

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
September 25, 2023

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, September 25, 2023 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, September 25, 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 prior to the start of the meeting.

4. Persons with Disabilities

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

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

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

Or dial in via Telephone to listen to the meeting (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: 859 7721 3555

Dated: Sept. 21, 2023

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

September 25, 2023

I. Start of Meeting

II. Roll Call

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

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 September 25, 2023 (1 minute) (VOTE)

V. Board Meeting Guest (30 minutes)

A. Library Attorney Anne Seurynk - Top Five Legal Challenges for Library Boards (Info) Pg. 5

VI. Consent Agenda (5 minutes) (VOTE)

A. Minutes of the regular meeting held on August 28, 2023 (Info) Pg. 6-8

B. August 2023 Narrative (Info) Pg.9-12

C. Financial Condition for August 2023 (Info) Pg. 13-14

D. Statistical Report for August 2023 (Info) Pg. 15-16

E. October 2023 Program Calendar (Info) Pg. 17

F. Review of Materials Selection Policy (Info) Pg. 18-20

G. Review of Capitalization Policy (Info) Pg.21-23

VII. Governance (30 minutes)

A. Initiation of Library Director's 2023 Evaluation (Info) Pg. 24

B. Appeal for Request for Reconsideration (VOTE) Pg. 25-26

VIII. Ends Development (20 minutes)

A. Report on 2023 Summer Reading Program (Info) Pg. 27-28

IX. Library Director's Reports (20 minutes)

A. Final remarks by Library Director for the September 25, 2023 Library Board Meeting

X. Process Evaluation (5 minutes total)

A. Suggestions for Agenda Items to be included on the October 23, 2023 Board Meeting

1. Minutes of the Regular Meeting held on September 25, 2023

2. Review of Donations Policy.

3. Review of Investment Policy.

4. Review of Resident Non-Resident Policy.

5. Approval of Holiday Schedule for Library Hours of Operation in 2024.

AGENDA

6. Monitoring Report – Communication & Support to the Library Board.
7. Monitoring Report – Ends Focus of Grants/Contracts.
8. Update on Library Director’s 2023 Evaluation Process.
9. Library Director’s accomplishment of personal goals for FY 2023.
10. 3rd Quarter Financial Report for FY 2023.
11. 3rd Quarter Strategic Plan Report.

B. Assessment of this meeting

C. Miscellaneous Items

XI. Adjournment

Memo

Guest Speaker Library Attorney Anne Seurync

To: Portage District Library Board
From: Christy Klien, Library Director
Date: September 18, 2023



At the beginning of each year, it has been the practice of the Library Board to consider guests to be invited to board meetings throughout the year or presentations to be heard that would be beneficial. This was a topic for discussion on the agenda for the board meeting on January 23, 2023. After discussion, the library's attorney Anne Seurync was selected as one of the Library Board guests for 2023. She will be joining us via Zoom.

For over 25 years, Anne has worked as an attorney for Foster, Swift, Collins & Smith and has focus has been on the representation of libraries. Anne assists clients daily with different aspects of library law. Anne is currently serving as the lead contact person for the firm's library clients. In addition to her library law practice, Anne also counsels clients on other municipal matters such as Open Meetings Act and Freedom of Information Act compliance.

MINUTES

From the August 28, 2023
Public Hearing and Regular Board Meeting

I. Start of Meeting

Library Board Chair Tom Vance called the meeting to order at 6:00 PM.

II. Roll Call

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

Board Members Absent: Donna VanderVries (excused)

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

Library Staff Absent: Lawrence Kapture

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

Library Board Chair Tom Vance welcomed everyone to the August 28, 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 August 28, 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 Behr and supported by Trustee Whitlock that the Library Board adopt the agenda for the regular meeting of August 28, 2023. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

V. Public Hearing

A. Public Hearing on the Proposed FY2024 Budget

Library Board Chair Vance asked for a motion to move into a Public Hearing

MOTION: It was moved by Trustee Behr and supported by Trustee Baker to move into a public hearing regarding the FY2024 Budget. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

Library Board Chair Vance invited any public comments at the Public Hearing on the Proposed Fiscal Year 2024 Budget. There were no members of the public that were interested in making comments. Library Board Chair Vance then asked for a motion to close the Public Hearing.

MOTION: It was moved by Trustee Baker and supported by Trustee Behr to close the public hearing regarding the FY2024 Budget. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

B. Formal Resolution to Adopt the FY 2024 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2024.

Library Board Chair Vance then asked for a motion to approve the resolution to set the millage levy for the Portage District Library and adopt the Fiscal Year 2024 Library Budget.

MOTION: It was moved by Trustee Whitlock and supported by Trustee Terry to approve the Resolution to set the millage for the Portage District Library at 1.9945 mills and to approve the Fiscal Year 2024 Budget as presented. Roll Call Vote in alphabetical order: Trustee Baker - Yes. Trustee Behr – Yes. Trustee Friedman – Yes. Trustee Terry – Yes. Trustee Vance– Yes.

