

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
May 22, 2023

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, May 22, 2023 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, May 22, 2023 at 6:00 p.m. This meeting will be held at 300 Library Lane. The purpose of this meeting is for the discussion of library business. The Library gives notice of the following:

1. Meeting Attendance

The public hearing and regular meeting is being held in person. However, the public may attend and offer public comment electronically. The Library wants to ensure participation by the public if the public cannot be physically present.

2. Procedures

The public may participate in the meeting in person or electronically and may make public comment through either of the following methods. Each speaker has a time limit of three minutes. Please refer to the Policy for Public Comments at Meetings in its entirety at (<https://qrc0.de/bdiESq>).

3. Contact Information

For those people who desire to contact members of the Library Board to provide input or ask questions on any business that will come before the public body at the meeting, please contact Quyen Edwards at qedwards@portagelibrary.info prior to the start of the meeting.

4. Persons with Disabilities

Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify Quyen Edwards at qedwards@portagelibrary.info within a reasonable time in advance of the meeting.

To watch the meeting online via Zoom, please click the link below at the time of the meeting:

<https://us02web.zoom.us/j/88676490551>

Or One tap mobile :

US: +13052241968,,88676490551# or +13092053325,,88676490551#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 9128 or +1 689 278 1000 or +1 719 359 4580

Webinar ID: 886 7649 0551

International numbers available: <https://us02web.zoom.us/j/88676490551>

Dated: May 18, 2023

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

Agenda

May 22, 2023

I. Start of Meeting

II. Roll Call

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

The Board Chair will recognize one person to speak at a time, and each speaker must provide their name and address. Each speaker is entitled to one (1) three-minute time during this Public Comment period. Please refer to the Policy for Public Comments at Meetings in its entirety at (<https://qrco.de/bdiESq>) or the printed documents at the entrance to the meeting room on the evening of the Library Board Meeting.

IV. Adoption of the Agenda for the Regular Meeting of May 22, 2023 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)

- A. Minutes of the regular meeting held on April 24, 2023 (Info) Pg. 5-9
- B. May 2023 Narrative (Info) Pg. 10-13
- C. Financial Condition for April 2023 (Info) Pg. 14-15
- D. Statistical Report for April 2023 (Info) Pg. 16-17
- E. June 2023 Program Calendar (Info) Pg. 18
- F. Review of Patron Behavior Policy (Info) Pg.1 9-24
- G. Review of Reciprocal Borrowing Policy (Info) Pg. 25
- H. MLA Advocacy Update for April 2023 (Info) Pg. 26-27
- I. Library Closure for 2023 Staff Development Day (Info) Pg. 28

VI. Governance (10 minutes)

- A. Follow-Up on Mid-Year meeting with the Library Director (Info) Pg. 29

VII. Staff Presentation on Summer Reading Program 2023 (15 minutes) (Info) Pg. 30

VIII. Library Director's Reports (15 minutes)

- A. Final remarks by Library Director for the May 22, 2023 Library Board Meeting

Agenda

IX. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the June 26, 2023 Board Meeting
 - 1. Minutes of the Regular Meeting held on May 22, 2023
 - 2. Audit Presentation by Rehman Robson
 - 3. Discussion about Plans for the 2023 Library Board Retreat
 - 4. Review of Heritage Room Policy
 - 5. Review of Creation Station/Makerspace Policy
 - 6. Presentation of Proposed Library Operating Budget for Fiscal Year 2024.
- B. Assessment of this meeting
- C. Miscellaneous Items

X. Adjournment

Minutes

From the April 24, 2023
Regular Board Meeting

I. Start of Meeting

II. Roll Call

III. Board Members Present: Board Members Absent: Library Staff Present:

Board Members Present: Ken Baker, Michele Behr, Jeanne Friedman Cara Terry, Tom Vance, Donna VanderVries and Linda Whitlock

Library Staff Present: Library Director Christy Klien, Chelsea Axtell, Rolfe Behrje, Quyen Edwards, Rob Foti, Abigael Galbraith-Frew, Abby Pylar, Steve Rossio, Colin Whitehurst, and Laura Wright

Library Staff Absent: Lawrence Kapture and Doran Lefaive

Guests Present: Portage City Manager Patrick McGinnis

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

Library Board Chair Tom Vance welcomed everyone to the April 24, 2023 Library Board Meeting. He asked if anyone present or online had any comments and there were none.

V. Adoption of the Agenda for the Regular Meeting of April 24, 2023

Library Board Chair Vance asked if there were any changes to the agenda before its adoption. Library Director Christy Klien asked for the Allocation of Gifts and Donations for FY 2022 to be added to Governance Item B. Vance asked for a motion to adopt the amended agenda.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Friedman that the Library Board adopt the amended agenda for the regular meeting of April 24, 2023. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VI. Board Meeting Guests

A. Introduction of Assistant Circulation Supervisors Abigael Galbraith-Frew and Chelsea Axtell

Director Christy Klien introduced the Board to Assistant Circulation Supervisors Abigael Galbraith-Frew and Chelsea Axtell. Chelsea has worked at the library in the Circulation Department for 6 years with the past 1 year in the Assistant Supervisor role. Abbey has worked at the library for the past 7 years with the past 1 year in the Assistant Supervisor role. They joked that if you need help in Circulation, the best bet is just to call for an "Abby" since Abby Pylar is the Head of that Department as well.

