NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on December 14, 2015 beginning at 6:00 p.m. at the Portage District Library in the Lower Level Long Lake & Gourdneck Lake Meeting Rooms for the purpose of conducting library business.
PORTAGE DISTRICT LIBRARY BOARD
Regular Board Meeting to be held on
December 14, 2015
In the Lower Level Long Lake & Gourdneck Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

I. Start of Meeting
II. Roll Call
III. Comments or Requests from the Public, Board Members, or Library Staff. (5 minutes total)

IV. Adoption of the Agenda for the Regular Meeting of December 14, 2015. (1 minute) (Vote)

V. Consent Agenda (2 minutes) (Vote)
   A. Minutes of the Regular Board Meeting of October 26, 2015. Pg. 1-5
   B. Review of FOIA Policy. Pg. 6-33
   C. Approval of Annual Calendar of Library Board Activities for FY 2016. Pg. 34-36
   D. Adoption of Schedule of Library Board Meetings for 2016. Pg. 37
   E. Library Board Linkage. Pg. 38
   F. Report on Financial Condition for October 2015. Pg. 39-41
   H. Marketing Update for November & December 2015. Pg. 45-46
   I. Narrative Report for October & November 2015. Pg. 47-52
   J. Statistical Report for October 2015. Pg. 53-54
   L. Legislative Update for November 2015. Pg. 57-58

VI. Special Guest (20 minutes)
   A. Teresa Forton (Title III English Language Learner Instructional Coach for Portage Public Schools). Pg. 59 (Info)

VII. Governance (30 minutes)
   A. Election of 2016 Board Officers. Pg. 60 (Info)
   B. Personnel Committee’s Recommendation for Library Director’s Compensation in 2016. Pg. 61 (Vote)
   C. Follow-up discussion about 2015 Library Board Retreat & Next Steps for Strategic Planning. Pg. 62-63 (Info)
   D. Report from Trustee Martha Pacheco, Board Liaison to the Friends of the Library. Pg. 64 (Info)
   E. Consideration of Year-End Recognition of Library Staff Efforts in 2015. Pg. 65 (Info)
   F. Continued Trustee Involvement in Fundraising Activities for the Library. Pg. 66 (Info)

VIII. Ends Development (20 minutes)
   A. End-of-Year Report on Accomplishment of all End Statements for 2015. (Note: These reports will be included in the board meeting agenda packet as a separate document for easier reference.) Pg. 67 (Info)
   B. Final report on the library’s Book Drop Project. Pg. 68 (Info)
   C. Personnel Update – Retirement of Marsha Meyer, Adult Services Programming Librarian. Pg. 69 (Info)

IX. Library Director’s Reports (5 minutes total)
   A. Final remarks by Library Director for the December 14, 2015 Library Board Meeting.

X. Process Evaluation (10 minutes total)
   A. Suggestions for Agenda Items to be included on the January 25, 2016 Board Meeting
      2. Review of Community Meeting Room Policy.
      4. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2016 Budget to Offset Unpaid Encumbrances.
      5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.
8. Annual signing of “Conflict of Interest” Statements by all trustees.
9. Discussion about guests to be invited to Library Board meetings & staff presentations in 2016.
10. Report from Martha Pacheco, Board Liaison to the Friends of the Library.
   (NOTE: The 2016 Ends Statements will be issued separately from the other documents in the board meeting
   agenda packet for easier reference.)
15. 4th Quarter Financial Report for Fiscal Year 2015 & Comments on Year-End Results.

B. Assessment of this meeting
C. Miscellaneous Items

XI. Adjournment
PORTAGE DISTRICT LIBRARY BOARD MEETING

Minutes of the Regular Board Meeting
held on
October 26, 2015
Regular Meeting Lower Level Long & Gourdneck Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

I. Start of Meeting
Board members and staff gathered on October 26, 2015 at 5:30 pm for
Dinner (food from Qdoba) and the board meeting started at 6:00 pm.

II. Roll Call
Board Members Present: Michele Behr, Stephanie Brown, Betty Lee Ongley, Alisha Siebers, Donna VanderVries (arrived at 7:00 pm), and Joe Yantis

Board Members Absent: Martha Pacheco (excused)

Staff Present: Library Director Christy Klien, Jill Austin, Rolfe Behrje, Rob Foti, Lawrence Kapture, Quyen Le, and Laura Wright

III. Comments or Requests from the Public, Board Members, or Library Staff
Library Board Chair Alisha Siebers welcomed everyone and noted for the record that Trustee Pacheco would not
be coming and Trustee VanderVries would be arriving late. Siebers then opened the meeting for any comments
from the public, board members, or library staff.

A. Comments from Library Director – Library Director Klien begin by highlighting the Star Wars program that
had occurred at the library over the weekend. The event was a collaboration between Adult and Youth
Services and they had over 300 participants. Feedback was very good and everyone had a great time.

B. Comment from Alisha Siebers, Board Chair – Siebers took the opportunity to thank those that had attended
the memorial service for Chris Walker. She noted Chris’ love of the library, the contributions she had made
over the years, and the fact that she will be missed.

C. Comment from Jill Austin, Head of Circulation – Austin reminded the board that the MeL interlibrary loan
system would be down between November 18-December 11 as they are migrating servers. She noted that
regular MeL users were already receiving notifications about service down time through bookmarks in their
requested materials as well as on the MeL website. Trustee Behr asked why the length of down time was so
long, and Austin replied that the time includes filling remaining requests, ceasing deliveries, migrating
servers, and a ‘buffer time’ to ensure everything is finished before the service becomes available again.

D. Comment from Laura Wright, Head of Youth Services – Wright was pleased to announce that the new full-
time Youth Services Librarian is Kristy Zeluff. Many in the library already know her as she was a volunteer,
a weekend sub, an intern, and most recently a contracted storytime provider. She has previously worked at
the Vicksburg District Library as a Children’s Librarian and at the Parchment Community Library as an
Adult Services Programming Librarian. There is no announcement yet regarding the part-time Youth
Services Associate.

E. Another Comment from Jill Austin, Head of Circulation – Austin also mentioned to trustees that there is one
more opening that they will be hiring for in the Circulation Department. Liz Rasberry, currently a 20 hr/wk
clerk, is the new Teen Librarian at the Three Rivers Public Library.

DISPOSITION: The Library Board acknowledged the comments made by Library Director Klien, Trustee
Siebers, Austin, and Wright.

IV. Adoption of the Agenda for the Regular Meeting of October 26, 2015
Library Board Chair Siebers asked if there were any changes needed to the agenda for the October 26, 2015 board
meeting before its adoption, and there were no changes requested by trustees. Siebers asked for a motion to adopt
the agenda.
MOTION: It was moved by Behr and seconded by Ongley, that the agenda for the regular board meeting of October 26, 2015 be adopted as presented. Vote: 5-Yes, 0-No, 2-Absent (Pacheco, VanderVries). Motion carried.

V. Consent Agenda

Library Board Chair Siebers asked if there were any changes needed to the consent agenda for the October 26, 2015 board meeting before its adoption. One change was requested; Item H. Budget Amendment Gifts and Donations FY 2014 was removed by Vice Chair Behr for clarification. Siebers read the consent agenda aloud, then asked for a motion to adopt the agenda with Item H removed.

A. Minutes of the Regular Board Meeting of September 28, 2015.
B. Review of Audio/Visual Policy.
C. Review of Donations Policy.
D. Review of Fines & Fees Usage Policy.
E. Review of Investment Policy.
F. Review of Resident/Non-Resident Policy.
G. Approval of Non-Resident Fee Amount for 2016
H. Budget Amendment Gifts and Donations FY 2014
I. Budget Amendment $3,100 for Delach/Meyer Celebration
K. Library Board linkage opportunities for October/November 2015.
M. Monitoring Report – Communication & Support to the Library Board.
O. Marketing Update for September 2015.
P. Narrative Report for September 2015.
R. Legislative Update for September 2015.
S. Invitation to joint Retirement Open House at PDL for Delach & Meyer on November 13, 2015.

MOTION: It was moved by Behr and seconded by Brown, that the Consent Agenda for the regular board meeting of October 26, 2015 be approved with Item H removed. Vote: 5-Yes, 0-No, 2-Absent (Pacheco, VanderVries). Motion carried.

Vice Chair Behr said that she asked for further discussion on Item H for clarification regarding why additional money was necessary for the Book Drop Project. Library Director Klein and Business Manager Foti explained that there were certain enhancements that would be purchased for that area that were not covered in the construction bid including paint and labor, security features, furniture and shelving, and a washer and dryer. Behr thanked them for the clarification.

MOTION: It was moved by Ongley and seconded by Yantis, that Item H on the October 26, 2015 board meeting agenda pertaining to the Budget Amendment for Gifts and Donations in Fiscal Year 2014 be approved as presented. Vote: 5-Yes, 0-No, 2-Absent (Pacheco, VanderVries). Motion carried.

VI. Governance

A. Update on Library Director’s 2015 Evaluation Process- Library Board Chair Siebers reminded trustees that evaluation forms for the Library Director need to be turned in to Rob Foti by Friday, October 30. Siebers, Brown, and Yantis will schedule a meeting at a future date to review the evaluation forms and make a recommendation.

DISPOSITION: Library Board Chair Siebers thanked trustees for their assistance in this process.

B. Report from Trustee Martha Pacheco, Board Liaison to the Friends of the Library- Since Trustee Pacheco was unable to attend the meeting, Library Director Klien stepped in to make the FOTL report as she attended the Friends of the Library October Board Meeting in place of Jill Austin. Klien reported that the October
Book Sale was one of the biggest on record for the Friends. She mentioned that their efforts to post items on Craigslist have been very successful and that they are also looking into other ways to make more money. One idea they would like to move ahead with is to increase their mini book sales which have been successful in the past at events like the Summer Reading kick-off. They are asking that when the library is planning events to invite the Friends to have a mini book sale when appropriate. The Friends are also doing more marketing, such as their initiative to have book club title lists available during their sales. The Friends are also hosting their annual Halloween party for library staff on Friday, October 30th. Staff are invited to dress in costumes!

**DISPOSITION:** The Library Board acknowledged the excellent work of the Friends of the Library.

**C. Final plans for 2015 Library Board Retreat on November 9, 2015**- Gary Kushner has been hired to be the facilitator for the board retreat. He will lead the group in a SWAT/TOWS analysis. He has already met with Library Director Klien and Board Chair Siebers earlier this week to prepare. The hope is that this type of analysis will not only make the board and administrative staff think about the library’s strengths, weaknesses, opportunities, and threats, but may also help generate ideas and higher level thinking about our strategic plan. The board retreat will run from 6:00-9:00 PM on Monday, November 9, but all are welcome to come at 5:30 pm for food, which will be provided. One of the documents requested by Mr. Kushner was excerpts from board minutes of guest speakers to gauge community needs. This document has been provided to him and will be emailed to the board to refresh their memories prior to the board retreat.

**DISPOSITION:** The Library Board will attend the Board Retreat on November 9, 2015.

**D. Information for Preparation for Strategic Planning in 2016**- There was a power point presentation by Systems Administrator Rolfe Behjre titled Data for Library Strategic Planning. It included information gained from Gale Analytics and was intended as an overview of three main points; who are our patrons, what are our patrons using, and what is changing? General information imparted in this presentation include – the median age of the Portage population is aging; the race/ethnicity of our patron’s is primarily white, though there are increases in the black, Hispanic, and multi race categories; the average household income is currently rising; 3 out of 4 patrons checking out materials are female; the age group that currently checks out the most material is 30-39; currently our busiest day of the week is Saturday; our e-Circulation is on the rise; our website traffic has remained fairly steady, but more patrons are accessing it though a mobile device instead of a desktop computer. This information is the beginning of a compellation of data in preparation for Strategic Planning 2016. A copy of this presentation will be included in the library’s file.

There was a second power point presentation created by Assistant to the Director Quyen Le titled Library Images. It included 20 slides of inspiring library photographs to get board members and staff thinking about the potential our library has. Board members commented on slides to voice approval or note visually captivating spaces. A copy of this presentation will be included in the library’s file.

Trustee Ongley noted that there is more housing for seniors being built in our community and wondered how the library can serve them. She also mentioned that statistically, fewer children are being born and wondered how that will change the demographics of the library in the future. Trustee Yantis voiced concern over ‘pockets of poverty’ in our community especially in areas that are a long distance from the library and wondered aloud what the library can do to better serve them. Trustee Siebers posed the question – do we focus on services for our main age group or do we focus on planning and attempting to draw in non-users? Trustee Brown wondered if the data regarding the largest category of patrons could be interpreted as mothers checking out books for their children.

Library Director Klien informed trustees that there is much more information to come at the board retreat, specifically a report that includes our library’s district boundaries and our current users plotted on the map.

**DISPOSITION:** Trustees watched both presentations with interest and are preparing for Strategic Planning in 2016.
VII. Ends Development
   A. Library Director's accomplishment of personal goals for Fiscal Year 2015- Library Director Klien reminded the board that this material had already been included with the Library Director evaluation form, and was included in the board packet this month for public record.

   B. Progress Report on End Statement #4- Library Director Klien stated that she was very proud of the achievements of the staff in regards to End Statement #4 – Be a community center to experience and explore local arts and culture. Our programs have been excellent and well received in the community. Library Board Chair Siebers agreed with that statement.

   C. Follow-Up Report on 2015 Staff Development Day- Library Director Klien recapped Staff Development Day 2015 for board members. She said that the “Upselling” presentation by Crystal Feyerchak was well received and gave the staff a lot to think about. She continued that the Tornado and Fire Drill procedure refresh was necessary and that staff had a group picture taken that will be included with the Annual Report. Klien concluded by saying that the staff enjoys their time together and that it was a successful Staff Development Day.

   D. Update on the library’s Book Drop Project- Library Director Klien noted that progress is being made on the book drop. The construction crew has finished the cinder blocks and are now laying brick. Next step in the process will be concrete, then asphalt, which must be down by November 15th. The roof should be on by the end of this week. Jill Austin, Head of Circulation, commented that overnight material returns are down. Her speculation is that patrons are coming in to return their items when the library is open. She even had one patron comment that they did not know that there was an inside return before the project began. Overall, Austin said that patrons are being flexible through the construction process.

