NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on April 25, 2016 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
April 25, 2016
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 (10 minutes total)
IV. Adoption of the Agenda for the Regular Meeting of April 25, 2016 (1 minute) (Vote)

V. Consent Agenda (10 minutes) (Vote)
   A. Minutes of the regular meeting held on March 28, 2016. Pg.1-5
   B. Report on Financial Condition for March 2016. (Info) Pg. 6-8
   C. Library Board Linkage (Info) Pg.9
   D. Marketing Update for March 2016. (Info) Pg.10
   E. Narrative Report for March 2016. (Info) Pg. 11-15
   F. Statistical Report for March 2016. (Info) Pg. 16-17
   G. Legislative Update for March 2016. (Info) Pg. 18-19
   H. Request for approval of Budget Amendment from the Friends of the Library Wish List $19,000 and $100 donation for Staff Summer Reading prizes (Info) Pg.20-22
   I. Review of the Art Exhibit Gift Policy (Info) Pg.23
   J. Review of Programming Policy (Info) Pg.24
   K. Invitation to Library Board members to the Volunteer Recognition Luncheon on May 5, 2016 (Info) Pg.25

VI. Special Guests (40 minutes)
   A. Dan Jaqua, Owner & President Jaqua Realtors. (Info) Pg.26
   B. Colin Whitehurst, Marketing Manager (Info) Pg.27

VII. Governance (15 minutes)
   A. Scheduling of mid-year meeting with the Library Director. (Info) Pg.28
   B. Update on Strategic Planning 2016 (Info) Pg.29

VII. Ends Development (30 minutes)
   A. Report from Martha Pacheco, Board Liaison to the Friends of the Library (Info) Pg.30
   B. Progress Report on End Statement #1 (Info) Pg.31-34

VII. Monitoring to Assure Compliance with Executive Limitations (15 minutes)
   A. Monitoring Report on Executive Limitation: Fundraising Activity (Info) Pg.35-37
   B. 1st Quarter financial report for FY 2016 (Info) Pg.38-40

VIII. Library Director’s Reports (15 minutes)
   A. Final remarks by Library Director for the April 25, 2016 Library Board Meeting.

IX. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the May 23, 2016 Board Meeting
      1. Minutes of the Regular Meeting held on April 25, 2015.
      2. Review of Disruptive Patron Policy.
      4. Review of Smoking & Tobacco Products Policy.
      5. Presentation of Audit Report for Fiscal Year 2015 by Rehmann Robson staff.
      6. Follow-up information related to Strategic Planning in 2016.
      7. Follow-Up on mid-year meeting with Library Director.
      8. Plans for participation in the City of Portage’s 2016 Memorial Day Parade.
B. Assessment of this meeting
C. Miscellaneous Items

X. Adjournment
PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Board Meeting held on

March 28, 2016

In the lower level meeting rooms of the Portage District Library, 300 Library Lane – Portage, MI 49002

I. Start of Meeting - Board members and staff gathered at 5:30 PM for dinner catered by Jimmy John’s and the board meeting started at 6:00 PM

II. Roll Call

Board Members Present: Michele Behr, Stephanie Brown, Betty Lee Ongley, Martha Pacheco, Alisha Siebers, and Joe Yantis

Board Members Absent: Donna VanderVries (excused)

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

Guest Library Staff: Olivia Pennepaker, Teen Librarian and Kristy Zeluff, Youth Services Librarian

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

Board Chair Siebers welcomed everyone to the meeting and noted for the record that Trustee VanderVries would not be attending the board meeting this month. Trustee Siebers then opened the meeting for any comments from the public, board members, or library staff.

A. Comment from Board Chair Siebers- Board Chair Siebers announced that her husband, Steve Siebers, is now the Lead Librarian at the Washington Square branch of the Kalamazoo Public Library. He is looking forward to doing storytimes again and working with the Spanish speaking population in Kalamazoo. She also brought Steve’s new white ukulele in for “show and tell”.

B. Comment from Trustee Pacheco- Trustee Pacheco said that she attended the Tiller’s Organic Gardening Program on Thursday, March 24th. She was impressed by the turnout and by the new knowledge she gained from the presenter.

C. Comment from Trustee Ongley- Trustee Ongley mentioned that she had received an award from the Lucinda Hinsdale Stone Chapter of the Daughters of the American Revolution. It was a surprise and an honor!

D. Comment from Trustee Brown- Trustee Brown took a moment to say that she had attended the production of the Lion King from Portage North Middle School. She learned that the school received grants for some of the training in puppetry, make-up, choreography, and costumes. She was so impressed with the production starring local youth.

DISPOSITION: The Library Board acknowledged the comments made by trustees.

IV. Adoption of the Agenda for the Regular Meeting of March 28, 2016.
Library Board Chair Siebers asked if there were any changes needed to the agenda for the March 28, 2016 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 Trustee Behr and seconded by Trustee Brown that the Library Board adopt the agenda for the regular meeting of March 28, 2016. Vote: 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.
V. Consent Agenda
Library Board Chair Siebers asked if there were any changes needed to the consent agenda for the March 28, 2016 board meeting before its adoption. One change was requested; Item B. Special Guests – Youth Staff was removed by Library Director Klien for introduction of staff to the board and correction of a date on the memo. Trustee Behr read the consent agenda aloud, then Trustee Siebers asked for a motion to adopt the agenda with Item B removed.

A. Minutes of the regular meeting held on February 22, 2016.
B. Special Guests – Youth Staff
D. Library Board Linkage.
E. Marketing Update for February 2016.
F. Narrative Report for February 2016.
H. Legislative Update for February 2016.
I. Memo Youth Staffing Change.

MOTION: It was moved by Trustee Ongley and seconded by Trustee Yantis, that the Consent Agenda for the regular board meeting of March 28, 2016 be approved. Vote: 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

Board Chair Siebers then turns the floor over to Library Director Klien for introduction of the evening’s special guests. Klien explained that bringing in library staff as guests is something that she would try to continue through the year, so that the board and staff could get better acquainted. Klien introduced Olivia Pennebaker, Teen Services Librarian, who has worked at the library for the past 2.5 years. Klien also introduced one of our newest staff members, Kristy Zeluff, Youth Services Librarian, who started at the library in November 2015. Klien asked with either staff member wanted to share any new projects they are involved with and Pennebaker spoke about a new initiative with the Portage High School media specialists and teens. She explained that it can be difficult to schedule booktalks with the high school due to their rigorous class schedules (unlike the middle schools), so she decided to meet the teens where they already are (at the high school). The program involves building with Legos in the high school media center and Pennebaker brings all the supplies. She was very pleased with the turnout at the events (over three days) and everyone had a great time. She said was able to build relationships with teens that she doesn’t normally see at the library. Zeluff spoke about the amount of outreach programs that have occurred in the first quarter of the year; Wright and Zeluff tallied the amount at 23. This is an amazing number! Zeluff also mentioned that this number only reflects the outside organizations that have contacted the library and does not include any organizations that we have reached out to. This is an excellent example of why a new full-time Youth Services Outreach librarian would be a great addition to the Youth Staff.

VI. Ends Development

A. Zinio Tutorial by Head of Adult Services, Lawrence Kapture - Kapture began his presentation by handing out flyers and bringing up the library’s website on the projector. He noted that after the library’s website redesign, the “digital branch” of our library is very prominent. This includes our newest e-service, Zinio, which provides patrons access to eMagazines on their mobile devices. Zinio was selected after considering other services. These eMagazines look exactly like the magazines as you would find them on the newsstand including articles, images, and advertisements. The library has a collection of 80+ magazines, chosen from among the top circulating available periodicals and curated to include titles that cover a variety of topics and interests.