B. Guest Speaker - City Manager Patrick McGinnis

City Manager Pat McGinnis thanked Library Director Klien and the Library Board for inviting him to speak at the board meeting to share what is happening in the City of Portage. He said that he recently learned that the Library Board trustees are elected, and thanked them for putting their names on the ballot and being willing to hold public office.

City Manager McGinnis shared that he started his career in West Branch, Michigan and was the City Manager of Grand Haven for 19 years prior to moving to Portage. McGinnis said his wife, Tina, uses the library to study and said the space has a great vibe.

Minutes

City Manager McGinnis brought a handout with the seven intentions that the City Council agree are priorities for the City as they move forward and make decisions in 2023.

Housing Strategies – McGinnis said that the City Council believes that if you work in Portage, you should be able to live in Portage. They agree that Portage citizens should be able to age in place and remain in stable housing. They also believe attainable rental and owner occupied housing for income levels up to 120% of the Area Median Income (AMI). They intend to faithfully follow strategies laid out by the Portage Attainable Housing Plan adopted by City Council on December 20, 2022. See the website for the full details here: <https://www.portagemi.gov/243/Housing-Plans-Programs> .

Lake Center District Acceleration – McGinnis said this refers to Portage Road all the way south to the city limits. There is a focus on keeping the road safe for pedestrians and continuing to develop the area and implement a Placemaking Study.

Optimize waste hauling – McGinnis said there are currently three options to residents, but the overlap of service creates a lot of wear and tear on the roads. He shared the City Council is looking into ways to regulate this service while providing savings to citizens.

Improve zoning ordinances – McGinnis said the City will look into more mixed use zoning to find better and more efficient ways to use land in the city. This approach must be practical as well because while Portage is growing in the number of residents it supports, the city limits are not expanding. The City Council is also looking at specific relief to land challenges in the lake neighborhoods.

Farmers Market – McGinnis said that Portage is pleased to be the only community in the area to offer a Sunday Farmers Market. This is an advantage to the citizens as well as the vendors who can make their products available. The City Council is prioritizing building a permanent site for the Farmers Market.

Trail Improvements and Connections – McGinnis said that sections of the current trail are going to be resurfaced with asphalt this spring. The City Council has also made it a goal to connect and expand the trail system with surrounding communities.

Mall Strategies – McGinnis said City Council also want to develop a strategic plan for the transition of the overbuilt commercial neighborhoods in the mall area. These areas are privately owned, but the City can assist with strategies for reinvestment.

City Manager Pat McGinnis concluded his presentation by complementing the library on its successful renovation.

VII. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the April 24, 2023 board meeting before its adoption. Trustee Behr requested the removal of Item H – Review of Art Exhibit Policy.

- A. Minutes of the regular meeting held on March 20, 2023**
- B. March 2023 Narrative**
- C. Budget Amendment Summer Reading and GeekFest**
- D. Financial Condition for March 2023**
- E. Statistical Report for March 2023**

Minutes

- F. May 2023 Program Calendar
- G. Review of Programming Policy
- H. Review of Art Exhibit Policy
- I. Monitoring Report on Executive Limitation: Fundraising Activity

MOTION: It was moved by Trustee Baker and supported by Trustee VanderVries that the Library Board approve the consent agenda with the Removal of Item H. for the regular meeting of April 24, 2023. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

Item H. Review of Art Exhibit Policy – Trustee Behr asked who is the current art curator as referred to in the policy. Library Director Klien replied that Adult Services Librarian Katharyn Haas fills that role and schedules art exhibits on rotation.

MOTION: It was moved by Trustee Behr and supported by Trustee Whitlock that the Library Board approve Item H. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

VIII. Governance

A. Scheduling of Mid-Year meeting with the Library Director

Library Director Klien and Library Board Chair Vance will have a mid-year meeting before the next board meeting. Klien encouraged trustees to please pass comments on to Vance for the discussion and feedback.

B. Allocation of Donations.

Library Director Klien asked if trustees had any questions regarding the library staff recommendations. Trustees wanted to know what "AWE" stands for. Head of Youth Services Laura Wright responded that it is the name of a learning computer that includes licensing for over 75 different educational software titles. Since requesting funding for this item, youth staff have learned about another similar product they might be interested in instead. The donation money will go to one of those items for youth services.

MOTION: It was moved by Trustee Terry and supported by Trustee Baker that the Library Board approve The Allocation of FY2022 Gifts and Donations as recommended. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

IX. Monitoring to Assure Compliance with Executive Limitations

A. 1st Quarter Financial Report for FY 2023

Business Manager Rob Foti reported that a quarter way through the year, property tax collections are in line with prior years. The Library will continue to collect delinquent Personal Property Taxes as they are paid. The Library has not yet received any State Aid payments for the year. Other Revenue appears slightly ahead of pace for this time of year due to Interest income.

The Library is close to fully staffed, but Salaries and Wages remain slightly below pace for three open part-time positions. Fringes and Benefits are also below pace due to three full time staff who have opted out of insurance.

