

# PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting  
September 23, 2024

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



# NOTICE OF REGULAR MEETING

## PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, September 23, 2024 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, September 23, 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/83071155137>

Dated: September 19, 2024    **Quyen Edwards**  
*Library Board Secretary*  
Portage District Library  
300 Library Lane  
Portage, MI 49002

# AGENDA

September 23, 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 September 23, 2024 (1 minute) (VOTE)

## V. Consent Agenda (5 minutes) (VOTE)

- A. Minutes of the regular meeting held on August 26, 2024 (Info) Pg.5-7
- B. September 2024 Narrative (Info) Pg.8-11
- C. Financial Condition for August 2024 (Info) Pg. 12-13
- D. Statistical Report for August 2024 (Info) Pg. 14-15
- E. October 2024 Program Calendar (Info) Pg. 16-17
- F. Review of Materials Selection Policy (Info) Pg. 18-20
- G. Review of Capitalization Policy (Info) Pg.21-23
- H. MLA Advocacy (Info) Pg.24

## VI. Governance (30 minutes)

- A. Initiation of Library Director's 2024 Evaluation (Info) Pg. 25

## VII. Ends Development (20 minutes)

- A. Report on 2024 Summer Reading Program (Info) Pg. 26-27

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

- A. Final remarks by Library Director for the September 23, 2024 Library Board Meeting

## IX. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the October 28, 2024 Board Meeting
  - 1. Minutes of the Regular Meeting held on September 23, 2024
  - 2. Guest - Senator Sean McCann
  - 3. Review of Donations Policy.
  - 4. Review of Investment Policy.
  - 5. Review of Resident Non-Resident Policy.
  - 6. Approval of Holiday Schedule for Library Hours of Operation in 2025.
  - 7. Monitoring Report – Communication & Support to the Library Board.
  - 8. Monitoring Report – Ends Focus of Grants/Contracts.

# AGENDA

- 9. Update on Library Director's 2024 Evaluation Process.
- 10. Library Director's accomplishment of personal goals for FY 2024.
- 11. 3rd Quarter Financial Report for FY 2024.
- 12. 3rd Quarter 2024 Strategic Plan Report.

## B. Miscellaneous Items

## X. Adjournment

# MINUTES

From the August 26, 2024  
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, Ben Chee, Quyen Edwards, Rob Foti, Lawrence Kapture, Abby Pylar, Steve Rossio, Colin Whitehurst

**Library Staff Absent:** Laura Wright

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

Library Board Chair Tom Vance welcomed everyone to the August 26, 2024 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 26, 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 Baker and supported by Trustee Terry that the Library Board adopt the agenda for the regular meeting of August 26, 2024. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

## V. Public Hearing

### A. Public Hearing on the Proposed FY2025 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 FY2025 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 2025 Budget. There were no members of the public present 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 Terry and supported by Trustee Whitlock to close the public hearing regarding the FY2025 Budget. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

### B. Formal Resolution to Adopt the FY 2025 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2025.

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 2025 Library Budget.

**MOTION:** It was moved by Trustee Behr and supported by Trustee Baker to approve the Resolution to set the millage for the Portage District Library at 1.9922 mills and to approve the Fiscal Year 2025 Budget as presented. Roll Call Vote in alphabetical order: Trustee Baker - Yes. Trustee Behr – Yes. Trustee Friedman – Yes. Trustee Terry – Yes. Trustee Vance– Yes. Whitlock - Yes. Vote: 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

# MINUTES

## VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the August 26, 2024 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on July 22, 2024
- B. August 2024 Narrative
- C. Budget Amendment for Designated Donations
- D. Financial Condition for July 2024
- E. Statistical Report for July 2024
- F. September 2024 Program Calendar
- G. MLA Advocacy August 2024
- 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 Friedman and supported by Trustee Terry that the Library Board approve the consent agenda for the regular meeting of August 26, 2024. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

## VII. Governance

### A. Memo: Allocation of Gifts and Donations from FY2023

Library Director asked trustees to approve broadening the scope of the allocation of FY 2023 gifts and donations revenue in the amount of \$8,226.35 from Outdoor Furniture to Outdoor Enhancements due to another generous donation restricted to use for the purchase of an outdoor memorial bench.

