



PORTAGE DISTRICT LIBRARY

2015 ENDS STATEMENTS

to be

Presented to the Library Board

on

January 26, 2015

PORTAGE DISTRICT LIBRARY

End Statement #1 for 2015

Interpretation & List of Activities & Projects

Optimize access to resources for information, education, and entertainment

Library Director's Interpretation:

In 2015, optimizing access to the library's resources will be a major focus that will involve a number of significant initiatives utilizing various access modes. Underlying this entire effort is the library's important technology infrastructure that will be expanded and strengthened to ensure that our library users will be successful in accessing the library and will be safe in doing so. We will be implementing and promoting new tools and resources as well, including circulating iPads, e-Resource Central, upgraded web services, new mobile circulation and interactive social media that will give the library a stronger online presence, exploring podcasting and entering into the realm of MOOC (massive open online courses) with a new "Lifelong U" online education resource web page. Along with optimizing access, we will also be doing data mapping and user analytics to know our users better and reach out to them in more specific ways and will be addressing borrowing policies and staffing patterns for optimal delivery of services. It should be a very exciting year with a lot of positive changes occurring at the library.

Description of Activities & Projects to Accomplish End Statement #1

1. Deployment of an upgraded, standardized and structured Wireless Infrastructure and services

- Install new 15 cable drops in the ceiling Plenum area for new access points in the library.
- Install new PoE Cisco 2960G x-stack switch in the library's computer room to support new wireless access infrastructure.
- Purchase and install 15 new Cisco 2702i wireless access points throughout the library.
- Purchase and install 1 new virtual Cisco wireless controller.
- Perform a second wireless survey to assure wireless coverage and necessary overlaps for wireless VoIP services.

2. Deployment of an upgraded firewall and router services

- Replace existing Cisco ASA 5520 firewall with Cisco X-series firewall.
- Replace or add router capable of routing Internet traffic from two or more ISPs (Internet Service Providers) using BGP (Border Gateway Protocol), active/active or active/failover topology.
- Select a CMS (Content Management Solution)/UTM(Unified Threat Management) device for security and potentially for patron content management.
- Move the Library Document Station to production usage by library patrons and begin to transition from the traditional copier to the new library document station.

3. Deployment of the library's circulating iPad service

- Purchase 6 iPads, 1 MacBook Air and 1 PowerSync tray for circulating public iPads.
- Asset tag and engrave iPads for security purposes
- Secure iPads using MDM (Mobile Device Management) and Apple Configurator software
- Build a pre-production system in which iPads are wiped and restored upon being docked in the PowerSync tray

- Discuss and deploy circulation procedures for new iPad service
- Monitor, report and retool the iPad circulation service

4. Deployment of (4) upgraded RFID (Radio Frequency Identification) Self-Checkout Machines

- Select the desired model and form factor for the library's circulation area
- Configure and install 4 replacement self-checkout machines
- Secure and test newly installed self-checkout systems
- Evaluate and deploy new features as available
- Train library staff to properly administer the new Self-checkout machines

5. Deployment of upgraded Symphony, upgraded web services, eResource Central and MobileCirc

- Train key personnel using the products
- Configure a pre-production environment for testing eResource Central and plan the public launch of the product to enable single catalog search of all print, audio, visual and electronic materials, and train staff in using its features and functions.
- Market new single search features to library users.
- Configure an iPad with MobileCirc and begin testing off-site/in-house registration, off-site/in-house circulation and inventory/weeding
- Evaluate/test/deploy new Symphony features such as e-mail receipts, SMS(short message service) services and new item and patron fields for data that will improve staff workflows and public access to catalog information.
- Evaluate/test/deploy new web services with features such as API (application program interface) calls, SOAP (simple object access protocol) and REST (representational state transfer) protocols for potential integration into other services such as summer reading, favorite authors, etc.
- Evaluate/test/deploy other eResource Central connectors for services like Hoopla (Internet streaming media service) and Zinio (digital magazine service)
- Install MobileCirc software for portable/remote circulation/patron registration/collection management and determine what will be the most effective deployment and training for library staff.

