NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on

July 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 MEETING
July 25, 2016
Regular Meeting 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 July 27, 2015 (1 minute) (Vote)

V. Guest Speaker – (30 minutes)
   A. Kimberly Phillips, Senior Services Manager at the Portage Senior Center Pg. 1

VI. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on June 22, 2015. (Info) Pg.2-6
   B. Request for approval of a Budget Amendment to adjust the library’s FY 2016 Budget following a $201 donation from the Association of Latino Professionals (Info) Pg.7
   C. Approval of date and time for a Public Hearing on the Library’s FY 2017 Budget. (Info) Pg.8
   D. Library Board linkage opportunities for July/August 2016. (Info) Pg.9
   E. Report on Financial Condition for June 2016. (Info) Pg.10-12
   F. Marketing Update for June 2016. (Info) Pg.13-14
   G. Narrative Report for June 2016. (Info) Pg.15-18
   I. Legislative Update for June 2016. (Info) Pg.21-22

VII. Governance (10 minutes)
   A. Follow-up to Strategic Planning Committee Community Interviews. (Info) Pg.25
   B. Follow-up 2016 Library Board Retreat. (Info) Pg.26

VIII. Ends Development (60 minutes)
   A. Final review and approval of proposed Fiscal Year 2017 Budget and Millage Rate for public inspection prior to Public Hearing at August 22, 2016 board meeting. (Info) Pg.27
      [Note: Trustees are asked to bring their FY 2016 Budget packets to the July 27, 2015 board meeting.]
   B. Presentation of the library’s 3-Year Technology Plan (2017-2019). (Info) Pg.28
   C. Plans for the library’s 2016 Staff Development Day. (Info) Pg.29

IX. Monitoring to Assure Compliance with Executive Limitations (5 minutes)
   A. 2nd Quarter Financial Report for FY 2016 Budget. (Info) Pg.30-32

X. Library Director’s Comments (10 minutes total)
   A. Final remarks by Library Director for the July 25, 2016 Library Board Meeting.

XI. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the August 22, 2016 board meeting
      2. Public Hearing on the Proposed FY 2017 Budget and Formal Resolution to Adopt the FY 2017 Budget and set the Amount of Millage Rate to be Levied for the Library.
      3. Report from Trustee Martha Pacheco, Library Board Liaison to the Friends
      4. Progress Report on Ends Statement #3 (The library will be a leader in strengthening our community.)
   B. Assessment of this meeting
   C. Miscellaneous Items

XII. Adjournment
Our special guest at the July 25, 2016 board meeting will be:

- Kimberley Phillips, Senior Services Manager at the Portage Senior Center

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

We look forward to having Kim at the board meeting to hear updates about what is happening at the Portage Senior Center.

See interviews of Kim on the Lori Moore Show here:

and here:
PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Board Meeting held on

June 27, 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 Monelli’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, Donna VanderVries, and Joe Yantis
   - Library Staff Present: Library Director Christy Klien, Jill Austin, Rolfe Behrje, Rob Foti, Lawrence Kapture, Quyen Le, Colin Whitehurst and Laura Wright

III. Comments or Requests from the Public, Board Members, or Library Staff
   - Board Chair Siebers welcomed everyone to the meeting and then opened the meeting for any comments from the public, board members, or library staff.
   
   A. Comments from Trustee Ongley – Trustee Ongley began by showing the group a book about The Ladies Library Association that she purchased for the library’s collection and had signed by the author. She also bought 4 other books to donate to the library’s local author collection: Righteous Porkchop and Defending Beef by Nicolette Hahn Niman, Lexicon: American Style by Patrick Ragains, and The Typewriter Revolution by Righard Polt.

   B. Comments from Trustee Siebers – Trustee Siebers thanked the Youth staff for putting on a wonderful teen cake decorating event that her children had a lot of fun participating in. She then passed on a message from two moms who said that they loved the Summer Reading Program and that it was keeping their kids motivated to read! She complimented the teen volunteers who are manning the Summer Reading prize table and said that they were very interactive and friendly with her children. Finally, Trustee Siebers complimented the library staff on the excellent Summer Reading decorations and displays.

   C. Comments from Trustee VanderVries – Trustee VanderVries said that she tried to register for the Lights, Camera, Murder event and was amazed to find that it was already full!

   D. Comments from Pacheco – Trustee Pacheco wanted to comment on the unique and engaging art display on Library Lane of snow plows decorated by various students from Portage Public Schools.

   E. Comments from Trustee Ongley – Trustee Ongley mentioned that when she was at the library the other day to drop off a box of books to donate and pick up her board packet, she noticed Assistant to the Director Le planting new flowers in the containers at the entrance to the library. She also stopped to talk with a grandmother and a child about the importance of early literacy and reading aloud.

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

IV. Adoption of the Agenda for the Regular Meeting of June 27, 2016
   - Library Board Chair Siebers asked if there were any other changes needed to the agenda for the June 27, 2016 board meeting before its adoption, and there were no changes requested by trustees.

   MOTION: It was moved by Trustee Behr and seconded by Trustee Brown that the Library Board adopt the agenda for the regular meeting of June 27, 2016 as presented. Vote: 7-Yes, 0-No. Motion carried.

V. Consent Agenda
   - Library Board Chair Siebers asked if there were any changes needed to the consent agenda for the June 27,
2016 board meeting before its adoption. Trustee VanderVries asked to remove Item I from the consent agenda so she could give an update on what is happening in the Michigan Legislature. Trustee Behr read the consent agenda aloud, and then Trustee Siebers asked for a motion to adopt the agenda with Item I removed.

A. Minutes of the regular board meeting held on May 23, 2016.  
B. Review of Heritage Room Policy.  
C. Request for approval of a Budget Amendment to adjust the library’s FY 2016 Budget following a $6,000 donation from the Friends of the Library.  
D. Library Board Linkage for July 2016.  
E. Narrative Report for May 2016.  
F. Marketing Report for May 2016.  
I. Legislative Update for May 2016.  

MOTION: It was moved by Trustee Behr and seconded by Trustee Brown, to approve the consent agenda with Item I removed. Vote: 7-Yes, 0-No. Motion carried.

Trustee VanderVries gave an update on HB 5578, the legislation regarding “dark store” property assessments. She said that the bill has passed in the House and still has to go through the Senate, but it has had overwhelming support. It helped that there was a case in our favor with “Menards vs. Escanaba”, so hopefully the bill will continue to move forward. The retailers and the Chamber of Commerce are lobbying very hard against the bill. Trustee VanderVries also mentioned new legislation that may affect 501-c3 organizations that may mean they are not automatically exempt and must meet additional criteria. This legislation could be problematic for organizations that derive funds from property tax and the library should be aware. Library Director Klien thanked Trustee VanderVries for the updates.

