

# PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting  
May 20, 2024

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



# NOTICE OF REGULAR MEETING

## PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, May 20, 2024 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, May 20, 2024 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 electronically. The Library wants to ensure access for the public if the public cannot be physically present.

### 2. Procedures

The public may participate in the meeting in person and may make public comment through spoken or written methods. Each speaker has a time limit of three minutes. Please refer to the Policy for Public Comments at Meetings in its entirety on the library's website [www.portagelibrary.info](http://www.portagelibrary.info).

### 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/81585499441>

Dated: May 16, 2024

**Quyen Edwards**  
*Library Board Secretary*

Portage District Library  
300 Library Lane  
Portage, MI 49002

# AGENDA

May 20, 2024

## 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 May 20, 2024 (1 minute) (Vote)

## V. Board Meeting Guest (20 minutes)

A. Guest Kim Phillips, Director of Senior Citizen Services, City of Portage (Info) Pg.5

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

A. Minutes of the regular meeting held on April 22, 2024 (Info) Pg. 6-10

B. May 2024 Narrative (Info) Pg. 11-13

C. Spotlight on Website & Digital Tools (Info) Pg. 14

D. Financial Condition for April 2024 (Info) Pg. 15-16

E. Statistical Report for April 2024 (Info) Pg. 17-18

F. June 2024 Program Calendar (Info) Pg. 19

G. Review of Patron Behavior Policy (Info) Pg. 20-25

H. Review of Reciprocal Borrowing Policy (Info) Pg. 26

I. MLA Advocacy Update for April 2024 (Info) Pg. 27

## VII. Governance (10 minutes)

A. Follow-Up on Mid-Year meeting with the Library Director (Info) Pg. 28

## VIII. Staff Presentation on Summer Reading Program 2024 (20 minutes) (Info) Pg. 29

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

A. Final remarks by Library Director for the May 20, 2024 Library Board Meeting

## X. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the June 24, 2024 Board Meeting
1. Minutes of the Regular Meeting held on May 20, 2024
  2. Audit Presentation by Rehman Robson
  3. Discussions about Plans for 2024 Library Board Retreat

# AGENDA

4. Review of Heritage Room Policy
5. Review of Creation Station/Makerspace Policy
6. Presentation of Proposed Library Operating Budget for FY2025

B. Miscellaneous

**XI. Adjournment**

# Memo

## Guest Presentation from Kimberly Phillips

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** May 13, 2024



Kim Phillips is the Director of Senior Citizen Services at the Zhang Portage Senior Center. Established in 1979, the Portage Senior Center is the first nationally accredited senior center in Michigan. The mission of the Portage Senior Center is to provide, with the help of its members, information and a range of services, activities and volunteer opportunities that promote personal growth, health, friendship and independence for area persons over the age of 50.

The Center has rooms for classes, special events, music and health-related activities. The facility is also available for outside group rental.

View their website here:

<https://www.portagemi.gov/266/Senior-Citizen-Services>

# MINUTES

From the April 22, 2024  
Regular Board Meeting

## I. Start of Meeting

## II. Roll Call

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

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

*Library Staff Present:* Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Doran Lefaive, Abby Pylar, and Colin Whitehurst

*Library Staff Absent:* Steve Rossio and Laura Wright

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

Library Board Chair Tom Vance welcomed everyone to the April 22, 2024 Library Board Meeting. He asked if anyone present had any comments and there were none.

## V. Adoption of the Agenda for the Regular Meeting of April 22, 2024

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 Vander Vries and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of April 22, 2024. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

## VI. Board Meeting Guests

### A. State Representative Christine Morse

Board Chair Vance welcomed 40th District Michigan State Representative Christine Morse to take the floor. She thanked the Library trustees and staff for the opportunity to meet and speak with them. She explained that she is in her 2nd term which expires in December 2024. She is not seeking reelection and will be seeking a new opportunity. Representative Morse has a law degree from Wayne State University and brings her legal experience to the Appropriations Committee. As Chair of the Subcommittee for Health and Human Services, she oversees a significant portion of the state budget. She's also active in committees focused on corrections, veterans, and firearm safety. Representative Morse said that it is an exciting time of the year as the House of Representatives is working to move the 2025 budget forward. She spent some time talking about the timeline and the process including negotiation with Senate, etc. In the special elections this month, the Democratic majority was restored.

Representative Morse said she is a lifelong reader. She acknowledged the current pressure on Library systems and met with state legislation to discuss attempted book banning. Representative Morse shared her belief that parents bear the responsibility for overseeing their children's reading choices and advocated for equitable access to library resources, enabling individuals to make their own selections based on what they deem suitable.

Representative Morse opened the floor to questions from trustees.

Trustee VanderVries asked Representative Morse her thoughts on how the November election will unfold. Morse responded that there is the possibility of a lot of activity depending on the results. Trustee VanderVries asked Representative Morse for her comment on the AxMITax ballot initiative

# MINUTES

to end real and personal property taxes. She responded that it is a serious concern. The group is currently gathering signatures.

Trustee Behr asked Representative Morse's opinion on the need for librarians in schools. She said that she would welcome additional feedback, and understood the positive impact librarians have on children and communities.

## VII. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the April 22, 2024 board meeting before its adoption. Trustee Terry asked to add MLA Advocacy onto the Consent Agenda as Item J since it was accidentally overlooked and asked to discuss Item E - Statistical Report for March 2024.

