

NOTICE OF REGULAR MEETING

LIBRARY BOARD MEETING PORTAGE DISTRICT LIBRARY Monday, December 12, 2022 at 6:00 p.m.

The Library Board of the Portage District Library will hold a regular meeting on Monday, December 12, 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 public hearing and regular meeting is being held in person. However, the public may attend and offer public comment electronically. The Library wants to ensure participation by the public if the public cannot be physically present.

2. **Procedures.** The public may participate in the meeting in person or electronically and may make public comment through either of the following methods.

December 2022

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82492041726>

Or One tap mobile :

US: +13017158592,,82492041726# or +13126266799,,82492041726#

Or Telephone:

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

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

Webinar ID: 824 9204 1726

International numbers available: <https://us02web.zoom.us/j/82492041726>

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

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

Dated: December 8, 2022

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

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

December 12, 2022

Lower Level Meeting Rooms, 300 Library Lane, Potage, MI 49002

AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff. (15 minutes total)
- IV. Adoption of the Agenda for the Regular Meeting of December 12, 2022. (1minute) (Vote)
- V. Consent Agenda (5 minutes) (Vote)
 - A. Minutes of the Regular Meeting of October 24, 2022. Pg. 5-8
 - C. Review of FOIA Policy. Pg. 9-36
 - D. Approval of Annual Calendar of Library Board Activities for FY 2023. Pg.37-39
 - E. Narrative Report for October & November 2022. Pg. 40-54
 - G. Financial Condition for October & November 2022. Pg. 55-60
 - H. Marketing Update for October & November 2022. Pg. 61-64
 - I. Statistical Reports for October & November 2022. Pg. 65-68
 - J. MLA Advocacy News for October & November 2022. Pg. 69-71
 - K. Library Board Linkage for December 2022 and January 2023. Pg. 72-73
- VI. Governance (20 minutes)
 - A. Holiday Schedule for Library Hours of Operation in 2023 (VOTE) Pg. 74-75
 - B. Adoption of Schedule of Library Board Meetings for 2022. (VOTE) Pg. 76
 - C. Appointment of Nominating Committee Chair to survey trustees' interest in Board offices in 2023. Pg. 77
 - D. Changing Practices for Teacher Cards. (VOTE) Pg. 78-81
 - E. Creating Temporary Cards for those Without Proper Documentation. (VOTE) Pg. 82
 - F. Bulletin Board Policy. (VOTE) Pg. 83-85
 - F. Resolution to Adopt Public Comment. (VOTE) Pg. 86-90
 - G. Programming Policy. (VOTE) Pg. 91-93
- VII. Ends Development (15 minutes)
 - A. Memo RE: End-of-Year Report on accomplishment of all End Statements in 2022. (Info) Pg. 94
 - B. Strategic Plan 2023-2026. (VOTE) Pg. 95-105
- VIII. Library Director's Reports (30 minutes total)
 - A. Remarks by Library Director for the December 12, 2022 Library Board Meeting.
- IX. Library Personnel (30 minutes)
 - A. Personnel Committee's recommendation for Library Director's compensation in 2023.
 - B. 2022 Year End Discussion Regarding Library Staff Performance Recognition.
- X. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the January 23, 2023 Board Meeting
 1. Minutes of the Regular Meeting of December 12, 2022.
 2. Review of Community Meeting Room Policy.
 3. Review of Library Privacy & Search Warrant Policy.
 4. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2023 Budget to Offset Unpaid Encumbrances.
 5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.
 6. Election of Library Board Officers for 2023 & Appointment of Library Board Personnel Committee, Board Liaison to the Friends of the Library, and Library Board Secretary for 2023.

7. Annual signing of “*Conflict of Interest*” Statements by trustees.
8. Discussion about guests to be invited to Library Board meetings & staff presentations in 2023.
9. Endorsement of Library Director's Personal Goals for 2023.
11. 4th Quarter Financial Report for Fiscal Year 2022 & Comments on Year-End Results.
12. 4th Quarter Strategic Plan Statistics
13. Monitoring Report on Executive Limitation: Global Executive Constraint.

B. Assessment of this meeting

C. Miscellaneous Items

XI. Adjournment

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

October 24, 2022

300 Library Lane, Portage, MI 49002 – 6:00 PM

I. Start of Meeting

II. Roll Call

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

Board Members Present: Ken Baker, Michele Behr (6:26 PM), Jeanne Friedman, Tom Vance, and Linda Whitlock

Board Members Absent: Carol Bale and Donna Vander Vries

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

Guest present: Trustee Candidate Cara Terry

IV. Adoption of the Agenda for the Regular Meeting of October 24, 2022

Library Board Vice Chair Friedman asked if there were any changes to the agenda before its adoption. There were no changes requested by trustees. Friedman asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Vance and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of October 24, 2022. 4-Yes, 0-No, 3-Absent (Bale, Behr, VanderVries). Motion carried.

V. Consent Agenda

Library Board Vice Chair Friedman asked if there were any changes needed to the consent agenda for the October 24, 2022, board meeting before its adoption. There were no changes requested by trustees. Friedman asked for a motion to adopt the consent agenda.

- A. Minutes of the Regular Board Meeting of September 26, 2022.
- B. Review of Donation Policy.
- C. Monitoring Report – Communication & Support to the Library Board
- D. Monitoring Report – Ends Focus of Grants/Contracts.
- E. Narrative Report for September 2022
- F. Report on Financial Condition for September 2022.
- G. Marketing Update for September 2022.
- H. Statistical Report for September 2022.
- I. MLA Advocacy News for October 2022.
- J. Library Board linkage opportunities for November and December 2022.

MOTION: It was moved by Trustee Vance and supported by Trustee Baker that the Library Board adopt the consent agenda for the regular meeting of October 24, 2022. 4-Yes, 0-No, 3-Absent (Bale, Behr, VanderVries). Motion carried.

VI. Governance

A. Approval of Resident/Non-Resident Policy and Non-Resident Fee Amount for 2023.

Director Klien said that the recalculated non-resident fee has gone up again as property taxes have increased in our service area. The recommended amount is \$192.00 (compared to 2022 amount of \$183).

MOTION: It was moved by Trustee Vance and supported by Trustee Whitlock that the Library Board approve the recalculated Non-Resident Fee for 2023. 4-Yes, 0-No, 3-Absent (Bale, Behr, VanderVries). Motion carried.

B. Approval of Holiday Schedule for Library Hours of Operation in 2023.

Library Director Klien directed trustees to the Board packet page 39. For many years, the holiday closing schedule has remained the same. This year we are asking for Junetenth to be added to those observed by the library.

Trustees had a discussion about federal holidays and how they are observed. For some the building is closed to the public while others the building remains open and they are a 'floating holiday' for full-time staff to use on a day of their choice.

Klien said that Juneteenth became a federal holiday in 2021. City of Portage buildings are closed on that day. Kalamazoo Public Library will be closed, while Willard will remain open and do programming and displays. Portage Public Schools will be on summer break on Juneteenth.

The board had thoughtful discussion for both options of staying open and celebrating and being closed in observance. Trustees asked staff to weigh in to add to the discussion. In the end, they decided that since 3 trustees were not present for the discussion, they would prefer to postpone making a decision until the next Board Meeting.

MOTION: It was moved by Trustee Vance and supported by Trustee Whitlock to table the discussion regarding Holiday Closings and add it to the December 2023 Board Meeting agenda. 4-Yes, 0-No, 3-Absent (Bale, Behr, VanderVries). Motion carried.

C. Review of Investment Policy and Library Investment Listing

Business Manager Foti said that the document in the Board packet show what the library does with investments. They are staggered and due at different times as it helps with our cash flow. There is a three year maximum on investment timelines. Due to Public Act 20, there are specific types of investments that fall within the acceptable guidelines for the library to hold. These include commercial paper, CD, US Treasury and government bonds. Foti asked if there were any questions regarding the library's investments and there were none.

DISPOSITION: The Library Board received the information about the Investment Policy and the Library's Investment listings.

VII. Ends Development

A. Library Director's Accomplishment of Personal Goals for Fiscal Year 2022.

Klien said the update on her Directors Goals for 2022 was in the packet starting on page 45.

Goal 1) The building project has been completed.

Goal 2) Outreach reports are attached.

Goal 3. Virtual/hybrid programming reports also shared.

Klien added that the Local Historian has hosted two hybrid programs for the Genealogical Society and they were well attended and appreciated by participants. Klien said that through experience, the library has learned that hybrid programs double the number of staff present and time needed for set up. Klien said the library will continue to evaluate to see what types of programs get the most traction (live attendance and later YouTube views) and make decisions based on attendance.

Klien said that her last update on virtual programs is in regards to virtual storytimes. During the pandemic, publishers gave a blanket release to use recordings of staff reading their books which has now expired or will expire by the end of the year. We will have to ask for copyright permission book by book and we are looking into whether the old storytime videos have to be taken down.

Klien asked if there were any questions regarding her goals update and there were none.

DISPOSITION: Trustees received the Library Director's Accomplishment of Personal Goals for Fiscal Year 2023.

B. Library Director's 2022 Evaluation Process.

Trustees were reminded that the completed forms need to be returned to Library Board Chair Michele Behr (electronically or in paper form) by Monday, November 14, 2022. Trustees will receive the evaluation forms via email following the meeting.

The Board Personnel Committee (Behr, Friedman, Vance) will set their meeting after the evaluation deadline to review the responses and develop a recommendation to the Library Board for the Library Director's compensation in 2023. Behr will let Library Board Secretary Edwards know when they would like to meet and she will reserve a room at the library for them. The Board Chair will then meet with the Library Director for her evaluation.

The Board Personnel Committee will present the recommendation to the whole board at the December 12, 2022 board meeting, at which time a vote will be taken.

DISPOSITION: Trustees received the review of the Library Director's 2022 Evaluation Process.

C. Third Quarter 2022 Strategic Planning Statistics.

Library Director Klien directed trustees to the Third Quarter Strategic Plan Statistics. She said she was very pleased with the staff progress on these projects. Klien asked if there were any questions regarding the document. There was one question about holds met in regards to OverDrive active holds. Head of Adult Services Lawrence Kapture said that use in eBooks and eAudiobooks has changed over time. They are receiving a lot more use. In the past, the library would purchase an eBook to have for the collection. Now, we are often purchasing eMaterials for a certain amount of time or a certain number of uses. This makes collection development and continuation more difficult and time consuming. We don't have enough money budgeted to fill all the holds that are placed.

DISPOSITION: Trustees received the Third Quarter 2022 Strategic Planning Statistics.

D. Third Quarter 2022 Financial Report.

Business Manager Foti said we are slightly over budget for revenue on property taxes, State Aid, and penal fines. Our Staff Wages line is affected because we have one open and unfilled full-time position. Regarding Utilities – since we moved back into the building there have been significant savings. Costs are down 30 and 70% respectively on gas and electric. While we are not in the cold weather months yet, we are trending down on utilities costs which is a good sign.

As far as financials for the Building Project, we are still closing out some purchase orders. The last few items are replacement doors, electric panels, and the glass partition which was recently installed. We are under budget for the project as a whole and will soon be having a discussion soon about adding back some things that were initially cut to spend it all out.

DISPOSITION: Trustees received the Third Quarter 2022 Strategic Planning Statistics.

VIII. Board Strategic Planning

A. Strategic Plan Draft Outline presented by Facilitator Amanda Standerfer.

Strategic Planning facilitator Amanda Standerfer led the Board on a discussion about the three overarching strategic directions that have come from information gathered from the community survey, and Board and Staff retreats – Building Community, Extraordinary Experiences, Investing in the Future. They worked on mission and vision statements. End Statements and Core Values also received some minor changes.

Next steps in the process: formalize documents to approve at the December Board meeting, activity plan, evaluation framework and reporting to be worked on by staff at the beginning of 2023.

IX. Library Director's Comments

A. Final remarks by Library Director for the October 24, 2022 Library Board Meeting.

Library Director Klien distributed a draft letter for the annual campaign. It has been 4 years since we have sent out an annual campaign letter. We did not make an ask after the new additional millage was approved and then we didn't send out donation requests during the pandemic. New copies of trustees signatures were requested for the letter.

Klien said that there was an MLive article today announcing that the KPL Director is leaving Kalamazoo for a new position in Nebraska. They are actively looking for a director and no interim has been announced yet.

SMLC, our library cooperative, will be having their annual Board meeting here this Thursday. Amanda Standerfer is also working on a strategic plan with them.

Klien said that she has an outreach opportunity. She will be doing a Portage Rotary presentation about the new building at their meeting on Wednesday.

Library Board Secretary Edwards reminded trustees about the upcoming election on November 8th. We have three candidates for three open seats. If anyone asks about our candidates, there is information about them on the Board page of the library's website.

Trustee Behr noted Steve Rossio's 25 year work anniversary!

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the December 12, 2022 board meeting

1. Minutes of the Regular Meeting held on October 24, 2022.
2. Review of FOIA Policy
3. Approval of Annual Calendar of Library Board Activities for FY 2023
4. Adoption of Schedule of Library Board Meetings for 2023
5. Report on Financial Condition for October & November 2022
6. Marketing Update for October & November 2022
7. Narrative Report for October & November 2022
8. Statistical Report for October & November 2022
9. MLA Advocacy News for November & December 2022
10. Personnel Committee's Recommendation for Library Director's Compensation in 2023
11. End-of-Year Report on Accomplishment of all Ends in 2022

B. Assessment of this meeting

C. Miscellaneous Items

XI. Adjournment

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of October 24, 2022.

DISPOSITION: The regular board meeting of October 24, 2022, was adjourned at 8:04 PM.

Recorded and Transcribed by,



Quyen Edwards
Library Board Secretary

Exhibit A

FOIA – Procedures and Guidelines

PORTAGE DISTRICT LIBRARY
FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

I. PURPOSE.

The Portage District Library (“Library”) adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 (“FOIA”), that all persons, except those persons incarcerated in state, county or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process. These Procedures and Guidelines are enacted in compliance with the requirements set forth in Section 4(4) of the FOIA.

II. FOIA COORDINATOR.

The Library Director shall be the FOIA Coordinator. The FOIA Coordinator will respond to requests in accordance with the FOIA. An employee of the Library who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing and approving a denial of a request and signing the written notice of denial. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the Library’s public records, and in approving a denial.

III. REQUEST REQUIRED.

A. *Requestor; Public Record.* An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity, except those persons incarcerated in state, county or federal correctional facilities, may request public records from the Library. “Public Record” has the meaning as defined in Section 2(e) of the FOIA.

B. *Verbal Requests.* The Library may, but is not required to, provide public records in response to a verbal request, unless such verbal request is for information that the Library believes is available on its website. In such case, an employee, where practicable and to the best of his or her knowledge, shall inform the requestor about the pertinent website where the information is available.

C. *Written Requests.* Except as provided in Section III.B above, a person desiring to inspect, copy or receive a copy of a public record shall make a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission.

1. Where to Send the Request. Whenever possible, requests for public records should be directed to the following recipients so that the information can reach the FOIA Coordinator:

- a. By mail or in person:

Portage District Library
Attn: FOIA Coordinator
300 Library Lane
Portage, MI 49002

- b. By e-mail: foia@portagelibrary.info

- c. By fax: (269) 324-9222

2. **Sufficient Description.** Requests in writing must identify the public record sufficiently to allow the Library to find the requested record. If not, the request may be denied on that basis.

3. **Requester Contact Information Required.** A request from a person must include the following (unless the request is from an individual who qualifies as indigent under Section 4(2)(a) of the FOIA):

a. the requesting person's complete name, address, and contact information, and

b. if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual.

An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

4. **Electronic Transmissions.** For requests sent by electronic transmission, the following shall apply:

a. **Electronic Transmissions.** A written request made by facsimile, electronic mail, or other electronic transmission is not received by the Library's FOIA coordinator until 1 business day after the electronic transmission is made.

b. **Spam or Junk Mail Folder.** If a written request is sent by electronic mail and delivered to the Library's spam or junk mail folder, the request is not received until 1 day after the Library first becomes aware of the written request. The Library shall note in its records both the time a written request is delivered to its spam or junk mail folder and the time the Library first becomes aware of that request. The FOIA Coordinator shall

be responsible for routinely monitoring the spam and junk mail folders in order to determine whether they contain any FOIA requests.

5. Specify Format. The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. The Library is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.

6. Subscription. A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

IV. PROCEDURES FOR RESPONDING TO WRITTEN FOIA REQUESTS.

A. *Response.* Unless otherwise agreed to in writing by the person making the request, the Library shall respond to a request within 5 business days after it receives the request by:

1. Granting the request (which would include notifying the requestor that all or a portion of the public records requested are available on the website, if applicable);
2. Issuing a written notice to the requesting person denying the request;
3. Granting the request in part and issuing a written notice to the requesting person denying the request in part (which would include notifying the requestor that all or a portion of the public records requested are available on the website if applicable); or
4. Issuing a notice extending for not more than 10 business days the period during which the Library shall respond to the request.

The Library's written response shall be considered the final determination regarding the FOIA request.

B. *Understanding the Library's Response.* The Library has an obligation to respond as required under the FOIA. If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted. However, if the request is denied or denied in part, the Library shall provide the following information:

- 1 Pursuant to Section 13 of the FOIA, the Library may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request

assistance from the Library's Attorney regarding the application of exemptions. If exempt, the Library shall provide an explanation of the basis under this act or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.

2. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library, if that is the reason for denying the request or a portion of the request. The denial letter may indicate that the letter serves as the certificate as required by the FOIA.

3. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA, if a separation or deletion is made.

4. A full explanation of the requesting person's right to do either of the following:

a. Submit to the Library Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or

b. Seek judicial review of the denial under Section 10 of the FOIA.

5. Notice of the right to receive attorneys' fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that the Library has not complied and orders disclosure of all or a portion of a public record.

