

# PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting  
June 26, 2023

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



# NOTICE OF REGULAR MEETING

## PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, June 26, 2023 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, June 26, 2023 at 6:00 p.m. This meeting will be held at 300 Library Lane. The purpose of this meeting is for the discussion of library business. The Library gives notice of the following:

### 1. Meeting Attendance

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

### 2. Procedures

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

### 3. Contact Information

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

### 4. Persons with Disabilities

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

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

<https://us02web.zoom.us/j/87030959072>

Or dial in via Telephone to listen to the meeting (for higher quality, dial a number based on your current location):

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

Webinar ID: 870 3095 9072

Dated: June 22, 2023

**Quyen Edwards**  
*Library Board Secretary*

Portage District Library  
300 Library Lane  
Portage, MI 49002

# AGENDA

June 26, 2023

## I. Start of Meeting

## II. Roll Call

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

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

## IV. Adoption of the Agenda for the Regular Meeting of June 26, 2023 (1 minute) (Vote)

## V. Audit Presentation (20 minutes)

A. Presentation of Audit Report for Fiscal Year 2022 by Rehmann Robson (Info) Pg.5

## VI. Consent Agenda (5 minutes) (Vote)

A. Minutes of the regular meeting held on May 22, 2023 (Info) Pg.6-8

B. May 2023 Narrative (Info) Pg.9-11

C. Financial Condition for May 2023 (Info) Pg. 12-13

D. Statistical Report for May 2023 (Info) Pg. 14-15

E. July 2023 Program Calendar (Info) Pg.16

F. MLA Advocacy June 2023 (Info) Pg.17-18

## VII. Governance (20 minutes)

A. Initial Discussion About Plans for 2023 Library Board Retreat (Info) Pg. 19

B. Heritage Room Policy Update (Vote) Pg.20-22

C. Creation Station & Makerspace Usage Policy (Vote) Pg.23-28

## VIII. Ends Development(30 minutes)

A. Presentation of the Preliminary FY 2024 Budget for the Portage District Library

## IX. Library Director's Reports (20 minutes)

A. Final remarks by Library Director for the June 26, 2023 Library Board Meeting

## X. Process Evaluation (5 minutes total)

A. Suggestions for Agenda Items to be included on the July 24, 2023 Board Meeting

1. Minutes of the Regular Meeting held on June 26, 2023

2. Review of Internet Policy

# AGENDA

3. Final Review and Approval of Proposed Fiscal Year 2024 Budget and Millage Rate for public inspection prior to Public Hearing at the August 28, 2023 board meeting
4. 2nd Quarter Report for FY 2023
5. Presentation of the library's 3-Year Technology Plan (FY 2024-2026)
6. Monitoring Report on Executive Limitation for Minutes/Records Retention

## B. Miscellaneous Items

## XI. Adjournment

# Memo

## Presentation of Audit Report for Fiscal Year 2022 by Rehmann Robson

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** June 22, 2023

The Fiscal Year 2022 financial audit of Portage District Library has been completed, and a representative from the accounting firm Rehmann Robson will present virtually at the June 26, 2023, board meeting. They will go over the audit report and summarize the library's financial standing for the period January through December 2022. At that time, their major findings will be shared, and you will have an opportunity to ask any questions you may have.

# Minutes

From the May 22, 2023  
Regular Board Meeting

## I. Start of Meeting

## II. Roll Call

### Board Members Present: Board Members Absent: Library Staff Present:

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

*Board Members Absent:* Michele Behr (excused)

*Library Staff Present:* Library Director Christy Klien, Rolfe Behrje, Ruth Cowles, Quyen Edwards, Lawrence Kapture, Doran Lefaive, Abby Pylar, Steve Rossio, Colin Whitehurst, and Laura Wright

*Library Staff Absent:* Rob Foti

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

Library Board Chair Tom Vance welcomed everyone to the May 22, 2023 Library Board Meeting. He asked if anyone present or online had any comments and there were none.

## IV. Adoption of the Agenda for the Regular Meeting of May 22, 2023

Library Board Chair Vance asked if there were any changes to the agenda before its adoption and there were none. Vance asked for a motion to adopt the agenda.

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of May 22, 2023. Vote 6-Yes, 0-No, 1-Absent (Behr). Motion carried.

## V. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the May 22, 2023 board meeting before its adoption. Trustee Whitlock requested the removal of Item F – Review of Patron Behavior Policy.

- A. Minutes of the regular meeting held on April 24, 2023
- B. May 2023 Narrative
- C. Financial Condition for April 2023
- D. Statistical Report for April 2023
- E. June 2023 Program Calendar
- F. Review of Patron Behavior Policy
- G. Review of Reciprocal Borrowing Policy
- H. MLA Advocacy Update for April 2023
- I. Library Closure for 2023 Staff Development Day

**MOTION:** It was moved by Trustee Friedman and supported by Trustee Terry that the Library Board approve the consent agenda with the Removal of Item F. for the regular meeting of May 22, 2023. Vote 6-Yes, 0-No, 1-Absent (Behr). Motion carried.

# Minutes

Item F. Review of Patron Behavior Policy– Trustee Whitlock referred to Page 19 in the Board Packet, Item 2B Weapons - Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.” She asked if this meant that patrons could openly carry weapons in the library. Library Director Klien responded yes, the public library is not an exempt location and by law people can open carry a legally obtained weapon. They must have a permit to conceal a gun. Klien said it was rare for staff to witness this in the library, but it has happened. We have been instructed by Portage Public Safety and our attorney that if staff witness someone carrying a gun in the library, we watch and monitor. If the person does not behave in an erratic manner and is not brandishing the weapon or using it to threaten anyone, we continue to monitor. Portage Public Safety has advised that if staff feel uncomfortable or something feels off, to call them, however unless they are threatening someone, there is not much they can do.

