

## **NOTICE OF REGULAR MEETING**

### **LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, September 26, 2022 at 6:00 p.m.**

The Library Board of the Portage District Library will hold a regular meeting on Monday, September 26, 2022 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 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.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85977213555>

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Webinar ID: 859 7721 3555

International numbers available: <https://us02web.zoom.us/j/85977213555>

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](mailto: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](mailto:qedwards@portagelibrary.info) within a reasonable time in advance of the meeting.

Dated: September 22, 2022

Quyen Edwards  
Portage District Library  
300 Library Lane  
Portage, MI 49002

# PORTAGE DISTRICT LIBRARY BOARD MEETING

September 26, 2022

Regular Meeting at 6:00 pm , 300 Library Lane Portage, MI 49002

## AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)
- IV. Adoption of the Agenda for the Regular Meeting of September 26, 2022 (1 minute) (Vote)
- V. Consent Agenda (5 minutes) (Vote)
  - A. Minutes of the Public Hearing and regular board meeting held on August 22, 2022. Pg. 3-5
  - B. Narrative Report for August 2022. Pg. 6-15
  - C. Report on Financial Condition for August 2022. Pg. 16-18
  - D. Marketing Update for August 2022. Pg. 19-20
  - E. Statistical Report for August 2022. Pg. 21-22
  - F. Legislative Update for August 2022. Pg. 23-24
  - G. Library Board Linkage opportunities for October 2022. Pg. 25
  - H. Review of Materials Selection Policy Pg. 26-29
  - I. Review of Capitalization Policy Pg. 30-32
- VI. Governance (10 minutes)
  - A. Initiation of Library Director's 2022 Evaluation Process (*Info*) Pg. 33
  - B. Review of Meeting Room Policy Pg. 34-38
- VII. Ends Development (20 minutes)
  - A. Report on 2022 Summer Reading Program (*Info*) Pg. 39-40
- VIII. Library Director's Reports (30 minutes)
  - A. Final remarks by Library Director for the September 26, 2022 Library Board Meeting
- IX. Process Evaluation (5 minutes)
  - A. Suggestions for Agenda Items to be included on the October 24, 2022 board meeting
    1. Minutes of the Regular Meeting held on September 26, 2022.
    2. Review of Donations Policy.
    3. Review of Investment Policy.
    4. Review of Resident Non-Resident Policy.
    5. Approval of Holiday Schedule for Library Hours of Operation in 2023.
    6. Monitoring Report – Communication & Support to the Library Board.
    7. Monitoring Report – Ends Focus of Grants/Contracts.
    8. Update on Library Director's 2022 Evaluation Process.
    10. Library Director's accomplishment of personal goals for FY 2022.
    12. 3<sup>rd</sup> Quarter Financial Report for FY 2022.
    13. 3<sup>rd</sup> Quarter Strategic Plan Statistics.
  - B. Assessment of this meeting
  - C. Miscellaneous Items
- X. Adjournment

# PORTAGE DISTRICT LIBRARY BOARD MEETING

August 22, 2022

Regular Meeting, 300 Library Lane, Portage, MI 49002 at 6:00 PM

## I. Start of Meeting

## II. Roll Call

*Board Members Present:* Ken Baker, Michele Behr, Jeanne Friedman (6:20 PM), Tom Vance, and Linda Whitlock.

*Board Members Absent:* Carol Bale (excused), Donna Vander Vries (excused)

*Library Staff Present:* Library Director Christy Klien, Quyen Edwards, Rob Foti, Lawrence Kapture, Doran Lefaive, Abby Pylar, Steve Rossio, Pam Triplett, Colin Whitehurst, and Laura Wright

*Guests Present:* Jan Wright (Zoom), Keith Danielson (in-person)

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

- a. Comment from Trustee Whitlock – Friends of the Library had a Book Sale this month which did very well. The feedback they received was that the public was excited and anxious for the large book sales to resume. The Friends agreed to provide funding for the Cookbook Club. They are searching for new trustees for the Board of the Friends. Trustee Baker noted that the Cookbook Club has printed copies of their collaborative cookbook available so everyone can participate.
- b. Comment from Board Chair Behr – Behr said that she had asked PDL staff member Edwards to give a Monarch Waystation tour after the Board Meeting. Edwards gave tours to the public on July 26 and August 10.

Behr asked if any trustees were able to attend the United for Libraries training. None were able. Behr said she attended Day 1 and found the information shared to be informative. She will share recordings if they are made available.

- c. Comment from Library Director Klien – Klien requested to add a closed session for personnel matter to the agenda after the Director's Report.

## IV. Adoption of the Agenda for the Regular Meeting of August 22, 2022

Library Board Chair Behr asked if there were any other changes needed to the agenda before its adoption. There were no changes requested by trustees. Trustee Baker wanted to check that the present number of trustees was a quorum. Behr said the meeting could move forward with four trustees present. Behr asked for a motion to adopt the agenda.

**MOTION:** It was moved by Trustee Baker and supported by Trustee Whitlock that the Library Board adopt the agenda for the regular meeting of August 22, 2022. 4-Yes, 0-No, 3-Absent (Bale, Friedman, Vander Vries). Motion carried.

## V. Public Hearing

### A. Public Hearing on the Proposed FY 2023 Budget.

Library Board Chair Behr invited any public comments at the Public Hearing on the Proposed Fiscal Year 2023 Budget. There were no members of the public that were interested in making comments.

The document “RESOLUTION to SET the MILLAGE LEVY for the PORTAGE DISTRICT LIBRARY and ADOPT the FISCAL YEAR 2023 LIBRARY BUDGET” was read aloud by trustees.

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

MOTION: It was moved by Trustee Vance and supported by Trustee Whitlock to close the Public Hearing. 4-Yes, 0-No, 3-Absent (Bale, Friedman, Vander Vries). Motion carried.

### B. Formal Resolution to Adopt the FY 2023 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2023.

Library Board Chair Behr then asked for a motion to approve the resolution to set the millage levy for the Portage District Library and adopt the Fiscal Year 2023 Library Budget.

MOTION: It was moved by Trustee Baker and seconded by Trustee Vance that the Resolution to set the millage for the Portage District Library at 1.9945 mills and to approve the Fiscal Year 2022 Budget as presented. Roll Call Vote: Baker– yes, Behr – yes, Vance – yes, Whitlock – yes. 4-Yes, 0-No, 3-Absent (Bale, Friedman, Vander Vries). Motion carried.

## VI. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the August 22, 2022 board meeting before its adoption. No changes were requested.

- A. Minutes of the regular board meeting held on July 25, 2022.
  - B. Narrative Report for July 2022.
  - C. Financial Report for July 2022.
  - D. Marketing Report for July 2022.
  - E. Statistical Report for July 2022.
  - F. Legislative Update for July 2022.
  - G. Library Linkage for September 2022.
  - H. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees.
  - I. Monitoring Report for Executive Limitation for Treatment of Staff.
- Motion Whitlock, Vance

MOTION: It was moved by Trustee Whitlock and supported by Trustee Vance to approve the consent agenda as presented. 4-Yes, 0-No, 3-Absent (Bale, Friedman, Vander Vries). Motion carried.

## VII. Library Director’s Reports

### A. Final remarks by Library Director for the August 22, 2022 Library Board Meeting

Library Director Klien said that the Michigan Library Association annual conference is in Port Huron this year from October 19-21. There is money set aside in the training budget if there are trustees interested in attending. The Library Board Secretary will send out a link with the information and schedule of events and sessions.

Klien said that the Board Retreat is set for Saturday, Sept 24 from 9:00 AM – noon. We will be working on the next steps of the Strategic Planning process with facilitator Amanda Standerfer. Snacks and drinks will be provided.

Klien said that now that the application period has ended on August 16<sup>th</sup>, there are three official candidates for Portage District Library Board trustees in the November 8, 2022 election. Donna VanderVries and Jeanne Friedman are running for re-election. Cara Terry, who was a PDL Trustee from 2016 to 2020, is also running for a seat.

Board Chair Behr asked Klien if the upcoming salary review will include all positions, both full and part time. Klien said yes, it will.

Behr asked if the statistics for the PASS card usage was for 110 transactions or for 110 individual students who used their cards in the month of July, and Klien responded that it was the latter.

The Board moved into a closed session for a personnel matter at 6:25 PM to 6:55.