**MOTION:** It was moved by Trustee Baker and supported by Trustee Friedman that the Library Board approve the request as written. Vote 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

## VIII. Library Director's Reports

### A. Final remarks by Library Director for the August 26, 2024 Library Board 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 \$4,700. They discussed having a 5 year plan and expanding sales to include credit card use for purchases. They are encouraging staff to submit additional grant requests. They had more inventory than they could display.

Local Historian Steve Rossio discussed the change in the Local History Room so that items can be checked out. We have also moved bookcases around including the rare book collection. Rossio shared a number of books from the collection which includes 200 volumes that are kept in locked cabinets. These books can be requested for use as reference material. They can be found in the online catalog location in the location deesignated "Cabinet".

The library will be closed to the public on Friday, September 13 for Staff Development Day.

# MINUTES

On August 1, the library launched the Library of Things service which has been well received.

The Circulation Department is working on creating individual cards for paying non-resident household members. After receiving a question from a paying non-resident regarding family card access, we decided to look into increasing access for those people. Because a household in Portage pays taxes for that household and then all members can receive a card, we thought it best to do the same for those who pay for their membership. They are paying for the household similar to a household in Portage, so they should also be receiving cards for all family members.

Adult Services Librarian Sara Weyenberg is working on launching a service by mail in 2025. This will expand access for those patrons who are unable to get to the library to check out books for various reasons.

Because of the upcoming Board Retreat in November, we will send out a survey to check trustees' availability for scheduling a date.

## IX. Process Evaluation

### A. Suggestions for Agenda Items to be included on the September 23, 2024 Board Meeting

1. Meeting Minutes of the Regular Meeting held on August 26, 2024
2. Review of Capitalization Policy
3. Review of Materials Selection Policy
4. Guest Senator Sean McCann
5. Report on 2024 Summer Reading Program
6. Initiation of Library Director's 2024 Evaluation Process

### B. Assessment of this meeting

### C. Miscellaneous Items

In closing, Board Chair Vance commented on the spotlight on Business Services. Thank you Business Manager Rob Foti and staff for a great 2025 Budget.

Trusete Linda Whitlock said she attended an MLA program about Project 2025. Please familiarize yourself with how this plan could have an impact on libraries of all types. Be informed. Board Secretary Edwards will look into a recording to share.

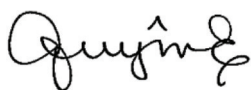
The guest next month will be Senator Sean McCann.

## 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 26, 2024.

**DISPOSITION:** The regular board meeting of August 26, 2024 was adjourned at 6:24 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary

# Director's Report

## August 2024

### Adult Services

On August 1st, 2024, Librarian [Ruth Cowles](#) debuted the Adult Library of Things with twenty seven objects ranging from board games to musical instruments to maker space devices. In the first month, almost every item circulated, for a total of fifty one checkouts in the first month. Ruth has planned and coordinated the procedure for this service over the last year.

On August 3rd, Outreach Librarian [Sara Weyenberg](#) hosted a Chinese Art, Wellness, Culture, and Tradition Fair in the Café space with the Chinese American Association of Greater Kalamazoo. There were 43 attendees, some of which were patrons who had come to the library for the Friends of the Library book sale and then stopped by. Many patrons stayed for a prolonged period of time, engaging in a small tea ceremony and talking with the members of CAGK about their culture and traditions. Overall, there was a cohesive sense of community and a great interest in exploring cultures that individuals were otherwise unfamiliar with.

On August 15th, Adult Services Librarian, [Rachael Wiegmann](#), hosted Light Lunch and Literature in the Makerspace. This is a small book group that features lunch prepared on the Charlie Cart and a novella or short story.

Light Lunch and Literature was started in June as a summer book group. Due to the popularity of it this summer, it seemed necessary to turn it into a monthly book group. For August, we read Joyce Carol Oates's novella Cardiff, By the Sea. The participants enjoyed Mexican Street Corn Chowder with toasted naan bread for lunch. One person said, "So appreciate these book groups, events, and staff at PDL while another stated, "Great food and discussion. Will do this again."

To highlight the new Magnet Maker in the Makerspace, STEM Librarian [Jane Fleming](#) held a Magnet Mania program in the Makerspace on August 8, August 20 and August 28. One was held in the morning, one in the afternoon, and one in the evening, to try to make the program available to as many people as possible. 24 patrons participated in the programs.