**MOTION:** It was moved by Trustee Whitlock and supported by Trustee VanderVries that the Library Board approve Item F. Vote 6-Yes, 0-No, 1-Absent (Behr). Motion carried.

## VI. Governance

### A. Follow-up on Mid-Year meeting with the Library Director

Library Director Klien and Library Board Chair Vance had a mid-year meeting Vance said that no concerns were voiced by Library Trustees, so they spent some time going over Klien’s goals for the year and discussing the excellence of the library staff. Klien said she is always open to feedback from the trustees.

## VII. Staff Presentation of Summer Reading Program 2023

Adult Services Librarian Ruth Cowles started the presentation by saying “Summer Reading is not just for kids!” Adults are encouraged to join the reading program this year to win gift cards to local business in weekly drawings or the grand prize at the end of the summer. Patrons can earn badges through Beanstack. Each badge gives them a choice to enter either the weekly or the grand prize drawing. Cowles also added that the program is not just reading. There are also activity badges – for example they can write book reviews , sign up for SMS messages, get a Michigan Activity Pass, or play the space themed virtual escape room.

Cowles concluded that there is also a PDL Staff Summer Reading program which also includes reading and activities for prizes. She will also be hosting a staff trivia night as part of the fun.

Head of Youth Services Laura Wright introduced the long-time Summer Reading skit character Professor Higglebottoms who brought Crumble cookies for the Board. The Professor is part of a skit that Youth Staff do in the schools to promote Summer Reading and this year the skit is focused on delightful and disastrous ideas. Youth receive reading incentives throughout the summer including a free book on days 15 and 30 and a coupon for a personal pan pizza at the completion of the program. Books came from a large donation the library received last year. Wright said we are very interested to see how this program goes as we are working hard to create a “buzz”and get the Summer Reading Program back to pre-pandemic participation levels.

A big thank you to the Friends of the Portage District Library who generously provide the funds for both the public and staff summer reading prizes.

# Minutes

## VIII. Library Director's Reports

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

Klien told to Board to expect the June Meeting to be longer as we will have the 2022 audit report and 2024 budget first draft presentation.

Klien informed the Board that we added a new Circulation staff member Ari who started last week.

Klien said the library had two very successful community events last week– Festival in the Flats was last Tuesday and Zion Lion Reggae Band performed in the parking lot on Sunday. Both were well received!

Klien said the ALA conference is June in Chicago and several staff members are attending since it is within driving .

Trustee VanderVries asked if there was any follow up to the patron who completed the Request for Reconsideration and Klien said that there was not after she informed the patron of her decision in writing.

## IX. Process Evaluation

### A. Suggestions for Agenda Items to be included on the June 26, 2023 Board Meeting

1. Minutes of the Regular Meeting held on May 22 2023
2. Audit Presentation by Rehman Robson
3. Discussion About Plan for the 2023 Library Board Retreat
4. Review of Heritage Room Policy
5. Review of Creation Station/Makerspace Policy
6. Presentation of Preliminary Library Operating Budget for FY 2024

### B. Assessment of this meeting

### C. Miscellaneous Items

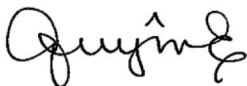
Trustee Vance highlighted some items from the April narrative report - There were 54 Youth programs in April! The Day of Kindness had 293 participants! Head of Youth Services Laura Wright added that it was a wonderful day with Jeanne Friedman and her high school volunteers. The Bluegrass concert drew in 125 community members. There was a very interesting Upjohn presentation.

## X. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of May 22, 2023

**DISPOSITION:** The regular board meeting of May 22, 2023 was adjourned at 6:24 PM.

Recorded and Transcribed by,



Quyen Edwards  
Library Board Secretary



# Director's Report

## June 2023

### Youth Services

Youth Services limits program offerings in May of each year to prepare for summer. This year we resumed our summer promotional visits to the schools and were invited to seven of the eight elementary schools (Moorsbridge requested a virtual visit). The schools sent home a copy of our information sheet/log to each elementary child in Portage Public Schools. We elected to soft launch the program on June 1st prior to the end of the school year.

Youth Librarians [Kristy Zeluff](#) and [Andrea Smalley](#), assisted by Youth Librarians [Emily Mingle](#) and [Jenni Chase](#), hosted this year's Festival in the Flats event at Celery Flats Historical Area. Many adults from the area including our City Manager and Mayor, past and present local educators, Library Trustees [Jeanne Friedman](#), [Linda Whitlock](#), and [Michele Behr](#), and many other local leaders volunteered to read to 519 preschoolers and their caregivers. Children received a free book and snack. Several families mentioned how much they appreciated seeing the community volunteers and were entertained by the variety of stories read to them.



Youth Librarians [Andrea Smalley](#) and [Kristy Zeluff](#) attended Moorsbridge Elementary Multicultural Fest as our final outreach event of the school year. They were able to provide materials for remote checkout and promote the library's services and collections of interest to those new to the country or new to the area.

## Adult

Adult Services Librarian [Katharyn Haas](#) and Marketing Manager [Colin Whitehurst](#) hosted the Zion Lion Reggae Band in the library parking lot on Sunday, May 21st. It was a beautiful sunny day and around 150 people listened to music on lawn chairs or under the nearby trees.

**Attendee Reaction:** **“They (Zion Lion) are really good! Thank you so much for bringing them here and bringing the community together like this.”**

Adult Librarian [Ruth Cowles](#) Summer Movie Preview Night was a hit. Thirteen patrons enjoyed watching previews of the summer movies, with some discussion following. The most talked about movie was the upcoming Oppenheimer movie. All participants were able to take home the twenty-four page preview packet.