- A. Minutes of the regular meeting held on March 18, 2024
- B. April 2024 Narrative
- C. Budget Amendment Grant, Adult Fiction, Seed Library
- D. Financial Condition for March 2024
- E. Statistical Report for March 2024
- F. May 2024 Program Calendar
- G. Review of Programming Policy
- H. Review of Art Exhibit Policy
- I. Monitoring Report on Executive Limitation: Fundraising Activity
- J. MLA Advocacy (ADDED)

**MOTION:** It was moved by Trustee Baker and supported by Trustee Whitlock that the Library Board approve the consent agenda for the regular meeting of April 22, 2024, excluding Items E and J. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

Item E - Statistical Report for March 2024

Trustee Terry referred to the Statistical Report and asked why there is a significant decrease in net acquisitions. Library Director Klien said that AV circulation is down and we are discontinuing the CD collection which has been discarded. There is also a decrease in purchasing DVDs and Talking Books on CD. Terry said she also seems to observe fewer New Books. Klien said that circulation is up dramatically and the Favorite Author Collection means that a lot of the new Adult items are not ever sitting on the shelf because of hold lists.

Item J - MLA Advocacy - Trustee Terry asked about the ROI Calculator as mentioned in the MLA Advocacy report. Library Director Klien explained that the ROI (Return on Investment) calculator is a tool to evaluate the value and impact of libraries within communities. This calculator assesses the benefits that libraries provide in terms of economic, educational, and social outcomes compared to the investment made in them. By inputting various data points such as usage statistics, program attendance, and community demographics, the calculator generates an estimate of the library's return on investment. This helps stakeholders, policymakers, and the public better understand the tangible benefits that libraries bring to their communities, beyond just the cost of operating them and is an important tool to use for a library millage campaign.

# MINUTES

**MOTION:** It was moved by Trustee Terry and supported by Trustee VanderVries that the Library Board approve Items E and J on the consent agenda . Vote 7-Yes, 0-No, 0-Absent. Motion carried.

## VIII. Governance

### A. Scheduling of Mid-Year meeting with the Library Director

Library Director Klien reviewed the process with Trustees. She will meet with Library Board Chair Vance in advance of the May Board Meeting for a checkin and discussion of progress towards her Board approved goals for the year.

### B. Allocation of Gifts and Donations 2023

Library Director Klien and the library staff made the recommendation that unallocated Gifts and Donations from 2023 be dispursed in the following ways:

Huddle Table to enhance large study room technology \$1,500

Artificial Foliage for Decorating Public Space \$1,000

Educational Vinyl Banners for Courtyard \$3,000

Bike Repair Station \$2,500

Outdoor Furniture \$8,226.45

Collections Enhancements for eMaterials and DEIA \$16,000

**MOTION:** It was moved by Trustee Friedman and supported by Trustee Terry that the Library Board approve the Allocation of Gifts & Donations 2023 as recommended. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

### C. Library of Things Policy

After much discussion between Adult, Youth, and Technical Services, along with recommendations from Library Attorney Anne Seurynk, Library Director Klien said that what you see before you is a policy that outlines how we will run our Library of Things services to our community. Challenges to items included in the Library of Things will fall to the Material Selection Policy. Klien also mentioned that the Statement regarding the Michigan Penal Code was suggested by the library's attorney since we may want to add items with a higher value, but need to have heavier language to emphasize that there are stronger consequences for not returning them. Klien said that the Library of Things collection is starting with games, activities, metal detector, musical instruments, and childrens toys such as balance bikes. Klien said that staff was cautious about items that need to be sanitized/cleaned and decided against including them at this time. Klien asked if trustees had questions about the Library of Things.

Trustees wanted to know if patrons will be able to put holds on items since there had been a problem with the telescopes and hotspots in the past. Klien said that patrons will have the ability to place holds on the items. The items are divided into Tier 1 - for all ages and Tier 2 - restricted to patrons over 18, usually items with higher price tags and/or the potential for danger. Mature content. Tier 2 items will require the signing of a waiver. Sample waiver on page 36.

**MOTION:** It was moved by Trustee Friedman and supported by Trustee Baker that the Library Board approve the Library of Things Policy as proposed. Vote 7-Yes, 0-No, 0-Absent. Motion carried.



# MINUTES

## I. Ends Development

### A. First Quarter 2024 Financials

Business Manager Rob Foti said that there is nothing unexpected in the First Quarter Financial statements. Tax collections on target. State Aid payment 1 of 2 have been received and are all on pace with \$20,000 over what was budgeted. Other revenue - fines and fees are on target. Penal Fines will be collected in July. Interest income remains high. The library is currently anticipating a rebate on building insurance for an amount between \$15-20,000. Foti concluded that Salaries and wages are close to the targeted amount; the library is fully staffed with the exception of two open positions for summer only assistance.

### B. First Quarter 2024 Strategic Plan Report

Library Director Klien discussed activities from January -March as reported in the First Quarter 2024 Strategic Plan Report. She asked trustees if they had any questions. Trustees had no questions and commented that they enjoyed the format of the quarterly report.

## IX. Library Director's Reports

### A. Final remarks by Library Director for the April 22, 2024 Library Board Meeting.

Friends of the Library Liaison Terry reported from the Friends April Board Meeting. Front desk sales were \$6,700 last year, on pace for more than that this year. Last book sale is back to pre-covid numbers with revenue of \$5,300. Terry commented that the Friends are a great group of people, and put in a lot of time and hard work. to support the library with their book sales.

Klien announced that Facilities Manager Doran Lefaive has put in his resignation for retirement at the end of May. Trustees thanked him for his service.

Klien said we are expecting Kim Phillips, Director of the Zhang Portage Senior Center at next month's meeting. She reminded trustees that the meeting will be the third Monday in May in Long/Gordneck Lake Rooms. We will be taking a Board photo next month

Feedback regarding County ID's being issued in the library. Klien said the County would like to set up a table here at PDL offering that service and could accept payment or use a scholarship. Trustees voiced support as it is for a government agency for a service provided on the spot.

