote in alphabetical order with the Chair last: Trustee Behr – Yes. Trustee Friedman – Yes. Trustee Terry – Yes. Trustee Vliek – Yes. Trustee Welsh – Yes. Vote: 5-Yes, 0-No, 2-Absent (Bale, VanderVries). Motion carried.

Library Board Chair Tom Welsh and Library Board Secretary Quyen Edwards will sign the Resolution and Form L-4029 at the conclusion of the meeting.

V. **Consent Agenda**

Library Board Chair Welsh asked if there were any changes needed to the consent agenda for the August 26, 2019 board meeting before its adoption.

- Minutes of the regular board meeting held on July 22, 2019.
- Budget Amendment – Friends Donation.
- Updated 2019 Library Board Roster.
- Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees.
- Monitoring Report for Executive Limitation for Treatment of Staff.

**MOTION:** It was moved by Trustee Vliek and supported by Trustee Terry, to approve the consent agenda with no items removed. Vote: 5-Yes, 0-No, 2-Absent (Bale, VanderVries). Motion carried.

VII. **Governance**

A. **Report from Library Board Liaisons to the Friends.**

Trustee Terry reported that the Friends Book Sale in August made over $4,500. She was also pleased to report $679 in sales from $1 books from their shelf near the donation bin over the course of 2 months. Marketing Manager Colin Whitehurst gave a presentation to the Friends at their meeting asking for funding for brochures and an informational mailing campaign in regards to the millage. The Friends agreed to $13,000 in support of this initiative. The Friends have a new flyer made that they will put up around town to advertise book sales.

**DISPOSITION:** Library Board members received the information about the Friends of the Library Board Meeting from Trustee Terry.

B. **2019 Amnesty Week Report**

Library Director Klien said that the library held Amnesty Week, its replacement of Food for Fines, during the first week of August. We had over 1,500 patrons participate. Klien said that comments from the public were positive regarding Amnesty Week. There was an increase in the amount of fines waived during that time period than during Food for Fines in 2018. Klien said she did think the initiative had a positive impact on the community as 102 people had their library privileges reinstated, 27 of which hadn’t had an active card in over three years. Circulation Supervisor Austin said that another interesting thing of note was that the library collected more in fines for lost/damaged materials than an average week.
Trustee Welsh asked if Amnesty Week was advertised differently than the previous Food for Fines program. Austin said that we used the same marketing tools that we used for Food for Fines – signs in the library, Facebook, website, and the eNewsletter. Due to the number of fines waived, it is clear that the word got out. Trustee Behr asked if Austin would suggest holding an Amnesty Week at the same time of the year next year. Austin said that she heard a few comments from people the following week that had missed it, but that was true with Food for Fines as well. She felt the real test will be what staff hears in October near the regular time of year that Food for Fines has been held for the past few years. Trustee VanderVries said that she saw that a library in Muskegon was doing an amnesty program for youth cards. Klien said staff will come back in December as we are working on our goals for 2020 and see if trustees are interested in offering this to the community again.

X. Library Director’s Reports
   A. Statistical Report for July 2019. Library Director Klien referenced the memo that was in the board packet regarding the reason there were June and July Statistics and asked if trustees had any questions or concerns. There were none.

   B. Legislative Update for July 2019. Klien said that there is no Legislative update this month. Vander Vries noted that they are in recess.

   C. Final remarks by Library Director for the August 26, 2019 Library Board Meeting.

Library Director Klien said that the linkage meeting with the Portage Public School Board needs to be rescheduled. Klien offered a few dates and trustees said they preferred October 21st. Klien said she would speak with Superintendent Bielang and confirm the date, time and place.

Klien continued that since September 16th (the former date for the linkage meeting) is now available, would trustees be interested in using that time for a retreat on millage training? Klien estimated that it would take about an hour and the library could provide dinner. Trustees agreed.

Klien asked if Trustee Vliek wanted to update the group on the November 5, 2019 ballot. Trustee Vliek said that the November election will be more complicated. There will be a 0.5 mill renewal for County Safety in addition to the 0.5 mill renewal for the Portage Public Schools Building and Sinking Fund. KRESA is asking for 1.0 mills for a new training center. Portage Mayor and three city council seats will also be on the ballot, but they are all unopposed. Library Director Klien pointed trustees to the informational brochures about the millage and encouraged them to take extras to hand out if people had questions about it.

Library Director Klien said that she has been in contact with the City Manager. The City has identified a need for overflow parking for the Senior Center as well as City programs at the Bandshell. The City will pay for the building and maintenance of the new lot. They are asking if the library would like to provide some joint funding for this project so that our lot can be considered for traffic flow, entrance and exit, as well as if we might want to reconfigure things in our parking lot at the same time. The Board indicated that they would be favorably inclined, but would want more information and a specific dollar amount before moving forward. Klien said she would be in touch with the City Manager and would follow up with more information.

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

XI. Process Evaluation
   A. Suggestions for Agenda Items to be included on the September 23, 2019 board meeting
      1. Minutes of the Public Hearing and Regular Meeting held on August 26, 2019
      2. Review of Capitalization Policy
      3. Review of Internet Policy
      4. Review of Materials Selection Policy
      5. Report on 2019 Summer Reading Program
      6. Initiation of Library Director’s 2019 Evaluation Process
B. Assessment of this meeting – There was agreement among trustees that this had been a good meeting.

C. Miscellaneous Items – Trustee Welsh asked if there had been any MLive articles and Library Director Klien responded that though a press release had been sent out, there has not been any media coverage yet. Trustee Welsh also reminded trustees about what they can legally say regarding the library’s millage ballot initiative in their capacity as a trustee versus in their personal life. Trustees agreed that the informational brochure was well done.

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 August 26, 2019.

DISPOSITION: The regular board meeting of August 26, 2019 was adjourned at 6:53 PM.

Recorded and Transcribed by,

[Signature]

Quyen Edwards  
Library Board Secretary
Library Director’s Narrative Report for September 23, 2019  
(Activities at the end of August, beginning of September 2019)

Administrative Activities:
During the months of August and September 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.
- Attended PDL Library Board Meeting on August 26.
- Participated in the Portage Rotary meetings on Wednesdays during the month of August and September.
- Met with our advisors to discuss our renewal for staff health benefits on August 20 and September 11.
- Participated in the Professional Development Committee meetings on August 27 and September 10.
- Met with Head of Technical Services, Abby Pylar on August 27.
- Met with Head of Adult Services, Lawrence Kapture on August 27.
- Met with Head of Youth Services, Laura Wright on September 4.
- Attended Rose Street Advisors Benefits Seminar on September 5.
- Welcomed and met with the library’s new Facilities Manager, Doran Lefaive on September 9.
- Interviewed candidates for the Adult Services STEAM Librarian position during the weeks of September 9 and September 16.
- Attended the Library Board Retreat on September 16.
- Met with Marketing Manager, Colin Whitehurst on September 17.
- Attended the kickoff to the Portage Community Senior Center public fundraising initiative on September 17.
- Met with Business Manager, Rob Foti on September 18.