VIII. Monitoring to Assure Compliance with Executive Limitations
   Business Manager Foti remarked that revenue and taxes were on target and that penal fines were up. Because of changes in the staff, health insurance and payroll were coming in under budget. As is expected, third quarter ordering was down, but was expected to pick up in fourth quarter and before the end of the fiscal year. Trustee Ongley asked in there would be changes in staffing or if they were re-assessing positions. Library Director Klien stated that the Adult Services Librarian job posting would be out by the end of the week after meetings with Business Manager Foti and Head of Adult Services Kapture. Klien stated that the marketing position vacated by Chris Walker was also under review and that a job posting for that position was tentatively scheduled for early December with interviews to come in January 2016. The comment was made that there is the potential to move fundraising away from the marketing position and have some of that responsibility rest with the Assistant to the Director. Trustee Behr also commented that it would be appropriate for someone filling the marketing position to excel in outreach and community relations as well as coordinate the library’s social media presence.

IX. Library Director’s Comments
   A. Final remarks by Library Director for the October 26, 2015 Library Board Meeting – Library Director Klien said that much of the information she was planning to cover had already been mentioned in the discussion about filling upcoming vacancies. She asked the trustees if there was any other information or data that they were seeking before the Library Board Retreat and the Strategic Planning process began. Trustee Behr wondered if the library would have access to information on community spending habits and Klien responded that yes, that information will be made available to them at the retreat. Klien also asked that trustees bring their Strategic Planning binders back with them on November 9th as they would receive more information to include in it.

   Trustee Yantis commented that the importance of computer training was made apparent to him by an associate on another board that was unable to open email attachments. He hoped that the library would be able to provide services that would help people to learn how to use technology. Library Director Klien commented that Adult Services does provide one-on-one assistance by appointment and that there are two different computer user groups affiliated with the library. Trustee Yantis also commented on information regarding the city surplus and the upcoming school bond issues. He reminded all trustees and library staff to vote.
Trustee Ongley mentioned a number of upcoming events in the community including:

Nov. 2 – **Kalamazoo County Historical Society meeting with guest Speaker Tom George**

Nov. 4 – **A Reading and Conversation with Bonnie Jo Campbell and Diane Seuss** - Portage District Library, 7:00 pm

Nov. 5-15 – **Michigan Festival of Sacred Music** – Visit www.mfsm.us for more information.


Nov. 7 - **Kalamazoo Russian Festival** - Fetzer Center, 9 a.m. to 5 p.m. Admission $10 for adults, $6 for students, $3 for children age 12 and under; family passes for $25.

X. **Process Evaluation**

A. **Suggestions for Agenda Items to be included on the December 15, 2015 board meeting:**

2. Special Guest: Teresa Forton
   (Title III English Language Learner Instructional Coach for Portage Public Schools)
4. Approval of Annual Calendar of Library Board Activities for FY 2016.
5. Adoption of Schedule of Library Board Meetings for 2016.
12. Legislative Update for November 2015.
13. Appointment of Nominating Committee Chair to survey trustees’ interest in Board offices in 2016.
15. Report from Trustee Martha Pacheco, Board Liaison to the Friends of the Library.

B. **Assessment of this meeting** – There was agreement among trustees that this had been a full and productive board meeting.

XI. **Adjournment**

Library Board Chair Siebers said if there was no further business to come before the board, that the meeting would stand adjourned. There was no further business and the meeting ended at 7:28 pm.

Recorded and Transcribed by,

Quyen Le
Library Board Secretary
PORTAGE DISTRICT LIBRARY

Freedom of Information Act (FOIA) Policy

The following policy was established and adopted by the Portage District Library Board on December 9, 2013. The policy identifies the procedures that the Portage District Library FOIA Coordinator (as defined below) is to follow when processing a request in accordance with Act No. 442 of the Public Acts of 1976, as amended (the "Act").

SECTION 1. DEFINITIONS


FOIA Coordinator: The Library Director, as designated by the Portage District Library Board pursuant to Section 6(1) of the Act, and any other individual designated by the Library Director pursuant to Section 6(3) of the Act, to act on the Library Director’s behalf in accepting and processing requests for the Portage District Library’s public records and in approving a denial under Section 5 of the Act.

Person: An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity. Person does not include an individual serving a sentence of imprisonment in a state or county correctional facility in Michigan or any other state, or in a federal correctional facility.

Public Record: A writing which is prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function from the time it is created and as otherwise defined by the Act. Public record does not include computer software.

Unusual Circumstances: The need to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct records pursuant to a single request or the need to collect public records from numerous locations apart from the office receiving or processing the request.

Where not otherwise defined, the words and phrases contained in this policy shall have the meaning given to them, if any, by the Act.
SECTION 2 - RIGHT TO RECORDS

A person has the right to review public record(s) from the Portage District Library. The request must be in writing and sufficiently describe the public record to enable the FOIA Coordinator to identify the requested public record.

A person has the right to inspect a public record, or receive copies of requested record, unless exempted by law or court order. Upon written request, a person will be provided with a reasonable opportunity to examine the public records provided by the public body. Inspection of public records shall occur by appointment only with the FOIA Coordinator. When inspecting public records, a person shall not write on, alter, deface, or otherwise place any mark on a public record. The FOIA Coordinator shall protect public records from loss, removal, unauthorized alteration, mutilation, or destruction. A person may request that copies of a public record be provided subject to the payment of fees as provided in Section 4.

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

SECTION 3 – RIGHTS and OBLIGATIONS of the FOIA COORDINATOR

The FOIA Coordinator shall process all written requests for a public record. If a request has not been made in writing, the FOIA Coordinator shall have the person complete the request form (see FOIA request form, Attachment A). The FOIA Coordinator shall not deliver or make a public record available to the requesting person until payment of the fees established under Section 4. If the FOIA Coordinator delivers or makes a public record available and the requesting person has not made payment at the time, the Portage District Library shall be entitled to collect payment from the requesting person by any legal means.

The FOIA Coordinator will provide a certified copy of a public record if a person so requests in writing.

The Act does not require the Portage District Library or the FOIA Coordinator to make a compilation, summary, report of information, or create a new public record (including compiling or summarizing existing information in a new format). Neither the Portage District Library nor the FOIA Coordinator are obligated to provide answers to oral or written questions. Unless a person requires the Portage District Library to provide copies to the person, the FOIA Coordinator may allow for inspection of public records.

The FOIA Coordinator shall keep a copy of all written requests on file for not less than one year.

Whenever copies are made for a requesting party under FOIA, the FOIA Coordinator shall make and keep for its files one extra set of copies thereof, in case it is necessary later to prove exactly which copies were made and given to the requesting party. Such extra set of copies shall be kept by the Portage District Library for at least one (1) year. There shall be no charge or fee to the requesting party for such extra set of copies kept by the Portage District Library.
SECTION 4 – PROVISIONS for COPYING PUBLIC RECORDS

The Portage District Library Board shall adopt, by resolution, a schedule of fees for processing FOIA requests and for providing copies of public records in accordance with the Act. All FOIA requests submitted pursuant to the Act shall be subject to the fees adopted by the Portage District Library Board, except any fees as otherwise provided by law. Postage and handling shall also be charged as applicable and shall include the exact postage, as well as the cost for envelopes or other containers used for mailing copies of the public records requested. The Portage District Library must use the most economical means available for making copies of public records.

The FOIA Coordinator may waive a fee or reduce a fee if it is determined that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

The FOIA Coordinator may only charge a fee for the cost involved with searching for, examining, or reviewing a public record, and the deletion and separation of exempt from nonexempt information, when it results in an unreasonably high cost to the Portage District Library. The fee may include the cost of labor for searching for, examining, or reviewing a public record, and the deletion and separation of exempt from nonexempt information, in response to a request for the inspection of a public record or a request for copies of a public record as permitted by FOIA. In determining what is an unreasonably high cost to the Portage District Library, the FOIA Coordinator shall consider the following factors on a case-by-case basis:

a) Volume of public record requested;

b) The time frame for the records requested;

c) Complexity of searching for, examining, reviewing a public record, and the deletion and separation of exempt from non-exempt information;

d) The need to search for, examine, and review public records from different departments;

e) The anticipated hours of labor;

f) The available staffing for responding to the request;

g) Any other similar factors designated by the FOIA Coordinator; and

Charges for labor costs shall be determined by using the hourly wages of the lowest paid public body employee capable of retrieving the records requested, as provided in the Act.

A public record search shall be made and a copy shall be furnished without the charge for the first $20.00 of the fee for each request to any person who submits an affidavit stating that the person is then receiving public assistance or, if not receiving public assistance, stating facts showing an inability to pay the cost because of indigence.

Where total fees are reasonably anticipated to exceed Fifty Dollars ($50.00), the FOIA Coordinator is further authorized to require that fifty percent (50%) of the estimated fees be deposited prior to the processing of the request.
Copy fees and mailing charges for future issuances of regularly published public records will be arranged through the FOIA Coordinator. A person can request that a public record, which is regularly published, be sent to them or they may be called for pickup of the public record for a period of time, not to exceed six months, unless extended.

The FOIA Coordinator shall not charge additional fees for certification of any copies.

The Portage District Library has limited in-house capabilities for copying photographs, audio or video tapes, microforms, maps or plans. If a person requests that copies be made of these or large documents which must be copied off-site, the FOIA Coordinator will determine and assess those costs. If an officer or employee of the Portage District Library is required to deliver and/or pick up the public records and/or copies of public records, the labor hours spent and applicable mileage (at IRS standard mileage rates) will also be applied to the charges of the person(s) requesting the public records.

The Portage District Library may hire third parties to process or assist in the processing of a request.

Copy fees and mailing charges for future issuances of regularly published public records will be arranged through the FOIA Coordinator. A person can request that a public record, which is regularly published, be sent to them or they may be called for pickup of the public record for a period of time, not to exceed six months, unless extended.

SECTION 5 – PROCEDURES of the PUBLIC BODY in PROCESSING a FOIA REQUEST

After a person has made a written request for a public record in accordance with the Act, the FOIA Coordinator shall respond within five (5) business days after its receipt. A written request made by facsimile, electronic mail, or other electronic transmission is not considered received by the FOIA Coordinator until one (1) business day after the electronic transmission is made, as provided in the Act.

The FOIA Coordinator will process written requests for a public record by responding within five (5) business days of receipt in one of four ways:

1) **Grant the request.**

   If the request indicates that the person desires to inspect the public records, the FOIA Coordinator

   If the request indicates that the person is requesting copies of a public record, the FOIA Coordinator will forward notification to the requesting person indicating the amount due and where the documents may be released. However, if the request is expected to generate fees of $50 or more, the FOIA Coordinator may require fifty percent (50%) of the estimated charges be deposited in advance of the processing of the request. The FOIA Coordinator will not process the request unless and until the deposit is made. The balance must be paid prior to release of documents.

2) **Issue a written notice denying the request.** The notice of the denial shall include:

   a) an explanation as to why the requested public record is exempt from disclosure in accordance with the Act, or

   b) a certificate that the requested public record does not exist under the name given by the requestor or by another name reasonably known to the Portage District Library, or

   c) a description of a public record or information which had to be separated or deleted from the
public record pursuant to Section 14 of the Act.

In addition to the explanations noted above, the denial shall also include a full explanation of the person's right to appeal the denial to the Portage District Library Board and to seek judicial review in accordance with Section 10 of the Act.

3) Grant the request in part, and issue a written notice denying the request in part. In the latter instance, the public records exempted from disclosure shall be treated as in (2) above.

4) Issue a written notice extending the time in which to respond to the request by ten (10) business days. The notice will specify the reasons for the extension and the date by which the Portage District Library will grant the request, deny the request, or grant in part and deny in part the request. The Portage District Library shall not issue more than one such notice of extension for a particular request.

Where a written request is received which does not sufficiently describe the public records requested so as to enable the FOIA Coordinator to locate the same, the FOIA Coordinator will notify the requester for a clarification. Such notice, if sent, shall not be interpreted as a denial of the request for purposes of the Act or this Policy.

SECTION 6 – PROCEDURES for SEPARATION of RECORDS
If a request is made for an existing public record that includes information which is exempt from disclosure under the Act and information which is not exempt, the FOIA Coordinator must separate the material and make the nonexempt material available for examination and copying. Additionally, if the separation is readily apparent to a person requesting to inspect or receive copies, the FOIA Coordinator shall generally describe the material exempted unless doing so would reveal the contents of the exempt information and thus defeat the purpose of the exemption.

SECTION 7 – DESIGNATION of FOIA COORDINATOR
The FOIA Coordinator shall be responsible to accept and process requests for public records and approve denials in accordance with Sections 5(4) and (5) of the Act.

SECTION 8 – APPEALS
In accordance with the Act, where a person's request for a public record is denied, in whole or in part, the person shall be entitled to file a written appeal on the decision in accordance with the following process:

1) The person shall be advised by the FOIA Coordinator of the right to file a written appeal to the Portage District Library Board which shall specifically state the word "appeal" and identify the reason(s) for reversal of the denial.

2) The Portage District Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Portage District Library Board following submission of the written appeal.

3) In its consideration of any written appeal, the Portage District Library Board shall review the materials submitted by the appellant, any written comments received from the FOIA Coordinator, any other information as the Portage District Library Board deems necessary and within ten (10) days after receiving the written appeal as provided in subsection 2) above, take one of the following actions:

   a) reverse the disclosure denial, or
b) issue a written notice to the requesting person upholding the disclosure denial, or

c) reverse the disclosure denial in part and issue a written notice to the requesting person upholding the denial in part, or

d) under unusual circumstances, issue a notice extending for not more than ten (10) business days the period during which the Portage District Library Board will respond to the written appeal. The Portage District Library Board shall not issue more than one notice of extension for a particular written appeal.

4) The appellant may choose to commence an action in the Circuit Court to compel the Portage District Library's disclosure of public records as provided in Section 10 of the Act.

SECTION 9 – FORMS
The FOIA Coordinator may use the forms (Attachments A-D) attached to this Policy in processing FOIA requests.
FOIA Request for Public Records

Request No.: ___________ Date Received: ___________ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method
Date delivered to junk/spam folder: _______________
Date discovered in junk/spam folder: _______________

(Please Print or Type)

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<td>Firm/Organization</td>
<td>Fax</td>
</tr>
<tr>
<td>Street</td>
<td>Email</td>
</tr>
<tr>
<td>City/Township</td>
<td>State</td>
</tr>
</tbody>
</table>

Request for: ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above
☐ Deliver on digital media provided by the Library: ________________________________________________________________

Note: The Library is not required to provide records in a digital format or on digital media if the Library does not already have the technological capability to do so.