To also highlight the versatility of the equipment in the Makerspace, patrons made magnets in three different ways using three different machines. Using the laser engraver, they engraved a name or a special word or saying and affixed a magnet to the back of it. Using the Magnet Maker, they used images available at the library to make two magnets. And using the sublimation printer, they submitted photos and images ahead of time that Jane printed out before the program. They then used the heat press to transfer the image to the magnet.



## Youth Services

Youth Staff **Emily Mingle** recreated last year's popular mascot wall. More than 400 patrons have added their school mascot to the wall and patrons have enjoyed coming back to see their own as well as try to find friends from their schools.

Youth Staff met with representatives from Ripple Effects, ("Ripple Effects Community Inclusion Center offers inclusive recreational, educational and social clubs."). Youth Staff hope to work with them in the future.

Youth Staff held a summer debriefing meeting to determine what worked and what didn't this year, and to set priorities for next summer.

Youth Staff **Andrea Smalley** created an in-house "pole poll" where visitors could comment on PDL Summer highlights. We received comments about favorite programs, displays, and staff interactions which will help us shape Summer 2025.

Youth Staff attended a community outreach event at Amberly Elementary, as well as a Family Resource Fair through PPS. We also hosted a Back to School Night for PPS which was well-attended.



Upon request, Youth Staff **Emily Mingle** added Fairy Tale STEM kits to a small collection of STEM materials available for outreach with Portage Public Schools. During the 2023-2024 school year, 8 kits were used by 3 different schools.

Youth staff members attended the Portage Public Safety's Pig Out at Public Safety event on August 15th. Youth Staff handed out promotional library items, free books, and helped visitors make buttons. Over the course of the three-hour event, library staff interacted with over 200 patrons.



## Heritage Room

August was spent putting the final touches on the ability to check material out of the Heritage Room. Local Historian [Steve Rossio](#), with the assistance of Head of Technical Services [Abby Pylar](#), assessed every book in the collection to determine whether it could be checked out or should remain as reference. The criteria used consists of the material's fragility, rarity and how much "reference use" it receives. Those that were determined to be circulatable were changed in the catalog and tagged with a clear red sticker over the book's library tag.

As part of this project, books from Adult Non-Fiction that were determined to tie closely to the theme of the Heritage Room (i.e. local and Michigan History) were migrated from ANF into the HR collection to create a one-stop shopping experience for patrons.

Finally the new central shelving unit installation was completed allowing for the Heritage Room Collection to be spread. This created display shelves throughout the room which feature a rotating display of unique books from the collection. This added shelving also has given the Heritage Room a more open appearance.

## Circulation & Technical Services

During the month of August, we had 8772 PASS cards used. This included getting updated for the new school year. We sent 1541 text messages regarding bills, overdue materials, and renewal notices. Our prompt by the main entrance for community interaction revolved around the Makerspace. We only had 15 sticky note responses, but 43 of the 58 books displayed were checked out by patrons!

## Personnel

The Library Director and Business Manager are obtaining quotes on outsourcing (Fractional HR) some duties to professionals well trained in the Human Resource field. The belief is that there are certain situations that a professional HR specialist can handle more efficiently and complete within applicable laws. This would provide a benefit to staff, as well as the Business Department. The Business Manager completed the Workers' Compensation audit for the year 8/1/2023-8/1/2024. This is an annual reconciliation of actual wages paid by position class to determine the actual amount of workers' compensation wages that should have been paid. Depending on the result, the library could be charged additional premiums or receive a refund. Work is being done to complete the migration of the library's accounting and document storage software to a web solution that is hosted by the client. This will accomplish the task of making the software more accessible and ensuring timely updates to the software. The Library Director and Business Manager are in the process of receiving quotes for all benefit renewals to take place on January 1, 2025. Since this is a switch from our December 1, 2024 renewal date. Some benefits will need to go through two renewals. The first will be a one-month contract and then a new twelve-month contract beginning on January 1, 2025. All benefits will be enrolled as is for December 1, 2024, and any changes will take effect with the renewal on January 1, 2025.

