NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on

October 24, 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
October 24, 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. (5 minutes total)

IV. Adoption of the Agenda for the Regular Meeting of October 26, 2015. (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the Regular Board Meeting of September 26, 2016. Pg. 1-5
   B. Review of Audio/Visual Policy. Pg. 6-7
   C. Review of Donations Policy. Pg. 8
   D. Review of Fines and Fees Usage Policy Pg. 9-10
   E. Review of Investment Policy. Pg. 11-13
   F. Review of Resident/Non-Resident Policy. Pg. 14-16
   G. Approval of Non-Resident Fee Amount for 2017. Pg. 17
   H. Approval of Holiday Schedule for Library Hours of Operation in 2017. Pg. 18
   I. Library Board linkage opportunities for October/November 2016. Pg. 19
   K. Monitoring Report – Communication & Support to the Library Board. Pg. 23-26
   L. Monitoring Report – Ends Focus of Grants/Contracts. Pg. 27
   M. Marketing Update for September 2016. Pg. 28-29
   N. Narrative Report for September 2016. Pg. 30-33
   P. Legislative Update for September 2016. Pg. 36-37
   Q. Letter of Support – Arcadia Institute Connect Kalamazoo Grant Pg. 38

VI. Governance (20 minutes)
   A. Update on Library Director’s 2016 Evaluation Process. Pg. 39 (Info)
   B. Report from Trustee Martha Pacheco, Board Liaison to the Friends of the Library. Pg. 40 (Info)
   C. Information for Board Retreat/Strategic Planning in 2016. Pg. 41 (Info)

VII. Ends Development (30 minutes)
   A. Follow-Up Report on 2016 Staff Development Day. Pg. 42 (Info)
   B. Report on 2016 Food for Fines Campaign. Pg. 43-44 (Info)
   C. Library Director's accomplishment of personal goals for Fiscal Year 2016. Pg. 45-52 (Info)
   D. Progress Report on End Statement #4 (Be a community center to experience & explore local arts & culture.) Pg. 53-55 (Info)

VIII. Monitoring to Assure Compliance with Executive Limitations (10 minutes total)

IX. Library Director’s Reports (10 minutes total)
   A. Final remarks by Library Director for the October 24, 2016 Library Board Meeting.

X. Process Evaluation (10 minutes total)
   A. Suggestions for Agenda Items to be included on the December 12, 2016 Board Meeting
      1. Minutes of the Regular Meeting of October 24, 2016
      2. Review of FOIA Policy
      3. Approval of Annual Calendar of Library Board Activities for FY 2017.
      4. Adoption of Schedule of Library Board Meetings for 2017.
14. Appointment of Nominating Committee Chair to survey trustees’ interest in Board offices in 2017.
16. Report from Trustee Martha Pacheco, Board Liaison to the Friends of the Library.

B. Assessment of this meeting

C. Miscellaneous Items

XI. Adjournment
I. Start of Meeting - Board members and staff gathered at 5:30 PM for dinner catered by Qdoba 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, Quyen Edwards, Rob Foti, Lawrence Kapture, Colin Whitehurst and Laura Wright

*Guests:* Ted Vliek, Tom Welsh, Brian Staufer

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. Comment from Brian Staufer member of the public- Mr. Staufer began by saying that he had always wanted to attend a library board meeting. He enjoys books and has a dictionary on his nightstand to use while reading. He mentioned that the library staff has always been helpful and that he enjoys the displays and always learns something new when viewing them. He appreciated MeL Cat services and uses it to find materials not available at the library.

B. Comment from Trustee Siebers - Trustee Siebers wanted to welcome two additional guests to the board meeting. Ted Vliek and Tom Welsh are two of the four candidates who are running for four trustee seats in the November election.

C. Comment from Trustee Yantis – Trustee Yantis spent 20 hours over the past two days driving home from Maine and arrived back in Michigan this afternoon. He saw the homes of Robert Frost, Grandmother Moses, Henry Wadsworth Longfellow, and visited Peak’s Island. He shared with the group some of the things he learned while visiting Maine.

D. Comment from Trustee Siebers – Trustee Siebers shared with the group that she was recently at Art Prize in Grand Rapids. One of the entries is a film that takes place in the Grand Valley Library (where the board and admin staff went on a tour a few years ago). She said it was a very interesting film and that it was being shown in the little theater in the Contemporary Museum of Art.

E. Comment from Trustee Ongley – Trustee Ongley said that she missed the snowplows and flowers that were on display along Library Lane

F. Comment from Trustee Pacheco – Trustee Pacheco shared that she just returned from a trip to Atlanta, Georgia to visit her granddaughter. She was impressed by a trip to the library where her granddaughter was signed up for a program called 1000 Books Before Kindergarten. When she returned, she spoke to Head of Youth Services, Laura Wright, to inform her of the program and was pleased to discover that Youth Services is currently looking into this and other programs to encourage early literacy in the community.