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________

Request Form
Note: Requestors are not required to use this form. The Library may complete one for recordkeeping if not used.

Requesting Person’s Signature | Date

Records Located on Website (Complete both sides)
If the Library directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (separate exempt information from non-exempt information).
If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Library must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the Library must separate the requested public records that are available on its website from those that are not available on the website and must inform the requesting person of the additional charge to receive copies of the public records that are available on its website.

If the Library includes the website address for a record in its written response to the requesting person and the requesting person thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the Library must provide the public records in the specified format (if the Library has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

### Request for Copies/Duplication of Records on Library Website

I hereby stipulate that, even if some or all of the records are located on a Library website, I am requesting that the Library make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

<table>
<thead>
<tr>
<th>Requestor's Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overtime Labor Costs</strong></td>
<td></td>
</tr>
<tr>
<td>Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.</td>
<td></td>
</tr>
</tbody>
</table>

| Consent to Overtime Labor Costs |
| I hereby agree and stipulate to the Library using overtime wages in calculating the following labor costs as itemized in the following categories: |
| 1. ☐ Labor to copy/duplicate  2. ☐ Labor to locate  3a. ☐ Labor to redact  3b. ☐ Contract labor to redact  6b. ☐ Labor to copy/duplicate records already on Library’s website |
| Requestor's Signature | Date |

### Request for Discount: Indigence

A public record search must be made and a copy of a public record must be furnished without charge for the first $20.00 of the fee for each request by an individual who is entitled to information under this act and who:

1. Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR
2. If not receiving public assistance, stating facts showing inability to pay the cost because of indigence. If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:
   i. The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
   ii. The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

<table>
<thead>
<tr>
<th>Office Use:</th>
<th>☐ Affidavit Received</th>
<th>☐ Eligible for Discount</th>
<th>☐ Ineligible for Discount</th>
</tr>
</thead>
</table>

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

| Requestor's Signature | Date |

### Request for Discount: Nonprofit Organization

A public record search must be made and a copy of a public record must be furnished without charge for the first $20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:

1. Is made directly on behalf of the organization or its clients.
2. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
3. Is accompanied by documentation of its designation by the state, if requested by the Library.

<table>
<thead>
<tr>
<th>Office Use:</th>
<th>☐ Documentation of State Designation Received</th>
<th>☐ Eligible for Discount</th>
<th>☐ Ineligible for Discount</th>
</tr>
</thead>
</table>

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:

| Requestor's Signature | Date |
ATTACHMENT B
**Freedom of Information Act Request Detailed Cost Itemization**

<table>
<thead>
<tr>
<th>Date: ________</th>
<th>Prepared for Request Number: __________________________</th>
<th>Date Request Received: ________</th>
</tr>
</thead>
</table>

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the Library’s FOIA Policies and Guidelines.

1. **Labor Cost for Copying / Duplication**
   - This is the cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requesting person on non-paper physical media or through the Internet or other electronic means as stipulated by the requesting person.
   - This shall not be more than the hourly wage of the Library’s lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.
   - These costs will be estimated and charged in 15-minute time increments; all partial time increments must be rounded down. If the number of minutes is less than 15, there is no labor charge.

   **Hourly Wage Charged:** $_________  
   **Charge per increment:** $_________

   **OR**

   **Hourly Wage with Fringe Benefit Cost:** $_________  
   **Charge per increment:** $_________

   Multiply the hourly wage by the percentage multiplier: _____%  
   (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.  
   □ Overtime rate charged as stipulated by Requestor *(overtime is not used to calculate fringe benefit cost)*

   To figure the number of increments, take the number of minutes: ______, divide by 15-minute increments, and round down.  
   Enter below:

   **No. of increments**

   x ________ =  

   1. **Labor Cost**

   $_________

2. **Labor Cost to Locate:**
   - This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request.  
   - This fee is being charged because failure to do so will result in unreasonably high costs to the Library because of the nature of the request in this particular instance, specifically: ____________________________________________________________

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

   These costs will be estimated and charged in 15-minute time increments; all partial time increments must be rounded down. If the number of minutes is less than 15, there is no labor charge.

   **Hourly Wage Charged:** $_________  
   **Charge per increment:** $_________

   **OR**

   **Hourly Wage with Fringe Benefit Cost:** $_________  
   **Charge per increment:** $_________

   Multiply the hourly wage by the percentage multiplier: _____%  
   (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.  
   □ Overtime rate charged as stipulated by requesting person *(overtime is not used to calculate fringe benefit cost)*

   To figure the number of increments, take the number of minutes: ______, divide by 15-minute increments, and round down.  
   Enter below:

   **No. of increments**

   x ________ =  

   2. **Labor Cost**

   $_________

---

FOIA Detailed Cost Itemization Form  Page 1
3a. **Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

(Fill this out if using Library employee. If contracted, use No. 3b instead).

The Library will not charge labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the Library because of the nature of the request in this particular instance, specifically: __________________________________________________________

This is the cost of labor of a **Library employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **Library’s lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15-minute time increments**: all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no labor charge.*

### Hourly Wage Charged: $________

Charge per increment: $________

OR

### Hourly Wage with Fringe Benefit Cost: $________

Multiply the hourly wage by the percentage multiplier: ______%  
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: $________

☐ Overtime rate charged as stipulated by requesting person *(overtime is not used to calculate fringe benefit cost)*

<table>
<thead>
<tr>
<th>No. of increments</th>
<th>$________</th>
</tr>
</thead>
<tbody>
<tr>
<td>$________</td>
<td>$________</td>
</tr>
</tbody>
</table>

3b. **Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a. instead)

The Library will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the Library because of the nature of the request in this particular instance, specifically: __________________________________________________________

As the Library does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** *(i.e.: outside attorney)*, including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of ________ (currently $8.15).

**Name of contracted person or firm:** _______________________________________________________

These costs will be estimated and charged in **15-minute time increments**: all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no labor charge.*

### Hourly Wage Charged: $________

Charge per increment: $________

OR

### Hourly Wage with Fringe Benefit Cost: $________

Multiply the hourly wage by the percentage multiplier: ______%  
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: $________

☐ Overtime rate charged as stipulated by Requesting person *(overtime is not used to calculate fringe benefit cost)*

<table>
<thead>
<tr>
<th>No. of increments</th>
<th>$________</th>
</tr>
</thead>
<tbody>
<tr>
<td>$________</td>
<td>$________</td>
</tr>
</tbody>
</table>

**To figure the number of increments, take the number of minutes:**

<table>
<thead>
<tr>
<th><em>increment</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>$________</td>
</tr>
</tbody>
</table>

FOIA Detailed Cost Itemization Form  Page 2
4. **Copying / Duplication Cost:**

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (*for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection*).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- **Letter** (8½ x 11-inch, single- or double-sided): 10 cents per sheet
- **Legal** (8½ x 14-inch, single- or double-sided): 10 cents per sheet

No more than the actual cost of a sheet of paper:

- Other paper sizes (single- or double-sided): ____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- **Circle applicable:** Disc / Tape / Drive / Other Digital Medium  Cost per Item: _________

The cost of paper copies must be calculated as a total cost per sheet of paper. The Library must utilize the most economical means available for making copies of public records, including using double sided printing, if cost saving and available.

<table>
<thead>
<tr>
<th>No. of Sheets:</th>
<th>Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>x ____________ =</td>
<td>$_______</td>
</tr>
</tbody>
</table>

5. **Mailing Cost:**

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

- The Library may charge for the least expensive form of postal delivery confirmation.
- The Library cannot charge more for expedited shipping or insurance unless specifically requested by the requesting person*

<table>
<thead>
<tr>
<th>Actual Cost of Envelope or Package:</th>
<th>$_______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Cost of Postage: $_______ per stamp</td>
<td></td>
</tr>
<tr>
<td>$_______ per pound</td>
<td></td>
</tr>
<tr>
<td>$_______ per package</td>
<td></td>
</tr>
<tr>
<td>Actual Cost (least expensive) Postal Delivery Confirmation:</td>
<td>$_______</td>
</tr>
<tr>
<td>*Expedited Shipping or Insurance as Requested:</td>
<td>$_______</td>
</tr>
</tbody>
</table>

☐ *Requesting person has requested expedited shipping or insurance

<table>
<thead>
<tr>
<th>No. of Envelopes or Packages:</th>
<th>Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>x ____________ =</td>
<td>$_______</td>
</tr>
<tr>
<td>x ____________ =</td>
<td>$_______</td>
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<tr>
<td>x ____________ =</td>
<td>$_______</td>
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<tr>
<td>x ____________ =</td>
<td>$_______</td>
</tr>
<tr>
<td>x ____________ =</td>
<td>$_______</td>
</tr>
</tbody>
</table>

4. Total Copy Cost $_______

5. Total Mailing Cost $_______
6a. **Copying / Duplication Cost for Records Already on Library’s Website:**

If the Library has included the website address for a record in its written response to the requesting person, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the Library will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:
- Letter (8½ x 11-inch, single and double-sided): ______ cents per sheet
- Legal (8½ x 14-inch, single and double-sided): ______ cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:
- Other paper sizes (single and double-sided): ______ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:
- **Circle applicable:** Disc / Tape / Drive / Other Digital Medium
  Cost per Item: _______

☐ Requesting person has stipulated that some / all of the requested records that are already on the Library’s website be provided in a paper or non-paper physical digital medium.

<table>
<thead>
<tr>
<th>No. of Sheets</th>
<th>Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>x _________ =</td>
<td>$ _______</td>
</tr>
</tbody>
</table>

6a. Web Copy Cost
$ _______

6b. **Labor Cost for Copying / Duplicating Records already on Library’s Website:**

This shall not be more than the hourly wage of the Library’s lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in 15-minute time increments; all partial time increments must be rounded down. If the number of minutes is less than 15, there is no labor charge.

Hourly Wage Charged: $ _______
Charge per increment: $ _______

OR

Hourly Wage with Fringe Benefit Cost: $ _______
Multiply the hourly wage by the percentage multiplier: _____% OR
and add to the hourly wage for a total per hour rate. The Library may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

Charge per increment: $ _______

☐ Overtime rate charged as stipulated by requesting person

<table>
<thead>
<tr>
<th>No. of increments</th>
<th>6b. Web Labor Cost</th>
</tr>
</thead>
</table>
| x _________ = | $ _______

6b. Web Labor Cost
$ _______

6c. **Mailing Cost for Records Already on Library’s Website:**

- Actual Cost of Envelope or Package: $ _______
- Actual Cost of Postage:
  - $ ______ per stamp
  - $ ______ per pound
  - $ ______ per package
- Actual Cost (least expensive) Postal Delivery Confirmation: $ _______

*Expedited Shipping or Insurance as Requested: $ _______

☐ *Requesting person requested expedited shipping or insurance

<table>
<thead>
<tr>
<th>Number</th>
<th>Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>x _______ =</td>
<td>$ _______</td>
</tr>
</tbody>
</table>

6c. Web Mailing Cost
$ _______

---

FOIA Detailed Cost Itemization Form  Page 4
### Subtotal Fees Before Waivers, Discounts or Deposits:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost Estimate</th>
<th>Bill</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Labor Cost for Copying:</td>
<td>$___________</td>
<td></td>
</tr>
<tr>
<td>2. Labor Cost to Locate:</td>
<td>$___________</td>
<td></td>
</tr>
<tr>
<td>3a. Labor Cost to Redact:</td>
<td>$___________</td>
<td></td>
</tr>
<tr>
<td>3b. Contract Labor Cost to Redact:</td>
<td>$___________</td>
<td></td>
</tr>
<tr>
<td>4. Copying/Duplication Cost:</td>
<td>$___________</td>
<td></td>
</tr>
<tr>
<td>5. Mailing Cost:</td>
<td>$___________</td>
<td></td>
</tr>
<tr>
<td>6a. Copying/Duplication of Records on Website:</td>
<td>$___________</td>
<td></td>
</tr>
<tr>
<td>6b. Labor Cost for Copying Records on Website:</td>
<td>$___________</td>
<td></td>
</tr>
<tr>
<td>6c. Mailing Costs for Records on Website:</td>
<td>$___________</td>
<td></td>
</tr>
</tbody>
</table>

**Estimated Time Frame to Provide Records:**

__________________________________________ (days or date)

The time frame estimate is nonbinding upon the Library, but the Library is providing the estimate in good faith. Providing an estimated time frame does not relieve the Library from any of the other requirements of the Freedom of Information Act.

### Waiver: Public Interest

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the Library determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefitting the general public.

- All fees are waived  OR  All fees reduced by: _____%

### Discount: Indigence

A public record search must be made and a copy of a public record must be furnished without charge for the first $20.00 of the fee for each request by an individual who is entitled to information under the Freedom of Information Act and who:

1. Submits an affidavit stating that the individual is indigent and receiving specific assistance, OR
2. If not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

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

- The individual has previously received discounted copies of public records from the Library twice during that calendar year, OR
- The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. The Library may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

### Discount: Nonprofit Organization

A public record search must be made and a copy of a public record must be furnished without charge for the first $20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C. of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
- Is accompanies by documentation of its designation by the state, if requested by the Library.
Deposit: Good Faith
The Library may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge exceeds $50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed ½ of the total estimated fee. Percent of Deposit: _____%  

<table>
<thead>
<tr>
<th>Date Paid:</th>
<th>Deposit Amount Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full
After a Library has granted and fulfilled a written request from an individual under the Freedom of Information Act, if the Library has not been paid in full the total amount of fees for the copies of public records that the Library made available to the individual as a result of that written request, the Library may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:

(a) The final fee for the prior written request was not more than 105% of the estimated fee.
(b) The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
(c) The public records were made available to the individual, subject to payment, within the time frame estimate given on Page 5 of this form.
(d) Ninety (90) days have passed since the Library notified the individual in writing that the public records were available for pickup or mailing.
(e) The individual is unable to show proof of prior payment to the Library.
(f) The Library calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request’s increased estimated fee deposit.

A Library can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:

(a) The individual is able to show proof of prior payment in full to the Library, OR
(b) The Library is subsequently paid in full for the applicable prior written request, OR
(c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the Library.