To use this new service, first sign up for Zinio for Libraries by visiting the library’s web page: https://www.rbdigital.com/portagemi/. Use the Create New Account link in the upper left hand corner of the page. You can also browse through available magazine titles and add them to your check out list on the web page.
Read the current issues of the magazines you've chosen in your browser, or download the Zinio for Libraries app for free through your smartphone or tablet device’s App store and read your pre-selected titles there. Please note: the Zinio app is a product of the same company, but requires you to buy the magazines you’d like to read. Remember to get Zinio for Libraries --- where you can get magazines from your library for free!

The library’s collection includes back-issues since November 2015 (when the library first began its Zinio subscription). Issues are downloadable to your mobile device and will remain until you delete them. There is also a helpful feature that will notify you by email when the new edition of a magazine is available to view.

VII.  

_Ends Development_

_A. Monitoring Report on Executive Limitation: Asset Protection_

Board Chair Siebers asked Library Director Klien and Business Manager Foti if there was anything they wanted to highlight from this month’s monitoring reports. Klien reported that these were the updated version of the library’s standard reports and that there were no surprises. Board Chair Siebers commented that she feels safe with the budget that is in place and knows that the administrative team is doing everything they can to safeguard the library’s assets. A question was raised by Trustee Yantis about whether or not digital services were categorized as assets and Foti responded that the library’s procedure is to only capitalize on items that cost over $3,000 individually. For example, books are not capitalized under fixed assets because they are consumable.

VIII.  

_Library Director’s Comments_

_A. Final remarks by Library Director for the March 28, 2016 Library Board Meeting –_

Library Director Klien began her final remarks by updating the board on the open positions and hiring progress that has been made. She joked that it is a very exciting time for the library to prepare for many new faces, but also that the hiring process is exhausting! The library had 41 applicants for the Marketing Manager position and extended interviews to 9 of those candidates. Klien is in the process of having discussions with the interview team to determine who the top candidate is. She said that the goal was to have a decision made and make an offer by the end of the week (Friday, April 1). Trustees asked if Klien was pleased with the caliber of applicants and Klien responded that she was pleased. She explained that the process has really been a learning experience because marketing is so multi-faceted. The library received applicants who were more public relations focused, some whose specialty was graphic design, and that the selected candidate would have to have a wide range of skills and be a good cultural fit for the library staff. The interview panel consisted of Klien, Foti, and Wright while Kapture and Le gave each of the applicants a tour and overview of current marketing efforts within the library. Hopefully, within a couple of weeks an offer will be made and accepted and the board will receive notification of our new Marketing Manager.

Klien also commented that interviews have begun for the part-time Adult Associate Position. The library received 20 applications for that position and extended interviews to 4 candidates. The decision on this position will not be made until the second week of April because of the Public Library Association Conference which Klien and Kapture are attending.

Applications for the full-time Youth Services Librarian are due on Friday, April 1st. The job posting was forwarded to all the usual places – on the library’s website, MLA, and ALA, was sent to library schools in Michigan for distribution, and a link was posted on the ALA ThinkTank Facebook page.

Offers were made and accepted for 2 Circulation Aides and one Youth Aide who will be starting soon. The library is still looking to fill one more Circulation Aide position.
Klien indicated that she would be contacting the Library Board Strategic Planning Committee to set up a meeting with Gary Kushner, the facilitator, prior to the April board meeting to plan the next steps of the Strategic Planning process.

The library staff is submitting a “Wishlist” to the Friends of the Library at their next board meeting on Monday, April 11th. An update of the items that the Friends choose to support will be presented at the April Board meeting.

Klien indicated that Adult Services is looking for feedback on after-hours programs that feature alcohol. The Adult Staff is currently considering an educational whisky tasting program. Adult Services Librarian Jessica Enget had a very successful canvas painting program. Afterwards, she received some inquiry into whether or not the library might consider moving into a more “traditional” model of the program (as it has been presented in other venues) which includes a wine tasting or BYOB component. Another program that they are considering is a Holiday Wine Tasting program. Klien noted that the benefit of these programs is their appeal to the target audience of 30-somethings and young professionals as well as a wider range of adult of all ages. Head of Adult Services, Kapture, indicated that his preference would be to keep the educational alcohol programs after hours (for example, at 7:00 PM on a Friday after the library has closed) to keep them relatively separate from other library programs and services. Trustee Ongley commented that she was pleased to see library staff experimenting with new programs and being creative in their offerings to the public while looking to reach new audiences. Trustee Behr commented that she would prefer to see programs that include alcohol be focused on the educational aspects rather than the canvas painting program where the focus is really about art. She was unsure if the library should be trying to mimic other venues, such as bars and restaurants, that offer alcohol during their canvas painting programs. Trustee Brown commented that she agreed with the other trustees, and wanted to mention that there is going to be a new distillery opening in the Kalamazoo area and that maybe that was a resource that could be tapped into. The board felt that as long as there was a good balance of program offerings and that all of the Adult programs were not alcohol based, that they were comfortable with the Adult Staff moving ahead with their plans.

Trustee Yantis took the opportunity to tell the library board about an excellent presentation from Dan Jaqua, of Jaqua Realtors, that he had heard at a recent Portage Rotary meeting. Trustee Yantis felt that there would be a strong benefit for trustees to hear this presentation as we are going into Strategic Planning since it was about housing and education, not only in Portage/Kalamazoo, but the entire Southwest Michigan region. Library Director Klien indicated that she would contact Mr. Jaqua to see if he was available to present at a future board meeting.

Library Director Klien concluded by saying that she is currently on the Portage Community Center Board and that they have asked her to submit herself as a candidate for Board President. If the nomination is accepted, Klien would become President-elect for the remainder of this year, and then President of the PCC Board in 2017.

IV. Process Evaluation
   A. Suggestions for agenda items to be included on the April 25, 2016 board meeting.
      2. Review of the Art Exhibit Gift Policy
      3. Review of the Programming Policy
      4. Special Guest – Dan Jaqua, Owner and President of Jaqua Realtors
      5. Scheduling of mid-year meeting with the Library Director
      6. Report from Jill Austin, Staff Liaison to the Friends of the Library
      7. Progress Report on End Statement #1

   B. Assessment of this meeting – There was agreement among trustees that, while quite brief, this had been a full and productive meeting.

   C. Miscellaneous Items:
Trustee Ongley noted that the date and time for the 2016 Volunteer Luncheon was set for Thursday, May 5\textsuperscript{th} from noon – 2:00 PM.

Library Board Secretary Le pointed out the newly upholstered chairs in the meeting room. What was formerly blue fabric that collected dust and hair is now waterproof, wipe-able vinyl in a multicolor yet neutral pattern. Trustees commented that the chairs looked very nice.

The group wished Trustee Michele Behr a happy birthday with flowers and a card from the library staff.

X. Adjournment –
Library Board Chair Siebers said if there was no further business to be considered, that she would adjourn the regular board meeting of March 28, 2016.

DISPOSITION: The regular board meeting of March 28, 2016 was adjourned at 7:00 pm.