MOTION: It was moved by Trustee Vance and supported by Trustee Whitlock to move into a closed session for a personnel matter. 5-Yes, 0-No, 2-Absent (Bale, Vander Vries). Motion carried.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Friedman to reopen the public session. 5-Yes, 0-No, 2-Absent (Bale, Vander Vries). Motion carried.

#### VIII. Process Evaluation

##### A. Suggestions for Agenda Items to be included on the September 26, 2022 board meeting

1. Minutes of the Public Hearing and Regular Meeting held on August 22, 2022
2. Review of Capitalization Policy
3. Review of Materials Selection Policy
4. Report on 2022 Summer Reading Program
5. Initiation of Library Director's 2022 Evaluation Process

##### B. Assessment of this meeting

- C. Miscellaneous Items - Keith Danielson, 4 weeks ago moved to Mattawan. Kalamazoo card, and came to Portage to get a card as well. He said he has lived in 9 states and have always been able to get a library card wherever he lived.


Behr said Danielson is welcome to use library facilities. Library Director Klien said that library funding is different from state to state. The majority of our library's revenue comes from our local tax base, within the library district and therefore dictates who can receive a resident library card. She reiterated that Danielson is welcome to use the space and can receive an internet guest pass.

#### IX. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of August 22, 2022.

DISPOSITION: The regular board meeting of August 22, 2022 was adjourned at 6:58 PM.

Recorded and Transcribed by,



Quyen Edwards  
Library Board Secretary

**Library Director's Narrative Report for September 26, 2022**  
*(Activities at the end of August and beginning of September 2022)*

**Administrative Activities:**

During the month of August 2022, Library Director Christy Klien engaged in the following activities:

- ❖ Participated in weekly Administrative Team meetings.
- ❖ Participated in weekly staff meetings.
- ❖ Participated in the PDL Strategic Planning Team projects during the month.
- ❖ Met with representatives from ElementOne and Business Manager, Rob Foti, to work on the library's salary range project on August 31 and September 1.
- ❖ Attended the monthly Library of Michigan Virtual Director Meeting.
- ❖ Attended the United for Libraries virtual presentations during the week of August 8.
- ❖ Participated in a benefits pre-renewal meeting with Rose Street Advisors on August 17.
- ❖ Met with a library donor on August 19.
- ❖ Participated in the August 22, 2022, PDL Public Board Meeting.

**Maintenance and Building Services**

- The sliding front doors at the vestibule were shimmed by the supplier to level the bottom track to prevent them from falling off-track and the motion sensor's sensitivity reviewed on Aug. 17.
- Carrier maintenance determined that the freezestat was faulty and needed replacement by August 24.
- Completed the certification training sessions with MSU Mental Health First Aid on August 24.
- Completed the SE outdoor railing to prevent a trip hazard at the raised concrete by August 25.
- Johnson Flooring completed the base installation from Bulletin 8 in the meeting rooms, kitchen and staff hall on the lower level on August 25.
- Participated in the ChargePoint EV car charging discussion for installation requirements on August 25.
- Investigating the cost to purchase and install wire for one pedestal with two electric vehicle charging stations.
- GreenEarth picked up obsolete electronics and metal components on August 26.
- Walbridge CM and I walked the asphalt parking lot to identify areas of premature defects on August 26.
- Triangle Window Fashions installed new shades on the north adult study rooms and corrected both the evenness of the café shades and the shade on an exterior door in the program room on August 30.
- Received the AED children Heartstart pads for the existing devices that were backordered over a year on August 31.
- Riverside replaced the defective power supply in the fire alarm panel and programmed a duress code on the remote security access pad located by the staff entrance on September 1.
- A&G Construction adjusted the auto closures on two doors that slammed closed on Sept. 1.

- Modified the terrace railing on the northwest end to allow staff to unlock it, lift and move the section to the side so they can do work on the top terrace without climbing over the fencing on September 2.
- Circuit Electric replaced 3 emergency wall lights, relocated two push buttons for auto door openers and verified the staff entrance EM light's operation at the staff entrance on September 6.
- Assisting with library closing procedures regarding exterior doors and mechanical room locking suggestions during the month of September.
- Issued an HVAC preventative maintenance purchase order for a quarterly filter change and inspection that occurred on Sept. 8.
- A replacement shed ordered with an expected delivery before November 2022.
- Assisted with the planting of native species vegetation in the courtyard bedding on Sept. 9.
- Removed potential asbestos insulation of a water pipe in the outdoor storage closet in preparation of the replacement of the leaking outdoor faucet on September 12.
- Riverside installed the replacement circuit board for the remote fire panel located in the book drop room on September 13.
- Completed a second chemical treatment of the boiler water with nitrite inhibitor to prevent corrosion on Sept. 13.
- Lighting concerns addressed in specific rooms with the lighting programmer on September 14.
- Ordered a replacement for the freezestat on the Pre-school AHU that is planned for installation on Sept. 21, as well as, additional program changes in our bldg. mgt. system.
- Coordinated the CPR & AED training for Sept. 23 PDL's staff development day.
- The new glass partition installation for the Café/Atrium plans to ship the week of 9-26 and installed during the following week of October 3.
- Continue reviewing the contractor's punch list for completion and coordinating with staff these areas. Prioritizing new items for the library and determining their costs.

### **Personnel Information:**

The library undertook the following Human Resource and Financial activities since the August 22, 2022 Board meeting:

- Work with John Aymond of Multi-Bank Solution and Dawn Lovrovich of UBS to reinvest Library funds as investments mature.
- Accepted the resignation of Megan Howard. Megan was a Customer Service Assistant in Youth Services. Kristin McNeal will be moving from the Circulation Department into this open position at the end of September.
- Sophia Cunningham has submitted her resignation, as she will be moving to the east side of the state to pursue other opportunities.
- The Library continues to interview for Library Assistants in the Circulation Department. There will be four (4) open positions that will need to be filled.
- Completed the Library's Workers' Compensation audit for the plan year ending August 31, 2022.

- Christy Klien and Rob Foti met with and worked on the Salary Range Project with its consultants from ElementOne.
- Met with Rose Street Advisors to begin the process of obtaining benefit quotes for the Library's open enrollment, commencing in November.

**Staff Anniversaries:**

Jill Austin, Digital User Experience Coordinator - Sept 6, 34 years

Kristin McNeal, Circulation Assistant – Sept 8, 23 years

Doran Lefaive, Facilities Manager – Sept 9, 3 years

Mary Breuer, Youth Services Customer Services Associate – Sept 9, 3 years

**Ends Statement #1**

**Optimize access to resources for information, education, and entertainment.**

We will accomplish this by providing a collection of tools to facilitate creating and learning (1a) and by reaching the community at their diverse literacy needs. (1b)

Project Updates:

Build a creation station to allow patrons to use software for creation of art and technical design - Jane Fleming, STEM Librarian, ran three different programs to introduce patrons to our Maker Space devices.

Make it @ The Library: Suncatcher Cling - Tuesday, August 9, 6 people attended

This was a program showing people how to use the Cricut and the Cameo to make a suncatcher cling for their window. It was a full class with a full waiting list. Participants learned how to use the software to choose their design, and then cut and put together a cling they can use for themselves. Pictured below is one example.



Make it @ The Library: Laser Engraved Photos - Tuesday, August 16, 5 people attended.

This was our first program using the laser cutter. Participants brought in photos on a flash drive that they wanted laser engraved on a wooden piece. Jane Fleming was able to show them how to start the laser engraver and use the software and the settings to get their photo the way they wanted to. The participants were able to engrave one wooden piece during the program, and everyone was able to upload their photos and learn a little bit about how to use the machine.



Then the next day Jane engraved the rest of the photos for people to pick up when they were able to come back to the library.

*“It made me motivated to make something!” “I have lots of gift ideas now.”*

Make it @ The Library: First Day of School Sign - Tuesday, August 23, 6 people attended.

This was a program using the Cricut to make a sign for students on the first day of school. Participants were able to customize their designs to personalize the signs for their children. Most of the patrons made multiple signs for their children. It was a great way to learn how to use the Cricut.

- Jane Fleming continued to staff Drop-In hours in the Makerspace. Here are just a few of the interactions she had with patrons during those times.

- A father and his two daughters. He wanted to show them how the 3D printer worked so they sent in a design that they wanted to make, and Jane met with them to show them how you can take a file and turn it into a 3D object. The daughters each left with a small 3D printed object.
- Helped a patron scan negatives.
- Helped a patron access photoshop as well as LinkedIn learning to learn to use Photoshop.
- A woman came in who wanted to make coasters on the laser engraver, so Jane showed her how. She made six coasters.
- Helped a woman who wanted to create a business card.
- Helped a woman who has a box of 8 mm movies that she wants to digitize as a surprise for her Dad’s 70<sup>th</sup> birthday.
- Worked with a family on how to use a Cricut and also how to use the button machine.