MINUTES

Vote: 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the August 28, 2023 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on July 24, 2023
- B. August 2023 Narrative
- C. Budget Amendment for Designated Donations
- D. Financial Condition for July 2023
- E. Statistical Report for July 2023
- F. September 2023 Program Calendar
- G. MLA Advocacy August 2023
- H. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees.
- I. Monitoring Report for Executive Limitation for Treatment of Staff.

MOTION: It was moved by Trustee Baker and supported by Trustee Friedman that the Library Board approve the consent agenda for the regular meeting of August 28, 2023. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

VII. Governance

A. Memo: Process for Appeal for Request for Reconsideration

Library Board Trustees reviewed the process for the Appeal to Library Director Klien's decision on a Request for Reconsideration. Klien said that resolutions would be prepared by the Library's attorney, Anne Seurynk, in preparation for and against retaining the item. Trustees asked for clarification regarding library procedures and additional information regarding the length of time the item in question has been part of the collection and how many times it has circulated to be provided at the next meeting. Trustees are prepared to vote on the appeal at the September Library Board Meeting.

DISPOSITION: Trustees received information on the appeals process for the Request for Reconsideration.

B. Revisit Board Retreat Discussion

Trustees continued their discussion on plans for a Board Retreat. Trustees who are interested and available will attend the Michigan Library Association 2023 Annual Conference which is taking place in Kalamazoo on October 18-20. Trustees can contact Library Board Secretary Quyen Edwards to get registered.

There were also other suggestions of online webinars that Trustees could attend. Library Director Klien said that Library attorney Anne Seurynk is scheduled to be the guest at next month's meeting. Klien said Trustees could suggest topics they would like her to focus on. After discussion, it was determined Klien would ask Anne Seurynk to speak about the Top 5 legal issues for Library Boards.

MINUTES

DISPOSITION: Trustees concluded their discussion about a 2023 Library Board Retreat.

VIII. Library Director's Reports

A. Final remarks by Library Director for the August 28, 2023 Library Board Meeting.

Library Director Klien said she had no additional comments for tonight's meeting.

Trustee Terry gave an update from the Friends of the Portage District Library August Board Meeting. Their August book sale was very busy and generated over \$4,000. They have also been very pleased with the income from the sale shelves near the library entrance which have generated over \$7,300 this year.

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the September 25, 2023 Board Meeting

1. Meeting Minutes of the Regular Meeting held on August 28, 2023
2. Review of Capitalization Policy
3. Review of Materials Selection Policy
4. Guest Library Law Attorney Anne Seuryneck
5. Vote on Appeal for Request for Reconsideration
6. Report on 2023 Summer Reading Program
7. Initiation of Library Director's 2023 Evaluation Process

B. Assessment of this meeting

C. Miscellaneous Items

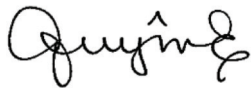
In closing, Board Chair Vance commented on the generous donations given in support of the World Language Collection, Heritage Room, and Monarch Waystation.

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 August 28, 2023.

DISPOSITION: The regular board meeting of August 28, 2023 was adjourned at 6:39 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary

Director's Report

September 2023

Adult Services

Adult Librarian [Ruth Cowles](#) offered Adult Sewing: Wide-Legged Joggers on August, 15th, 22nd, and 30th, with a maximum of five people per class. Ruth taught eleven patrons basic sewing skills on sewing machines in our Makerspace. They learned how to pin the pattern, an explanation about what a selvage is, what all those arrows on the pattern mean, and the importance of the information on the back of a pattern. One-on-one sewing help was offered as a follow-up to allow the students to finish their projects.

Outreach Librarian [Sara Weyenberg](#) hosted two workshops with local artist and teacher, Sarah Nott on August 12th and 14th. Twenty nine patrons learned various techniques of watercolor painting by making samplers along with the teacher. The workshop provided patrons with an opportunity to learn a few beginner ways to use watercolors so that they could go home and begin projects of their own.



STEM Librarian [Jane Fleming](#) offered Laser Engraved River Rock Pendants on August 9th, 16th, and 22nd. Thirty patrons either brought in a file or used one of the files available at the library. They learned how to size and center their design on the river rock, and also learned about what settings to use. Patrons also had the chance to work with some of our Creative Kits during this program, most notably our Jewelry Making Kit and our Metal Stamping Kit. A few patrons that were not able to attend a program session came later to the Makerspace to make a pendant as well.

Attendee reaction: "This is going to be a gift for my new daughter-in-law. I love it!"

On Wednesday, August 16th, the Portage District Library hosted the International Baccalaureate program for their summer boot camp. 19 students attended.