6. Deployment of the Library Staff Printer/Copier Replacement Project

- Complete the purchasing process for replacing designated printers/copiers
- Configure and replace the existing staff printers/copiers
- Train library staff as users, administrative users and maintenance users

7. Improve policies and procedures regarding collection usage to provide better access to materials.

- Review and consider possible borrowing policy changes that were identified in 2014 as needed, and determine which ones will work best for improving public access to the collections in all areas of the library.
- Recommend changes to borrowing policies as needed and present to the Library Board for review and approval.
- Create new procedures for any changed borrowing policies that are approved by the Library Board and train staff accordingly.
- Publicize any borrowing policy improvements to library users.

8. Prepare Symphony database of users and items for potential use with future analytic or data mapping products or services.

- Investigate available analytic or data mapping products and services and prepare for a selection and budgeting process.

- Establish a baseline protocol for deletion of obsolete library user information and item records that will work with Symphony and that will comply with appropriate accounting practices.
- Clear out any existing obsolete library user information and item records.
- Standardize input of library user address information in the patron database.
- Investigate options for user database address corrections and format cleanup.

9. Continue to make self-checkout usage a priority with a target of 65% of annual checkouts being processed through self-checkout stations.

- Monitor self-checkout usage to identify any barriers that might be preventing successful public self-checkout.
- Make any changes possible to remove unnecessary barriers to public self-checkout usage.
- Plan for the replacement of self-checkout stations and ways to accomplish it with the least amount of disruption to library users.
- Consider relocation of self-checkout stations for improved public access and flow of circulation services.
- Implement any enhancements available to new self-checkout stations that will incentivize usage.

10. Re-evaluate circulation staffing model and schedules to take best advantage of time when staff are not assisting library users.

- Create an ad hoc task list of possible alternate duties for circulation staff, soliciting and considering input from all other departments.
- The task list, any training needs, and timing of duties will be considered for inclusion into regular duties of circulation staff.
- Scheduling of circulation staff will be adjusted as necessary to provide the best public service and allow for time to complete newly assigned tasks to assist other departments.
- Appropriate training, expectations, and any person-specific assignments will be provided to the circulation staff.
- As needed, the task list will be re-evaluated and revised in consideration of the main public service duties of the circulation department and the needs of other departments.
- Consider and implement any adjustments to staffing and/or job tasks that may be required due to the Book Drop Project.

11. Promote our electronic collections, including Freegal and OverDrive, with a hands-on demo table.

- Create a kit that can be used inside or outside of the library to promote online media resources, consisting of personal electronic devices and power point tutorials.
- Create a demonstration table and staff it at least (9) times during 2015 (Once in May and twice in each summer month)
- Develop a handout that can be used to help patrons become aware of how to use online media resources, and create an "obstacle course" flyer, as an incentive for patrons to use it.
- Keep track of usage to see if there is an increase due to promotion.
- Enhance our library's electronic collections.
- Assess OverDrive electronic periodical offerings and make a final decision about a digital magazine service for the library. (Note: If the library's budget can support the purchase of a different resource, Hoopla will likely be the service provider of choice.)

12. Build a continuing/online education resource page called "Lifelong U" to help Portage residents access and navigate online to enhance their education and future employment opportunities.

- Explore a method for measuring usage of the library's new "Lifelong U" online education resource page.
- Strive to increase usage of circulating items (will need to develop a baseline)
- Plan an early summer fair presenting different forms of online education, and monitor public attendance at the fair.