## X. Process Evaluation

### A. Suggestions for Agenda Items to be included on the May 20, 2024 Board Meeting

1. Minutes of the Regular Meeting held on April 22, 2024.
2. Review of Patron Behavior Policy
3. Follow-Up on mid-year meeting with Library Director
4. Plans for 2023 Summer Reading Program
5. Guest Kim Phillips, Director of the Zhang Portage Senior Center

### B. Miscellaneous

Trustees appreciated the Spotlight on Volunteers this month!

Number of PASS cards in March. Impressive use and successful program.

Mysterious Case of Rudolf Diesel author visit in Kalamazoo.

Sparks magazine column by library staff Ruth Cowles. She will happily accept any book reviews.


# MINUTES

## XI. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of April 22, 2024

**DISPOSITION:** The regular board meeting of April 22, 2024 was adjourned at 7:10 PM.

Recorded and Transcribed by,



Quyen Edwards  
*Library Board Secretary*

# Director's Report

## May 2024

### Adult Services

STEAM Librarian [Jane Fleming](#) hosted three programs using the laser engraver. Patrons used the laser engraver to personalize pens. As part of the program, they learned how place their stock correctly in the laser, secure it, choose a font, resize their design, and place their design in the appropriate place so the laser would engrave exactly where they wanted it. They were also able to explore some of the Creative Kits that we have available for patrons. There were three programs over the course of the month with a total of 27 people attending.

**Patron reaction:** *"I never knew that all of these things were located here at the library! I will be coming back to make something else. "*



On Tuesday, April 2nd, Librarian [Ruth Cowles](#) hosted Jerry Berg from the Swordsmanship Museum and Academy for Swordsmanship: Pirate Cutlass Class. Jerry instructed seventeen patrons on the handling of a cutlass. He taught the four basic guards and three disarming techniques. In between each move, patrons learned about pirates and why and how they used swords. Participants were encouraged to ask questions, and this hour-long program was extended to two hours, during which everyone stayed until the end.

**Patron reaction:** *"I am a seventy-six-year-old man, and while some of the moves are hard for me, I'm having the time of my life! "*

On Tuesday, April 16th, Adult Programming Librarian, [Rachael Wiegmann](#), partnered with Community Homeworks for their introductory presentation on plumbing. The event was full with twenty participants and a waiting list. With such a successful start to this partnership, the library plans on hosting more of these kinds of workshops.

**Patron reaction:** *" [This program was] "very informative—would like to see more like this!"*

Adult Programming Librarian, [Rachael Wiegmann](#) received a very nice comment while preparing for the Tea Ceremony program. A woman from the Speed Friending, 60-80 years-old program (held on April 4th) approached me and said that the program had changed the quality of her life, and she is very grateful that the library offers it. The woman was at the Tea Ceremony with some of the friends she had met at Speed Friending event. This is a program the library will continue to offer to the community.

Outreach Librarian [Sara Weyenberg](#) hosted the first Knot for Profit program on April 30th. Due to high demand and requests for a social craft group in the summer, Knot for Profit will occur twice a month and is a social group that supports all fiber arts and will fill the gap while Purl for Portage isn't running. There were twelve attendees who spent two hours chatting, helping each other, and even exchanging craft supplies amongst themselves. There will be one afternoon session and one evening session each month, allowing the program to reach more individuals with varying schedules.

## Youth Services

In response to community feedback, Youth and Adult Staff consulted with area organizations and experts to offer an after-hours Sensory Night. This event provided an accessible time for patrons with sensory needs to visit and learn about the library.

As a part of our 2025 budgeting process, Youth Staff evaluated collection data and patron feedback to help determine priorities for next year's Youth Department Budget.

Youth Staff collaborated with the PPS district Young 5s teachers to create a hands-on STEM field trip to the Library based on the WOW curriculum. Almost ninety Young 5 students visited the library and learned about worms, how bees pollinate, how to shear sheep, what frog eggs are like, and more. All the students received their PASS cards.

Three STEM kits were lent to the school librarian at Moorsbridge Elementary to help support school curriculum.

Youth Librarian [Kristy Zeluff](#) resumed our long-standing storytime outreach with WoodsEdge and their Community Based Learning program, delivering the first two of five planned storytimes on April 5th and 26th.

Youth Services staff members [Olivia Pennebaker](#), [Karina Gluys](#), and [Andrea Smalley](#) represented the Portage District Library at An Evening with Author Angeline Boulley, a Great Michigan Read event hosted by the Portage District Library at the Zhang Senior Center on April 16th. 300 people came out to listen to Angeline Boulley talk about her book *Firekeeper's Daughter* and get copies of the book signed.

16 intrepid teen detectives attempted to solve the murder of a local theatre star at the Teen Murder Mystery Party, hosted by Teen Services Librarian [Olivia Pennebaker](#) and Youth Services Staff Member [Karina Gluys](#).



## Personnel

The Business Services team is working on preparing the Fiscal Year 2023 financial statements. The annual audit began on April 29, 2024, and will be completed and financial statements presented to the

Library Board at the June 2024 meeting. A new Governmental Accounting Standards Board (GASB96) pronouncement effective in 2023 will require a significant amount of work in the lead up to the audit. Information is being gathered for this work and Rehmann will conduct a review of the information submitted by the library and calculate an adjustment for the library by the beginning of the audit.

The Library Director and Business Manager are interviewing candidates for the Facilities Manager position. The library's current Facility Manager, [Doran Lefaive](#) will be retiring at the end of May. Rose Street Advisors has conducted screening interviews and provided the library with candidates to review and possibly interview.