Maintenance and Building Services
- All preventative maintenance activities were performed as scheduled.
- All cleaning and maintenance services were performed as scheduled.
- Completed Annual Fire Prevention inspections with Approved Fire Protection and Harroun.
- Installed two (2) replacement LED security wall packs.
- Replaced door controls and reader for storage door.
- Replaced door motor and pivots for entry door.
- Scheduling boiler maintenance kits.
- Scheduling warranty replacement of rooftop A/C Compressor
- Onboarding and training for new Building Services Manager, Doran Lefaive.
- Moved Mark Johnson, IT Tech, to new office space in Technical Services.
- Prepared office space for the Building Manager.

Personnel Information:
The library undertook the following Human Resource and Financial activities since the August 26, 2019 Board meeting:

- The Library has hired Mary Breuer to the position of Library Assistant in the Youth Department and her first day was Monday, September 9th.
- The Library’s new Facilities Manager, Doran Lefaive, started on September 9th.
- The Library is conducting interviews for the STEAM Initiatives Coordinator position in Adult Service.
A total of five (5) candidates were chosen for interviews. A decision on a candidate will be made by the end of September.

- Christy Klien and Rob Foti have met with Rose Street Advisors to begin the process of reviewing the Library benefit offerings and the vendors that supply those services. Rose Street Advisors is obtaining quotes on all of the Library benefit plans. Once that is complete, a decision will be made as to vendors and if any changes to plans are warranted. Open Enrollment for employees will be in October or November, depending on the vendors selected.

**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**

**Fitness in the Library: Kickboxing - August 7th** – 10 people attended

Our final fitness introduction at the library was tons of fun and involved many patrons who were trying kickboxing for the first time! Library fitness DVDs and other materials were highlighted after the event. Some patrons expressed interest in having a more consistent fitness course at the library.

**Classic Movie: On the Avenue - August 17th** - 12 people attended

Patrons enjoyed watching this 1937 movie about a socialite who falls in love with a playwright but endures a bitter rivalry with the lead actress. Steve Salaba treated the attendees with popcorn and a science fiction short film before the main show. One patron, who regretfully left early expressed to the checkout staff what wonderful programs we have at the library.

**Paint Along with Bob Ross Again - August 21st** - 5 people attended

Another class enjoyed the opportunity to paint with Bob Ross again. Three people cancelled on the day of the program not giving the waiting list people enough time to rearrange their schedules and make the class. Those that attended enjoyed the opportunity to paint. All their paintings were different and beautiful. The last class of the year is full. Comments: “10/10” and “Bob doesn’t paint to show you how good HE is, he paints to show you how good YOU can be”

**Reading the Fine Print - August 24th** - 9 people attended.

A fascinating program about organic and GMO labeling, how it is approved, who approves it, and what the labels actually mean. The patrons were quite enthusiastic and engaged on the topic, keeping the WMU expert presenter flowing with a number of good questions. Feedback from the patrons was positive with comments like: “The Speaker was fun and informative” and “There were many interesting slides and the speaker was engaging”

**Youth Services Programming Highlights**

- The Air Zoo visited the library for a program entitled “The Super Science of Superheroes and Super Villains”. This event was a combination of presentation and audience participation.

- Youth Staff completed the last two weeks of storytimes before taking a short break to end the summer.
Create programming that promotes interactive learning
There were two final elementary hands-on events. In “Straw Instruments,” 1st-4th graders learned how vibrations in straws and pipes can create sound and music. In “Strange Attractions,” 3rd – 5th graders learned how magnets work and created several science experiments to take home.

Build a creation station to allow patrons to use software for creation of art and technical design
- Purchase of hardware and software was paused to accommodate the hire of staff who will have responsibility for this service.

Actively highlight the library’s online resources and services on social media and other media outlets
- Adult Services Librarian Katharyn Jones wrote a Tuesday Tip about PDL’s book club resources including NoveList and our Book Discussion in a Bag kits.

Create methods to expand the reach of our Digital Literacy (computer education) programs
- We continued our series of Tech Café events this month.

**Ends Statement #2**

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

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

Project Updates:

Improve the accessibility and visibility of existing physical and electronic collections
- Adult Services Librarian Katharyn Jones ordered a plethora of charging cables and accessory equipment for our Adult Services desk in order to make it easier for patrons to use library resources or their own devices in the library. The plan is for these items to circulate in-house for one day at a time, which requires a new item type in the catalog to be explored.

**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
- In August, Adult Services staff hosted 2 events outside library walls with the Book Bike as a part of the Book Bike Passport.
Overall, Adult Services staff interacted with around 50(+) community members, with an average of 25(+) people per event. If we count individual interactions (e.g. stamping a passport, looking at material, asking a question, signing up for a library card, etc), we interacted with community members outside of the library 100 times in August alone. At these events we had people check out material, ask questions about the library, take part in our Book Bike Passport drawing, participate in crafts or trivia, or sign up for a library card. Some people said they had not been to the library in a while or asked where it was located.

We were invited to take part in the Farmers Market again next year. Overall, the Book Bike Passport Program was a success despite a couple of minor scheduling and weather relate hiccups. More statistics and reactions to come in a program-length report on the Book Bike Passport.

- Youth Staff participated with several other area organizations to provide children’s activities at the Kalamazoo County Fair.
- A new Woods Edge group had their first visit this month, with an additional group starting in September.

Update the Library Website
- Marketing Manager Colin Whitehurst is working on integrating the library’s current software into the new website (ie. catalog, databases, events calendar).

**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)

Project Updates:

Adult Services Display Highlights:
Fiction End Caps – Hey, Dude, I found your shirt! (*went viral on library FB accounts)
SF/GN End Cap – End of the World Survival
Mysteries: Disastrous Mysteries
CDs – Classical Music
900s End cap. Royal Reads feat. Kings, queen, and other royals
700s End cap: Fishing

A display honoring 1619 project marking the 400th anniversary since slavery first occurred in what is now the United States.
Adult Services Librarian Katharyn Jones put up a display featuring sea reads, followed by one featuring resources with the word “gone”, a Woodstock display, and displays featuring the following fall programming series: International Mystery, Purl for Portage, and the MI Pride Author Series.