## Information Technology

In August the Portage District Library IT Department is reviewing changes to the USF E-Rate eligible technology, preparing new bids for internet bandwidth and submitting for ongoing reimbursement of network infrastructure.

The IT Department continues to work with Technical Services to refine the setup BlueCloud Cataloging a web based ILS product that adds modern tools for copy cataloging and bibliographic maintenance.

The IT Department is also working on the Blackbaud upgrade project, Bluehost VPS upgrade project and PDL Domain Controller Upgrade project.

The IT department regular updates have been made to network hardware and software.

## **Maintenance & Building Services**

- Hvac leak was repaired by AMS
- Carpet cleaning is in process
- Snow plowing contract is secured
- Alarm system inspected
- FM 200 inspection complete
- Pest control dog visit
- Pest control treatment completed
- Yearly elevator maintenance complete
- Elevator has been repaired
- Roof drains have been cleared
- New locks have been ordered for emergency exit door

# Financial Condition Report

## August 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 \$7,773,726  
Expenditures \$4,164,391

Fund	7/31/2024	Changes	8/31/2024
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	7,648,172	-	7,648,172

**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 2024

	Month Statistics			YTD Statistics		
	Aug-24	Aug-23	CHANGE	2024	2023	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>81,372</b>	<b>80,085</b>	<b>1.61%</b>	<b>622,617</b>	<b>598,372</b>	<b>4.05%</b>
Adult - Books	18,332	18,779	-2.38%	134,948	136,542	-1.17%
Adult - A/V	3,055	4,132	-26.06%	27,443	31,167	-11.95%
Youth - Books	34,484	33,080	4.24%	254,977	246,853	3.29%
Youth - A/V	3,227	3,806	-15.21%	25,005	23,951	4.40%
Hot Picks	793	1,009	-21.41%	5,675	7,213	-21.32%
E-Material	19,769	17,260	14.54%	159,332	136,577	16.66%
ILL - PDL Requests	1,054	1,095	-3.74%	9,457	8,536	10.79%
ILL - Other Lib. Requests	658	924	-28.79%	5,780	7,533	-23.27%
<b>Self-Checkout Percentage</b>	<b>52.84%</b>	<b>51.19%</b>		<b>52.78%</b>	<b>53.27%</b>	
<b>Total Library Collection</b>	<b>178,593</b>	<b>178,550</b>	<b>0.02%</b>			
Adult - Books	72,760	72,310	0.62%			
Adult - A/V	10,388	13,387	-22.40%			
Youth - Books	85,726	82,009	4.53%			
Youth - A/V	7,182	8,110	-11.44%			
Hot Picks	2,537	2,734	-7.21%			
<b>Net Acquisitions</b>	<b>1,111</b>	<b>(8)</b>	<b>13987.50%</b>	<b>1,723</b>	<b>420</b>	<b>310.24%</b>
Purchased - Books	2,464	1,457	69.11%	14,293	12,434	14.95%
Purchased - A/V	155	208	-25.48%	1,160	1,310	-11.45%
Donated - Books	0	0	0.00%	1	1	0.00%
Donated - A/V	0	0	0.00%	2	0	100.00%
Material Discarded	(1,508)	(1,673)	9.86%	(13,733)	(13,325)	-3.06%
<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>34,167</b>	<b>33,729</b>	<b>1.30%</b>			
Adult	17,079	16,075	6.25%			
Youth	2,276	2,923	-22.13%			
Non-Resident	218	185	17.84%			
Reciprocal	3,340	3,017	10.71%			
Internet User	642	478	34.31%			
PASS Users	10,551	10,992	-4.01%			
Professional	61	59	3.39%			
<b>Net Patrons</b>	<b>1,198</b>	<b>498</b>	<b>140.56%</b>	<b>2,481</b>	<b>(3,378)</b>	<b>173.45%</b>
Adult	284	249	14.06%	1,820	1,735	4.90%
Youth	20	20	0.00%	154	160	-3.75%
Non-Resident	5	2	150.00%	23	22	4.55%
Reciprocal	67	49	36.73%	571	463	23.33%
Internet User	45	45	0.00%	407	300	35.67%
PASS Users	943	580	62.59%	1,060	703	50.78%
Professional	0	0	0.00%	5	1	400.00%
<b>Patrons Removed</b>	<b>(166)</b>	<b>(447)</b>	<b>62.86%</b>	<b>(1,559)</b>	<b>(6,762)</b>	<b>76.94%</b>