- Develop (3) possible plans for supporting MOOC (Massive Open Online Course) learners in a group, and write a short report of options for planning MOOC activities in 2016.
- 13. Host Nicolette Hahn Niman, author of “The Righteous Pork Chop” & “Defending Beef” for a public speaking event.**
- Solicit community partners, including the Kalamazoo Community Foundation, Food Dance, Fair Food Matters, and the Food Coop to fund this author visit and event.
 - Plan an associated food program, to possibly be held offsite at a facility that could accommodate food preparation.
 - Strive to have at least (50) attendees at this special food program.
- 14. Utilize our social media networks to engage our community as well as to promote library programs and resources.**
- We will issue (8) “building social capital” (80%) posts per month via social media to engage the community, (helping the library become a strong, consistent member of the online community.)
 - Discussions will be held within the Adult Services Department to decide on one or two programs or resources that will be featured for the coming months toward “spending social capital” (20%) (getting the community’s feedback, support and reciprocity)
 - Information about the number of followers on a weekly/monthly basis as of a certain day of the month will be collected and reported.
 - Will conduct a patron survey to uncover how patrons are using our social media and how they would like the library to contact them.
- 15. Develop a podcast series as a new format to connect patrons to community and library resources related to sensitive personal topics.**
- A library Podcast Team will be created (Initial members will be: J. Enget, R. Cowles, and L. Kapture) and will meet to outline topics of interest, and develop a general format/outline for a library Podcast show.
 - The library Podcast Team will research topics, assemble relevant resources within the library and community for each topic and schedule interviews with community members or organizations relevant to the topic
 - The library Podcast Team will begin the recording process
 - A new library podcast series will be made available on a monthly basis, beginning in July 2015 and will conclude in December 2015.
- 16. Develop and market introductory and welcome materials regarding library services to be provided to new members and to those new to the community through collaborations with local realtors and “Welcome Wagon” services.**
- Design and print a new library services brochure to be distributed to new members.
 - Contact local realtors to inquire about possible inclusion of library informational inserts in their realty relocation packets and determine deadlines for submission of that information.
 - Design and print new library informational inserts to be distributed to local realtors.
 - Contact the local “Welcome Wagon” service to explore inclusion of library informational materials and get details about pricing and deadlines.
 - Design and print a specific library advertisement and/or informational packets for the “Welcome Wagon” service.
 - Evaluate effectiveness of providing informational materials to local realtors and “Welcome Wagon” service.
- 17. Investigate our current monthly e-Newsletter to explore a new service to better enhance our capabilities and rate of readership.**
- Contact electronic newsletter services such as Mail Chimp or Constant Contact to see demos and find out about features, functions & pricing.
 - Choose the best e-newsletter service and implement for the library.
- 18. Improve access to web-accessible services and information.**

- Redesign sections of the library's website to support library users' increased use and interest in digital resources.
- Explore options for optimizing the library's web page for use on mobile devices.
- Will conduct a survey of patrons on the library's website prior to the 2015 website enhancements to better understand patrons' needs.

19. Explore the utilization of new technology in the Heritage Room

- Select new technology that will allow patrons quick and easy access to Heritage Room archival materials (i.e. photographs, documents, etc.) without placing those materials in jeopardy from over handling.
- Look into current guidelines utilized by the Michigan State Archives for the copying of material by a patron. [Note: The Michigan State Archives utilizes in-house iPads loaned to patrons to photograph fragile and rare material. The staff then transfers the photos to the patron's portable storage device. This allows the staff to monitor what is being used, protect valuable and fragile material from damage caused from utilizing a scanner or copier, and gives the patron instant access to the material without having to wait a lengthy period to get the copy request fulfilled.]
- Explore the addition of a flat screen monitor to create a "digital display case" for historical artifacts, documents, photographs, etc.

Assessment of End Statement #1 Accomplishments

- Ø A Progress Report will be given to the Library Board in April 2015 with details about the degree of accomplishment of End Statement #1
- Ø A Final Report will be given to the Library Board in December 2015 with a summarization of all that was accomplished in 2015 to fulfill End Statement #1.

PORTAGE DISTRICT LIBRARY

End Statement #2 for 2015

Interpretation & List of Projects

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

Library Director's Interpretation:

In 2015, being a safe, welcoming and inclusive destination for families and individuals will be achieved by undertaking several facility enhancement projects as well as library staffing and human resource projects. The most high-profile project will be the implementation of a safer, easier-to-access book drop that will enable library users to return materials in a more convenient way without exiting their vehicles. This is a long-awaited and much needed improvement and we will be putting all our efforts into completing this important project this year. Besides this public service enhancement, we will also be working to complete some projects brought forward from 2014 which include improvements to the Front Lobby, the Atrium and a major overhaul to the Staff Lounge. We will also be looking at the overall use and configuration of public spaces throughout the whole library, as well as exploring more optimal use of the exterior south patio. Our "behind the scenes" initiatives that support all our public service will also be focal points for us this year. These include updating the Employee Handbook and Disaster Plan and evaluating workflow to consider best use of staff and work tools for optimal public service. Taken all together, these activities and projects will certainly go a long way to fulfilling the intent and purpose of End Statement #2.