**Attendee Reaction:** **“I discovered movies I haven’t heard of.”**

Outreach Librarian [Sara Weyenberg](#) visited the Portage Farmers Market on Sunday, May 21st. Even though it was early in the season, she made direct contact with 106 attendees, which included giving out 2 new library cards to residents who had recently moved to the area, handing out flyers for upcoming programs, and informing individuals about the community concert later that day.

STEM Librarian [Jane Fleming](#) hosted local artist Emily Wohlscheid, who came to teach a class on hand-dyeing yarn. She had a full class of 10 participants, and she walked through how to choose the type of yarn, safety procedures when working with dyes, how to add the yarn to the dye and then add the chemicals that help the dye adhere to the yarn. Everyone was able to make a skein of yarn and the results were beautiful.

**Attendee Reaction:** **“I took up weaving during the pandemic lockdown and I have been wanting to take my skills further. This is a perfect next step.”**

## Heritage Room

Local Historian [Steve Rossio](#) delivered two school presentations on the history of Portage. One to 12th Street 2nd graders and one to Moorsbridge 2nd graders. As always, the program was well received at each school with teachers excited to be getting back into pre-pandemic type activities.

## Personnel Information/HR

The Library conducted interviews and is hiring two (2) Summer Library Aides to assist with reshelving, and other tasks, in the Circulation Department during the busy summer months. [Jennie Wright](#) and [Katie Cowles](#) will both start in mid-June. The Business Services Dept. has been working with Rehmann to complete the Library’s Fiscal Year 2022 Annual Audit. The audit results and financial statement will be presented to the library board at the June 2023 library board meeting. Library Director [Christy Klien](#) and Business Manager [Rob Foti](#) have been preparing the preliminary budget, which will be presented to the library board at the June 2023 library board meeting.

## Circulation and Technical Services Updates

During the month of May, 501 students had activity on their PASS cards. We also sent 555 SMS messages to patrons. We received a compliment on how the patron really likes the fact that the books are labelled for series order on the shelves and in the catalogue. The Technical Services department is working diligently on getting as many of the series labels on the books as possible.



## Information Technology

The Information Technologies Department deployed patron kiosks for the Youth Summer Reading Program. The department performed upgrades to Cpanel, Updraftplus and Backblaze, all core software services for the library website.

## Maintenance and Building Services

Building maintenance involved canine inspection, pest control treatment, lower level skylight caulking, concrete stamped pathway in the butterfly waystation, bird prevention devices installation at the main entrance canopy roof, power washing of the north egress/patio area, replacement of adult battery for AEDs, and an ADA walkthrough with Disability Network.



# Financial Condition Report

May 2023

*Executive Limitation Policy on Financial Condition and Activities:* With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

**Policy: 1. Expend more funds than have been received in the fiscal year to date unless the debt guideline (below) is met.**

*Director's Response:*

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

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

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

**Policy: 3. Use any long-term reserves.**

*Director's Response:* No reserves have been used.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Statistical Report

May 2023

	Month Statistics			YTD Statistics		
	May-23	May-22	CHANGE	2023	2022	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>65,544</b>	<b>69,632</b>	<b>-5.87%</b>	<b>357,262</b>	<b>242,680</b>	<b>47.22%</b>
Adult - Books	15,159	12,365	22.60%	80,850	50,144	61.24%
Adult - A/V	3,789	2,122	78.56%	19,503	11,376	71.44%
Youth - Books	24,845	21,889	13.50%	145,264	73,501	97.64%
Youth - A/V	2,347	14,459	-83.77%	13,666	18,658	-26.76%
Hot Picks	885	1,076	-17.75%	4,339	3,661	18.52%
E-Material	16,810	16,011	4.99%	83,529	81,488	2.50%
ILL - PDL Requests	900	1,035	-13.04%	5,577	2,110	164.31%
ILL - Other Lib. Requests	809	675	19.85%	4,534	1,742	160.28%
<b>Self-Checkout Percentage</b>	<b>52.47%</b>	<b>45.93%</b>		<b>52.36%</b>	<b>53.70%</b>	
<b>Total Library Collection</b>	<b>177,569</b>	<b>176,632</b>	<b>0.53%</b>			
Adult - Books	72,823	74,825	-2.68%			
Adult - A/V	13,529	14,041	-3.65%			
Youth - Books	80,560	76,245	5.66%			
Youth - A/V	7,965	8,605	-7.44%			
Hot Picks	2,692	2,916	-7.68%			
<b>Net Acquisitions</b>	<b>(48)</b>	<b>464</b>	<b>-110.34%</b>	<b>(177)</b>	<b>(5,121)</b>	<b>96.54%</b>
Purchased - Books	1,653	1,309	26.28%	7,689	6,058	26.92%
Purchased - A/V	103	236	-56.36%	623	897	-30.55%
Donated - Books	0	0	0.00%	1	0	100.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(1,804)	(1,081)	-66.88%	(8,490)	(12,076)	29.70%
<b>Total In-House Usage*</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
<b>Patrons</b>						
<b>Total Patrons</b>	<b>33,852</b>	<b>36,141</b>	<b>-6.33%</b>			
Adult	16,487	17,762	-7.18%			
Youth	3,116	4,180	-25.45%			
Non-Resident	178	214	-16.82%			
Reciprocal	3,137	3,765	-16.68%			
Internet User	466	438	6.39%			
PASS Users	10,410	9,729	7.00%			
Professional	58	53	9.43%			
<b>Net Patrons</b>	<b>255</b>	<b>370</b>	<b>-31.08%</b>	<b>(3,322)</b>	<b>105</b>	<b>-3263.81%</b>
Adult	164	260	-36.92%	1,057	2,055	-48.56%
Youth	9	39	-76.92%	80	532	-84.96%
Non-Resident	3	2	50.00%	15	6	150.00%
Reciprocal	41	51	-19.61%	285	117	143.59%
Internet User	34	16	112.50%	182	72	152.78%
PASS Users	4	0	100.00%	118	0	100.00%
Professional	0	2	-100.00%	0	2	-100.00%
<b>Patrons Removed</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>(5,059)</b>	<b>(2,679)</b>	<b>-88.84%</b>