- Jane Fleming, STEM Librarian, set up a display near the Creation Station about Adobe Creative Cloud software and how we can support people who would like to learn it: books, the Creation Station that is fully equipped with that software, and LinkedIn Learning.

Develop more instructional programming for adult patrons

- Seed Library Presentation to a Lawn and Gardening Club – Wed., August 3. 12 people participated.

Jane Fleming, STEM Librarian, presented to a local Lawn and Garden Club about the Seed Library: how it started, how to use it, how to contribute to it, etc. They were very interested and had a lot of questions about it. We had a great discussion.

*“Thank you for taking the time to give us a very interesting and informative talk on your seed library. We were very impressed! You have made some avid supporters of your library.”*

Yoga with Books—Aug 13<sup>th</sup> and 26<sup>th</sup>—13 people attended

Certified yoga instructor Violet Nickolae led a bookish yoga session. This guided class for adults

is open to all skill levels. Attendees will explore the rejuvenating practice of yoga through quotes from beloved books.

Patron Reactions:

“Violet gives clear instructions, soothing poses, great workout!”

“Love this innovative idea—I’ve learned much more about yoga book titles.”

“More weekend/night offerings for the people that work full time.”

Manage Your Online Presence - Thursday, August 25, 5 people attended.

This was a Grow with Google presentation as part of our partnership with Google. The presentation was about tips and tricks on how to keep your personal information as private as you would like online and how to manage Social Media to keep your information private. We had some great discussions all about privacy and the internet.

Create programming that promotes interactive learning

- Cookbook Club Challenge: Plant-Based Meals—Aug 1 – Aug 31—7 participants

The Cookbook Club group currently has 242 members. The Friends of the Library graciously agreed to support the Cookbook Club for another year. Starting at the end of August, we are printing out the winning challenge recipe and passing it out for free at the library to engage more people who are not on Facebook.

- Jane Fleming, STEM Librarian and Quyen Edwards, Assistant to the Director purchased new seeds for the Seed Library, focusing on native plants that can be planted this Fall. As they come in we are working on packaging them and getting them on the database and in the Seed Library for Patrons to borrow

- Youth Librarian Emily Mingle revisited our favorite passive programming from the summer theme weeks. Activities included: a bear hat from Bears, Bees, and Honey; giant sudoku from Games week; recycled coloring pages from Love the Earth week; an ant headband from our Picnic theme week; a night sky coloring table from Our Night Sky; and bristle blocks and Legos from the Build It theme week. This month also included an extreme scavenger hunt and a color scavenger hunt.

- Just Move Fitness hosted 3 storytimes this month, with an average attendance of 35 people attending each session.

Build programming and services that will reach groups at diverse levels LW

- August 9th: Youth Librarian Andrea Smalley held a meeting of the Summer Middle Grade Book Club, where 22 young readers discussed the book "Crenshaw" by Katherine Applegate and enjoyed pizza and dirt pudding.

- August 24th: Youth Librarian Kristy Zeluff partnered with Maker Space Librarian Jane Fleming for STEM Storytime – Super Soaker Science. Attendees learned about how water and air pressure work together and about the inventions of Lonnie Johnson, including the legendary super soaker squirt gun.

### **Ends Statement #2**

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

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

Project Updates:

Improve the accessibility and visibility of existing physical and electronic collections

- Adult Services Librarian Katharyn Haas scheduled two programs to promote our collections.

Michigan Author Talk: Mark Love and "The Wayward Path"—Aug 23—14 people participated

Book Tasting: Brilliant Biographies—Aug 24—20 people attended

Participants were invited to bring their lunch to the library and sip a cup of delicious local coffee or tea while exploring biography recommendations in our new café space.

- Adult Services Librarian Katharyn Haas scheduled 8 posts on Facebook featuring adult programs and helpful tips.

- Adult Services Librarian Katharyn Haas created a bookmark that connects readers to a catalog list featuring books from our Around the World in 80 Books display. Katharyn hopes to use catalog tags, keywords, and QR codes to connect more patrons with curated lists in our catalog in our future.

- Adult Services Librarian Katharyn Haas put up a display featuring blueberry reads for National Blueberry Month.

- Adult Services Librarian Katharyn Haas met with the social media committee and provided input trends other libraries have found successful.

- Youth Staff Annette Wendt built Dewey of the Week displays, including small pets (very popular), joke and riddle books, wild cats, insects. She also created a display of “Who Was” biographies with activity sheets.

- Youth Librarian Kristy Zeluff created a display of alphabet books.

- Youth Staff Megan Howard created themed displays of Back to School and Dragons.

### **Ends Statement #3**

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

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

#### Projects:

We will build outreach services that will meet the needs of people outside the building and outside of our traditional hours

- August 2nd: Youth Outreach Librarian Andrea Smalley visited KRESA's Valley Center school and showed students and parents how to make ice cream in a bag. Valley Center is a special education center-based school that provides services to all nine districts within Kalamazoo County. Valley Center School serves students ages 8–18, with emotional or behavioral needs.
- August 2nd: Youth Staff Andrea Smalley, Annette Wendt, and Kristy Zeluff attended National Night Out in Lexington Green Park. National Night Out is a nationwide celebration of community and neighborhoods. PDL Staff brought yard games, library informational materials, and held a raffle for PDL water bottles.
- August 3rd: Youth Staff Andrea Smalley and Kristy Zeluff visited the preschool and school-age classrooms at the Oakland Child Development Center for the final Summer Reading Program celebration, storytime, and prize give-away. Youth Staff worked with the Oakland CDC this summer on a pilot program to bring the PDL Summer Reading Program to a remote location.
- August 5th: As part of the "Showcasing Children's Book Authors from the Mitten" collaboration between PDL, KPL, VDL and the Ladies Library Association, Youth Outreach Librarian Andrea Smalley hosted author Lisa Wheeler for an author storytime and book giveaway in PDL's new cafe. The Ladies Library Association used grant funds from the Michigan Association for Arts and Culture to bring Michigan authors to libraries in Kalamazoo County, give free copies of their books to youth who attended, and host an author reception after the events.
- August 23rd: Youth Librarians Kristy Zeluff and Emily Mingle hosted Kalamazoo Public Library Youth Staff for a tour, discussion, and refreshments.
- August 29th: Youth Outreach Librarian Andrea Smalley joined Board Member and Portage Northern High School teacher Jeanne Friedman at the first day of school's club fair. They promoted our Book Buddies program, encouraging students to sign up. We had 82 students sign up, expressing interest in participating in PDL/PNHS collaborations.

Improve service access to Portage Public School Students through a collaborative student registration process

- During the month of August, 8669 Portage Public School students had activity on their PASS card, many of which were updated with the new school year update.
- The Library is updating PASS card information monthly as it receives updates from Portage Public Schools.

Update the Library Website

- We added webpages for makerspace equipment, PASS cards, and updated our fine-free materials.

#### **Ends Statement #4**

#### **Be a community center to experience and explore local arts and culture.**

We will accomplish this by being a resource of Local Information, History, and Culture. (2)

Displays and use of space to showcase local arts and organizations

- Our exhibits were on display for the months of July and August.

#### **Operational**

The Library will also provide continued operational support for administrative, human resource, facility, technology, acquisition, and circulation services to maintain and improve public access to library resources.

Projects:

Facilities Master Plan

- The majority of building projects are complete, and are working through the remaining items that are backordered.

Professional Development (Develop a schedule, conduct employee training and certification in topics such as employee benefits, emergency procedures, safety/first aid, equipment use)

- Staff Development Day is scheduled for September 23, 2022. The day will include training on CPR and AED, a staff photo, and Strategic Plan discussions. PDL supervisors will be focusing their professional development on performance coaching in September and October.

Circulation Department Updates

- Continued to maintain the information regarding library users and item records.

- Working towards a more efficient way of reshelving returned library materials.

- Started the notification process of telling patrons that items were going to be billed if not returned by October 1, when the official fine-free starts.