Recorded and Transcribed by,

Quyen Le
Library Board Secretary
PORTAGE DISTRICT LIBRARY
Library Director’s Report on the Financial Condition
for
March 2016

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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$3,933,281</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$709,450</td>
</tr>
</tbody>
</table>

Risk reserve (13% of operating budget)       $472,043
Building Reserve                              $50,000
Technology Reserve                            $32,305
Benefits Reserve                               $47,572
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 (a 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.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 18, 2016
Subject: Upcoming Library Board linkage opportunities in April & May 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 April & May 2016:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
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<tbody>
<tr>
<td>4/26</td>
<td>9:00 AM</td>
<td>Your Anxious Child</td>
</tr>
<tr>
<td>4/28</td>
<td>10:00 AM</td>
<td>Portage Computer Users’ Group</td>
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<tr>
<td>4/28</td>
<td>6:00 PM</td>
<td>PDL Writer’s Group: How to Research for Historical Fiction</td>
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<tr>
<td>4/29</td>
<td>7:00 PM</td>
<td>Must be 21+: Bad Poetry Night (After Hours)</td>
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<tr>
<td>5/2</td>
<td>7:00 PM</td>
<td>Science Fiction &amp; Fantasy Discussion Group</td>
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<tr>
<td>5/3</td>
<td>6:30 PM</td>
<td>What Some are Reading: The 11th Chapter</td>
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<tr>
<td>5/5, 5/12, 5/19</td>
<td>10:00 AM</td>
<td>Portage Computer Users’ Group</td>
</tr>
<tr>
<td>5/5, 5/19</td>
<td>9:00 AM</td>
<td>Muffins and the Market</td>
</tr>
<tr>
<td>5/8</td>
<td>2:00 PM</td>
<td>Great Books Reading Group</td>
</tr>
<tr>
<td>5/9</td>
<td>7:00 PM</td>
<td>Top Shelf Reads: Station Eleven</td>
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<tr>
<td>5/12</td>
<td>7:00 PM</td>
<td>International Mystery Book Group: Little Black Lies</td>
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<tr>
<td>5/14</td>
<td>11:00 AM</td>
<td>3rd Annual Astronomy Day</td>
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<tr>
<td>5/17</td>
<td>10:30 AM</td>
<td>Open for Discussion: The Rosie Project</td>
</tr>
<tr>
<td>5/21</td>
<td>9:00 AM</td>
<td>Kalamazoo Macintosh User Group</td>
</tr>
</tbody>
</table>
The following marketing activities were conducted at the library during the months of March and April:

**e-Newsletter:**
The April e-Newsletter was sent out the first week of the month to over 12,000 library patrons. The newsletter contained articles about the Friends of the Library April book sale, upcoming programs and an introduction to our newest Youth Services Librarian, Kristy Zeluff.

**March & April Portagers:**

**March Posters:**

**April Posters:**

**New Marketing Manager:**
During the month of March, interviews were conducted for the open Marketing Manager position. We welcomed our new Marketing Manager, Colin Whitehurst, to our staff during the month of April. We are excited to watch Colin grow in his position and take the library in new marketing directions.
Library Director’s Narrative Report for April 25, 2016
(Activities in March and part of April 2016)

Administrative Activities:

During the months of March and the first part of April 2016, 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.
- Participated in Marketing Manager Second Interviews.
- Participated in Adult Associate Interviews.
- Participated in weekly Salary meetings with Business Manager, Rob Foti.
- Participated in a Book Drop Review meeting on 3/29.
- Participated in a Summer Marketing meeting on 4/1.
- Led introductory tour for new staff on 4/1.
- Attended the Public Library Association Annual Conference in Denver, CO from 4/6-4/8.
- Was Admin on duty the night of 4/11 from 5:00-9:00 PM.
- Participated in Youth Outreach Librarian interviews.
- Participated in the monthly Tech meeting.
- Participated in the Volunteer Luncheon planning meeting on 4/13.
- Attended the SMLC Council meeting at Cass District Library on 4/14.
- Attended the Portage Public Schools District Advisory council on 4/21.

General Facilities Work:
Facilities work during the last part of March 2016 and the first part of April 2016, included:

A. Maintenance:
All schedule preventative maintenance activities occurred as expected for March 2016. We are working toward spring activities including HVAC Air Conditioning preparations, library grounds care, and startups.

B. IT Services
Patched SirsiDynix web services for minor issues. Moved staff discard workspace to the new bookdrop room. Rolled back the planned phone system upgrade due to some unforeseen issues. Continued to work with Secant Cisco engineers on the firewall replacement project and began discussions/plans to move the library’s core network to Secant’s hosted environment.
Worked with Bibliotheca to repair/upgrade the library’s DLA scanners. Worked with library volunteers to adjust processes as a result of the upgrade. Worked with Lawrence Kapture of Adult Services and library volunteers to design a weeding process using the library’s DLA scanners and track progression.

C. Technical Services
Added Playaways and Playaway Views to the MidwestTape ordering and processing profiles. Playaway ordering tests are complete and production ordering should commence soon. The technical services staff with volunteer assistance is better able to manage AV workflow with MidwestTape on board. Abigail Dame is now beginning to train on orders placed with Baker and Taylor and is working with Marc Magician and SkyRiver in the acquisitions process.

**Personnel Information:**
The library undertook the following human resource activities since the March 28, 2016 Board meeting:

- Interviews of four candidates for the open Library Associate position in Adult Services were conducted.
- A job offer for our Part-Time Library Associate in Adult Services was made to Jessica Holmes, which was accepted. A background check and drug screen have been completed and Jessica will be starting in the next few weeks.
- Conducted second interviews with two candidates for the Marketing Manager position.
- An offer for our Marketing Manager position was made and accepted by Colin Whitehurst. Colin’s first day was April 18.
- The hiring team reviewed and analyzed the applications for the Youth Librarian position. There was one candidate that stood out above the rest. An interview was conducted and an offer has been made and verbally accepted. The screening process is underway and upon completion, a start date will be announced.
- Orientation was held for two new Aides in the Circulation Department, Hannah Owens and Laura Herman began work on April 11th.
- A survey was sent to several Michigan libraries to gather data on salary ranges. Responses are due in the next few weeks.
Programming & Events:
The following programs and events were conducted at the library in the month of March:

Adult Services Special Programming

Grown Up Show & Tell (3/12) – 20 in attendance. Special event part of Reading Together events for “Orphan Train.” This event featured Denise McCaffrey of Memories to Memoirs. Program was a great success – Denise was a great facilitator; warm, friendly, and provided a great example to set the stage for the show and tell. We were lucky to have the perfect group – just the right size that everyone had a chance to talk in a 1.5 hour period. There were fascinating stories from everyone about relatives closely, or even distantly related; and such a range of examples of family pieces and photos and places in history. This is a program with potential to repeat and expand on. All of our participants greatly enjoyed this program.

One-on-One Assistance – total of 5 appointments, including eBooks via OverDrive for Nooks and Kindle; how to do a job search; using the internet, downloading email attachments, saving files on a Windows 10 interface.

Adult Services Networking

- Author Breakfast – with Reading Together committee and featured author, Christina Baker Kline 3/8
- MLA Leadership Academy – 3/14 & 3/15 – The first (two-day) seminar in Ann Arbor focused on learning DiSC communication styles in the work place; evaluating tasks for various stages of successful delegation; and constructive communication to correct behavior.
- Library ComiCon: 2 staff participated in 3/22 meeting; discussed sponsorship possibilities, pricing, and variety of activities to be made available. Christina Doane is planning the Con’s tabletop games room.

Youth Services Program Highlights

The Youth Staff is on schedule with plans for Summer 2016.

Families beat drums and made music with Drummunity, an Ann Arbor-based group, at a program for all ages. Drums were provided by our performer, noise was provided by the attendees!
Little ones visited the library in their PJ’s for a quiet but fun-filled Pajama Storytime.

Earlier this year, we premiered some of our robots and we noticed that boys and girls approached the activities differently. Because of this, we hosted a “Who Says Girls Don’t Like Robots?” event. A group of 17 upper elementary-aged girls and their parents had their chance to experiment and play with the fun tech tools provided.

Youth Services Outreach

Earlier this year, one of our volunteers (a retired educator/administrator) offered to provide a VIP ticket to a teen who wished to see Neil Degrasse Tyson speak when he came to Miller Auditorium. Teen applicants wrote letters describing why they wanted to go. Our Teen Librarian, Olivia Pennebaker, notified local schools and organizations of this opportunity and selected a winner from those who applied. This was a wonderful gift, both for Shawna Huang, our winner, and for the library to be included in this process.
Youth Services hosted several outreach events this month, including two ELL (English Language Learners) Family Nights for Portage families new to the area and to the country with Teresa Forton (previous guest speaker at the December 2015 board meeting). This group is part of the support provided by Portage Public Schools. This is our second year participating in these events, and this year, we expanded it to two nights. 68 children and family members attended.