Foti said that the Utilities line is anticipated to be under budget throughout the fiscal year as the Library continues to see savings from the installation of LED lighting and

Minutes

energy efficient equipment. The Library's Bond payment is due May 1st . With the construction project wrapped up, Library Director Klien is going back to purchase furniture that was cut from the original budget. The Library is planning to add motion detectors and security cameras outside and strategically placed inside.

Trustee Baker asked if the Library had considered adding solar panels and Klien said that they had decided against pursuing that as option.

X. Library Director's Reports

A. Final remarks by Library Director for the April 24, 2023 Library Board

Library Director Klien said that she wanted to recognize Library Board Secretary Quyen Edwards and Marketing Manager Colin Whitehurst for the new layout and updated format of the board packet. Klien said that they welcome feedback as they make small adjustments in the future. The Board responded that they liked the new look.

Klien shared some good news. Head of Youth Services Laura Wright and I met with a donor who would like to give the library \$10,000 year for 10 years to support elementary literacy and school collaboration projects. This donation is in memory of the donor's mother who was a former library volunteer and Portage Public School teacher. Board Chair Vance said that this donation is significant vote of confidence in the library and the service it provides to the community.

Klien said she has not had any additional contact from the patron who completed the Request for Reconsideration. The patron has until May 1st to appeal Library Director Klien's decision.

MCLS is hosting a Trustee Training on Saturday, May 20th from 10am-noon in Benton Harbor. Klien will forward the information email. Please let us know if you are interested in attending so we can get you signed up.

Klien said that she volunteered at the recent Kalamazoo Marathon and said that one of the other volunteers was complementing the library programs and native plantings. She also expressed gratitude for library services as she felt that the library helped her son recover from a reading loss.

It is National Library Week! To celebrate, we have been providing snacks in the staff lounge.

The Friends had a Board Meeting on April 10th. Trustee Cara Terry is one of the Friends liaisons and gave an update. Current Front Desk Sales stand at \$10,007. The April book sale earned just over \$3,000 and was very busy. The Friends have welcomed a couple of new volunteers. Business Manager Foti said that he is always impress with cash slips at the Circulation Desk for Friends sales which are often \$7-\$10 at a time. They have learned at State Farm that patrons enjoy having options to purchase every time they visit the library. Vance said that the Library is fortunate to have such a dedicated Friends group.

XI. Process Evaluation

A. Suggestions for Agenda Items to be included on the May 22, 2023 Board Meeting

1. Minutes of the Regular Meeting held on April 24, 2023
2. Review of Patron Behavior Policy
3. Follow-Up on mid-year meeting with Library Director
4. Plans for 2023 Summer Reading

Minutes

B. Assessment of this meeting

C. Miscellaneous Items

Trustee VanderVries mentioned the upcoming KPL event with Jordan Keppler "Celebrating Books While They are Still Legal" which will take place at Miller Auditorium on Friday, June 30 at 7:30 PM.

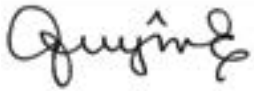
Board Chair Vance said that he wrote to our local representatives to encourage them to visit the library and get a tour.

XII. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of April 24, 2023

DISPOSITION: The regular board meeting of April 24, 2023 was adjourned at 6:55 PM.

Recorded and Transcribed by,



Quyen Edwards
Library Board Secretary

Director's Report

May 2023

Youth Services

The Youth Department finishes most programming and regular outreach in April and reserves May for Summer Reading Program prep and promotion. It was a busy month for both, with students and families enjoying 54 programs and outreach events.

This month, we completed our Kindergarten Card visits with a final event at Lake Center. This year we have been reading "We Don't Eat Our Classmates" by Ryan T. Higgins. It's an excellent instructional tale which led to great discussion with area students.

KRESA's Woods Edge classes visited us weekly in April. Thank you to Youth Staff [Kristy Zeluff](#) and [Mary Breuer](#) for providing activities, stories, and crafts.

Portage Northern High School's National Honor Society (led by PPS teacher Kaitie Paynitch and Board Member Jeanne Friedman), Outreach Librarian [Andrea Smalley](#), and Head of Youth Services [Laura Wright](#) collaborated to host a Day of Kindness in April. 293 people attended with the students contributing over 250 hours of volunteer time. The high school volunteers helped attendees perform acts of kindness such as writing letters to seniors and service people, making bird feeders, and painting kindness rocks.



6th Graders Visiting the library



1,000 Books Display in the Preschool Room



Teen Drip Art

Adult Services

Adult Services Librarian [Katharyn Haas](#) hosted a community concert with bluegrass band Schlitz Creek. It was a standing-room only concert with over 125 community members of all ages attending! The audience was delighted with the toe-tapping music and lively humor of the band. The library received many requests to have this band back again and to do more free community concerts.



Patron reaction: *"This is my first time back in the library in many years! This is so impressive. Thank you."*

Outreach Librarian [Sara Weyenberg](#) hosted local internet sensation Dan Cunningham (Dan the Organizer Man) who presented a Spring Cleaning Boot Camp that saw 41 attendees. With plenty of quips and humor, Dan presented baseline tips for how to tackle all sizes of spring cleaning projects without getting overwhelmed and provided a very extensive handout. Patrons spanned all ages from older teenagers to seniors and are still requesting the handout from the library almost a month later. Dan will be returning in July due to high demand.