Youth Services

Summer wound down with a final party on August 3rd for children and families and August 8th for our teens. The celebrations were an excellent end to a great summer and we look forward to next year!

As we turned our minds to the upcoming fall, we had two school-related events. At Kindergarten Readiness, staff and a recently retired kindergarten teacher invited children entering kindergarten to try out some of the activities they might experience in school. All of the activities involved skill building – large and small motor development, mastery of scissors, a focus on social-emotional skills, etc. There was, of course, both snack time and storytime. Several of our area elementary principals dropped by to provide the children with a friendly face they might see on their first day. We kept this event limited to 40 children with the intention of growing it next year depending on interest.

Youth Staff was able to host Portage Public Schools' ELA Family Night, providing PPS with a neutral and accessible location for the release of their new curriculum. Youth Staff members [Andrea Smalley](#) and [Emily Mingle](#) provided activities, crafts, and support for this successful event. About 300 people attended what was a positive and informative experience.

Heritage Room

For August, Heritage Room Coordinator [Steve Rossio](#) continued to migrate the book collection from reference to circulating as well as processing the archival collections to bring the Heritage Room Archives up to date after the move.

A small, yet powerful item was donated to the local history room (see picture) during the month of August. Measuring only a ½ inch across, it is a round lapel button in red, white and blue with the state seal stamped in the center. Around the edge is printed: "MICHIGAN DRY; VOTE YES."

Michigan had virtually been a dry state by 1911 as most counties had voted to be dry on their own however; this was not good enough for the Teetotalers who continued to push through significant legislation regarding alcohol. The result was that on November 7th, 1916, Michigan voters approved an amendment to the Michigan Constitution of 1908. The amendment read in part: "the manufacturing, sale, keeping for sale, giving away, bartering or furnishing of alcohol would be prohibited in the state for ever." This button is from that vote to make Michigan a "Dry State."



It would be another two plus years before the 18th Amendment to the U.S. Constitution was ratified on January 16th, 1919 and yet another year before National Prohibition began in 1920. As Michigan was literally in the center of the violent bootleg trade, the years of prohibition created many different views on the subject of alcohol. Some wanted tougher laws (in 1927 Michigan made any liquor violation a felony, with four violations resulting in life in prison) while others wanted to see prohibition go away arguing that without prohibition illegal gang activity would cease. By 1932, the "wet movement" won out and on November 8th, 1932 Michigan voters repealed the prohibition language from the Michigan Constitution. Michigan was also the first state in the nation to vote in 1933 to ratify the 21st Amendment to the U.S. Constitution thus beginning the process of repealing national prohibition.

This tiny button offers a unique and powerful glimpse in to the start of a turbulent and violent time in our states history.

Information Technology

August marks the beginning of the school year and is when the library updates its PASS card system. The library added 580 students and updated approximately 8,000 students in its system.

The IT department has scheduled its upgrade of Symphony to version 3.7.1 for Oct 3, 2023. The upgrade will be done after hours to minimize the inconvenience of approximately 1 hour of downtime. The IT department also upgraded some of its core products including EZproxy, PaperCut, Cite and Cpanel/WHM.

In August 2023, PDL Mobile, the library mobile app, saw its largest growth month to date. 326 new devices downloaded and launched the PDL Mobile app and a total of 1317 unique devices used the app.

Personnel Information/HR

The Library has hired [Rachael Wiegmann](#) for the open position of Adult Librarian – Programming Coordinator. Her first day at the Portage District Library will be September 26, 2023. The Library's second phase of its wage study project commenced on September 15, 2023. A meeting was held with Ed Ura and Erin Roberts of ElementOne, and all PDL supervisors, to discuss the library's annual evaluation process. A new process and evaluation form will be designed and put into use for the 2024 review period. A completion date for this phase is planned for June 2024. Final plans have been made for the Library's 2023 Staff Development Day which will take place on Friday, September 22, 2023. [Christy Klien](#) and [Rob Foti](#) met with Stephanie Carrier-Petersen of Rose Street Advisors to discuss benefit quotes for the 2023-2024 open enrollment. These quotes will be reviewed and a decision made as to the Library benefit offerings.

Maintenance and Building Services

Building services involved pest control treatment, TruGreen treatment misapplication investigation completed, cleaned carpet throughout library, installed electrical receptacles in Heritage Room and outside Makerspace, replaced wall pack exterior NE light, completed FM200 fire suppression system semi-annual inspection of IT room, completed quarterly boiler water treatment inspection, repaired the shade in the Creation Station, programmed HVAC for Sunday occupied use until Memorial Day 2024, updated City of Portage security alarm permit application, updated Riverside security alarm's call list, assisted with the new plantings in the parking lot islands.