The final Central Elementary “Meet the Teacher” night for the school year was this month. Steve Rossio read a story (in costume). The children built their own Thaumatropes and experimented with other optical illusions. 78 children and their families attended.

Youth staff participated in Haverhill Elementary’s Family Night with a booth highlighting fun literacy-based activities and library information.

Youth staff also provided storytimes and activities for Oakland CDC and Woods Edge students.

**Heritage Room**

Regular monthly programming took place including the Kalamazoo Historical Society (of which Steve Rossio is the current president), the Kalamazoo Valley Genealogical Society, and the Combat Veterans Writing Group. A pack of cub-scouts toured the Heritage Room in late March to learn about the history of their community.

On Saturday, March 5th Steve represented the library as a History Day judge at the regional History Day competition at Western Michigan University where he judged exhibits submitted by local Middle School students. The regional level is the first step in the competition, and winners in each category proceed to the state level and then possibly to the nationals in Washington D.C.
<table>
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<tr>
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<td>113.89%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>408</td>
<td>314</td>
<td>29.94%</td>
<td>1,092</td>
<td>1,219</td>
<td>-10.42%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR Reference</td>
<td>15</td>
<td>26</td>
<td>-42.31%</td>
<td>43</td>
<td>62</td>
<td>-30.65%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circ Phone</td>
<td>718</td>
<td>770</td>
<td>-6.75%</td>
<td>2,178</td>
<td>2,231</td>
<td>-2.38%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>603</td>
<td>594</td>
<td>1.52%</td>
<td>1,752</td>
<td>1,665</td>
<td>5.23%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circ Reference</td>
<td>290</td>
<td>339</td>
<td>-14.45%</td>
<td>921</td>
<td>829</td>
<td>11.10%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Edutainment LAN Use</strong></td>
<td>373</td>
<td>350</td>
<td>6.57%</td>
<td>1,224</td>
<td>1,050</td>
<td>16.57%</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Internet Computer Use</strong></td>
<td>3,142</td>
<td>3,610</td>
<td>-12.96%</td>
<td>9,191</td>
<td>9,988</td>
<td>-7.98%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Computers</td>
<td>419</td>
<td>431</td>
<td>-2.78%</td>
<td>1,258</td>
<td>1,258</td>
<td>0.00%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,648</td>
<td>3,078</td>
<td>-13.97%</td>
<td>7,651</td>
<td>8,416</td>
<td>-9.09%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>75</td>
<td>101</td>
<td>-25.74%</td>
<td>282</td>
<td>314</td>
<td>-10.19%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Electronic Transactions</strong></td>
<td>48,601</td>
<td>51,186</td>
<td>-5.05%</td>
<td>145,102</td>
<td>151,155</td>
<td>-4.00%</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>WebSite Hits</td>
<td>35,803</td>
<td>38,684</td>
<td>-7.45%</td>
<td>106,534</td>
<td>112,820</td>
<td>-5.57%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>9,033</td>
<td>8,647</td>
<td>4.46%</td>
<td>26,493</td>
<td>26,058</td>
<td>1.67%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>3,765</td>
<td>3,855</td>
<td>-2.33%</td>
<td>12,075</td>
<td>12,277</td>
<td>-1.65%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* In-house Use Statistics will be done for one week each quarter.
Last Wednesday marked a significant victory for Michigan libraries. The Michigan Senate and Senate leadership recognized the importance of supporting the funding structure for Michigan’s libraries and voted 36-2 to pass the seven-bill package allowing libraries to protect their dedicated special millages. The bills, SB 579 and SB 619-624, will now move to the House Tax Policy Committee.

MLA has been working on the tax capture issue for more than two decades. When I came on board as executive director a little over three years ago, it became a priority for MLA. Over the past eight months it has been an intensive campaign to get legislation introduced that would enable libraries to choose participation in tax captures. We know many of these locally dedicated taxes currently are being withheld against the libraries’ choice and in many cases without the voting taxpayer’s knowledge or approval. In some districts up to 47 percent of the library’s dedicated annual operating budget has been netted by tax capture districts.

Senate Finance Committee Chair Jack Brandenburg was instrumental in seeing the bills were heard in Senate Finance Committee and passed out to the Senate floor. The Senator understands these bills validate the voters who go to the polls and overwhelmingly choose to support their libraries by approving a dedicated library millage.

On average, nearly 80 percent of library funding comes from locally dedicated special library millages. The library community conservatively estimates that more than $8 million per year is lost to tax capture. We see these bills as a step toward taxpayer accountability, tax capture transparency and ensure dedicated library millages go to support the voters’ choice.

Thank you to the MLA Legislative Committee and Committee Chair Lance Werner, our GCSI lobbyists Gary Owen and Chris Iannuzzi and all of you who engaged with your legislators to let them know how important it is to keep our libraries funded. Public policy is a team effort and I encourage you to connect with your elected officials. If you have not yet emailed your Senator to thank them for supporting library funding, visit www.milibraries.org to see how your Senator voted, then find their email address here.

PA 269/ SB571 Ballot Proposal Education

The Public Act 269 impacting libraries’ and others ability to inform voters about the facts around ballot proposals is currently not enforceable due to a federal court injunction. A motion for immediate injunctive relief was approved and sets aside the law until a judge decides the outcome of the legal challenge. Librarians voiced strong opinions on SB 571 and we were hugely disappointed that the Governor chose to sign the legislation.

The legal challenge to the constitutionality of the act remains underway and we are optimistic for a resolution soon. MLA is supporting the legal challenge and has signed on to an amicus brief in support as well.

Several versions of a trailer bill to resolve some of the most egregious issues of the new legislation have arisen. However, the Senate has yet to hold a hearing on any of the bills. After legislators return from spring break in two weeks, it is likely at least one of the bills will be considered.

New Dark Stores Legislation in the Works

A new bill would impact highest and best use and restrictive covenants, two of the most controversial and potentially harmful features in the tax tribunal's practice of lowering assessments for big box stores and utilities across the state. Sen. Dave Maturen (R-Kalamazoo County) has been working with a group to find a solution 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 causing extensive hardship for a number of libraries. MLA is still reviewing the new legislation and it looks promising.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: April 18, 2016  
Subject: Budget Amendment to adjust the FY 2016 Budget for the Friends Donation to Fund "Wish List" Items for the Library.

BACKGROUND:
At the most recent Friends’ Board meeting held on April 11, 2016, the library’s 2016 “Wish List” that was developed by the Library Administrative Team, with input from library staff, was reviewed and a vote was taken to fund some of the items on the list. Subsequently, the Friends presented the library with a check for $19,000 to cover the cost of the items shown on the list below. We are most grateful to the Friends for their generous gift that will enable the library to purchase important "Wish List" items that will benefit library users.

Since the 2016 Fiscal Year Budget is already in place, it is necessary to bring a budget amendment to the Library Board to adjust the budget for the Friends' $19,000 donation in order to use these funds for “Wish List” expenditures in this budget year.