<table>
<thead>
<tr>
<th>Date Paid:</th>
<th>Deposit Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Percent Deposit Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
</tr>
</tbody>
</table>

Late Response Labor Costs Reduction
If the Library does not respond to a written request in a timely manner as required under MCL 15.235(2), the Library must do the following:

(a) Reduce the charges for labor costs otherwise permitted by 5% for each day the Library exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies:
   i. The late response was willful and intentional, OR
   ii. The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy”, or a recognizable misspelling of such, or appropriate legal code reference to MCL 15.231 et seq. or 1976 Public Act 442, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

<table>
<thead>
<tr>
<th>Number of Days Over Required Response Time:</th>
<th>Total Labor Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minus Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>= Reduced Total Labor Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

The Public Summary of the Library’s FOIA Procedures and Guidelines is available free of charge from:
Website: __________________________
Email: ___________________________
Phone: __________________ Address: __________________

Request Will Be Processed, But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed

<table>
<thead>
<tr>
<th>Date Paid:</th>
<th>Total Balance Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
ATTACHMENT C
Notice to Extend Response Time for FOIA Request  

<table>
<thead>
<tr>
<th>Request No.:</th>
<th>Date Received:</th>
<th>Check if received via:</th>
<th>Date delivered to junk/spam folder:</th>
</tr>
</thead>
</table>

Date of This Notice: (Please Print or Type)  
Date discovered in junk/spam folder:  
Date delivered to junk/spam folder:  

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Firm/Organization</th>
<th>Fax</th>
<th>Street</th>
<th>Email</th>
<th>City/Township</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Request for:  
- Copy  
- Certified copy  
- Record inspection  
- Subscription to record issued on regular basis  

Delivery Method:  
- Will pick up  
- Will make own copies onsite  
- Mail to address above  
- Email to address above  
- Deliver on digital media provided by the Library:  

Record(s) You Requested: (Listed here or see attached copy of original request)  

We are extending the date to respond to your FOIA request for no more than 10 business days, until _________ (month, day, year). Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact ______________________ at _____________________________________________.

Estimated Time Frame to Provide Records: _________ (days or date)  
The time frame estimate is nonbinding upon the Library, but the Library is providing the estimate in good faith. Providing an estimated time frame does not relieve a public body from any of the other requirements of this act.

Reason for Extension:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Signature of FOIA Coordinator:  
Date:
[This page left blank on purpose.]
Notice of Denial of FOIA Request

Request No.: __________  Date Received: __________  Check if received via: □ Email  □ Fax  □ Other Electronic Method

Date of This Notice: __________
(Please Print or Type)

Date delivered to junk/spam folder: __________

Date discovered in junk/spam folder: __________

(All OR Part) of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact ______________________________ at ____________________________________

Reason for Denial:

☐ 1. Exempt from Disclosure: This item is exempt from disclosure under FOIA Section 13, Subsection _________ (insert number), because:

____________________________________________________________________________________________________

☐ 2. Record Does Not Exist: This item does not exist under the name provided in your request or by another name reasonably known to the Library. A certificate that the public record does not exist under the name given is attached. If you believe this record does exist, provide a description that will enable us to locate the record:

____________________________________________________________________________________________________

☐ 3. Redaction: A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection _________ (insert number), because:

A brief description of the information that had to be separated or deleted:

____________________________________________________________________________________________________

Notice of Requestor’s Right to Seek Judicial Review
You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the Library Board to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the Library has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys’ fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: __________________________  Date: __________

Name
Phone

Firm/Organization
Fax

Street
Email

City/Township
State
Zip

Delivery Method: □ Will pick up  □ Will make own copies onsite  □ Mail to address above  □ Email to address above  □ Deliver on digital media provided by the Library: __________________________

Record(s) You Requested: (Listed here or see attached copy of original request)

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

□ All  OR  □ Part of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact ______________________________ at ____________________________________

Notice of Requestor's Right to Seek Judicial Review
You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the Library Board to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the Library has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys’ fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: __________________________  Date: __________
FREEDOM OF INFORMATION ACT (EXCERPT)
Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys’ fees, costs, and disbursements; assessment of award; damages.

Sec. 10.
(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body’s disclosure of the public records within 180 days after a public body’s final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

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

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

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys’ fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys’ fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of $1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of $1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

ATTACHMENT E
FOIA Appeal Form—To Appeal a Denial of Records

Request No.: __________ Date Received: __________ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method
Date of This Notice: __________
(Please Print or Type)
Date delivered to junk/spam folder: __________
Date discovered in junk/spam folder: __________

Request for: ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Name
Phone
Firm/Organization
Fax
Street
Email
City/Township
State Zip

Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above
☐ Deliver on digital media provided by the Library: __________________

Record(s) You Requested: (Listed here or see attached copy of original request)
____________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Reason(s) for Appeal:
The appeal must identify the reason(s) for the denial. You may use this form or attach additional sheets:
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Requestor’s Signature: ___________________________ Date: __________

Library Response:
The Library Board must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension. The Library Board is not considered to have received this appeal until the first regularly scheduled meeting of the Library Board following submission of this appeal.

Library Board Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until __________ (month, day, year). Only one extension may be taken per FOIA appeal.
Unusual circumstances warranting extension: __________________
____________________________________________________________________________________________________________________
If you have any questions regarding this extension, contact: __________________

Library Board Determination:
☐ Denial Reversed ☐ Denial Upheld ☐ Denial Reversed in Part and Upheld in Part
The following previously denied records will be released:
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

Notice of Requestor’s Right to Seek Judicial Review
With or without the Library Board’s determination on this appeal, you are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the Library has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys’ fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: ___________________________ Date: __________
FREEDOM OF INFORMATION ACT (EXCERPT)
Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys’ fees, costs, and disbursements; assessment of award; damages.

Sec. 10.
(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:
   (a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.
   (b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body’s disclosure of the public records within 180 days after a public body’s final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:
   (a) Reverse the disclosure denial.
   (b) Issue a written notice to the requesting person upholding the disclosure denial.
   (c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
   (d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys’ fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys’ fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of $1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of $1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

ATTACHMENT F
FOIA Appeal Form—To Appeal an Excess Fee

Request No.: __________ Date Received: __________ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method
Date of This Notice: __________ Date delivered to junk/spam folder: __________
(Please Print or Type)  Date discovered in junk/spam folder: __________
Request for: ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Name: ___________________________ Phone: ___________________________
Firm/Organization: ___________________________ Fax: ___________________________
Street: ___________________________ Email: ___________________________
City/Township: ___________________________ State: ___________________________ Zip: ___________________________

Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above
☐ Deliver on digital media provided by the Library:
____________________________________________________________________________________

Record(s) You Requested: (Listed here or see attached copy of original request)
____________________________________________________________________________________
____________________________________________________________________________________

Reason(s) for Appeal:
The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:
____________________________________________________________________________________
____________________________________________________________________________________

Requestor's Signature: ___________________________ Date: ___________________________

Library Board Response:
The Library Board must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension. The Library Board is not considered to have received this appeal until the first regularly scheduled meeting of the Library Board following submission of this appeal.

Library Board Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _______________ (month, day, year). Only one extension may be taken per FOIA appeal.
Unusual circumstances warranting extension:
____________________________________________________________________________________
If you have any questions regarding this extension, contact: ___________________________

Library Board Determination: ☐ Fee Waived ☐ Fee Reduced ☐ Fee Upheld

Written basis for Library determination:
____________________________________________________________________________________
____________________________________________________________________________________

Notice of Requestor's Right to Seek Judicial Review
You are entitled under the Library Board’s written Procedures & Guidelines and Section 10a of the Michigan Freedom of Information Act, MCL 15.240a to appeal a FOIA fee to the Library Board if you believe the fee exceeds the amount permitted under the Library’s written Procedures & Guidelines or the Freedom of Information Act. Following the Library Board’s determination on the appeal, you are then entitled to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the Library Board. If a civil action is commenced in court, the Library is not obligated to complete processing the request until the court resolves the fee dispute. If the court determines that the Library required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: ___________________________ Date: ___________________________

Page -32
15.240a.added Fee in excess of amount permitted under procedures and guidelines or MCL 15.234.

Sec. 10a.

(1) If a public body requires a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4, the requesting person may do any of the following:

(a) If the public body provides for fee appeals to the head of the public body in its publicly available procedures and guidelines, submit to the head of the public body a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the public body's available procedures and guidelines or section 4.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, in the court of claims, for a fee reduction. The action must be filed within 45 days after receiving the notice of the required fee or a determination of an appeal to the head of a public body. If a civil action is commenced against the public body under this subdivision, the public body is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. An action shall not be filed under this subdivision unless 1 of the following applies:

(i) The public body does not provide for appeals under subdivision (a).

(ii) The head of the public body failed to respond to a written appeal as required under subsection (2).

(iii) The head of the public body issued a determination to a written appeal as required under subsection (2).

(2) Within 10 business days after receiving a written appeal under subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Waive the fee.

(b) Reduce the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the remaining fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and section 4.

(c) Uphold the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the required fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the fee amount complies with the public body's publicly available procedures and guidelines and section 4.

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

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subdivision (a) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a).

(4) In an action commenced under subsection (1)(b), a court that determines the public body required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4 shall reduce the fee to a permissible amount. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located. The court shall determine the matter de novo, and the burden is on the public body to establish that the required fee complies with its publicly available procedures and guidelines and section 4. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the public body to pay a civil fine of $500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of $500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

(8) As used in this section, "fee" means the total fee or any component of the total fee calculated under section 4, including any deposit.

<table>
<thead>
<tr>
<th>MONTH</th>
<th>Board Governance Activities</th>
<th>Board Policy Review</th>
<th>Monitoring of Executive Limitations</th>
<th>Monitoring Reports on Ends Statements</th>
<th>DEADLINE Reminders</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>• (If election occurred in previous November, election of board officers will be in January not in December) • Appoint Board Personnel Committee; Friends Liaison &amp; Board Secretary • Conflict of Interest Statements must be signed by trustees • Approve any necessary budget amendments for previous fiscal yr. • Approve any budget amendments needed for Ends in new fiscal year • Approve Library Director’s interpretation of Ends Statements &amp; projects for the new year • Approve Library Director’s personal goals for the new year</td>
<td>• Community Meeting Room Policy • Library Privacy &amp; Search Warrant Policy</td>
<td>• Global Executive Constraint • 4th Quarter Financial Report on previous fiscal year and report and comments on Year End Results.</td>
<td>• Prepare and submit annual State Aid Report to Library of Michigan. • Propose budget amendments to adjust previous year’s budget. • Do budget amendments as needed to fund Ends projects in new year. • Library Director’s interpretation of Ends Statements for new year. • Library Director's Personal Goals for due to Library Board. • Review contracts with all other insurance providers. • 4th Qtr. Financial Report from previous Fiscal Year</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>• Review of Library Board by-laws • Approve allocation of Gifts &amp; Donations funds for the new year • Receive Marketing Plan for the year</td>
<td></td>
<td>• Emergency Library Director Succession • Treatment of Consumers</td>
<td>• Allocate gifts and donations funds. • Engage firm for financial audit of the library's previous fiscal year. • Marketing Plan for the year.</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>• Invite guest(s) to board meeting</td>
<td></td>
<td>• Asset Protection • Financial Planning &amp; Budgeting • Financial Condition and Activities</td>
<td>• Review contract with liability insurance provider and make recommendation to Board. • Begin audit process at the library.</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>• Schedule mid-year review with the Library Director • Receive Audit Report for previous Fiscal Year • Receive Progress Report on End #1</td>
<td>• Art Exhibit Gift Policy • Programming Policy</td>
<td>• 1st Quarter Report for the current fiscal year. • Fundraising Executive Limitation END STATEMENT #1 Optimize access to resources for information, education and entertainment</td>
<td>• Prepare progress report on End #1 • Spring Appeal Campaign • Continue audit process. • Audit Report to Library Board • Fundraising Plan presentation</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>• Planning and budgeting • Invite guest(s) to board meeting</td>
<td>• Disruptive Patron Policy • Juvenile Patron Policy • Reciprocal Borrowing Policy • Smoking &amp; Tobacco Products Policy</td>
<td></td>
<td>• Initiate new contracts or renew for outsourced services • Work on budget projections for next fiscal year</td>
<td></td>
</tr>
<tr>
<td>MONTH</td>
<td>Board Governance Activities</td>
<td>Board Policy Review</td>
<td>Monitoring of Executive Limitations</td>
<td>Monitoring Reports on Ends Statements</td>
<td>DEADLINE Reminders</td>
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</tbody>
</table>
| June  | - Receive first presentation of proposed FY Budget for next year  
- Receive Progress Report on End #2  
- In election year, review timeline and candidate requirements for ballot.  
- Heritage Room Policy | | END STATEMENT #2  
Be safe, welcoming, inclusive destination for families and individuals. | | First budget presentation to Board.  
- Prepare progress report on End #2  
- Conduct RFP for periodical (magazine) contract  
- Initiate election related activities: Notify media of board vacancies  
Put in e-newsletter & on website Distribute public flyers Prepare candidate info packets  
In election year, inform board candidates seeking office to file Affidavit of Identify & Nominating Petition with Portage City Clerk to have names placed on ballot.  
- Obtain election timeline from Kal County Clerk for election. |
| July  | - Approval of final budget and consideration of the millage rate  
- Start planning annual Board Retreat  
- Invite guest(s) to board meeting  
- Minutes/Records Retention Policy  
- 2nd Quarter Report for the current fiscal year. | | | Remind board candidates of deadline for submission of their nominating petitions  
- Final look at budget for next fiscal year (prior to public hearing)  
- Plan for Library Board Annual Retreat in September or October  
- Give update on plans for current year Annual Campaign  
- Initiate plans for Staff Development Day in September |
| August | - Public Hearing on new FY Budget  
- Pass a formal resolution to adopt the new Library FY Budget and set the millage rate to be levied in December  
- Receive Progress Report on End #3  
- Receive information on public library trends and comparisons.  
- Solicitation Policy  
- Compensation and Benefits  
- Treatment of Staff | | END STATEMENT #3  
Be a leader in strengthening our community | | First-time board candidates must file Statement of Organization with Kalamazoo County Clerk  
- Prepare progress report on End #3  
- Public hearing on the proposed library budget for next fiscal year.  
- Post public notice in newspaper (10) days prior to Public Hearing on proposed new FY Budget  
- Present information to Board on public library trends/comparisons |
| September | - Annual Board Retreat is held in either September or October [The board retreat provides an opportunity for board members to review, change or  
- Internet Policy  
- Materials Selection Policy | | NOTE: New or revised Ends Statements for the next fiscal year will be developed at the Library Board’s Annual Retreat. | | Post notice of board candidates or ballot issue for election  
- File budget documents with authorities for next fiscal year |
<table>
<thead>
<tr>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
</table>
| · Appoint Nominating Committee Chair to poll trustees about interest in Board officer positions (In election year, postpone this action until December)  
· Board Personnel Committee conducts Library Director’s annual evaluation & prepares recommendation for compensation in new year  
· Receive Progress Report on End #4  
· Finalize Long-Range Strategic Goals for the Library  
· Follow-up discussion about Library Board Annual Retreat  
· Adopt schedule of board meetings for the new year  
· Adopt annual calendar of Library Board activities for new year  
· Approve holiday schedule for library hours of operation in new year  
· Set Non-Resident Fee amount for the new year | None | None |
| · Audio/Visual Policy  
· Donation Policy  
· Fines and Fees Policy  
· Investment Policy  
· Resident Non-Resident Policy | None | None |
| · Communication and support to the Library Board  
· Ends Focus of Grants/Contracts  
· 3rd Quarter Report for the current fiscal year. | END STATEMENT #4  
Be a community center to experience and explore local arts and culture | None |
| · Contact City of Portage to arrange for tax collection in December  
· Staff Development Day  
· Participate in Library Board’s Annual Retreat  
· Appoint Nominating Committee Chair  
· Board Personnel Committee initiates Library Director’s evaluation process & distributes forms  
· Invite guest(s) to board meeting | None | None |
| · Staff Development Day  
· Participate in Library Board’s Annual Retreat  
· Receive Progress Report on End #4  
· Finalize Long-Range Strategic Goals for the Library | None | None |
| None | None | None |
| · Conduct Annual Campaign | END of YEAR REPORT on ALL END STATEMENTS for current year | None |
| · Prepare progress report on End #4  
· Library Director’s evaluation done  
· Identify “Areas of Focus” & work on interpretation of Ends  
· Develop Holiday Schedule for the Library's Hours of Operation for the new year  
· Set Resident Non-Resident Fee  
· Do Schedule for Board meeting in new year  
· Work on Annual Campaign. | None | None |
PORTAGE DISTRICT LIBRARY