# Statistical Report

	Month Statistics			YTD Statistics		
	May-23	May-22	CHANGE	2023	2022	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	<b>694</b>	<b>117</b>	<b>493.16%</b>	<b>3,403</b>	<b>117</b>	<b>2808.55%</b>
Internal/Collaboration	115	12	858.33%	406	12	3283.33%
External/Outside Usage	579	105	451.43%	2,997	105	2754.29%
<b>Total Program Audience</b>	<b>4,813</b>	<b>460</b>	<b>946.30%</b>	<b>15,861</b>	<b>2,138</b>	<b>641.86%</b>
Adult	648	460	40.87%	3,415	870	292.53%
Youth	4,043	0	100.00%	11,731	1,268	825.16%
Heritage Room	122	0	100.00%	715	0	100.00%
<b>Total Number of Programs</b>	<b>58</b>	<b>4</b>	<b>1350.00%</b>	<b>437</b>	<b>61</b>	<b>616.39%</b>
Adult	37	4	825.00%	201	28	617.86%
Youth	18	0	100.00%	224	33	578.79%
Heritage Room	3	0	100.00%	12	0	100.00%
<b>Total Volunteer Hours</b>	<b>204</b>	<b>0</b>	<b>100.00%</b>	<b>1,111</b>	<b>117</b>	<b>849.57%</b>
Adult	56	0	100.00%	276	21	1214.29%
Youth	61	0	100.00%	326	0	100.00%
Technical	19	0	100.00%	107	27	296.30%
Circulation	35	0	100.00%	219	5	4280.00%
Administration	32	0	100.00%	163	64	154.69%
Community Service	1	0	100.00%	20	0	100.00%
<b>Total Front Door Traffic</b>	<b>21,556</b>	<b>19,078</b>	<b>12.99%</b>	<b>100,645</b>	<b>35,670</b>	<b>182.16%</b>
<b>Total Youth Services Traffic</b>	<b>15,218</b>	<b>14,123</b>	<b>7.75%</b>	<b>73,037</b>	<b>26,304</b>	<b>177.66%</b>
<b>Total Business Center Traffic</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	<b>5,462</b>	<b>5,108</b>	<b>6.93%</b>	<b>31,261</b>	<b>15,975</b>	<b>95.69%</b>
Adult Phone	372	290	28.28%	2,126	1,101	93.10%
Adult Ready Reference	1,654	772	114.25%	9,052	3,907	131.69%
Adult Reference	172	130	32.31%	963	382	152.09%
Youth Phone	50	64	-21.88%	304	183	66.12%
Youth Ready Reference	2,191	2,025	8.20%	11,818	5,703	107.22%
Youth Reference	197	486	-59.47%	1,365	734	85.97%
HR Phone	8	11	-27.27%	59	50	18.00%
HR Ready Reference	99	78	26.92%	1,463	528	177.08%
HR Reference	11	11	0.00%	73	36	102.78%
Circ Phone	295	377	-21.75%	1,471	1,414	4.03%
Circ Ready Reference	188	565	-66.73%	1,475	1,362	8.30%
Circ Reference	225	299	-24.75%	1,092	575	89.91%
<b>Total Edutainment LAN Use</b>	<b>347</b>	<b>45</b>	<b>671.11%</b>	<b>1,653</b>	<b>45</b>	<b>3573.33%</b>
<b>Total Internet Computer Use</b>	<b>1,389</b>	<b>378</b>	<b>267.46%</b>	<b>7,048</b>	<b>1,990</b>	<b>254.17%</b>
Youth Computers	139	14	892.86%	699	14	4892.86%
Adult Computers	1,246	364	242.31%	6,336	1,974	220.97%
Laptop Computer Circulated	4	-	100.00%	13	2	550.00%
<b>Total Electronic Transactions</b>	<b>70,696</b>	<b>36,106</b>	<b>95.80%</b>	<b>361,321</b>	<b>166,505</b>	<b>117.00%</b>
WebSite Hits	59,509	25,091	137.17%	306,989	115,676	165.39%
WebCatalog Sessions	9,755	9,693	0.64%	45,310	42,805	5.85%
Licensed Database Hits	1,432	1,322	8.32%	9,022	8,024	12.44%