Description of Activities & Projects to Accomplish End Statement #2

1. Complete the library's Book Drop Project

- ü Finalize a design for the external materials return and reconfiguration of the Book Drop Room and get Library Board authorization to sign a contract with an architectural firm to begin construction.
- ü Develop a timeline with an architectural firm for completion of all interior and exterior improvements for the Book Drop Project
- ü Develop and implement a plan for handling return of library materials during construction and communicate it thoroughly to the public
- ü Keep the public informed about each stage of the Book Drop Project via PDL's website, e-newsletter articles, signage, The Portager & Facebook
- ü Advertise the completion of the Book Drop Project and demonstrate improvements that will enhance library service for the public

2. Conduct a Public Space Study to Evaluate Space Usage & Functionality & Complete Improvements to the Front Lobby & Atrium

- Re-convene the committees that were established in 2014 to complete improvements planned for the Front Lobby & Atrium and combine into one Public Space Study Committee in 2015 for the purpose of continuing the initiative to identify and implement needed improvements in these areas, both physical and functional.
- Follow through with necessary expenditures for the improvements to be made in the Front Lobby & Atrium.
- Complete the improvements to the Front Lobby and Atrium and advertise changes to the public.
- Initiate a Public Space Study of public spaces in the library (Adult Services and Youth Services) and consider options for reconfiguring or using these spaces in the most advantageous way. This will include assessing how spaces are being used, what could be done to optimize use of these public spaces, gathering price information for any physical improvements that could be made, placing orders, planning for implementation of changes, and making the public aware of improvements.
- Develop budget requests for FY 2016 Budget to implement any larger scale needed improvements identified in the Public Space Study.
- Will conduct a survey for patrons geared toward space enhancements.

3. Evaluate workflow in the Adult Services Department

- Choose four weeks during the year to keep track of individual questions and subjects being handled at the Adult Information Desk.
- Each Adult Services staff member will select a week to perform a time study of their individual workflow.
- Choose specific time intervals during the year to perform a use study of the public spaces of the library.
- Design observation tools for each of these evaluation initiatives.
- Report on the findings of each of these workflow and space usage evaluations.

4. Complete reorganization projects in the Youth Area and lower level to better reflect use of the public spaces

- *Preschool Room*
 - Evaluate changes to the Preschool Room layout and adjust activity centers as needed.
 - Purchase additional materials to complete infant-toddler and sensory areas.
- *Juvenile Room*
 - Adjust signage to reflect organizational changes.
 - Explore the possibility of creating a small “makerspace” or permanent passive programming area.
 - Evaluate current use of the public space and assess the need for furniture adjustments and additions.
- *Heritage Room*
 - Continue to develop the youth collection in the Heritage Room.

5. Continue work on the library’s Disaster Plan

- Complete an assessment of necessary information to be included in the Library’s Disaster Plan.
- Gather information from necessary sources and organize for inclusion into the disaster plan.
- Create a Disaster Plan and distribute in paper and electronic formats.
- Educate library staff about the library’s Disaster Plan

6. Complete updating work on the Library Employee Handbook.

- Finish the assessment process with HRM Innovations for determining the changes needed to the existing Library Employee Handbook
- Discuss necessary changes to be made in the Library Employee Handbook with the library’s attorney.
- Create and distribute a paper and electronic version of the Library Employee Handbook to employees and review with staff.
- Educate library staff about the updated Library Employee Handbook.
- Standardize orientation of new employees to the Library Employee Handbook.

7. Produce a training video for staff use demonstrating a library procedure.

- Investigate and acquire necessary software to produce a training video.
- Produce a training video and reveal to staff.

8. Complete the Staff Lounge Remodel Project

- Select and order new appliances for the Staff Lounge.
- Prepare the Staff Lounge for remodeling work and set up an alternate staff break room space in the interim period.
- Select, order and receive new furniture for the Staff Lounge.
- Finish all remodeling work in the Staff Lounge and re-open for library staff to enjoy.

9. Investigate alternative solutions for the patio space.

- Solicit ideas for alternative uses of the patio space.
- Develop cost estimates of the alternative solutions and consider for inclusion in the FY2015 budget.

Assessment of End Statement #2 Accomplishments

- Ø A Progress Report will be given to the Library Board in June 2015 with details about the degree of accomplishment of End Statement #2
- Ø A Final Report will be given to the Library Board in December 2015 with a summarization of all that was accomplished in 2015 to fulfill End Statement #2.