C. *No Obligation to Create Records.* The FOIA does not require the Library to make a compilation, summary, or report of information. Further, the Library is not required to create a new public record in order to respond to a request.

D. *Documents Available on Website.* If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Library shall notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format. On the detailed itemization, the Library shall separate the requested public records that are available on its website from those that are not available on the website and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.

V. FEES.

The Library may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record because it has established, made publicly available, and follows these Procedures and Guidelines and the FOIA. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication or publication including labor; the cost of search, examination and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a detailed itemization of costs on a standard form, as required under Section 4(4) of the FOIA (“Detailed Itemization”). The total fee shall not exceed the sum of the following components:

A. *Labor Costs:*

1. Searching for, Locating and Examining.

a. The Library may charge for searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

2. Separating and Deleting Exempt from Non-Exempt:

a. For services performed by an employee of the Library, the Library shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from non-exempt information in the particular instance, regardless of whether that person is available or who actually performs the labor. All references in these Procedures and Guidelines to separating and deleting exempt information from non-exempt information shall refer to the separation and deletion requirements set forth in Section 14 of the FOIA, MCL 15.244.

b. If the Library does not employ a person capable of separating and deleting exempt information from non-exempt information in the particular instance, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information in the same manner as employee labor costs when calculating charges under this subdivision if all of the following occur:

1) The Library's FOIA Coordinator determines on a case-by-case basis that the Library does not employ a person capable of separating and deleting exempt information from non-exempt information.

2) The Library clearly notes the name of the contracted person or firm on the Detailed Itemization.

3) Total labor costs calculated for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

d. The Library shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the Library's possession.

f. If the Library directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from this labor charge.

3. Duplication or Publication Labor Charges.

a. The Library may charge labor costs for duplication and publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor.

c. Labor costs shall be estimated and charged in increments of one (1) minute, with all partial time increments rounded down.

4. Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits in the Detailed Itemization. Subject to the 50% limitation, the Library shall not

charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format but may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

5. Overtime Wages. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.

6. Itemization. All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

7. Unreasonably High Costs. The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of the deletion and separation of exempt information from non-exempt information, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has authority to determine when the costs are unreasonably high in a particular instance, including, but not limited to, instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. In doing so, the FOIA Coordinator may take into account considerations such as the volume and complexity of the FOIA request as well as the Library's particular fiscal condition at the time of the request or any other conditions authorized by law.

B. *Other Costs.*

1. Nonpaper Physical Media. Costs for providing records on nonpaper physical media.

a. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. The Library is not required to provide the documents on nonpaper physical media if it lacks the technological capability necessary to provide records on the requested particular nonpaper physical media.

b. For public records provided to the requestor on nonpaper physical media, the Library may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar

media. The Library may use (but is not required to) a computer disc, thumb drive or other nonphysical media provided by the requestor but only if it is provided in its original packaging. Because the safety and security of the Library's computers and network is of important public interest, the Library may take that security interest into account when determining the means of providing the documents on nonpaper physical media.

2. Costs for Providing Paper Copies.

a. For paper copies of public records provided to the requestor, the Library may charge the actual total incremental cost of necessary duplication or publication, not including labor.

b. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided.

c. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8½ by 11 inch paper or 8½ by 14 inch paper. For all other paper sizes, the Library may charge the actual total incremental cost of duplication or publication, not including labor.

d. The Library shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

3. Mailing Costs.

a. The Library shall charge the actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.

b. The Library shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.

C. *Statutory Fees.* The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

- D. *Fees Paid Before Providing Documents.* The Library shall require that all fees be paid in full before providing records in response to granted or granted in part written requests.

VI. DEPOSIT.

A. *Deposit.* In either the Library's initial response or subsequent response as described under Section 5(2)(d), the Library may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds \$50.00, based on a good-faith calculation of the total. The deposit shall not exceed ½ of the total estimated fee, and the Library's request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by the Library regarding the time frame it will take the Library to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon the Library, but the Library shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state's public policy under Section 1 and the nature of the request in the particular instance. If the Library does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses. Providing an estimated time frame does not relieve the Library from any of the other requirements of this act.

B. *Increased Deposit For Prior Unpaid Requests.* After the Library has granted and fulfilled a written request from an individual under this act, if the Library has not been paid in full the total amount for the copies of public records that the Library made available to the individual as a result of that written request, the Library may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

1. The final fee for the prior written request was not more than 105% of the estimated fee.
2. The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
3. The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
4. Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
5. The individual is unable to show proof of prior payment to the Library.
6. The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit from an individual described above if any of the following apply:

1. The individual is able to show proof of prior payment in full to the Library;
2. The Library is subsequently paid in full for the applicable prior written request; or
3. Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.

C. *Payment of Deposit; Abandonment of Request.* If a deposit that is required under Subsection 4(8) or 4(11) of the FOIA (as described in Subsections VI.A and B above) is not received by the Library within 45 days from receipt by the requesting person of the notice that a deposit is required, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the public body is no longer required to fulfill the request. This notice of a deposit requirement is considered received 3 days after it is sent, regardless of the means of transmission. Notice of a deposit requirement will include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

VII. WAIVER OR REDUCTION OF FEES.

A. *Waiver of Fees of First \$20.00.* A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:

1. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

- a. If the requestor is eligible for a requested discount, the Library shall fully note the discount on the Detailed Itemization.

- b. If a requestor is ineligible for the discount, the Library shall inform the requestor specifically of the reason for ineligibility in the Library's written response. An individual is ineligible for this fee reduction if any of the following apply:

- 1) The individual has previously received discounted copies of public records from the Library twice during that calendar year.

- 2) The individual requests the information in conjunction with outside parties who are offering or providing payment or

other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

- a. Is made directly on behalf of the organization or its clients.
- b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- c. Is accompanied by documentation of its designation by the state, if requested by the Library.

B. *Public Interest Reduction or Waiver.* The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

C. *Reduction for Late Responses.* If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall do the following:

1. Reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:

- a. The late response was willful and intentional.
- b. The written request:
 - (i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or
 - (ii) specifically included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy”, or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

2. If a charge reduction is required, the Library shall fully note the charge reduction on the Detailed Itemization.

IX. INSPECTION.

Upon request, the Library must furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and must furnish reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. Pursuant to Section 4(1) of the FOIA, the Library may charge a fee for the public record search, for the necessary copying of a public record for inspection or for providing a copy of the public record after inspection.

The FOIA permits the Library to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. The Library must protect public records from loss, unauthorized alteration, mutilation, or destruction. As such, the Library authorizes the FOIA Coordinator to determine whether in a particular circumstance an employee or agent of the Library must be present at any inspection of documents to protect the public records, and in such cases may assess charges as appropriate under law.

X. CERTIFIED COPIES.

The Library must, upon written request, furnish a requesting person a certified copy of the public record disclosed in whole or in part by the Library.

XI. APPEALS.

A. *Appeal of a Final Determination to Deny All or a Portion of the Request.*

1. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request, the requestor must submit to the Portage District Library Board ("Library Board") a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.
2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.
3. Response to Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:
 - a. Reverse the disclosure denial.
 - b. Issue a written notice to the requesting person upholding the disclosure denial.

c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Library Board shall respond to the written appeal. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

B. *Appeals of Fees (Including Deposits).*

1. Submit an Appeal. If the Library requires a fee that exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA, the requesting person may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal under until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response of Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

a. Waive the fee.

b. Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available Procedures and Guidelines and Section 4 of the FOIA.

c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.

d. Issue a notice extending for not more than 10 business days the period during which the Library Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

XII. CIVIL ACTION.

A. *Civil Action for Non-Disclosure or Denial of Public Records.*

1. Civil Action After Appeal: If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library's final determination to deny a request.
2. Civil Action Directly After Denial. A requestor may also commence a civil action in the circuit court to compel the Library's disclosure of the public records within 180 days after the Library's final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.
3. Remedies; Fines. If the court determines a public record is not exempt from disclosure, it shall order the Library to cease withholding or to produce all or a portion of a public record wrongfully withheld. If the person prevails, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Library prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines that the Library has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Library to pay a civil fine of \$1,000.00 and shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00.

B. *Civil Action Regarding Fees.*

1. Civil Action After Appeal. A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) made a determination on a written appeal. A requestor must submit an appeal to the Library Board for a fee reduction before commencing a civil action. If a civil action is commenced against the Library, the Library is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board.
2. Remedies; Fines. If the requesting person prevails by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines the Library has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the Library to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or

compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction.

XIII. FOIA RECORD RETENTION.

The FOIA Coordinator must keep a copy of all written requests and documents sent in response to the request for public records on file for no less than 1 year, unless a longer retention time has been specified in a record retention policy applicable to the Library.

XIV. PUBLICATION AND NOTIFICATION OF PROCEDURE AND GUIDELINES.

Because the Library maintains a website, these Procedures and Guidelines and the summary shall be posted and maintained on the website. The Library shall make these Procedures and Guidelines and summary publicly available by providing free copies both in the response to a written request and upon request by visitors at the Library. However, the Library may include the website link instead of providing paper copies in its response to a written request.

XV. SEVERABILITY; ENFORCEABILITY.

If any clause, provision or section of these Procedures and Guidelines shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections. If any of the Procedures and Guidelines is determined by the FOIA Coordinator to be in conflict with the FOIA or other law after adoption, the FOIA Coordinator has the authority to process FOIA requests in conformance with the FOIA and shall seek to amend these Procedures and Guidelines as soon as possible.

XVI. EFFECTIVE DATE.

These Procedures and Guidelines shall become effective upon approval.

Exhibit B

FOIA – Written Public Summary

PORTAGE DISTRICT LIBRARY

WRITTEN PUBLIC SUMMARY OF THE FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

The Portage District Library (“Library”) adopts this written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act, 1976 PA 442 (“FOIA”) so that the public will understand the Library’s Procedures and Guidelines for processing FOIA requests. This is a summary of the Procedures and Guidelines. A complete copy of the Procedures and Guidelines is available at the Library located at 300 Library Lane, Portage, Michigan 49002 or on the website at http://www.portagelibrary.info/about/policies_guidelines/.

A. How Can I Request a Public Record?

- A person (except those persons incarcerated in state, county or federal correctional facilities), may request public records.
- The requestor must send a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission. The requests should be directed to the FOIA Coordinator. The contact information is as follows: Portage District Library, Attn: FOIA Coordinator, 300 Library Lane, Portage, Michigan 49002; E-mail – foia@portagelibrary.info; Fax – (269) 324-9222..
- A request from a person must include (unless the request is from an individual who qualifies as indigent) the person’s complete name, address (in compliance with United State Postal Service standards), and contact information, and if made by a person other than an individual, the complete name, address, and contact information of the person’s agent who is an individual. Contact information must include a valid telephone number or electronic mail address.
- The requestor will not be required to use a specific form or format, but requests must identify the public record sufficiently to allow the Library to find the requested record.
- The Library may, but is not required to, respond to a verbal request. However, if the Library believes the information is available on its website, the Library will inform the requestor of the website location where practicable and to the best of his or her knowledge.

B. When Can I Expect a Response?

- Unless otherwise agreed to in writing, the Library will respond or seek a deposit within 5 business days after it receives the request. However, the Library may extend that time period by 10 business days.
- Please keep in mind that a request sent by e-mail or other electronic means is not considered received until 1 business day after it is transmitted. If the request is sent to a spam or junk mail folder, it is not considered received until 1 day after it is discovered.

C. How Can I Understand the Response?

- If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted.
- However, if the request is denied or denied in part, the Library shall provide any or all the following information, depending upon the reason for the denial:
 - An explanation of the basis that the public record, or portion of that public record, is exempt from disclosure, including a description of the information that is separated or deleted.
 - A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library.
 - A full explanation of the requesting person's right to (1) submit to the Library Board a written appeal; or (2) seek judicial review of the denial under Section 10 of the FOIA. (See below for more details).
 - Notice of the right to receive attorneys' fees and damages if a court determines that the Library has not complied and orders disclosure of all or a portion of a public record.
- If a request is granted in part or granted in full, the Library will require payment before providing documents.

D. What if I Request Documents Available on the Website?

- If documents are available on the website, to the degree practicable, the response will include a specific webpage address where the requested information is available.
- The Library will inform the requestor of the additional charge to receive copies of the public records that are available on its website.

E. What Fees Will the Library Charge?

- The FOIA Coordinator will provide a detailed itemization of costs.
- For labor costs, the fee shall not exceed the sum of the following components:
 - Hourly Wage. The Library will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records; separating and deleting exempt information from non-exempt information; and for duplication and publication regardless of whether that person is available or who actually performs the labor, except if the Library does not employ a person capable of separating and deleting exempt information from non-exempt information, it may treat necessary contracted labor costs for that purpose in the same manner as employee labor costs but may not exceed 6 times the State minimum hourly wage.
 - Time Increments: The fee will be charged in fifteen (15) minute increments, with all partial time rounded down, except the labor fee for duplication and publication, which shall be charged in one (1) minute increments.

- Determination of Unreasonably High Labor Costs. The fee for searching for, locating and examining public records and separating exempt information from non-exempt information (including redacting) will not be charged, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs.
 - Overtime. Overtime wages shall not be included unless agreed to by the requestor.
 - Description of Charge. The detailed itemization will include both the hourly wage and the number of hours charged.
 - Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount (but may not exceed actual costs) to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits, unless a requestor wants records that are available on the website. In which case, the fringe benefit multiplier can be greater than the 50% limitation.
- For public records provided to the requestor on nonpaper physical media (discs, flash drives, e-mails), the Library may charge the actual and most reasonably economical cost of the media.
 - For paper copies, the Library may charge the actual total incremental cost of necessary duplication or publication not to exceed \$.10 per page (single or double sided) for 8½ by 11 inch paper or 8½ by 14 inch paper. The Library will charge the actual cost of copies made on paper of a different size. The Library will use double-sided printing, if cost saving and available.
 - The Library may charge the actual cost of mailing and the least expensive form of postal delivery confirmation.

F. Will a Deposit be Required? When do I have to Pay the Deposit?

- The Library may require a good-faith deposit of ½ of the estimated fee if the entire fee estimate or charge authorized under the FOIA exceeds \$50.00, based on a good-faith calculation of the total estimated fee.
- The Library will also provide a best efforts, nonbinding estimate of the time frame it will take the Library to provide the public records to the requestor.
- If the Library has granted a prior request but has not been paid in full, the Library may require a deposit of up to 100% of the estimated fee if all of the following apply:
 - The final fee for the prior written request was not more than 105% of the estimated fee.
 - The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
 - The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
 - Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
 - The individual is unable to show proof of prior payment to the Library.

- The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit if **any** of the following apply:

- The individual is able to show proof of prior payment in full to the Library;
 - The Library is subsequently paid in full for the applicable prior written request; or
 - Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.
- If a deposit is not received within 45 days from receipt of the deposit notice letter (it is considered received 3 days after it is sent), and no appeal of the deposit amount is filed, the request is abandoned. The notice of a deposit will include the date by which the deposit must be received (48 days after notice is sent).

G. Am I Entitled to a Waiver or Reduction of Fees?

- A reduction of the fee by \$20.00 is available to certain individuals who submit an affidavit stating they are indigent and receiving public assistance, or if not receiving public assistance, stating facts showing inability to pay because of indigency. For this reduction to apply, the individual may not have received discounted fees twice during that calendar year and the person may not be requesting on behalf of parties who are paying to make the request.
- A reduction of the fee by \$20.00 is also available to certain non-profit organizations formally carrying out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act, provided that the request is made on behalf of the organization or its clients, is made for a reason consistent with the laws under Section 931 of the mental health code and is accompanied by documentation of its designation by the state.
- The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.
- If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if the late response was willful and intentional or the written request included specific language as set forth more fully in the Procedures and Guidelines.

H. How Can I Appeal a Decision to Deny All or Part of My Request?

- If a requestor desires to appeal all or part of a decision to deny a request, the requestor must submit to the Portage District Library Board ("Library Board") a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by reversing the disclosure denial, upholding the denial, revising in part and upholding in part the denial or issuing a 10 business day extension.

I. How Can I Appeal a Determination of the Fee or Deposit Amount?

- The requestor may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under the Procedures and Guidelines or Section 4 of the FOIA.
- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by waiving the fee, reducing the fee and explaining the basis for the remaining fee, upholding the fee or issuing a 10 business day extension.

J. Can I File a Lawsuit Regarding the Denial of a FOIA Request?

- If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requestor may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library’s final determination to deny a request. A requestor may also commence a civil action in the circuit court to compel the Library’s disclosure of the public records within 180 days after the Library’s final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.
- If a person prevails in an action regarding the denial of a request, the court shall award reasonable attorneys fees, costs and disbursements. If the person prevails in part, the court may award all or a portion of the attorneys’ fees, costs and disbursements. If the court determines the FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$1,000.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

K Can I File a Lawsuit Regarding the Fee Charged For a FOIA Request?