# Statistical Report

August 2024

	Month Statistics			YTD Statistics		
	Aug-24	Aug-23	CHANGE	2024	2023	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	<b>746</b>	<b>624</b>	<b>19.55%</b>	<b>6,227</b>	<b>5,219</b>	<b>19.31%</b>
Internal/Collaboration	83	86	-3.49%	926	679	36.38%
External/Outside Usage	663	538	23.23%	5,301	4,540	16.76%
<b>Total Program Audience</b>	<b>1,783</b>	<b>851</b>	<b>109.52%</b>	<b>29,790</b>	<b>21,400</b>	<b>39.21%</b>
Adult	748	328	128.05%	6,476	4,468	44.94%
Youth	1,035	523	97.90%	22,601	16,092	40.45%
Heritage Room	0	0	0.00%	713	840	-15.12%
<b>Total Number of Programs</b>	<b>68</b>	<b>38</b>	<b>78.95%</b>	<b>712</b>	<b>578</b>	<b>23.18%</b>
Adult	53	29	82.76%	366	284	28.87%
Youth	15	9	66.67%	332	281	18.15%
Heritage Room	0	0	0.00%	14	13	7.69%
<b>Total Volunteer Hours</b>	<b>192</b>	<b>196</b>	<b>-2.04%</b>	<b>1,626</b>	<b>1,736</b>	<b>-6.34%</b>
Adult	71	72	-1.39%	467	459	1.74%
Youth	46	55	-16.36%	522	533	-2.06%
Technical	8	13	-38.46%	85	141	-39.72%
Circulation	27	20	35.00%	281	292	-3.77%
Administration	39	33	18.18%	269	284	-5.28%
Community Service	1	3	-66.67%	2	27	-92.59%
<b>Total Front Door Traffic</b>	<b>19,879</b>	<b>19,986</b>	<b>-0.54%</b>	<b>158,850</b>	<b>158,428</b>	<b>0.27%</b>
<b>Total Youth Services Traffic</b>	<b>15,814</b>	<b>15,766</b>	<b>0.30%</b>	<b>118,111</b>	<b>113,305</b>	<b>4.24%</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>6,291</b>	<b>5,906</b>	<b>6.52%</b>	<b>50,668</b>	<b>51,434</b>	<b>-1.49%</b>
Adult Phone	516	386	33.68%	3,628	3,219	12.71%
Adult Ready Reference	1,421	1,608	-11.63%	10,687	13,988	-23.60%
Adult Reference	125	125	0.00%	1,523	1,333	14.25%
Youth Phone	78	58	34.48%	578	523	10.52%
Youth Ready Reference	3,040	2,651	14.67%	22,814	20,682	10.31%
Youth Reference	425	382	11.26%	4,711	3,692	27.60%
HR Phone	19	8	137.50%	101	77	31.17%
HR Ready Reference	7	5	40.00%	1,475	1,632	-9.62%
HR Reference	7	3	133.33%	70	84	-16.67%
Circ Phone	485	257	88.72%	2,842	2,233	27.27%
Circ Ready Reference	77	127	-39.37%	1,178	2,017	-41.60%
Circ Reference	91	296	-69.26%	1,061	1,954	-45.70%
<b>Total Edutainment LAN Use</b>	<b>127</b>	<b>104</b>	<b>22.12%</b>	<b>2,081</b>	<b>2,028</b>	<b>2.61%</b>
<b>Total Internet Computer Use</b>	<b>1,839</b>	<b>1,492</b>	<b>23.26%</b>	<b>13,562</b>	<b>11,507</b>	<b>17.86%</b>
Youth Computers	174	193	-9.84%	1,520	1,301	16.83%
Adult Computers	1,663	1,296	28.32%	12,015	10,185	17.97%
Laptop Computer Circulated	2	3	-33.33%	27	21	28.57%
<b>Total Electronic Transactions</b>	<b>39,860</b>	<b>85,481</b>	<b>-53.37%</b>	<b>328,483</b>	<b>555,469</b>	<b>-40.86%</b>
WebSite Hits	24,393	69,687	-65.00%	238,951	464,305	-48.54%
WebCatalog Sessions	13,135	12,116	8.41%	75,410	75,078	0.44%
Licensed Database Hits	2,332	3,678	-36.60%	14,122	16,086	-12.21%