Spotlight on:

PDL Monarch Waystation and PDL Seed Library

Throughout the summer, Portage District Library celebrated pollinators with captivating displays engaging programs, and collaborations with city and community organizations. During Pollinator Week, our library displayed a photo-op banner with monarch wings, with the tagline, “No milkweed. No monarchs.” Within our library’s walls, two photography exhibitions came to life: “In All Seasons: Nature Photographs” by the talented Maija Petersons and “Little Things Matter: A Pollinators Photo Exhibit” by staff member [Quyên Edwards](#). These exhibits vividly captured our local preserves, native flora, and the insects they attract. Youth Services created book displays to engage the children, a STEM storytime on the Life Cycle of a Butterfly, and reared monarch caterpillars so that our patrons could observe their metamorphosis.

The Library had a booth at the Portage Farmers Market in June with another planned for October to distribute information about the PDL Seed Library, our Winter Sowing video on YouTube, and gave away milkweed plants. Library staff gave monthly tours of the PDL Monarch Waystation, including public presentations, for local gardening groups, as a stop on the Kalamazoo Master Gardener summer garden tour of native plantings, and in collaboration with a Portage Parks and Recreation Ranger Hike discussing Monarch Migration.



We distributed over 3,000 envelopes of seeds with a diverse selection of vegetable, herb, annual, and native plants through the PDL Seed Library. We have hosted sessions of seed cleaning and packaging with volunteers from the Kalamazoo Master Gardeners and members of our community with more scheduled throughout the fall.

With the help of Monarch Watch Conservation Specialist Ilse Gebhard, the library has published two videos on YouTube about native butterflies titled “Monarchs and Milkweed” and “Attracting Butterflies Using Native Plants”. We have had staff and volunteers working to maintain our native plantings and added 600 plant plugs to the islands in the Library’s parking lot in the last weeks. A special thanks to the Monarch Committee of the Kalamazoo Area Wild Ones for the 8 flats of milkweed they provided for distribution over several library events this summer.

Financial Condition Report

August 2023

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

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

Director's Response: Revenue \$7,262,068
Expenditures \$3,787,347

Fund	7/31/2023	Changes	8/31/2023
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	6,404,668	-	6,404,668

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

August 2023

	Month Statistics			YTD Statistics		
	Aug-23	Aug-22	CHANGE	2023	2022	CHANGE
Circulation/Collections						
Total Library Circulation	80,085	86,967	-7.91%	598,372	471,016	27.04%
Adult - Books	18,779	20,897	-10.14%	136,542	103,823	31.51%
Adult - A/V	4,132	4,551	-9.21%	31,167	21,799	42.97%
Youth - Books	33,080	38,364	-13.77%	246,853	172,227	43.33%
Youth - A/V	3,806	3,823	-0.44%	23,951	27,409	-12.62%
Hot Picks	1,009	1,029	-1.94%	7,213	6,871	4.98%
E-Material	17,260	16,217	6.43%	136,577	129,381	5.56%
ILL - PDL Requests	1,095	918	19.28%	8,536	4,866	75.42%
ILL - Other Lib. Requests	924	1,168	-20.89%	7,533	4,640	62.35%
Self-Checkout Percentage	51.19%	48.02%		53.27%	56.27%	
Total Library Collection	178,550	179,398	-0.47%			
Adult - Books	72,310	73,606	-1.76%			
Adult - A/V	13,387	16,709	-19.88%			
Youth - Books	82,009	77,970	5.18%			
Youth - A/V	8,110	8,400	-3.45%			
Hot Picks	2,734	2,713	0.77%			
Net Acquisitions	(8)	(97)	91.75%	420	(5,766)	107.28%
Purchased - Books	1,457	1,073	35.79%	12,434	10,056	23.65%
Purchased - A/V	208	260	-20.00%	1,310	1,559	-15.97%
Donated - Books	0	0	0.00%	1	0	100.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(1,673)	(1,430)	-16.99%	(13,325)	(17,381)	23.34%
Total In-House Usage*	0	0	n/a	0	0	n/a
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
Patrons						
Total Patrons	33,729	37,105	-9.10%			
Adult	16,075	18,010	-10.74%			
Youth	2,923	4,192	-30.27%			
Non-Resident	185	158	17.09%			
Reciprocal	3,017	3,720	-18.90%			
Internet User	478	314	52.23%			
PASS Users	10,992	10,652	3.19%			
Professional	59	59	0.00%			
Net Patrons	498	1,215	-59.01%	(3,378)	2,198	-253.69%
Adult	249	259	-3.86%	1,735	2,963	-41.44%
Youth	20	54	-62.96%	160	753	-78.75%
Non-Resident	2	6	-66.67%	22	62	-64.52%
Reciprocal	49	40	22.50%	463	211	119.43%
Internet User	45	48	-6.25%	300	196	53.06%
PASS Users	580	926	-37.37%	703	927	-24.16%
Professional	0	0	0.00%	1	6	-83.33%
Patrons Removed	(447)	(118)	-278.81%	(6,762)	(2,920)	-131.58%