- A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) issued a determination of a written appeal. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board. The requester must file an appeal for a fee reduction before commencing a circuit court action.
- If a person prevails in an action by receiving a reduction of 50% or more of the total fee, the court may award all or a portion of the reasonable attorneys’ fees. If the court determines FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$500.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

Exhibit C

FOIA – Detailed Itemization Sheet

PORTAGE DISTRICT LIBRARY DETAILED ITEMIZATION

LABOR CHARGES	
<p>A. Cost for Searching for, Locating and Examining of Public Records in Conjunction with Receiving and Fulfilling a <u>Granted Written Request</u>.</p> <p>1. Determination of the Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier=\$ _____)</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>2. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours; for 45 minutes use .75 hours). _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to Library because of the nature of the request in the particular instance because of the following reasons:</p> <p>_____</p> <p>_____</p>	<p>Hourly wage: \$ _____</p> <p>Total time: _____ hours</p> <p>A. Total Fee (hourly wage x total time): \$ _____</p>
<p>B. Cost for Separating Exempt Information from Non-Exempt, including Redaction of Documents.</p> <p>1. For <u>Employee Labor Costs</u>:</p> <p>a. Determination of the Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier = \$ _____)</p> <p><input type="checkbox"/> This fee is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours). _____ hours.</p>	<p>1.a Hourly wage for employees: \$ _____</p> <p>1.b Total time for employees: _____ hours</p> <p>1.c Total Employee labor charge (hourly wage x hours): \$ _____</p>

<p>2. For Contracted Labor Costs:</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that the Library does not employ a person capable of deleting exempt information from non-exempt information in the particular instance and the work is being performed by the following person or firm:</p> <p>_____</p> <p>a. Determination of the Hourly wage:</p> <p>The hourly wage of the contracted labor (not to exceed 6 times the State of Michigan minimum hourly wage): \$ _____</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours; 45 minutes use .75 hours). _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons:</p> <p>_____ _____</p>	<p>2.a Contracted labor hourly wage: \$ _____</p> <p>2.b Contracted labor hours: _____ hours</p> <p>2.c Total Fee for contracted labor (hourly wage x hours): \$ _____</p>
<p>C. Cost for Duplication and Publication.</p> <p>1. Determination of the Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier = \$ _____)</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>2. Determination of total time using increments of one (1) minute with partial time rounded down. _____ hours.</p>	<p>Hourly wage: \$ _____</p> <p>Total time: _____ hours</p> <p>C. Total Fee (hourly wage x hours) \$ _____</p>

Other Actual Costs		
<p>D. Costs for Paper Copies. The actual total incremental cost of necessary duplication and publication using the most economical means available:</p> <p>1. Not to exceed \$.10 per sheet for 8 ½ by 11 or 8 ½ by 14 in paper: \$_____ per sheet x _____ number of sheets = \$_____.</p> <p>2. Other paper sizes: \$_____ per sheet x _____ number of sheets = \$_____.</p>		<p>D. Total Fee (add totals for all sizes of paper): \$_____</p>
<p>E. Costs for Nonpaper Physical Media. The actual and most reasonably economical cost of the computer disc, flash drives, computer tape or other similar media: \$_____ per item x _____ number of items .</p>		<p>E. Total Fee: \$_____</p>
<p>F. Cost of Mailing:</p> <p>1. The actual cost of mailing: \$_____</p> <p>2. Fee for the least expensive postal delivery confirmation: \$_____</p> <p>3. Costs for the envelope or box for mailing \$_____.</p> <p><input type="checkbox"/> The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.</p>		<p>F. Total Fee: (add all 3 costs): \$_____</p>
Costs for Providing Documents Available on the Website		
<p>G. <input type="checkbox"/> The Library has notified the requestor in its written response that all or a portion of the requested information is available on its website. The following is a detailed itemization of cost of the information that is available on the website:</p> <p>1. <i>Labor Costs – Searching for, locating and examining:</i></p> <p>a. Determination of Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$_____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a multiplier of _____% (hourly wage x percentage multiplier = \$_____)</p> <p><input type="checkbox"/> This fee is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$_____ per hour.</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down _____ hours.</p>		<p>1. Total fee (hourly wage x hours): \$_____</p>

<p>2. <i>Labor Costs: Copying or Duplication:</i></p> <p>a. Determination of Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a multiplier of _____% (hourly wage x percentage multiplier = \$ _____)</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>b. Determination of total time using increments of ___ minutes with partial time rounded down. _____ hours.</p> <p>3. The actual total incremental cost of necessary duplication and publication:</p> <p>a. Not to exceed \$.10 per sheet for 8 ½ by 11 or 8 ½ by 14 in paper: \$ _____ per sheet x _____ number of sheets = \$ _____.</p> <p>b. Other paper sizes: \$ _____ per sheet x _____ number of sheets = _____.</p> <p>4. Costs for Nonpaper Physical Media \$ _____ per item x _____ number of items.</p> <p>5. Cost of Mailing:</p> <p>a. The actual cost of mailing in a reasonably commercial and justifiable manner: \$ _____</p> <p>b. The charge for the least expensive postal delivery confirmation: \$ _____</p> <p>c. Costs for the envelope or box for mailing. \$ _____</p> <p><input type="checkbox"/> The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.</p>	<p>2. Total fee (hourly wage x hours): \$ _____</p> <p>3. Total cost for paper copies: \$ _____</p> <p>4. Total cost for nonpaper physical media: \$ _____</p> <p>5. Total cost of Mailing: \$ _____</p> <p>G. Total Cost for Providing Documents: \$ _____</p>
<p>1. Subtotal Charges: Add Items A – F Above:</p> <p>2. Subtotal with Website Document Charges from G above if applicable</p>	<p>Total Fee: \$ _____</p> <p>Total Fee with website records included if applicable \$ _____.</p>

Waivers or Reductions		
<p>Public Interest Reduction or Waiver. The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. <input type="checkbox"/> Fee waiver granted or granted in part for a reduction of \$ _____</p>		Subtract \$ _____
<p>Waiver of Fees of First \$20.00. A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following: 1. <u>Indigency</u>: Certain individuals who submit an affidavit stating that the individual is indigent or receiving public assistance as stated more fully in the FOIA and the Library's Procedures and Guidelines. <input type="checkbox"/> FOIA Coordinator Approves the Waiver. 2. <u>Certain Non-Profit Organizations</u>. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act as stated more fully in FOIA and the Library's Procedures and Guidelines. <input type="checkbox"/> FOIA Coordinator Approves the Waiver.</p>		Subtract Waiver of Fee: \$ _____
<p>Reduction for Late Response: If the Library does not respond to a written request in a timely manner, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction. However, this reduction only applies (1) if the late response was willful and intentional or (2) or the request contained the language required by the FOIA for such reduction (See Procedures and Guidelines). _____ number of days x 5% of labor costs = \$ _____</p>		Subtract \$ _____ of labor charges (up to 50% of labor costs).
Final Total After Any Applicable Reductions or Waivers:		\$ _____
<p>Deposit:</p> <p><input type="checkbox"/> The Library requires a deposit of \$ _____ (1/2 of the estimated fee) and this total estimated fee exceeds \$50.00.</p> <p><input type="checkbox"/> The Library requires a deposit of \$ _____ (100% of the estimated fee) because this request meets the statutory requirements for failing to pay for prior requests under Section 4(11) of the FOIA.</p> <p>The deposit must be received on or before _____. If the deposit is not received by this date, the request will be considered abandoned.</p>		Deposit Amount: \$ _____ <input type="checkbox"/> Deposit Paid on _____
<p>Total Fee \$ _____</p> <p>- Deposit Amount \$ _____</p> <p>= Remaining Fee Due of \$ _____</p> <p><input type="checkbox"/> Fee Paid on _____</p>		Total Fee Due: \$ _____

PORTAGE DISTRICT LIBRARY BOARD

Library Board Annual Calendar for 2023

MONTH	Board Governance Activities	Board Policy Review	Monitoring of Executive Limitations	Monitoring Reports on Ends Statements	DEADLINE Reminders
January	<ul style="list-style-type: none"> • Election of Board Officers – Chair and Vice-Chair • Appoint Board Personnel Committee; Friends Liaison & Board Secretary • <u>Conflict of Interest</u> Statements must be signed by trustees • Approve any necessary budget amendments for <u>previous</u> fiscal yr. • Approve any budget amendments needed for Ends in <u>new</u> fiscal year • Approve Library Director’s interpretation of Ends Statements & projects for the new year • Approve Library Director’s personal goals for the new year 	<ul style="list-style-type: none"> • Community Meeting Room Policy • Library Privacy & Search Warrant Policy 	<ul style="list-style-type: none"> • Global Executive Constraint • 4th Quarter Financial Report on previous fiscal year and report and comments on Year End Results. 		<ul style="list-style-type: none"> • Prepare and submit annual State Aid Report to Library of Michigan. • Propose budget amendments to adjust previous year’s budget. • Do budget amendments as needed to fund Ends projects in new year. • Library Director’s interpretation of Ends Statements for new year. • Library Director's Personal Goals for due to Library Board. • Review contracts with <u>all other</u> insurance providers. • 4th Qtr. Financial Report from previous Fiscal Year
February	<ul style="list-style-type: none"> • Review of Library Board by-laws • Approve allocation of Gifts & Donations funds for the new year • Receive Marketing Plan for the year 		<ul style="list-style-type: none"> • Emergency Library Director Succession • Treatment of Consumers 		<ul style="list-style-type: none"> • Allocate gifts and donations funds. • Engage firm for financial audit of the library's previous fiscal year. • Marketing Plan for the year.
March	<ul style="list-style-type: none"> • Invite guest(s) to board meeting 		<ul style="list-style-type: none"> • Asset Protection • Financial Planning & Budgeting • Financial Condition and Activities 		<ul style="list-style-type: none"> • Review contract with liability insurance provider and make recommendation to Board. • Begin audit process at the library.
April	<ul style="list-style-type: none"> • Schedule mid-year review with the Library Director • Receive Audit Report for previous Fiscal Year 	<ul style="list-style-type: none"> • Art Exhibit Policy • Programming Policy 	<ul style="list-style-type: none"> • 1st Quarter Report for the current fiscal year. • Fundraising Executive Limitation 		<ul style="list-style-type: none"> • Spring Appeal Campaign • Continue audit process. • Audit Report to Library Board • Fundraising Plan presentation
May	<ul style="list-style-type: none"> • Planning and budgeting • Invite guest(s) to board meeting 	<ul style="list-style-type: none"> • Patron Behavior Policy • Reciprocal Borrowing Policy 			<ul style="list-style-type: none"> • Initiate new contracts or renew for outsourced services • Work on budget projections for next fiscal year

MONTH	Board Governance Activities	Board Policy Review	Monitoring of Executive Limitations	Monitoring Reports on Ends Statements	DEADLINE Reminders
June	<ul style="list-style-type: none"> • Receive first presentation of proposed FY Budget for next year • In election year, review timeline and candidate requirements for ballot. 	<ul style="list-style-type: none"> • Heritage Room Policy 			<ul style="list-style-type: none"> • First budget presentation to Board. • Initiate election related activities: Notify media of board vacancies Put in e-newsletter & on website Distribute public flyers Prepare candidate info packets • In election year, inform board candidates seeking office to file Affidavit of Identify & Nominating Petition with Portage City Clerk to have names placed on ballot. • Obtain election timeline from Kal County Clerk for election.
July	<ul style="list-style-type: none"> • Approval of final budget and consideration of the millage rate • Start planning annual Board Retreat • Invite guest(s) to board meeting • Technology Plan 	<ul style="list-style-type: none"> • Internet Policy e-Rate discussion requirements 	<ul style="list-style-type: none"> • Minutes/Records Retention Policy • 2nd Quarter Report for the current fiscal year. 		<ul style="list-style-type: none"> • Remind board candidates of deadline for submission of their nominating petitions • Final look at budget for next fiscal year (prior to public hearing) • Plan for Library Board Annual Retreat in September or October • Give update on plans for current year Annual Campaign • Initiate plans for Staff Development Day in September
August	<ul style="list-style-type: none"> • Public Hearing on new FY Budget • Pass a formal resolution to adopt the new Library FY Budget and set the millage rate to be levied in December • Receive information on public library trends and comparisons. 		<ul style="list-style-type: none"> • Compensation and Benefits • Treatment of Staff 		<ul style="list-style-type: none"> • First-time board candidates must file Statement of Organization with Kalamazoo County Clerk • Public hearing on the proposed library budget for next fiscal year. • Post public notice in newspaper (10) days prior to Public Hearing on proposed new FY Budget • Present information to Board on public library trends/comparisons
September	<ul style="list-style-type: none"> • Annual Board Retreat is held in either September or October [<i>The board retreat provides an opportunity for board members to review, change or endorse the library's End Statements.</i>] • Board Personnel Committee initiates Library Director's evaluation process & distributes forms 	<ul style="list-style-type: none"> • Materials Selection Policy 	<ul style="list-style-type: none"> • Capitalization 	<p>NOTE: Consider new or revised Ends Statements for the next fiscal year to be developed at the Library Board's Annual Retreat.</p>	<ul style="list-style-type: none"> • Post notice of board candidates or ballot issue for election • File budget documents with authorities for next fiscal year • Contact City of Portage to arrange for tax collection in December • Staff Development Day • Participate in Library Board's

	<ul style="list-style-type: none"> • Invite guest(s) to board meeting 				Annual Retreat
October	<ul style="list-style-type: none"> • Appoint Nominating Committee Chair to poll trustees about interest in Board officer positions (<i>In election year, postpone this action until December</i>) • Board Personnel Committee conducts Library Director’s annual evaluation & prepares recommendation for compensation in new year • Finalize Long-Range Strategic Goals for the Library • Follow-up discussion about Library Board Annual Retreat • Adopt schedule of board meetings for the new year • Approve holiday schedule for library hours of operation in new year • Set Non-Resident Fee amount for the new year 	<ul style="list-style-type: none"> • Donation Policy • Circulation Policy • Investment Policy and list of investments • Resident/ Non-Resident Policy 	<ul style="list-style-type: none"> • Communication and support to the Library Board • Ends Focus of Grants/Contracts • 3rd Quarter Report for the current fiscal year. 		<ul style="list-style-type: none"> • Library Director’s evaluation done • Identify “Areas of Focus”& work on interpretation of Ends • Develop Holiday Schedule for the Library's Hours of Operation for the new year • Set Resident Non-Resident Fee • Schedule Board meeting in new year (and reserve rooms) • Work on Annual Campaign
November	NO BOARD MEETING in NOVEMBER (<i>Election in Even Numbered Years</i>)	None	None	None	<ul style="list-style-type: none"> • Conduct Annual Campaign
December	<ul style="list-style-type: none"> • Board Personnel Committee conveys results of Library Director’s evaluation & recommends compensation for the following year and contract renewal • Adopt annual calendar of Library Board activities for new year • Approval of final schedule of Library Board meetings • Orientation of any new trustees • Recognition of any departing trustees 	<ul style="list-style-type: none"> • FOIA Policy 		<p style="text-align: center;">END of YEAR REPORT on ALL END STATEMENTS for current year</p>	<ul style="list-style-type: none"> • Prepare final progress report on all Ends Statements • Staff evaluations done • End-of-year closing of books • Prepare documents for December board meeting including projects to accomplish Ends in new year • Review content in Library Board’s Annual Calendar

Library Director's Narrative Report for December 12, 2022
(Activities for the months of October and November 2022)

Administrative Activities:

During October and November 2022, Library Director Christy Klien engaged in the following activities:

- ❖ Participated in weekly Administrative Team meetings.
- ❖ Participated in weekly staff meetings.
- ❖ Met with the PDL Strategic Plan Committee on October 11 and November 29.
- ❖ Met with Quyên Edwards and Colin Whitehurst to discuss 2022 Annual Campaign.
- ❖ Met with consultants for PDL salary survey on October 13.
- ❖ Met with representatives from KRESA Career Development on October 13.
- ❖ Participated in the Library of Michigan Directors meeting on October 14.
- ❖ Attend Michigan Library Association's Annual Conference in Port Huron from October 19-21.
- ❖ Held Covid and Flu Shot Clinics for library staff on October 13 and October 20.
- ❖ Met with Library HR consultant, Brian Mortimore on October 21.
- ❖ Participated in PDL Board Meeting on October 24.
- ❖ Held PDL Supervisor training on October 25.
- ❖ Presented PDL Building Renovation presentation at the October 26 Portage Rotary meeting.
- ❖ Hosted the Southwest Michigan Library Consortium meeting at PDL on October 27.
- ❖ Met with Rose Street Advisors to review 2023 benefits before Open Enrollment.
- ❖ Interviewed candidates for the open Youth Librarian Position during the weeks of October 31 and November 7.
- ❖ Participated in Project Management webinar during the month of November.
- ❖ Participated in the City of Portage's Master Plan Focus Group on November 10.
- ❖ Met with supervisors to discuss staff performance evaluations during the week of November 14.
- ❖ Met with Head of Circulation and Technical Services, Abby Pylar, to discuss SMS notifications on November 17.
- ❖ Held one-on-one performance evaluations with Library Administration Team members during the latter part of November.

Maintenance and Building Services

- HVAC troubleshooting with both HVAC contractor and bldg. management programmer on Oct 24.
- Replaced the main diaphragm in the regulating valve of natural gas feed line by Consumers Energy on Oct. 24.
- Participated in the Coaching Training on Oct. 25.
- Zimmerman tagged the backflow preventers on Oct 26.
- Knapp Landscaping mulched the parking lot islands on Oct. 27.
- Carrier repaired the AHU copper tubing leaks in Mech room #2 for the loss of refrigerant in the NE condenser with R W LaPine piping welder on Nov. 3. New refrigerant was installed on Nov. 8 and verified pressured on the next day.
- Completed 2022 performance evaluations for Jay Cotter and myself in November.
- Installed light switch for lower level foyer to the program rooms, removed the sensor from Colin's studio office and located the speaker wire on the main floor on Nov. 4.
- Repaired the West Lake exterior door's lockset by replacing the broken cylinder on Nov. 8.
- New snow removal contract was approved on Nov. 10.
- The EV car charging striping was completed on Nov. 11.
- New EV car charging signage was installed on Nov. 14.