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

Christy Klien, Library Director

# PDL Events

## July 2023

### LEGO City

Monday, July 3<sup>rd</sup>-8 | 12:00 AM - 12:00 AM

### Drop In Hours @ The Makerspace

Monday, July 3<sup>rd</sup> | 2:00 PM - 4:00 PM

### Drop In Hours @ The Makerspace

Wednesday, July 5<sup>th</sup> | 2:00 PM - 4:00 PM

### Make It @ The Library: Etched Glassware

Thursday, July 6<sup>th</sup> | 3:00 PM - 5:00 PM

### Drop-In Hours @ The Makerspace

Thursday, July 6<sup>th</sup> | 6:00 PM - 8:00 PM

### Rock, Paper, Scissors K-2<sup>nd</sup> Event

Monday, July 10<sup>th</sup> | 2:00 PM - 3:00 PM

### Drop In Hours @ The Makerspace

Monday, July 10<sup>th</sup> | 2:00 PM - 4:00 PM

### Home Organization Workshop

Monday, July 10<sup>th</sup> | 7:00 PM - 8:00 PM

### Just Move Storytime and Family Fun

Tuesday, July 11<sup>th</sup> | 9:30 AM - 10:00 AM

### Just Move Storytime and Family Fun

Tuesday, July 11<sup>th</sup> | 10:30 AM - 11:00 AM

### Make It @ The Library: Etched Glassware

Tuesday, July 11<sup>th</sup> | 6:00 PM - 8:00 PM

### Summer Middle Grade Book Club

Wednesday, July 12<sup>th</sup> | 12:30 PM - 1:30 PM

### Elementary "Off the Beaten Path" Book Club

Wednesday, July 12<sup>th</sup> | 12:30 PM - 1:30 PM

### Baking Better with Victorian Bakery: Summer Tarts

Wednesday, July 12<sup>th</sup> | 2:00 PM - 4:00 PM

### Drop In Hours @ The Makerspace

Wednesday, July 12<sup>th</sup> | 2:00 PM - 4:00 PM

### Immaculate Snacks & Gaming (6<sup>th</sup>-12<sup>th</sup> Grade)

Wednesday, July 12<sup>th</sup> | 3:30 PM - 4:30 PM

### Family Big Build: Dominos and Race Cars

Thursday, July 13<sup>th</sup> | 2:00 PM - 3:30 PM

### Make It @ The Library: Create Your Own Poster

Thursday, July 13<sup>th</sup> | 3:30 PM - 5:00 PM

### Goddesses Galore: An Art Reception and Author Talk with Susan Teague

Thursday, July 13<sup>th</sup> | 5:30 PM - 7:00 PM

### Drop-In Hours @ The Makerspace

Thursday, July 13<sup>th</sup> | 6:00 PM - 8:00 PM

### Kid's Trading Card Club

Thursday, July 13<sup>th</sup> | 6:00 PM - 8:00 PM

### Pub(lic) Library Trivia

Thursday, July 13<sup>th</sup> | 6:30 PM - 8:30 PM

### STEM Storytime Life Cycle of a Butterfly

Friday, July 14<sup>th</sup> | 10:00 AM - 11:00 AM

### Staff Pub(lic) Library Trivia Night

Friday, July 14<sup>th</sup> | 6:30 PM - 9:00 PM

### Kalamazoo Macintosh Users Group

Saturday, July 15<sup>th</sup> | 9:00 AM - 12:00 PM

### Meet Maria Dong, Author of "Liar, Dreamer, Thief"

Saturday, July 15<sup>th</sup> | 2:00 PM - 3:00 PM

### SRP Prize Room

Monday, July 17<sup>th</sup> | 12:00 AM - 12:00 AM

### Craftapalooza

Monday, July 17<sup>th</sup> | 10:00 AM - 4:00 PM

### Drop In Hours @ The Makerspace

Monday, July 17<sup>th</sup> | 2:00 PM - 4:00 PM

### Pollinator Garden Tour: Monarch Waystation

Monday, July 17<sup>th</sup> | 6:30 PM - 7:30 PM

### Summer Family Storytime

Tuesday, July 18<sup>th</sup> | 9:30 AM - 10:00 AM

### Summer Family Storytime

Tuesday, July 18<sup>th</sup> | 10:30 AM - 11:00 AM

### Teen Ice Cream Social

Tuesday, July 18<sup>th</sup> | 6:30 PM - 7:30 PM

### Make It @ The Library: Etched Glassware

Wednesday, July 19<sup>th</sup> | 10:00 AM - 12:00 PM

### Drop In Hours @ The Makerspace

Wednesday, July 19<sup>th</sup> | 2:00 PM - 4:00 PM

### Goddesses Art Activity with Artist Susan Teague

Thursday, July 20<sup>th</sup> | 5:30 PM - 7:00 PM

### Stuffed Animal Sleepover Camp Storytime

Thursday, July 20<sup>th</sup> | 6:30 PM - 7:30 PM

### Summer Family Storytime

Tuesday, July 25<sup>th</sup> | 9:30 AM - 10:00 AM

### Summer Family Storytime

Tuesday, July 25<sup>th</sup> | 10:30 AM - 11:00 AM

### Teen LGBTQ+ Meet-Up

Tuesday, July 25<sup>th</sup> | 6:30 PM - 8:00 PM

### Storytimes at the Parks

Wednesday, July 26<sup>th</sup> | 6:30 PM - 7:00 PM

### Sundaes and Sharing with Storyteller Madalene Big Bear

Wednesday, July 26<sup>th</sup> | 7:00 PM - 8:00 PM

### Sand Castle Family Fun

Thursday, July 27<sup>th</sup> | 2:00 PM - 4:00 PM

### Classic Movie: The Music Man

Saturday, July 29<sup>th</sup> | 2:00 PM - 4:00 PM



# MLA ADVOCACY NEWS

June 2023

## Note From Debbie

Each June, Pride Month is a time for the LGBTQ+ community to honor their identity, uniqueness, and diversity. For countless years, libraries throughout the state and nation have brought focus to this national celebration. This year is no exception.

But this year, public library displays celebrating Pride Month seem to be getting a lot of negative attention. Displays are part of a library's marketing plan and they highlight a very small portion of the extensive collection that might go undiscovered. A display is a wonderful way to help readers young and old find and connect to topics, books, and materials they find personally relevant to themselves or loved ones. And displays during Pride Month are not set up to politicize one lifestyle over another - the library is simply displaying age-appropriate materials that are related to the LGBTQ+ experience.

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. Many of us cannot begin to imagine how important that might be for a teen who identifies as LGBTQ+ but has yet to find the voice they need to tell their story.