Statistical Report

	Month Statistics			YTD Statistics		
	Aug-23	Aug-22	CHANGE	2023	2022	CHANGE
Library Building Usage						
Total Meeting Room Usage	624	461	35.36%	5,219	1,372	280.39%
Internal/Collaboration	86	54	59.26%	679	95	614.74%
External/Outside Usage	538	407	32.19%	4,540	1,277	255.52%
Total Program Audience	851	1,282	-33.62%	21,400	7,268	194.44%
Adult	328	317	3.47%	4,468	1,677	166.43%
Youth	523	965	-45.80%	16,092	5,591	187.82%
Heritage Room	0	0	0.00%	840	0	100.00%
Total Number of Programs	38	53	-28.30%	578	199	190.45%
Adult	29	34	-14.71%	284	100	184.00%
Youth	9	19	-52.63%	281	99	183.84%
Heritage Room	0	0	0.00%	13	0	100.00%
Total Volunteer Hours	196	325	-39.69%	1,736	795	118.36%
Adult	72	53	35.85%	459	124	270.16%
Youth	55	0	100.00%	533	0	100.00%
Technical	13	104	-87.50%	141	172	-18.02%
Circulation	20	124	-83.87%	292	327	-10.70%
Administration	33	32	3.13%	284	160	77.50%
Community Service	3	12	-75.00%	27	12	125.00%
Total Front Door Traffic	19,986	21,329	-6.30%	158,428	82,892	91.13%
Total Youth Services Traffic	15,766	16,775	-6.01%	113,305	59,756	89.61%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	5,906	7,452	-20.75%	51,434	38,613	33.20%
Adult Phone	386	405	-4.69%	3,219	2,252	42.94%
Adult Ready Reference	1,608	1,492	7.77%	13,988	7,041	98.66%
Adult Reference	125	159	-21.38%	1,333	766	74.02%
Youth Phone	58	62	-6.45%	523	382	36.91%
Youth Ready Reference	2,651	2,247	17.98%	20,682	13,558	52.54%
Youth Reference	382	359	6.41%	3,692	2,541	45.30%
HR Phone	8	15	-46.67%	77	95	-18.95%
HR Ready Reference	5		100.00%	1,632	1,017	60.47%
HR Reference	3		100.00%	84	92	-8.70%
Circ Phone	257	418	-38.52%	2,233	2,846	-21.54%
Circ Ready Reference	127	762	-83.33%	2,017	3,640	-44.59%
Circ Reference	296	1,533	-80.69%	1,954	4,383	-55.42%
Total Edutainment LAN Use	104	57	82.46%	2,028	335	505.37%
Total Internet Computer Use	1,492	1,487	0.34%	11,507	6,076	89.38%
Youth Computers	193	139	38.85%	1,301	551	136.12%
Adult Computers	1,296	1,346	-3.71%	10,185	5,518	84.58%
Laptop Computer Circulated	3	2	50.00%	21	7	200.00%
Total Electronic Transactions	85,481	87,617	-2.44%	555,469	354,924	56.50%
WebSite Hits	69,687	70,813	-1.59%	464,305	266,286	74.36%
WebCatalog Sessions	12,116	13,014	-6.90%	75,078	73,590	2.02%
Licensed Database Hits	3,678	3,790	-2.96%	16,086	15,048	6.90%