- Monitored heavy snow fall beginning Friday, Nov 18 through Monday, Nov 21 including salting efforts.
- Met with Riverside IS to discuss motion sensor design and installation for both levels of the interior. In addition, camera locations were discussed for future needs on Nov. 23.
- AHU in Mech room #4 stopped working on Nov 23 and was reprogrammed and correctly verified on Friday, Nov 25.
- Complementary canine training on Nov. 28 in preparation for a full K9 library inspection on Nov. 29. Pest control heat treating was implemented on Nov. 29.
- Participated in the Strategic Planning session for Admin on Nov. 29.
- Monthly pest control application for both the interior and exterior was performed on Oct. 20 and Nov. 30.
- Three new electrical floor boxes were installed Dec. 1 along with lighting corrections in numerous offices, program room 106, All Gender restroom, and lower level hall.
- Electric Vehicle Dual Car Charging station from ChargePoint was installed Nov 18, the Valid Install verified Nov 29 by electrical installer and requires Network verification now.

Personnel Information:

The library undertook the following Human Resource and Financial activities since the October 24, 2022 Board meeting:

- Work with John Aymond of Multi-Bank Solution and Dawn Lovrovich of UBS to reinvest Library funds as investments mature.
- Hired three (3) new Library Assistants in the Circulation Department. Those individuals are Rhyan Shankool, Kevin Curtis, and Angelica Zoch.
- The Library posted the position of Youth Librarian and conducted interviews with prospective candidates. An offer was made to Jenni Chase. Jenni will begin work at the Library in early January 2023.
- Worked with supervisors to complete year-end staff evaluations.
- Christy Klien and Rob Foti are continuing to meet and discuss the results from the Salary Range Project information provided by ElementOne. Work is being done to analyze the recommendations and determine a manner of implementation that will not strain existing budgets.
- Attended an informational web call regarding a health benefit, HealthiestYou, for part-time staff.
- Conducted a phone call with the Library's labor attorney regarding the new Paid Medical leave Act that is set to take effect February 19, 2023. This act would mandate sick leave for all employees. Additionally, discussed other part-time benefits and possible changes.
- Worked with Rose Street Advisors to conduct open enrollment and get employees enrolled for benefits that will begin December 1, 2022.

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
Kalamazoo Genealogical Society - Monday, October 17th, 12 attendees

Jane Fleming, STEM Librarian, spoke at the Kalamazoo Genealogical Society to let people know about the equipment in the Creation Station and how it might help them with their interest in genealogy. Jane gave a PowerPoint presentation to explain the equipment and software we have. After the presentation and time for questions, those interested walked up to the CS/MS to look at the equipment and ask additional questions.

Make It @ The Library: Family History Digitization Class - Thursday, October 20th, 10 attendees

This event was full. The program was all about the digitization tools that we have at the Creation Station. After showing a PowerPoint explaining them, STEM Librarian Jane Fleming walked all the participants over to the equipment, and showed them how to scan a variety of media.

Nature Printing Class - Thursday, October 20th, 12 attendees

This was an event coordinated with the Kalamazoo Book Arts Center. Rachel Stickney was the presenter, and she did a fantastic job of showing the participants how to use dye and items from nature (leaves, sticks, flowers, etc.) and dye them on to paper. The results were beautiful!

“I tried something that I had not done before and learned great information!”

“This was an awesome class!”

Make It @ The Library: Fall Porch Signs - Thursday, October 27th, 6 attendees

This event was full. Patrons used the Cricut and the Cameo to choose their own Fall designs, then cut out vinyl and transferred it on to a prepared sign. Here are some of the finished signs:



Make It @ The Library: Laser Cut Thanksgiving Napkin Holders - Thursday, October 10th, 5 attendees

This group was full, with a full waiting list. Patrons got to choose between different designs and whether they could make cloth napkin holders or paper napkin holders. STEM Librarian Jane Fleming walked through the process of laser engraving and cutting with everyone, and gave them information on how to find other interesting projects they might want to make.

During the months of October and November, Jane Fleming, STEM Librarian, had approximately 33 One-on-Ones in the Makerspace and Creation Station. This does not include one-on-ones during Staffed Drop-in hours. Here are just a few of the interactions she had with patrons:

Helped a patron make a coaster out of cork using the logo of the company where he works.

Trained someone on how to use the heat press to make shirts for her daughter and friends.

Worked with a man who has a box of old 8 mm and Super 8 movies his grandfather took in the 50's and early 60's. He wants to digitize them to surprise his mother for Christmas.

Helped a 13-year-old use the Cricut to make a Christmas present for her mother.

Helped another patron with a box of 8 mm film. She said she is pretty sure her mother hasn't seen these movies in over 40 years, and is excited to show them to her again.

Helped another patron digitize VHS cassettes that she wants to send to her adult children.

A group of parents came in with their children to use the Makerspace for a craft project.

Below is a chart with statistics for equipment use in the Makerspace for October and November.

Equipment	Number of Uses
VHS Conversion	15
Slide Conversion	10
Negative Conversion	2
Photo Digitization	27
Super 8/8 mm Conversion	5
Audio Cassette Conversion	5
Other (at Creation Station computers)	7
Cricut	45
Laser Cutter	9
3D Printer	4
Heat Press	4
Other (Maker Space)	2

STEM Librarian Jane Fleming performed routine maintenance and cleaning on the Makerspace devices, including cleaning the Fast Foto scanner thoroughly, re-leveling the bed on the 3D Printer, and cleaning and aligning the laser engraver, and changing out the blades on the Cricut. She expanded with Maker Space with the following devices and software:

The heat press that was purchased in September is now ready for patrons to use and is listed on the website, along with procedures for use.

A new turntable so patrons can digitize vinyl records. STEM Librarian Jane Fleming also created a tutorial for how to use the software to digitize vinyl.

She also created two more Creative Kits for the Makerspace for Yarn Arts, one for knitting and the other for crochet and our first STEM Kit for use in the Makerspace. The STEM Kit is Squishy Circuits.

Here are just a few photos of the projects completed in the Makerspace:



Develop more instructional programming for adult patrons

Saturday Sound Immersion – October 8th – 12 attendees and November 12th – 25 attendees

Sara Weyenberg, Outreach Librarian, hosted sound immersion programs in partnership with local nonprofit, Wind Willow Consortium (WWC). Registration was full with a few people on the waitlist. WWC brought three musicians who treated patrons to approximately one hour of sound immersion using drums, singing bowls, gongs, flutes, and more. Many patrons lingered after the fact to socialize and were very pleased. There will be more sound immersion programs with varying musicians monthly through December. Beginning in March of next year, WWC has graciously offered to perform programs at PDL free of charge.

Cracking Cold Cases: How WMU Students Solved a Murder—Oct 26th—24 attendees

Adult Services Librarian Katharyn Haas introduced WMU Cold Case program coordinator McKenzie Stommen to the Portage community. Stommen told the story of how WMU students caught a murderer by partnering with Michigan State Police and combing through old files. The audience was very engaged and asked lots of questions.

Michigan Author Talk—Nov 16th—22 attendees live and 63 people viewed the recording

Adult Services Librarian Katharyn Haas was thrilled to welcome author George Jepson for a presentation about his WWII historical title *Crash Boat*. We received this comment by an online viewer:

“The Australian pilot Jim Lennard discussed during this lecture was my Uncle Jim. It was informative to learn more details about his death and the brave attempts to rescue him following his plane crash. I’ve read CRASH BOAT and I highly recommend it.”

Caregiver Survival Tips—Nov 29—5 attendees

Adult Services Librarian Katharyn Haas hosted longtime Portage resident Katie Ray to present a community resource presentation put together by Humana’s educational community presentation program. The presentation was followed by a brief tutorial by Katharyn about how to reach the Older Adult Services Division under the Health and Community Services Department in Kalamazoo. Attendees found the community-specific information and resources helpful.

Professionalism in the Workplace with Michigan Works! – November 16th – 3 attendees

Sara Weyenberg, Outreach Librarian, held a program presented by Michigan Works! regarding workplace skills like interpersonal communication, conflict resolution, and more. This workshop was interactive, with all three attendees participating by answering questions, sharing personal experiences, and discussing what professionalism is and how it has changed.

Beginners Sewing: Holiday Gift Bags – November 17th – 7 attendees

Adult Services Librarian Ruth Cowles instructed patrons on how to use the six Singer sewing machines owned by PDL. With a few simple stitches, the participants were able to take home a completed gift bag that they could use over and over again this holiday season.

Create programming that promotes interactive learning

- Youth Librarian Kristy Zeluff hosted Caldecott Club, discussing with the young attendees which books might win this year's Caldecott Award.

- Outreach Librarian Andrea Smalley hosted Middle Grade Book Club for readers grades 4th-6th. The book club discussed "The Storm Runner" by J.C. Cervantes and "Cece Rios and the Desert of Souls" by Kaela Rivera. Books for each session are selected by the group.

- Youth Staff Annette Wendt hosted 2 more events in the Retro Crafts series. The craft for October was Ice Candles, and November's craft was String Art. Elementary-aged attendees learned the techniques and were able to take their creation home.

- October 6th: Families attended a Three Little Pigs STEM night. Youth Librarian Emily Mingle read The Three Little Pigs and then attendees built houses out of straw, sticks, and bricks. They were able to test the strength of their houses against the "big bad wolf", which for this program was a hair dryer. 27 patrons attended.

- October 14th: After the library closed to the general public, 16 teens participated in a ghost hunt led by the Michigan Paranormal Alliance and supervised by Teen Services Librarian Olivia Pennebaker and Youth Services Assistant Mary Breuer. Over the course of two hours, teens had the opportunity to try out a variety of tools used in paranormal investigations. While no firm conclusions were reached as to whether or not the library is haunted, a good time was had by all.

- November 2nd: Youth Librarian Kristy Zeluff and Local Historian Steve Rossio hosted a Birding for Kids event. Attendees learned about what our local birds do during the winter through fun crafts and activities.

- November 14th: Youth Staff Andrea Smalley and Laura Wright joined Book Buddies volunteers to host the Family Night Maker Mania and Build It event. Families could build with both traditional and non-traditional materials, make crafts, or experiment with techy gadgets such as Cubelets. 33 People attended.

- November 17th: At the request of patrons, a Tween Yoga class was offered. Middle grade attendees learned basic positions and calming exercises.

Yoga & Journaling—Nov 9—2 attendees

Certified instructor Susan Corak led participants through a curated yoga and journaling experience leaving attendees relaxed and thoughtful. Adult Services Librarians Ruth and Katharyn hosted this program.

- We now have someone working in Circulation updating the Seed Library database weekly. STEM Librarian Jane Fleming and Assistant to the Director Quyen Edwards are currently processing donations and ordering seeds, so the Seed Library is well-stocked for the growing season this Spring.

Build programming and services that will reach groups at diverse levels

- October/November: Visiting Youth Librarian (and former intern) Laura Herman hosted biweekly Teen Time programs this fall to see what additional programs teens might enjoy. Youth Librarian Olivia Pennebaker will use information gained from these to plan future programs.

- Throughout the month of October youth staff also worked to decorate pillars. Youth Substitute Librarian Angela Loertscher created an interactive pillar where patrons could color a cat or dog and dress it in a

costume. By the end of the month, 144 patrons had contributed a picture to this pillar. As patrons viewed the pillars they could vote for a favorite and enter it for a chance to win a pair of Halloween socks. 86 patrons participated in this raffle.

- October 7th: Youth Staff Kristy Zeluff and Maker Librarian Jane Fleming hosted this month's STEM Storytime – Leaves Changing Color.

- October 25th: 19 teens participated in the Teen Halloween Extravaganza hosted by Teen Services Librarian Olivia Pennebaker, which featured pizza, candy, spooky crafts, and a screening of the film Hocus Pocus. Competition in the costume contest was fierce, with top honors going to Wednesday Adams and a haunted doll for spookiest costumes, a deer for cutest costume, and Barnacle Boy and Mermaid Man (from Spongebob Squarepants) for best costumes overall. The evening concluded with a teen-led activity where one brave middle schooler--armed with a dry erase marker and dressed in a banana costume--facilitated an attempt to create tiered rankings of the best Halloween candies. The debate over where candy corn should fall in the rankings proved especially fierce.

- Youth Staff Mary Breuer and Kristy Zeluff hosted our first ever Baby/Toddler Halloween Celebration, but it will not be our last. Over 100 little ones and their attended. There was a costume parade and baby-friendly activities.

- October 28th: Portage Northern High School Book Buddies and Youth Staff hosted the second annual Books and Treats program. 277 attendees enjoyed Book Buddy activities, used our photo booth, and picked out a free book.

- November 8th: Head of Youth Services Laura Wright hosted a Vote the Tik Tok Toy event to highlight the need to vote and to provide some levity to the day. Attending families could experiment with gadgets popular on social media and vote for their favorites. (Note: Featured gadgets were either purchased for a specific future program use or donated.)

- November 22nd: Youth Staff Karina Gluys hosted the Teen Charcuterie Competition. Attendees built creative (and somewhat edible) charcuterie boards and then voted on their favorites. 16 teens attended.

- November 30th: Youth Librarian Emily Mingle and Head of Youth Services Laura Wright hosted a Tea Rex Tea Party in honor of Dinovember. Attendees were treated to tea lessons from a real live dinosaur, enjoyed their own treat, and made dino-ramas. 27 people attended this event.

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

- Seasonal and thematic displays reflected our themes of Halloween and Dinovember. An Ancient Cultures display was created based on a request from an area Middle School Teacher.

- Adult Services Librarian Katharyn Haas put up displays featuring relevant reads for Indigenous Peoples' Day, resources for National Disability Employment Awareness Month, book and reading themed materials for Library Appreciation Month, and helped put up a display featuring materials selected by CSA KayLee Davis for Trans Week of Awareness/Trans Day of Remembrance. We have received a few positive comments from the community about this display. She also supplemented the materials picked out by CSA Rosemary Cotter with a couple of handouts to celebrate gratitude and National Adoption Month.

- Jane Fleming, STEM Librarian, wrote up some Facebook posts to advertise the Makerspace, one featuring the laser cutter and two others featuring the Cricut. She used projects that patrons made to show people some of the possibilities. We got a lot of feedback on the posts and some patrons came in to use the devices because of those posts. She also made a display by the Makerspace promoting the Purl for Portage program that is there once a month.

-Adult Services Librarian Ruth Cowles gathered reviews and sent to Steve Ellis for printing in the November and December issues of Spark Magazines.

Now You See Him, Now You Don't – October 11th – 5 attendees

Two classic monsters that seem to disappear right in front of you were discussed. Adult Services Librarian Ruth Cowles discussed the Invisible Man and Dr. Jekyll and Mr. Hyde with a quick lesson on the original works by Robert Louis Stevenson and H. G. Wells and the depiction of these characters in the 1930's Universal films. While we only had five people, our discussion covered the immorality and corruption of Hyde and Griffin (the Invisible Man) and the importance of science vs. religion in the Victorian age.

International Mystery Book Discussion: *Murder in Mykonos*—Oct 13th—13 attendees

Documentary and Donuts: *Hunting Big Foot*—Oct 14th—3 attendees

Open for Discussion: *The Fuzz*—Oct 18th—3 attendees

Cookies and Conversation: A Heartwarming Reads Book Club—Oct 19th—5 attendees
The group read *The Reading List* by Sara Nisha Adams.

Book Tasting: Fall Cookbooks—Oct 26th—17 attendees

Classic Movie: Abbott and Costello Meet Frankenstein – October 22nd – 7 attendees

Steve Salaba generously shares his reel-to-reel films with our community. This month he shared an Abbott and Costello comedy that included many well-known monsters from Universal Studios. Our patrons thoroughly enjoyed this Halloween classic and the fresh popped, movie-style popcorn!

Star Wars and the Decline of Democracy – November 8th – 10 attendees

On the eve of election day, ten community members and Librarian Ruth discussed the portrayal of the decline of democracy in the Star Wars franchise. Episodes 1-6 and the TV series, *The Clone Wars* were used to show how weak governments, manipulation of the law, the blindness of the population, and the use of confusion and power aided Palpatine to rise from a “well-meaning” senator to Emperor of the Galactic Empire.

International Mystery Book Discussion: *The Missing American*—Nov 10th—11 attendees

Documentary and Donuts: *Young Lakota*—Nov 11th—5 attendees

Open for Discussion: *The Maid*—Nov 15th—6 attendees

Cookies and Conversation: A Heartwarming Reads Book Club—Nov 16th—6 attendees
The group read *The Guncle* by Steven Rowley.

Book Tasting: Amazing Audiobooks—Nov 23th—13 attendees

The volunteers logged over 366 hours for the month of October and 275 hours for the month of November by helping with shelving, organizing donated books, running the book sale, pulling books for discard, scanning for missing books, and gardening assistance.

Friends of the Library appreciation week was October 16-22. During their board meeting on Monday, October 10, the library provided cake, coffee, tea, and water. Ruth Cowles, Volunteer Coordinator, ordered and picked up a cake from Sam's Club. All attendees to the meeting appreciated the extra attention and delicious cake.

Ruth interviewed our regular Friends volunteers to see what works best for them, carts or bins. The library would like to reclaim the spare office, and the donated books will be kept in the receiving room of the library. With the initial questions done, it is now up to the library to decide how to proceed with receiving donations.

She also escorted the President and Treasurer of the Paw Paw Friends of the Library with our regular volunteers for PDL's Friends of the Library to show how our Friends receive donations, how the books are processed, and the new storage area on the lower level. Questions were asked about how the library and the Friends group communicate and how librarians request funds from the Friends group.

Ends Statement #3

Be a leader in strengthening our community.