**DISPOSITION:** The Library Board acknowledged the comments made by trustees.
IV. Adoption of the Agenda for the Regular Meeting of September 26, 2016.
Library Board Chair Siebers asked if there were any changes needed to the agenda for the September 26, 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 Yantis and seconded by Trustee Vander Vries that the Library Board adopt the agenda for the regular meeting of September 26, 2016. 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 September 26, 2016 board meeting before its adoption. Items B and M were requested to be pulled off of consent. Trustee Ongley read the consent agenda aloud, and then Trustee Siebers asked for a motion to adopt the agenda with Items B and M removed.

A. Minutes of the public hearing and regular board meeting held on August 22, 2016.
B. Request for approval of a $650 Budget Amendment to adjust the library’s FY 2016 Budget for Harwood Institute.
C. Library Board linkage opportunities for September/October.
D. Review of Materials Selection Policy.
E. Review of Capitalization Policy.
F. Request for Library Board Approval for Restricted Use of Library Patron Data Base for Year-End Direct Mail Fundraising Initiative in October 2016.
H. Marketing Update for August 2016.
K. Legislative Update for August 2016.
L. Food for Fines 2016 Memo
M. Retirement letter from Dick Butler

MOTION: It was moved by Trustee Ongley and seconded by Trustee Brown, to approve the consent agenda with Items B and M removed. Vote: 7-Yes, 0-No. Motion carried.

Trustee Behr asked for clarification on Item B, Request for approval of a $650 Budget Amendment to adjust the library’s FY 2016 Budget for Harwood Institute. She wanted to be sure that this was a credit to those budget lines. Library Director Klien said that the library was accepted to receive Harwood Institute training paid for by the Library of Michigan and the $650 dollars was a reimbursement for travel and accommodation fees. Trustee Ongley followed up with a question about where this training would take place, and Library Director Klien responded that Harwood Institute training takes place all over the country and that this particular event would occur in Lansing, Michigan.

Trustee VanderVries wanted some clarification regarding the retirement letter from the library’s lawyer, Dick Butler. She said that his letter seemed to indicate that the library would remain with his firm and she wanted to know if that was accurate. She was concerned that there was not another lawyer at the firm who focused specifically on library law. Library Director Klien responded that the library would be interviewing other options for representation following the retirement of Dick Butler. Board Chair Siebers said that she would follow up with an email to trustees to give them the opportunity to voice whether or not they would like to participate in hiring a new attorney or support the Library Director and Business Manager in their decision.

MOTION: It was moved by Trustee VanderVries and seconded by Trustee Behr, to approve the consent agenda Items B and M after clarification. Vote: 7-Yes, 0-No. Motion carried.

VI. Governance

A. Initiation of Library Director’s 2016 Evaluation Process – Board Chair Siebers directed other trustees to take a look at the documents provided in the board packet for the Director’s yearly review. Trustees were instructed to
begin thinking about the process. Library Director Klien will provide an update for her 2016 goals at the October Board Meeting for trustees to use when considering her evaluation. Board Chair Siebers said she would be following up with trustees by email regarding deadlines for complete evaluation forms so that the Personnel Committee can compile the results and meet with Library Director Klien to share them. Board Chair Siebers reminded trustees that, since the library uses the Carver Governance model, the library director’s evaluation is a direct reflection of the health of the library.

VII. Ends Development

A. Report on 2016 Summer Reading Program – Head of Youth Services, Laura Wright, began her presentation on the 2016 Summer Reading Program by saying that it was a very good year. She spoke of the history of the Summer Reading reports and how they have intentionally collected the same information each year for an “apples to apples” comparison of activity. Wright indicated that this would be the last year Youth Services would report this way because the information does not accurately depict how patrons are interacting during summer reading anymore, including a movement away from the traditional program. Taking cues from what patrons have voiced an interest in, Youth Services staff is pursuing a more interactive, free-form summer reading activity which will also promote more family involvement. Wright reminded trustees that when the library was interested in a tracking element for Summer Reading in 2009, there were no online options, which led to our website developer creating a page for us. In 2016, there are a number of other options on the market to accomplish this goal. With the help of the new Marketing Manager, the library should be able to seamlessly accomplish a change in the way the Summer Reading Program is run. These new options do not increase cost and should not affect “the way we do business in the summer”. Library staff will be reporting to trustees again at a later date when more research has been done and a specific product has been selected for recommendation. Wright said that she is excited about the possibilities and additional participation that a new program would bring since some youth are motivated by a prize, while others are not. A new program could create the option to earn badges, conduct community scavenger hunts, or play the game year-round.

B. Review of Internet Policy – Library Director Klien began by reminding trustees that the review and research of this new policy has come about over the course of a year. Klien stated that several internet policies for libraries across the state were considered. The new Internet Policy contains positive wording (as opposed to a list of what you cannot do), but also outlines the steps that would be taken if someone is in violation of the policy. This information is clearly stated for the public to know what to expect and for staff to have guidelines to follow. The procedure is the same as the steps that would be followed if a patron is in violation of the Disruptive Patron Policy. This new policy has been reviewed by the Admin Team as well as the library’s lawyer, Dick Butler. If approved, the new policy will be communicated to the public on the library’s website, in the e-Newsletter, and in print at public service desks. Library Director Klien answered questions from trustees regarding filtering levels, authentication, and the ability of the library to provide access to unfiltered internet for patrons who are doing research. This policy takes into account a patron’s right to information while protecting children from ‘obscene material.” The Internet Policy that we want to replace is the original Internet Policy that was written when public internet stations were first made available to the public. It has been reviewed yearly and minor changes have been made along with changes in 2000 when CIPA (Child Internet Protection Act) was enacted. It is clearly time for it to be updated.