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

Christy Klien, Library Director

PDL Events

October 2023

Baby/Toddler Storytime

October 2 | 9:30 - 10:30 AM

Drop-In Hours @ The Makerspace

October 2 | 2:00 PM - 4:00 PM

Family Storytime

October 3 | 9:30 - 10:30 AM

PDL Sew Camp: For Children and Caregivers

October 3 | 5:30 PM - 7:00 PM

Get Started with Arduinos for Children and Caregivers

October 3, 5, 10, & 12 | 6:30 PM - 7:30 PM

Family Storytime

October 4 | 9:30 - 10:30 AM

Drop-In Hours @ The Makerspace

October 4 | 2:00 PM - 4:00 PM

Immaculate Snacks & Gaming

October 4 | 3:30 PM - 4:30 PM

Muffins and the Market

October 5 | 9:00 AM - 10:00 AM

Baby/Toddler Storytime

October 5 | 9:30 - 10:30 AM

Family Program - Fort Fun

October 5 | 6:00 PM - 7:00 PM

Friends Members Only Sale

October 6 | 4:00 PM - 5:30 PM

Friends of the Library Book Sale

October 7 | 9:00 AM - 3:00 PM

Stump the Librarian - Comic Style

October 7 | 10:00 AM - 12:00 PM

Baby/Toddler Storytime

October 9 | 9:30 - 10:30 AM

Drop-In Hours @ The Makerspace

October 9 | 2:00 PM - 4:00 PM

How to Invest your First \$50

October 9 | 7:00 PM - 8:00 PM

Family Storytime

October 10 | 9:30 AM - 10:00 AM

PDL Sew Camp: For Children and Caregivers

October 10 | 5:30 PM - 7:00 PM

Video and Board Games for the Holidays 2023

October 10 | 7:00 PM - 8:00 PM

Kalamazoo Macintosh Users Group

October 11 | 9:00 AM - 12:00 PM

Family Storytime

October 11 | 9:30 - 10:30 AM

Drop-In Hours @ The Makerspace

October 11 | 2:00 PM - 4:00 PM

Middle Grade Book Club

October 11 | 6:00 PM - 7:00 PM

Caldecott Club

October 11 | 6:00 PM - 7:00 PM

Baby/Toddler Storytime

October 12 | 9:30 - 10:30 AM

International Mystery Book Discussion: "Shutter"

October 12 | 7:00 PM - 8:00 PM

Documentary and Donuts:

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

Geek Fest

October 14 | 11:00 AM - 3:00 PM

Baby/Toddler Storytime

October 16 | 9:30 AM - 10:00 AM

Drop-In Hours @ The Makerspace

October 16 | 2:00 PM - 4:00 PM

Friends of the Library Board Meeting

October 16 | 7:00 PM - 8:00 PM

Kalamazoo Valley

Genealogy Society

October 16 | 7:00 PM - 9:00 PM

Family Storytime

October 17 | 9:30 - 10:30 AM

Elementary Maker: Not a Box

October 17 | 4:30 PM - 5:30 PM

Plots and Pages:

A Local Writers' Group

October 17 | 6:00 PM - 8:00 PM

Teen LGBTQ+ Meet-Up

October 17 | 6:30 PM - 8:00 PM

Making Beeswax Wraps

October 17 | 7:00 PM - 8:00 PM

Family Storytime

October 18 | 9:30 - 10:30 AM

Cookies and Conversation

October 18 | 2:00 PM - 3:00 PM

Drop-In Hours @ The Makerspace

October 18 | 2:00 PM - 4:00 PM

Family Game Night

October 18 | 6:00 PM - 8:00 PM

Muffins and the Market

October 19 | 9:00 AM - 10:00 AM

Baby/Toddler Storytime

October 19 | 9:30 AM - 10:00 AM

Drop-In Hours @ The Makerspace

October 19 | 6:00 PM - 8:00 PM

STEM Storytime

October 20 | 9:30 AM - 10:30 AM

Kalamazoo Macintosh Users

October 21 | 9:00 AM - 12:00 PM

Kalamazoo Plant It Forward

October 21 | 10:00 AM - 12:00 PM

Baby/Toddler Storytime

October 23 | 9:30 - 10:30 AM

Drop-In Hours @ The Makerspace

October 23 | 2:00 PM - 4:00 PM

Family Storytime

October 24 | 9:30 - 10:30 AM

History Makers

October 24 | 4:30 PM - 5:30 PM

Purl for Portage: A Yarn Arts Club

October 24 | 6:00 PM - 8:00 PM

Just Move Storytime

October 25 | 9:30 - 10:30 AM

Drop-In Hours @ The Makerspace

October 25 | 2:00 PM - 4:00 PM

Kalamazoo Area Wild Ones:

October 25 | 7:00 PM - 8:00 PM

Baby/Toddler Storytime

October 26 | 9:30 - 10:30 AM

Books and Treats setup

October 26 | 12:00 PM - 9:00 PM

Palliative and Hospice Care

October 26 | 6:00 PM - 7:00 PM

Embroidery on Paper for Beginners

October 26 | 6:00 PM - 8:00 PM

Books and Treats Session 1

October 27 | 11:00 AM - 11:44 AM

Teen Paranormal Investigation

October 27 | 7:00 PM - 9:00 PM

Baby/Toddler Storytime

October 30 | 9:30 - 10:30 AM

Drop-In Hours @ The Makerspace

October 30 | 2:00 PM - 4:00 PM

Teen Halloween Extravaganza

October 30 | 6:00 PM - 7:30 PM

Baby and Toddler Halloween Event

October 31 | 9:30 AM - 10:30 AM

Materials Selection Policy

I. PURPOSE

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

II. DEFINITIONS

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

III. GOALS OF MATERIAL SELECTION

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

IV. RESPONSIBILITY FOR SELECTION

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

V. GENERAL PRINCIPLES

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

VI. SPECIFIC PRINCIPLES FOR SELECTION

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

- A. Present and potential relevance to community needs;
- B. Suitability of subject, style, and reading level for the intended audience;
- C. Importance as a document of the times;
- D. Appropriateness and effectiveness of medium to content;
- E. Reputation and/or significance of author, publisher, or producer;
- F. Positive review in one or more appropriate professional journals;
- G. Positive critics' and staff members' reviews;
- H. Relationships to existing materials in the collection;
- I. Within limits of budgets for materials;
- J. Not available, or with limited accessibility, from other lending sources;
- K. Insufficient materials available on the same subject;
- L. Author or illustrator is local;
- M. Format is appropriate to Library use and is not easily damaged;
- N. Enhances a specific collection within the Library;
- O. Author or producer is already represented in the collection;
- P. Literary and artistic merit;
- Q. Accuracy of content;
- R. Popularity with library patrons;
- S. Preserves local community information and history;
- T. Available shelf or storage space.