Building Project Technology Updates – August Activities

- Cellular Signal Amplification is arriving soon and working with MOSS communications to coordinate installation with minimal public service impact.
- Updated PAC Computers per regular maintenance schedules
- Fixed some mobile printing and faxing issues
- Creation Station hardware has been configured and updated.
- Continued to recycle old technology through Green Earth.
- VPN setup and running.
- Continued Converting Staff from Microsoft Volume Licensed products to Office 365 Click-to-Run versions

### New Library WebSite

- New Website moved into production mode on May 5, 2022
- Verified Wordpress Backups and Remote Storage using BackBLaze
- Verified Cpanel for Account Backups working on Remote Storage.
- Using C-Panel for website statistics
- Continued to monitor and address WordFence firewall.

### New Public Access Management System

- PASS Student Cards are updated. We are working to streamline the process of adding/updating student data, as well as the conversion of student accounts upon graduation
- New Laptops have been configured for printing for Creation Lab.
- Worked on various software and hardware updates for the creation stations.
- All public access and staff hotspots have been updated and replaced (T-Mobile is decommissioning the Sprint network).

### New Network Updates

- (Finally) Merki Access Points were deployed on September 2, 2022.
- All old cisco wireless access points have been decommissioned.
- Cursory wireless survey has demonstrated excellent coverage within the library.
- Following a formal wireless survey the library will deploy the remaining Access Points for coverage density.
- Working to deploy external access points for library grounds coverage.
- Meraki Cloud Controller has been configured for wired network configurations and is being used for the wireless services at the library.
- Sophos XG4300 UTM Firewall have been installed to protect public access network. HA (high Availability) firewall means the library can continue its operations in the event of a hardware failure.
- Cisco Umbrella is operating as designed as a proactive URL filtering (Categories, Malware, Command and Control)
- New Wireless Access Couold Controller and Access Points have been received; migration plan meeting has been scheduled for Aug 18.; and I expect little to no downtime.

### Upgraded RFID Equipment

- 5 Replacement Self Checkout Machines have been received and we are currently working toward an installation date..
- 1 Replacement Automated Checkin machine has been received and we are working toward an installation date.

### Meeting Room Technology

- 2 Mobile Meeting Room Carts have been installed
- The webcam and speaker bars have been installed.

- 1 Mobile Large Scale Meeting solution has been received and the library currently designing a mobility solution.
- The new tension screen has been installed.
  - Ultra Short Throw Projector
  - Balanced PA/Sound System currently backordered
  - 2 Wireless Microphones. Currently backordered.
  - Portable Screen. For usage throughout the library has been received.

Technical Services will efficiently help acquire, process, and deliver accurate complete materials in a timely manner that will aide in borrowers search and retrieval of the information that they desire

Technical Services has been helping the various departments with anything that needs to be completed.

- Head of Technical Services Abby Pylar has started placing series labels on the spines of books in order to help patrons better find materials, staff members shelve materials, and collection managers order materials.
- Processing Clerk Fran Cooper has been cross-training staff members in the Tech Services area.
- Technical Services has been working diligently to get all of the ordered materials out for patrons in a timely manner.

### **Professional Development – Youth**

- Happy Happy Joy Joy! Creative ways to help children love reading! This webinar was hosted by Novel Effect.
- School Library Journal - Books for Hi-Lo/ Reluctant and Struggling Readers.
- TED talks on customer service and teamwork

PORTAGE DISTRICT LIBRARY  
Library Director's Report on the Financial Condition  
for  
August 2022

*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	\$11,767,453
Expenditures	\$ 8,401,086

Fund	7/31/2022	Changes	8/31/2022
General Reserve (13%)	\$ 704,878	-	\$ 704,878
Building Reserve	50,000	-	50,000
Benefits Reserve	29,742	-	29,742
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	86,944	-	86,944
Unassigned Fund Balance	4,040,163	-	4,040,163

**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.**



Library Director's Report on Financial Condition for August 2022

*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.

Library Director's Report on Financial Condition for August 2022

**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 2<sup>nd</sup> signature on all checks issued by the Portage District Library in an amount of \$20,000 or more by one of the three designated individuals on the library's bank signature card, which would be one of the following: (1) the Library Board Chair, or (2) the Head of Adult Services, or (3) the Head of Youth Services.**

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

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

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

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

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

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

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

# Marketing Update

## Recurring Monthly Projects:

- A weekly e-Newsletter was sent out to over 12,000 library patrons.
- The Portager contained information about services and programs which was sent out to 22,800 residences.
- Facebook "Events" were created to advertise our programs, and were then shared on our page.
- Our website and digital signage was updated to advertise our programs and service offerings.

## August Marketing Highlights:

- Continuing to order materials for the re-branding project.
- Created marketing materials from program series from September until May of 2023
- Monthly updates to website, catalog ad space, and booklists on our app.
- Additional mailing to 138 members with outstanding balances who have been using library services, but will be blocked starting October 1 if bills are not paid or resolved.
- Created PASS Card webpage for use during outreach to educators, parents and students.
- Created informational reports regarding outstanding overdue items and balances for administrative review.
- Created documentation for annual review process for PASS memberships integrated into our patron database.
- Assisted with Live-Streaming several programs.

## August Social Media Highlights:

### Facebook

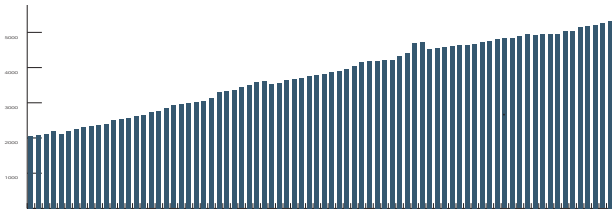
52 New Page Likes | 93 Post Shares | 1,108 Post Likes | 81 Comments | 529,215 Total Reach

### Twitter

155 Tweet Impressions | 4 Likes | 0 Re-tweets | 283 Profile Visits | 2 Mentions | 1 New Followers

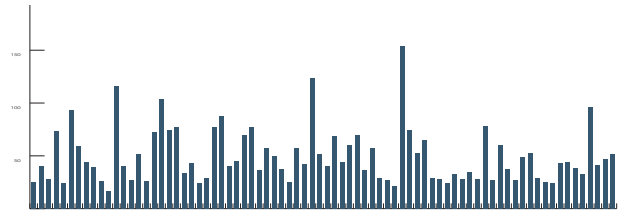
# Facebook Stats 2016 - July 2022

## Total Followers:



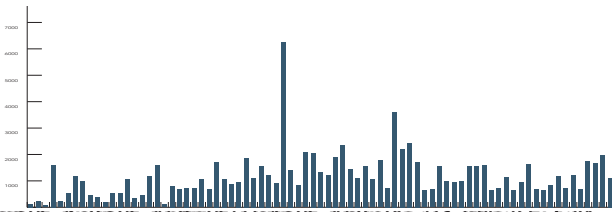
February 2016 2,052      August 2022 5,312

## New Followers:



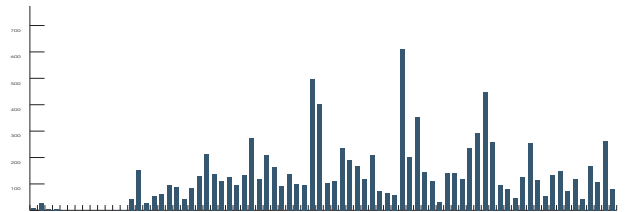
February 2016 25      August 2022 52

## Likes:



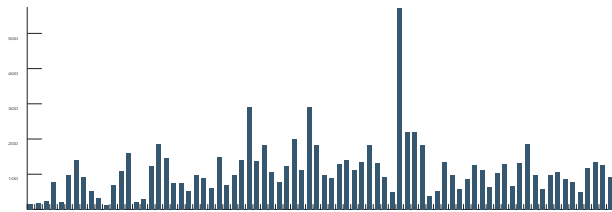
February 2016 124      August 2022 1,108

## Comments:



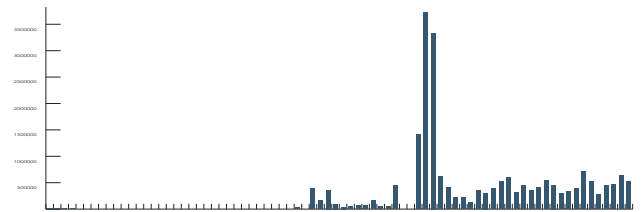
May 2016 7      August 2022 81

## Shares:



February 2016 0      August 2022 93

## Engagement:



February 2016 5,305      August 2022 529,215

**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** September 1, 2022  
**SUBJECT:** Library Statistical Report - August 2022