Adults Staff wrote 7 reviews for Spark magazine this month.

Community Art Gallery
The Southwest Michigan Artists’ Association received several inquiries from patrons about purchasing artwork. They were quite pleased with the response. Spark magazine also did a feature on one of the artists displayed in the library from the group.

Solo Gallery
Spark magazine also called about the possibility of featuring Amy Thill’s work in a future addition. We also received a couple of inquiries as to the price of her artwork here at the library.

Local History & Culture Gallery
The hand-crafted airplane models by Victor Schroeder received a great response from the community especially in conjunction with national aviation day on August 19.

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
- We are currently waiting for an updated proposal fee for the building refresh project. The refresh consists of replacing carpeting and flooring, refreshing paint, replacing larger study tables with smaller, more flexible tables, and possibly the addition of some small study/meeting rooms.

Professional Development (Develop a schedule, conduct employee training and certification in topics such as employee benefits, emergency procedures, safety/first aid, equipment use)
- The Professional Development Committee is working to finalize our activities for September 27, 2019.

Sponsor annual community support initiatives
- We offered an Amnesty Week program to reinstate users who have been unable to use library services due to high fines and to encourage the return of overdue materials that have been charged for replacement. A total of 1,568 people participated and $1,545.70 in lost items were returned to the collection.

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

- AntiVirus & Security: Sophos Central Endpoint Advanced – Contracted with Secant Technologies temporary Anti-Virus coverage of transitional servers and services.

- Productivity Software – Microsoft Office 365 - Continued implementing Office 365 security measures, malware prevention policies and application hardening through the Office 365 administrative center(s). The library is testing Duo for Multi-factor authentication.

- Telephone Service and Appliances: Cisco Call Manager and Related Products - Working with Informacast support to identify issues with deploying weather emergency notifications via telephone system.


- Library Statistics and Reporting – DeskTracker - Continuing to work with Compendium regarding their Space Tracker room/event management service.

Provide the necessary communication tools for library staff and patrons to enable library patrons and staff to conduct daily business and functions, access digital services and increase productivity of library operations

- Met with vendor to discuss VOIP of Cisco Call Manager upgrade or migration to cloud managed RingCentral managed communication system. Planning second meeting to discuss prerequisites and pros and cons of each option.

The Portage District Library will provide the necessary technology and Internet bandwidth to enable library patrons and staff to conduct daily business and functions, to make its web services available to the larger Internet community, and to allow for remote support services that will be necessary for smooth, continuous operations

- Working to schedule Secant Technologies to install new core switches and prepare for the redundant EVC link.

- Configuring Test set of Staff desktops, laptops and tablets for refresh of Staff endpoints. Working on ensuring Group Policies, Settings and Deployment automation to ensure a smooth transition to Windows 10 and new machines.

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.
- Technical Services is coordinating with Adult Services to eliminate items listed in the catalog that have not been used in over four years.
- Technical Services is preparing IT Manager Rolfe Behrje in entering catalog orders while Head of Technical Services Abby Pylar is out on maternity leave at the beginning of 2020.
PORTAGE DISTRICT LIBRARY
Library Director’s Report on the Financial Condition
for
August 2019

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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<th>Changes</th>
<th>8/31/2019</th>
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</thead>
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<td>-</td>
<td>$520,223</td>
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<td>50,000</td>
<td>-</td>
<td>50,000</td>
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<tr>
<td>Benefits Reserve</td>
<td>29,742</td>
<td>-</td>
<td>29,742</td>
</tr>
<tr>
<td>Technology Reserve</td>
<td>111,305</td>
<td>-</td>
<td>111,305</td>
</tr>
<tr>
<td>HVAC Reserve</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Patio Feasibility Reserve</td>
<td>4,700</td>
<td>-</td>
<td>4,700</td>
</tr>
<tr>
<td>Lobby Reserve</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Personal Property Tax Reserve</td>
<td>805,946</td>
<td>-</td>
<td>805,946</td>
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<tr>
<td>Bldg. Improvement Reserve</td>
<td>2,022,500</td>
<td>-</td>
<td>2,022,500</td>
</tr>
<tr>
<td>Reserve for Encumbrances</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td>2,288,546</td>
<td>-</td>
<td>2,288,546</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.
**Library 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 August e-Newsletter was sent out the first week of the month to over 12,000 library patrons.
· Our upcoming events were advertised in the Portager, which was sent out to 22,800 residents.
· We created monthly event posters and displayed them in the library.
· Facebook “Events” were created to advertise our programs, and were then shared on our page.
· Flyers and handouts were distributed within the library building to advertise our programming.
· Our website and digital signage was updated to advertise our program offerings.

August Marketing Highlights:

· Supported our upcoming closings for Labor Day and Staff Development Day by creating closing graphics.
· Prepared Game Guide materials for Geek Fest.
· Created Fall Programming advertisement materials.
· The library launched its millage informational campaign on August 5th by placing a brochure out at all service desks and sending a press release to local media.
· Attended a Friends of the Library board meeting and presented information about the upcoming millage. The Friends voted to grant the Library $13,000 to use in several direct-mail informational campaigns and Facebook advertising for the upcoming millage.
· Began creating a direct-mail informational campaign for the absentee voters who qualify to vote on our ballot question.

August Social Media Highlights:

Facebook
60 New Page Likes | 141 Post Shares | 2,344 Post Likes | 189 Comments | 60,824 Total Reach

Twitter
2,800 Tweet Impressions | 7 Likes | 1 Re-tweets | 23 Profile Visits | 2 Mentions | 4 New Followers
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: September 16, 2019  
Subject: Upcoming Library Board linkage opportunities in September and October 2019 for consideration