VII. GIFTS

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

VIII. MAINTENANCE OF THE COLLECTION

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

- A. The item is still available and can be replaced;
- B. Another item or format might better serve the same purpose;
- C. There remains sufficient need to replace that item;
- D. Updated, newer or revised materials better replace a given item;
- E. The item has historical value;
- F. Another networking agency could better provide that or a comparable item.

IX. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS PROCEDURE

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

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

- A. A member of the library staff explains the selection policy to the patron. If the patron wishes, they may then submit a written Request for Reconsideration of Library Materials form to the Library Director.
- B. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- C. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.
- D. A written appeal of the Library Director's decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.
- E. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

Capitalization Policy

I. STATEMENT of PURPOSE:

It is the purpose of this policy to illustrate the procedures that will be used at the Portage District Library to classify fixed assets as capital assets.

II. SCOPE of POLICY:

This capitalization policy applies to all assets of the Portage District Library.

III. CAPITALIZATION OBJECTIVES:

All purchases under \$3,000 will be expensed. Any expenditure over \$3,000 will be capitalized if the item purchased has a life in excess of one year or if a repair extends the useful life of the asset beyond its normal life. If the expenditure does not meet either one of these criteria, then it will be expensed. Expenditures include: acquisition, freight and setup costs. Setup costs include those costs that are necessary for the testing, installation, or preparation for operation or use.

IV. ENHANCEMENTS:

An enhancement is an internal and/or external addition to capital assets (equipment) that extend life or increase productivity and has a cost of \$3,000 or more. Enhancements will be coded as "capital" on purchase orders in the same manner as capital assets.

V. REPLACEMENT:

A replacement is the substitution of an asset with a similar asset which does not increase the service potential of the asset. When an item over \$3,000 is slated for replacement, it will be scrapped and removed from inventory completely, and the replacement for the item will be entered as a new capitalized item. An existing item will be "written off" when it is replaced.

VI. INVENTORY:

An annual audit of capital assets will be conducted. This will entail a review of the assets listed in the asset accounting system to determine that all listed assets are still in the possession of the Library and in use. All assets deemed no longer in use or in the Library possession will be disposed of in the asset accounting system. All items less than \$3,000 that are deemed to be missing should be reported to the Business Manager so that an investigation can be conducted to determine their location.

Asset Lives

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

VII. EQUIPMENT AND FURNITURE:

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

VIII. COMPUTER EQUIPMENT/ SOFTWARE:

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

IX. DONATED EQUIPMENT:

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

X. LAND:

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

XI. BUILDINGS:

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

XII. IMPROVEMENTS TO BUILDING: (Including modular furniture)

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

XIII. WORK IN PROGRESS:

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

XIV. LEASEHOLD IMPROVEMENTS:

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

XV. CAPITAL LEASES:

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

XVI. LIBRARY BOOKS AND MATERIALS:

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

XVII. DISPOSAL OF EQUIPMENT:

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

Memo

Initiation of Library Director's 2023 Evaluation Process

To: Portage District Library Board
From: Tom Vance, Library Board Chair
Date: September 21, 2023

BACKGROUND:

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

The Board Personnel Committee will then meet to develop a recommendation to the Library Board for the Library Director's compensation in 2024, renewal of her 3-year contract, and present a recommendation to the whole board at the December 11, 2023 board meeting, at which time a vote will be taken.

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

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

1. Has there been progress on achieving Board endorsed Ends Statements in 2023?
2. Has there been progress on accomplishing Board endorsed personal goals in 2023?
3. Has the Library Director been in compliance with the Board's Executive Limitation in 2023?
4. Consider that the success of the library is the evaluation of the Library Director.

Memo

Appeal for Request for Reconsideration

To: Portage District Library Board
From: Christy Klien, Library Director
Date: September 21, 2023

A vote on the Appeal for the Request for Reconsideration received on July 31, 2023 will occur at the Library Board Meeting on September 25, 2023. A general vote will be taken after discussion, a resolution will be read, and a roll call vote will be taken.

A review of the steps that the Library has taken according to the Materials Selection Policy are reviewed below:

Reconsideration Process:

- A.** A member of the library staff explains the selection policy to the patron. If the patron wishes, they may then submit a written Request for Reconsideration of Library Materials form to the Library Director.