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

Project Updates:

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

- October/November: Outreach Librarian Andrea Smalley and Youth Librarian Emily Mingle went on STEM Outreach visits to Woodland Elementary's Young 5s classes. They presented storytimes, songs, and activities to support classwork on the human body and exercise.
- October 5th: Youth Staff Annette Wendt, Kristy Zeluff, and Andrea Smalley hosted a virtual Tasty Travels event focusing on Spain. They made a Spanish Tortilla. Although there is still interest in this program, most patrons seem to be eager to attend programs in person.
- October 12th: Outreach Librarian Andrea Smalley and Head of Youth Services Laura Wright met with Board Member/PNHS Teacher Jeanne Friedman and the Book Buddies to plan our Books and Treats event.
- October 13th: Outreach Librarian Andrea Smalley and Director Christy Klien met with representatives from KRESA to discuss a partnership to promote career exploration resources and programming.
- October 14th: Youth Librarian Emily Mingle went to Woodland Elementary to work with a fourth-grade class on electricity. She gave a short presentation on simple circuits and then gave students time to experiment with our snap circuit kits.
- October 21st: Every North Middle School 6th Grader visited the library during their field trip sessions. Each group toured the library, learned about programs and services we offer, and had the opportunity to get a PASS card.
- October 31st: Youth Staff visited all of Angling Road Elementary's kindergarten classes as part of a Kindergarten Card outreach effort.

- November 11th: Youth Librarian Emily Mingle brought snap circuits to use with two fourth grade classes at Woodland Elementary. In working with the school librarian, students were given a brief overview of Portage District Library and how snap circuits worked. Students were then given time to experiment. 35 students were seen in total.

- November 15th: Outreach Librarian Andrea Smalley and Youth Librarian Emily Mingle attended Haverhill's Title 1 Family Night.

- November 29th: Outreach Librarian Andrea Smalley attended PPS ELL Families Night and provided library materials and information.

Cookbook Club Challenge: Everything Pumpkin—Oct 1 – Oct 31—6 participants

The Cookbook Club group currently has 260 members. Distributed 50 copies of the winning September recipe to the public.

Brookdale Book Chat – October 13th – 9 attendees and November 10th – 4 attendees

Sara Weyenberg, Outreach Librarian, gathered books, DVDs, and music CDs for the residents of Brookdale Assisted Living and brought them to the facility. They discussed the books the residents had borrowed on the previous visit and read the book descriptions of the new materials so they could find ones they were interested in borrowing.

Geekfest 2022– October 15th - 131 Portage attendees.

This event drew 686 Attendees, a 29% decrease from our last in person Geek Fest in 2019. 131 attendees were from Portage, which was 19% of attendance, up from 134 and 14% in 2019. Because of our two year hiatus, we are happy with the attendance, and an attendance of 134 is the highest attendance for an Adult event in 2022. We did not run an attendee survey this year.

New guests this year included local organizations and talent:

- Gretchen McNeil: Author of the YA horror/suspense novels POSSESS, 3:59, RELIC, GET EVEN, GET DIRTY, and TEN (a YALSA Top Ten Quick Pick for Reluctant Young Adult Readers, a Romantic Times Top Pick, and a Booklist Top Ten Horror Fiction for Youth).
- Lindsay Zrull, author of Goth Girl, Queen of the Universe, and also a librarian at Southwest Michigan Librarian.
- The Game room included a table from Voss Media, a local board gaming store, with several staff who were very busy running demos of games.

5 PDL staff participated, including Ruth Cowles, who oversaw volunteers, Jane Fleming, who staffed a table for our maker space, Steve Rossio, who ran a cosplay photo booth, and Daci Tufano from the circulation department, who staffed a Hoopla table. Christina Doane, a former staff member, again ran the gaming room as a volunteer.

Take Home Craft: Spooky Tree Lantern – October 22nd – 20 made

Using the library's Cricut machine, cardstock and vellum were cutout to provide the pieces for a take home craft that created a spooky tree lantern. They were gone within a few hours.

Purl for Portage—Oct 25th—7 attendees and Nov 22nd—9 attendees

Adult Services Librarian Katharyn Haas led a group of knitters in a discussion of new stitches and ways that they could donate their work to the community. Due to the overwhelming response from the community in November, the library provided yarn for a featured pattern as a way to support and thank those who donate their time to make items to give away to those who need them. Items given away were available for free—no questions asked—at a coat rack by the front door of the library.

Donations received in 2022: 33

Items given away in November 2022: 72

Attendee reactions:

“[I liked that there was a] split group, based on experience.”

“[I] learned a new stitch to make a scarf and hat.”

Cookbook Club Challenge: Starring Potatoes—Nov 1 – Nov 30—3 participants (as of 2 PM on 11/30)
The Cookbook Club group currently has 262 members. Distributed 50 copies of the winning October recipe (Pumpkin Crumb Cake Muffins) to the public.

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

- During the month of October, 351 Portage Public School students had activity on their PASS card.

- During the month of November, 316 Portage Public School students had activity on their PASS card.

Ends Statement #4

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

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

Project Updates:

Displays and use of space to showcase local arts and organizations

Art Exhibits for October

Café Gallery—The Art of K.P. Kent

Atrium Gallery— Alliance of Kalamazoo Artists

Art Reception: Alliance of Kalamazoo Artists—Oct 23—20 attendees

Adult Services Librarian Katharyn Haas held the first art reception since the remodel of the library! This event occurred in the atrium. Refreshments were available and artists had smaller artworks for sale and answered attendees’ questions. Attendees and artists were thrilled to get an opportunity to engage over art in the library again.

Art Exhibits for November

Café Gallery—Animals by Morgan Fletter

Atrium Gallery—Pastels by Bruce Wiegand

Heritage Room Updates for October and November, 2022

Heritage Room Acquisitions

The Heritage Room was fortunate to receive a tremendous donation to the collection. The items focus primarily on Three Rivers on the southern end and Portage on the northern end.

Included in the donation were dozens of photo postcards from Schoolcraft, Michigan (ca. 1900), various documents, books and booklets, a Schoolcraft graduation certificate from 1912 and several indentures, etc. Some of the documents date from our Territory Days and are signed by Bazel Harrison who is regarded as the first “white” settler in the area.

Also accompanying the donation were two dozen plus dresses dating from ca. 1890 to 1900. These are your every-day style of dress and are incredibly rare and unique to encounter. They are even more special as we know that these dresses were worn by citizens from the immediate area.

It should be noted that the donor indicated that more material would be coming in the future.

Another donation to the Heritage Room was an amazing Obituary File covering Schoolcraft, Portage and Kalamazoo. The file consists of thousands of obituaries, hand-cut from local papers and mounted on index cards. Many of the cards contain handwritten, cross-reference information as well.

Programming

The usual programming of the Kalamazoo Valley Genealogical Society and the Kalamazoo County Historical Society occurred during the months of October and November. For the month of November, the Heritage Room also put up the annual Veterans Exhibit. Most of the material loaned for the exhibit was from World War II and included Navy uniforms, Army uniforms, a grass skirt acquired in Hawaii and sent home as a souvenir and a set of diaries from a sailor who served aboard the Aircraft Carrier Independence. Also, on display was a recent donation to the library from Mrs. Carolyn Selby. Her husband Alan (now passed) served as a photographer in the United States Air Force during the Korean War. The Selby's are longtime residents of Portage and her husband once served on the Portage Library Board.

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

- A few minor projects remain for the building renovation as we wait for backordered material and installer availability. Recently the new EV car charging stations were installed in the parking lot.

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

- Three staff members participated in the MLA Annual Conference in Port Huron, MI from October 19-21. The library supervisors met with Library HR Consultant, Brian Mortimore to discuss performance coaching on October 25. All PDL staff are required to participate in ERRACE's Introduction to Systemic Racism Workshop by the end of 2023.

Circulation Update

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

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

Started Fine-Free. Circulation has been maintaining patron accounts to ensure that the statuses are correct.

Started Curbside Service in October.

Circulation staff has been working on an inventory project to ensure that all materials are accounted for and in their proper shelf placement.

In November, Circulation staff has been offering the Angel Tree to patrons who wish to donate toys for Salvation Army. We provided 240 tags. As of 12/1/22, 179 tags were taken and 149 gifts and 6 gift cards were donated.

Systems Administrator Update – October and November Activities

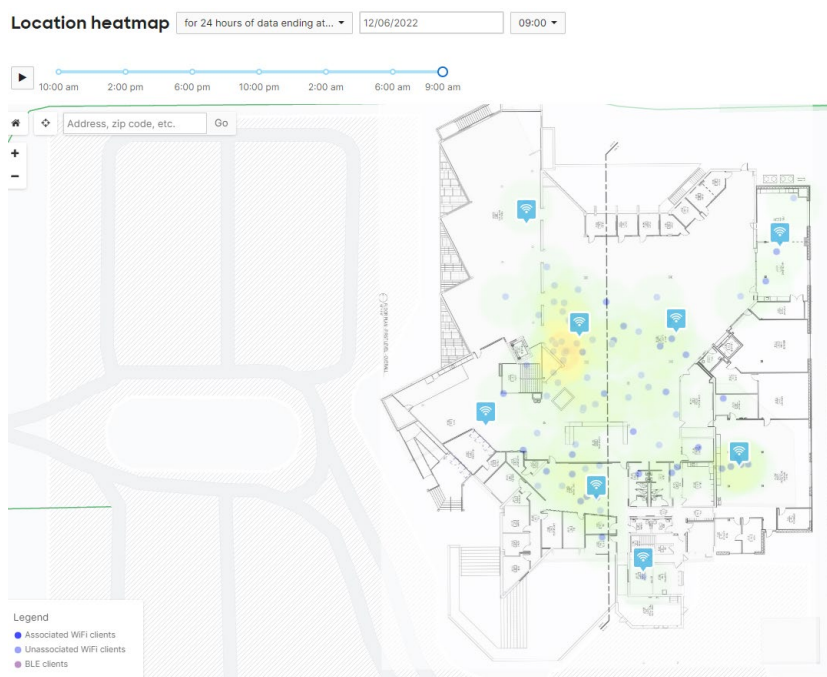
- Cellular Signal Amplification Project is complete. MOSS communications has installed the outdoor yagis (antennas) and has run cable for all of the indoor antennas. Waiting for the remaining back ordered parts.
- Updated PAC Computers per regular maintenance schedules
- Fixed some mobile printing and faxing issues
- Testing iPad for Public Access usage in the Creation Station area.
- Continued to recycle old technology through Green Earth.
- Waiting for a date for outdoor APs.
- Continued Converting Staff from Microsoft Volume Licensed products to Office 365 Click-to-Run versions.

New Public Access Management System

- PASS Student Cards are updated now monthly.
- 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.
- Worked with TBS on Server restart issues and updating clients.

New Network Updates

- Merki Access Points were deployed on September 2, 2022. Public Access Issues have been drastically reduced. Last week the library had 1,033 unique devices associate with library wireless services.
- All old cisco wireless access points have been decommissioned.
- New tools available offer better monitoring and survey reports. An example is included below:



- 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 has 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 Control Controller and Access Points have been received; migration plan meeting has been scheduled for Aug 18.; and I expect little to no downtime.

New and Existing Fiber Updates

- Charter Spectrum 2Gb Fiber Service is currently in production use.
- Selected CTS 1Gb fiber is currently in production use
- Spectrum fiber has been fully tested and certified.

Upgraded RFID Equipment

- 5 Replacement Self-Checkout Machines have been received and we are currently working toward an installation date.
- 1 Replacement Automated Check in 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 is 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.
- Working on custom carts for the sound system and projector.

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.

- Head of Technical Services Abby Pylar has been taking training regarding making the catalog available through more inclusive means.
- Technical Services has been working diligently to get all of the ordered materials out for patrons in a timely manner.

Create a sustainable Maker area for Youth

- October/November: In the last 2 months, Elementary and Middle School Makers have made miniature book nook dioramas, stuffed animal taxidermy, glow in the dark bouncy balls, rubber band race cars, squishy circuits, stamps out of various materials, and (by far the best of the bunch) marshmallow shooters in their biweekly events.

- During the month of October, we had Superhero and Fairy tale passive programming for the first two weeks and Halloween themed passive programming during the second two weeks. Each set of weeks also included a scavenger hunt.

- November is Dinovember in the Youth Department! This month has featured dinosaur related activities and displays. Staff members have created 3 dinosaur displays for patrons to enjoy. Activities have included a dinosaur bean bag toss, balancing game, coloring table (see attached picture) and 3 versions of a dinosaur headband. Between our crafts and scavenger hunt, we have given away 769 printable materials for patrons to enjoy. This month we have also implemented a new feedback system for our passive programming. A poster has been added in the back corner where many of our passive activities are (see attached picture). This poster gives patrons 3 options to leave feedback: leaving a note, talking with a staff member, or filling out a Google form. To date, we have had one patron stop by the desk to show off his dinosaur headband, one patron leave a comment about enjoying a book, and one patron fill out the online form expressing their enjoyment of our Legos.

- 1,051 activity sheets were printed and used by patrons for our Superhero and Fairy tale activities. These included Crowns and Superhero masks, as well as coloring sheets and I spy. 53 patrons displayed their coloring sheets at the library when they had finished.

- During our Halloween activities, patrons decorated paper pumpkins, created a folding bat buddy, and made swirly ghosts. As activities were completed, 12 bats were displayed, 115 pumpkins, and 10 swirly ghosts. 137 pieces of art were displayed in total from our Halloween activities.

Professional Development – Youth

- Youth staff attended a Carterette Series webinar titled: The Candy Corn Question: Passive Programming That Pulls People In. This provided insight into passive programming ideas, as well as ways to track engagement with passive programming.
- Youth Staff also attended the School Library Journal Day of Dialog.

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
October 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	\$10,978,386
Expenditures	\$ 8,053,475

Fund	9/30/2022	Changes	10/31/2022
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 October 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 October 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 2nd signature on all checks issued by the Portage District Library in an amount of \$20,000 or more by one of the three designated individuals on the library's bank signature card, which would be one of the following: (1) the Library Board Chair, or (2) the Head of Adult Services, or (3) the Head of Youth Services.

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

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

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

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

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

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

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

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
November 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	\$11,000,637
Expenditures	\$ 8,131,794

Fund	10/31/2022	Changes	11/30/2022
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 November 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 November 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 2nd signature on all checks issued by the Portage District Library in an amount of \$20,000 or more by one of the three designated individuals on the library's bank signature card, which would be one of the following: (1) the Library Board Chair, or (2) the Head of Adult Services, or (3) the Head of Youth Services.

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

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

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

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

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

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

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

October Marketing Department Updates

Recurring Monthly Projects:

- A monthly e-Newsletter was sent out to over 12,000 library patrons.
- The Portager contained information about services and programs. It was sent out to 22,800 residences.
- Digital signage was updated to advertise our programs and service offerings.
- Monthly updates to website, catalog ad space, and booklists on our app.

Marketing Highlights:

- Gathered Annual report data and began to create Annual Report documents.
- Consolidated and organized information for the free study/meeting rooms and the community meeting room rentals web page.
- Created a Niche Academy tutorial to assist staff or patrons with library owned hotpot devices.
- Created templates for use on Canva to support the creation of booklist flyers for the staff.
- With the aide of the fundraising team, our Annual Campaign letter was drafted, designed, and sent off to the printer to be mailed to patrons.
- Created internal digital signage for communication with staff about upcoming events and important information.
- Designed shelf talker ads (flyers that fit in sign holders on the bookshelves) to place throughout the library.
- Created a new voting information web page with links to several resources that can remain on our site.
- Created a PASS Card information web page to more easily share information about the student memberships offered via this agreement with Portage Public Schools.
- Created ads and flyers to support COVID 19 test kits, our E-Newsletter, Angel Tree, the Creation Station / Makerspace, and Hoopla.

Support Services Highlights:

- Created procedural documentation and set up reports for patron records managements for the Circulation Department.
- Initiated preparations for our upcoming SMS notification project by evaluating the current setup and testing.
- Supported events by purchasing new software for our Photobooth and facilitating event setup.
- Created temporary library cards to coordinate with a 6th grade class visit to the library.

October Social Media Highlights:

Facebook

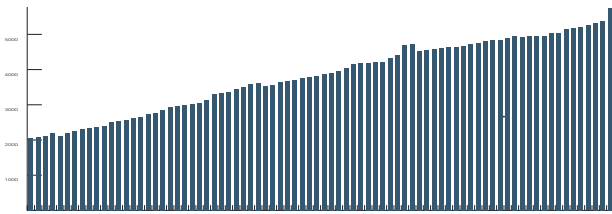
93 New Page Likes | 105 Post Shares | 1,760 Post Likes | 368 Comments | 686,454 Total Reach

Twitter

1,896 Tweet Impressions | 35 Likes | 3 Re-tweets | 434 Profile Visits | 3 Mentions | -3 New Followers

Facebook Stats 2016 - October 2022

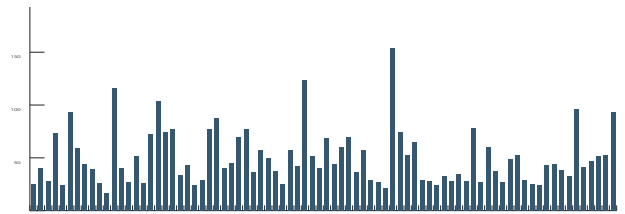
Total Followers:



February 2016
2,052

October 2022
5,752

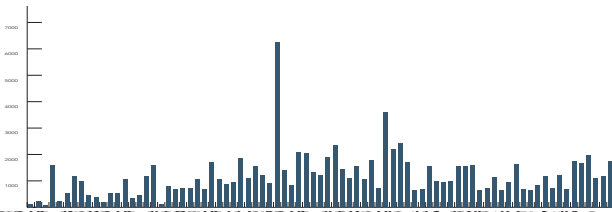
New Followers:



February 2016
25

October 2022
93

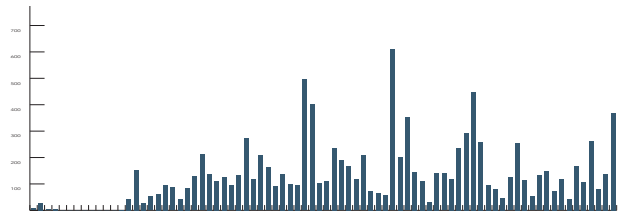
Likes:



February 2016
124

October 2022
1,760

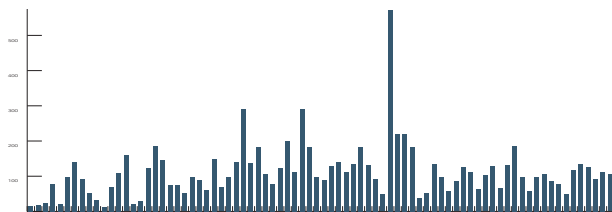
Comments:



May 2016
7

October 2022
368

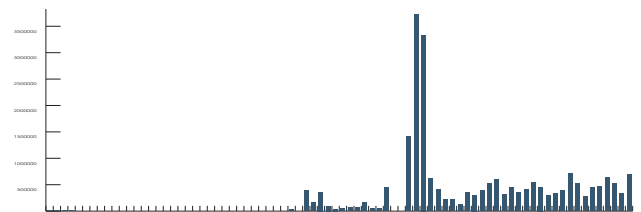
Shares:



February 2016
0

October 2022
105

Engagement:



February 2016
5,305

October 2022
686,454

November Marketing Department Updates

Recurring Monthly Projects:

- A monthly e-Newsletter was sent out to over 12,000 library patrons.
- The Portager contained information about services and programs. It was sent out to 22,800 residences.
- Added new monthly featured book carousels to our mobile app for adults, kids, and teens
- Digital signage was updated to advertise our programs and service offerings.
- Monthly updates to website, catalog ad space, and booklists on our app.