	Month Statistics			YTD Statistics		
	Aug-22	Aug-21	CHANGE	2022	2021	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>86,967</b>	<b>56,540</b>	<b>53.81%</b>	<b>471,016</b>	<b>373,812</b>	<b>26.00%</b>
Adult - Books	20,897	13,191	58.42%	103,823	82,315	26.13%
Adult - A/V	4,551	2,461	84.92%	21,799	16,596	31.35%
Youth - Books	38,364	20,010	91.72%	172,227	124,432	38.41%
Youth - A/V	3,823	1,761	117.09%	27,409	11,282	142.94%
Hot Picks	1,029	879	17.06%	6,871	6,801	1.03%
E-Material	16,217	16,453	-1.43%	129,381	122,089	5.97%
ILL - PDL Requests	918	838	100.00%	4,866	5,005	-2.78%
ILL - Other Lib. Requests	1,168	947	100.00%	4,640	5,292	-12.32%
<b>Self-Checkout Percentage</b>	<b>48.02%</b>	<b>59.30%</b>		<b>56.27%</b>	<b>52.15%</b>	
<b>Total Library Collection</b>	<b>179,398</b>	<b>178,050</b>	<b>0.76%</b>			
Adult - Books	73,606	76,845	-4.21%			
Adult - A/V	16,709	16,226	2.98%			
Youth - Books	77,970	72,067	8.19%			
Youth - A/V	8,400	8,753	-4.03%			
Hot Picks	2,713	4,159	-34.77%			
<b>Net Acquisitions</b>	<b>(97)</b>	<b>(483)</b>	<b>79.92%</b>	<b>(5,766)</b>	<b>(4,479)</b>	<b>-28.73%</b>
Purchased - Books	1,073	910	17.91%	10,056	9,908	1.49%
Purchased - A/V	260	300	-13.33%	1,559	1,710	-8.83%
Donated - Books	0	0	0.00%	0	0	0.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(1,430)	(1,693)	15.53%	(17,381)	(16,097)	-7.98%
<b>Total In-House Usage*</b>	<b>0</b>	<b>n/a</b>	<b>n/a</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
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
<b>Patrons</b>						
<b>Total Patrons</b>	<b>37,105</b>	<b>51,872</b>	<b>-28.47%</b>			
Adult	18,010	28,302	-36.36%			
Youth	4,192	6,011	-30.26%			
Non-Resident	158	369	-57.18%			
Reciprocal	3,720	6,463	-42.44%			
Internet User	314	965	-67.46%			
PASS Users	10,652	9,705	100.00%			
Professional	59	57	3.51%			
<b>Net Patrons</b>	<b>1,215</b>	<b>791</b>	<b>53.60%</b>	<b>2,198</b>	<b>1,590</b>	<b>38.24%</b>
Adult	259	114	127.19%	2,963	538	450.74%
Youth	54	25	116.00%	753	117	543.59%
Non-Resident	6	1	500.00%	62	6	933.33%
Reciprocal	40	16	150.00%	211	86	145.35%
Internet User	48	28	71.43%	196	128	53.13%
PASS Users	926	607	100.00%	927	715	29.65%
Professional	0	0	0.00%	6	0	0.00%
<b>Patrons Removed</b>	<b>(118)</b>	<b>0</b>	<b>0.00%</b>	<b>(2,920)</b>	<b>0</b>	<b>100.00%</b>

**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** September 1, 2022  
**SUBJECT:** Library Statistical Report - August 2022

	Month Statistics			YTD Statistics		
	Aug-22	Aug-21	CHANGE	2022	2021	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	<b>108</b>	<b>23</b>	<b>369.57%</b>	<b>133</b>	<b>23</b>	<b>478.26%</b>
Internal/Collaboration	54	15	260.00%	68	15	353.33%
External/Outside Usage	54	8	575.00%	65	8	712.50%
<b>Total Program Audience</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
Adult	<b>TBD</b>		#DIV/0!	0	0	#DIV/0!
Youth			#DIV/0!	0	0	#DIV/0!
Heritage Room			#DIV/0!	0	0	#DIV/0!
<b>Total Number of Programs</b>		<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
Adult	<b>TBD</b>		#DIV/0!	0	0	#DIV/0!
Youth			#DIV/0!	0	0	#DIV/0!
Heritage Room			#DIV/0!	0	0	#DIV/0!
<b>Total Volunteer Hours</b>	<b>325</b>	<b>80</b>	<b>306.25%</b>	<b>795</b>	<b>327</b>	<b>143.12%</b>
Adult	53	5	960.00%	124	13	853.85%
Youth	0	0	0.00%	0	0	0.00%
Technical	104	18	477.78%	172	61	181.97%
Circulation	124	25	396.00%	327	37	783.78%
Administration	32	32	0.00%	160	216	-25.93%
Community Service	12	0	#DIV/0!	12	0	100.00%
<b>Total Front Door Traffic</b>	<b>21,329</b>	<b>9,987</b>	<b>113.57%</b>	<b>82,892</b>	<b>49,945</b>	<b>65.97%</b>
<b>Total Youth Services Traffic</b>	<b>16,775</b>	<b>7,613</b>	<b>120.35%</b>	<b>59,756</b>	<b>35,200</b>	<b>69.76%</b>
<b>Total Business Center Traffic</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>34</b>	<b>-100.00%</b>
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	<b>7,452</b>	<b>6,054</b>	<b>23.09%</b>	<b>38,613</b>	<b>56,337</b>	<b>-31.46%</b>
Adult Phone	405	342	18.42%	2,252	2,025	11.21%
Adult Ready Reference	1,492	1,010	47.72%	7,041	7,705	-8.62%
Adult Reference	159	105	51.43%	766	654	17.13%
Youth Phone	62	50	24.00%	382	642	-40.50%
Youth Ready Reference	2,247	2,875	-21.84%	13,558	22,881	-40.75%
Youth Reference	359	436	-17.66%	2,541	2,109	20.48%
HR Phone	15	13	15.38%	95	87	9.20%
HR Ready Reference		216	-100.00%	1,017	1,013	0.39%
HR Reference		15	-100.00%	92	81	13.58%
Circ Phone	418	364	14.84%	2,846	6,837	-58.37%
Circ Ready Reference	762	493	54.56%	3,640	7,283	-50.02%
Circ Reference	1,533	135	1035.56%	4,383	5,020	-12.69%
<b>Total Edutainment LAN Use</b>	<b>57</b>	<b>0</b>	<b>100.00%</b>	<b>335</b>	<b>0</b>	<b>100.00%</b>
<b>Total Internet Computer Use</b>	<b>1,487</b>	<b>784</b>	<b>89.67%</b>	<b>6,076</b>	<b>3,812</b>	<b>59.39%</b>
Youth Computers	139	0	100.00%	551	71	676.06%
Adult Computers	1,346	784	71.68%	5,518	3,741	47.50%
Laptop Computer Circulated	2	0	100.00%	7	0	100.00%
<b>Total Electronic Transactions</b>	<b>87,617</b>	<b>38,222</b>	<b>129.23%</b>	<b>354,924</b>	<b>325,795</b>	<b>8.94%</b>
WebSite Hits	70,813	27,553	157.01%	266,286	238,806	11.51%
WebCatalog Sessions	13,014	8,413	54.69%	73,590	67,914	8.36%
Licensed Database Hits	3,790	2,256	68.00%	15,048	19,075	-21.11%

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

Christy Klien, Library Director

# October is Michigan Library Appreciation Month

Get ready to celebrate [Michigan Library Appreciation Month](#)! This October we are celebrating Michigan libraries and library staff and highlighting all the many ways libraries serve their communities.



All summer, we have been promoting the new technology and content available to Michigan libraries through the MI-83 Project ARPA Grants. The campaign for the MI-83 Project will conclude at the end of September, but this October and beyond we are continuing the celebration of how MI Library is NOW...better than ever.

Michigan's libraries continue to evolve and expand their services and now offer more programs, events, services, resources, and collections than ever to serve and support their communities. MI Library is NOW an art gallery, a concert venue, a community living room and so much more. Join us in participating in Michigan Library Appreciation Month and help us highlight just how much of an impact our libraries have made in the lives of Michiganders and how libraries now provide more than ever before.