*Library Director Christy Klien received a written Request for Reconsideration of Library Materials form for the book *Sex is a Funny Word* by Cory Silverberg and Fiona Smith dated June 6, 2023.*

- B.** Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.

*Library Director Christy Klien read the book, then consulted with library staff. She read reviews on the book in question in review journals including *School Library Journal*, *Publishers Weekly*, and *Kirkus Reviews*. She noted that the book has received several awards and honors.*

- C.** The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing

by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.

The requester was notified in writing in a letter from Library Director Christy Klien dated July 13, 2023 of her decision to retain the book Sex is a Funny Word by Cory Silverberg and Fiona Smith.

- D.** A written appeal of the Library Director’s decision may be made by the Requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.

Library Board Chair Tom Vance was in receipt of an appeal to Library Director Klien’s decision on July 31, 2023. In order to give all trustees time to review the book Sex is a Funny Word by Cory Silverberg and Fiona Smith, a vote on the Appeal for the Request for Reconsideration received on July 31, 2023 will be made at the Library Board Meeting on September 25, 2023.

- E.** The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

Memo

Portage District Library 2023 Summer Reading Report

To: Portage District Library Board
From: Adult and Youth Services
Date: September 18, 2023

Youth Summer Reading Program	2020	2021	2022	2023
Number of people registered	489	766	1060	1380
Number of people who participated	350	552	897	1097
Number of people who completed 45 days	52	123	201	408
Number of days read (total)	11219	13225	23519	31924
Teen Summer Reading Program	2020	2021	2022	2023
Number of people registered	137	200	283	390
Number of people who participated	102	135	235	299
Number of people who completed	26	27	56	129
Number of books read (total)	1972	1917	6410 (Days)	9531
Adult Summer Reading Program	2020	2021	2022	2023
Number of people registered	282	326	442	600
Number of people who participated	205	212	301	399
Number of people who completed	N/A	N/A	N/A	N/A
Number of books read (total)	2247	2071	3085	5117

Program Summary

Summer Reading Programs ran from June 1st – July 28th this year. We began prior to the end of the school year so that teachers and media specialists could partner with us in encouraging students to join. This also allowed students to sign up immediately after hearing about the program at SRP visits to the schools. The Adult program used these dates as well to provide consistency. Our numbers continued to grow this year as we regained momentum following the pandemic and move. All programs were well-received, and we look forward to continuing our growth next summer. We want to extend a special thank you to the [Friends of the Portage District Library](#) who generously provided the funding for prizes this year.

Youth Summer Reading Program

We successfully transitioned from book counts to participant/caregiver-determined goals in 2020. Self-determined guidelines keep the program accessible to everyone regardless

of reading ability. Incentives again included free books at 15 and 30 days to encourage reading throughout the summer – this year, 1,370 books were distributed as part of the Youth Summer Reading Program. There were weekly drawings to encourage a consistent weekly commitment (240 gift cards were awarded). To encourage participation until the end of the program, all readers who completed 45 days received a free pizza coupon (400 coupons were distributed) and were qualified to enter a drawing for a grand prize pack. We created 10 themed grand prize packs this year. The most popular themes were LEGOs, Unicorns, Rock Collecting, and Metal Detecting.

Youth Quest Program

Youth Staff have experimented with different iterations of the quest program over the years, but this was by far the best version. Youth Staff Andrea Smalley designed a program that encouraged participants to complete quests (visit a farmer’s market, attend a PDL program, go for a walk in a park, read to a sibling). They then journaled about the activity and would show their entries to Youth Library Staff. This earned them a button. The activities motivated the participants to abandon their screens and leave their comfort zones. The writing component helped with skill retention, and they were encouraged to engage with Library Staff. This was a popular program with parents who appreciated the activity suggestions and with staff who enjoyed the stories the children shared with them. Over 760 children participated in this program.

Teen Summer Reading Program

This year, Teen Librarian Olivia Pennebaker aligned the Teen Program with the Youth Program to prevent confusion in families where both teens and children are participants. There were weekly gift card drawings, free books at 15 and 30 days (336 books were distributed), and a final grand prize drawing. The Teen program has surpassed registration and participant numbers from prior to the pandemic.

Adult Summer Reading Program

We had a great year for Adult Summer Reading. Many adults have reached out to staff and complimented us on our program. They enjoy the ease of earning badges and being able to assign their tickets to the drawings of their choice. Out of the 399 participants, 114 earned a prize over the summer. In addition, 3,497 badges were achieved, with 5,117 books logged. The library purchased fifteen prizes for each of the seven weeks of summer reading. We also purchased ten \$50.00 awards for a final prize blitz. The library focused on local businesses or locally-owned franchises for our gift card prizes. This year, the businesses used were Fanfare, Kazoo Books, ChocolaTea, this is a book store, GloFoods, Coldstone Creamery, and Jac’s Pizza. All the prizes were well received.