Schedule for Library Board Meetings
in Fiscal Year 2016
January - December 2016

Following is a schedule of Portage District Library Board meetings from January through December 2016. Please note that the regular day and time for all library board meetings will be the 4th Monday of each month at 6:00 p.m. (with dinner for board members at 5:30 p.m.) Additional meetings may be called or changes in meetings dates may be made by the Library Board Chair if needed. All library board meetings are held in the lower level Long Lake and Gourdneck Lake Meeting Rooms of the library, unless otherwise indicated on the meeting notice (posted 18 hrs. prior to meetings).

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Type of Meeting</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25, 2016</td>
<td>Monday</td>
<td>Regular Meeting</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>February 22, 2016</td>
<td>Monday</td>
<td>Regular Meeting</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>March 28, 2016</td>
<td>Monday</td>
<td>Regular Meeting</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>April 25, 2016</td>
<td>Monday</td>
<td>Regular Meeting</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>May 23, 2016</td>
<td>Monday</td>
<td>Regular Meeting</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>June 27, 2016</td>
<td>Monday</td>
<td>Regular Meeting</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>July 25, 2016</td>
<td>Monday</td>
<td>Regular Meeting</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>August 22, 2016</td>
<td>Monday</td>
<td>Regular Meeting &amp; Public Budget Hearing</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>September 26, 2016</td>
<td>Monday</td>
<td>Regular Meeting</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>October 2016</td>
<td>To be determined</td>
<td>Library Board Retreat</td>
<td>To be determined</td>
</tr>
<tr>
<td>October 24, 2016</td>
<td>Monday</td>
<td>Regular Meeting</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>November 2016</td>
<td>No Library Board Meeting Planned for November</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 12, 2016</td>
<td>Monday</td>
<td>Regular Meeting</td>
<td>6:00 p.m.</td>
</tr>
</tbody>
</table>

NOTE: The December board meeting in 2016 will be held two weeks earlier due to the Christmas week holiday.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: December 10, 2015
Subject: Upcoming Library Board linkage opportunities in December 2015 & January 2016 for consideration

The following upcoming dates and events are provided so trustees will be aware of them in the event you chose to participate:

**LINKAGE OPPORTUNITIES for December 2015 & January 2016:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12</td>
<td>10:00 am</td>
<td>Local Writers Expo and Read-Aloud</td>
</tr>
<tr>
<td>12/14</td>
<td>7:00 pm</td>
<td>Top Shelf Reads: Girl in the Road (out of building)</td>
</tr>
<tr>
<td>12/15</td>
<td>10:30 am</td>
<td>Open for Discussion: Reader Assistance</td>
</tr>
<tr>
<td>12/17</td>
<td>9:00 am</td>
<td>Muffins in the Market</td>
</tr>
<tr>
<td>12/19</td>
<td>11:00 am</td>
<td>Weekends Live: Holiday Music</td>
</tr>
<tr>
<td>12/28</td>
<td>7:00 pm</td>
<td>Must be 21+: Game Night for Grown Ups</td>
</tr>
<tr>
<td>1/4</td>
<td>7:00 pm</td>
<td>Science Fiction &amp; Fantasy Discussion Group</td>
</tr>
<tr>
<td>1/7</td>
<td>9:00 am</td>
<td>Muffins in the Market</td>
</tr>
<tr>
<td>1/11</td>
<td>7:00 pm</td>
<td>Top Shelf Reads: Book of Lost Things (out of building)</td>
</tr>
<tr>
<td>1/14</td>
<td>7:00 pm</td>
<td>International Mystery Book Group</td>
</tr>
<tr>
<td>1/18</td>
<td>12:30 pm</td>
<td>How to Become a Research Ninja</td>
</tr>
<tr>
<td>1/19</td>
<td>10:30 am</td>
<td>Open for Discussion: I am Malala</td>
</tr>
<tr>
<td>1/19</td>
<td>7:00 pm</td>
<td>Benefits of Essential Oils</td>
</tr>
<tr>
<td>1/21</td>
<td>9:00 am</td>
<td>Muffins in the Market</td>
</tr>
</tbody>
</table>
PORTAGE DISTRICT LIBRARY
Library Director’s Report on the Financial Condition
for
October 2015

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:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$ 4,487,391</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$ 3,080,902</td>
</tr>
</tbody>
</table>

Risk reserve (13% of operating budget) $ 458,948
Building Reserve                $ 50,000
Technology Reserve              $ 32,305
Benefits Reserve                $ 68,392
HVAC Control Reserve           $ 15,000
Patio Feasibility Reserve     $  7,500
Lobby Feasibility Reserve     $  7,500

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.
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Director’s Response:

<table>
<thead>
<tr>
<th>Revenue</th>
<th>$4,499,385</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>$3,238,316</td>
</tr>
</tbody>
</table>

| Risk reserve (13% of operating budget) | $458,948 |
| Building Reserve | $50,000 |
| Technology Reserve | $32,305 |
| Benefits Reserve | $68,392 |
| HVAC Control Reserve | $15,000 |
| Patio Feasibility Reserve | $7,500 |
| Lobby Feasibility Reserve | $7,500 |

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Director’s Response: A list of all cash disbursements has been provided to the Board Chair for review.
The following marketing activities were conducted at the library during the months of November & December 2015:

November and December library e-Newsletters were sent out the first week of each month to over 15,000 library patrons. Contents included: library programming, information on the CommuniTeen Read 2015 author visit, the Friends of the Portage District Library’s December book sale, changes to the library’s Overdrive access, highlights of the new digital magazine service, Zinio, the upcoming Author Expo, and library closings during the holiday season.

Please note that during the month of November, the library utilized both sides of the ‘Portager’ insert for the library’s 2014-2015 Annual Report and November programming.

November & December Portagers:

November Posters:
December Posters:
Administrative Activities:
During the months of October, November, and the first part of December 2015, Library Director Christy Klien engaged in the following activities:

- Participated in weekly Administrative Team meetings on Thursday mornings.
- Participated in regular library-wide staff meetings on Tuesday mornings for all library employees.
- Attended the Portage Rotary Club lunch meetings on Wednesdays.
- Reviewed bank reconciliations, journal entries and payroll information during the month.
- Had a conference call on October 2 regarding health insurance renewal rate questions.
- Presented information and reports to the Library Board at their meeting held on 10-26.
- Participated in the Insurance Renewal/Open Enrollment staff meeting for full-time employees with Business Manager Rob Foti and representatives from Rose Street Advisors on 10-27.
- Had a phone conversation with the printer regarding the Annual Campaign mailings on 10-27.
- Had a meeting with Laura Wright and Rob Foti regarding the vacant Youth Services Associate position on 10-27.
- Met with interior decorator regarding fabric selection for furniture in the public area on 10-27.
- Participated in the Portage Community Center Board Meeting on 10-28.
- Attended the 2015 Michigan Library Association Annual Conference in Novi, MI on 10-29.
- Met with part-time custodian Dwight Haines to go over his cleaning tasks around the building.
- Attended the annual Friends of the Library sponsored Pizza Party on 10-30.
- Met with the upholsterer regarding ongoing furniture projects in the Adult Services area on 10-30 and 11-5.
- Organized paperwork and materials in former Marketing Manager Chris Walker’s office on 11-2.
- Attended the monthly Tech Meeting on 11-3.
- Met with Rolfe Behjre to discuss color coding of materials for Midwest Tape on 11-3.
- Purchased materials for the upcoming retirement celebration on 11-3.
- Conducted Performance Evaluation Training for managing staff on 11-5.
- Participated in a construction update meeting with Hall Builders on 11-5 and 11-19.
- Participated in the Library Board Retreat on 11-9.
- Participated in retirement celebration prep and running errands for the event on 11-11.
- Attended the CommuniTeen Read author event with Max Brooks at PCHS on 11-12.
- Attended the Retirement Celebration for Diane Delach and Marsha Meyer and assisted with set-up and tear-down on 11-13.
- Met with Board Chair Alisha Siebers on 11-17.
- Met with Derek from Sign Center on 11-18.
- Attended the Portage Public Schools District Advisory Council Meeting on 11-18.
- Met with Rob Foti regarding salary and wage information on 11-24.
- Participated in Salvation Army Bell Ringing at the Woodbridge Hardings on 11-25.
- Worked on staff evaluations on 11-30 and 12-1.
**General Facilities Work:**
Facilities work during October and November 2015, included:

A. **Maintenance:**
   - All schedule preventative maintenance activities occurred as expected for October 2015.
   - Salvation Army weekly pick-up schedule of discarded/recyclable material is extremely beneficial and the library will attempt to make this a permanent process.
   - Winter cleanup projects have been completed.
   - Rolfe and Jay worked to clean-up leaks due to back-ups in the storm drains.
   - All schedule preventative maintenance activities occurred as expected for November 2015.
   - Rolfe worked with TMP and Clean Earth to identify and remedy the source of storm drain back-ups.
   - Rolfe and Jay worked to repair damage due to storm drain back-ups.
   - Worked with Pluene to identify and better balance heating systems for Youth Services.
   - Worked with library staff and Harroun during fire watch days and maintained Simplex panel to ensure the library meets fire code during water transitions.

B. **Technical Services**
   - Abigail Dame, our new Technical Services Clerk, has finished her cross-training and will begin to regularly support Ken as Midwest Tape comes online.
   - Midwest Tape cataloging and processing profiles went through their quality control processes and cataloging/Marc records/9XX profiles are being completed for ordering. We expect to be running final tests in November.
   - Midwest Tape profiles will be signed off in the first week of December and Midwest will send a sample set of material through it first run process.
   - Rolfe will be performing an in-house training for the library on using the Midwest Tape web portal and the ordering process to ensure material gets processed accurately and completely.
   - Midwest Tape ordering should begin at the end of December and into 2016.

C. **IT Services**
   - Attended a webinar on Bibliotheca-3M merger to understand how our 3M RFID systems would be supported and developed in the newly merged company.
   - Spoke with our 3M representative/MCLS about ordering ongoing supplies.
   - Built and testing Windows 10 machines for public access computing and staff computing.
   - Building Check-in/Discard station for the new book drop area and working with Secant to identify proper phone model and wiring requirements.
   - Worked with Safety Systems to ensure capacity and software complies for additional badge-access doors.
   - Completed a security audit for the Portage District Library's network for 2015. Results: 8 Medium and 2 High Recommendations. 2 High recommendations will be completed by December 14, 2015 and all of the medium recommendations will be mitigated by upgrades scheduled in 2016.
Networking/Outreach:

- **New Committee Member** – Jessica Enget has a spot on the MLA committee that will be responsible for putting together the 2016 Annual Conference in Lansing. This next year promises to be big as it will also be a celebration of the organization’s 125th anniversary!
- **The Salvation Army Angel Tree** collection began November 14, 2015 and runs through December 13, 2015. Donated items are being collected in the circulation department. This program is coordinated by Jill Austin and Kathy Morris.
- The library ‘adopted’ a family in need of assistance through the Portage Community Center. We are currently collecting items from their wish list and food for a holiday meal which will be delivered on December 17th. This collection is being coordinated by Nicolette Sosulski.
- Library staff volunteered for 1 hour shifts to ring bells for the Salvation Army on Wednesday, November 25th outside the Woodbridge Hardings. This event was coordinated by Jay Cotter.

Personnel Information:

The library undertook the following human resource activities during the month of October:

- Reviewed health insurance plans and decided to offer two plans through Blue Care Network to employees. The two plans are similar to the plans that the library offered employees last year through Blue Care Network.
- Completed interviews with candidates for the Youth Services Librarian position and offered the position to Kristy Zeluff.
- Advertised the soon to be open Librarian position in the Adult Services Department through MLA, ALA, Wayne State, University of Michigan, Indiana University and the University of Wisconsin.