The Business Manager is overseeing the budgeting process for the FY2025 budget. The Library Director and Business Manager have met with all departments to review their budget requests. The Business Manager is now in the process of inputting that data into the overall budget. Once that is complete, necessary changes and amendments will be made to ensure the budget is balanced and that the Libraries needs are met.

## Circulation & Technical Services

During the month of April, we had 520 students use their PASS cards. We also sent out 1,541 text messages regarding overdue materials, bills, and membership renewals.

## Information Technology

The IT department is working with Moss Communications (8x8) to implement its Cloud Hosted VoIP Telephone system. The library is now working on creating a schedule for a June 2024 cutover. Together, the library IT Department and Moss are building a training plan for the new phone system and identifying a cutover date. The library is already receiving new phones and third party parts. We expect to have the Voice VLANs ready by the end of May 2024.

The Portage District Library IT Department is continuing to work with Communico and library staff on our Library Mobile App replacement, working with the Tech Services department on a bibliographic and authority cleanup project and setting up BlueCloud Cataloging, working with PPS to assure the PASS data exchange continues.

Cisco Umbrella has been renewed as required for USF E-Rate rebates. SSL certificates have been renewed for 2024/5. The IT department is working with BlueHost (website hosting vendor) to upgrade its OS as CentOS is nearing End-Of-Life.

## Maintenance & Building Services

Building services involved the front entrance doors' preventative maintenance, assemble leaf chipper/shredder, concrete pad poured for new bench, caulked exterior wall pack lighting fixture, organized items in the shed, electric strikes installed on gender neutral restrooms, repaired courtyard closet door, labelled AHU and HVAC condensers, household hazardous waste disposal, tour provided to three candidates for potential facility manager position, pest control treatment, monthly check-in of performance goals, tornado tree and debris damage clean-up in one day without power to library, accessed tornado damage to library exterior and including equipment on the roof, and performed 2025 budget initial review.

# Spotlight On Website & Digital Tools

The Digital User Experience Coordinator position, established in 2022, works closely with the Marketing and IT Departments to assist staff and patrons with the presentation of and access to information, services and collections provided by the library.

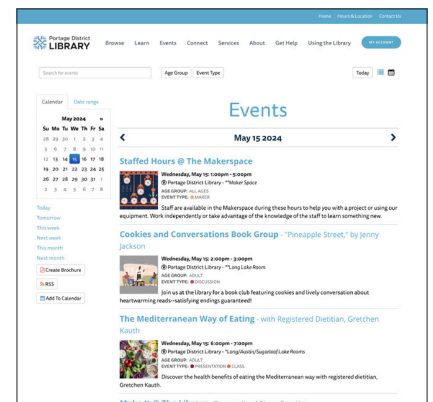
## Recent Projects & Regular Maintenance

### Regular maintenance of Digital Tools

- Keeping website content up-to-date as services are added or changed
- Supporting event calendar & program information publication
- Scheduling Digital signage
- Maintaining Library's catalog, app, & automated account notice content
- Assisting with E-newsletter content and publishing

### Addition of new services accessible through our website & improved functionality:

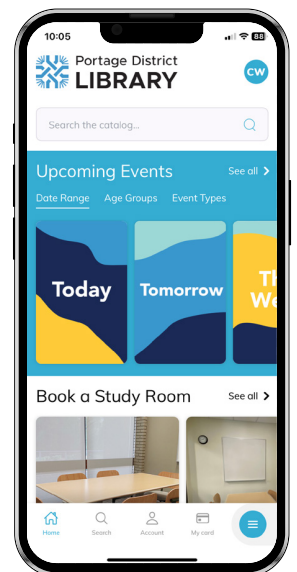
- Implemented new Events Calendar & Study Room Booking Tools
- New York Times & Wall Street Journal online access
- Rotating ads that can be scheduled
- Book Carousels that link to the Library's catalog



## App Replacement Update

As you know, we unexpectedly lost all functionality on our existing app at the end of November 2023. When it became clear that there wasn't a solution forthcoming from our providers, we moved quickly to find and implement a solution.

While we had hoped our immediate action would result in a speedy replacement, we needed to do a lot of custom work with our new provider to be able to reach comparable search functionality for the catalog portion of our replacement app. Currently, we are in the final testing phase for catalog searching and hope to provide training for the staff and announce availability soon.



## On the Horizon

As the app replacement comes to completion, we are looking to future projects:

- Online library card registration in coordination with the Circulation Department
- Additional functionality for the online catalog
- Investigation and audit for upcoming ADA compliance changes
- Modernization of the appearance of the online catalog



# Financial Condition Report

April 2024

*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 \$7,675,752  
Expenditures \$1,766,073

Fund	3/31/2024	Changes	4/30/2024
General Reserve (13%)	\$ 796,325	-	\$ 796,325
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	7,523,419	-	7,523,419