MOTION: It was moved by Trustee Ongley and seconded by Trustee Yantis, to approve Item I on the consent agenda. Vote: 7-Yes, 0-No. Motion carried.

VI. Governance

A. Report from Martha Pacheco, Library Board Liaison to the Friends – Trustee Pacheco reported that the Friends had another great book sale, especially considering all of the competition they had from other community events also occurring on the date of the sale. Trustee Pacheco then spoke about the Friends of the Library board meeting that took place on Monday, June 13th. Library Director Klien was invited to be in attendance to explain more about the outreach potential that the Bike-Mobile would provide. In the end, they decided to allocate $5,000 towards the cost of the Bike-Mobile. The remainder of the funding for that project (approximately $3,000) will come from donations generated by the Spring Appeal, as indicated by Library Director Klien. The Friends also received a Program Grant request from Adult Services. They were asking for $600 to contribute to a new collaborative program with Kalamazoo Public Library, Van Buren District Library, and Paw Paw District Library titled “Geek Fest”. The Friends of the Library decided to offer $1,000 towards the program. Head of Adult Services Lawrence Kapture said that the extra funding was very generous and would be put to good use. Trustee Pacheco said that the next Friends Book Sale would be August 6 and the next Friends board meeting will be August 15.

DISPOSITION: Library Board members received the information about the Friends of the Library.

B. Initial Discussion about Plans for the 2016 Library Board Retreat – Library Director Klien reminded trustees that every year in October or November there is a board retreat and that Strategic Planning would be the main focus this year. Trustees had the option to weigh in regarding their preference – meetings over several evenings or one Saturday full-day meeting. Library Director Klien felt the entire process would take 8-12 hours. Trustees indicated a preference for Monday evening meetings. Library Director Klien said that she would have to check in with facilitator, Gary Kushner, about the amount of time required to complete all the tasks for Strategic Planning and would follow up with meeting date and time proposals at the July Board Meeting.
DISPOSITION: Library Board members received the information about the Library Board Retreat.

C. Strategic Planning 2016 - Library Board Secretary Le passed out the list she had compiled with the top three potential interview candidates in each of the nine community sectors. Library Director Klien asked for trustees to volunteer to interview 2 candidates if they knew anyone on the list. The remainder would be randomly divided between trustees and administration staff. Klien said that ideally, these interviews would be conducted, transcribed and turned in to Le before the Board Retreat. Trustee Behr asked about interviewing 3 candidates in each category and whether or not Klein thought that was feasible due to everyone busy schedules. Klien responded that ideally we would conduct 3 interviews in each category so that we would have enough data. Klien also offered the possibility to conduct the interviews in teams, but trustees indicated that they would prefer to go alone for scheduling purposes. Trustee Yantis asked if there was contact information available for the candidates, and Library Board Secretary Le said that she would provide as much information as she had available. It was clarified that when turning in transcripts of the interviews, one report per candidate should be turned in and that it did not have to be verbatim.

DISPOSITION: Library Board members received the follow-up information on the Strategic Planning process.

VII. Ends Development

A. Presentation of the Proposed FY 2017 Budget for Portage District Library – Library Director Klien gave trustees an overview of the budget process that is followed at the library. She said that all requests for budget lines for 2017 had been received and included in the proposed FY 2017 budget. She reminded trustees that after this board meeting any adjustments recommended by the board would be made and it would be reviewed again in July. In August a public hearing is held to formally adopt the FY 2017 Budget.

Klien explained that the revenue the library receives from Personal Property Tax was moved in the FY 2017 from Tax Revenue to Other Revenue. This is due to the fact that, though there have been promises made to continue to reimburse at 100%, that percentage is at the mercy of changes in the legislation and other financial needs of the state. Klien said that she and Business Manager Foti would have plans in place for variations in the amount of reimbursements in order to be prepared. She said that in the future, the library must consider costs when instituting new services, including ongoing costs and whether or not it would be financially responsible to continue other services when implementing new ones. This would also include reviewing positions when there is a vacancy and not automatically replacing positions when there is a vacancy.

DISPOSITION: Library Board members received the information about the Proposed FY 2017 Budget and trustees will continue to review the budget and pose any additional questions at the July board meeting.

B. Progress Report on End Statement #2 – Library Director Klien referred to the board packet and went over highlights of progress to date on End Statement #2 activities and projects. She said that at the halfway point in the year, there was significant progress on several public service projects and a strong start on others. Klien mentioned the progress to date on the library’s space study and using that information to make some initial suggestions for changes in the way the public service space is used.

Trustee Siebers asked if there were any surprises in the data, and Head of Adult Services Kapture responded that nothing stood out in particular. He said that though the public has generally asked for group meeting space, he found that the majority of patrons were working individually. Since the tables are set up for 4 people and they generally only observed one person using them at a time, this has some implications regarding the type of furniture that would be most appropriate for the space.

Library Director Klien continued that there were some pilot tests being conducted to attempt to eliminate some congestion from the Hot Picks/Circulation area. She also spoke about the meetings she has held with Foti and Behrje regarding a building maintenance schedule as well as plans to prioritize building updates and projects. She and Business Manager Foti will hire an architect to oversee some of the projects to create a cohesive, attractive, and useful vision for the future of the library building. She said she had already
researched a list of questions to ask before hiring an architect, so that she can find one best suited for the needs of our library.

Klien and Foti have done work to expand on the salary study provided by DSLRT and sent questionnaires to five Michigan libraries with similar budgets and patron base. With their finding, they determined some small adjustments were needed in salaries, but nothing significant. Trustee Behr asked if the salary study included benefits, and Klein responded that this round of responses did not include that information.

Klien finished her presentation with an overview of what the Staff Development Day Committee has been working on for meetings in August and September. The days when the library is closed to the public will provide time for necessary training.

DISPOSITION: Library Board members received the Progress Report for End Statement #2.

VIII. **Library Director’s Comments**

A. **Final remarks by Library Director for the June 27, 2016 Library Board Meeting**

Library Director Klien said that the most important thing she had to report is that between now and the next board meeting Assistant to the Director/Library Board Secretary Le would be getting married! Her new last name will be Edwards, so be on the lookout for emails from Mrs. Edwards. The board offered their congratulations.