Projects

- Annual Campaign letter was received by patrons and we have already begun to receive donations.
- Edited a Building Renovations presentation for inclusion on the website to report on our renovation project.
- Created content for new Study/Meeting Room and Community Meeting Room pages in preparation for returning to the rental of Community Meeting Rooms
- Found additional locations where our new logo had not been updated and continued with our re-branding project.
- Created and edited flyers to include in a new Welcome Pack. We are anticipating putting these in use in December.
- Final editing of Annual Reports was completed and the documents were added to the website
- Collected vendor information and set up demonstrations in preparation for selecting new management software for handling study/meeting room booking, program scheduling/registration, and equipment/amenity usage
- Facilitated live stream events for the Genealogical society, and for our George Jepson author visit.
- Facilitated purchasing and setting up a photo booth for use at programs. Conducted training with several staff.
- Worked with programming staff to create a fillable form for artists that participate in our displays.
- Created a video with Youth staff to support the Tea Rex Tea Party program.

November Social Media Highlights:

Facebook

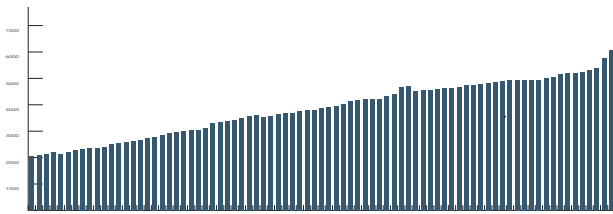
54 New Page Likes | 130 Post Shares | 1,497 Post Likes | 908 Comments | 610,219 Total Reach

Twitter

513 Tweet Impressions | 8 Likes | 0 Re-tweets | 208 Profile Visits | 0 Mentions | -15 New Followers

Facebook Stats 2016 - November 2022

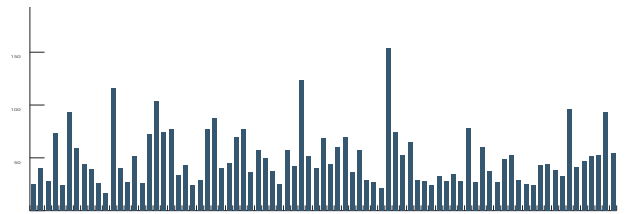
Total Followers:



February 2016
2,052

November 2022
6,058

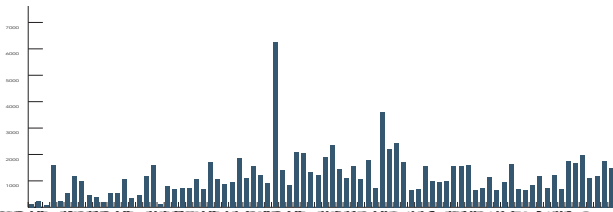
New Followers:



February 2016
25

November 2022
54

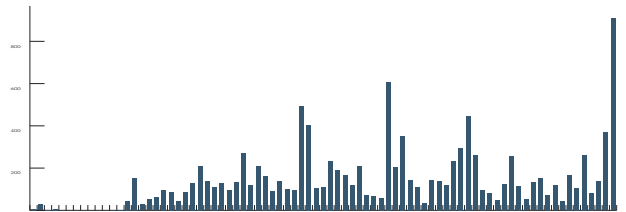
Likes:



February 2016
124

November 2022
1,497

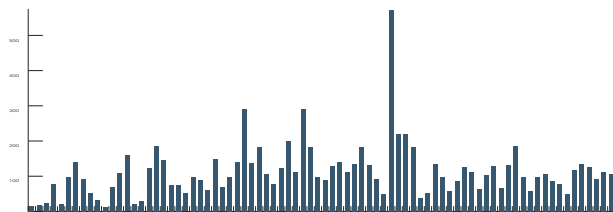
Comments:



May 2016
7

November 2022
908

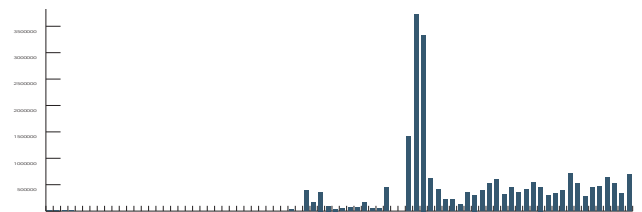
Shares:



February 2016
0

November 2022
130

Engagement:



February 2016
5,305

November 2022
610,219

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: November 1, 2022
SUBJECT: Library Statistical Report - October 2022

	Month Statistics			YTD Statistics		
	Oct-22	Oct-21	CHANGE	2022	2021	CHANGE
Circulation/Collections						
Total Library Circulation	70,572	54,204	30.20%	612,517	479,531	27.73%
Adult - Books	17,376	12,617	37.72%	138,132	106,704	29.45%
Adult - A/V	3,752	2,941	27.58%	29,347	22,261	31.83%
Youth - Books	28,556	18,783	52.03%	230,492	159,384	44.61%
Youth - A/V	2,316	1,420	63.10%	32,148	13,952	130.42%
Hot Picks	909	954	-4.72%	8,616	8,858	-2.73%
E-Material	15,788	15,758	0.19%	160,535	154,736	3.75%
ILL - PDL Requests	991	954	3.88%	6,749	6,638	1.67%
ILL - Other Lib. Requests	884	777	13.77%	6,498	6,998	-7.14%
Self-Checkout Percentage	49.18%	54.53%		54.47%	52.86%	
Total Library Collection	181,453	185,011	-1.92%			
Adult - Books	73,951	79,568	-7.06%			
Adult - A/V	16,835	16,782	0.32%			
Youth - Books	79,462	75,704	4.96%			
Youth - A/V	8,369	8,946	-6.45%			
Hot Picks	2,836	4,011	-29.29%			
Net Acquisitions	327	(944)	134.64%	(3,906)	(4,795)	18.54%
Purchased - Books	1,902	1,720	10.58%	14,048	13,578	3.46%
Purchased - A/V	129	276	-53.26%	1,863	2,237	-16.72%
Donated - Books	0	0	#DIV/0!	0	0	#DIV/0!
Donated - A/V	0	0	#DIV/0!	0	0	#DIV/0!
Material Discarded	(1,704)	(2,940)	42.04%	(19,817)	(20,610)	3.85%
Total In-House Usage*	0	n/a	n/a	0	0	n/a
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
Patrons						
Total Patrons	37,278	53,132	-29.84%			
Adult	18,389	28,523	-35.53%			
Youth	4,159	5,943	-30.02%			
Non-Resident	160	368	-56.52%			
Reciprocal	3,942	6,854	-42.49%			
Internet User	344	1,002	-65.67%			
PASS Users	10,223	10,387	100.00%			
Professional	61	55	10.91%			
Net Patrons	230	170	35.29%	2,973	2,544	16.86%
Adult	193	71	171.83%	3,392	708	379.10%
Youth	25	7	257.14%	811	132	514.39%
Non-Resident	1	0	#DIV/0!	68	6	1033.33%
Reciprocal	48	14	242.86%	311	120	159.17%
Internet User	39	24	62.50%	274	178	53.93%
PASS Users	1	53	100.00%	1,209	1,399	-13.58%
Professional	1	1	0.00%	8	1	700.00%
<i>Patrons Removed</i>	(78)	0	#DIV/0!	(3,100)	0	#DIV/0!

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: November 1, 2022
SUBJECT: Library Statistical Report - October 2022

	Month Statistics			YTD Statistics		
	Oct-22	Oct-21	CHANGE	2022	2021	CHANGE
Library Building Usage						
Total Meeting Room Usage	555	21	2542.86%	2,425	62	3811.29%
Internal/Collaboration	94	7	1242.86%	256	28	814.29%
External/Outside Usage	461	14	3192.86%	2,169	34	6279.41%
Total Program Audience	2,750	1,095	151.14%	11,236	13,456	-16.50%
Adult	1,092	284	284.51%	2,971	1,972	50.66%
Youth	1,655	811	104.07%	8,179	11,484	-28.78%
Heritage Room	3	0	#DIV/0!	86	0	#DIV/0!
Total Number of Programs	189	31	509.68%	441	246	79.27%
Adult	30	13	130.77%	147	86	70.93%
Youth	45	18	150.00%	178	160	11.25%
Heritage Room	114	0	#DIV/0!	116	0	#DIV/0!
Total Volunteer Hours	244	55	343.64%	1,235	459	169.06%
Adult	65	25	160.00%	236	53	345.28%
Youth	22	0	#DIV/0!	22	0	#DIV/0!
Technical	21	12	75.00%	210	91	130.77%
Circulation	94	18	422.22%	502	67	649.25%
Administration	32	0	#DIV/0!	239	248	-3.63%
Community Service	10	0	#DIV/0!	26	0	#DIV/0!
Total Front Door Traffic	19,887	9,121	118.04%	122,669	68,042	80.28%
Total Youth Services Traffic	11,232	6,705	67.52%	83,120	48,561	71.17%
Total Business Center Traffic	0	0	0.00%	0	34	-100.00%
Information Access/Reference/Research						
Total Reference Transactions	5,508	6,164	-10.64%	50,349	68,565	-26.57%
Adult Phone	328	295	11.19%	2,905	2,660	9.21%
Adult Ready Reference	1,468	1,397	5.08%	10,212	10,355	-1.38%
Adult Reference	223	178	25.28%	1,147	940	22.02%
Youth Phone	52	49	6.12%	485	742	-34.64%
Youth Ready Reference	1,443	2,762	-47.76%	16,926	28,577	-40.77%
Youth Reference	175	346	-49.42%	2,846	2,747	3.60%
HR Phone	6	10	-40.00%	109	104	4.81%
HR Ready Reference	402	433	-7.16%	1,730	1,779	-2.75%
HR Reference	15	18	-16.67%	128	114	12.28%
Circ Phone	310	346	-10.40%	3,422	7,468	-54.18%
Circ Ready Reference	452	220	105.45%	4,567	7,839	-41.74%
Circ Reference	634	110	476.36%	5,872	5,240	12.06%
Total Edutainment LAN Use	79	0	100.00%	482	0	100.00%
Total Internet Computer Use	1,293	799	61.83%	8,695	5,492	58.32%
Youth Computers	116	0	100.00%	755	72	948.61%
Adult Computers	1,175	799	47.06%	7,930	5,420	46.31%
Laptop Computer Circulated	2	0	100.00%	10	0	100.00%
Total Electronic Transactions	75,124	37,620	99.69%	481,192	402,512	19.55%
WebSite Pageviews	65,631	28,508	130.22%	370,869	296,157	25.23%
WebCatalog Sessions	8,564	7,989	7.20%	92,032	84,260	9.22%
Licensed Database Hits	929	1,123	-17.28%	18,291	22,095	-17.22%

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

Christy Klien, Library Director

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: December 1, 2022
SUBJECT: Library Statistical Report - November 2022

	Month Statistics			YTD Statistics		
	Nov-22	Nov-21	CHANGE	2022	2021	CHANGE
Circulation/Collections						
Total Library Circulation	69,958	52,659	32.85%	682,475	532,190	28.24%
Adult - Books	16,350	12,003	36.22%	154,482	118,707	30.14%
Adult - A/V	3,858	3,246	18.85%	33,205	25,507	30.18%
Youth - Books	28,757	18,468	55.71%	259,249	177,852	45.77%
Youth - A/V	2,777	1,202	131.03%	34,925	15,154	130.47%
Hot Picks	839	1,292	-35.06%	9,455	10,150	-6.85%
E-Material	15,473	14,839	4.27%	176,008	169,575	3.79%
ILL - PDL Requests	983	815	20.61%	7,732	7,453	3.74%
ILL - Other Lib. Requests	921	794	15.99%	7,419	7,792	-4.79%
Self-Checkout Percentage	48.76%	54.60%		53.86%	53.04%	
Total Library Collection	180,919	183,954	-1.65%			
Adult - Books	73,632	78,868	-6.64%			
Adult - A/V	16,723	16,652	0.43%			
Youth - Books	79,629	75,637	5.28%			
Youth - A/V	8,126	8,885	-8.54%			
Hot Picks	2,809	3,912	-28.20%			
Net Acquisitions	(572)	(955)	40.10%	(4,478)	(5,750)	22.12%
Purchased - Books	1,989	1,780	11.74%	16,037	15,358	4.42%
Purchased - A/V	124	194	-36.08%	1,987	2,431	-18.26%
Donated - Books	0	0	0.00%	0	0	0.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(2,685)	(2,929)	8.33%	(22,502)	(23,539)	4.41%
Total In-House Usage*	0	n/a	n/a	0	0	n/a
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
Patrons						
Total Patrons	37,025	52,791	-29.86%			
Adult	18,421	28,547	-35.47%			
Youth	4,072	5,901	-30.99%			
Non-Resident	160	369	-56.64%			
Reciprocal	3,774	6,495	-41.89%			
Internet User	344	1,019	-66.24%			
PASS Users	10,193	10,402	100.00%			
Professional	61	58	5.17%			
Net Patrons	180	157	14.65%	3,153	2,701	16.73%
Adult	160	84	90.48%	3,552	792	348.48%
Youth	18	9	100.00%	829	141	487.94%
Non-Resident	1	0	#DIV/0!	69	6	1050.00%
Reciprocal	33	14	135.71%	344	134	156.72%
Internet User	27	21	28.57%	301	199	51.26%
PASS Users	0	27	100.00%	1,209	1,426	100.00%
Professional	0	2	0.00%	8	3	100.00%
Patrons Removed	(59)	0	#DIV/0!	(3,159)	0	#DIV/0!

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: December 1, 2022
SUBJECT: Library Statistical Report - November 2022

	Month Statistics			YTD Statistics		
	Nov-22	Nov-21	CHANGE	2022	2021	CHANGE
Library Building Usage						
Total Meeting Room Usage	540	35	1442.86%	2,965	97	2956.70%
Internal/Collaboration	95	13	630.77%	351	41	756.10%
External/Outside Usage	445	22	1922.73%	2,614	56	4567.86%
Total Program Audience	1,715	1,025	67.32%	12,951	14,481	-10.57%
Adult	316	57	454.39%	3,287	2,029	62.00%
Youth	1,275	968	31.71%	9,454	12,452	-24.08%
Heritage Room	124	0	#DIV/0!	210	0	#DIV/0!
Total Number of Programs	54	18	200.00%	495	264	87.50%
Adult	14	3	366.67%	161	89	80.90%
Youth	37	15	146.67%	215	175	22.86%
Heritage Room	3	0	#DIV/0!	119	0	#DIV/0!
Total Volunteer Hours	220	33	566.67%	1,455	492	195.73%
Adult	65	9	622.22%	301	62	385.48%
Youth	22	0	#DIV/0!	44	0	100.00%
Technical	21	20	5.00%	231	111	108.11%
Circulation	94	4	2250.00%	596	71	739.44%
Administration	8	0	100.00%	247	248	-0.40%
Community Service	10	0	100.00%	36	0	100.00%
Total Front Door Traffic	19,786	8,453	134.07%	142,455	76,495	86.23%
Total Youth Services Traffic	11,232	5,562	101.94%	94,352	54,123	74.33%
Total Business Center Traffic	0	0	0.00%	0	34	-100.00%
Information Access/Reference/Research						
Total Reference Transactions	6,010	6,176	-2.69%	56,359	74,741	-24.59%
Adult Phone	397	329	20.67%	3,302	2,989	10.47%
Adult Ready Reference	1,186	1,301	-8.84%	11,398	11,656	-2.21%
Adult Reference	182	190	-4.21%	1,329	1,130	17.61%
Youth Phone	72	55	30.91%	557	797	-30.11%
Youth Ready Reference	2,086	2,672	-21.93%	19,012	31,249	-39.16%
Youth Reference	218	391	-44.25%	3,064	3,138	-2.36%
HR Phone	7	8	-12.50%	116	112	3.57%
HR Ready Reference	341	377	-9.55%	2,071	2,156	-3.94%
HR Reference	11	17	-35.29%	139	131	6.11%
Circ Phone	310	423	-26.71%	3,732	7,891	-52.71%
Circ Ready Reference	536	361	48.48%	5,103	8,200	-37.77%
Circ Reference	664	52	1176.92%	6,536	5,292	23.51%
Total Edutainment LAN Use	134	0	100.00%	616	0	100.00%
Total Internet Computer Use	1,280	869	47.30%	9,975	6,361	56.81%
Youth Computers	139	0	100.00%	894	72	1141.67%
Adult Computers	1,139	869	31.07%	9,069	6,289	44.20%
Laptop Computer Circulated	2	0	100.00%	12	0	100.00%
Total Electronic Transactions	69,799	34,452	102.60%	550,991	436,964	26.10%
WebSite Hits	59,587	25,642	132.38%	430,456	321,799	33.77%
WebCatalog Sessions	8,980	7,589	18.33%	101,012	91,849	9.98%
Licensed Database Hits	1,232	1,221	0.90%	19,523	23,316	-16.27%

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

Christy Klien, Library Director

MLA ADVOCACY NEWS

MLA Statement on Patmos Library Millage Failure

November 14, 2022

As the November election results were announced, the Michigan Library Association (MLA) was disheartened and saddened to learn that continued funding for the Patmos Library in Jamestown was defeated again. A local tragedy with national implications, the Patmos Library is the only library in the country that has essentially been defunded by the vote of its citizens due to its refusal to comply with censorship. The push to defund the Patmos Library was rooted in objections to one (1) challenged book that was put behind the desk in December 2021 and four (4) challenged books that were returned to their shelves in October. Some members of the community continue to demand that all books containing LGBTQ+ themes be removed, a selection that represents about 90 books, or less than .01% of the library's collection.