**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

April 2024

	Month Statistics			YTD Statistics		
	Apr-24	Apr-23	CHANGE	2024	2023	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>73,819</b>	<b>69,066</b>	<b>6.88%</b>	<b>304,069</b>	<b>291,718</b>	<b>4.23%</b>
Adult - Books	16,068	15,393	4.39%	65,900	65,691	0.32%
Adult - A/V	3,834	3,566	7.52%	15,324	15,714	-2.48%
Youth - Books	29,621	28,194	5.06%	119,748	120,419	-0.56%
Youth - A/V	2,672	2,605	2.57%	12,579	11,319	11.13%
Hot Picks	643	769	-16.38%	2,862	3,454	-17.14%
E-Material	19,062	16,594	14.87%	79,972	66,719	19.86%
ILL - PDL Requests	1,211	1,146	5.67%	4,612	4,677	-1.39%
ILL - Other Lib. Requests	708	799	-11.39%	3,072	3,725	-17.53%
<b>Self-Checkout Percentage</b>	<b>49.38%</b>	<b>48.68%</b>		<b>51.63%</b>	<b>52.33%</b>	
<b>Total Library Collection</b>	<b>176,618</b>	<b>177,900</b>	<b>-0.72%</b>			
Adult - Books	71,235	72,988	-2.40%			
Adult - A/V	11,164	13,668	-18.32%			
Youth - Books	84,540	80,599	4.89%			
Youth - A/V	7,141	7,985	-10.57%			
Hot Picks	2,538	2,660	-4.59%			
<b>Net Acquisitions</b>	<b>(876)</b>	<b>13</b>	<b>-6838.46%</b>	<b>(1,871)</b>	<b>(129)</b>	<b>-1350.39%</b>
Purchased - Books	1,246	1,207	3.23%	5,141	6,036	-14.83%
Purchased - A/V	92	143	-35.66%	647	520	24.42%
Donated - Books	0	1	-100.00%	0	1	-100.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(2,214)	(1,338)	-65.47%	(7,659)	(6,686)	-14.55%
<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>33,671</b>	<b>33,665</b>	<b>0.02%</b>			
Adult	16,517	16,368	0.91%			
Youth	2,304	3,123	-26.22%			
Non-Resident	203	175	16.00%			
Reciprocal	3,169	3,100	2.23%			
Internet User	621	435	42.76%			
PASS Users	10,797	10,406	3.76%			
Professional	60	58	3.45%			
<b>Net Patrons</b>	<b>314</b>	<b>28</b>	<b>1021.43%</b>	<b>527</b>	<b>(3,577)</b>	<b>114.73%</b>
Adult	235	178	32.02%	905	893	1.34%
Youth	9	7	28.57%	62	71	-12.68%
Non-Resident	4	2	100.00%	12	12	0.00%
Reciprocal	92	60	53.33%	320	244	31.15%
Internet User	58	37	56.76%	230	148	55.41%
PASS Users	24	27	-11.11%	109	114	-4.39%
Professional	1	0	100.00%	3	0	100.00%
<b>Patrons Removed</b>	<b>(109)</b>	<b>(283)</b>	<b>61.48%</b>	<b>(1,114)</b>	<b>(5,059)</b>	<b>77.98%</b>

# Statistical Report

	Month Statistics			YTD Statistics		
	Apr-24	Apr-23	CHANGE	2024	2023	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	<b>801</b>	<b>734</b>	<b>9.13%</b>	<b>3,287</b>	<b>2,709</b>	<b>21.34%</b>
Internal/Collaboration	129	162	-20.37%	462	291	58.76%
External/Outside Usage	672	572	17.48%	2,825	2,418	16.83%
<b>Total Program Audience</b>	<b>3,245</b>	<b>3,572</b>	<b>-9.15%</b>	<b>12,237</b>	<b>11,048</b>	<b>10.76%</b>
Adult	755	875	-13.71%	3,276	2,767	18.40%
Youth	2,355	2,444	-3.64%	8,450	7,688	9.91%
Heritage Room	135	253	-46.64%	511	593	-13.83%
<b>Total Number of Programs</b>	<b>106</b>	<b>98</b>	<b>8.16%</b>	<b>381</b>	<b>379</b>	<b>0.53%</b>
Adult	38	40	-5.00%	152	164	-7.32%
Youth	66	54	22.22%	220	206	6.80%
Heritage Room	2	4	-50.00%	9	9	0.00%
<b>Total Volunteer Hours</b>	<b>85</b>	<b>280</b>	<b>-69.64%</b>	<b>589</b>	<b>907</b>	<b>-35.06%</b>
Adult	39	63	-38.10%	209	220	-5.00%
Youth	0	119	-100.00%	100	265	-62.26%
Technical	10	18	-44.44%	45	88	-48.86%
Circulation	4	43	-90.70%	101	184	-45.11%
Administration	32	32	0.00%	134	131	2.29%
Community Service	0	5	-100.00%	0	19	-100.00%
<b>Total Front Door Traffic</b>	<b>21,445</b>	<b>20,976</b>	<b>2.24%</b>	<b>79,084</b>	<b>79,089</b>	<b>-0.01%</b>
<b>Total Youth Services Traffic</b>	<b>15,986</b>	<b>15,675</b>	<b>1.98%</b>	<b>58,638</b>	<b>57,819</b>	<b>1.42%</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>5,726</b>	<b>5,091</b>	<b>12.47%</b>	<b>23,713</b>	<b>25,799</b>	<b>-8.09%</b>
Adult Phone	338	358	-5.59%	1,847	1,754	5.30%
Adult Ready Reference	1,435	1,466	-2.11%	4,982	7,398	-32.66%
Adult Reference	217	106	104.72%	806	791	1.90%
Youth Phone	61	52	17.31%	264	254	3.94%
Youth Ready Reference	2,472	1,841	34.27%	10,500	9,627	9.07%
Youth Reference	383	203	88.67%	1,535	1,168	31.42%
HR Phone	11	12	-8.33%	44	51	-13.73%
HR Ready Reference	301	348	-13.51%	1,303	1,364	-4.47%
HR Reference	11	19	-42.11%	48	62	-22.58%
Circ Phone	296	274	8.03%	1,175	1,176	-0.09%
Circ Ready Reference	109	256	-57.42%	693	1,287	-46.15%
Circ Reference	92	156	-41.03%	516	867	-40.48%
<b>Total Edutainment LAN Use</b>	<b>377</b>	<b>352</b>	<b>7.10%</b>	<b>1,311</b>	<b>1,306</b>	<b>0.38%</b>
<b>Total Internet Computer Use</b>	<b>1,909</b>	<b>1,307</b>	<b>46.06%</b>	<b>6,305</b>	<b>5,659</b>	<b>11.42%</b>
Youth Computers	136	79	72.15%	626	560	11.79%
Adult Computers	1,768	1,226	44.21%	5,664	5,090	11.28%
Laptop Computer Circulated	5	2	150.00%	15	9	66.67%
<b>Total Electronic Transactions</b>	<b>44,346</b>	<b>75,081</b>	<b>-40.94%</b>	<b>172,095</b>	<b>290,625</b>	<b>-40.78%</b>
WebSite Hits	34,792	65,326	-46.74%	130,173	247,480	-47.40%
WebCatalog Sessions	7,768	7,658	1.44%	34,971	35,555	-1.64%
Licensed Database Hits	1,786	2,097	-14.83%	6,951	7,590	-8.42%