Library Director Klien also notified the board that a resignation was accepted from a long-time Circulation Staff member, Michelle Wise, and that meant that there was one more opening in the Circulation Department to fill. Klien reminded the board that there were four new staff hires this summer: Andrew Beck, Chelsea Axtell, Kruti Patel, and Ashley Williams. They have been busy being trained.

Library Director Klien told trustees to be aware that she had received some patron complaints regarding body odor from other patrons. Upon review of the Disruptive Patron Policy, it was determined that there is nothing there to assist when this is an issue, unlike other area libraries. Admin Staff would be taking a look at the Disruptive Patron Policies of other libraries and would be coming to the Board soon with recommendations for changes.

Library Director Klien said that PDL would be applying for a grant to attend Harwood Institute. This is a training program that focuses on gaining a better sense of your specific community. If approved, two members of the library staff will go to two day training in October. The Harwood Institute training is known to be a large time commitment, but very valuable to the library and the community.

Library Director Klien reminded trustees that there will be 4 chairs open on the board in the November election. An article will go out in the July newsletter seeking candidates and trustees are encouraged to speak about their experiences on the board to others in the community who may be a good fit for a position.

Finally, Library Director Klien invited trustees to attend the Lego City event on the lower level of the library from July 5-9. Laura Wright, Head of Youth Services encouraged trustees to contact her if they were interested in doing some ‘security’ for the event. The interactions and observations of the public during that time are priceless.

IV. **Process Evaluation**

A. **Suggestions for agenda items to be included on the July 25, 2016 board meeting.**

1. Minutes of the Regular Meeting held on June 27, 2016.
2. Final Review and Approval of Proposed Fiscal Year 2016 Budget and Millage Rate for public inspection prior to Public Hearing at the August 22, 2016 board meeting.
3. Approval of date and time for a Public Hearing on the Library’s FY 2016 Budget.
4. 2nd Quarter Report for Fiscal Year 2016.
5. Presentation of the library’s 3-Year Technology Plan (FY 2017-2019).

B. Assessment of this meeting – There was agreement among trustees that this had been a full and productive meeting. They thanked library staff for their work in getting the information to them and creating a thorough budget to review.

C. Miscellaneous Items – Trustee Yantis reminded other trustees that there are meeting rooms available for use at the library to conduct the community leader interviews. Trustees were encouraged to contact Board Secretary Le to schedule a space.

Marketing Manager Colin Whitehurst provided board and admin staff with PDL bags and pens to use to thank interview candidates.

Trustees were encouraged to take a look at the geranium planters in the lower level patio area that are adding color to that space.

V. Adjournment –
Library Board Chair Siebers said if there was no further business to be considered, that she would adjourn the regular board meeting of June 27, 2016.

DISPOSITION: The regular board meeting of June 27, 2016 was adjourned at 7:45 pm.

Recorded and Transcribed by,

Quyen Le
Library Board Secretary
To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 16, 2016
Subject: Budget Amendment to adjust the FY 2016 Budget for a $201 donation from the Association of Latino Professionals of MI

BACKGROUND:
Last month, the Portage District Library was visited by Marlene Camacho-Ochoa and Fanny Tabares, representatives from the Association of Latino Professionals of Michigan. They came to drop off a $201 donation to the library, partially in thanks for the library hosting their meetings in the past and also to support the mission of the library. They requested that the money be used for books or programs that are Spanish/English or contain information about the Latino culture. Laura Wright, Head of Youth Services, and Lawrence Kapture, Head of Adult Services, were informed of the donation at this week’s Admin Team Meeting and are brainstorming the best way to use these funds.

REQUEST:
I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2016 Budget Adult Services Book line to increase by $100.50 and Youth Services Book line to increase by $100.50 to purchase Spanish/English materials or books that contain information about the Latino culture.
<table>
<thead>
<tr>
<th>To:</th>
<th>Portage District Library Board</th>
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<tr>
<td>From:</td>
<td>Christy Klien, Library Director</td>
</tr>
<tr>
<td>Date:</td>
<td>July 18, 2016</td>
</tr>
<tr>
<td>Subject:</td>
<td>Approval of Date and Time for a Public Hearing on the Library’s FY 2017 Budget</td>
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</table>

The sequence of steps required to approve a budget for the Portage District Library includes a public hearing on the proposed library budget for the subsequent fiscal year. A decision will need to be made so that a “Notice of Public Hearing on the Portage District Library’s Proposed Fiscal Year 2017 Budget” be advertised at least (10) working days prior to the date of the public hearing.

For this reason, at the next board meeting to be held on July 25, 2016, it will be necessary for the Library Board to approve a date and time for a public hearing on the Library’s FY 2017 Budget. The usual date that has been established in previous years is the fourth Monday in August, and the public hearing has typically been held at the very beginning of the regular library board meeting scheduled for that 4th Monday, at 6:00 p.m. This year, the date would fall on **August 22, 2016**.

If the Library Board approves this date and time, then a public notice will be advertised beginning on **Sunday, August 7, 2016**.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 11, 2016
Subject: Upcoming Library Board linkage opportunities in July & August 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 July & August 2016:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
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<tbody>
<tr>
<td>7/28, 8/4, 8/11, 8/18, 8/25</td>
<td>10:00 AM</td>
<td>Portage Computer Users’ Group</td>
</tr>
<tr>
<td>7/28</td>
<td>10:00 AM</td>
<td>Big Truck Petting Zoo</td>
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<tr>
<td>8/6</td>
<td>9:00 AM</td>
<td>Friends of the Library Book Sale</td>
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<tr>
<td>8/13</td>
<td>11:00 AM</td>
<td>Art U</td>
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<tr>
<td>8/20</td>
<td>9:00 AM</td>
<td>Kalamazoo Macintosh User Group</td>
</tr>
<tr>
<td>8/27</td>
<td>10:00 AM</td>
<td>Alpha Delta Kappa Fall Style Show</td>
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PORTAGE DISTRICT LIBRARY

Library Director’s Report on the Financial Condition

for

June 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>Revenue</th>
<th>Expenditures</th>
</tr>
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<tr>
<td>$ 4,110,568</td>
<td>$ 1,735,867</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. (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.
Marketing Update

We’re seeing a lot of positive feedback from our new social media posting schedule. We’re also moving forward with a postcard for GeekFest and have a Facebook page for the event now.