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

Christy Klien, Library Director

# PDL Events

October 2024

## Family Storytime

Tuesday, Oct 1 | 9:30 AM & 10:30 AM

## Introduction to comic/manga drawing

Tuesday, Oct 1 | 6:00pm - 7:00pm

## Is an Electric Car Right for Me?

Tuesday, Oct 1 | 6:00pm - 8:00pm

## Baby/Toddler Storytime

Wed, Oct 2 | 9:30 AM & 10:30 AM

## Immaculate Snacks & Gaming

Wednesday, Oct 2 | 3:30pm - 4:30pm

## Home Staging with Kalamazoo Kitty

Wednesday, Oct 2 | 4:00pm - 5:00pm

## Middle Grade Book Club

Wednesday, Oct 2 | 6:00pm - 7:00pm

## Bedtime Storytime

Wednesday, Oct 2 | 7:00pm - 7:30pm

## Muffins and the Market

Thursday, Oct 3 | 9:00am - 10:00am

## Elementary Maker for 3rd - 6th

Thursday, Oct 3 | 4:30pm - 5:30pm

## Introduction to Mindful Meditation

with Nicole Najjar

Thursday, Oct 3 | 6:00pm - 7:00pm

## Friends of the Library

Saturday, Oct 5 | 9:00am - 3:00pm

## Baby/Toddler Storytime

Monday, Oct 7 | 9:30 AM & 10:30 AM

## Knot for Profit

Monday, Oct 7 | 3:00pm - 5:00pm

## Family Nature Crowns

Monday, Oct 7 | 6:00pm - 7:00pm

## Kalamazoo County Historical Society

Monday, Oct 7 | 7:00pm - 8:30pm

## Family Storytime

Tuesday, Oct 8 | 9:30 AM & 10:30 AM

## Fantasy Drawing

Learn to Draw with Natalie Budnick

Tuesday, Oct 8 | 7:00pm - 8:00pm

## Baby/Toddler Storytime

Wed, Oct 9 | 9:30 AM & 10:30 AM

## Make It @ The Library: Spooky Halloween Hand Towels

Wed, Oct 9 | 10:30am - 12:00pm

## Caldecott Club

Wednesday, Oct 9 | 6:00pm - 7:00pm

## Bedtime Storytime

Wednesday, Oct 09

7:00pm - 7:30pm

## Elementary Maker for K-2 Capes

Thursday, Oct 10 | 4:30pm - 5:30pm

## International Mystery Discussion

Thursday, Oct 10 | 7:00pm - 8:00pm

## Toddler Playtime

Friday, Oct 11 | 9:30 AM & 10:30 AM

## Documentary and Donuts

Friday, Oct 11 | 10:00am - 12:00pm

## Teen Paranormal Investigation

Friday, Oct 11 | 7:00pm - 9:00pm

## Geek Fest 2024

Saturday, Oct 12 | 11:00am - 3:00pm

## Baby/Toddler Storytime

Monday, Oct 14 | 9:30 AM & 10:30 AM

## 4- and 5-Year-Old Book Club

Monday, Oct 14 | 2:00pm - 2:45pm

## Dungeons and Dragons

Monday, Oct 14 | 6:30pm - 8:00pm

## Family Storytime

Tuesday, Oct 15 | 9:30 AM & 10:30 AM

## Yoga with Apral

A gentle approach

Tuesday, Oct 15 | 4:00pm - 5:00pm

## Plots and Pages

Tuesday, Oct 15 | 6:00pm - 8:00pm

## Teen LGBTQ+ Meet-Up

Tuesday, Oct 15 | 6:30pm - 8:00pm

## Make It @ The Library: Spooky Halloween Hand towels

Tuesday, Oct 15 | 6:30pm - 8:00pm

## Baby/Toddler Storytime

Wed, Oct 16 | 9:30 AM & 10:30 AM

## Bedtime Storytime

Wednesday, Oct 16 | 7:00pm - 7:30pm

## Muffins and the Market

An investment discussion group.