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

**LINKAGE OPPORTUNITIES for September & October 2019:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/26 or 10/2</td>
<td>6:00 PM</td>
<td>Teen Volunteer Orientation</td>
</tr>
<tr>
<td>9/27</td>
<td>ALL DAY</td>
<td>Closed for Staff Development Day</td>
</tr>
<tr>
<td>10/1</td>
<td>7:00 PM</td>
<td>MI Pride Author Series: Stephen Mack Jones</td>
</tr>
<tr>
<td>10/4</td>
<td>5:00-8:00 PM</td>
<td>Art Hop “South” in the Library</td>
</tr>
<tr>
<td>10/5</td>
<td>9:00 AM</td>
<td>Friends of the Library Book Sale</td>
</tr>
<tr>
<td>10/8</td>
<td>3:30 PM</td>
<td>ARK for Youth Drop In</td>
</tr>
<tr>
<td>10/8</td>
<td>7:00 PM</td>
<td>SciFi/Fantasy Discussion Group: Science Fiction Horror</td>
</tr>
<tr>
<td>10/9</td>
<td>6:30 PM</td>
<td>Family Music with Samuel Nalangira</td>
</tr>
<tr>
<td>10/10</td>
<td>7:00 PM</td>
<td>International Mystery Book Discussion: New Zealand</td>
</tr>
<tr>
<td>10/11</td>
<td>10:00 AM</td>
<td>Second Time Around Caregivers Storytime</td>
</tr>
<tr>
<td>10/11</td>
<td>7:00 PM</td>
<td>Zombie Asylum Murder Mystery *Reg. Required</td>
</tr>
<tr>
<td>10/14</td>
<td>7:00 PM</td>
<td>Friends of the Library Board Meeting</td>
</tr>
<tr>
<td>10/15</td>
<td>7:00 PM</td>
<td>MI Pride Author Series: Mel Starr</td>
</tr>
<tr>
<td>10/16</td>
<td>10:00 AM &amp; 7:00 PM</td>
<td>Purl for Portage: Knit for Your Community</td>
</tr>
<tr>
<td>10/19</td>
<td>11:00 AM</td>
<td>Geek Fest 2019 at the Kalamazoo County Expo Center</td>
</tr>
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</table>
PORTAGE DISTRICT LIBRARY
Materials Selection Policy

1. PURPOSE

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

2. DEFINITIONS

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

3. GOALS OF MATERIAL SELECTION

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

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

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

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

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

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

4. RESPONSIBILITY FOR SELECTION

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

5. GENERAL PRINCIPLES

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

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

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

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

6. SPECIFIC PRINCIPLES FOR SELECTION

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

a. Present and potential relevance to community needs;

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

c. Importance as a document of the times;

d. Appropriateness and effectiveness of medium to content;

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

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

g. Positive critics’ and staff members’ reviews;

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

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

k. Insufficient materials available on the same subject;

l. Author or illustrator is local;

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

n. Enhances a specific collection within the Library;

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

p. Literary and artistic merit;

q. Accuracy of content;

r. Popularity with library patrons;

s. Preserves local community information and history;

t. Available shelf or storage space.

7. GIFTS

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

8. MAINTENANCE OF THE COLLECTION

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

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

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

c. There remains sufficient need to replace that item;

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

e. The item has historical value;

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

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

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

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

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

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

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

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

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

g. The Library Board serves as the final authority in cases involving retention or withdrawal of library materials.
Portage District Library
COMPUTER AND INTERNET USE POLICY

I. General Statements Regarding Internet.

A. Internet Access. The Portage District Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This Policy applies to both the Library owned computers and wireless access available at the Library.

B. Validity of Information. The Internet offers access to a wealth of information and Internet sites including useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Internet Users will need to evaluate for themselves the validity of the information found.

C. Library Does Not Endorse Information on Internet. Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library’s mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

D. View Internet at Own Risk. The Internet may contain information that is controversial, sexually explicit or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child’s use of the Internet through the Library’s connection as stated more fully below.

E. No Liability. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Patrons shall use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the User’s disks, data, or electronic transactions of any type. The Library is not responsible for the loss of any portable media.

II. Nature of the Public Library Setting.

A. Respect Others. Because Library Users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to other’s values and beliefs when accessing potentially controversial information and images.
B. **Use with Caution of Risks.** Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

### III. Internet Filtering; Children Under 18

#### A. Internet Filtering – General.

1. **Filtered Access.** In order to comply with the requirements of the Children's Internet Protection Act ("CIPA") and Michigan's Public Act 212 of 2000 ("PA 212"), all computer terminals are filtered. Further, the Library's wireless access is also filtered. Filtered access means the computer or wireless system has a program installed that is designed to restrict minors¹ from receiving obscene material or sexually explicit material that is harmful to minors as defined by PA 212 and visual depictions that are obscene, child pornography or harmful to minors as defined by CIPA. This filtering method is designed to prevent access by minors to inappropriate matter on the Internet. Children under the age of 18 shall only use the Library computers designated and posted for use by minors.

2. **Safety of Minors Regarding E-Mail.** The Library does not filter e-mail or other direct electronic communications. It is the responsibility of the parent or guardian to educate the minor on safety and security and monitor the use of these communications.

3. **Internet Access.** Patrons wishing to access the Library's workstations must possess a valid library card or internet user card. If a patron doesn’t have either then he/she must register for a card at the Checkout desk. Then, the patron must read and accept the Library’s Internet Use Policy. All patrons should be able to show proof of identification if requested by a staff member.

#### B. Internet Filtering – Patrons 18 Years of Age or Older.

1. **Disable Filters.** Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. The Library’s wireless access cannot be disabled, so any patron who desires to have the filters disabled must use the Library’s computers.

2. **Unblock Sites.** Individuals 18 years of age or older who believe an Internet site has been improperly blocked can request that the site be “unblocked.” A decision on the site’s status will be made by the Director.

¹ Under Michigan Law, "adults" are 18 years of age or older. CIPA defines an adult as 17 years of age or older. As required by CIPA, 17 year olds may have the filter disabled, but only as specifically described in Section C.3 below.
or his or her designee, who will prepare a written reply to the individual submitting the form.

C. Internet Filtering – Patrons Under 18 years of Age.

1. Responsibility of Parents and Legal Guardians. As with other materials in the Library's collection, it is the Library's Policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool. Parents and youth patrons are encouraged to talk to the Librarian regarding both the benefits and pitfalls inherent in its use.

2. Un-filtering Terminals. Minors who are 17 years old may only have the filters (filters used to filter visual depictions of obscenity, child pornography and material that is deemed harmful to minors as prohibited by CIPA) disabled on a computer used by that patron for (1) bona fide research or other lawful purposes and (2) only if a parent or legal guardian has accompanied them to the Library and is sitting at the computer station or terminal at all times. Patrons under the age of 17 may not ask for the workstation to be unfiltered pursuant to the requirements of CIPA.

3. Unblocking Websites. Patrons under the age of 18 may request in writing that a particular site be unblocked, but only if the site does not include obscene or sexually explicit material deemed harmful to minors or other material prohibited by law. The Library Director shall make that determination.

IV. Procedure for Use.

A. Reservation/Time Limits.

1. If a User wishes to use the Internet station, the User may use a computer if he/she has a valid library card or internet user card. Internet computers are available on a first come first served basis. There are no waiting lists and time extensions are not granted when library computers are at capacity.