Adult Services Librarian [Katharyn Haas](#) hosted Upjohn historian Jeremy Winkworth for a presentation called [The History of the Portage Pfizer Site and The Upjohn Company](#). 44 community members attended, including a City of Portage employee and former employees of The Upjohn Company. The presentation was engaging and the question and answer session continued past the end of the program as community members soaked up Jeremy's knowledge. The library received many requests to have the Upjohn historian back for another historical program.

Patron reaction: *"I liked the presenter's willingness to converse with the audience and the historical topic the best. I'm brand new here and I learned lots. You could even make it longer!"*

STEM Librarian [Jane Fleming](#) hosted local artist Joanne Huffman, for Puttin' on the Ritz, a class on Fabric Painting, on April 18th. Joanne had a full class of 12 attendees. She spent some time going over techniques, then the participants got started. Everyone had a great time and made some beautiful aprons!



Patron reaction: *"Please keep doing classes like this. It's such a fun social time and we get to learn new crafts as well."*

Librarian [Ruth Cowles](#) composed and hosted Pub(lic) Library Trivia night, with thirty-seven attendees. They tested their knowledge about general trivia topics, discussed the answers, and laughed at Librarian Ruth's antics as she ran the trivia. An example question: how many hearts does an octopus have? The answer: 3. The winners won gift cards to spend at their leisure. We will continue these nights through the summer.

Patron reaction: *"The questions were more difficult this time: I enjoyed the challenges."*

Circulation and Technical Services Department

During the month of April, 526 students had activity on their PASS cards. We also sent 1,115 SMS messages to 387 patrons. A patron was extremely grateful for the updated library. She thinks libraries are so important to the community and is thrilled with the changes and what we offer to the public.

Heritage Room

Amazing things happened in the Heritage Room during the month of April. Coordinator [Steve Rossio](#) went on two successful book buying ventures adding over fifty new titles to the collection.

Two new presentations were created and delivered by Mr. Rossio. The first on the History of N. Lorraine BeeBee, who was a Portage resident and only the third woman to serve in the Michigan State Senate and the second on the development of Portage schools from the 1830's to the 1900's. Mr. Rossio also delivered his standard school talk on Portage's History to area second graders.

The Heritage Room collection received some interesting donations this month, including one from a long-time Portage teacher. This donation included dozens of identified elementary school class photographs from the 1960's, 70's and 80's, sports programs and other items from her career as a Portage teacher as well as items from her husband's longtime career as an Upjohn employee.



Personnel Information/HR

We are pleased to announce the hiring of [Ariana \(Ari\) Zito](#) as a Library Assistant in the Circulation Department. Ari's first day was May 15, 2023. The Business Services Department has been working with Rehmann to complete the Library's Fiscal Year 2022 Annual Audit. The audit results and financial statement will be presented to the library board at the June 2023 library board meeting. Library Director [Christy Klien](#) and Business Manager [Rob Foti](#) have been meeting with department heads to discuss their budget requests for the 2024 fiscal year. A preliminary budget will be presented to the library board at the June 2023 library board meeting.

Information Technologies Department

The Information Technologies Department has deployed new Windows 11 machines for Staff to test before the staff Technology Refresh Project. The department has completed (Web Services and DNS changes) all of the supporting tasks for the upcoming Communico Project. The department completed its firmware upgrade to its firewalls, its SIP cube and its hosted website. The total downtime was limited to 15 minutes and was executed during closed hours. Multifunctional Copiers for the adult and youth service desks were installed to provide more flexibility at the public service desks.

Maintenance and Building Services

Building services involved pest control and exterior lighting preventive maintenance contracted services, north egress downspout installation, concrete replacement and building security improvements with the installation of motion sensors inside the library.



Concrete Pump Truck and Concrete Delivery Truck present for the replacement work on the courtyard stairs.

Financial Condition Report

April 2023

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: Revenue \$6,945,498
Expenditures \$2,764,752

Fund	3/31/2023	Changes	4/30/2023
General Reserve (13%)	727,173	-	\$ 727,173
Building Reserve	\$50,000	-	\$50,000
Benefits Reserve	\$29,741	-	\$29,741
Technology Reserve	\$111,305	-	\$111,305
Patio Feasibility Reserve	\$4,700	-	\$4,700
Bldg. Improvement Reserve	\$731,419	-	\$731,419
Personal Property Tax Reserve	\$805,946	-	\$805,946
Library Endowments	\$75,542	-	\$75,542
Unassigned Fund Balance	\$5,481,851	-	\$5,481,851

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

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

Policy: 3. Use any long-term reserves.

Director's Response: No reserves have been used.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Policy: 11. Fail to arrange for an external financial audit of the library services.

Director's Response: An external audit of the library is conducted each year and results presented to the library board.