We will offer several ways libraries, library staff and patrons can get involved. This month we ask that you submit the Michigan Library Appreciation Month proclamation to your local elected officials to give them time to proclaim their support! Issuing a proclamation can sometimes take a month or more but it's simple to do. Identify a council member, mayor, superintendent, dean, or supervisor to sponsor the proclamation and have them present it at a commission meeting or important leadership function.

Watch for social media ideas, newsletter copy, graphics and more resources and easy ways to participate next month and plan to join the celebration to highlight Michigan libraries, librarians, and library workers all October long!

## Note From Ryan

Intellectual freedom and access to information are core to librarianship, and we all play important roles in maintaining both within our respective libraries. Targeted banning efforts over the past year or two across the country and now punctuated recently in Michigan libraries, illuminate the real-life consequences of coordinated efforts to limit freedom and patrons' right to read. The events at Hillsdale, Patmos, and many others bring home the need for you, your organization, and your stakeholders to be prepared on how to respond to challenges, and how to positively and confidently project not an argument or defense—but a patron's right to read—and the vital responsibility of libraries to uphold that.

I am grateful for MLA's quick call to action to lead with education and support. Debbie Mikula and the MLA staff, and Dillon Geshel and the Intellectual Freedom Task Force have done incredible work the past several months by putting their hearts into efforts that help all of us. The [MiRightToRead](#) website is an outstanding tool created in preparation for anticipated material challenges that libraries will face. MLA was ready to quickly support Patmos Library and its Board and continues to step up and lead where needed to publicly stand against banning efforts. I am also thankful for the courage I see demonstrated every week by librarians across the state who work hard to address this issue and still keep up with their day-to-day jobs of providing great service. The emotional and mental stress is real and can take a toll, but please take comfort in knowing that MLA has your back. We are indeed stronger together.



On another note, the MLA 2022 Annual Conference is fast approaching! I hope to see you (in person!) in Port Huron on October 19-21 at the Blue Water Convention Center. Don't delay, [register today!](#)

*Ryan Wiske*



**PORTAGE DISTRICT LIBRARY****COMMUNICATION**

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** September 20, 2022  
**Subject:** Upcoming Library Board linkage opportunities in October 2022 for consideration

Monthly library board linkage has been included in the past as a list of upcoming events. Programming has with a full range of activities for all ages. If you are planning to attend an event as a Board Member, please let me or Quyen Edwards know and wear your name tag. Thanks!

<b>Date</b>	<b>Time</b>	<b>Activity or Program Description</b>
October	ALL DAY	Cookbook Club Challenge: Pumpkin Everything (Facebook)
See Calendar	For Dates and Times	Makerspace Drop-In Hours
9/27	12:00 PM	Meet Lindsay MacMillan: From Goldman Sachs to Author
Tuesdays & Wednesdays	9:30 and 10:30 AM	Family Storytime
Mondays & Thursdays	9:30 and 10:30 AM	Baby & Toddler Storytime
10/1	9:00 AM	Friends of the Library Book Sale
10/8	10:00 AM	Saturday Sound Immersion
10/10	6:30 PM	Plots and Pages: A Local Writers Group
10/14	10:00 AM	Documentary and Donuts: Hunting Bigfoot
10/15	10:00 AM	Kalamazoo Plant It Forward October Swap
10/15	11:00 AM	Geek Fest @ Kalamazoo County Expo Center
10/17	10:30 AM	Get Real Nonfiction Book Discussion: "The Disappearing Spoon"
10/17	7:00 PM	Kalamazoo Valley Genealogical Society (general meeting)
10/19	4:00 PM	Ace the Interview with Michigan Works
10/20	2:00 PM	Family History Month Digitization Class

## PORTAGE DISTRICT LIBRARY

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### Materials Selection Policy

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#### 1. PURPOSE

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

#### 2. DEFINITIONS

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

#### 3. GOALS OF MATERIAL SELECTION

- a. To meet the individual’s need for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.
- b. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- c. To support the democratic process by providing materials for the education and enlightenment of the community.
- d. To assist individuals in their pursuit of activities related to their occupation and practical affairs.
- e. To provide diverse recreational experiences for individuals and groups.
- f. To assist institutions of formal education with services which will support individual study.

#### 4. RESPONSIBILITY FOR SELECTION

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

allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

## 5. GENERAL PRINCIPLES

- a. Selection of materials is based on the relationship of such work to the needs, interests, and demands of the Portage community. Basic to this policy is the Library Bill of Rights and the Freedom to Read Statement of the American Library Association to which this Library subscribes. Selection is not made on the basis of anticipated approval or disapproval, but solely on the merits of a work, without regard to the race, nationality, political, or religious view of the writer. Whenever censorship is threatened, from whatever sources, no library materials shall be removed from the Library until all steps in the Library's procedure for handling complaints about library material have been completed, or by order of a court or competent jurisdiction.
- b. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children. The Library respects each individual parent's right to supervise his/her children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection in order to impose those restrictions.
- c. Library materials will not be marked or identified to indicate approval or disapproval of contents by the Library, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- d. It is the responsibility of the Library to provide circulating, reference, and research materials for the general public and the student based on the services it is expected to perform. Special "in depth" collections shall also be maintained when indicated by community interest.

## 6. SPECIFIC PRINCIPLES FOR SELECTION

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

- a. Present and potential relevance to community needs;
- b. Suitability of subject, style, and reading level for the intended audience;
- c. Importance as a document of the times;
- d. Appropriateness and effectiveness of medium to content;
- e. Reputation and/or significance of author, publisher, or producer;
- f. Positive review in one or more appropriate professional journals;
- g. Positive critics' and staff members' reviews;
- h. Relationships to existing materials in the collection;

- i. Within limits of budgets for materials;
- j. Not available, or with limited accessibility, from other lending sources;
- k. Insufficient materials available on the same subject;
- l. Author or illustrator is local;
- m. Format is appropriate to Library use and is not easily damaged;
- n. Enhances a specific collection within the Library;
- o. Author or producer is already represented in the collection;
- p. Literary and artistic merit;
- q. Accuracy of content;
- r. Popularity with library patrons;
- s. Preserves local community information and history;
- t. Available shelf or storage space.

## 7. GIFTS

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

## 8. MAINTENANCE OF THE COLLECTION

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

- a. The item is still available and can be replaced;
- b. Another item or format might better serve the same purpose;
- c. There remains sufficient need to replace that item;
- d. Updated, newer or revised materials better replace a given item;
- e. The item has historical value;
- f. Another networking agency could better provide that or a comparable item.

## 9. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS PROCEDURE

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

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

- a. A member of the library staff explains the selection policy to the patron. If the patron wishes, he/she may then submit a written Request for Reconsideration of Library Materials form to the Library Director.
- b. The completed form is reviewed by one or more members of the Library staff who have responsibility for materials selection, and by the Library Director. The Library staff members objectively review the resource in question to ascertain that the selection criteria and principles stated in Section 6, a through t were applied in the selection process. The Library Director or a designated member of the library staff will send a written response to the requester within 30 days of the date that the reconsideration form was submitted. The Library Director also notifies the Library Board of each Request for Reconsideration submitted.
- c. If the requester is not satisfied with the decision of the Library staff, he/she may appeal in writing to the Library Director, who then convenes a Reconsideration Committee. This committee will consist of: 1.) One member of the Library Board; 2.) One member of the Library staff with responsibility for materials selection who has not previously considered the material in question; 3.) One resident of the Library district other than the requestor, who is chosen by the requestor. In the case that the requestor does not identify a person for the Reconsideration Committee, the Library Board will select a resident of the Library district.
- d. In reviewing the request for reconsideration, the Reconsideration Committee employs the selection criteria (described above in this document) and considers other appropriate information, including professional reviews and recommendations, comments from the Library staff, and comments from the requester. Library resources are not removed from the collection during the review period. Copies of the materials in question may be checked out as evaluation copies for use by the Reconsideration Committee, the Library Director, or other appropriate Library staff.
- e. Within 60 days, the Reconsideration Committee will recommend an action to the Library Director, who will reach a decision and inform the requester and the committee in writing of that decision within 15 days of the receipt of the Reconsideration Committee's recommendation.
- f. Should the requester wish to appeal this decision, he/she may make a final appeal in writing directly to the Chair of the Portage District Library Board within 15 days of receipt of notification. The Library Board will review the documentation and render their decision within 60 days of receipt of the requester's appeal. Mail to: Portage District Library Board of Trustees, 300 Library Lane, Portage, MI 49002
- g. The Library Board serves as the final authority in cases involving retention or withdrawal of library materials.