Recurring Monthly Projects:

- The July e-Newsletter was sent out the first week of the month to over 12,000 library patrons.
- Our upcoming summer events were advertised in the Portager, and was sent out to 22,800 residents.
- We created monthly event posters and displayed them in the library.
- Facebook “Events” were created to advertise our programs, and were then shared on our page.
- Flyers and Handouts were distributed within the Library building to advertise our programming.
- Our website and digital signage was updated to advertise our program offerings.

July Marketing Highlights:

- LEGO City featured a contest to win a tote bag that required patrons to share their photos on their social media channels. We had many people participate which led to more people coming in to see the LEGO City.
- We are letting folks know about the Michigan Activity pass which lets them access museums and various other locations for free with their library card.
- We applied for and received a $10,000 Google AdGrant for $10,000 worth of free advertising using Google AdWords.
- Fall is approaching soon, so we’re starting to prep for the flyers and imagery for fall events.
- We’re also working hard to get the word out about GeekFest, so there will be lots of materials created to support that event.

July Media Highlights:

Facebook
53 New Page likes | 98 Post Shares | 537 Post Likes | 18,380 Total Reach

Twitter
7,071 Tweet Impressions | 322 Profile Visits | 17 Mentions | 4 New followers | 2 Tweets Linking to us
July Marketing Materials:

MONTHLY EVENT POSTERS, PORTAGER, E-NEWSLETTER

Come Forth Into The Past: Demonstrations of Medieval Skill!  
September 10, 2016: 10:00 AM - 4:00 PM  
Music Performance by the Thudsticks

Big Truck Petting Zoo  
August 9, 2016: 11:00 AM - 1:00 PM

Top Shelf Reads | Summer 2016  
31st Reading of the Month  
Saturday, July 23, 2016  
11:00 AM - 12:00 PM

Michigan Activity Pass  
MICHIGANACTIVITY.PASS

How to Avoid the Construction  
Want to avoid the construction on I-75? Try this alternative route!  
Take Lincoln Drive, and you'll be able to get off at the other entrances. (The green line on the map)

ART U  
Saturday, August 6, 2016  
12:00 PM - 2:00 PM

FLYERS, HANDOUTS, ANNOUNCEMENTS

Save the Date For GeekFest  
Saturday, September 17, 2016  
11:00 AM - 3:00 PM

A comic, Geek, gaming, cosplay convention for all ages.
At the Airway Activity Center  
28291 Front St, Marysville, MI 48040

For more information, visit us on Facebook.  

GeekFest Postcard
Library Director’s Narrative Report for July 25, 2016
(Activities at the end of June 2016 and beginning of July 2016)

Administrative Activities:
During the months of June 2016 and the first part of July 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 weekly Admin Team meetings.
- Conducted orientation and tours for new staff member Ashley Williams on 6/27.
- Met with Rotary President Jim Martin on 6/28.
- Attended an ALA Webinar on 6/29.
- Facilitated a visit to the library for Representative Brandt Iden on 6/30.
- Attended a Portage Community Center Executive Meeting on 7/1.
- Helped staff the Lego City Display on 7/6.
- Conducted mid-year evaluation of Marketing Manager Colin Whitehurst on 7/6.
- Participated in a discussion about adjustments to the Book Drop on 6/7.
- Conducted a mid-year evaluation with Lawrence Kapture on 7/12.
- Had a lunch meeting with Diane Delach to discuss procedures for public notice of the library budget on 7/14.
- Met with Business Manager Rob Foti bi-weekly to continue to discuss the 2017 budget and HR topics.
- Met with Adult Service staff to discuss a potential author visit on 7/18.
- Conducted an interview for Strategic Planning on 7/19.
- Conducted a mid-year evaluation with Laura Wright on 7/20.
- Participated in a Staff Development Day meeting on 7/20.

Technical Services
Technical Services is running smoothly. In addition to processing incoming material, the technical services staff is spending the slower summer months performing record cleanup activities and assisting other departments as needed.

IT Services
All preventive maintenance and warranted repairs have been completed for library technology for June 2016.

All VoIP system upgrades are now complete. The final part of the library’s updated e911 system was completed June 2016. The library is now rolling out Jabber, a desktop extension of its VoIP phone system. The library is now configuring Informacast, an enhanced Paging system, for use at the Portage District Library. Upgrades to EZproxy, Exchange, Veeam, Sophos and VMware
were completed in June 2016. The library is continuing to deploy Microsoft Office 2016 across the entire organization on both staff and public work stations for a consistent computing experience at the Portage District Library.

Additional budgetary quotes for replacement self-checkout machines and CHIP compliant (PCI DSS) payment options were requested and received from Bibliotheca (3M Library Services was acquired by Bibliotheca in October 2015). Christy, Rob Jill, and Rolfe met to discuss and approve the upgrade plan for these service points. A decision is expected in August 2016 with a replacement project soon to follow.

DLA scanners are in full use at the library. Volunteers are actively using these scanners to assist librarians and library staff in weeding and locating missing material.

**Maintenance and Building Services**

All preventative maintenance activities were performed as scheduled. Repairs were completed on 2 HVAC units. All of the linoleum (VCT) was scrubbed and waxed. All of the ceramic tile, grout, and stair treads were cleaned. The library is transitioning to a new fire system monitoring company (Approved Protection Systems) and will be completing its inspections in August 2016. The library has also purchased 2 new AED (defibrillator) devices for the library. These devices will be installed in August 2016 and the library staff will be trained on their usage on August 29, 2016. The library is now working with Mite-E for pest management. Mite-E works with many libraries in the region.

**Personnel Information:**
The library undertook the following human resource activities since the June 27, 2016 Board meeting:

- The Library accepted the resignation of a long time employee, Michelle Wise. Michelle began as a Library Aide I and later served as a Library Aide II, Intern in Youth Services and as a Temporary Youth Library Associate during a time of need.
- Information is being gathered that will enable the library to obtain rate quotes for Library insurance benefits including, Health, Dental, Vision, Short and Long-Term Disability, and Life Insurance.
- Adult and Youth Staff are reviewing the job description for Substitute Librarians. The Library will try to have subs in place by the time it opens on Sundays in September.

**Adult Services Programming & Events:**
**DIY Bath Salts with Essential Oils:** (6/7) 9 participants learned how to make their bathing experience more relaxing, refreshing, and energizing! Sonja Staples, Shawn Felicijan and Tara Renda showed participants how to infuse bath salts with essential oils.
Summer Reading Kickoff: (6/11) We repeated the coffee shop experience for adults from last year and the Friends had a mini book sale. All staff worked very well that day. We had the tech table up, and talked to at least fifty people as they came through. We had an exceptional kick-off sign up this year of 114.