The library undertook the following human resource activities during the month of November:

- Welcomed Kristy Zeluff as the new Youth Services Librarian.
- Conducted interviews for two open Library Aide II position in the Circulation Department.
- Offered one open Library Aide II position to Naomi Rodriquez. She accepted the position and will start in mid-December.
- Re-advertised the open Library Aide II position on the website and the Library newsletter.
- Closed the candidate seeking portion of the Adult Services Librarian position and began reviewing candidate for interviews.

Programming & Events:

**Adult Services**

- **NaNoWriMo Warm-Ups** – (10/1, 10/8, 10/15, 10/29) total of 14 participants total throughout the dates. Passive programming encouraging local aspiring writers to prep and brainstorm for upcoming November challenge of 50k words in 30 days.
- **An Introduction to Yoga and Chair Yoga with Leslie Neuman** – 10/10 had 16 participants who learned about yoga, the best music to play during workouts, and access to a display of yoga related library materials.
Get the Facts: Medicinal Marijuana in Michigan – (10/13) 12 attendees at this informational panel that featured Prosecuting Attorney Jeff Getting (legislation in layman’s terms), Sergeant Michael Collier from Portage Department of Public Safety (law enforcement aspect), Dr. David Crocker of the Michigan Holistic Health Center (how conditions are qualified, process for patients/caregivers to be registered), and Charles Smith of the Kalamazoo Area Compassion Club (local community support groups, connections and informational resources). While attendance was small, we received a number of phone and in-library inquiries about the program expressing interest on the program and requesting any supplement handouts or information that would result from the program. We are working to compile a batch of resources including an audio recording of the presentation, and a handout of links, community resources and recommended reading to make available online and in the library.

PDL Writers Group/Author Talk with David Greenwald – (10/22) 6 attendees. Local author talked about his own writing process

Poetry Writing Workshop for Teachers and Teens – (11/2) 4 in attendance. This annual program was co-sponsored and led by Friends of Poetry. PDL provided flyer and advertised with our regular programs.

A Reading and Conversation with Bonnie Jo Campbell and Diane Seuss – (11/4) Over 100 fans attended a reading and conversation with Bonnie Jo Campbell, whose new collection of short stories Mothers Tell Your Daughters is longlisted for the Carnegie Medal, and Diane Seuss, award winning author of several collections of poetry including her newest Four Legged Girl.

NaNoWriMo Write-Ins – (11/5, 11/12, 11/19) total of 4 participants total throughout the dates. Passive programming every Thursday night from 5:30-8:30pm.

Classic Canines and the Classic Film Lady and the Tramp – (11/21) The library cosponsored a dog adoption program with the Kalamazoo Humane Society which included adorable adoptable dogs from Kalamazoo Animal Rescue Project, Kalamazoo Animal Rescue, and Adopt a Friend for Life. The event was followed by a showing of the classic film Lady and the Tramp, the first animated feature filmed in the CinemaScope widescreen film process.

Must Be 21+ Game Night – (10/26, 11/23 7pm) 11 in attendance, 4 new attendees! Some responded that they saw the event listed on Facebook. Also advertised December’s upcoming game night with the addition of cocoa and coloring pages.

There were 12 Book Discussion programs that met in the months of October and November!

Youth Services
This has been a period of change and growth in the Youth Department! Three members of our department moved on to new places, and we welcomed a new member to our team, Kristy Zeluff.

Outreach Highlights:

Youth staff participated in the first of Portage Farmer’s Market pilot events with a booth promoting the library and Youth Services in particular.

The Youth Staff visited 28 kindergarten classes this October and November as part of our annual Kindergarten Cards program.

Central Elementary’s Meet Your Teacher monthly events resumed in October with a “Fall Mixed Up” theme. Over 100 second and third grade students and family members listened to a story, completed a craft, and tried to find what was all mixed up in the library.

Our Teen Librarian Olivia was asked back to the Portage middle schools’ Lunch Bunch groups to promote library programs and talk about favorite titles.

First Reformed Church of Portage brought their 42 children over for library staff-led activities as part of the free daycare they offer for “No School” days.
Programming Highlights:

ỹ 265 people attended the Silly Safari Animal Shows; they performed twice for families on a no-school day.
ỹ About 300 adults and children attended Star Wars Day, a cooperative venture with the Adult Services Department. Families could make light sabers and other crafts, test their aim with nerf storm trooper targets, and try some hands-on Star Wars science. There was also a DJ, snacks and trivia in the “Cantina”, a costume contest, photo ops, 2 staff members in Jedi costumes, and a volunteer in a Darth Vader costume that delighted all participants.
ỹ The SLD Read Center (specializing in literacy development) presented two parent workshops for us this fall; one on understanding and supporting your child with Dyslexia, and the other focused on preparing your child to read (phonological awareness, sequencing, comprehension and print concepts). Both were well-attended.
ỹ Portage’s first ever CommuniTEEN Reads event was a success! Author Max Brooks visited Portage Central and Northern high schools. He spoke with students who had read his most recent book as part of their classwork (about 1,125 students read his book and attended Brooks’ presentations). They were excited to interact with him, and there were more questions than time at both schools! 125 students and other members of the community (both adults and teens) attended the evening event as well. Discussion ranged from writer’s craft questions to family stories of generations who had fought in several wars in American history.
ỹ Fontana Chamber Arts returned again this year for a Crybaby Concert, geared toward toddlers and preschoolers and their families. The guest performers were a brass quartet from Western Michigan University. 65 attended.
ỹ To celebrate Dinovember, Paleo Joe came to speak to enthusiastic elementary-age attendees and their parents about fossils and the dinosaurs they come from.
ỹ Teens participated in a Mockingjay: Part 2 Release Party with competitions, thematic treats, and trivia.
ỹ 31 teens attended the Halloween Extravaganza. They came in costume, made candy sushi, and watched a movie.
ỹ Teens created a seasonal painting at Canvases with Kara, with Kara Klok, our visiting artist who was back by popular demand. Program attendance was at capacity!
ỹ There were 45 programs for Preschoolers in the months of October and November including storytimes, Lego building, and Preschool Play & Learn!

Heritage Room
ỹ Civil War Reading and Discussion with Daneen Wardrop & Steve Rossio – (11/18) Steve Rossio and Marsha Meyer co-sponsored a very well received poetry reading by internationally known poet Doctor Daneen Wardrop. What made this program a step above a typical reading was the interaction between Dr. Wardrop and Historian Steve Rossio. Daneen would read one of her poems based on the American Civil War and Steve would then give a short historical lecture about an aspect of the poem read. This duel interaction helped to bring the American Civil War alive for the attendees.
ỹ Veterans Day Military Display – (November 2015) The annual Veterans Display presented by Local Historian Steve Rossio was again well received by patrons of the Portage District Library. Mr. Rossio’s exhibit was all new this year and focused on the United States Navy during World War II. Although all the displays received positive comments, the favorite was the “headquarters” exhibit on the landing between the upper and lower levels.
**Special Events**

 várias membro e pessoal de apoio assistiram ao funeral em memória ao gerente de marketing, Chris Walker, no dia 13 de outubro, na Igreja da Família de Vale. O pessoal também participou de um memorial silencioso para Chris usando rosa no mesmo dia, que era a cor favorita de Chris.

asley em 13 de novembro, um evento de aposentadoria foi realizado para dois funcionários aposentados de longa data, Marsha Meyer e Diane Delach. A requisição foi feita e sancionada pelos Amigos da Biblioteca Distrital de Portage para financiar o evento. Mais de 160 pessoas assistiram àquela noite para música ao vivo, aperitivos, sobremesas, bebidas e comentários do diretor da biblioteca e convidados de honra.

**Training:**

A [Reunião Anual da Associação de Bibliotecas do Michigan](https://www.michiganlibraryassociation.org) aconteceu em Novi, MI no dia 28-30 de outubro. O Diretor de Bibliotecas Christy Klien, Assistente do Diretor Quyen Le, Chefe de Serviços para Adultos Lawrence Kapture, Bibliotecária de Negócios Nicolette Sosulski, e Assistente de Serviços para Adultos Jessica Enget participaram. Lawrence e Jessica também apresentaram um módulo intitulado **Must be 21+: After Hours Programming for Adults** que retransmitiu suas experiências com programas voltados para o público de vinte a trinta. O módulo foi muito bem recebido.
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: December 3, 2015  
SUBJECT: Library Statistical Report - October 2015

<table>
<thead>
<tr>
<th></th>
<th>Month Statistics</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Circulation/Collections</strong></td>
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<tr>
<td>Total Library Circulation</td>
<td>65,722</td>
<td>66,219</td>
<td>-0.75%</td>
<td>683,203</td>
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<td>17,895</td>
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<td>196,065</td>
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<tr>
<td>Adult - A/V</td>
<td>7,594</td>
<td>7,434</td>
<td>2.15%</td>
<td>77,451</td>
<td>74,552</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>22,904</td>
<td>21,528</td>
<td>6.39%</td>
<td>243,307</td>
<td>234,999</td>
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<tr>
<td>Youth - A/V</td>
<td>4,041</td>
<td>4,181</td>
<td>-3.35%</td>
<td>43,929</td>
<td>50,296</td>
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<tr>
<td>Hot Picks</td>
<td>4,885</td>
<td>4,913</td>
<td>-0.57%</td>
<td>52,315</td>
<td>53,079</td>
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<tr>
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<td>6,490</td>
<td>8,849</td>
<td>-26.66%</td>
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<td>55,035</td>
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<td>8,775</td>
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<td>801</td>
<td>660</td>
<td>21.36%</td>
<td>8,541</td>
<td>6,878</td>
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<td><strong>Self-Checkout Percentage</strong></td>
<td></td>
<td></td>
<td></td>
<td>60.12%</td>
<td>60.86%</td>
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<tr>
<td>Total Library Collection</td>
<td>203,971</td>
<td>198,003</td>
<td>3.01%</td>
<td>1,523</td>
<td>9,546</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>98,479</td>
<td>95,728</td>
<td>2.87%</td>
<td>1,855</td>
<td>16,240</td>
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<tr>
<td>Adult - A/V</td>
<td>17,591</td>
<td>17,150</td>
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<td>29</td>
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<td>Youth - Books</td>
<td>71,293</td>
<td>69,142</td>
<td>3.11%</td>
<td>4,008</td>
<td>4,458</td>
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<tr>
<td>Youth - A/V</td>
<td>12,266</td>
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<td>29</td>
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<tr>
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<td>-9.43%</td>
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<tr>
<td><strong>Net Acquisitions</strong></td>
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<td>1,810</td>
<td>-15.86%</td>
<td>1,855</td>
<td>9,546</td>
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<tr>
<td>Purchased - Books</td>
<td>2,078</td>
<td>1,728</td>
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<td>14,914</td>
<td>16,240</td>
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<tr>
<td>Purchased - A/V</td>
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<td>476</td>
<td>17.65%</td>
<td>4,008</td>
<td>4,458</td>
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<td>3</td>
<td>0.00%</td>
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<td>(1,121)</td>
<td>(401)</td>
<td>0.00%</td>
<td>(17,115)</td>
<td>(11,210)</td>
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<td>n/a</td>
<td>n/a</td>
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<td>4,028</td>
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<td>n/a</td>
<td>n/a</td>
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<td>697</td>
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<tr>
<td>In-House Book Usage</td>
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<td>n/a</td>
<td>n/a</td>
<td>3,192</td>
<td>3,331</td>
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</tbody>
</table>