PORTAGE DISTRICT LIBRARY

End Statement #3 for 2015

Interpretation & List of Projects

Be a leader in strengthening our community

Library Director's Interpretation:

In an effort to be a leader in strengthening our community, the library will pursue opportunities and engage in activities that will connect us even further to the citizens we serve. Through various collaborations and direct participation in community activities, we will show our support for and commitment to Portage and the surrounding region. To demonstrate our “good neighbor” intentions, we will continue our joint efforts with the City of Portage and the Portage Public Schools to promote our city, our institutions and all of our resources. We will actively participate in local organizations and partner with area agencies, businesses and human service entities, such as the Portage Community Center, Portage Rotary Club, the Portage Senior Center and others for mutual benefit. By engaging in cooperative ventures and interacting with other local service agencies, we will strive to make the Portage District Library a true leader and key player in our community. We will be making exciting changes to our Summer Reading programs that meet our users’ needs as well as making plans for the direction of the library in 2016 and beyond. We understand how essential it is for the library to be a strong central hub for our community and we embrace this challenge and will strive to fulfill End Statement #3 in 2015.

Description of Activities & Projects to Accomplish End Statement #3

1. The library will take a lead role in sponsoring community support activities and will be involved in community events in 2015

- The library will serve as a collection site for humanitarian relief in our community with initiatives such as: the Personal Care Items Collection and the Food for Fines Campaign that both solicit contributions for the Portage Community Center; the Salvation Army Angel Tree and hosting (2) Blood Drives during the year.
- The Library Director will be a member on the Portage Community Center Board, a member on the Portage Public Schools Curriculum Instruction Council, a member in the Portage Public School District Advisory Council and Secretary to the Portage Rotary Club.
- Library staff will participate in community events such: the Memorial Day Parade; Ice Cream Socials; a Baby& Family Expo; Veterans Day activities Library staff will continue outreach and networking efforts and will represent the library in various ways, such as: class visits, speaking engagements & presentations, business meetings and participation in other organizations’ activities in our community.
- The library will pursue collaborations with community leaders, businesses and organizations that will fulfill the purpose of strengthening our community, such as working on a technology grant with the Portage Senior Center intended to help senior citizens gain computer skills.
- The library will contact the Kalamazoo Literacy Council and explore what would be entailed to become a literacy center.

2. The library will be involved in the 2015 Kalamazoo Poetry Festival

- A library staff member (Marsha Meyer) will serve as Co-Chair and participate on the KPF Steering Committee
- Plan and implement the Celebration of Poetry Reading of Local Poets on April 16 at Kalamazoo Institute of Arts
- Collaborate on one program with the Kalamazoo Poetry Festival , Western Michigan University, Kalamazoo College, Black Arts & Cultural Center, Kalamazoo Book Arts, Hispanic American Council, Kalamazoo Gay and Lesbian Resource Center, Friends of Poetry, FIRE, and Arcadia Institute
- Collaborate on one program with three new organizations KVCC, Education for the Arts, Peace Pizzazz and the Kalamazoo Civic Theater

3. Organize an off-site program, partnering with Celebration Cinema, to have the library community attend a literary movie followed by guided discussion

- We will contact the manager of Celebration Cinema and arrange access to a theater and literary movie. Possible 2015 movies will include: Frankenstein (Oct. 2); The Martian (Nov 25); Star Wars VII (Dec 18)
- We will advertise the program in Evance, The Portager, in the Library, and on the PDL website.
- We will have an attendance of at least twenty people.
- We will evaluate the program for possible repetition.

4. Optimize and streamline the library's fundraising efforts during the 2015 Annual Spring Appeal and Annual Campaign

- We will set up a meeting with a fundraising consult to better understand and improve our efforts with more personalization in campaign materials.
- We will conduct an analysis of current fundraising costs.
- We will hold a Donor Luncheon with a select group of current library donors.
- We will develop a fundraising brochure to promote all the ways a donor can give to the library.
- We will redo and update the library's website pages on Fundraising.
- We will consider more fundraising initiative with the Kalamazoo Community Foundation and explore setting up a library-wide endowment.

5. Adjust Summer Programs to better meet the needs of families in the Portage community

- Re-evaluate timing and setup of Summer Reading outreach.
- Change the library's Summer Reading Program based on staff discussions and participant data.
- Continue to develop a Youth programming plan that meets library user needs

6. Prepare for a Strategic Planning Process that would be undertaken in 2016 to guide the library's future direction

- The Library Director and Administrative Team will review the library's current Strategic Plan (2012-2015) to assess what has been accomplished, what areas of focus may need to be adjusted and to make suggestions for new initiatives or directions to be considered in the next Strategic Planning Process that would cover multi-year period.
- Library staff input will be gathered about the next Strategic Planning phase for the library
- The Library Director will convey pertinent information to the Library Board and will work with trustees to outline the best course for them to follow when undertaking the next Strategic Planning process that would begin in January 2016.
- Appropriate budgetary provision will be made when developing the library's Fiscal Year 2016 Budget, to accommodate necessary expenditures for a Strategic Planning process that would be undertaken in 2016. (to cover potential costs of a facilitator; site visits; public surveys, etc.)