RECOMMENDATION:
I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2016 Budget to increase designated expenditure lines by a total of $19,000 to fund "Wish List" items as shown below:

### Friends Wish List 2016

<table>
<thead>
<tr>
<th>Requested Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awning</td>
<td>$2,700</td>
</tr>
<tr>
<td>Discovery Pack Shelving</td>
<td>$830</td>
</tr>
<tr>
<td>Exterior Water Fountain</td>
<td>$6,050</td>
</tr>
<tr>
<td>Charging Kiosk</td>
<td>$1,200</td>
</tr>
<tr>
<td>Large Print Shelving</td>
<td>$1,500</td>
</tr>
<tr>
<td>Preschool Room Furniture/Rug</td>
<td>$770</td>
</tr>
<tr>
<td>Wire Storage Shelving—Youth</td>
<td>$400</td>
</tr>
<tr>
<td>Heritage Room Video System</td>
<td>$1,400</td>
</tr>
<tr>
<td>Book Drop Collection Bins</td>
<td>$3,400</td>
</tr>
<tr>
<td><strong>Total Items</strong></td>
<td><strong>$18,250</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programming Grant</th>
<th>Funding Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran’s Jazz Band Event</td>
<td>$750</td>
</tr>
</tbody>
</table>

| **Total Amount**                | **$19,000**     |
April 18, 2016

Ms. Antoinette Yannie, President & Board Members
Friends of the Portage District Library
12755 South 18th Street
Vicksburg, MI 49007

RE: Friends' Funding of Portage District Library's 2016 “Wish List”

Dear Toni & Friends Board Members,

One of the best things that can happen to anyone is to have loyal and supportive friends, and that is also very true for the Portage District Library! We are so fortunate to have PDL Friends who demonstrate their devotion to the library and commitment to helping it thrive. For this reason, I am sending you this letter of sincere gratitude, on behalf of the Library Board, staff and patrons, to acknowledge your very generous funding of many items on the library’s “Wish List” this year. You have chosen to provide financial backing for some significant things that will be beneficial to both library staff and patrons. Your decision to donate $19,000 to the library to cover the cost part of our “Wish List” requests is absolutely wonderful. I am attaching the list of funded “Wish List” items for your records.

Your benefaction will also be acknowledged in a public PDL board meeting to be held on April 25th, as well as in our next library e-newsletter and in the library’s 2016 Annual Report which goes out to thousands of Portage residents. We are so proud of our Friends organization and we want everyone to know what a fantastic job you do of supporting us and helping us better serve the people of Portage.

Words can hardly convey the appreciation that we have for the Friends of the Portage District Library, but I hope that you know how much you are all highly regard. Your efforts are recognized and valued very much.

With sincere thanks,

Christy Klien
Library Director

Attachment

Copies to: Portage District Library Board Members
            Martha Pacheco, Library Board Liaison to the Friends; Portage District Library
            Jill Austin, Library Staff Liaison to the Friends
            Library Administrative Team Members
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: April 18, 2016  
Subject: Budget Amendment to adjust the FY 2016 Budget for $100 Donation from Staff Summer Reading Prizes

BACKGROUND:
Adult Staff have been brainstorming ways to get staff even more involved and participatory in the Summer Reading Program in 2016. One of the ideas was to have special staff-only prizes for participation, since staff cannot enter the patron-only summer reading program. Library Director, Christy Klien, thought this was a great idea and decided to make a $100 donation to fund this initiative.

Since the 2016 Fiscal Year Budget is already in place, it is necessary to bring a budget amendment to the Library Board to adjust the budget for the $100 donation in order to use these funds for expenditures in this budget year.

RECOMMENDATION:
I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2016 Budget to increase designated expenditure lines by a total of $100 to fund Staff Summer Reading prizes.
Art exhibits in different formats are welcome at Portage District Library. Exhibits stimulate interest in a variety of library materials, provide information, develop aesthetic appreciation, and offer an opportunity for individual and/or groups to display artistic and educational materials.

I. General Principles

A. It is not the goal of the Portage District Library to build an art collection.

B. The Library Board may choose to accept artistic works as unrestricted gifts for the library to do with as the board sees fit.

II. Temporary Exhibits

A. Acceptance and placement of an art exhibit will be determined by the Library Director. Permission for hosting an art reception, and for conducting any activities or mounting displays during an art reception, will be granted at the discretion of the Library Director.

B. Exhibits will be displayed for up to two months, unless otherwise approved by the Library Director. Set-up and removal dates will be determined in advance.

C. Sales transactions may occur on the library premises during gallery hops or special art receptions. However, artists must delay delivery of any purchased artwork to buyers until the agreed upon exhibit schedule at the library had concluded. No price tags may be affixed to any artwork on exhibit at the library, but price lists will be made available to the public at each Information Desk for the duration of the art exhibit. Subject to the approval of the Library Director, artists may display their names, addresses, and telephone numbers on their artwork.
PORTAGE DISTRICT LIBRARY

Programming Policy

A. **POLICY STATEMENT**

   It is the policy of the Portage District Library to encourage library staff to continue their efforts in both youth and adult programming in order to develop new and evaluate existing programs which are consistent with the library’s Mission Statement and Ends Statements.

B. **SCOPE of POLICY**

   This Programming Policy applies to all types of programs whether conducted directly by or indirectly, through co-sponsorship, with the Portage District Library.

C. **POLICY OBJECTIVES**

   Programming is a method by which the library provides life-long learning experiences for library patrons. Programs provide a forum for public discussion and self-expression while sharing ideas, skills, knowledge and experiences. Programming is also a way for the library to promote community resources. The library may use donations, co-sponsorships, grants and fees to recover some library costs for special programs.

D. **POLICY RESTRICTIONS**

   During a library-sponsored presentation, the presenter may display his products, or books for purchase. No library personnel will be involved in the sale of said items. However, when a presenter rents space to do a public demonstration, books, products, or services may not be displayed for purchase. The program presenter may display his or her name, company name, and pertinent contact information. All contacts regarding said books, products or services must take place off library property.
Volunteer Luncheon

Portage District Library

Thursday, May 5, 2016  |  300 Library Lane
Noon - Two o'clock PM  |  Portage, Michigan 49002

RSVP by April 21st to Ruth Cowles at (269) 585-8719 or rcowles@portagelibrary.info

Thank you for caring and giving so much of yourself.
We truly appreciate your efforts!
Our special guest at the April 25, 2016 board meeting will be Dan Jaqua, Owner & President Jaqua Realtors. Jaqua Realtors, a full service residential real estate company providing services to both buyers and sellers, is the largest independent family owned real estate brokerage in Southwest Michigan. Established in 1975, Jaqua Realtors has evolved into the fastest growing real estate company with 7 offices throughout the region. Dan Jaqua has been with the company for over 24 years, marking this year as his 15th as owner/president. Throughout his career at Jaqua, Dan has developed a full service Relocation Division that focuses on providing extraordinary service to our corporate clients and their relocating employees. For the past 6 years, Dan has gathered and presented information that he believes will allow our corporate clients to attract and retain candidates to our area. In his presentation, Dan will shed some light on current trends in the housing market as well as provide an overview of current real estate activity throughout Southwest Michigan. He will also provide important information on the upcoming developments and company expansions throughout Southwest Michigan.

Dan Jaqua
Owner and President
Jaqua Realtors
Hello my name is Colin Whitehurst and I’m very excited to be joining the staff at PDL! I was asked to share some info about myself, so I hope this will be a good introduction.

I grew up just outside of Chicago, then went to college at Huntington University, in Huntington, Indiana. I met my wife Rachel in college and we have a two year old daughter named Margo.

I have a degree in animation, which means that I have learned a little bit about every area of media, as you need all of those skills as an animator. I have used those skills in a marketing context for the last 6 years with corporations as well as with non-profit organizations.

Outside of the media and marketing world, I LOVE to cook and do general DIY stuff. Most weekends my wife and I are probably getting out into nature on a hike with our daughter, or discovering a new restaurant.

I am really excited to work at PDL, because I believe that libraries are a fantastic opportunity to learn and grow and serve everyone in the community. No matter who you are, the library has something for you!

You can usually find me reading a cookbook or re-reading East of Eden again.