Must be 21+ Game Night: 12 in attendance. While this program started out predominantly as an opportunity for people to split up into small groups to play board, card and other tabletop games, we've had an increasing number of participants take an interest in the coloring books we've made available. This month we only had a quartet of people enjoying a game of Rummikub while the rest of us enjoyed coloring pages! This month saw a handful of new faces and lots of lively group conversation.

The Community Art Show for the months of July and August is provided by the Paper Guild of Kalamazoo. The Paper Guild is a group of artists who make pretty much anything that includes paper. Some of the members make their own paper that they use for the art pieces. We have a variety of displays from jewelry to landscapes, all done with an artist's touch.

Adult Services Merchandising/Promotions
In Episode 10 of Say What?!?, the library's podcast, Ruth led a discussion about each host's top five SPORTS movies, ranging from the silly to the serious! Jessica interviewed new youth librarian Kristy Zeluff about all the awesome things we are doing for summer reading, and of course we talk about June events.

Portage Central High School and Kathy Fosmoe delivered sports equipment for library displays to help make the adult area look like we’re “In the Game”.

Youth Services Programming
Our Summer Reading Kickoff was well-attended again this year, with over 400 people participating. There were crafts, science and engineering activities, bubble activities for the younger attendees, an egg drop, face painting, and much more. At the end of the weekend, 521 people had registered for our Summer Reading programs, and an additional 100 people had signed up for our Quest program.

Our second annual Pups and a Picnic event was enjoyed by about 200 attendees of all ages. There were Frisbee contests and a chance at the end to meet the dogs.

“Drum Core Fitness” (drumming on yoga balls) filled up quickly and was a great deal of fun for our young attendees. Due to interest, we are discussing an adult/child event for the future.

There were also several regular monthly events which are favorites; Baby and Toddler Storytime, Family Time, and Lego My Library building event.

Programming for teens was increased this summer due to demand. Teen Game Club now occurs twice a month. Teen Advisory Group and Lego Club occur once a month. In addition,
there was a showing of **Finding Nemo** (Teen Advisory Group top pick), and a **Dessert Olympics** program, which was full to capacity.

**Youth Services Outreach**
Portage Public Schools ended on June 10th, so Youth Staff concluded Summer Reading promotion with a visit to Amberly Elementary. Teen Librarian Olivia Pennebaker spent one last day at Portage Northern Middle School. In addition, Youth Staff Kristy Zeluff and Andrea Smalley read at the Party in the Park event in Kalamazoo, and Kristy cohosted a Family Resource Event with KRESA here at the library.

**Heritage Room**
On May 10th, Mr. Rossio delivered a last minute program to the Kalamazoo County Retired Postal Workers organization. The forty-five minute program focused on the history of the 66th Illinois, a regiment of Civil War sharpshooters who had, within their ranks, men from all throughout the Midwest including Company D which was made up of men from this area.

On May 16th, Mr. Rossio took part in a groundbreaking meeting between the Kalamazoo County Public History Round Table and the Grand Rapids Public History Round Table. Both of these organizations are made up of representatives of the various historical organizations within their respective communities. Institutions represented from Kalamazoo include the Kalamazoo Public Library, Kalamazoo Valley Museum, Western Michigan University Regional Archives, Gilmore Car Museum, Kalamazoo College Archives, and the Kalamazoo Aviation History Museum. This meeting between the two cities created new friendships and opened up many possibilities for future programs here at the library.

On June 4th Mr. Rossio returned to the Talon’s Out Honor Flight highlighting Kalamazoo during World War II. This time, the exhibit was publicized by the organization and drew well over six hundred visitors with many stopping to ask questions and make comments. The heads of the Honor Flight were again delighted with the presentation. It should be noted that every honor flight brings in an entirely new crowd of visitorst.

NOTE – the Talon’s Out Honor Flight flies WWII veterans from the area to Washington D.C. for the day, free of charge. Upon their return, they are brought to Wing’s Stadium where they are given a grand reception by the public. Other organizations involved include local fire rescue, police officers, the motorcycle honor guard, etc.
<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
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<tr>
<td></td>
<td>Jun-16</td>
<td>Jun-15</td>
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<tr>
<td>Total Library Circulation</td>
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<td>Adult - A/V</td>
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<td>ILL - Other Lib. Requests</td>
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<td>Donated - Books</td>
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<tr>
<td>Donated - A/V</td>
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<td>Material Discarded</td>
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<td>Total In-House Usage*</td>
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<td>Total Patrons</td>
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<td>Library Building Usage</td>
<td>Month Statistics</td>
<td>YTD Statistics</td>
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<tr>
<td>--------------------------------</td>
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<tr>
<td></td>
<td>Jun-16</td>
<td>Jun-15</td>
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<tr>
<td><strong>Total Meeting Room Usage</strong></td>
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<td>205</td>
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<td>Internal/Collaboration</td>
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<td>External/Outside Usage</td>
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<td>98</td>
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<tr>
<td><strong>Total Program Audience</strong></td>
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<td>4,357</td>
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<td>Adult</td>
<td>83</td>
<td>121</td>
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<tr>
<td>Youth</td>
<td>2,365</td>
<td>3,920</td>
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<tr>
<td>Heritage Room</td>
<td>570</td>
<td>316</td>
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<td><strong>Total Number of Programs</strong></td>
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<tr>
<td>Adult</td>
<td>10</td>
<td>5</td>
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<td>Youth</td>
<td>20</td>
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<td>Heritage Room</td>
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<td><strong>Total Volunteer Hours</strong></td>
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<td>806</td>
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<tr>
<td>Adult</td>
<td>102</td>
<td>91</td>
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<td>Youth</td>
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<td>479</td>
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<td>Technical</td>
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<td>Circulation</td>
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<td><strong>Total Front Door Traffic</strong></td>
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<td><strong>Total Youth Services Traffic</strong></td>
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<td><strong>Total Business Center Traffic</strong></td>
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<td>2,134</td>
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<td><strong>Information Access/Reference/Research</strong></td>
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<td>382</td>
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<td>168</td>
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<td>Youth Ready Reference</td>
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<td>Youth Reference</td>
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<td>HR Ready Reference</td>
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<tr>
<td>HR Reference</td>
<td>42</td>
<td>12</td>
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<tr>
<td>Circ Phone</td>
<td>653</td>
<td>599</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>633</td>
<td>784</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>318</td>
<td>484</td>
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<tr>
<td><strong>Total Edutainment LAN Use</strong></td>
<td>587</td>
<td>556</td>
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<tr>
<td><strong>Total Internet Computer Use</strong></td>
<td>3,172</td>
<td>3,571</td>
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<tr>
<td>Youth Computers</td>
<td>455</td>
<td>557</td>
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<td>Adult Computers</td>
<td>2,579</td>
<td>2,925</td>
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<td>Laptop Computer Circulated</td>
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<td><strong>Total Electronic Transactions</strong></td>
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<td>WebSite Hits</td>
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<td>Licensed Database Hits</td>
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<td>3,987</td>
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</table>