2. Patrons are required to sign in using their valid barcode and pin.

3. The Patron must possess a valid (not expired) library card or internet user card.

4. The User may sign up to use the Internet station for periods of only one (1) hour at a time for one time per day. Use of the Internet stations is available on a first come, first served basis. If no one is waiting, the User
may use the terminal for additional 30 minute increments until another User signs up to use the terminal.

5. Patrons must sign out by clicking the “End Session” button. Upon clicking the button the computer will reboot and reset the computer for the next patron.

B. Availability. The public computers are only available for use by Users if they are not being used for Library purposes, such as classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events. Library patrons should be aware that there are computers that are limited to only the online public access catalog and research databases and have been kiosked for the intended use. The online public access computers are available on a first come, first served basis.

C. Closing. All computers and printers are shut down ten (10) minutes before the Library closes.

D. Reimbursement for Printing. The library has a print vending system through which Patrons pay for printed materials. Currently the Library charges ten ($10) cents a page for black and white printing and seventy-five ($.75) a page for color printing. Print jobs are retained for reprinting purposes until the end of the day at which time the print jobs are purged. The Patron shall be responsible for all printing costs, so Patrons are encouraged to use “print preview” so that they are aware of the number of copies.

V. Acceptable Use.

All Users of the Library’s Internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy.

A. Lawful Use. The Library Internet connection and workstations shall be used in a lawful manner. The Library’s Internet and workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, accessing material that can be classified as obscene or child pornography.

B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the User. The Library expressly disclaims any liability or responsibility resulting from such use.
C. **Use Must Not be Harmful to Minors.** Michigan law prohibits Users from allowing minors access to sexually explicit materials harmful to minors. Internet Users shall also not permit any minor to view sexually explicit material or any other material deemed harmful to minors.

D. **Compliance with Patron Behavior.** The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a Patron Behavior Policy. All Internet Users must comply with the Library’s Patron Behavior Policy, which shall be posted in the Library.

E. **Privacy; Unauthorized Access.** Users must respect the privacy of others by not misrepresenting oneself as another User; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not hacking or seeking disallowed access to any computer system via the Internet.

F. **Time Limit.** Failure to leave a computer terminal upon the expiration of the allotted time is a violation of this Policy.

G. **Personal Software Prohibited.** The Users shall refrain from use of personal software, the attachment of equipment to the Library’s computers or networks or the modification of any operating system or network configuration. The User shall also refrain from downloading/uploading files to/from the Library’s computers.

H. **System Modifications.** Users are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Library computer workstation without authorization. Users may not damage or gain authorized access to the computer or network or repeatedly or intentionally visit websites that introduce spyware, malware, virus or other damaging programs.

I. **Damage.** The User shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.

J. **Terminal Use.**

1. Only two (2) people may use a workstation.

2. No person may stand behind another person.

3. Upon request, Library staff members may approve and allow additional Users at a workstation.

K. **Personal Information; Unauthorized Release.** No patron, including minors, may engage in the unauthorized disclosure, use and dissemination of personal information of any person, including minors.
L. Saving Files and Documents. Patrons who wish to have a permanent record of their work need to save files and documents on their own portable media. Library computers do not allow Users to permanently save documents or personal files to the hard drive.

M. Purposes; Prohibited Uses. The Library’s Internet resources should be used for educational, informational and recreational purposes only. The Library’s Internet access shall not be used for personal profit or commercial activities, including the sale of goods and services or fund raising. The Library Internet is intended for information gathering only.

N. Chat Rooms; Instant Messaging. The use of chat rooms and instant messaging is prohibited.

VI. Violations of Internet Use Policy.

The Library Director or the Director’s designee may restrict access to Library facilities by (1) terminating or limiting computer, internet access or Library facilities; (2) immediately dismissing the patron from the premises; (3) suspending the patron’s access to Library facilities for a set period of time; or (4) 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, police may be called.

2. Subsequent Violations. The Director or the Director’s authorized designee may further limit or revoke 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 violations of law (including child pornography and allowing minors to view sexually explicit or other material deemed harmful to minors), violence, threatening behaviors, sexual or other harassment, vandalism, theft or attempted theft, 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. The Incident Report shall specify the nature of the violation.

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 revoke 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 revoked 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. The Director or the Director’s designee may attach conditions to such reinstatement and shall provide written notification of those conditions and the duration of the conditions.

E. **Civil or Criminal Prosecution.** Illegal acts involving the Library’s Internet access service may be subject to civil or criminal prosecution.

**VII. Right of Appeal.**

Patrons may appeal a decision to (1) limit or revoke privileges or (2) attach conditions to reinstatement by sending a written appeal to the Library Board within ten (10) working days of the date the privileges were revoked or limited or the written statement of conditions was provided, whichever is applicable. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

**VIII. Staff Assistance.**

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist Users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections should request an appointment.
PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Special Meeting held on

September 16, 2019

In the Youth Conference Room 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 of sandwiches/salad and the special meeting of the board started at 6:00 PM.

II. Roll Call -

Board Members Present: Michele Behr, Jeanne Friedman, Cara Terry, Donna VanderVries, Ted Vliek, and Tom Welsh

Board Members Absent: Carol Bale (excused)

Library Staff Present: Library Director Christy Klien, Quyen Edwards, and Colin Whitehurst,

III. Agenda

Library Board Chair Welsh welcomed the group to the library and called the special meeting to order. He reminded the group that they were gathered to receive Millage Training with Marketing Manager Colin Whitehurst and turned the floor over to him. Colin said that the training would remain informal. He said he would start with some updates, inform trustees what will be considered next in the campaign, brainstorm other opportunities the library should take advantage of, and review the FAQ and talking points sheet.

IV. Updates

A. Press Release –

Colin said that a press release regarding the library’s new additional millage has been sent out, but has not been picked up by the media at this point in time. It will be re-released closer to the election date.

B. Friends of the Portage District Library Grant –

Colin attended the August Friends Board Meeting and requested a grant to fund an informational mailing campaign and to boost Facebook ads which was approved in the amount of $13,000.

C. Staff Training –

Colin has met with all staff in groups and individually (depending on their schedule availability) to review the FAQ and talking points sheet. All staff have been given guidelines regarding what they can legally say about the millage in their professional capacity. All staff have also been asked to fill out comment cards when comments or concerns are raised.

D. Elementary School Open Houses –

Thanks to a connection by Trustee Ted Vliek, we were able to get informational brochures regarding our new additional millage into all of the open houses at the Portage elementary schools.