I’m excited to get to know the PDL family and to learn about all the amazing ways it serves the community.
To: Portage District Library Board Members
From: Alisha Siebers, Library Board Chair
Date: April 18, 2016
Subject: Mid-Year Meeting in FY 2016 with the Library Director

April is the month that a mid-year meeting with the Library Director is scheduled in order for the Library Board to assess current activities and to make sure that things are progressing appropriately and everything is on track with activities to accomplish the Ends.

This will be an agenda item for the April 25, 2016 board meeting and we can discuss the mid-year meeting with the Library Director at that time.
The Strategic Planning Committee (Betty Lee Ongley, Michele Behr, and Martha Pacheco), Library Director Klien, and Library Board Secretary Le will meet with facilitator Gary Kushner on Monday, April 25, 2016 at 4:00 PM to determine the next steps for Strategic Planning.

More information to follow at the April 25, 2016 Library Board Meeting.
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’ book sales and activities. Trustee Pacheco will give a report at the April 25th Library board meeting on the Friends of the Library board meeting which took place on Monday, April 11th and includes the wish list funding approved by the Friends.
Library Director’s Interpretation:
In 2016, the library will optimize access to its resources by streamlining procedures, using the most up-to-date technological tools to distribute information, ensure staff are thoroughly trained on our electronic resources, and follow through on years of research and preparation for an updated technological infrastructure library-wide. We will be taking a look at current practices in areas such as staff training, weeding, marketing, and materials processing to ensure accuracy, efficiency, and diligence. Upgraded wireless access, servers, and new self-checkout machines will help our patrons have excellent access to service while in our building. We will also take some time this year to plan for future improvement. It should be a very exciting year with a lot of positive changes occurring at the library.

Library Director’s Opinion on Progress Achieved to Date on End Statement #1:
With four months of 2016 almost past, it is obvious that this is going to be another remarkable year for technology upgrades and improved user accessibility at the library. All of the groundwork done last year and timelines set for each project’s completion will ensure a smooth process for installation of a new library-wide wireless access infrastructure and improved routing capability for Internet traffic. The first of many staff trainings on the library’s electronic resources has begun and is an important step to educate our staff who can then pass information on to our patrons. Behind the scenes, new reader’s advisory methods, improvements to weeding procedures to prevent overcrowded shelves, policies and schedules in place to keep library membership records up to date, and streamlining materials processing will all help the library run more efficiently. The checkout area is poised to see many changes as plans for new cross-selling displays take shape and new self-checkout machines are selected. We are looking forward to seeing what our new Marketing Manager can do to help with some of these projects, as well. The changes and improvements to optimize patron access to all library resources are exciting and the first stage of their execution is going well.

Description of Activities & Projects to Accomplish End Statement #1

1. **Educate our staff on the library’s electronic resources so that we can upsell them to the public.**
   - The first of our classes for staff on electronic collections took place February 23rd, 24th, and 25th, in lieu of the staff meeting, and on two additional afternoons. These focused on Zinio, with a complete presentation on how the new service could be used. Hand held devices from the library’s technology petting zoo were set out so that staff could use them to look at other collections in addition. Cookies were provided to provide extra energy for processing information.
   - Staff education reader’s advisory training dates have been set for last week of May and August. Topics will be “Using Novelist in a Readers Advisory Interview” and “Promoting Collections through Library Aware.”

2. **Update digital services used for disseminating information to the public.**
3. **Improve and update youth reader’s advisory methods.**

- Youth Staff have begun to evaluate and update existing in-house lists. Youth Staff has begun discussions on what additional tools or services might be useful.
- The next step in this project will be to explore additional options such as Library Aware, Dear Reader, Beanstack, and other services which provide book suggestions and interactive experiences for patrons.

4. **Improve the visibility of library services in the community and through interactions with library users.**

- Newly hired Marketing Manager began April 18, 2016. Plans are being made for meetings with staff and within departments to learn more about current projects and existing and future marketing needs.
- Planning is in the works for Checkout Desk staff to have three different types of displays of library material at the Checkout Desk or in the Checkout area this summer.
- Service targets appropriate for cross-selling at the Checkout Desk need to be identified and scripts and training on the best cross-selling techniques need to be created by year’s end. Any necessary takeaways will need to be developed to help market the target services.

5. **Update collection maintenance and weeding practices and procedures to reduce overcrowding of shelves in the adult area of the library.**

- Meetings between library administration, supervisors, and staff in the Adult Services area have begun with discussions of problems and potential solutions to current weeding and collection management practices. A decision was made to create two weeding boards, one where staff can request a spot weed, and one where staff can go through their main collections in order. Staff is in control of the rate of weeding, so they aren’t overwhelmed with carts at any point in the process.
- More discussions are needed to establish the expectations and coordinate the duties between departments for different portions of the procedures.
- Once a workable procedure for weeding and collection management is determined a procedural will be written and staff from Adult Services and the Circulation Departments will be trained on any new expectations or processes. An additional tool for tracking weeding has already been put into practice - a form has been created that stays with a batch of books from the time they have been pulled for review until the discards have been completed, so that staff has an accurate measure of how long it takes to complete the entire process.
- A prioritized plan for dealing with current overcrowded areas in the adult collections is being developed, so that progress can be made in weeding while new procedures are being developed.
6. **Update membership deletion procedures, policies, and schedule to be able to clear outdated records from Symphony database.**

- A definition of active registered borrower was discussed at the January 2016 Library Board meeting with further discussion taking place with library administration. Due to various concerns, inactive user accounts are not yet being removed from the Symphony database of registered users. Instead, inactive user accounts are being tagged for a tracking project that may give a better understanding of user activity that could be occurring within the limits of our definition. For this purpose, inactive user accounts are identified as having expired more than 24 months ago with the last activity on the account being more than 36 months ago. These accounts also must be free from any outstanding bills.

- Symphony reporting tools have been tested and reports are being generated on a monthly basis to identify inactive borrowers and tag their accounts for removal. To date 12,074 accounts have been tagged.

- Symphony notification reports still require more investigation and testing before we begin sending notices. There are some concerns about the number of notices that can be sent in a single batch. A tentative schedule for notification of expiring memberships and inactive accounts, as well as bill notices has been created and notices will be sent on a rolling basis once testing has concluded.

- A policy for handling unpaid bills and older outstanding balances will be presented to the Library Board for discussion later this year.

7. **Improve wireless access coverage, bandwidth, and remove obstacles for non-traditional devices.**

- Most of the groundwork for this project has been completed. The library is in the process of building the infrastructure for 100% wireless coverage including network wiring and terminations.

- A timeline has been set for the remaining stages of the project including identifying strategic placements for its new access points, selecting the necessary hardware, and installation.

- The library will request approval from the board to change the internet policy and will apply for USF reimbursement once the installation is complete.

8. **Upgrade Fiber EVC and Internet Bandwidth for expanded usage.**

- The library is in the process of reviewing usage data and will use this information to plan accordingly.

- The next step in this upgrade will be to request quotes from Secant Technology for bandwidth increases of 150% - 300%.

9. **Upgrade network servers and SAN (Storage Area Network) and move to Secant Technologies Tier III hosting environment.**

- The library has reviewed its storage, memory, and CPU footprints and adjusted its plan accordingly.

- The library will recommend a purchasing/saving strategy based upon its review in May 2016.

- A timeline has been set for the remaining stages of the project including moving its core network/server/storage components to Secant
10. **Upgrade Self-Checkout Machine for a better and more reliable checkout experience.**
   - The library will evaluate and review its options for Self Checkout and Payment Systems as a result of the 3M Library and Bibliotheca merger.
   - A timeline has been set for the remaining stages of the project with a deadline of June 2016 to select a Self Checkout and Payment Solution with a projected installation, testing, staff and patron education campaign to begin in September 2016.