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

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

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

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

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

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

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

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

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

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

Statistical Report

May 2023

	Month Statistics			YTD Statistics		
	Apr-23	Apr-22	CHANGE	2023	2022	CHANGE
Circulation/Collections						
Total Library Circulation	69,066	19,687	250.82%	291,718	173,048	68.58%
Adult - Books	15,393	1,583	872.39%	65,691	37,779	73.88%
Adult - A/V	3,566	944	277.75%	15,714	9,254	69.81%
Youth - Books	28,194	705	3899.15%	120,419	51,612	133.32%
Youth - A/V	2,605	85	2964.71%	11,319	4,199	169.56%
Hot Picks	769	28	2646.43%	3,454	2,585	33.62%
E-Material	16,594	16,342	1.54%	66,719	65,477	1.90%
ILL - PDL Requests	1,146	0	100.00%	4,677	1,075	335.07%
ILL - Other Lib. Requests	799	0	100.00%	3,725	1,067	249.11%
Self-Checkout Percentage	48.68%	0.00%		52.33%	57.52%	
Total Library Collection	177,900	176,107	1.02%			
Adult - Books	72,988	74,576	-2.13%			
Adult - A/V	13,668	13,946	-1.99%			
Youth - Books	80,599	75,958	6.11%			
Youth - A/V	7,985	8,547	-6.58%			
Hot Picks	2,660	3,080	-13.64%			
Net Acquisitions	13	586	-97.78%	(129)	(5,585)	97.69%
Purchased - Books	1,207	3,110	-61.19%	6,036	4,749	27.10%
Purchased - A/V	143	99	44.44%	520	661	-21.33%
Donated - Books	1	0	100.00%	1	0	100.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(1,338)	(2,623)	48.99%	(6,686)	(10,995)	39.19%
Total In-House Usage*	0	0	n/a	0	0	n/a
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
Patrons						
Total Patrons	33,665	35,988	-6.45%			
Adult	16,368	17,487	-6.40%			
Youth	3,123	4,163	-24.98%			
Non-Resident	175	210	-16.67%			
Reciprocal	3,100	3,930	-21.12%			
Internet User	435	418	4.07%			
PASS Users	10,406	9,730	6.95%			
Professional	58	50	16.00%			
Net Patrons	28	4	600.00%	(3,577)	(265)	-1249.81%
Adult	178	4	4350.00%	893	1,795	-50.25%
Youth	7	0	100.00%	71	493	-85.60%
Non-Resident	2	0	100.00%	12	4	200.00%
Reciprocal	60	0	100.00%	244	66	269.70%
Internet User	37	0	100.00%	148	56	164.29%
PASS Users	27	0	100.00%	114	0	100.00%
Professional	0	0	0.00%	0	0	0.00%
Patrons Removed	(283)	0	100.00%	(5,059)	(2,679)	-88.84%

	Month Statistics			YTD Statistics		
	Apr-23	Apr-22	CHANGE	2023	2022	CHANGE
Library Building Usage						
Total Meeting Room Usage	734	0	100.00%	2,709	0	100.00%
Internal/Collaboration	162	0	100.00%	291	0	100.00%
External/Outside Usage	572	0	100.00%	2,418	0	100.00%
Total Program Audience	3,572	43	8206.98%	11,048	1,678	558.40%
Adult	875	43	1934.88%	2,767	410	574.88%
Youth	2,444	0	100.00%	7,688	1,268	506.31%
Heritage Room	253	0	100.00%	593	0	100.00%
Total Number of Programs	98	3	3166.67%	379	57	564.91%
Adult	40	3	1233.33%	164	24	583.33%
Youth	54	0	100.00%	206	33	524.24%
Heritage Room	4	0	100.00%	9	0	100.00%
Total Volunteer Hours	280	0	100.00%	907	117	675.21%
Adult	63	0	100.00%	220	21	947.62%
Youth	119	0	100.00%	265	0	100.00%
Technical	18	0	100.00%	88	27	225.93%
Circulation	43	0	100.00%	184	5	3580.00%
Administration	32	0	100.00%	131	64	104.69%
Community Service	5	0	100.00%	19	0	100.00%
Total Front Door Traffic	20,976	0	100.00%	79,089	16,592	376.67%
Total Youth Services Traffic	15,675	0	100.00%	57,819	12,181	374.67%
Total Business Center Traffic	0	0	100.00%	0	0	100.00%
Information Access/Reference/Research						
Total Reference Transactions	5,091	0	100.00%	25,799	10,867	137.41%
Adult Phone	358	0	100.00%	1,754	811	116.28%
Adult Ready Reference	1,466	0	100.00%	7,398	3,135	135.98%
Adult Reference	106	0	100.00%	791	252	213.89%
Youth Phone	52	0	100.00%	254	119	113.45%
Youth Ready Reference	1,841	0	100.00%	9,627	3,678	161.75%
Youth Reference	203	0	100.00%	1,168	248	370.97%
HR Phone	12	0	100.00%	51	39	30.77%
HR Ready Reference	348	0	100.00%	1,364	450	203.11%
HR Reference	19	0	100.00%	62	25	148.00%
Circ Phone	274	0	100.00%	1,176	1,037	13.40%
Circ Ready Reference	256	0	100.00%	1,287	797	61.48%
Circ Reference	156	0	100.00%	867	276	214.13%
Total Edutainment LAN Use	352	0	100.00%	1,306	0	100.00%
Total Internet Computer Use	1,307	0	100.00%	5,659	1,612	251.05%
Youth Computers	79	0	100.00%	560	0	100.00%
Adult Computers	1,226	0	100.00%	5,090	1,610	216.15%
Laptop Computer Circulated	2	0	100.00%	9	2	350.00%
Total Electronic Transactions	75,081	28,473	163.69%	290,625	130,399	122.87%
WebSite Hits	65,326	20,875	212.94%	247,480	90,585	173.20%
WebCatalog Sessions	7,658	5,443	40.69%	35,555	33,112	7.38%
Licensed Database Hits	2,097	2,155	-2.69%	7,590	6,702	13.25%