E. Portage Rotary Presentation -

Trustee Welsh informed the group that former board member, Joe Yantis made an announcement about the library’s millage at the weekly Portage Rotary meeting and shared the informational brochures.

F. Absentee Mailer –

Thanks to the generous donation from the Friends, an informational letter has been sent to everyone currently registered as an absentee voter. Library Directory Christy Klien and Marketing Manager Colin Whitehurst received two calls regarding the letter – one patron who was very excited to be able to help support the library and one patron who did not realize that they reside within our service area.
G. Social Media Stat of the Week –
Colin is posting a “Stat of the Week” on the library’s Facebook page. These posts are getting “boosted” with the funding provided by the Friends to all Facebook users within our service area so that even people who do not “like” the library’s page can see them. These stats will also be turned into posters and displayed inside the building as part of our informational campaign.

H. Library Value Calculator –
Colin has created a page on our website that has a Library Value Calculator. Patrons are able to input their use of specific library materials and services and it shows them the total value of their use. A link to this page has also been posted on the library’s Facebook page and has received a lot of positive comments.

I. Reminder –
Colin reminded trustees that he would like to hear feedback they receive from community members regarding the millage.

V. What’s Next?
   A. Colin said that the next steps in the library’s information only campaign may include the following:
      - Posters displayed in the library with frequently asked questions
      - Distributing the millage brochures
      - An informational mailer to all registered patrons
      - Presentations to the community by Library Director Christy Klien and Marketing Manager Colin Whitehurst
      - Information presented prior to storytimes
      - Staff Highlights
      - A link to the library millage website in the Portager
      - A Love Your Library campaign to include the school media specialists and gather stories

VI. Brainstorming Session
   A. Colin asked if there were other ideas trustees had to disseminate information and took notes on their ideas. He said that he couldn’t guarantee that every idea would be used, but would strategically choose them for our approach.

VII. Talking Points and FAQ Review
   A. Colin did one more review of the talking points sheet as well as the library’s response to frequently asked questions. He reminded trustees that if they are speaking to people in the community as a representative of the library, they cannot use persuasive language. They can give information only. As a private citizen, they may voice their personal opinion.

   B. Colin asked if there were any questions and two were raised. One trustee asked when the “Love Your Library” campaign would launch and Colin estimated October 1st. Another trustee asked what is the millage rate of other Michigan libraries of comparable size (Class 6) for comparison and Colin said we would bring that information to the September Library Board Meeting.

XII. Adjournment –
Marketing Manager Colin Whitehurst thanked trustees for attending and dismissed the group at 7:00 PM.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
To: Portage District Library Board
From: Christy Klien, Library Director
Date: September 17, 2019
Subject: Revised Capitalization Policy

BACKGROUND:

In 2017, the Library’s auditors from Rehmann Robson LLC approached the Library to state that they were looking into current trends and reassessing their interpretation of accounting standards in regards to the capitalization of Library materials (i.e. books, A/V). After discussing this change with the auditors in March 2019, the Library agreed to make the change for Fiscal Year 2018 as a year-end adjustment.

Item #16 has been changed. The former policy read: Library books and materials will be expensed. It has been revised to read: All physical Library books and materials will be capitalized using a 5-year life. Material purchases will be totaled for the year and entered in the asset records as one lump sum asset. It will then be disposed of as a lump sum asset at the end of the 5-year period.

RECOMMENDATION:

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

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

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

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

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

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

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

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

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

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

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

12. **IMPROVEMENTS TO BUILDING:** (Including modular furniture)
    • Expenditures that increase the capacity or operating efficiency of an asset will be capitalized. These can be major improvements that add substantially to the value of a building or extend its useful life.
    • Improvements to buildings, defined above, costing $10,000 or more will be added to the carrying amount of the building on the inventory records.
    • In relation to building improvements (which are items removed during remodeling, renovation and rehabilitation) the old cost will be removed from the asset records if the original cost can be specifically identified.
    • Repairs will be expensed.
13. WORK IN PROGRESS:

All construction projects not complete at the end of the fiscal year will be capitalized as “Work in Progress.” At the end of the fiscal year of completion, the amount for that work in progress project will be moved to the appropriate building asset.

14. LEASEHOLD IMPROVEMENTS:

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

15. CAPITAL LEASES:

Property acquired through a capital lease will be capitalized at the time of the inception of the lease.

16. LIBRARY BOOKS AND MATERIALS:

All physical Library books and materials will be capitalized using a 5-year life. Material purchases will be totaled for the year and entered in the asset records as one lump sum asset. It will then be disposed of as a lump sum asset at the end of the 5-year period.

17. DISPOSAL OF EQUIPMENT:

When a piece of equipment is no longer usable or needed by Portage District Library, it will be disposed of appropriately. Disposal of equipment includes: sale or donation as surplus property, return to a vendor, cannibalization, trade-in, theft or transfer.
To: Portage District Library Board
From: Tom Welsh, Library Board Chair
Date: September 17, 2019
Subject: Initiation of Library Director’s 2019 Evaluation Process

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

The Board Personnel Committee will then meet to develop a recommendation to the Library Board for the Library Director's compensation in 2020 and present a recommendation to the whole board at the December 16, 2019 board meeting, at which time a vote will be taken.

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

The Library Director’s performance evaluation entails the following assessments:
1. Has there been progress on achieving Board endorsed Ends Statements in 2019?
2. Has there been progress on accomplishing Board endorsed personal goals in 2019?
3. Has the Library Director been in compliance with the Board’s Executive Limitation in 2019?
4. Consider that the success of the library is the evaluation of the Library Director.
Policy G-3. Accountability of the Library Director Policy

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

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

<table>
<thead>
<tr>
<th>EXECUTIVE LIMITATIONS POLICIES</th>
<th>Date Reviewed</th>
<th>In Compliance with Policy</th>
<th>Not in Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Global Executive Constraint Policy</td>
<td>01-28-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Emergency Library Director Succession Policy</td>
<td>02-25-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Treatment of Consumers Policy</td>
<td>02-25-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Asset Protection Policy</td>
<td>03-25-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Financial Planning/Budgeting Policy</td>
<td>03-25-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Financial Condition and Activities Policy</td>
<td>03-25-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Fundraising Policy</td>
<td>04-22-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Minutes and Records Retention</td>
<td>07-22-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Compensation and Benefits Policy</td>
<td>08-26-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Treatment of Staff Policy</td>
<td>08-26-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Capitalization Policy</td>
<td>09-23-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Communication and Support to the Library Board Policy</td>
<td>10-28-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Ends Focus of Grants or Contracts</td>
<td>10-28-19</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments: ________________________________________________________________