The library is a public space paid for by taxpayer dollars. Some of those taxpayers identify as LGBTQ+. They deserve representation. Libraries also have a commitment to inclusivity which in turn supports collection development, displays, and programming that affirms the dignity and humanity of all people. The recently passed Elliott-Larsen Civil Rights Act also guarantees legal protection for LGBTQ+ people in Michigan. Pride Month displays emphasize that all people, including those of different gender identities or expressions, or sexual orientations, should be treated with respect. Affirming the rights and dignity of LGBTQ+ individuals is very much a mainstream position. That doesn't mean everyone agrees, but it does mean that libraries can and should display LGBTQ+ books and provide relevant programming without fear of intimidation or censure.

A recent Michigan public opinion poll (statistically valid with over 800 randomly selected Michigan voters counted) conducted by EPIC-MRA on behalf of the Michigan Library Association shows that 67% of all respondents said that books with discussions about sex, gender identity or sexual orientation should never be banned. AND 74% of all voters agreed that books that contain sexual content or discuss issues like gender identity and sexual orientation are tools for understanding complex issues, and young people should have access to them at an age-appropriate level.

# MLA ADVOCACY NEWS

Libraries throughout Michigan have materials covering a wide range of ideologies, subjects, and interests that meet the needs and wants of everyone in the community. When someone expresses their discomfort or dislike for certain subjects, it doesn't mean that those resources shouldn't exist or be displayed, it just means that those resources are not for that individual. No one person or group should make sweeping decisions that take that process of careful consideration and choice away from every person that walks into the library.

The Michigan Library Association stands in solidarity with the staff and trustees at Michigan libraries 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.

**Deborah E. Mikula, Executive Director**

**With special thanks to the MLA Intellectual Freedom Task Force for providing a myriad of talking points that are highlighted in this note.**

# Memo

## Initial Discussion About Plans for 2023 Library Board Retreat

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** June 22, 2023

### BACKGROUND:

The Portage District Library Board typically holds an Annual Retreat in the fall. Over the years, trustees have participated in many different activities for their retreat. It is usually a learning opportunity for trustees and library administrative staff to experience together. In the past few years, the Library Board Retreat time has been used to rewrite the Library's mission, vision, and values statements, and complete a Strategic Plan for the Library with facilitator Amanda Standerfer.

Plans for a 2023 Library Board has been placed on the agenda for the June 26, 2023 Meeting for discussion.

# Memo

## Heritage Room Policy Updates

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** June 22, 2023

June is the month that the Heritage Room Policy is up for annual review. After review for this month's board packet, Heritage Room Coordinator Steve Rossio had a request to make an addition to the policy to address how items that are removed from the Heritage Room collection may be disposed of. The sentence "Any item may be disposed of by selling, trading, donating, or recycling of said item." has been added to the Collections Policy Item F.

Heritage Room Coordinator Steve Rossio and Head of Technical Services Abby Pylar have been working on a year-long project to convert Heritage Room items to be in the library catalog and available for standard library checkout. In preparation for the completion of this project, Use Policy Item C has been completely revised.

Heritage Room Coordinator Steve Rossio also wanted to include policy regarding items loaned to the Heritage Room for research or display. Use Policy Item D reflects the procedure for items loaned to the Heritage Room.

# Heritage Room Collections and Use Policies

## I. Collections Policy

- A.** The Heritage Room Coordinator will, at his/her discretion, accept donations of materials for the Heritage Room that complement existing collections, add to the history of the immediate community and surrounding areas, and/or develop collections of specific interest to the library.
- B.** At the discretion of the Heritage Room Coordinator, materials may be added to the Heritage Room Collection through gifts, purchases or trades from individuals or institutions, or by deposit from various governmental bodies.
- C.** In regards to donations, the Heritage Room Coordinator reserves the right to reject any material if said material is deemed to be unsuitable for the Heritage Room Collection by reason of subject, format, condition, or restrictions.
- D.** For every donation received, a Deed of Gift Agreement must be filled out by the Heritage Room Coordinator and then signed by both the Heritage Room Coordinator and the Donor. This Deed of Gift Agreement must also include a concise inventory of items received and a list of any restrictions placed on said donations (see Collections Policy Item E).
- E.** If restrictions are requested on a donation, they will be listed on the Deed of Gift Agreement and will be reviewed by both the Heritage Room Coordinator and the Portage District Library Director to determine if the item(s) will be accepted or declined due to the nature of said restrictions verses the historical value of said donation.
- F.** Items which are accepted into the Heritage Room Collection become the sole property of the Portage District Library and will be available for use by the general public. If at any time after acceptance an item is determined to be outside the scope of the Heritage Room Collection, it may be deaccessioned and disposed of according to the terms of the Material Disposition Form which accompanies the Deed of Gift. Deaccessioning will take place after a review by both the Heritage Room Coordinator and the Portage District Library Director. Any item may be disposed of by selling, trading, donating, or recycling of said item.
- G.** The acceptance or disposal of any historical material left in the Heritage Room without contact information will fall to the discretion of the Heritage Room Coordinator. Any item accepted into the Heritage Room will receive a Deed of Gift that reads: "Unknown Donor. Item discovered in Heritage Room on (date)". If the item(s) is/are determined to be of no use to the Heritage Room Collection, it will be properly disposed of two weeks after being discovered by the Heritage Room Coordinator.

## II. Use Policies

- A.** The use of rare or fragile materials by the general public shall be determined by the Local Historian and may be limited under certain circumstances (see NOTE). Copies of the original items will be provided in lieu of the primary source material when original materials are deemed to be too fragile or rare for use.