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

Christy Klien, Library Director

# PDL Events

June 2024

## Kalamazoo County Historical Society

Monthly Meeting & Presentation  
Monday, June 3 | 7:00pm - 8:30pm

## Kalamazoo County ID Program

Mobile Unit Event  
Tuesday, June 4 | 3:00pm - 5:00pm

## Summer Storytime

Tuesday, June 4 | 9:30am & 10:30am

## Brio Train Build and Play

Drop-in program for kids and their favorite adults  
Wednesday, June 5 - 8 | All Day

## Light Lunch and Literature

Discuss a novella w/ others and enjoy a light lunch!  
Thursday, June 6 | 12:00pm - 1:00pm

## Idlewild, the "Black Eden of Michigan"

presented by Dr. Ronald Stephens  
Saturday, June 8 | 2:00pm - 3:00pm

## Middle Grade Book Tasting

For students in 2nd - 6th Grades  
Monday, June 10 | 2:00pm - 4:00pm

## Summer Storytime

Tuesday, June 11 | 9:30am & 10:30am

## Knot for Profit

A Fiber Arts Club  
Tuesday, June 11 | 2:30pm - 4:30pm

## Middle Grade Book Club

4th-6th Grade  
Wednesday, June 12 | 6:00pm - 7:00pm

## Dr. Nathan Thomas and the Underground Railroad

A presentation about a Prominent Michigan Abolitionist  
Wednesday, June 12 | 6:00pm - 7:00pm

## Immaculate Snacks & Gaming

6th-12th Grade  
Wednesday, June 12 | 3:30pm - 4:30pm

## Early Elementary Book Club

Wednesday, June 12 | 6:00pm - 7:00pm

## "The Unimaginable Journey of Peter Ertel"

Film and Q&A with director, Joe Cahn  
Thursday, June 13 | 2:00pm - 5:00pm

## Make It @ The Library: Sublimation Tumblers

Thursday, June 13 | 10:30am - 12:00pm

## STEM Storytime

Friday, June 14 | 10:00am - 11:00am

## Selkie

An Afternoon of Celtic Music  
Saturday, June 15 | 2:00pm - 3:00pm

## Kalamazoo Macintosh Users' Group

Saturday, June 15 | 9:00am - 12:00pm

## Kalamazoo Valley Genealogical Society

General Meeting & Program  
Monday, June 17 | 7:00pm - 8:30pm

## Marble Maze

Drop-in Family Fun  
Monday, June 17th -21st | All Day

Make it @ The Library: Sublimation Tumblers

Tuesday, June 18 | 6:30pm - 8:00pm

## Teen LGBTQ+ Meet-Up

6th-12th Grade  
Tuesday, June 18 | 6:30pm - 8:00pm

## Fit4Mom Storytime

Tuesday, June 18 | 9:30am - & 10:30am

## Family Maker

For children with their grown-ups  
Thursday, June 20 | 5:30pm - 7:00pm

## Antique Lit:

A Historical Fiction Book Group  
Saturday, June 22 | 1:00pm - 2:00pm

## Kalamazoo Plant It Forward

Plant Swap  
Saturday, June 22 | 10:00am - 12:00pm

## Make it @ The Library: Sublimation Tumblers

Tuesday, June 25 | 2:30pm - 3:00pm

## Summer Storytime

Tuesday, June 25 | 9:30am & 10:30am

## Knot for Profit

A Fiber Arts Club  
Tuesday, June 25 | 6:00pm - 8:00pm

## Teen Splatter Paint Extravaganza

6th-12th Grade  
Tuesday, June 25 | 6:00pm - 7:30pm

## Grown-Up Slime Time

Wednesday, June 26 | 7:00pm - 8:30pm

## Adult Golfing with Scott Miller

Tips and Tricks  
Wednesday, June 26 | 6:00pm - 7:00pm

## Lego Challenge Family Night

For children with their grown-ups  
Wednesday, June 26 | 6:30pm - 8:00pm

## Kindergarten Readiness

Session 1  
Wednesday, June 26 | 10:00am - 11:00am

## Michigan Notable Books Visit

Erin Bartels  
Thursday, June 27 | 4:00pm - 6:00pm

## Fantasy Romance Novels

Current Greats and Upcoming Hits  
Thursday, June 27 | 6:30pm - 8:00pm

## Nature Hike: Bioblitz

West Lake Nature Preserve  
Saturday, June 29 | 10:00am - 12:00pm

# Patron Behavior Policy

Reviewed & Approved: 5-22-23

## I. Introduction

The Portage District Library (the “Library”) is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board of Trustees has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

## II. Rules for a Safe Environment

The following rules of conduct shall apply to all buildings – interior and exterior – and all grounds controlled and operated by the Library (“Library property”) and to all persons entering in or on the premises, unless otherwise specified.

### A. Violations of Law.

Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, larceny, removing library material from the property without authorization through the approved lending procedures or vandalism) is prohibited.