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

Christy Kliem, Library Director

PDL Events

June 2023

Drop-In Hours @ The Makerspace

June 1 | 6:00 PM - 8:00 PM

Friends of the Library Book Sale

June 3 | 9:00 AM - 3:00 PM

Drop In Hours @ The Makerspace

June 5 | 2:00 PM - 4:00 PM

Summer Family Storytime

June 6 | 9:30 AM - 10:00 AM

Summer Family Storytime

June 6 | 10:30 AM - 11:00 AM

Meet Wade Rouse: The Story of Magic Season

June 6 | 7:00 PM - 8:00 PM

Drop In Hours @ The Makerspace

June 7 | 2:00 PM - 4:00 PM

Immaculate Snacks & Gaming (6th-12th Grade)

June 7 | 3:30 PM - 4:30 PM

Middle Grade Book Club

June 7 | 6:00 PM - 7:00 PM

Early Elementary Book Club

June 7 | 6:00 PM - 7:00 PM

Drop-In Hours @ The Makerspace

June 8 | 6:00 PM - 8:00 PM

Pub(lic) Library Trivia

June 8 | 6:30 PM - 8:30 PM

Saturday Sound Immersion

June 10 | 10:00 AM - 11:00 AM

Drop In Hours @ The Makerspace

June 12 | 2:00 PM - 4:00 PM

Kalamazoo Valley Genealogical Society

June 12 | 6:30 PM - 8:30 PM

Just Move Storytime and Family Fun

June 13 | 9:30 AM - 10:00 AM

Just Move Storytime and Family Fun

June 13 | 10:30 AM - 11:00 AM

Teen LGBTQ+ Meet-Up

June 13 | 6:30 PM - 8:00 PM

Drop In Hours @ The Makerspace

June 14 | 2:00 PM - 4:00 PM

Family STEM Drop In

June 14 | 4:00 PM - 6:00 PM

Make It @ The Library: DIY Koozies

June 14 | 6:30 PM - 8:00 PM

Drop-In Hours @ The Makerspace

June 15 | 6:00 PM - 8:00 PM

What Some Are Reading: A Book Talk Soiree for Book Clubs and Avid Readers

June 15 | 6:30 PM - 8:00 PM

STEM Storytime - Mud!

June 16 | 10:00 AM - 11:00 AM

Kalamazoo Macintosh Users Group

June 17 | 9:00 AM - 12:00 PM

Adult Take Home Craft: Sliding Knot Bracelets

June 17 | 9:00 AM - 10:00 AM

Bioblitz

June 17 | 10:00 AM - 12:00 PM

Drop In Hours @ The Makerspace

June 19 | 2:00 PM - 4:00 PM

Summer Family Storytime

June 20 | 9:30 AM - 10:00 AM

Summer Family Storytime

June 20 | 10:30 AM - 11:00 AM

Make It @ The Library: 3D Design and Print a Keychain/Bag Tag with Tinkercad

June 20 | 3:30 PM - 5:00 PM

Elementary Age Journal Making with the Kalamazoo Book Arts Center

June 21 | 2:00 PM - 3:30 PM

Drop In Hours @ The Makerspace

June 21 | 2:00 PM - 4:00 PM

Flower Pot Painting

June 21 | 6:30 PM - 8:00 PM

Make It @ The Library: DIY Koozies

June 22 | 3:30 PM - 5:00 PM

Nerf War

June 22 | 6:00 PM - 7:30 PM

Drop-In Hours @ The Makerspace

June 22 | 6:00 PM - 8:00 PM

Kalamazoo Plant It Forward - June Swap

June 24 | 10:00 AM - 12:00 PM

Drop In Hours @ The Makerspace

June 26 | 2:00 PM - 4:00 PM

Summer Family Storytime

June 27 | 9:30 AM - 10:00 AM

Summer Family Storytime

June 27 | 10:30 AM - 11:00 AM

Baking Better with Victorian Bakery: Hot Dog and Hamburger Buns

June 27 | 2:00 PM - 4:00 PM

Teen Cake Decorating Competition

June 27 | 6:30 PM - 7:30 PM

Make It @ The Library: DIY Koozies

June 28 | 10:30 AM - 12:00 PM

Drop In Hours @ The Makerspace

June 28 | 2:00 PM - 4:00 PM

Storytimes at the Parks

June 28 | 6:30 PM - 7:00 PM

Sundaes and Sharing with Storyteller Madalene Big Bear

June 28 | 7:00 PM - 8:00 PM

Family Harry Potter Trivia Night

June 29 | 6:00 PM - 7:00 PM

Drop-In Hours @ The Makerspace

June 29 | 6:00 PM - 8:00 PM

Patron Behavior Policy

Reviewed & Approved: 5-23-22

I. Introduction

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

II. Rules for a Safe Environment

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

A. Violations of Law.

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

B. Weapons.

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

C. Alcohol/Drugs.

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

D. Under the Influence.

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

E. Safety of Patrons on Library Property.

1. Use of skateboards, roller blades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property.
2. Library patrons must park bicycles or other vehicles only in authorized areas.
3. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
4. Animals or personal transport vehicles are not permitted in the Library other than service animals, those required by persons with disabilities, those used in law enforcement or for Library programming.
5. Smoking, using e-cigarettes or vaporizers, rolling cigarettes, or chewing tobacco is prohibited in the Library and on Library property within 25 feet of any entrance.

6. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.
7. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
8. Patrons shall not be permitted in any areas designated as "staff only" unless otherwise permitted by the Library Director.
9. Patrons may not use the Library's telephone unless approved by Library staff.

III. Rules for Personal Behavior.

A. Personal Property.

Personal property brought on Library property is subject to the following:

1. The Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items brought into the Library, for example, large items such as large plastic garbage bags are prohibited.
2. The Library is not responsible for personal belongings left unattended.
3. The Library does not guarantee storage for personal property.
4. Personal possessions must not be left unattended or take up seating or space needed by others.

B. Food and Beverages.

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

C. Unauthorized Use.

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

D. Engaging in Proper Library Activities.

Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, using Library materials or using the Library in a manner that is consistent with the Library's mission shall be required to leave the building and shall not remain on Library property. This includes, but is not limited to, a prohibition of extensive periods of sleeping in the library or on benches, tables or grounds outside.

E. Considerate Use.

The following behavior is prohibited in the Library and in the Library building.

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

F. Panhandling or Soliciting.

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

G. Interference with Staff.

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

H. Campaigning, Petitioning, Interviewing and Similar Activities.

As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.
2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
 - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to the areas 15 feet from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

I. Sales.

Selling merchandise on Library property without prior permission from the Director is prohibited.

J. Distributions/ Postings.

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

K. Restrooms.

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

L. Harassment.

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

M. Loud Noise.

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

N. Odor.

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

O. Phones.

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

P. Library Policies.

Patrons must adhere to all Library Policies.

Q. Identification.

Patrons must provide identification to Library staff when requested.

R. Tables or Structures on Library Property.

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

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

A. Care of Library Property.

Patrons must not deface, vandalize, damage or improperly remove Library materials, equipment, furniture, or buildings. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision.

B. Internet Use.

Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.

C. Equipment.

Library phones and staff computers are for staff use only.

D. Authorized Lending.

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

V. Children in the Library

A. Children are welcome and encouraged to use the Library at all times.

The Library desires to make each visit an important one for the child. A "Child" means a minor under the age of 18.

B. Rules and Regulations Regarding Children.

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

2. Parents, guardians and caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library or on Library property.
3. Library staff will not be expected to supervise or monitor children's behavior.
4. Children under the age of 10 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least 14 years old) shall remain in the Library at all times. If a child under the age of 10 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program.
5. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
6. Children ages 7 and under must be within the visual contact of a parent, guardian or responsible caregiver at all times, including during programs and visits to the restroom. Children ages 7 and under may not be left in the Youth Services Department alone.
7. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 10 years or older who may be asked to leave the Library if the child is in violation of Library policy.
8. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.
9. Children 10 years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

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

1. The health or safety of an unattended child is in doubt.
2. A child is frightened while alone at the Library.
3. The behavior of an unattended child violates Library policy.
4. A child under age 10 is unattended at the Library.
5. An unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time or the child needs assistance procuring transportation.

D. If a parent, legal guardian, custodian or caregiver cannot be reached by closing time

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

E. If the parent, legal guardian, custodian or caregiver can be reached by closing time,

the staff member shall explain the Library's policy and provide a copy of this Policy.

VI. Disciplinary Process for Library Facilities.

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

A. Incident Reports.

Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy – Suspension of Privileges.

Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:

1. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
2. Subsequent Violations: The Director or the Director’s authorized designee may further limit or suspend the patron’s Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security

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

1. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
2. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director’s authorized designee, may further limit or suspend the patron’s Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement.

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

VII. Right of Appeal.

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

Reciprocal Borrowing Policy

Reviewed & Approved: 5-23-22

The Portage District Library operates on the premise that libraries should be accessible to people regardless of their location, economic status, educational level, race, color, creed, religion, or any other factor which may be divisive and inhibitive; it has been deemed appropriate and advantageous for the library to enter into reciprocal borrowing agreements with other institutions for the purpose of providing access to library materials for the benefit of their respective library patrons. For this reason, the Portage District Library will enter into a Reciprocal Borrowing Agreement with another entity of similar size and funding level, on behalf of the people in their area, so that:

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

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

The participating institution must:

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

II. Expectations for Reciprocal Borrowing Patrons Accessing the Portage District Library:

Reciprocal borrowers are expected to:

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

MLA Advocacy

Cass County Proposed "Child Protection Ordinance"

April 27, 2023

Last week, MLA worked on an issue that was taking shape in Cass County that would have had far-reaching ramifications for other counties. It was a proposal, unlike anything MLA has responded to in the fight against book banning and censorship.