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

Christy Klien, Library Director
Summer is a great time to connect with your elected officials. Back in their home districts, you will find many representatives and senators attending county fairs and local parades and festivals. The entire House of Representatives is up for election this year, so many lawmakers will be even more visible as they campaign throughout the summer break. Now is a good time to make a connection so legislators know who they can count on for factual information about libraries and how they impact their constituency.

State Aid to Libraries and State Budget Maintained

Governor Snyder recommended a 2017 FY budget that was nearly a mirror image of libraries’ 2016 numbers. Last year’s $1 million increase in State Aid to Libraries for fiscal year 2015/16 along with the additional Renaissance Zone Reimbursements remain in the governor’s recommendation. In fact, line items for the Library of Michigan, LSTA and Michigan eLibrary showed a modest $94,000 total increase over last year. Conference committee upheld the budget and the governor this month signed the bill. The latest state revenue estimates came in at nearly a half a billion dollars short of projected causing a flurry of cuts to the state budget.

Libraries are Entitled to 100% Reimbursement of Millages Lost to the Personal Property Tax (PPT) Repeal

According to the Michigan Department of Treasury, there is enough funding in the Local Community Stabilization Authority to reimburse all millages at 100 percent including libraries.

The state of Michigan is reimbursing municipalities and if the city, township or other municipality is your taxing authority, they are required to automatically reimburse the library. District libraries will be reimbursed directly. We are finding that a number of municipalities do not understand that libraries should be included in the efforts. In fact, some are under the impression that only essential services can be reimbursed. If your local governing authority staff are unaware, encourage them to contact the Michigan Department of Treasury.

Reimbursement dates are as follows: County allocated millage will be paid on September 20. Other county millage, township millage, and other millage levied 100% in December will be paid the following February 20. All other millage reimbursements will be paid on October 20.
It is important to note that the lowest millage rate levied between 2012 and 2015 will be the amount reimbursed to the library.

Librarians and MLA fought long and hard to get libraries included in the PPT reimbursement two years ago. We were able to get libraries included in PA 86 of 2014. It was part of a 10-bill package that provided for reimbursement to those entities being harmed by the elimination of the PPT. Senate Bill 821 took effect when proposal 14-1 State Use Tax – Ballot Issue passed in August of 2014.

Thank you to the many MLA members and our Governmental Consultant Services Inc. (GCSI) lobbyists who advocated so fervently for libraries on this issue.

**MLA Webinar to Address Federal Overtime Rule**

An MLA Webinar explaining the new federal overtime rule is coming this summer. The rule, which will be effective December 1, significantly increases the minimum salary level for “white collar” employees to qualify as exempt from overtime pay requirements. Under the new rule, no employee who has a guaranteed salary of less than $47,476 will qualify as exempt under the executive, administrative, or professional exemptions. That’s more than double the current minimum salary level of $23,660 and only slightly lower than the Labor Department’s proposed $50,440. The rule will not affect hourly or other non-exempt workers, who already are eligible for overtime pay.

**Funding for LSTA Grants Increased (Reprinted from ALA District Dispatch)**

On June 9, the Senate Appropriations Committee delivered good news for libraries by increasing funding for LSTA Grants to States and National Leadership Grants to Libraries, while also providing level funding for Innovative Approaches to Literacy (IAL). The Labor, Health and Human Services, Education and Related Agencies Appropriations Subcommittee approved the bill with no amendments or controversial policy riders.

The Grants to States program, which the President's budget proposed cutting by $950,000, will instead be increased in the Senate bill by $314,000, raising its total funding to $156.1 million for FY2017. That reflects an increase of over $1.25 million from the President's request. National Leadership Grants will also receive a $314,000 increase, bringing its total to $13.4 million. Overall, the Institute of Museum and Library Services (IMLS) will receive a $1 million increase to $231 million for FY2017.
As an elected, public governance body, the Library Board will generate and retain official board meeting minutes and other board records in a manner that complies with the Michigan Open Meetings Act (Public Act No. 267 of 1976, as amended.) Accordingly, the Library Director may not:

| POLICY: | 1. Minutes will be produced for all library board meetings, and will contain:  
|         |   a. Information about the agenda topics, and the date, time and location of the board meeting.  
|         |   b. A list of all attendees/absentees.  
|         |   c. A brief summary of any public comments, staff presentations or discussions.  
|         |   d. A record of any decisions made at the meeting; motions made with the results (may include a very brief summary); and a record of all roll-call votes.  
|         |   e. A listing of other topics discussed (may include a very brief synopsis of the discussion.)  
|         |   f. A list of unresolved issues or other items to be carried forward to the next month (may include a brief discussion).  
|         |   g. References to any pertinent supporting documents, as deemed appropriate by the Library Director, Board Secretary or as requested by the Library Board. |

| Director’s Response: | The contents of the minutes produced for the Portage District Library Board include: (1) date, time, location and agenda topics for the meeting; (2) list of attendees and absentees; (3) summary of public comments and all other discussions; (4) a record of decisions and motions made and votes taken; (5) a list of other topics discussed; (6) a list of unresolved issues or other items to be handled at a future date; and (7) references to pertinent supporting documents.  
|         | In compliance with the State of Michigan’s OPEN MEETINGS ACT 267 of 1976, requiring minutes to be available for public inspection within (8) business days after the meeting, the board meeting minutes are being posted on the library’s website within that timeframe and also e-mailed to trustees for review, made available at the Adult Information Desk for public inquiry and kept on file in the Library Office for easy access and referral. A list of any issues needing further consideration is maintained and used to generate agenda items for subsequent board meetings.  
|         | Every effort is made to produce professional, informational and accurate minutes of board meetings that will be retained in Library Archives as the only permanent record of Library Board activities and the chronological progress of the Portage District Library over the years. |

| POLICY: | 2. RETENTION of library board meeting official minutes and audiotapes will be as follows:  
|         |   a. For regular library board meetings, official minutes will be retained indefinitely. |
POLICY:

b. For regular library board meetings, recordings will be retained for at least (90) days from the date of the meeting at which the minutes were approved, and then after that the recordings may be deleted.

c. For regular library board meetings, notes taken by the Library Board Secretary for the purpose of producing official board meeting minutes will be retained for one year (365 days) and then the secretary’s notes will subsequently be destroyed.

d. For closed sessions of library board meetings, official minutes will be recorded but will not be available for public inspection unless disclosure is required by a civil action. These closed session minutes may be destroyed one year (365) days and (1) day after approval of the minutes of the regular meeting at which the closed session was approved.