11. **Plan for a 2017 Upgrade of all Symphony servers to new operating systems.**
   - The library has developed a plan to move all Symphony servers (Symphony, Web Services, Web Reporter) to Windows Server 2012 r2.
   - The library has plans to engage SirsiDynix in upgrade process discussions and will build the necessary virtual machines according to SirsiDynix verified specifications in Summer 2016.

12. **Codify Material Processing Standards for Portage District Library materials.**
   - The library has formed a committee to discuss library material processing.
   - A timeline has been set for the remaining stages of the project including establishing processing requirements for each material format and MARC record requirements for the public access catalog that are also compliant with MeL standards.
   - The library will contact and receive quotes for processing from all available library vendors.
   - This project will be complete when the library has created instruction sheets for processing and ordering of library materials.

**Assessment of End Statement #1 Accomplishments**

- A Progress Report will be given to the Library Board in April 2016 with details about the degree of accomplishment of End Statement #1.
- A Final Report will be given to the Library Board in December 2016 with a summarization of all that was accomplished in 2016 to fulfill End Statement #1.
The Library Director shall not allow library assets to be unprotected, inadequately maintained or unnecessarily risked. Accordingly, the Library Director shall not:

**Policy:** Utilize programs within the realm of normal library operation as fundraising vehicles.

**Director's Response:** There have been no instances of any library programs being used as fundraising vehicles within the realm of normal library operations. In the case of library programs that require extraordinary supplies, a nominal fee may be charged program registrants but it is just enough to recover the cost of the program provisions.

**Policy:** Allow library facilities to be used by outside agencies for the purpose of fundraising, unless the funds being raised are going to be used for library purposes.

**Director's Response:** The library adheres to a strict rule about no outside agencies using the library facilities for the purpose of fundraising. The library’s Community Meeting Room Policy states that: “Approved use of the library’s community meeting rooms does not include selling or moneymaking enterprises except those that may be sponsored by the Portage District Library itself, or the Friends of the Portage District Library.”

**Policy:** Permit the presentation of any fundraising program at the library without the approval of the Library Director and the knowledge of the Marketing/Fund Development Manager.

**Director's Response:** There have been no instances of any fundraising programs being conducted at the library. The fundraising conducted by the library is done via the Annual Campaign mailing to donors and the Spring Appeal.

**Policy:** Allow donor lists to be shared with any other entity or charitable agency.

**Director's Response:** The library is in complete compliance with the rule to never share donor lists with any other entity or charitable agency. The Portage District Library Fundraising Plan includes an Annual Campaign direct mailing initiative that is carried out at the end of each year. We send this solicitation to all of our previous donors and to all active library users requesting financial assistance to further enhance the library's special initiatives. In September, a request is made to the Library Board to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library’s patron database for the restricted, confidential and sole purpose of sending a direct mailing to previous donors and to active library users in October. The contract with our regular printer stipulates that the printer or any associate or partner of the printer will not use the library’s patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.

**Policy:** Enter into any fundraising agreement that requires the library to permanently endorse a product or [promote an individual or business], without prior knowledge and approval of the Library Board.
**Director’s Response:** There have been no instances of the library entering into any fundraising agreement that requires the library to permanently endorse a product or promote an individual or business. However, at the August 24, 2009 board meeting, permission was obtained from the Library Board for the library to add a new feature to the library’s website and to enter into an “Associates Agreement” with Amazon which would allow the library to capture book information and book graphics from Amazon in exchange for placement of a button on the library’s website linking directly to Amazon.

**Policy:** Enter into any fundraising agreement that requires the library to take on responsibility, financial or otherwise, that would be above and beyond the provisions in the current budget or that would necessitate an increase in staffing level, without prior knowledge and approval of the Library Director.

**Director’s Response:** The library is in full compliance with this mandate and has not entered into any fund-raising agreement that would obligate or burden the library financially or otherwise.

**Policy:** Receive any funds for the library that have restrictions placed on their use, without prior knowledge and approval of the Library Director.

**Director’s Response:** The only instances of funds received by the library that have restrictions placed on their use are memorial donations made specifically in memory of someone with requests for the purchase of particular materials, or in the case of donations made to the library’s Grandmother & CIG Endowment fund which are restricted gifts used only to benefit children.

**Policy:** Place the library in potential jeopardy by accepting any funds derived from questionable sources, or connected to any entity or program that might not be in the best interest of the library.

**Director’s Response:** The library is in complete compliance with this mandate and has not accepted any funds from questionable sources.

**Policy:** Utilize fundraising to supplement regular, day-to-day library operations.

**Director’s Response:** All donated funds are reported annually to the Library Board and every February a request is made to the board to approve the allocation of gifts and donations funds received in the previous year for specific purposes in the current year.
Policy: Fail to recognize donors, in some special manner, who contribute gifts to the library of $5,000 or more.

Director’s Response: All donors are properly recognized with a letter of thanks following their donation, and periodic donor recognition events have been planned in the past. To date, there have been no single contributions to the library of $5,000 or more – other than the original donation that created the Grandmother & CIG Endowment Fund in 1997, and a legacy gift made to the library in 2009, both of which have been significantly recognized through letters, personal contacts, and the creation of a special brochure to encourage further donations to the Grandmother & CIT Endowment Fund.

Policy: Allow fundraising plan to be executed without board approval.

Director’s Response: The Fundraising Manager gives updates to the Library Board on the library’s future fundraising activities for the year and provides details of everything that will be done in relation to fundraising at the library. All plans are outlined clearly to the Library Board and executed only with board endorsement.
### Revenue

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>1st Qtr. Budget</th>
<th>1st Qtr. Actual</th>
<th>1st Qtr. % Received</th>
<th>2016 Annual Budget</th>
<th>YTD Actual</th>
<th>YTD Actual+Enc.</th>
<th>YTD % Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tax Revenue</td>
<td>$3,426,341</td>
<td>$3,360,810</td>
<td>98%</td>
<td>$3,417,153</td>
<td>$3,360,810</td>
<td>$3,360,810</td>
<td>98%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>37,848</td>
<td>39,202</td>
<td>104%</td>
<td>195,810</td>
<td>39,202</td>
<td>39,202</td>
<td>20%</td>
</tr>
<tr>
<td>Revenue from Reserves</td>
<td>533,269</td>
<td>533,269</td>
<td>100%</td>
<td>533,269</td>
<td>533,269</td>
<td>533,269</td>
<td>100%</td>
</tr>
<tr>
<td>State Aid Revenue</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>30,000</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
</tbody>
</table>

Total Revenue: $3,997,458 $3,933,281 98% $4,176,232 $3,933,281 $3,933,281 94%

### Expenses

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>1st Qtr. Budget</th>
<th>1st Qtr. Actual</th>
<th>1st Qtr. % Spent</th>
<th>2016 Annual Budget</th>
<th>YTD Actual</th>
<th>YTD Actual+Enc.</th>
<th>YTD % Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Salaries &amp; Wages</td>
<td>$356,656</td>
<td>$282,792</td>
<td>79%</td>
<td>$1,364,163</td>
<td>$282,792</td>
<td>$282,792</td>
<td>21%</td>
</tr>
<tr>
<td>Total Fringes &amp; Benefits</td>
<td>134,005</td>
<td>100,998</td>
<td>75%</td>
<td>530,885</td>
<td>100,998</td>
<td>102,709</td>
<td>19%</td>
</tr>
<tr>
<td>Total Library Materials</td>
<td>278,125</td>
<td>133,608</td>
<td>48%</td>
<td>689,988</td>
<td>133,608</td>
<td>209,360</td>
<td>30%</td>
</tr>
<tr>
<td>Total Utilities</td>
<td>31,288</td>
<td>24,410</td>
<td>78%</td>
<td>125,150</td>
<td>24,410</td>
<td>24,410</td>
<td>20%</td>
</tr>
<tr>
<td>Total Buildings</td>
<td>93,120</td>
<td>33,306</td>
<td>36%</td>
<td>216,994</td>
<td>33,306</td>
<td>80,809</td>
<td>37%</td>
</tr>
<tr>
<td>Total Furnishings &amp; Equipment</td>
<td>66,414</td>
<td>15,620</td>
<td>24%</td>
<td>108,549</td>
<td>15,620</td>
<td>63,218</td>
<td>58%</td>
</tr>
<tr>
<td>Total Supplies</td>
<td>60,811</td>
<td>21,546</td>
<td>35%</td>
<td>136,638</td>
<td>21,546</td>
<td>38,089</td>
<td>28%</td>
</tr>
<tr>
<td>Total Professional Services</td>
<td>109,599</td>
<td>33,689</td>
<td>31%</td>
<td>303,463</td>
<td>33,689</td>
<td>84,932</td>
<td>28%</td>
</tr>
<tr>
<td>Total Other Charges</td>
<td>108,304</td>
<td>44,892</td>
<td>41%</td>
<td>295,596</td>
<td>44,892</td>
<td>55,840</td>
<td>19%</td>
</tr>
</tbody>
</table>