The Cass County Board of Commissioners was looking to adopt a "Child Protection Ordinance" which would have required signed legal statements attesting to the "safety" of materials at the three local libraries among other places. While the title of the ordinance is a "bit" misleading – this was an attempt to censor and ban books. They were also proposing a county-wide threat of felony charges and warrantless arrests to operate the libraries and curate the collections if materials didn't satisfy their definitions.

The good news: the Cass County Board pulled the ordinance from the agenda due to the "heat" of inquiry from librarians and others who were appalled that this was on the agenda.

There are many issues with the ordinance and the three affected library systems have already engaged legal counsel; are opposed (obviously); and will work through the legal systems to ensure they continue to offer library services without censorship.

ALA and PEN America also worked behind the scenes to help us identify some more of the legal issues as well as Clare Membiela at the Library of Michigan. Federal and state authorities might quarrel with the claim that "this body is the only body with legal jurisdiction over the entire county." This ordinance appears to be proposing abrogation of the state law requirement that a work be considered as a whole via the phrase "the term 'sexually explicit matter' as referenced in this ordinance means any portion of 'sexually explicit matter.'"

We must point out that the Miller Test is the primary legal test for determining whether expression constitutes obscenity. As per the Supreme Court, materials must pass all 3 prongs of the Miller Test.

They are:

- whether the average person applying contemporary community standards would find the work, taken as a whole, appeals to the prurient interest;
- whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
- whether the work, taken as a whole, lacks serious literary, artistic, political or scientific value.

The ordinance also makes several other legally suspect claims: that the Cass County Commissioners can determine community standards (that's usually a "reasonable person" standard that looks to what a reasonable person would determine is appropriate for minors, based on a national

standard, as determined by a court of law); that the legal exemption provided to educators and librarians in 722.676 (b) and (d) can be abrogated without the action of the legislature (see more below); or that the state law can be abrogated by re-interpreting those provisions as requiring a parent's signed consent; or that a local ordinance can require the immediate arrest of a librarian or educator upon the allegation of a violation of the law, as they interpret it. Usually, a prosecutor must agree that there is evidence of a crime, as provided in state law, and only a judge or jury can determine if a work is obscene for minors after the presentation of evidence.

As referenced above, it is also worth reading in its entirety, MCL722.676, persons excepted from MCL722.675, sec. 6 as an ordinance cannot take away rights/abilities that the state statutes permit.

Section 5 does not apply to the dissemination of sexually explicit matter to a minor by any of the following:

- (a) A parent or guardian who disseminates sexually explicit matter to his or her child or ward unless the dissemination is for the sexual gratification of the parent or guardian.
- (b) A teacher or administrator at a public or private elementary or secondary school that complies with the revised school code, 1976 PA 451, MCL 380.1 to 380.1852, and who disseminates sexually explicit matter to a student as part of a school program permitted by law.
- (c) A licensed physician or licensed psychologist who disseminates sexually explicit matter in the treatment of a patient.
- (d) A librarian employed by a library of a public or private elementary or secondary school that complies with the revised school code, 1976 PA 451, MCL 380.1 to 380.1852, or employed by a public library, who disseminates sexually explicit matter in the course of that person's employment.
- (e) Any public or private college or university or any other person who disseminates sexually explicit matter for a legitimate medical, scientific, governmental, or judicial purpose.
- (f) A person who disseminates sexually explicit matter that is a public document, publication, record, or other material issued by a state, local, or federal official, department, board, commission, agency, or other governmental entity, or an accurate republication of such a public document, publication, record, or other material.

MLA has sent this on to the ACLU of Michigan and to the Attorney General's office.

It is important that MLA members are aware of this and can begin to prepare for how censorship challenges are going to manifest themselves outside of the normal reconsideration forms. We must be on guard and be watchful in places beyond our own library walls – like the county commissioners.

Memo

Library Closure for Staff Development Day 2023

To: Portage District Library Board
From: Christy Klien, Library Director
Date: May 17, 2023

Background

Portage District Library has held an annual Staff Development Day to provide staff with opportunities for professional growth, team building, and training related to safety procedures. This day plays a vital role in fostering a learning culture, enhances employee engagement, and creates a positive work environment. The library would like to hold Staff Development Day on the 4th Friday of September, September 22, 2023 and requests the closure of the library building to the public on that day.

Recommendation

I recommend that the Library Board approve closing the library on Friday, September 22, 2023 for Staff Development Day.

Memo

Follow-up on Mid-Year Meeting With the Library Director

To: Portage District Library Board
From: Tom Vance, Board Chair
Date: May 17, 2023

April is the month that a mid-year meeting with the Library Director is scheduled in order for the Library Board to assess current activities and to make sure that things are progressing appropriately and everything is on track with activities to accomplish the Ends and Activity Plan for the 2023 Strategic Plan.

As Library Board Chair, I held a mid-year meeting with Christy on Tuesday, May 2, 2023. I will give a follow-up report to trustees regarding what was discussed at the upcoming board meeting on Monday, May 22, 2023.

Memo

Summer Reading Program 2023

To: Portage District Library Board
From: Christy Klien, Library Director
Date: May 16, 2023



Library Staff will give a presentation on the plans for Summer Reading 2023!