**NOTE:** *Reasons for limiting access to original materials may be, but are not limited to, fragility of said materials, rarity of said materials, and/or value of said materials.*

- B.** For patron ease of locating material within the Heritage Room, all Heritage Room books shall be cataloged in the same manner as other Portage District Library materials and shall receive a distinguishing label of "H.R." on their spine. Items determined to be of a unique historical character or of great monetary value shall receive a special archival book-mark containing relevant information in lieu of the standard library sticker labels.
- C.** Heritage Room books containing a red spine label may be checked out of the Heritage Room utilizing the standard library checkout policy. These items will be treated the same as Adult Non-Fiction Material and will have a checkout time of four weeks.

Items not possessing a red label may be available for checkout but only through the approval of the Heritage Room Coordinator who will judge checkout via the following criteria: Reference Value, Historic Value, Monetary Value and Condition.

Requests to borrow Heritage Room archival material will be granted or denied on a case-by-case basis by the Heritage Room Coordinator. The yes or no determination will be based on the following criteria: Reference Value, Historic Value, Monetary Value and Condition. Checking out this material will be highly restrictive and loan times will be set on a case by case basis determined by the Heritage Room Coordinator.

- D.** Any item "loaned" to the Heritage Room will be done so for the following purposes:
- a) research by the Heritage Room Coordinator
  - b) for display within the Heritage Room or within the Library Items will not be "loaned" to the Heritage Room for long term storage.

Each loaned item will be documented in writing with one copy being given to the owner and a second copy being placed with the loaned material while in possession of the Heritage Room.

# Memo

## MakerSpace Policy Updates

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** June 22, 2023

Due to the popularity of certain items and reviewing increased prices on certain materials, STEAM Librarian Jane Fleming has recommended adjusting costs for Makerspace items. We have adjusted the pricing for prints on Matte Paper and added Photo Glossy Paper to the Large Format Printer options after patron requests. We also have a new piece of equipment, a sublimation printer. Costs for the new equipment have been added to the end of the policy.

Other adjustments:

Buttons from 10 cents to 25 cents each

3D Print Requests from a price point for the time spent printing to price by weight - 10¢ per gram with a minimum cost of \$1.00

# Creation Station, Makerspace, and 3D Printing Usage Policy

## The Makerspace and Creation Station, including 3D printing, will fulfill the following purposes:

- To facilitate the exploration of new technology, which will help participants gain practical skill and experience with that technology.
- To encourage participants to utilize their creative and “maker” skills as they create new things.
- To encourage creativity, collaboration, the sharing of skills/knowledge, and social connections among participants.

## Participants may use the Makerspace and Creation Station supplies and equipment in the following ways:

### 1. As part of a program or workshop.

These workshops will involve all participants working on the same projector activity and will generally not require advanced technological skills.

### 2. During a “drop-in” lab time.

The Portage District Library will strive to hold as many “drop-in” times as possible, during which times the Portage District Library staff will be available to assist users with the materials and equipment. A few devices are considered Appointment Only devices and will not be available for use during Drop-In times.

### 3. One-on-One

The Makerspace and Creation Station will be available by appointment for users who wish to have more assistance with their project. 3D printing is available only by appointment or through direct submission.

### 4. On their Own

The Makerspace and Creation Station will be available for independent use during all hours the Portage District Library is open and when no other program is scheduled. However, Portage District Library staff members will not be available to assist during these times. This option is best for participants that are comfortable using the Creation Station and Makerspace equipment and supplies independently.

**Note: Some equipment will not be available for use during these times.**

### 5. Electronic Submission

In addition to an appointment, 3D printing is available via electronic submission.



## Conditions Prior to Use

1. Prior to using the Makerspace or participating in a Library hosted “workshop” for the Makerspace, patrons must sign a Release of Liability Agreement. The patron will be considered the “User” for the purpose of the Release of Liability Agreement. If the patron is under the age of 18, a parent or legal guardian must sign the Release of Liability Agreement. Patrons must also participate in a mandatory training session with a librarian or participate in a Library hosted “workshop” for using the equipment from the Makerspace and review this Policy before using the Makerspace.
2. Users under age 14 must be accompanied by a parent or caregiver over the age of 18 while using the Makerspace unless they are attending a sponsored Library workshop involving the use of the Makerspace.

## The following policy establishes terms of use:

1. Portage District Portage District Library’s policies, including but not limited to the Patron Behavior Policy and Internet Policy, apply to the Makerspace and Creation Station. Failure to comply with Portage District Library policies may result in loss of Portage District Library privileges.
2. Equipment in the Makerspace and Creation Station, including but not limited to 3D printing, may be used only for lawful purposes subject to any condition set forth in this policy or any other Portage District Library policy. The public will not be permitted to use the equipment in the Makerspace of Creation Station to create material that is:
  - a. Prohibited by local, state, or federal law or regulation.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - c. Obscene, sexually explicit, or harmful to minors.
  - d. In violation of another’s intellectual property rights. The patron will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark, and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user and the Portage District Library disclaims any responsibility or liability resulting there from. The person requesting to use Makerspace and Creation Station equipment is liable for any infringement.
  - e. Weapons or weapon replicas of any kind.
  - f. Produced for commercial purposes or goods to be sold for profit.
3. The Portage District Library is not responsible for any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the Makerspace and Creation Station’s tools or equipment. Portage District Library is not responsible for failed 3D prints, although we will do our best to assist in completing successful 3D prints.
4. Computers in the Makerspace and Creation Station are to be used for programming, digital content creation, and creative work only.
5. The Portage District Library is not responsible for any loss of digital data, injuries, property damage or other damage to materials provided by users or caused by objects or materials using 3D printers.
6. Some of the Makerspace and Creation Station equipment can only be operated under the supervision of designated Portage District Library staff.