**TOTAL OPER. EXPENSES**: $1,238,322 $690,861 56% $3,771,426 $690,861 $942,159 25%

**TOTAL CAPITAL PROJECTS**: $230,576 $18,589 8% $387,760 $18,589 $141,199 36%

**TOTAL EXPENSES**: $1,468,898 $709,450 48% $4,159,186 $709,450 $1,083,358 17%

**EFFECT ON FUND BALANCE** * $2,528,560 $3,223,831 17% $17,046 $3,223,831 $2,849,923

Cash Flow Analysis of 2016 money only

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 cash as of 12/31/2015</td>
<td>$ -</td>
</tr>
<tr>
<td>+ First Quarter Revenues</td>
<td>3,933,281</td>
</tr>
<tr>
<td>- First Quarter Operating Expenses</td>
<td>690,861</td>
</tr>
<tr>
<td>- First Quarter Capital Projects</td>
<td>18,589</td>
</tr>
<tr>
<td>12/31/15 Audited Total cash (Fund Equity*) minus liabilities</td>
<td>$3,386,933</td>
</tr>
<tr>
<td>+ 2016 Revenues</td>
<td>3,933,281</td>
</tr>
<tr>
<td>- 2016 Operating Expenses</td>
<td>690,861</td>
</tr>
<tr>
<td>- Capital Projects</td>
<td>18,589</td>
</tr>
<tr>
<td>- General Reserve</td>
<td>472,043</td>
</tr>
<tr>
<td>- Building Reserve</td>
<td>50,000</td>
</tr>
<tr>
<td>- Benefits Reserve</td>
<td>47,572</td>
</tr>
<tr>
<td>- Technology Reserve</td>
<td>32,305</td>
</tr>
<tr>
<td>- HVAC Control Reserve</td>
<td>15,000</td>
</tr>
<tr>
<td>- Patio Feasibility Reserve</td>
<td>7,500</td>
</tr>
<tr>
<td>- Lobby Feasibility Reserve</td>
<td>7,500</td>
</tr>
<tr>
<td>- Encumbrances</td>
<td>373,908</td>
</tr>
</tbody>
</table>

2016 cash as of 3/31/2016 $3,223,831 Total available cash as of 3/31/2016 (Fund Balance*) $5,604,936

* Please Note: Effect on Fund Balance represents the Effect that the current period has on the overall cash position of the Library. This does not represent any individual expense line.

* Fund Equity is defined as the excess of fund assets and resources over fund liabilities. The Fund Balance is the Fund Equity minus any reserves.
**Property Taxes** - Property Tax collections are on pace for this time of year. The library has approximately $55,000 of outstanding property taxes as of March 31, 2016. This is comparable to last year, which had $49,000 outstanding at this point in the year. The Library estimates the uncollectible portion of personal property taxes that will be delinquent and paid in future years and budgets for that amount. All delinquent real property taxes are paid by the county in July. The library has received its IFT tax payment for this year and it was $985 below budget.

**State Aid Revenue** - The library has not received its 1st State Aid payment for FY2016. It is expected anytime. The 2nd payment is expected in late summer or early fall of 2016.

**Revenue from Reserves** - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned funds. As part of the library’s FY2016 budget, the library set aside 13% of its budget into a General Reserve. In doing so, the General Reserve from the prior year was increased by $13,095. Funds have been added to the FY2016 budget for the following items: prior year encumbrances; miscellaneous donations from FY2015; and for the pay out of accrued time-off to a retiring staff member.

**Other Revenue** - Other Revenue is slightly ahead of pace for this time of year. The majority of this category is comprised of Fines and Fees and Penal Fines. Fines and Fees are slightly ahead of pace for this time of year. Penal Fines are not expected to be collected until July. The Library is realizing higher than anticipated revenue from vending print services than anticipated in the budget.

**Salaries & Wages** - Salaries & Wages are under budget for this time of year. The Library had open positions in the following depts: three in Circulation Department; one in Youth Services; one in Adult Services; and the Marketing Manager position throughout the 1st Qtr. The Library has filled all of those positions, except the one open position in the Circulation Department.

**Fringes & Benefits** - Fringes & Benefits are less than the 25% expended as of March 31, 2016. The open Marketing Manager position is contributing to this outcome. Additionally, with the amount of open positions, retirement contributions and employer taxes are less than anticipated.

**Library Materials** - This category is slightly higher than the target % due to encumbrances from the prior year. The encumbered material is typically received in the first quarter and into the second quarter. This means that a higher percentage of goods are received in the first quarter and thus a higher percentage of expenses. There were approximately $124,000 of encumbrances brought forward into the first quarter of FY2016.

**Utilities** - Utilities are under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures are trending below budget for the year. The Library lowered the Gas & Electric budget for FY2016 from FY2015 when it felt confident that savings from the boiler replacement and LED lighting upgrades were being realized. A warmer than usual winter is also contributing to this category being under budget.

**Building** - Year-to-date actual and encumbrances are greater than the 25% target due to the Purchase Orders being set up for the entire year for the building cleaning service, window cleaning, elevator service, etc. The largest of these services is the building cleaning service.
**Furnishings & Equipment** - This category is over its target for this time of year. This category has several projects budgeted for FY2016 that are in various stages of completion. These projects include the re-upholstering of furniture, several equipment additions to the Heritage Room, and projects from the prior year. There large majority of projects are carryovers from FY2015 and are in the process of being completed.

**Supplies** - The supply category is slightly ahead of its target for this time of year. There were $26,843 of encumbrances brought forward into the current year from FY2015. This is slightly higher than in previous years due to the open Marketing Manager position. The majority of accounts in this category are used on an as needed basis. The library has tried to adopt a very conservative approach to its spending for lines such as supplies. Additionally, the increased use of email notification for fines has helped to keep the postage line to a manageable level.

**Professional Services** - This category is slightly higher than the 25% target. There are several accounts that have front loaded their expenditures and are causing this line to be more heavily used. Additionally, the library encumbered more than the usual amount of funds for public relations. With the vacancy in the Marketing Manager position, funds were encumbered to be used in FY2016 to help the library catch up on its marketing efforts.

**Other Charges** - This category is slightly below the 25% target. The largest line in this category is the Computer Repair & Maintenance line accounting for approximately 60.0% of the budget. This line is typically used in the 3rd and 4th Qtr for the renewal of computer support and licensing agreements.

**Capital Projects** - This category is over the 25% target because of two large projects in this category which are holdovers from the prior year. The Book Drop Project was completed early in the quarter and the replacement of self-checkout machines is part of an ongoing discussion. The FY2016 Technology Project will not begin until the 4th qtr.