# PORTAGE DISTRICT LIBRARY

## Capitalization Policy

1. STATEMENT of PURPOSE: It is the purpose of this policy to illustrate the procedures that will be used at the *Portage District Library* to classify fixed assets as capital assets.
2. SCOPE of POLICY: This capitalization policy applies to all assets of the *Portage District Library*.
3. CAPITALIZATION OBJECTIVES:  
All purchases under \$3,000 will be expensed. Any expenditure over \$3,000 will be capitalized if the item purchased has a life in excess of one year or if a repair extends the useful life of the asset beyond its normal life. If the expenditure does not meet either one of these criteria, then it will be expensed. Expenditures include: acquisition, freight and setup costs. Setup costs include those costs that are necessary for the testing, installation, or preparation for operation or use.
4. ENHANCEMENTS:  
An enhancement is an internal and/or external addition to capital assets (equipment) that extend life or increase productivity and has a cost of \$3,000 or more. Enhancements will be coded as “capital” on purchase orders in the same manner as capital assets.
5. REPLACEMENT:  
A replacement is the substitution of an asset with a similar asset which does not increase the service potential of the asset. When an item over \$3,000 is slated for replacement, it will be scrapped and removed from inventory completely, and the replacement for the item will be entered as a new capitalized item. An existing item will be “written off” when it is replaced.
6. INVENTORY:  
An annual audit of capital assets will be conducted. This will entail a review of the assets listed in the asset accounting system to determine that all listed assets are still in the possession of the Library and in use. All assets deemed no longer in use or in the Library possession will be disposed of in the asset accounting system. All items less than \$3,000 that are deemed to be missing should be reported to the Business Manager so that an investigation can be conducted to determine their location.

<b>ASSET LIVES</b>	
<b>Asset Type</b>	<b>Useful Life (years)</b>
Furniture	5
Office Equipment	5
Computer Hardware	5
Library Material	5
Telephone Equipment	10
Buildings	40
HVAC Systems	20
Roofing	20
Carpet Replacement	7
Electrical/ Plumbing	30
Kitchen Equipment	12
Artwork	5-10
Land Improvements – Structure	20

7. EQUIPMENT AND FURNITURE:

This is all movable equipment and furniture costing \$3,000 or more and having a useful life of one or more years or if a repair extends the useful life of the asset beyond its normal life. If the expenditure does not meet either of these criteria, it should be expensed. Equipment and furniture will be capitalized in the year of acquisition. Costs include: acquisition, freight, and setup costs. Setup includes those costs necessary for the testing, installation, or preparation for operation or use. Equipment and furniture will be tagged as soon as possible after receipt from the vendor by Business Services.

8. COMPUTER EQUIPMENT/ SOFTWARE:

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

9. DONATED EQUIPMENT:

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

10. LAND:

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

11. BUILDINGS:

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

12. IMPROVEMENTS TO BUILDING: (Including modular furniture)

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

13. WORK IN PROGRESS:

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

14. LEASEHOLD IMPROVEMENTS:

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

15. CAPITAL LEASES:

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

16. LIBRARY BOOKS AND MATERIALS:

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

17. DISPOSAL OF EQUIPMENT:

When a piece of equipment is no longer usable or needed by *Portage District Library*, it will be disposed of appropriately. Disposal of equipment includes: sale or donation as surplus property, return to a vendor, cannibalization, trade-in, theft or transfer.



**To:** Portage District Library Board  
**From:** Michele Behr, Library Board Chair  
**Date:** September 20, 2022  
**Subject:** Initiation of Library Director's 2022 Evaluation Process

**BACKGROUND:**

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

The Board Personnel Committee will then meet to develop a recommendation to the Library Board for the Library Director's compensation in 2023 and present a recommendation to the whole board at the December 12, 2022 board meeting, at which time a vote will be taken.

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

**The Library Director's performance evaluation entails the following assessments:**

1. Has there been progress on achieving Board endorsed Ends Statements in 2022?
2. Has there been progress on accomplishing Board endorsed personal goals in 2022?
3. Has the Library Director been in compliance with the Board's Executive Limitation in 2022?
4. Consider that the success of the library is the evaluation of the Library Director.

Library Trustees should be aware that this is also an opportunity to give suggestions for the Library Director's Goals in 2023.

**PORTAGE DISTRICT LIBRARY**

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**Community Meeting Rooms Policy**

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The mission of the Portage District Library (“Library”) is to provide quality Library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides community meeting rooms for Library programs as well as Library business meetings. When the community meeting rooms are not scheduled for Library-sponsored or co-sponsored events, they may be used by the public within the parameters set by the Policy. The community meeting rooms are intended to host organized meetings and are not available for private, party-type functions such as birthday parties and showers. The restrictions of this Policy regarding Application and Scheduling do not apply to Library-sponsored or co-sponsored events. The regulations in the policy apply to all community meeting rooms unless otherwise specified.

**A. Reserving, Scheduling and Rental Charges of the Library’s Community Meeting Rooms:**

1. Community meeting rooms may be reserved by any person, group or organization.
2. Library use of community meeting rooms takes precedence over all other uses. If the Library should find it necessary to cancel a scheduled activity in a community meeting room, then the Library Staff person in charge of room reservations will notify the User that booked that room that other arrangements must be made. A full refund of the room fee will be issued to the User. The Library shall not be responsible for any loss, damage or other claim based on the cancellation.
3. Reservation Process.
  - A. Any person 18 years or older may request to reserve the community meeting rooms by contacting our Meeting Room Coordinator. If the person is requesting the room for a corporation or organization, that person must have authority to do so.
  - B. If you need to cancel the reservation, the User must provide the Library 24 hours’ notice.
  - C. At the time of room use, the User must sign a community meeting room Application that includes Waiver of Liability prepared by the Library. The Library is released and held harmless from any and all claims for personal injury, property damage or other claims as a result of the use or application to use the community meeting room.
  - D. Users shall not promote that the event or meeting is at the Library until the Library confirms the reservation is accepted. The Library shall not be used as the address, information contact source, or headquarters for Users using the Library community meeting rooms.
  - E. Reservations may not be transferred to other Users.
4. Any use of the community meetings rooms is not sponsored by the Portage District Library unless sponsorship is expressly approved in writing by the Portage District Library. Groups shall not cause a probability of confusion or misunderstanding as to sponsorship of their use of the community meeting rooms by the Portage District Library. Use of facilities does not imply Portage District Library endorsement of the group or ideas presented at the meeting. A written disclosure is required in all advertising from outside groups that use advertising to promote their

## PORTAGE DISTRICT LIBRARY

### Community Meeting Rooms Policy

meeting. A verbal disclosure is required for all others. The following statement is required: **“This program is neither sponsored nor endorsed by the Portage District Library.”** Use of the Portage District Library logo on advertising by outside groups is prohibited.

5. Rooms are to be booked on a first-come, first-served basis in two-hour blocks of time, and may be reserved a maximum of two months in advance. A community meeting room rental charge shall be required as set forth below and the fee is based on a two-tier system. Room access will be denied if payment of the rental charge is not received prior to the start of the rental period.

SINGLE ROOM RENTAL PRICES are as follows per two-hour block:

Meeting Room	Tier 1	Tier 2
Austin Lake Room	\$25.00	\$55.00
Sugarloaf Lake Room	\$20.00	\$50.00
West Lake Room	\$20.00	\$50.00
Long Lake Room	\$20.00	\$50.00

COMBINED ROOM RENTAL PRICES are as follows per two-hour block:

Meeting Room Combinations	Tier 1	Tier 2
Austin + Long + Sugarloaf + West Lake Rooms	\$85.00	\$205.00
Austin Lake + Sugarloaf Lake + West Lake Rooms	\$65.00	\$155.00
Austin Lake + Long Lake + Sugarloaf Lake Rooms	\$65.00	\$155.00
Austin Lake Room + Sugarloaf Lake Room	\$45.00	\$105.00
Sugarloaf Lake Room + West Lake Room	\$40.00	\$100.00
Austin Lake Room + Long Lake Room	\$45.00	\$105.00

Exceptions to these community meeting room rental charges may only be granted by the Library Director.

6. The two-tier system is as follows:

Tier 1: Residents of the Portage District Library service area, resident business members, and paying non-resident library card members.

Tier 2: An individual or group who resides outside of the Portage District Library service area.

Groups wishing to take advantage of the Tier 1 rate must have an active Resident or Paying Non-Resident Portage District Library card.