Thursday, Oct 17 | 9:00am - 10:00am

## Elementary Maker for 3rd - 6th

Thursday, Oct 17 | 4:30pm - 5:30pm

## Haunted Michigan

with local author, Kathy Conder!

Thursday, Oct 17 | 6:00pm - 7:00pm

## STEM Storytime

Friday, Oct 18 | 9:30am - 10:30am

## Sense-sational hands-on fun

Friday, Oct 18 | 10:00am - 11:00am

## Edgar Wright Movie Night

Friday, Oct 18 | 6:30pm - 9:00pm

## Kalamazoo Macintosh Users' Group

Saturday, Oct 19 | 9:00am - 12:00pm

## Saturday Sound Immersion

Saturday, Oct 19 | 10:00am - 11:00am

## Sew Camp II:

For Children and Caregivers

Saturday, Oct 19 | 1:00pm - 4:30pm



**Make It @ The Library:**

**NFC Keychains**

Sunday, Oct 20 | 2:00pm - 4:00pm

**Baby/Toddler Storytime**

Mon, Oct 21 | 9:30 AM & 10:30 AM

**Make It @ The Library: Spooky  
Halloween Hand Towels**

Monday, Oct 21 | 2:30pm - 4:00pm

**Kalamazoo Valley**

**Genealogical Society**

General Meeting & Program

Monday, Oct 21 | 7:00pm - 8:30pm

**Family Storytime**

Tues, Oct 22 | 9:30 AM & 10:30 AM

**Teen Art Space**

Middle School & High School

Tuesday, Oct 22 | 3:30pm - 4:30pm

**SKYWARN Storm Spotter**

**Training**

Tuesday, Oct 22 | 6:00pm - 8:00pm

**Baby/Toddler Storytime**

Wed, Oct 23 | 9:30 AM & 10:30 AM

**Kalamazoo Area Wild Ones**

Wednesday, Oct 23 | 6:30pm -  
8:30pm

**History Maker**

Thursday, Oct 24 | 4:30pm - 5:30pm

**Books and Treats**

Friday, Oct 25 | 1:00pm - 3:15pm

**Edgar Wright Movie Night**

Friday, Oct 25 | 6:30pm - 9:00pm

**Oct Plant Swap**

Sat, Oct 26 | 10:00am - 12:00pm

**Light Lunch and Literature**

"The Lottery," by Shirley Jackson

Monday, Oct 28 | 12:00pm - 1:00pm

**Baby & Toddler**

**Halloween Parade**

Tuesday, Oct 29 | 9:30am - 11:00am

**Purl for Portage**

Tuesday, Oct 29 | 6:00pm - 8:00pm

**Teen Halloween Extravaganza**

Tuesday, Oct 29 | 6:00pm - 8:00pm

**Cooking Demo with**

**Rust Belt Ramen!**

Wed, Oct 30 | 6:00pm - 7:00pm

# 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.

# MLA ADVOCACY NEWS

August 2024

## Gov. Whitmer's Appointments to the Library of Michigan Board of Trustees

On August 15, Governor Gretchen Whitmer announced two appointments to the Library of Michigan Board of Trustees.

Dr. Mia Murphy, of Lansing, is a chief policy officer at Michigan Association of State Universities. She has previously been a senior analyst in the State of Michigan Budget Office and a chairperson of the Associated Students of Michigan State University. She earned a PhD in higher, adult, and lifelong education from Michigan State University, a master's in international relations from the University of Chicago, and a Bachelor of Arts in political science and history from Michigan State University. Dr. Mia Murphy is appointed to represent the general public for a term commencing August 15, 2024, and expiring October 1, 2026. Dr. Murphy succeeds Brian Larkin, whose term has expired.

Melissa Lambert, of Allen Park, is school library media specialist at Allen Park High School. Lambert received a Bachelor of Arts in history, geography, social studies, secondary education from Michigan State University, and a Master of library and information science from Dominican University. Melissa Lambert is appointed to represent K-12 school librarians for a term commencing August 15, 2024, and expiring October 1, 2026. Lambert succeeds Nancy Hmayed whose term has expired.

The Library of Michigan Board of Trustees makes recommendations to the Michigan Department of Education regarding the Library's services, budget, and proposed governing rules. The Board of Trustees also makes recommendations regarding the employment of other administrative and general assistants and employees of the Library as are necessary for the care and management of the Library, including the Law Library Branch of the Library.