NOTE: Except for minutes taken during a closed session, all minutes are considered public records, open for public inspection, and must be available for review (on the library’s website and in print) as well as copying at the address designated on the public notice for the meeting.

Director's Response:

- The process for retaining minutes of Library Board meetings is followed according to this Executive Limitation Policy. The Board Secretary maintains all Library Board meeting files and complies with all retention period requirements.

- Regular board meeting minutes in print are kept indefinitely, recordings are kept at least (90) days following the date of the board meeting (but may be retained indefinitely) and notes taken by the Board Secretary are kept for (1) year following the date of the board meeting.

- After each board meeting, minutes are filed by board meeting dates in both the Library Office and in library archives in the Heritage Room. These files are weeded at the end of the fiscal year and old board meeting files with minutes are rotated out of the active file into the Business Storage Room.

- Closed session minutes are kept separately from regular session minutes, and are not made available to the public.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 20, 2016
Subject: Strategic Planning 2016

BACKGROUND:
During the May Board Meeting, we identified community leaders in each of the nine sectors as follows: power, information, capital, wellness, human development, support, respect, justice/ethics, and others. Library Board Secretary, Quyen (Le) Edwards compiled a list of the potential candidates. The library board ranked the potential candidates, and the results identified three people from each category to be interviewed. At the June Board Meeting, those interview candidates were assigned to trustees and administrative staff.

UPDATE:
A brief discussion will be held regarding the status of those interviews along with time for comments or concerns. There will also be some information given about the half-day closing on Monday, August 29 for staff focus groups.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 20, 2016
Subject: 2016 Library Board Retreat

BACKGROUND:
In 2016, the Library Board Retreat will focus on the completion of Strategic Planning. At the June Board Meeting, trustees indicated their preference for evening meetings instead of an all-day Saturday meeting. Monday nights were suggested as the most convenient.

UPDATE:
Library Director Christy Klien will give trustees an update on her communications with Gary Kushner for potential meeting times.
At the July 25, 2016 board meeting, board members will be asked to make a final decision on the budget for Fiscal Year 2017 and the millage amount to be levied. Ever since 2009, the Portage District Library Board has set the library’s millage at 1.50 mills ($1.50 per $1,000) to be levied on real and personal property, and that millage levy is being recommended for FY 2017 as well.

A formal public hearing will be held on August 22, 2016, (subject to Library Board action at the July 25, 2016 board meeting) at which time the Portage District Library Board, as the library’s authorized governing body, with all the powers granted to such a district library board (per District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.), will determine the amount of money necessary for the operation of the library and officially set the millage levy amount on the taxable property in the Portage District Library service area, by passing a resolution to formally adopt the Fiscal Year 2017 Budget and set the millage.

Budget documents will NOT be re-issued for the July 25th board meeting since there were no changes made to the preliminary FY 2017 Budget as presented to trustees at the June board meeting.

PLEASE BRING YOUR FY 2017 BUDGET PACKETS to the JULY BOARD MEETING.

Thank you!
To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 18, 2016
Subject: Presentation of 3-Year Technology Plan for Portage District Library 2017-2019

At the July 25, 2016 Library Board meeting, trustees will hear a presentation about the library’s 3-Year Technology Plan, 2017-2019. This will provide an opportunity for board members to be given a concise overview of where the library is right now with its technology, what we will be trying to do in Fiscal Years 2017, 2018 and 2019, as well as our budgetary provisions for technology initiatives. It will also give trustees a chance to ask any questions about the library’s technology goals.

An Executive Summary of the 3-Year Technology Plan for the Portage District Library (2017-2019) will be provided to trustees as a separate document included with the July 25, 2016 board meeting agenda packet.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: July 11, 2016  
Subject: Preliminary Plans for the Library’s 2016 Staff Development Day

REMINDER:
At the October 26, 2015 Library Board Meeting, trustees voted to approve the Portage District Library’s Schedule of Library Closings in 2016 which included the closing date for the Library’s 2016 Staff Development Day. This year’s Staff Development Day will be held on:

Friday, September 23, 2016.
Possible plans for the day include: a 2016 group staff photo and individual staff photos; a presentation on readers advisory; training on writing a book review; and team building activities. More detailed information will be shared with trustees at the August board meeting.
## Revenue

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>2nd Qtr. Budget</th>
<th>2nd Qtr. Actual</th>
<th>2nd 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>$3,063</td>
<td>$66,338</td>
<td>216%</td>
<td>$3,417,153</td>
<td>$3,427,147</td>
<td>$3,427,147</td>
<td>100%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>105,988</td>
<td>111,100</td>
<td>105%</td>
<td>195,810</td>
<td>150,152</td>
<td>150,152</td>
<td>77%</td>
</tr>
<tr>
<td>Revenue from Reserves</td>
<td>-</td>
<td>-</td>
<td>N/A</td>
<td>533,269</td>
<td>533,269</td>
<td>533,269</td>
<td>100%</td>
</tr>
<tr>
<td>State Aid Revenue</td>
<td>15,000</td>
<td>-</td>
<td>0%</td>
<td>30,000</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$124,051</strong></td>
<td><strong>$177,438</strong></td>
<td><strong>143%</strong></td>
<td><strong>$4,176,232</strong></td>
<td><strong>$4,110,568</strong></td>
<td><strong>$4,110,568</strong></td>
<td><strong>98%</strong></td>
</tr>
</tbody>
</table>