### B. Weapons.

Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.

### C. Alcohol/Drugs.

Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library Board.

### D. Under the Influence.

Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.

### E. Safety of Patrons on Library Property.

1. Use of skateboards, roller blades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property.
2. Library patrons must park bicycles or other vehicles only in authorized areas.
3. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.
4. Animals or personal transport vehicles are not permitted in the Library other than service animals, those required by persons with disabilities, those used in law enforcement or for Library programming.
5. Smoking, using e-cigarettes or vaporizers, rolling cigarettes, or chewing tobacco is prohibited in the Library and on Library property within 25 feet of any entrance.

6. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.
7. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
8. Patrons shall not be permitted in any areas designated as "staff only" unless otherwise permitted by the Library Director.
9. Patrons may not use the Library's telephone unless approved by Library staff.

### III. Rules for Personal Behavior.

#### A. Personal Property.

Personal property brought on Library property is subject to the following:

1. The Library personnel may limit the number of parcels carried into the Library. The Library may also limit the size of items brought into the Library, for example, large items such as large plastic garbage bags are prohibited.
2. The Library is not responsible for personal belongings left unattended.
3. The Library does not guarantee storage for personal property.
4. Personal possessions must not be left unattended or take up seating or space needed by others.

#### B. Food and Beverages.

Snacks and beverages are permitted inside of the Library. Patrons are expected to clean-up and dispose of waste appropriately and notify staff of any spills. Other food is only allowed in designated areas approved by the Library Director.

#### C. Unauthorized Use.

Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Director, his or her designee, or the Library Board.

#### D. Engaging in Proper Library Activities.

Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, using Library materials or using the Library in a manner that is consistent with the Library's mission shall be required to leave the building and shall not remain on Library property. This includes, but is not limited to, a prohibition of extensive periods of sleeping in the library or on benches, tables or grounds outside.

#### E. Considerate Use.

The following behavior is prohibited in the Library and in the Library building.

1. Spitting;
2. Running, pushing, shoving or other unsafe physical behavior;
3. Putting feet or legs on or climbing furniture;
4. Using obscene or threatening language or gestures.

**F. Panhandling or Soliciting.**

Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

**G. Interference with Staff.**

Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

**H. Campaigning, Petitioning, Interviewing and Similar Activities.**

As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.
2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:
  - a. Persons or groups are requested to sign in at the Checkout Desk in advance.
  - b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
  - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to the areas 15 feet from all entrances.
  - d. No person shall block ingress or egress from the Library building.
  - e. Permitted times will be limited to the operating hours of the Library.
  - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

**I. Sales.**

Selling merchandise on Library property without prior permission from the Director is prohibited.

**J. Distributions/ Postings.**

Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.

**K. Restrooms.**

Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Library materials may not be taken into restrooms.

**L. Harassment.**

Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; and (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited.

**M. Loud Noise.**

Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

**N. Odor.**

Offensive odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance is prohibited.

**O. Phones.**

Those patrons desiring to use phones to place or receive calls must use the phones in a manner that would not reasonably disturb others.

**P. Library Policies.**

Patrons must adhere to all Library Policies.

**Q. Identification.**

Patrons must provide identification to Library staff when requested.

**R. Tables or Structures on Library Property.**

No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.

**IV. Rules for the Use and Preservation of Library Materials and Property.**

**A. Care of Library Property.**

Patrons must not deface, vandalize, damage or improperly remove Library materials, equipment, furniture, or buildings. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision.

**B. Internet Use.**

Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.

**C. Equipment.**

Library phones and staff computers are for staff use only.

**D. Authorized Lending.**

Library materials may only be removed from the premises with authorization through established lending procedures.

**V. Children in the Library**

**A. Children are welcome and encouraged to use the Library at all times.**

The Library desires to make each visit an important one for the child. A "Child" means a minor under the age of 18.

**B. Rules and Regulations Regarding Children.**

1. All patrons, including children, are expected to comply with the Library's policies. Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.

2. Parents, guardians and caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library or on Library property.
3. Library staff will not be expected to supervise or monitor children's behavior.
4. Children under the age of 10 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least 14 years old) shall remain in the Library at all times. If a child under the age of 10 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program.
5. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.
6. Children ages 7 and under must be within the visual contact of a parent, guardian or responsible caregiver at all times, including during programs and visits to the restroom. Children ages 7 and under may not be left in the Youth Services Department alone.
7. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 10 years or older who may be asked to leave the Library if the child is in violation of Library policy.
8. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.
9. Children 10 years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

**C. Library staff will attempt to contact a parent, legal guardian, custodian or caregiver when:**

1. The health or safety of an unattended child is in doubt.
2. A child is frightened while alone at the Library.
3. The behavior of an unattended child violates Library policy.
4. A child under age 10 is unattended at the Library.
5. An unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time or the child needs assistance procuring transportation.

**D. If a parent, legal guardian, custodian or caregiver cannot be reached by closing time**

or fails to arrive within a reasonable time after being contacted, Library staff will contact law enforcement officials to take charge of the situation involving that unattended child. This applies to all unattended children, even those over the age of 15 who cannot safely walk, ride, or drive home at closing. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

**E. If the parent, legal guardian, custodian or caregiver can be reached by closing time,**

the staff member shall explain the Library's policy and provide a copy of this Policy.

## **VI. Disciplinary Process for Library Facilities.**

The Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.



**A. Incident Reports.**

Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

**B. Violation of the Policy – Suspension of Privileges.**

Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:

1. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
2. Subsequent Violations: The Director or the Director’s authorized designee may further limit or suspend the patron’s Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

**C. Violations that Affect Safety and Security**

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.
2. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director’s authorized designee, may further limit or suspend the patron’s Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

**D. Reinstatement.**

The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director’s designee to review the Library Patron Behavior Policy before their privileges may be reinstated.