Assessment of End Statement #3 Accomplishments

- Ø A Progress Report will be given to the Library Board in August 2015 with details about the degree of accomplishment of End Statement #3
- Ø A Final Report will be given to the Library Board in December 2015 with a summarization of all that was accomplished in 2015 to fulfill End Statement #3.

PORTAGE DISTRICT LIBRARY

End Statement #4 for 2015

Interpretation & List of Projects

Be a community center to experience and explore local arts and culture

Library Director's Interpretation:

The library is definitely the true cultural center for the Portage community. We have established our identity as the “community center” in various ways such as: providing gallery space to showcase local talent; bringing in musicians and performers; hosting arts & crafts and science demos; and conducting literary events and programs with visiting authors and poets. It is evident from the positive public response to these initiatives that our efforts to help people in our community explore local arts and culture are very much appreciated. For this reason, we will continue to support and promote our local arts in 2015 through special collections, interactive exhibits, and collaborations with area artists and cultural groups. A new and exciting initiative will be undertaken to provide an avenue for local ideas to be seen and heard with the development of a new special collection showcasing local authors. Another new venture will be exploring the realm of 3-D art through interactive demos and events. We will also be collaborating with community partners on a major author visit this year and will bring back a very popular joint program with All Ears Theater that has special appeal to the youth in our community. Everything we undertake in 2015 in the arts and culture arena will have the goal of enriching the lives of our residents as well as strengthening our community.

Description of Activities & Projects to Accomplish End Statement #4

1. Host Nicolette Hahn Niman, author of “The Righteous Pork Chop” & “Defending Beef” for a public speaking event.

- Solicit community partners, including the Kalamazoo Community Foundation, Food Dance, Fair Food Matters, and the Food Coop to fund this author visit and event.
- Plan an associated food program, to possibly be held offsite at a facility that could accommodate food preparation.
- Strive to have at least (50) attendees at this special food program.

2. Develop a small Special Collection of Books by Local Authors to provide greater exposure and support for published writers in our community

- Determine an appropriate location in the library for a new Local Authors collection
- Locate and gather existing books by local authors already in the library’s regular collection and relocate to the Local Authors collection
- Acquire new titles for the Local Authors collection
- Catalog and prepare local author books for circulation
- Promote the new Local Authors collection to the general public and to existing reading and writing groups/programs within the library using social media, website, and in-house signage and flyer

3. Create a new Interactive 2-D and 3-D Art Exhibit at the Library

- Create a 2-D and 3-D art exhibit focusing on miniatures called: *From Mind to Matter: Worlds in Miniature* and arrange to have it on public display from September 4th through October 30th, 2015 with a demonstration event on September 26, 2015.
- Contact organizations and artists to participate in the library’s 2-D and 3-D Art Exhibit

- Plan and implement an interactive/demonstration event featuring gaming, making gaming scenery, painting miniatures, creating model railroad scenery that will be held at the library on September 26, 2015. This would be more interactive than our usual demonstrations and would extend to a broader hobby and collectors audience of gamers, model railroad buffs, plastic model and dollhouse/ miniature village enthusiasts.

4. Collaborate again with the All Ears Theatre of Kalamazoo on a Special Program at the Library

- Work with representatives from All Ears Theater to plan a performance at the Portage District Library.
- Host a performance of an All Ears Theater production at the library, including a “petting zoo” of sound effects objects for public participation.
- Conduct a hands-on sound effects workshop for youth at the library run by All Ears Theater representatives and library staff
- Perform outreach activities to inform library users about live radio theatre and to make it more accessible.
- Publicize the All Ears Theater performance and worship through both print and online methods, including print brochures and flyers, information placed in The Portager, and via the library’s social media, e-newsletter, and website.

Assessment of End Statement #4 Accomplishments

- Ø A Progress Report will be given to the Library Board in October 2015 with details about the degree of accomplishment of End Statement #4
- Ø A Final Report will be given to the Library Board in December 2015 with a summarization of all that was accomplished in 2015 to fulfill End Statement #4.