<p>| Patrons                        |          |          |          |          |          |          |
| Total Patrons                  | 50,900  | 47,044  | 8.20%    |          |          |          |
| Adult                         | 34,148  | 31,596  | 8.08%    |          |          |          |
| Youth                         | 7,647   | 7,671   | -0.31%   |          |          |          |
| Non-Resident                  | 366     | 319     | 14.73%   |          |          |          |
| Reciprocal                    | 5,468   | 4,816   | 13.54%   |          |          |          |
| Internet User                 | 3,208   | 2,582   | 24.24%   |          |          |          |
| Professional                  | 63      | 60      | 5.00%    |          |          |          |
| Total Patrons Added           | 324     | 366     | -11.48%  | 2,904    | 3,107    | -6.53%   |
| Adult                         | 149     | 137     | 8.76%    | 1,565    | 1,650    | -5.15%   |
| Youth                         | 80      | 94      | -14.89%  | 245      | 299      | -18.06%  |
| Non-Resident                  | 2       | 6       | 100.00%  | 36       | 46       | -21.74%  |
| Reciprocal                    | 40      | 63      | -36.51%  | 444      | 477      | -6.92%   |
| Internet User                 | 53      | 66      | -19.70%  | 612      | 633      | -3.32%   |
| Professional                  | 0       | 0       | 0.00%    | 2        | 2        | 100.00%  |</p>
<table>
<thead>
<tr>
<th>Library Building Usage</th>
<th>Total Meeting Room Usage</th>
<th>Total Program Audience</th>
<th>Total Number of Programs</th>
<th>Total Volunteer Hours</th>
<th>Total Front Door Traffic</th>
<th>Total Youth Services Traffic</th>
<th>Total Business Center Traffic</th>
<th>Information Access/Reference/Research</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>186 189</td>
<td>2,520 1,943</td>
<td>158 158</td>
<td>392 506</td>
<td>54,443 53,434</td>
<td>40,925 40,987</td>
<td>3,195 3,102</td>
<td>8,581 7,250 18.36%</td>
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<tr>
<td>Internal/Collaboration</td>
<td>95 96</td>
<td>223 397</td>
<td>19 25</td>
<td>105 138</td>
<td>4,250 4,733</td>
<td>2,570 2,431</td>
<td>687 317</td>
<td>Adult Phone 425 478 -11.09%</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>91 93</td>
<td>2,106 1,375</td>
<td>37 36</td>
<td>83 89</td>
<td>4,231 4,733</td>
<td>173 173</td>
<td>204 173</td>
<td>Adult Ready Reference 2,570 2,431 -5.72%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>223 397</td>
<td>19 25</td>
<td>105 138</td>
<td>4,250 4,733</td>
<td>2,570 2,431</td>
<td>687 317</td>
<td>Adult Reference 204 173 17.92%</td>
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<tr>
<td></td>
<td></td>
<td>2,106 1,375</td>
<td>37 36</td>
<td>83 89</td>
<td>4,231 4,733</td>
<td>173 173</td>
<td>204 173</td>
<td>Youth Phone 116 145 -20.00%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>223 397</td>
<td>19 25</td>
<td>105 138</td>
<td>4,250 4,733</td>
<td>2,570 2,431</td>
<td>687 317</td>
<td>Youth Ready Reference 2,540 1,805 40.72%</td>
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<td></td>
<td>2,106 1,375</td>
<td>37 36</td>
<td>83 89</td>
<td>4,231 4,733</td>
<td>173 173</td>
<td>204 173</td>
<td>Youth Reference 687 317 116.72%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>223 397</td>
<td>19 25</td>
<td>105 138</td>
<td>4,250 4,733</td>
<td>2,570 2,431</td>
<td>687 317</td>
<td>HR Phone 27 24 12.50%</td>
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<tr>
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<td></td>
<td>2,106 1,375</td>
<td>37 36</td>
<td>83 89</td>
<td>4,231 4,733</td>
<td>173 173</td>
<td>204 173</td>
<td>HR Ready Reference 430 426 0.94%</td>
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<tr>
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<td></td>
<td>223 397</td>
<td>19 25</td>
<td>105 138</td>
<td>4,250 4,733</td>
<td>2,570 2,431</td>
<td>687 317</td>
<td>HR Reference 23 17 35.29%</td>
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<tr>
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<td></td>
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<td>37 36</td>
<td>83 89</td>
<td>4,231 4,733</td>
<td>173 173</td>
<td>204 173</td>
<td>Circ Phone 638 769 -17.04%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>223 397</td>
<td>19 25</td>
<td>105 138</td>
<td>4,250 4,733</td>
<td>2,570 2,431</td>
<td>687 317</td>
<td>Circ Ready Reference 618 502 23.11%</td>
</tr>
<tr>
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<td>2,106 1,375</td>
<td>37 36</td>
<td>83 89</td>
<td>4,231 4,733</td>
<td>173 173</td>
<td>204 173</td>
<td>Circ Reference 303 163 85.89%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>223 397</td>
<td>19 25</td>
<td>105 138</td>
<td>4,250 4,733</td>
<td>2,570 2,431</td>
<td>687 317</td>
<td>Total Edutainment LAN Use 502 449 11.80%</td>
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<tr>
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<td></td>
<td>2,106 1,375</td>
<td>37 36</td>
<td>83 89</td>
<td>4,231 4,733</td>
<td>173 173</td>
<td>204 173</td>
<td>Total Internet Computer Use 3,654 5,308 -31.16%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>223 397</td>
<td>19 25</td>
<td>105 138</td>
<td>4,250 4,733</td>
<td>2,570 2,431</td>
<td>687 317</td>
<td>Youth Computers 549 1,213 -54.74%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2,106 1,375</td>
<td>37 36</td>
<td>83 89</td>
<td>4,231 4,733</td>
<td>173 173</td>
<td>204 173</td>
<td>Adult Computers 3,043 3,987 -23.68%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>223 397</td>
<td>19 25</td>
<td>105 138</td>
<td>4,250 4,733</td>
<td>2,570 2,431</td>
<td>687 317</td>
<td>Laptop Computer Circulated 62 108 -42.59%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2,106 1,375</td>
<td>37 36</td>
<td>83 89</td>
<td>4,231 4,733</td>
<td>173 173</td>
<td>204 173</td>
<td>Total Electronic Transactions 47,329 52,938 -10.60%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>223 397</td>
<td>19 25</td>
<td>105 138</td>
<td>4,250 4,733</td>
<td>2,570 2,431</td>
<td>687 317</td>
<td>WebSite Pageviews 35,248 40,545 -13.06%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2,106 1,375</td>
<td>37 36</td>
<td>83 89</td>
<td>4,231 4,733</td>
<td>173 173</td>
<td>204 173</td>
<td>WebCatalog Sessions 7,990 8,259 -3.26%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>223 397</td>
<td>19 25</td>
<td>105 138</td>
<td>4,250 4,733</td>
<td>2,570 2,431</td>
<td>687 317</td>
<td>Licensed Database Hits 4,091 4,134 -1.04%</td>
</tr>
</tbody>
</table>

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

Christy Klien, Library Director
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: December 3, 2015  
SUBJECT: Library Statistical Report - November 2015

<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
<th>CHANGE</th>
<th>CHANGE</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Nov-15</td>
<td>Nov-14</td>
<td>CHANGE</td>
<td>2015</td>
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<tr>
<td>Total Library Circulation</td>
<td>64,758</td>
<td>62,189</td>
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<tr>
<td>Adult - Books</td>
<td>16,650</td>
<td>16,454</td>
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<td>Adult - A/V</td>
<td>8,011</td>
<td>7,380</td>
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<td>85,462</td>
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<tr>
<td>Youth - Books</td>
<td>22,543</td>
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<td>Youth - A/V</td>
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<tr>
<td>Hot Picks</td>
<td>5,253</td>
<td>4,733</td>
<td>10.99%</td>
<td>57,568</td>
</tr>
<tr>
<td>E-Material</td>
<td>6,689</td>
<td>7,251</td>
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<tr>
<td>ILL - PDL Requests</td>
<td>675</td>
<td>1,129</td>
<td>-40.21%</td>
<td>11,475</td>
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<tr>
<td>ILL - Other Lib. Requests</td>
<td>590</td>
<td>556</td>
<td>6.12%</td>
<td>9,131</td>
</tr>
</tbody>
</table>

| Self-Check-Out Percentage | 60.02% | 60.74% | 60.79% | 61.01% |

| Total Library Collection | 205,292 | 198,791 | 3.27% |
| Adult - Books            | 98,664   | 96,493  | 2.25% |
| Adult - A/V              | 17,760   | 17,167  | 3.45% |
| Youth - Books            | 72,013   | 69,070  | 4.26% |
| Youth - A/V              | 12,343   | 11,223  | 9.98% |
| Hot Picks                | 4,512    | 4,838   | -6.74% |

| Net Acquisitions         | 1,378    | 278     | 395.68%|
| Purchased - Books        | 1,748    | 921     | 89.79% |
| Purchased - A/V          | 587      | 448     | 31.03% |
| Donated - Books          | 3        | 4       | -25.00%|
| Donated - A/V            | 2        | 6       | -66.67%|
| Material Discarded       | (962)    | (1,101)| -12.62%|
| Total In-House Usage*    | n/a      | n/a     | n/a    |
| In-House Periodical Usage| n/a      | n/a     | n/a    |
| In-House Book Usage      | n/a      | n/a     | n/a    |

| Patrons                  | 51,285   | 47,422  | 8.15% |
| Adult                    | 34,336   | 31,803  | 7.96% |
| Youth                    | 7,743    | 7,763   | -0.26%|
| Non-Resident             | 367      | 320     | 14.69%|
| Reciprocal               | 5,516    | 4,855   | 13.61%|
| Internet User            | 3,259    | 2,621   | 24.34%|
| Professional             | 64       | 60      | 6.67% |

| Total Patrons Added      | 355      | 385     | -7.79%|
| Adult                    | 132      | 140     | -5.71%|
| Youth                    | 123      | 151     | -18.54%|
| Non-Resident             | 1        | 2       | 100.00%|
| Reciprocal               | 45       | 41      | 9.76% |
| Internet User            | 54       | 51      | 5.88% |
| Professional             | 0        | 0       | 0.00% |

<table>
<thead>
<tr>
<th>December 3, 2015</th>
<th>YTD Statistics</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Patrons</td>
<td>51,285</td>
<td>47,422</td>
</tr>
<tr>
<td>Adult</td>
<td>34,336</td>
<td>31,803</td>
</tr>
<tr>
<td>Youth</td>
<td>7,743</td>
<td>7,763</td>
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<td>Non-Resident</td>
<td>367</td>
<td>320</td>
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<tr>
<td>Reciprocal</td>
<td>5,516</td>
<td>4,855</td>
</tr>
<tr>
<td>Internet User</td>
<td>3,259</td>
<td>2,621</td>
</tr>
<tr>
<td>Professional</td>
<td>64</td>
<td>60</td>
</tr>
</tbody>
</table>

<p>| Total Patrons Added| 355            | 385    |
| Adult             | 132            | 140    |
| Youth             | 123            | 151    |
| Non-Resident      | 1              | 2      |
| Reciprocal        | 45             | 41     |
| Internet User     | 54             | 51     |
| Professional      | 0              | 0      |</p>
<table>
<thead>
<tr>
<th>Library Building Usage</th>
<th>194</th>
<th>200</th>
<th>-3.00%</th>
<th>2,061</th>
<th>2,112</th>
<th>-2.41%</th>
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<tbody>
<tr>
<td>Internal/Collaboration</td>
<td>98</td>
<td>101</td>
<td>-2.97%</td>
<td>1,064</td>
<td>1,093</td>
<td>-2.65%</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>96</td>
<td>99</td>
<td>-3.03%</td>
<td>997</td>
<td>1,019</td>
<td>-2.16%</td>
</tr>
<tr>
<td>Total Meeting Room Usage</td>
<td>2,072</td>
<td>877</td>
<td>136.26%</td>
<td>26,860</td>
<td>25,615</td>
<td>4.86%</td>
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<tr>
<td>Adult</td>
<td>312</td>
<td>240</td>
<td>30.00%</td>
<td>3,156</td>
<td>2,874</td>
<td>9.81%</td>
</tr>
<tr>
<td>Youth</td>
<td>1,546</td>
<td>369</td>
<td>318.97%</td>
<td>20,826</td>
<td>20,454</td>
<td>1.82%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>214</td>
<td>268</td>
<td>-20.15%</td>
<td>2,878</td>
<td>2,287</td>
<td>25.84%</td>
</tr>
<tr>
<td>Total Number of Programs</td>
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<td>39</td>
<td>38.46%</td>
<td>494</td>
<td>467</td>
<td>5.78%</td>
</tr>
<tr>
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<td>18</td>
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<td>20.00%</td>
<td>163</td>
<td>141</td>
<td>15.60%</td>
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<tr>
<td>Youth</td>
<td>33</td>
<td>19</td>
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<td>295</td>
<td>0.68%</td>
</tr>
<tr>
<td>Heritage Room</td>
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<td>5</td>
<td>-40.00%</td>
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<td>31</td>
<td>9.68%</td>
</tr>
<tr>
<td>Total Volunteer Hours</td>
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<td>5,632</td>
<td>5,851</td>
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<td>86</td>
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<td>1,320</td>
<td>-10.98%</td>
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<td>Youth</td>
<td>90</td>
<td>85</td>
<td>5.88%</td>
<td>1,785</td>
<td>1,794</td>
<td>-0.50%</td>
</tr>
<tr>
<td>Technical</td>
<td>78</td>
<td>76</td>
<td>2.63%</td>
<td>952</td>
<td>1,005</td>
<td>-5.27%</td>
</tr>
<tr>
<td>Circulation</td>
<td>106</td>
<td>110</td>
<td>-3.64%</td>
<td>1,300</td>
<td>1,231</td>
<td>5.61%</td>
</tr>
<tr>
<td>Administration</td>
<td>10</td>
<td>0</td>
<td>100.00%</td>
<td>310</td>
<td>305</td>
<td>1.64%</td>
</tr>
<tr>
<td>Community Service</td>
<td>8</td>
<td>16</td>
<td>-50.00%</td>
<td>110</td>
<td>196</td>
<td>-43.88%</td>
</tr>
<tr>
<td>Total Front Door Traffic</td>
<td>54,089</td>
<td>54,887</td>
<td>-1.45%</td>
<td>664,101</td>
<td>674,953</td>
<td>-1.61%</td>
</tr>
<tr>
<td>Total Youth Services Traffic</td>
<td>35,005</td>
<td>35,332</td>
<td>-0.93%</td>
<td>473,755</td>
<td>479,317</td>
<td>-1.16%</td>
</tr>
<tr>
<td>Total Business Center Traffic</td>
<td>3,445</td>
<td>3,435</td>
<td>0.29%</td>
<td>34,390</td>
<td>34,794</td>
<td>-1.16%</td>
</tr>
<tr>
<td>Information Access/Reference/Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Reference Transactions</td>
<td>7,179</td>
<td>6,647</td>
<td>8.00%</td>
<td>91,089</td>
<td>87,034</td>
<td>4.66%</td>
</tr>
<tr>
<td>Adult Phone</td>
<td>426</td>
<td>401</td>
<td>6.23%</td>
<td>4,914</td>
<td>4,493</td>
<td>9.37%</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>1,728</td>
<td>2,000</td>
<td>-13.60%</td>
<td>27,786</td>
<td>27,311</td>
<td>1.74%</td>
</tr>
<tr>
<td>Adult Reference</td>
<td>159</td>
<td>72</td>
<td>120.83%</td>
<td>1,704</td>
<td>2,308</td>
<td>-26.17%</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>108</td>
<td>105</td>
<td>2.86%</td>
<td>1,332</td>
<td>1,708</td>
<td>-22.01%</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>2,322</td>
<td>1,870</td>
<td>24.17%</td>
<td>28,255</td>
<td>26,070</td>
<td>8.38%</td>
</tr>
<tr>
<td>Youth Reference</td>
<td>498</td>
<td>336</td>
<td>48.21%</td>
<td>5,771</td>
<td>4,964</td>
<td>16.26%</td>
</tr>
<tr>
<td>HR Phone</td>
<td>15</td>
<td>13</td>
<td>15.38%</td>
<td>136</td>
<td>344</td>
<td>-60.47%</td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>431</td>
<td>551</td>
<td>-21.78%</td>
<td>4,137</td>
<td>4,704</td>
<td>-12.05%</td>
</tr>
<tr>
<td>HR Reference</td>
<td>26</td>
<td>22</td>
<td>18.18%</td>
<td>242</td>
<td>881</td>
<td>-72.53%</td>
</tr>
<tr>
<td>Circ Phone</td>
<td>645</td>
<td>669</td>
<td>-3.59%</td>
<td>7,495</td>
<td>5,409</td>
<td>38.57%</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>524</td>
<td>443</td>
<td>18.28%</td>
<td>6,128</td>
<td>6,387</td>
<td>-4.06%</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>297</td>
<td>165</td>
<td>80.00%</td>
<td>3,189</td>
<td>2,455</td>
<td>29.90%</td>
</tr>
<tr>
<td>Total Edutainment LAN Use</td>
<td>507</td>
<td>433</td>
<td>17.09%</td>
<td>5,283</td>
<td>4,941</td>
<td>6.92%</td>
</tr>
<tr>
<td>Total Internet Computer Use</td>
<td>3,090</td>
<td>3,397</td>
<td>-9.04%</td>
<td>37,556</td>
<td>61,310</td>
<td>-38.74%</td>
</tr>
<tr>
<td>Youth Computers</td>
<td>378</td>
<td>466</td>
<td>-18.88%</td>
<td>5,113</td>
<td>16,045</td>
<td>-68.13%</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,655</td>
<td>2,833</td>
<td>-6.28%</td>
<td>31,554</td>
<td>43,435</td>
<td>-27.35%</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>57</td>
<td>98</td>
<td>-41.84%</td>
<td>889</td>
<td>1,830</td>
<td>-51.42%</td>
</tr>
<tr>
<td>Total Electronic Transactions</td>
<td>45,253</td>
<td>45,463</td>
<td>-0.46%</td>
<td>533,937</td>
<td>565,465</td>
<td>-5.58%</td>
</tr>
<tr>
<td>WebSite Hits</td>
<td>33,313</td>
<td>33,760</td>
<td>-1.32%</td>
<td>396,617</td>
<td>425,282</td>
<td>-6.74%</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>7,952</td>
<td>7,636</td>
<td>4.14%</td>
<td>93,274</td>
<td>95,024</td>
<td>-1.84%</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>3,988</td>
<td>4,067</td>
<td>-1.94%</td>
<td>44,046</td>
<td>45,159</td>
<td>-2.46%</td>
</tr>
</tbody>
</table>