Defunding the library is short sighted and punishes, irreparably, the entire community who count on the programs and services a library provides. The Jamestown library board and community face many difficult decisions in the coming year. When the decision is made to close and lock the library doors, everyone – those that voted no, those that voted yes, and those that did not vote – will lose access to a place to read, gather, socialize, study, vote and learn.

This vote was accompanied by alarming and dangerous anti-LGBTQ+ rhetoric and a rise in book bans and censorship attempts throughout Michigan and our country. Of utmost importance to any public library is curating collections that allow every citizen to see themselves and the world around them in the diversity of books and resources their library provides for all ages, all abilities, all interests, all races, all nationalities, all religions, the rich, the poor, the traditional and nontraditional families, those who identify as LGBTQ+ and those that don't. This is a core tenant of librarianship – to provide for the interests of all, and to do so without bias. For countless individuals who identify as LGBTQ+ and who face bullying, isolation and depression, access to LGBTQ+ representation and information in books from the library offers them a safe haven and in some cases is lifesaving. It is critically important that everyone has access to books where they can see themselves, validate their existence and experiences and reinforce their self-worth.

In addition, impinging on the right to read freely is a violation of the First Amendment to our Constitution. Supreme Court Justice William J. Brennan, writing for the plurality about the unconstitutional removal of books in *Island Trees vs. Pico* in 1982, agrees, “Our Constitution does not permit the official suppression of ideas.” Attempting to force a library to remove books based on content is advocating for the suppression of ideas by a public entity. Individuals have the right and responsibility to make decisions about what materials are suitable for themselves and for their own families. Period. No one has the right to make rules restricting what other people read, or to make decisions for other families.

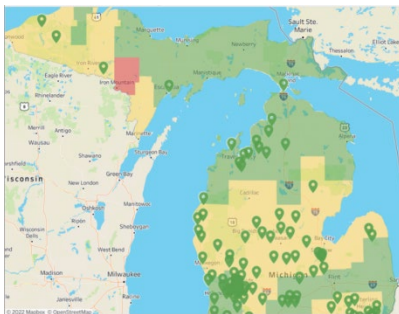
The Michigan Library Association stands in solidarity with the current trustees at the Patmos Library as they uphold the First Amendment and fulfill their ethical responsibility by guaranteeing and facilitating access to all expressions of knowledge and intellectual activity, including those which some individuals in our society may consider to be unconventional, unpopular, or unacceptable. We must all work together to give all citizens space to think critically, explore ideas and engage in civil discourse.

MLA continues to stand strong as champions of access and in protecting the Constitutional rights of Michigan citizens to freely exercise their right to read.

MDHHS Library OTC COVID-19 Program Update

November 18, 2022

Thanks to library partners, the Michigan Department of Health and Human Services (MDHHS) Over the Counter COVID-19 Testkit Program continues to be a success. This map shows participating libraries across the state.



Currently, 213 libraries are participating in the program and as of November, they have distributed approximately 177,368 COVID-19 tests to their local communities. MDHHS has shared that they continue to receive positive feedback from these libraries and are very grateful for their partnership.

Northern Michigan and UP library partners are needed! MDHHS is seeking library partners in areas that currently do not have any participating libraries or free testing

locations, mainly northern Michigan/the UP. Libraries from anywhere in Michigan can also still sign up to be distribution sites. If you have an interest in participating, please fill out this form and MDHHS will be in touch to get you started: [Interest form \(Site Enrollment\) for new partners.](#)

Michigan's New Democratic Trifecta

November 18, 2022

For the first time in 40 years, the Democratic party won both legislative chambers and remained firmly seated for another four years in the executive branch with margins of more than 100,000 votes in the gubernatorial, Attorney General, and Secretary of State races.

Michigan House of Representatives

With a turnover of 52% for the 110 members of the Michigan House of Representatives, the House will have 56 new members in 2023 and control rests with the Democratic party on a narrow 56-54 margin. Rep. Joe Tate (D-Detroit) has been voted in as Speaker of the House. The House has not been under Democratic control since the 2009-2010 legislative session.

Michigan Senate

In the 38-member Michigan Senate, Democrats also have gained the majority by a margin of 20-18. The Michigan Senate will have 16 new members in 2023, for a turnover of 45%. Senator Winnie Brinks (D-Grand Rapids) has been voted in as the Senate Majority Leader. The Senate has not been under Democratic control since 1983.

We congratulate all those who stepped up, added their name to the ballot, and worked throughout the fall to share their views and values with Michigan citizens. The second Wednesday in January 2023 will be a historic day when the incoming members of the 102nd legislature begin their work. Congratulations to all that will be working on our behalf.

[View an election resource document illustrating the incoming members of the 102nd Legislature courtesy of GCSI \(pdf\).](#) Members will first convene on the second Wednesday in January.

PORTAGE DISTRICT LIBRARY**COMMUNICATION**

To: Portage District Library Board
From: Christy Klien, Library Director
Date: December 12, 2022
Subject: Upcoming Library Board linkage opportunities in December 2022 and January 2023

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

Date	Time	Activity or Program Description
12/1	ALL MONTH	Cookbook Club Challenge: Family Foods (FACEBOOK)
12/15, 1/5, 1/19	9:00 AM	Muffins and the Market
12/13	7:00 PM	7 TH Annual Trivia Contest
12/14	4:00 PM	Foundations of Building a Resume with Michigan Works!
12/14	1:30 PM	Yoga and Journaling
12/15	3:00 PM	Make It @ the Library: Holiday Tea Towels
12/19	10:30 AM	Get Real Nonfiction Book Discussion: “The Address Book”
12/21	2:00 PM	Cookies and Conversation: A Heartwarming Reads Book Club
12/28	11:00 AM	Book Tasting: Superb Self-Help Books
January Mon & Thurs	2:00 PM	Drop-in Hours @ the Makerspace
01/5	1:00 PM	PDL Sew Camp for Children and Caregivers
01/9	6:30 PM	Plots and Pages: A Local Writers Group
01/12	7:00 PM	International Mystery Book Discussion: “Black Ice”
01/13	10:00 AM	Documentary and Donuts: “Brother Outsider”
01/17	10:30 AM	Open for Discussion: “The House in the Cerulean Sea”
01/21	10:00 AM	Kalamazoo Plant It Forward – January Swap
01/24	3:30 PM	Middle School Maker
01/24	7:00 PM	Purl for Portage: A Yarn Arts Club

To: Portage District Library Board
From: Christy Klien, Library Director
Date: December 5, 2022
Subject: Holiday Schedule for Library Hours of Operation in 2023

BACKGROUND:

A review of the discussion had at the October 2022 Library Board Meeting:

Library Director Klien directed trustees to the Board packet page 39. For many years, the holiday closing schedule has remained the same. This year we are asking for Juneteenth to be added to those observed by the library.

Trustees had a discussion about federal holidays and how they are observed. For some the building is closed to the public while others the building remains open and they are a ‘floating holiday’ for full-time staff to use on a day of their choice.

Klien said that Juneteenth became a federal holiday in 2021. City of Portage buildings are closed on that day. Kalamazoo Public Library will be closed, while Willard will remain open and do programming and displays. Portage Public Schools will be on summer break on Juneteenth.

The board had thoughtful discussion for both options of staying open and celebrating and being closed in observance. Trustees asked staff to weigh in to add to the discussion. In the end, they decided that since 3 trustees were not present for the discussion, they would prefer to postpone making a decision until the next Board Meeting.

MOTION: It was moved by Trustee Vance and supported by Trustee Whitlock to table the discussion regarding Holiday Closings and add it to the December 2023 Board Meeting agenda. 4-Yes, 0-No, 3-Absent (Bale, Behr, VanderVries). Motion carried.

Therefore, the item, “Holiday Schedule for Library Hours of Operation in 2023” is on the agenda for the December 12, 2022 Library Board Meeting.

PORTAGE DISTRICT LIBRARY

Schedule of Library Closings in 2023

(Re-Submitted for Library Board approval on: December 12, 2022)

The Portage District Library will be closed on the following selected federal holidays and special observance days in 2023:

CALENDAR DATE	OBSERVANCE
January 1, 2023 <i>(Sunday)</i>	New Year's Day
April 9, 2023 <i>(Sunday)</i>	Easter
June 19, 2023 <i>(Monday)</i>	Juneteenth
May 29, 2023 <i>(Monday)</i>	Memorial Day
July 4, 2023 <i>(Tuesday)</i>	Independence Day
September 4, 2023 <i>(Monday)</i>	Labor Day
November 23, 2023 <i>(Thursday)</i>	Thanksgiving Day
December 24, 2023 <i>(Sunday)</i>	Christmas Eve
December 25, 2023 <i>(Monday)</i>	Christmas Day
December 31, 2023 <i>(Sunday)</i>	New Year's Eve Closing at 5:00 PM (the scheduled time)

Note #1: The library closes on two traditional observance days: Easter Sunday and Christmas Eve (which are not federal holidays).

Note #2: When a federal holiday falls on a Saturday, it is usually observed by governmental entities on the preceding Friday. When the holiday falls on a Sunday, it is usually observed by governmental entities on the following Monday. However, since the library is open to the public on Saturdays, and on Sundays (except in summer), any federal holiday that falls on either a Saturday or a Sunday will be observed on those actual days and the library will be closed.

Note #3: Due to the Covid-19 Pandemic and the effect it has had on our services and schedule, these closures are subject to change. Library staff will inform the Board of any necessary changes as soon as they are able.

PORTAGE DISTRICT LIBRARY

Schedule for Library Board Meetings in Fiscal Year 2023

January - December 2023

Following is a schedule of Portage District Library Board meetings from January through December 2023. Please note that the regular day and time for all library board meetings will be the 4th Monday* of each month at 6:00 p.m. Additional meetings may be called or changes in meeting dates may be made by the Library Board Chair if needed. The location and/or attendance instructions for library board meetings are indicated on the meeting notice which is posted three days prior to a regular meeting. Rescheduled regular meetings or special meeting notices are posted a minimum of 18 hours prior to their start.

January 23, 2023	Monday	Regular Meeting	6:00 p.m.
February 27, 2023	Monday	Regular Meeting	6:00 p.m.
*March 20, 2023	Monday	Regular Meeting	6:00 p.m.
April 24, 2023	Monday	Regular Meeting	6:00 p.m.
May 22, 2023	Monday	Regular Meeting	6:00 p.m.
June 26, 2023	Monday	Regular Meeting	6:00 p.m.
July 24, 2023	Monday	Regular Meeting	6:00 p.m.
August 28, 2023	Monday	Regular Meeting & Public Budget Hearing	6:00 p.m.
September 25, 2023	Monday	Regular Meeting	6:00 p.m.
October 2023	<i>To be determined</i>	Library Board Retreat	<i>To be determined</i>
October 23, 2023	Monday	Regular Meeting	6:00 p.m.
November 2023	<i>No Library Board Meeting Planned for November</i>		
December 11, 2023	Monday	Regular Meeting	6:00 p.m.

* NOTES:

The March 2023 board meeting will be held one week earlier due to Portage Public Schools Spring Break.

The December 2023 board meeting will be held two weeks earlier due to the Christmas holiday.

To: Portage District Library Board
From: Michele Behr, Library Board Chair
Date: December 5, 2022
Subject: Election of Library Board Officers for 2023

BACKGROUND:

The Library Board bylaws that were last reviewed and approved on February 28, 2022, include a provision for election of officers as follows:

Article III Officers

Officers of the Portage District Library Board shall be a Chairperson, and a Vice-Chairperson, who shall be elected at the January meeting, for a term of one year, commencing at the first board meeting in January.

For this reason, the “*Library Board Officers for 2023*” has been placed as an item under Governance on the agenda for discussion at the December 12, 2022 board meeting. At that time, Board Chair Behr will appoint a Nominating Committee Chair to survey trustees’ interest in serving as a Board Officer in 2023. The election of officers will occur at the January 23, 2023 meeting.

To: Portage District Library Board
From: Abigail Pylar, Head of Circulation and Technical Services
Date: November 16, 2022
Subject: Changing Practices for Teacher Cards

BACKGROUND:

Patrons working as an educator at an institution within the Portage District Library service area are able to obtain an educator card if they do not qualify for a resident card or reciprocal card. In order to acquire this, the patron will need to provide written documentation from an administrator as proof that they are an educator. The educator cards are for use in support of educating the students in the Portage District Library service area.

RECOMMENDATION:

It is recommended that the Library Board allows the Portage District Library to provide an educator card before a reciprocal card to those working in educational institutions. The reciprocal card will only provide limited access to our resources, while the educator card allows full access. In order to provide the best possible resource education to the students in the community, the educators will need to be able to have full access to those resources.

It is also recommended that we allow a badge or digital presence on the institution's website to be adequate documentation as proof of working at an educational institution.

PORTAGE DISTRICT LIBRARY

Resident / Non-Resident Membership Policy

I. Definition of the Portage District Library Service Area Boundaries

The service area of the Portage District Library is property located within the City of Portage or the portions of the Portage Public School District located in Texas Township and Pavilion Township. Only those who reside within or own property or businesses within these boundaries are entitled to free membership.

NOTE: Those who reside within or own property or businesses in the portion of the Portage Public School District located within the City of Kalamazoo are served by the Kalamazoo Public Library.

II. Who is able to get a free membership?

- A. Any person who resides within the Portage District Library service area.
- B. Any person who pays real or personal property tax on property located within the Portage District Library service area.
- C. Any business and/or institution located within the Portage Library District service area may be issued a library card in the name of that business or institution. See Section V, part D of this policy for more details.
- D. Any person who is a resident member of a library district that has established a reciprocal borrowing agreement with the Portage District Library can have a free, limited use membership. See the Reciprocal Borrowing Policy for additional membership requirements.
- E. Any student registered with the Portage Public Schools and whose parent or legal guardian has agreed to participation in the Portage District Library/Portage Public Schools Student Library Card Program.
- F. Any person who can document that they are an educator at an educational institution that is located with the Portage District Library service area. ~~and would not otherwise qualify for any free membership type.~~ See Section V, part E of this policy for more details.

NOTE: Businesses outside of the Portage District Library service area are not eligible for reciprocal memberships.

III. Non-Resident Memberships

Any person, business or institution that does not fit into one of the above categories must pay a non-resident fee for library service. The non-resident membership is good for one year from date of issuance and entitles the member to all services of Portage District Library. Shorter term prorated non-resident memberships may be offered.

The “Cost of Service” is calculated based on the average taxable value per residential parcel within the service area of the Portage District Library. As required by Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, the fee may not exceed “the cost incurred

by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.” This cost figure is re-calculated annually and reported to the Library Board.

NOTE: The non-resident fee for patrons 62 yrs. and older is 50% of the standard non-resident fee charged to people who reside outside of the Portage District Library service area.

IV. Required Documentation for Establishing a Membership

The appropriate type of library membership for any person will be issued only upon verified identification and proof of current residential address for the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements addressed below. One of the following items of identification is required to establish a membership:

1. Valid Driver’s License
2. Valid State Identification Card
3. Valid Kalamazoo County ID Card
4. Valid Passport
5. Valid Military ID
6. Valid School ID with Photo

If the current residential address is not listed as part of the identification presented, a secondary document that includes a current residential address is also required to establish membership. The secondary document must be in the name of the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements detailed below. In order of preference, one of the following documents is required for proof of current residential address when the current residence is not listed on the identification presented to establish membership:

1. Valid Voter’s Registration Card
2. Current property tax bill or receipt
3. Current utility bill for water/sewer or gas/electric services
4. Registered Land Contract
5. Current Lease Agreement
6. Current vehicle registration

V. Special Circumstances & Other Membership Types

- A. In the case of children under the age of 18 who are unable to show identification or proof of current residential address and are not accompanied by a parent or documented legal guardian, an alternative form of registration will be offered that will require the

membership card to be mailed as proof of residence. The mailing also serves as notification to the responsible party that a membership card has been issued.

- B. For those individuals seeking membership who may live in alternative living situations, such as shelters, temporary housing, group homes, transitional housing or care facilities, there may be other options for registration and/or proof of residence. Memberships may be limited in duration and/or limited in amount or type of material that can be checked out for those who are unable to provide the requested residency documentation.
- C. Memberships are not available to those who are visiting the Portage District Library service area. However, internet guest passes are available to anyone who can show appropriate identification. See the Internet Usage Policy for additional information and restrictions.
- D. Businesses or institutions within the Portage District Library service area that would like to take advantage of the opportunity for membership require additional proof of operation within the library district, proof of ownership, or documented authorization from the business or institution. These memberships can only be established by the business owner, institutional director or their documented designee. These types of memberships are only processed by specific library personnel, not through typical individual member registration processes. Due to the variety of business and institution types, contact the Library for specific information regarding the additional requirements.
- E. Individuals who can provide written documentation that they are working as an educator at an educational institution within the Portage District Library service area ~~and would not otherwise qualify for any free membership type~~ can be provided with a membership free of charge. Appropriate documentation should come in the form of a letter or **digital verification** provided by their employer and must be provided annually upon the expiration of the membership to continue the membership. This type of membership is not intended for personal use, but to provide access to library collections for use in support of curriculum and other educational endeavors that impact students in the Portage District Library service area.