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## Assessment of Accomplishment of Ends in 2019:

<table>
<thead>
<tr>
<th>END STATEMENTS</th>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENDS STATEMENT #1 - Optimize access to resources for information, education and entertainment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENDS STATEMENT #2 - Be a safe, welcoming, inclusive destination for families and individuals.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENDS STATEMENT #3 - Be a leader in strengthening our community.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENDS STATEMENT #4 - Be a community center to experience and explore local arts and culture.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Areas of Focus for the Library Director in 2020 (Goals)

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To: Portage District Library Board
From: Christy Klien, Library Director
Date: September 17, 2019
Subject: Millage Updates and Discussion

This item on the agenda has been included per the request of the Board Chair Tom Welsh. This is a time for comments, questions, or concerns regarding the Library’s 2019 New Additional Millage Ballot Question.
The Summer Reading Program ran from the kickoff event on June 15th through August 14th. Adults, teens, and children recorded their reading, either marking the time read (youth) or books finished (teens and adults). Participants recorded their progress using Beanstack, our online tool. This could be done using home computers, laptops in the Youth Area of the library, or via the Beanstack app. Adults could also call in their progress to the Adult Information Desk.

The Youth Summer Reading Table was run by Portage area teen volunteers during all open hours. Children and teen participants could win coupons donated by area businesses, small prizes, or “donate” their progress to Heifer International, an organization that distributes animals, along with
agricultural training, to families in need around the world. At the completion of the program, they could select a free book. Teens entered a drawing for one of the “Above and Beyond” prizes after completion of 10 books. Adults were given a few small registration prizes and could enter drawings to win gift bags at the end of the summer.

Comments

Adult Services: While the number of participants was down, the amount of badges earned was up, and the drawing is based on the badges earned by the patron. The staff received many comments about how fun the program is and what nice prizes we offer. One thing the staff is considering for next year is to split up the donated items differently to offer more bags to win. We had a total of $971.00 worth of items donated by the area businesses. That, combined with cost of the bags themselves and the few things purchased by the library with a financial donation from the Friends, made each bag worth $469.71. Ritters Frozen Custard donated 200 free kids cone coupons that were handed to all adults as they signed up while the coupons lasted.

Youth Services: We made few modifications in the program this year. Some numbers are slightly down, but many parents are opting to participate in 1000 Books Before Kindergarten, which now has 587 participants. We will continue to look for additional ways to engage readers during the summer months.

Summer Reading Promotion:

Staff members visited area elementary schools to promote the summer reading programs and events. The teen librarian visited many middle school classrooms to promote the Summer Reading Program and events. Flyers were distributed to all elementary students and to the secondary school classes when staff visited. The reading programs were also promoted with posters, banners, flyers, digital signage, web, and social media. Every Portage household received summer event and reading program information in their Portager at the beginning of June.

Major Sponsor of the Portage District Library’s Summer Reading Programs:

The Friends of the Portage District Library donated $11,500 for summer events and prizes for the Portage District Library’s Adult, Teen and Youth 2019 Summer Reading programs. An additional $1,000 was donated for the purchase of books for the Youth and Teen final prize.

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

Amazon, Erbelli’s, Kalamazoo Nature Center, Fanfare, Portage Central High School, Grand Traverse Pie Company, Ritters Frozen Custard, Zingo, Culvers, Wedel’s, Air Zoo, Water Street, Pizza Hut, Intentional Yoga, Meijer, and Pedal were all generous donors for the Summer Reading Programs.

Collaboration with the Portage Public Schools:

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

Evaluation:

The success of 1000 Books Before Kindergarten, which is a year-round program, provides some possible direction for future initiatives. Summer is still the time when interest is highest, but continuing the momentum in some way may be beneficial to our readers.
TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: September 11, 2019
SUBJECT: Library Statistical Report - August 2019

<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug-19</td>
<td>Aug-18</td>
</tr>
<tr>
<td>Total Library Circulation</td>
<td>73,939</td>
<td>73,869</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>18,474</td>
<td>18,901</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>5,786</td>
<td>6,648</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>27,981</td>
<td>27,811</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>3,931</td>
<td>4,367</td>
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<tr>
<td>Hot Picks</td>
<td>3,616</td>
<td>3,441</td>
</tr>
<tr>
<td>E-Material</td>
<td>11,681</td>
<td>10,576</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,233</td>
<td>1,322</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>1,237</td>
<td>803</td>
</tr>
<tr>
<td>Self-Checkout Percentage</td>
<td>62.03%</td>
<td>62.79%</td>
</tr>
<tr>
<td>Total Library Collection</td>
<td>190,207</td>
<td>198,521</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>87,552</td>
<td>91,670</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>17,370</td>
<td>17,127</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>71,515</td>
<td>74,865</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>9,982</td>
<td>10,457</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>3,788</td>
<td>4,402</td>
</tr>
<tr>
<td>Net Acquisitions</td>
<td>(663)</td>
<td>137</td>
</tr>
<tr>
<td>Purchased - Books</td>
<td>1,626</td>
<td>1,362</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>325</td>
<td>208</td>
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<tr>
<td>Donated - Books</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(2,620)</td>
<td>(1,441)</td>
</tr>
<tr>
<td>Total In-House Usage*</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>In-House Book Usage</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Patrons</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aug-19</td>
<td>Aug-18</td>
</tr>
<tr>
<td>Total Patrons</td>
<td>39,938</td>
<td>40,191</td>
</tr>
<tr>
<td>Adult</td>
<td>26,274</td>
<td>26,293</td>
</tr>
<tr>
<td>Youth</td>
<td>6,309</td>
<td>6,526</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>404</td>
<td>379</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>6,210</td>
<td>6,132</td>
</tr>
<tr>
<td>Internet User</td>
<td>679</td>
<td>794</td>
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<tr>
<td>Professional</td>
<td>62</td>
<td>67</td>
</tr>
<tr>
<td>Net Patrons</td>
<td>89</td>
<td>79</td>
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<tr>
<td>Adult</td>
<td>188</td>
<td>192</td>
</tr>
<tr>
<td>Youth</td>
<td>56</td>
<td>7</td>
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<tr>
<td>Non-Resident</td>
<td>2</td>
<td>3</td>
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<td>Reciprocal</td>
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<tr>
<td>Patrons Removed</td>
<td>(242)</td>
<td>(218)</td>
</tr>
<tr>
<td>Library Building Usage</td>
<td>Month Statistics</td>
<td>YTD Statistics</td>
</tr>
<tr>
<td>------------------------</td>
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<tr>
<td></td>
<td>Aug-19</td>
<td>Aug-18</td>
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<tr>
<td>Total Meeting Room Usage</td>
<td>196</td>
<td>186</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>95</td>
<td>92</td>
</tr>
<tr>
<td>External/Outside Usage</td>
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</tr>
<tr>
<td>Total Program Audience</td>
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<tr>
<td>Adult</td>
<td>152</td>
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<tr>
<td>Youth</td>
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<td>Heritage Room</td>
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<td>Total Number of Programs</td>
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<tr>
<td>Adult</td>
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<td>11</td>
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<tr>
<td>Youth</td>
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<tr>
<td>Heritage Room</td>
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<tr>
<td>Total Volunteer Hours</td>
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<tr>
<td>Adult</td>
<td>122</td>
<td>115</td>
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<tr>
<td>Youth</td>
<td>218</td>
<td>261</td>
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<tr>
<td>Technical</td>
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<td>71</td>
</tr>
<tr>
<td>Circulation</td>
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<td>Community Service</td>
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<td>Total Front Door Traffic</td>
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<td>Total Youth Services Traffic</td>
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<td>Total Business Center Traffic</td>
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<td>Information Access/Reference/Research</td>
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<td>Total Reference Transactions</td>
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<td>Adult Phone</td>
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<tr>
<td>Adult Ready Reference</td>
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<td>Adult Reference</td>
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<tr>
<td>Youth Ready Reference</td>
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<td>Youth Reference</td>
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<td>HR Ready Reference</td>
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<td>HR Reference</td>
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<tr>
<td>Circ Phone</td>
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<tr>
<td>Circ Ready Reference</td>
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<td>508</td>
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<td>Circ Reference</td>
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<td>Total Edutainment LAN Use</td>
<td>377</td>
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<td>Total Internet Computer Use</td>
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<tr>
<td>Youth Computers</td>
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<td>Adult Computers</td>
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<td>Laptop Computer Circulated</td>
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<td>Total Electronic Transactions</td>
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<td>WebCatalog Sessions</td>
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<tr>
<td>Licensed Database Hits</td>
<td>2,985</td>
<td>3,041</td>
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</table>