7. Equipment in the Makerspace and Creation Station and 3D printing via electronic submission is available for use on a first-come, first-served basis unless a patron has reserved a specific time to use the equipment.

8. Patrons are responsible for bringing their own materials except for 3D printing filament and when attending Portage District Library sponsored workshops. Portage District Library staff must approve all materials before they are used.

9. Users (or, if minors, their parents/guardians) are responsible for any fees incurred for loss or damage to Portage District Portage District Library property, not associated with normal wear and tear, that is the result of inappropriate or unauthorized use of tools, equipment, or consumable materials, or for clean-up of the tools, equipment, or space. Portage District Portage District Library is not responsible for any damage to or loss or theft of users' personal property including electronic files left on Portage District Portage District Library computers.

10. The Portage District Library Director and designated staff reserve the right to:

- a. Refuse any request/service.
- b. Review and approve all materials before using equipment in the Makerspace and Creation Station. If there is a problem with designs and/or production, the patron will be informed. The Portage District Library cannot guarantee a successful project or time frame of completion. Failed projects may be attempted two more times.
- c. Halt, delete, or disallow the creation of items that violate any Portage District Library policy.
- d. Stop a request due to time or equipment capabilities.
- e. Set a limit as to the maximum number of projects.
- f. Close the Makerspace and Creation Station at any time for programs or maintenance with little or no notice.

11. The Patron agrees to follow the safety policies and procedures involved with the Makerspace, including the following:

- a. The Patron will follow all equipment safety procedures as documented if neither a training session, workshop and/or detailed in the owner's manuals. Owner's manuals will be available for review by the User.
- b. The patron agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify Portage District Library staff.
- c. The Patron must report any accident/incident that occurs to a Portage District Library staff member, at the time of the accident/incident.

12. The patron agrees that items used in the Makerspace and Creation Station are to be returned in the same condition as they were issued, barring normal wear and tear. The Patron agrees to pay for the loss or damage to any items and further agrees to accept the Portage District Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.

13. The Patron agrees to take precautions to avoid causing unnecessary mess. The Patron agrees to clean up his/her workspace following use and will inform a Portage District Library staff member if they are unable to return a work surface, tool, or equipment to its original state.

14. The Portage District Library is not responsible for the following:

- a. The Portage District Library does not accept responsibility if a project is destroyed, does not print correctly, or does not work.

- b. The Portage District Library will not offer refunds for supplies used.
- c. The Portage District Library does not accept responsibility if a patron's personal equipment (VHS, DVD) is damaged or destroyed while using the tools.

15. Food and drinks are prohibited when using the Makerspace or Creation Station.

16. Users must save their work on their own external memory source – external hard drive, CD, DVD, cloud storage, or flash drive.

17. It is the responsibility of the User to delete and/or remove any files (digital or print) from the Portage District Library equipment in the Makerspace. The Portage District Library is not responsible for equipment or files (digital or print) left behind by Users.

18. Portage District Library staff will provide very limited assistance in using the equipment and software or transporting of supplies, equipment, or furniture to and from the Makerspace.

19. While the Portage District Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Portage District Library. Approval to use the Makerspace does not constitute endorsement by Portage District Portage District Library of the uses to which the space is put or the products produced therein. The Portage District Library is not responsible for any object created with the use of the equipment, including any harm or injury incurred because of any usage of the equipment.

20. The Makerspace and Creation Station are not single occupancy rooms. More than one patron/group may be in them at a time, working on different projects.

21. All equipment in the Makerspace and Creation Station must stay in the Makerspace and Creation Station.

## 3D Printing

1. In addition to the above policy provisions, the following are applicable to 3D printing:
  - a. If submitted electronically, the print file submitted must be sent in .STL format.
  - b. Only one print request per person will be accepted and printed at a time. A person may submit one request every two weeks.
  - c. The print object must be smaller than 9.8" x 8.2" x 8.2". Library staff reserve the right to resize projects unless dimensions are specific in the request.
  - d. The nature of 3D printing does not allow complete member privacy, but the library will comply with the Library Privacy Act.<sup>5</sup>
  - e. The printer will only print an object in a single color. Color preferences may be submitted and we will do our best to accommodate requests, but the library staff will determine the color of the filament based on availability.

## Fee Schedule for Makerspace

### 3D Printing

The cost for 3D printing is 10 cents per gram with a minimum cost of \$1.00.

### Button Making Machine

Patrons may make two buttons for free. If patrons want to make more than that, the cost is \$0.25 per button.

### Smart Cutting Machines

Patrons are encouraged to bring in their own supplies to use the Cricut or Cameo. The library will have a supply of vinyl for patrons who are interested in purchasing some. The cost is \$1.00 per 12 x 12 sheet, including transfer tape.

### HP DesignJet T650 Large Format Printer

Patrons must bring their files for printing on an external USB Flash Drive.

### Poster Printing

Matte Paper

18 x 24 \$4.00

24 x 24 \$6.00

24x 36 \$8.00

Photo Glossy Paper

18 x 24 \$6.00

24 x 24 \$10.00

24 x 36 \$14.00

Dimensions that are not listed above will be rounded up to the closest available size.  
Dimensions that are larger than those listed above would cost an additional \$1.00 per linear foot.

### Sublimation Paper (Ink Included)

4 x 9.5 Mug Paper \$1.00

8 1/2 x 11 \$1.50

8.5 x 14 \$2.00

11 x 17 \$2.50

### The library will carry limited sublimation items.

Blank sublimation coffee mug (11 ounces) \$4.00

Blank sublimation coaster \$2.50

Blank sublimation key chain \$1.50

Prices include costs for ink and paper.