## Expenses

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>2nd Qtr. Budget</th>
<th>2nd Qtr. Actual</th>
<th>2nd 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>$409,700</td>
<td>$317,184</td>
<td>77%</td>
<td>$1,364,163</td>
<td>$599,976</td>
<td>$599,976</td>
<td>44%</td>
</tr>
<tr>
<td>Total Fringes &amp; Benefits</td>
<td>148,888</td>
<td>107,241</td>
<td>72%</td>
<td>530,885</td>
<td>224,651</td>
<td>224,651</td>
<td>42%</td>
</tr>
<tr>
<td>Total Library Materials</td>
<td>281,298</td>
<td>84,732</td>
<td>30%</td>
<td>689,988</td>
<td>219,973</td>
<td>292,413</td>
<td>42%</td>
</tr>
<tr>
<td>Total Utilities</td>
<td>38,165</td>
<td>27,719</td>
<td>73%</td>
<td>125,150</td>
<td>43,212</td>
<td>52,129</td>
<td>42%</td>
</tr>
<tr>
<td>Total Buildings</td>
<td>102,265</td>
<td>22,596</td>
<td>22%</td>
<td>216,995</td>
<td>55,902</td>
<td>94,296</td>
<td>43%</td>
</tr>
<tr>
<td>Total Furnishings &amp; Equipment</td>
<td>83,089</td>
<td>6,937</td>
<td>8%</td>
<td>299,446</td>
<td>82,544</td>
<td>91,971</td>
<td>31%</td>
</tr>
<tr>
<td>Total Supplies</td>
<td>64,207</td>
<td>16,348</td>
<td>25%</td>
<td>136,638</td>
<td>37,894</td>
<td>52,267</td>
<td>38%</td>
</tr>
<tr>
<td>Total Professional Services</td>
<td>137,918</td>
<td>40,517</td>
<td>29%</td>
<td>303,463</td>
<td>82,206</td>
<td>130,688</td>
<td>43%</td>
</tr>
<tr>
<td>Total Other Charges</td>
<td>130,692</td>
<td>34,200</td>
<td>26%</td>
<td>299,446</td>
<td>82,544</td>
<td>91,971</td>
<td>31%</td>
</tr>
<tr>
<td><strong>TOTAL OPER. EXPENSES</strong></td>
<td><strong>$1,396,222</strong></td>
<td><strong>$657,474</strong></td>
<td><strong>47%</strong></td>
<td><strong>$3,793,527</strong></td>
<td><strong>$1,368,915</strong></td>
<td><strong>$1,601,402</strong></td>
<td><strong>42%</strong></td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL PROJECTS</strong></td>
<td><strong>$264,382</strong></td>
<td><strong>$3,884</strong></td>
<td><strong>1%</strong></td>
<td><strong>$387,760</strong></td>
<td><strong>$22,472</strong></td>
<td><strong>$134,465</strong></td>
<td><strong>35%</strong></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>$1,660,604</strong></td>
<td><strong>$661,358</strong></td>
<td><strong>40%</strong></td>
<td><strong>$4,181,287</strong></td>
<td><strong>$1,391,387</strong></td>
<td><strong>$1,735,867</strong></td>
<td><strong>33%</strong></td>
</tr>
</tbody>
</table>

**EFFECT ON FUND BALANCE**

<table>
<thead>
<tr>
<th></th>
<th>2016 cash as of 3/31/2016</th>
<th>Total available cash as of 6/30/2016 (Fund Balance*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Flow Analysis of 2016 money only</td>
<td>$3,223,831</td>
<td>$2,739,911</td>
</tr>
<tr>
<td>Cash Flow Analysis of all money including prior year(s)</td>
<td>$3,386,933</td>
<td>$5,129,714</td>
</tr>
</tbody>
</table>

* 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 the year. The library has received all of its collections for the year and it has received approximately $10,000 more that budgeted for. This variance is due to the estimated amount of the personal property tax that would be unpaid at this time.
State Aid Revenue - The library had not received its 1st State Aid payment for FY2016 by the end of 2nd Qtr. It was received in July and was $16,944. This would put it slightly ahead of the budgeted amount. 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 approximately $3,000 higher than budgeted for at this time. 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. Additionally, in June the library received a $23,562 distribution from Michigan Municipal Risk Management Authority (MMRMA) of premiums paid for building insurance. These distributions have been common over the last few years but are unpredictable and therefore are not budgeted for.

Salaries & Wages - Salaries & Wages are under budget for this time of year. Due to the departure of several long time employees, the new employees hired in the 4th quarter of 2015 and so far in 2016 have been at a rate less than budgeted for. This under budget scenario will continue for the remainder of the year. The Library currently has one (1) open Library Aide position in the Circulation Dept. Additionally, the Library is still planning to hire Substitute Librarians for the fall.

Fringes & Benefits - Fringes & Benefits are less than 50% expended as of June 30, 2016. The Library had two (2) employees opt out of the Library's Health Insurance plan for 2016. Funds were budgeted for these individuals as if they would be on the Library's plan. Additionally, the Library budgeted funds in the case that a single person where to marry and become a couple, as well as possibly a family. Funds for this purpose were not used through the first two (2) quarters of FY2016.

Library Materials - A review of the lines in this category reveal that the majority of lines are either on pace or slightly under pace for this time of year. There are several contracts (i.e. periodicals, databases) that will not be renewed until later in the year. With these items accounted for, this category would be within 5% of it goal for the end of the 2nd Qtr.

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. This could be attributed to a warmer winter and lower gas prices. This could change as the Library is expecting a little hotter than usual summer, which should drive up cooling costs.

Building - This category is below the 50% expended target for this time of year. This is due mainly to a few projects that are outdoor based and planned for the summer. These include, parking lot resealing, tree removal and possibly the replacement of A/C units as needed.

Furnishings & Equipment - This category is on 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, bike mobile, preschool room furniture and some carryovers form 2015. These projects are in various stages of completion but are progressing.

Supplies - This category is well below pace the this time of year. The areas that are under budget include Copier Paper, Inter-Library Loan Supplies, Postage & Freight and General Operating Supplies. These areas, like all the lines in this category, are used on an as needed basis. It is expected that these budgets will be needed by the end of the year.
**Professional Services** - This category is slightly lower than the 50% target. The only lines that are significantly lower than their targeted budget is Legal Services and Other Administrative Services. Legal is used as needed and it is a very good sign that it is under budget. The Library budgeted a significant amount for strategic planning services. To date, those services are well under the budgeted amount.

**Other Charges** - This category is well below the 50% 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 below the 50% target for several reasons. The Book Drop Project has a few outstanding items to be completed. The FY2016 Technology Project will not begin until the 4th qtr. Lastly, there is a large amount of money in the Capital Maintenance line that will be used to repair the elevator to bring it up to the current standards, as well as complete several smaller projects. These projects have not begun as of yet.