* In-house Use Statistics will be done for one week each quarter.
MLA Advocacy - August 22, 2019

Free Narcan Prescription for Public Libraries

We are still celebrating the huge victory for our libraries and librarians with the passage of the Narcan bill package this past June. This new legislation provides liability protection for libraries when providing the life-saving opioid antidote naloxone, common brand name Narcan, to an overdosing patron. Recently, Governor Whitmer invited MLA and others to a ceremonial bill signing. MLA’s advocacy efforts have again been recognized with this signed, sealed and delivered legislation. But it doesn’t stop there.

As the Narcan bills came into effect in late June, MLA was also working with Emergent BioSolutions, the only provider of Narcan nasal spray in the country, to provide a free nasal prescription for this life-saving opioid antidote for our public libraries. (Emergent BioSolutions already provides Narcan to Michigan schools and colleges/universities.) Emergent is offering an opt-in program for public libraries interested in receiving two doses that have a two-year shelf life. Once these expire and/or are used, Emergent will provide Narcan for the low price of $75 which is over 60% off the full price. An easy and quick process has been put into place for this standing order, and all public libraries have to do is fill in the form linked here and return to Emergent who will fill it within a week. (For libraries that represent more than one branch, you only need to indicate how many sites you have and all will get a prescription.)
prescription, Emergent also provides a one page, easy-to-use instruction sheet and this short video is available to you to show your staff in what to do in case of emergency. Questions can be forwarded to our Emergent contact, Kashfi Viveros at anwarvivk@ebsi.com.

Trial Court Funding Commission Update

The MLA Legislative Committee took up discussion at its June meeting on the Trial Court Funding Commission Report, which calls for a switch from penal fine driven funding to state funding in order to avoid assessing prejudiced costs on defendants, that in turn pay for court costs. As the report calls for the ending of Michigan’s constitutionally-mandated penal fine revenue for libraries, it was agreed that the MLA Legislative Committee would not recommend supporting it.

As directed by the MLA Board, Ryan Wieber, last year’s Chair of the Legislative Committee, wrote a short but direct note to the House Democratic Policy staff, indicating that while MLA supports a fix to the courts’ revenue stream, until there is a viable, long-term plan that guarantees a funding replacement for libraries, we do not support a plan that removes State Constitution-mandated penal fine funding for public libraries.

Related…A few weeks ago, Clare Membiela at the Library of Michigan indicated that there was some movement to continue to fund courts as they have done in the past (at least for the time being) as referenced in the Detroit Free Press article linked below.

For now, MLA’s Legislative Committee will continue to monitor and report back to you in a timely fashion with any updates.


State of Michigan Budget Update

We are staying appraised of the State of Michigan Budget situation, but as of now, no budget compromise has been reached. The Governor and the Republican leadership have until the end of September to pass a budget or risk a government shutdown. When lawmakers return to Lansing the week of August 26, they will have approximately five weeks to approve a budget. Funding for the roads – both the amount needed, and the source, has been the roadblock to finishing the budget. While both sides have been working behind the scenes and discussions have taken place, no negotiations have taken place to outline details of the framework.

Both the House and the Senate are proposing significant budget cuts across the board to funnel more money towards roads. Despite this, we have been able to keep State Aid to Libraries funded at the current level in both the House and Senate proposed budgets. We’ll keep working for a small increase, but this year anything that is not a spending cut should be considered a win.

Similarly, the Michigan E-Library has no change in funding in the House version of the budget. The Senate has proposed a very small increase in funding to the E-Library.

We’ll know a lot more once the budget is finalized. Stay tuned for more updates.
National Library Advocacy is Important Too!

With members of Congress on recess this summer, it is the perfect time to invite your federal legislators to visit your library and let them see for themselves all the ways libraries bring value to their communities.

As you may have heard in the news, the Trump administration appears to be moving forward with a budget deal, after weeks of negotiations between congressional leaders and White House officials. The agreement currently includes increased or level funding for most domestic and defense programs. In May, the House included significant increases in their funding, countering the administration’s call to eliminate many of these programs. While work still needs to be done to secure passage of the final appropriations, this week’s announcement is an important step and lessens the likelihood of a government shutdown.

With this development in mind, this August is a crucial time to invite your legislative leadership into your facilities to experience firsthand what the library has to offer. Get them into your spaces, show them what you are doing, and what you can do with more resources.

Read more at AmericanLibrariansMagazine.org.