7. Set-up and tear-down of a community meeting room is the responsibility of the User. Chairs and tables are provided at no additional charge. Any time spent prior to, or after the reserved time, may result in an additional charge of one or more two-hour blocks of time. At the conclusion of a meeting, the room should be left in the same condition as it was found or an additional fee will be assessed equal to a minimum of one two-hour block of time for clean-up.
8. Any damage done, whether accidental or due to negligence, including the need for special cleaning, will result in the billing of the User for the actual cost of the cleaning, repair, and or replacement of the damaged article(s).
9. Users must be completely out of their community meeting room one-half hour prior to the Library’s closing time. If a User remains past the Library’s posted hours of operation, an additional fee of (\$100.00) one hundred dollars may be charged to the User. Users must be out of the rooms by:

**PORTAGE DISTRICT LIBRARY**  
**Community Meeting Rooms Policy**

8:30 p.m. - *Monday - Thursday*  
5:30 p.m. - *Friday*  
4:30 p.m. - *Saturday*

*Note: Meeting rooms are not rented on Sunday.*

Use of the Library's community meeting rooms is not permitted before or after Library hours or when the Library is closed.

10. The following items may be available on request:

Media Cart with large screen TV (HDMI hookup and webcam)  
Portable Sound System with 2 wireless lapel microphones  
BluRay/DVD player  
Computer projector  
Dry erase board with dry erase markers.

All equipment must be requested at least forty-eight (48) hours prior to room use.

It is the responsibility of the organization using the room to make sure that their equipment is compatible the Portage District Library's technology. Meeting Room Users are encouraged to contact the Meeting Room Coordinator at least forty-eight (48) hours prior to room use to test and/or review connectivity.

**B. Rules and Regulations Regarding Community Meeting Rooms:**

1. Food and drink are permitted but must remain within the User's rented room. Coffee pots are available, however the Library does not supply coffee, cream, sugar, serving ware, etc. As per fire codes, no open flames of any kind are allowed within the Portage District Library.

**NO ALCOHOLIC BEVERAGES ARE ALLOWED ON LIBRARY PREMISES EXCEPT FOR LIBRARY SPECIAL EVENTS - WITH THE APPROVAL OF THE PORTAGE DISTRICT LIBRARY.**

2. No tobacco or vaping use is allowed inside the Library.

3. The community meeting rooms are used for multiple purposes and therefore nothing may be permanently affixed to the walls.

4. The community meeting rooms shall not be used for any unlawful purposes, and anyone using the meeting rooms will abide by all Library policies, rules and regulations.

5. The Library is not responsible for loss or damage to exhibits left in the community meeting rooms or for the personal property of those attending the meetings.

6. In accordance with the Elliot-Larsen Civil Rights Act, the Library, as a tax supported facility, may be used only by those groups whose membership is open to all people without discrimination because of religion, race, color, national origin, age, sex, height, weight, familial status or marital status.

## **PORTAGE DISTRICT LIBRARY**

### **Community Meeting Rooms Policy**

7. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property. Users shall not use the community meeting room for fundraising, commercial purposes, or selling goods or services. The exception to this rule is for the following:
  - a. The sale of books, CDs and other items by authors or artists and Library sponsored or co-sponsored events;
  - b. Events for which the proceeds are used for Library programs or for the benefit of the Library, provided that the Library accepts the donated proceeds. However, the User must be authorized by law to conduct the fundraising or solicitation.
8. Users of the community meeting room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, and financially responsible for any damages if they occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one adult supervisor for every twenty (20) minors. This ratio may be altered by the Library Director depending on the age of the minors.
9. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the community meeting rooms.
10. Users shall permit no more persons than is stated by occupancy requirements.
11. The Library staff may attend or observe any event or activity in the community meeting room.

#### **C. Violation and Appeal Section:**

The Library Director or the Director's designee may restrict access to Library facilities, including the Library community meeting rooms, by immediately dismissing 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.

**PORTAGE DISTRICT LIBRARY**  
**Community Meeting Rooms Policy**

- 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 revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security: Violations involving 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 Library 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 one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.
  2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- D. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Policy before their privileges may be reinstated.
- E. Damages: If the User violates the Policy by causing damage to Library property, the User shall be assessed the actual costs.
- F. Right of Appeal: Users may appeal a decision in writing to the Library Director within ten (10) business days of the date of the letter stating why Library privileges should be restored. The Library Director or a designee will respond to the appeal in writing within ten (10) business days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

# Portage District Library

## 2022 Summer Reading Report

### September 19, 2022

Youth Summer Reading Program	2019	2020	2021	2022
Number of people registered	1463	489	766	1060
Number of people who participated	1019	350	552	897
Number of people who completed 45 days	N/A	52	123	201
Number of days read (total)	N/A	11219	13225	23519
Teen Summer Reading Program	2019	2020	2021	2022
Number of people registered	381	137	200	283
Number of people who participated	248	102	135	235
Number of people who completed	N/A	26	27	56
Number of books read (total)	1791	1972	1917	6410 (Days)
Adult Summer Reading Program	2019	2020	2021	2022
Number of people registered	410	282	326	442
Number of people who participated	225	205	212	301
Number of people who completed	44	N/A	N/A	N/A
Number of books read (total)	2223	2247	2071	3085

#### Program Summary

This year's Summer Reading Program began June 13<sup>th</sup> and ran through July 31<sup>st</sup>. As Summer Reading began five weeks after our reopening, much was unknown as staff planned the summer's events and reading programs. Would the meeting rooms be ready for events? Would visitors be comfortable in busy spaces? Would our usage and attendance numbers be low, or higher due to reopening and post-pandemic relief? We had to build reading programs and events that were scalable and engaging for both remote and in-person attendees and create backup plans if there were setbacks or delays in construction. Staff were resourceful and creative as they planned the summer and they continued to adjust as our community became reacquainted with us. As you can see by our numbers, the library was embraced by our community, and we are once again in a period of growth. A big thank you to our Friends of the Portage District Library, who made our return to regular Summer Reading programming possible with their generous donation.

#### Youth Summer Reading Program

Each participant determined a daily reading goal that fit their ability level, and each day they achieved this goal, they logged the day. We recommended 20 minutes a day (consistent with Portage Public Schools' recommendation), but it was up to the reader and caregiver to set the goal. Self-determined guidelines made it simpler for people to participate, and kept the program accessible to everyone, regardless of reading ability. Incentives included free books at 15 and 30 days to encourage reading throughout the summer, and weekly

drawings encouraged a consistent weekly reading commitment (265 gift cards were awarded this summer). Staff added grand prize drawings for those who read to 45 days. Interest was high for this addition to our Youth program – staff plans to continue this final incentive next year. In addition, we look forward to reinstating our visits to the schools. This has been an important way to introduce the program to students, and to build interest in participation.

### Teen Summer Reading Program

Teens who read on at least 5 days in a given week were automatically entered for a chance to win a gift card to an area business. 70 teens won gift cards during these weekly drawings. Teens who read on at least ten days this summer earned a free book. Teens who read on at least 30 days earned the opportunity to enter for one of the following grand prize packs:

- The Reading Room: which included a bookshelf, a table lamp, a reading journal, and a gift card to Bookbug. (This pack was so popular that we gave away two!)
- The Music Lover: which included a wireless Bluetooth speaker, wireless headphones, and a Spotify gift card
- Summer Fun: which included a Polaroid camera and tie dye kit

Last time we offered grand prize packs in 2019, 76 teens entered the final prize drawing. This year, 91 teens entered the final drawing. Moving away from tracking books read to days read seems to have made the Teen Summer Reading challenge more approachable and increased the number of people eligible for the final drawing.

Moving forward, we hope to continue to offer gift cards, books, and grand prize packs as incentives for Portage readers in middle school and high school.

### Adult Summer Reading Program

We had a great year for Adult Summer Reading. Our participation numbers were better than those of 2019, and we didn't even have a kickoff event! Out of the 442 participants, 97 earned a prize over the summer. In addition, 2,632 badges were achieved, with 3,026 books logged. The library purchased fifteen prizes for each of the six weeks of summer reading. We also purchased ten \$50.00 awards for a final prize blitz. The library focused on local businesses or locally owned franchises for our gift card prizes. This year, the businesses used were Fanfare, Kazoo Books, ChocolaTea, this is a bookstore, Water Street Coffee, Kazoo Books, and Erbelli's. All the prizes were well received. One great comment from a patron was, "This is such a fun (program). I'm doing this every year!"