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

Christy Klien, Library Director
MLA ADVOCACY – NOVEMBER 25, 2015

Tax Capture Bills Introduced in Senate Finance Committee

Senator Jack Brandenburg (R-Harrison Twp.) has introduced seven bills that would eliminate most automatic tax captures (Downtown Development Authorities DDA, Tax Increment Financing TIF) for libraries including those pre 1994 as long as there is no bond attached to the entity. MLA and GSCI worked with the senator’s office explaining that libraries are asking for transparency and accountability on the part of tax captures. Passage of the bills would mean the tax capture would reach out and build a relationship with the library, explain their projects and then let the library board make an informed decision if allocating a portion of their funding to the tax capture is beneficial for all parties including library patrons. It would no longer allow automatic tax capture from pre 1994 TIFAs. The library board has an obligation to be able to tell their voters why their tax dollars are not directly funding the library. The bills are currently in Senate Finance Committee. As soon as they are passed out of committee and onto the Senate floor, MLA will contact libraries with information on how and when to contact legislators. For right now, we are waiting for a hearing which is expected for next week.


Funding for Michigan Roads, Finally

The legislature passed a package to fund Michigan’s roads and bridges and Governor Snyder signed the bills into law. A complicated and, to some, questionable answer to this long standing problem relies on a number of fixes. One immediate concern is the $600 million of revenue that will come out of the general fund. This is where state aid to libraries originates. The redirection of revenue that would otherwise go to the state general fund begins with a $150 million commitment during the 2018-2019 fiscal year. Attached is an extensive explanation of the bill package from MLA’s lobbyists GCSI. The 2016 budget process begins soon and while we may not see direct impact from the roads package we remain cautiously optimist for good funding results.

Dark Stores

The saga of the dark stores continues. MLA is engaged with a group of stakeholders working to find a solution to the tax tribunal’s practice of lowering assessments for big box stores and utilities across the state. As the Michigan Tax Tribunal continues to reduce tax obligations allowing thriving big box stores to be taxed at the same rate as closed-down, abandoned stores, some libraries have been forced to pay back thousands of dollars in tax revenue. This is causing extensive hardship for a number of libraries. MLA is supporting legislation introduced by Sen. Tom Casperson (R-Escanaba). Senate Bill 524 addresses the highest and best use of a property for taxable purposes. A second bill, HB 4909 sponsored by Rep. John Kivela (D-Marquette) addresses the negative use restrictions that prevent the leasing of the property to another retailer. MLA also supports this bill.
Penal Fines

As reported in MLA Weekly: Advocacy last month, HB 4651 and 4905 are another attempt to siphon penal fines allocated for library funding. The legislation would increase penalties for unendorsed motorcycle riders from $100 to $500 but would earmark 25% of the total fine to the Motorcycle Safety Fund. Currently the penalties are treated as all other penal fines. The struggle to maintain penal fines for library funding as earmarked in the Michigan constitution is being met with the opportunity for a possible increase in that funding if libraries are willing to share those fines. Numerous attempts in the past to enhance library funding through changes in the way penal fines are handled have resulted in reductions rather than the promised increases. Determining whether or not funding would actually increase is difficult. In part this is due to the nearly impossible task of separating how much penal fine funding comes from each source, since libraries receive this funding based in part on a number of activities within each county. MLA continues to oppose the bills.

Do you have an opinion on this or maybe a solution? Kindly share your thoughts gmadziar@milibraries.org. Would you support legislation that shares library penal fines if it meant your library received an increase in penal fine funding?
To: Portage District Library Board
From: Christy Klien, Library Director
Date: December 7, 2015
Subject: Special Guest – Teresa Forton

BACKGROUND:
At the beginning of the year, a discussion was held about guests to be invited to Library Board meetings in 2015. Trustees had expressed interest in having Portage Public School teachers invited to share information about what they do and to get their perspectives on what the library has meant to them.

UPDATE:
Our special guest at the December 14, 2015 board meeting will be Teresa Forton, Portage Public Schools Title III English Language Learner Instructional Coach.

Teresa’s Bio:
I grew up in Wisconsin and received my BA in Spanish from Michigan State University. During college, I had the opportunity to study abroad three times (twice in Mexico and once in Ecuador). I completed my teacher certification program at National Louis University in Chicago and received my M.Ed. with a TESOL emphasis (Teaching English to Speakers of Other Languages) from Grand Valley State University. After teaching elementary and middle school Spanish, 5th grade, and staying at home with my kids, I took my current position as Portage Public Schools English Language Learner Coach in March of 2014. My work includes academic support for PPS’s English Language Learners and their families. I work with staff at all levels, from para-pros to the superintendent, as well as families, to ensure that our students are learning English, being successful in school, and becoming an active part of the Portage community.

We will welcome Teresa at dinner at 5:30 pm prior to the start of our board meeting and will hear a presentation from her about:

✓ How the library impacts services she offers
✓ Past collaborations with our library
✓ Suggestions for other services and support the library could offer that are currently not available
To: Portage District Library Board
From: Christy Klien, Library Director
Date: December 8, 2015
Subject: Election of Library Board Officers for 2016

BACKGROUND:
The Library Board bylaws that were last reviewed and approved on February 23, 2015, include a provision for election of officers as follows:

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

For this reason, the “Election of Library Board Officers for 2016” has been placed as an item under Governance on the agenda for the December 14, 2015 board meeting.
The evaluation process for Library Director Christy Klien has now been completed. All trustees provided input on performance evaluation forms that were compiled by the Library Board’s Personnel Committee. Subsequently, on November 14th, I met with Christy to go over the compiled results and outcome of this evaluation process.

At the December 14, 2015 board meeting, there will be a recommendation presented by the Library Board Personnel Committee for Library Director Christy Klien’s compensation for 2016, as well as her contract renewal.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: December 9, 2015  
Subject: Follow-up on Library Board Retreat & Next Steps for Strategic Planning in 2016

BACKGROUND:
The Strategic Planning sub-committee includes Alisha Siebers, Michele Behr, and Martha Pacheco. They met in July to discuss the process for Strategic Planning and gave a follow-up report to trustees outlining what had occurred. The board retreat was held on Monday, November 9, 2015 from 6:00-9:00 PM at the Portage District Library. Gary Kushner was scheduled as the facilitator and led the group of trustees and administrative staff in a SWOT/TOWS analysis.

UPDATE:
Gary Kushner from Kushner & Company provided comprehensive notes from the SWOT/TOWS Analysis which will be sent out to board members after the December board meeting. The next step for Strategic Planning in 2016 will be to hire a facilitator which will assist with community focus groups, analysis of complex data, and assistance with ideas for ends statements. The availability of the facilitator will also help determine our timeline and any meetings that will be held in addition to the regular monthly board meetings.

Please be familiar with the information in your Strategic Planning binder including:
- Community demographic data
- Patron Profile Analysis
- Portage Public Schools data
- Minute excerpts from Board Meeting Guest Speakers
1. **Start of Meeting**  
Board members and administrative staff gathers at 5:30 PM for dinner (food catered by Full City Café) and the meeting started at 6:00 PM.

2. **Roll Call**  
Board Members Present: Michele Behr, Stephanie Brown, Betty Lee Ongley, Martha Pacheco, Alisha Siebers, Donna VanderVries, and Joe Yantis
Staff Members Present: Jill Austin, Rolfe Behrje, Rob Foti, Lawrence Kapture, Christy Klien, Quyen Le, and Laura Wright

3. **Introduction of Facilitator**  
Christy began the meeting by introducing the facilitator, Gary Kushner of Kushner & Company. Besides being an expert in his field and an advisor to 4 US presidents, he is a 35 year patron of our library.

4. **Board Retreat 2015**  
Christy began the meeting with a community analysis slideshow titled *Portage District Library and Community Data*, which recapped information gathered from Gale Analytics, the City of Portage, and the library’s patron data. See the 2015 Board Retreat folder for an electronic copy of that Power Point presentation.

5. **SWOT/TOWS Analysis**  
Gary Kushner then led the board and staff in a SWOT/TOWS analysis. SWOT stands for strengths, weaknesses, opportunities, and threats. Strengths and weaknesses are identified as within the organization. Opportunities and threats are positive and negative variables external to the organization. These opportunities and threats fall into one of four categories: political, economic, social, or technology. The board and staff were seated in mixed groups at two separate tables. Each group was given time to brainstorm every category and then we met as a whole to review and compile what had been discussed.

Gary will compile and synthesize the information gathered at the board retreat for distribution to the board and staff. This process generates information that is helpful in reviewing strategy, position, and direction of an organization and will be revisited during next year’s Strategic Planning.
Portage District Library Board Member Martha Pacheco is the Board Liaison to the Friends of the Library, and as such, attends Friends’ board meetings and shares information about Friends’ activities.

Trustee Pacheco indicated that she would like to have an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a book sale on December 4-5, 2015 and their December board meeting on December 7, there will be an item on the agenda for the December 14, 2015 Library Board meeting so that Trustee Pacheco can give a report.
To: Portage District Library Board  
From: Alisha Siebers, Library Board Chair  
Date: December 8, 2015  
Subject: Consideration of Year-End Recognition of Library Staff Efforts in 2015

At the December 14, 2015 board meeting, I have requested that an item be placed on the agenda under Governance pertaining to year-end recognition of library staff efforts in 2015. In years past, when it became apparent that the library would have a year-end fund balance, the Library Board had instructed the Library Director and Business Manager to do some calculations and develop a plan and implement it to distribute a portion of unspent funds as recognition payments to library employees who were employed at the library during that calendar year.

I would appreciate having a discussion at our December board meeting to get opinions of trustees and the Library Director and Business Manager about the possibility of implementing year-end recognition of staff efforts in 2015.
To: Portage District Library Board
From: Alisha Siebers, Library Board Chair
Date: December 9, 2015
Subject: Follow-up on Trustee Involvement in Fundraising Activities for the Library.

BACKGROUND
A discussion was held at the June 22, 2015 and July 27, 2015 board meetings about trustees having a role in fundraising. It was decided that trustees would get involved in fundraising by making phone calls to donors and writing thank you notes.

Since the 2015 Annual Campaign (launched in November) is in full swing, I would like some feedback about whether you would like to participate in this process again and personally thank new donors.

UPDATE
This topic has been placed on the agenda under governance for further discussion at the December 14, 2015 board meeting.
FINAL REPORTS on 2015 Ends Statements for the Portage District Library December 2015
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: December 7, 2015  
Subject: Update on the Library’s Book Drop Project

BACKGROUND:

At the August 24, 2015 board meeting, the Library Board had authorized the Library Director to sign a contract with Hall Builders to do all work required for the library’s Book Drop Project, in accordance with the base bid plus alternate bids submitted by Hall Builders and accepted by the Portage District Library, and per all specifications for the project. In addition, the Library Board approved a Budget Amendment to adjust the FY 2015 Budget to move $134,254 from the Book Drop Remodel Reserve Line and $163,598 from Unassigned Fund Balance into the Book Drop Project line to cover the anticipated costs related to the library’s Book Drop Project as previously described.

UPDATE:

We are in the final stages of the Book Drop construction project. They are currently working on electrical and finishing some plumbing work. The contractor is projecting that we will have occupancy on Wednesday, December 23, 2015. Our library patrons have been cooperative and the temporary arrangement for return of materials after hours is going well. Library staff will be meeting with representatives from TMP Architecture and Hall Builders to get a construction update on the afternoon of Thursday, December 17, 2015. More information will be shared at the December 14, 2015 board meeting.
July 7, 2015

Christy Klien, Library Director
Portage District Library
300 Library Lane
Portage, MI  49002

Dear Christy,

I am writing this letter to inform you that I will be retiring on December 18th with my vacation time it will officially be Monday, January 4th. This library has been my classroom and sanctuary. The staff and board throughout the past thirty five years have taught, mentored, supported, calmed, energized and nudged me into learning innovative uses of technology, experimenting with edgy programming and ways of drawing diverse audiences to the library. I have made many dear friendships that will continue to flourish. It is hard to imagine not coming to the library every morning finding out how a program turned out or about a new reference site, talking to patrons about a new author they discovered or an international mystery series.

It has been a privilege to serve in a library where the administration and board not only realize the importance of the library as a center to experience and explore local arts and culture, but provides the resources and encouragement to the staff and administration to make it happen through art exhibits, programming, collaborations with local art organizations, Weekends Live which features diverse types of music in the library and Art Encounters. We not only help our community access the world of information in a friendly atmosphere, we are introducing them to art, music and literature that sparks dialog, new ways of looking at our environment, an issue or a neighbor and encouragement to question and be present in the world around us. I will miss you all and know the library is in caring, conscientious hands.

Gratefully,

Marsha