## Michigan Library Millages August Election Results

Check out our roundup of the August 6, 2024 election results for millage issues on ballots around the state. There were 42 millage questions on the ballots and 38 of these passed. We are proud of the library boards, staff, and supporters for their work on these campaigns and their dedication to supporting their libraries. The Library of Michigan provides a listing of Public Library Millage Election Results from 2010 to the present, including the library millage type, if the millage is new, a renewal or a renewal with an increase, the number of yes and no votes, the term, and the year it takes effect.

<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.michigan.gov/libraryofmichigan/-/media/Project/Websites/libraryofmichigan/For-Libraries/Administration/Statistics/Michigan-Public-Library-Millage-Results-2010-to-Present.pdf?rev=d9f845ed829940a3b9a6e1dc5939799a>



# Memo

## Initiation of Library Director's 2024 Evaluation Process

**To:** Portage District Library Board  
**From:** Tom Vance, Library Board Chair  
**Date:** September 23, 2024

### BACKGROUND:

The Personnel Committee, composed of Jeanne Friedman, Linda Whitlock, 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 2025, renewal of her 3-year contract, and present a recommendation to the whole board at the December 9, 2024 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 2024?
2. Has there been progress on accomplishing Board endorsed personal goals in 2024?
3. Has the Library Director been in compliance with the Board's Executive Limitation in 2024?
4. Consider that the success of the library is the evaluation of the Library Director.

# Portage District Library 2023 Summer Reading Report September 23<sup>rd</sup>, 2024

Youth Summer Reading Program	2021	2022	2023	2024
Number of people registered	766	1060	1380	1163
Number of people who participated	552	897	1097	981
Number of people who completed 45 days	123	201	408	396
Number of days read (total)	13225	23519	31924	31438
Teen Summer Reading Program	2021	2022	2023	2024
Number of people registered	200	283	390	370
Number of people who participated	135	235	299	292
Number of people who completed	27	56	129	144
Number of books read (total)	1917	6410 (Days)	9531 (Days)	10220 (Days)
Adult Summer Reading Program	2021	2022	2023	2024
Number of people registered	326	442	600	585
Number of people who participated	212	301	399	412
Number of people who completed	N/A	N/A	N/A	N/A
Number of books read (total)	2071	3085	5117	4698

## Program Summary

Summer Reading Programs ran from June 3<sup>rd</sup> – August 2<sup>nd</sup> this year. We begin prior to the end of the school year so that teachers and media specialists could partner with us in encouraging students to join. The library was a busy place this summer, with many families visiting to get away from the heat.

## Youth Summer Reading Program

In response to patron feedback, Youth Staff switched the weekly prize format from gift card drawings to drawings for small prizes, displayed at the SRP table each week. In addition, any participant who met their weekly reading goal could select a sticker. There were 191 winners in our weekly drawings. Participants also received free books at 15 days of reading (726 children qualified) and 30 days of reading (513 children qualified). At 45 days, participants could enter to win one of our grand prize packs. 396 children qualified to enter the drawing.

## Youth Quest Program

Youth Staff modeled this year's quest program after 2023, creating a quest sheet with different challenges participants could complete. They then journaled about the activity and would show their entries to Youth Library Staff. This earned them a button. The activities this year focused on family time and experiences outdoors. The writing component helped with skill retention, and they were encouraged to engage with

Library Staff. This was again popular with families and staff, with almost 600 children and their families participating.

#### Teen Summer Reading Program

This summer, 72 teens won \$15 dollar gift cards to area businesses in the weekly drawings. Free books were distributed at 15 and 30 days (308 books were distributed), and 156 teens entered the Grand Prize Drawing.

#### Adult Summer Reading Program

Adult Summer Reading achieved its third year of growth. Adults love to receive weekly prizes and enjoy having the ability to push all their tickets to the final prize. Out of the 412 participants, 129 earned a prize over the summer. In addition, 3,842 badges were achieved, with 4,698 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, Coldstone Creamery, and Jac's Pizza. All the prizes were well received. Because of the increase in food prices this year, the library also offered Meijer gift cards for two weeks of prizes.