VI. Membership Responsibilities and Privacy

- A. Once a membership has been established, the person, business or institution in whose name the membership is opened is responsible for any use or misuse of the membership, including, but not limited to, fines, losses or fees assessed against the account. In the case of minor children, the parent or documented legal guardian is the responsible party. In the case of a business or institution, the owner, director, or their designee will be the responsible party. Lost or stolen membership cards should be reported immediately. See the Fines & Fees/Usage Policy or the Internet Usage Policy for additional information.
- B. In accordance with the Michigan Library Privacy Act, all library records must be kept confidential. Information contained within library records will only be divulged in person to the member showing valid identification, the card holder, the person liable for payment and return of library materials, or as required by law via a court order. See the Library Privacy & Search Warrant Policy for additional information.

To: Portage District Library Board
From: Abigail Pylar, Head of Circulation and Technical Services
Date: November 29, 2022
Subject: Creating Temporary Cards for Those Without Proper Documentation

BACKGROUND:

When getting a library card, patrons are required to show proof of address. This can be through a valid driver’s license, state ID card, passport, military ID, or valid school ID. They can also use a voter’s registration card, property tax bill, utility bill, registered land contract, lease agreement, or vehicle registration.

RECOMMENDATION:

It is recommended that the Library Board allows the Portage District Library to provide library cards to those people who have made the effort of coming into the building to obtain a library card with improper documentation. We would like to provide a card to those who have brought a piece of mail with them. We would then like to give them three months of access, as this will allow for checkout of materials along with their two courtesy renewals. We will let the patrons know that they have the access today but will need to provide better documentation upon their next visit.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: November 28, 2022
Subject: Community Bulletin Board Policy

BACKGROUND:

On the advice of our library law attorney, Anne Seurnyck, I am including a Community Board policy for the board’s consideration. The new policy will provide clear guidance if any challenging situation occurs for the usage of the library’s community bulletin boards.

I recommend that the board approve the proposed policy as drafted by our attorney.

BULLETIN BOARD POLICY

The Portage District Library (“Library”) provides space for exhibits, displays and postings of a civic, charitable, educational, cultural, governmental, or recreational nature. Bulletin Boards may also be used for Library purposes such as to publicize Library services, collections, or activities. Thus, this Bulletin Board Policy (“Policy”) does not apply to the Library’s use or co-sponsored use and the Library’s use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits, displays and postings pursuant to this Policy.

I. Bulletin Board Space:

- A. Bulletin Boards. Bulletin Board space is also limited to the following areas (“Bulletin Boards”):
 - 1. Front Entrance
 - 2. Other areas as designated by Library Director.
- B. Accessible to All Patrons. All pre-approved Bulletin Boards within the Library are open to adults and children of all ages and sensibilities.
- C. Availability. Bulletin Boards are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

II. Bulletin Board Space.

- A. *Approval.* All notices for the Bulletin Board are to be given to the Adult Information Desk for the Library Director or their designee’s approval and posting pursuant to this Policy.
- B. *Time Limit.* Materials shall be posted for no more than two (2) weeks after receipt. Time sensitive material shall also be removed the day following the announced event or final date listed on the document. Postings that are not time sensitive, ie, happen throughout the year, may be delayed until there is room on the board as time sensitive postings are removed.
- C. *Nature of Materials.* Materials posted are limited to postings that are educational, cultural, intellectual, charitable, or recreational in nature. Commercial notices or personal notices, including anything for sale, will not be posted.
- D. *Limit on Notices.* There is a limit of one posting per sponsor at a time in any Bulletin Board. On the Bulletin Board, items must contain the name of the sponsor of that item and may not be larger than 11 x 17. Items may be reduced in size by library staff to fit available space. Further, multiple copies may not be posted. The Library does not permit petitioning, solicitation or distribution of literature, leaflets or similar types of appeals in the Bulletin Board.
- E. *No Violations of Law.* Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.

- F. *No Endorsement.* All postings must clearly identify the name of the person or organization that posted the material. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the postings.

IV. Right of Appeal

Any person or organization aggrieved by the Director or designee's decision regarding the use of the Bulletin Board or Display Spaces may appeal that decision to the Portage District Library Board ("Library Board"). Such appeal shall be made within 10 business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director. The person or organization must include the reasons for the appeal. The decision of the Library Board is final.

84078:00001:6783960-1

To: Portage District Library Board
From: Christy Klien, Library Director
Date: November 28, 2022
Subject: Public Comment Policy

BACKGROUND:

On the advice of our library law attorney, Anne Seurnyck, I am including a new policy that outlines the process for public comment at Library Board meetings for the library board’s consideration. The policy will provide clear guidance if any challenging situation occurs.

I recommend that the board approve the proposed policy as drafted by our attorney.

RESOLUTION TO ADOPT PUBLIC COMMENT POLICY

At a regular meeting of the Library Board of the Portage District Library, Kalamazoo County, Michigan, held at the Library, in said Library on the ____ day of December 2022 at _____ p.m., Local Time.

Present: _____

Absent: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, pursuant to Section 3(5), of the Michigan Open Meetings Act, 1976 PA 267, a person shall be permitted to address a meeting of a public body under rules established and recorded by the public body; and

WHEREAS, the Library Board desires to adopt such rules pursuant to a policy governing public comment procedures (“Public Comment Policy”); and

WHEREAS, the Library Board has determined it is in the best interests of the health, safety, and welfare of Library residents to adopt the Public Comment Policy.

NOW, THEREFORE, BE IT RESOLVED by the Library Board of the Portage District Library as follows:

1. The Library Board adopts and approves the Public Comment Policy attached as an exhibit to this Resolution.
2. The Public Comment Policy shall take effect upon approval
3. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
)
COUNTY OF KALAMAZOO)

I, the undersigned, the duly qualified and acting Secretary of the Portage District Library, Kalamazoo County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a regular meeting held on the _____ day of December, 2022.

Library Board Secretary

PORTAGE DISTRICT LIBRARY

POLICY FOR PUBLIC COMMENTS AT MEETINGS

I. Purpose

The Portage District Library welcomes and encourages comments from members of the public who attend Library Board meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the Library Board.

II. Public Comment Period; Meeting Agendas

1. If an agenda is available, the Library Board will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. The Library Board will include at least one public comment period during each meeting. These rules apply to the public comment period in any regular or special meeting or in any committee meeting that is open to the public (“Public Comment”).
2. Members of the public have no right to address the Library Board or make comments outside of the Public Comment. At any time, the Library Board, at its discretion, may accept comments from the public. However, outside of the Public Comment time, the Library Board is under no obligation to hear comments from the public during a meeting.
3. The Library Board has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

III. Rules of Public Comment

The Library Board adopts the following procedures to receive Public Comments:

1. When the Library Board meeting reaches a designated time for Public Comments, the President will invite attendees to make Public Comments. If the President is absent, the acting chair of the meeting will perform the President’s duties under this policy.
2. The President will ask persons wishing to speak to raise their hands to be recognized by the President. The President will recognize one person to speak at a time, and each speaker must provide his or her name and address. No person in attendance may make a comment without being recognized.
3. Public Comments must be addressed to the Library Board, not to other members of the audience.

4. Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or “give” the time to another speaker.
5. In lieu of speaking, a person may submit any written comments to the Library Board Secretary. Written materials submitted to the Library Board are considered public documents.
6. The Library Board encourages free and complete public dialogue on Library Board issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting.
7. If a speaker includes specific questions to the Library Board in his or her Public Comments, the Library Board has no obligation to respond.
8. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make this designation. If a speaker is speaking on more than one individual’s behalf, they must state as such at the beginning of their comment and shall be entitled to one (1) five-minute time during Public Comment.
9. The Library Board may determine, in its sole discretion, how Public Comments will be summarized in the meeting minutes. Members of the public should not expect the minutes to include verbatim transcripts or details of any individual comment.
10. Members of the public are also encouraged to contact the Library during regular business hours to ask questions, raise concerns, and request information about Library matters.

IV. Recording of Rules

These rules will be recorded in the minutes and kept on file with the Library Secretary.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: November 28, 2022
Subject: Programming Policy

BACKGROUND:

On the advice of our library law attorney, Anne Seurnyck, I am including a new Programming policy for the board’s consideration. The new policy is more detailed than our previous policy and will provide clear guidance if any challenging situation occurs.

I recommend that the board approve the proposed Programming policy as drafted by our attorney.

PROGRAMMING POLICY

The Portage District Library (“Library”) supports its mission of connecting people to ideas, information, experiences and materials that provide enjoyment, enrich peoples’ lives, and strengthen our community by developing and presenting programs that provide additional opportunities to further the Library's mission to provide for information, learning, and entertainment. Programming is an integral component of Library service that:

- Expands the Library’s role as a community resource
- Introduces patrons and non-users to Library services
- Provides entertainment
- Provides opportunities for learning
- Expands the visibility of the Library
- Furthers the mission of the Library

I. Program Determination

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of Portage District Library Board (“Library Board”). The Library Director, in turn, delegates the authority for approved program management to Program Coordinators, who oversee this responsibility through delegation to designated staff. The Library Director has the discretion to determine which programs the Library shall sponsor or co-sponsor. This policy does not apply to any program that is not conducted or co-sponsored by the Library.

II. Criteria for Programs

Library staff plans and develops programs for the community based on relevance to community interests and issues, popular appeal, the mission of the Library and suitability for general or targeted audiences.

Program presenters are chosen for their expertise and public performance experience.

The Library does not plan programs or classes that are commercial in nature. Although a professional or businessperson may be invited to speak, the purpose of the program is to educate, inform, or entertain and otherwise further the Library's mission. Programs are not designed for commercial purposes or for the solicitation of business.

III. Co-Sponsorship of Programs

The Library may co-sponsor programs with other persons, agencies, organizations, and institutions. The Library Director has the sole discretion to determine whether to co-sponsor a program according to the criteria set forth in this Programming Policy. If the Library desires to co-sponsor a Library program, these individual or organizational partners must coordinate marketing efforts with the Library’s Program Coordinators. No co-sponsor may use the Library's name in any marketing material without prior approval of the Library Director. If a

person or organization desires to co-sponsor a program, the person or organization shall make such request in writing to the Library Director.

IV. Non-discrimination

The Library does not discriminate in its programs. Library sponsorship or co-sponsorship of a program does not constitute endorsement of the content or the views expressed by the presenter or the participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy, and the Library will strive to offer multiple viewpoints.

V. Program Attendance

Library programs and classes are open to the public; however, due to the nature of certain programs, attendance may be limited. For example, some children's programs may be limited based on age.

Further, attendance may be limited based on the occupancy permitted in the room. When occupancy limits must be established, advanced registration may be required. In the cases where advanced registration is not required, the Library may limit the number of people that may attend any program at the door. Attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Generally, Library programs are free; however, some classes or programs may require a nominal materials fee or require a ticket to be purchased.

VI. Library Staff

Library staff members who present programs or classes do so as part of their regular job and are not hired as outside contractors.

VII. Programming Concerns

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a Library program, he/she should first address the concern with the Library Director. Patrons who wish to continue their request for review of Library programs may submit the Request for Reconsideration form to the Library Director. Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials as outlined in the Library's Material Selection Policy.

VIII. Guidelines for Selling Books, Recordings, Art, or Other Items at Library Programs

Program presenters who are authors or artists are invited to sell and sign books, music, movies, and art following Library programs upon prior approval by the Library Director.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: December 6, 2022
Subject: RE: End-of-Year Report on accomplishment of all End Statements

Typically at the December Library Board Meeting, trustees receive an "End-of-Year Report on accomplishment of all End Statements". Because this is the final report for the last year of the 2018-2022 Strategic Plan that was created with facilitator Gary Kushner, we are delaying the final report by one month.

In January 2023, trustees will receive the final Narrative Report that reflects 2018-2022 Strategic Plan projects, 4th Quarter 2022 Strategic Plan Statistics, and the final End of Year Report.

The staff with the help of facilitator Amanda Standerfer, are bringing forward the 2023-2026 Strategic Plan for Trustee approval at the December 12, 2022 Meeting. Work on implementation as well as new reporting formats will begin in February 2023 to reflect work done starting in January 2023.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: December 6, 2022
Subject: Portage District Library’s Strategic Plan 2023-2026

BACKGROUND:

During the Summer of 2022, the Portage District Library partnered with Amanda Standerfer from Fast Forward Libraries LCC to help facilitate the library’s new strategic plan process. The library has gathered feedback from the community, board, and staff through focus groups and surveys. In September, the library staff and board held retreats to discuss the learning report and the future direction of the library. A Strategic Plan has been developed to guide the library in its direction of services and efforts for the next few years.

RECOMMENDATION:

The PDL Strategic Planning committee recommends that the board approve the proposed Strategic Plan direction and have the library start the implementation phase of the plan.



Portage District
LIBRARY

STRATEGIC PLAN 2023-2026



"Librarians are wonderful. We love them. We enjoy the variety of activities, accessibility to all."

Survey Respondent

"Can't always buy all the books that my family wants - so great to have access to resources."

Focus Group Participant



Why

Portage District Library is a hub of learning and social connection, with constantly evolving collections, programs, and services. To align its resources with the emerging priorities of the community, Portage District Library has undergone a comprehensive strategic planning process with feedback from the community and stakeholders. By implementing a new strategic plan, Portage District Library will be able to focus efforts on its new strategic directions: Strengthening the Community; Extraordinary Experiences; and Investing in the Future.

How

Portage District Library initiated a strategic planning process starting in the Summer of 2022. Amanda E. Standerfer from Fast Forward Libraries LLC was engaged to facilitate the planning process in three phases: Learn, Dream, Do. The Learn phase entailed forming a Planning Team to guide the process, holding staff and Board feedback sessions, conducting a community survey, and leading stakeholder focus groups and interviews. In the Dream phase, the Planning Team discussed possible future pathways for the library and developed strategic directions and goals for the coming four years. This strategic plan will guide Portage District Library through the Do phase, as the library executes its vision for the future.



Process Timeline

The Planning Team spent months learning about community needs and developing strategies to advance the library's mission over the next four years.

June '22	Planning Team Kick-Off
July '22	Community survey, Board and staff sessions and surveys, focus groups
Aug '22	Focus groups and interviews learning Report
Sep '22	Planning Team meeting, staff and Board retreats
Nov '22	Plan development and review
Dec '22	Presentation to Board, transition to implementation



Vision

*Inspiring, Enriching, and
Empowering Our Community*

Mission

*We transform lives by cultivating
connection, discovery, creativity,
and personal growth.*



Ends Statements

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

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

Be a leader in strengthening our community.

Be a community hub to experience and explore diverse arts and culture.

Core Values

- Accountability
- Confidentiality and Privacy
- Customer Service
- Safety
- Partnerships
- Education and Lifelong Learning
- Equitable Access
- Excellence
- Inclusivity
- Innovation
- Intellectual Freedom
- Play and Inspiration
- Respect and Kindness
- Community Building



Strengthening the Community

We facilitate community members learning, creating, and bridging divides.

GOALS

- 1.1** Enrich the lives of community members by providing innovative and ample outlets for expressing creativity.
- 1.2** Build and expand vibrant partner plans with organizations working towards aligned goals.
- 1.3** Implement targeted community engagement campaigns and create routine feedback opportunities for patrons.

ANTICIPATED RESULTS

- People are inspired to take action in their communities.
- Library services and collections reflect the evolving needs of the community.
- Robust partnerships increase the library's positive impact in the community.
- People consider the library an invaluable resource and invest in its future.



Extraordinary Experiences

We provide exceptional services that lead to delightful and meaningful interactions.

GOALS

- 2.1** Position the library in unexpected ways in the community.
- 2.2** Equip staff to provide caring, responsive service to support the information and life-stage needs of community members.
- 2.3** Celebrate and strengthen the community's social fabric by incorporating relationship-building opportunities in library programs and throughout the building.

ANTICIPATED RESULTS

- Community members experience exceptional service at the library.
- People expand their knowledge of what the library can offer.
- People connect with one another at the library and through its programs.
- Staff are able to serve the diverse needs of the community members.
- People consider the library a hub of community activity and social life.



Investing in the Future

We help the community evolve and grow.

GOALS

- 3.1** Maintain high-quality staff by investing in hiring, orientation, and retention practices that are equitable and inclusive.
- 3.2** Provide technology access and learning opportunities for community members so they are confident navigating an evolving digital world.
- 3.3** Find ways to be welcoming and inclusive through collections, programs, displays, messaging, and facilities.

ANTICIPATED RESULTS

- Staff feel supported and valued.
- The library becomes more diverse.
- People are more confident and effective working with new technology.
- People expand their skills and worldview through an increasing number of digital resources and technical devices.
- Everyone feels welcome at the library.
- There is something for everyone at the library.



Next Steps

Implementation and Evaluation

Now that this plan has been adopted by the Portage District Library Board of Trustees, the staff will develop an activity plan to guide implementation. Implementation is a continual process. The timing of certain activities will be determined by priority and influenced by various factors, such as funding and other resource allocation. Review and adjustment of the activity plan will happen on a regular basis.

Evaluation of the plan will be ongoing once the plan implementation is underway. The status of the plan and its implementation will be reported regularly to Trustees and stakeholders at Board meetings.