**VII. Right of Appeal.**

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

# Reciprocal Borrowing Policy

Reviewed & Approved: 5-22-23

The Portage District Library operates on the premise that libraries should be accessible to people regardless of their location, economic status, educational level, race, color, creed, religion, or any other factor which may be divisive and inhibitive; it has been deemed appropriate and advantageous for the library to enter into reciprocal borrowing agreements with other institutions for the purpose of providing access to library materials for the benefit of their respective library patrons. For this reason, the Portage District Library will enter into a Reciprocal Borrowing Agreement with another entity of similar size and funding level, on behalf of the people in their area, so that:

*“Any person holding a valid resident borrower’s card from either participating entity will have access to both institutions.”*

## I. Criteria for Institutions in Reciprocal Borrowing Agreements with the Portage District Library:

The participating institution must:

- A. Be in reasonable geographic proximity to the Portage District Library.
- B. Have a funding level equivalent to at least a one-mill tax levy, and be of a similar size with a comparable collection.
- C. Obtain the approval of its governing body and have an officer sign a Reciprocal Borrowing Agreement with the Portage District Library.
- D. Agree to assist the Portage District Library, if necessary, (and if requested) in recovering library materials from a reciprocal borrower.
- E. Comply with the rules and practices of the Portage District Library, including any limitations placed on the borrowing of specific classes of materials.
- F. Recognize the effective date of a Reciprocal Borrowing Agreement with the Portage District Library as the latest date appearing on the signed agreement.
- G. Honor the provisions of a Reciprocal Borrowing Agreement with the Portage District Library, unless modified or cancelled at the request of either institution in writing, with a 90-day notice.

## II. Expectations for Reciprocal Borrowing Patrons Accessing the Portage District Library:

Reciprocal borrowers are expected to:

- A. Conform to all of the rules and regulations of both participating institutions, including the payment of any fines and fees, which may be accrued.
- B. Present a valid resident borrower’s card from their “home” institution.
- C. Present identification and proof of residential address as specified in the library’s Resident/Non-Resident Policy.
- D. Return library materials promptly and in satisfactory condition.

# MLA ADVOCACY NEWS

April 2024

## Michigan Library Advocacy Day

On Tuesday, April 16, 2024, MLA hosted our 2nd annual in-person Michigan Library Advocacy Day at the Capitol. This sold-out event brought together more than 160 library advocates representing public, school, academic, tribal, and special libraries from across Michigan. Our unified message: Strong Libraries = A Stronger Michigan!

Throughout the day, library advocates engaged in meetings with 80 of our 113 House Members and 34 of the 38 Senate Members, passionately advocating for library services and funding. The event also featured 11 bookmobiles and a book bike, providing both advocates and legislators an opportunity to explore these mobile libraries.

## Take Action to Support School Libraries!

In early March, State Senator Darrin Camilleri (District 4) and Senator Rosemary Bayer (District 13) introduced a package of tie-barred bills requiring a library staffed by a certified school librarian in every public school in the state. These bills replicate the house bills that were introduced in the last three legislative cycles but didn't move any further.

Senate Bill 0741, would require a school library in every Michigan public school, and also would require the library to be accessible to students and offer resources in both electronic and print form.

Senate Bill 0742, would require a school board to employ a certified school librarian for each school library operated by its district.

Senate Bill 0743, would require a principal or comparable administrator to designate an individual to supervise students in a school library when a certified school librarian is not present.

On April 16 during Michigan Library Advocacy Day, \$25 Million was recommended in the first draft of the Senate budget for these bills. The bills now move to the Senate Committee on Education for consideration. Take action for school libraries today by asking your Senators to support SB741-743. Visit MASL's website to use the online form to email your legislator. Advocates can edit the email template or send it as-is. Thank you for taking action to support libraries!

## ALA Advocacy Alert: #FundLibraries in FY25

It's time to take action to #FundLibraries in Fiscal Year 2025 (FY25)! With the release of the President's proposed FY25 budget and the launch of Dear Appropriator letters in Congress, the annual funding process has begun.

Dear Appropriator letters are a primary way that members of Congress show their support for individual budget items. MLA has sent letters to Senator Gary Peters, Senator Debbie Stabenow, and Representative Elissa Slotkin. Use the link below to contact your members of Congress, and ask them to sign the Dear Appropriator Letters to #Fundlibraries!

[https://oneclickpolitics.global.ssl.fastly.net/messages/edit?promo\\_id=22495](https://oneclickpolitics.global.ssl.fastly.net/messages/edit?promo_id=22495)

# Memo

## Follow-Up Report on Mid-Year Meeting with the Library Director

**To:** Portage District Library Board  
**From:** Tom Vance, Library Board Chair  
**Date:** May 15, 2024

At the April 22, 2024 board meeting, there was an item on the agenda regarding scheduling a mid-year meeting with the Library Director, as is the practice according to the Library Board's annual calendar. The mid-year meeting is intended to be an opportunity for the Library Board to assess with the Library Director how things are going at the library at this point in the year.

When this year's mid-year meeting with the Library Director was discussed at the April board meeting, I indicated that I would contact our Library Director Christy Klien and set up a time to get together and I invited trustees to call or email me with any comments, questions, or concerns that they wished to share with the Library Director.

As Library Board Chair, I held a mid-year meeting with Christy on Tuesday, May 14, 2024. I will give a follow-up report to trustees regarding what was discussed at the upcoming board meeting on Monday, May 20, 2024.

# Memo

## Summer Reading Program 2024

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** May 16, 2024

Library Staff will give a brief presentation on the plans for Summer Reading 2024.