MOTION: It was moved by Trustee VanderVries and seconded by Trustee Ongley, to approve the new Internet Policy as written. Vote: 7-Yes, 0-No. Motion carried.

C. Memo on Wireless Design and Access – Library Director Klien began the discussion regarding wireless access for patrons by updating trustees of the fact that over the past few years there have been more complaints and comments about wireless internet access as more and more people are carrying personal devices. Klien said it is time for the library to take the next step in wireless access and wanted to come to the board to gauge their comfort in what the library is interested in pursuing regarding this issue. The suggested next steps include removing wireless authentication with your library barcode. This will create a “hotel-like” experience similar to what the City of Portage is providing in areas like Celery Flats. This will provide a much simpler, more reliable service for our public with a check to agree to the library policy and then immediate wireless internet access. The only down-side to this new kind of access is that there is no option that is similar to our current option of allowing parents to
completely disable their child’s access to the internet. Library Director Klien said that following approval to move ahead with this new design for wireless access, a plan will also be designed to inform parents about the change. Trustees vote of approval on this issue indicate that staff have permission to move forward with a change, that they are comfortable with new hardware and appliances, moving away from SIP2 authentication (no typing in your library barcode for wireless access), and one filtering profile for the entire library.

MOTION: It was moved by Trustee Yantis and seconded by Trustee VanderVries, to approve the library staff in moving ahead with a new Wireless Design and access. Vote: 7-Yes, 0-No. Motion carried.

VIII. Library Director’s Comments

A. Final remarks by Library Director for the September 26, 2016 Library Board Meeting

Library Director Klien reported on the donations from the 2016 Spring Appeal in comparison to 2015. There was $6,000 this year for community outreach materials compared to approximately $8,000 last year. There were higher donation amounts received, but fewer of them. Library Director Klien said that staff have been considering reasons for this change. Was it due to change in style of the appeal (more graphic versus a letter)? Did we send it out to fewer people? Klien met with Assistant to the Director Edwards and Marketing Manager Whitehurst to come up with a plan for this year’s Annual Appeal and Annual Report. Library Director Klien asked if the Annual Appeal could be signed by the board this year. This suggestion was well received and the board indicated they were comfortable with that.

Library Director Klien reminded trustees of the dates for two Strategic Planning/Board Retreat sessions in November with Gary Kushner. Board candidates on the November ballot are also invited to attend. These two meetings will take place on November 2 and November 15 beginning at 5:30 PM. Trustees and Admin staff will review community interviews, staff focus group input, and other information that has been gathered. Klien thanked everyone for being flexible with those dates. These meetings should last approximately 3 hours each and will include dinner.

Klien informed the board that the new patio tables with umbrellas had arrived and been assembled. She encouraged trustees to take a look at them when they had a chance. Klien said staff would be observing how patrons use that space. It was determined that if the pilot goes well, at least two more tables would fit well in that space.

For those in attendance who were not familiar with the BikeMobile, Library Director Klien explained that it is an adult tricycle with a bookcase on the back. Staff can go out into the parks and show off circulating materials, answer reference questions, and have storytime. PDL staff are excited about how well the bike will tie into all the beautiful trails in the City of Portage. Klien showed trustees the wrap graphics that Marketing Manager Colin Whitehurst designed. Klien also reminded trustees that there will be additional bikes purchased so that staff members will not go out on the BikeMobile on their own.

Klien spoke to trustees about Staff Development Day last Friday. The library was closed to the public for the day. A collection development manager from Missouri came in to talk about writing book reviews and how to keep track of new materials coming out. She shared tips on what their larger library system does. There was also a number of fun staff get-to-know-you activities since there has been a lot of staff turnover lately. It was an excellent day for the Portage District Library staff.

Klien informed the board that the library has been approached by the League of Women Voters to be a host site for the Kalamazoo County Commission Candidate Meet and Greet. The library has a stipulation that all of the candidates from the 11 surrounding districts had to be invited. There are 18 candidates on the ballot in November for these districts, though not all will attend. This event will take place on October 12 from 7-8:30 PM. Candidates will have 2 minutes to introduce themselves, then public can ask questions.

Library Director Klien finished her remarks by asking Board Chair Siebers to read a letter from Margaret O’Brien which will go into the Heritage Room. The letter was a thank you to the library for serving the
community with the well-attended Big Truck Petting Zoo event along with the article that appeared in the paper.

**DISPOSITION:** Library Board members acknowledged Library Director Klien’s remarks.

XI. **Process Evaluation**

A. **Suggestions for agenda items to be included on the October 24, 2016 board meeting.**
   1. Minutes of the Public Hearing and Regular Meeting held on September 26, 2016.
   2. Review of Audio/Visual Policy
   3. Review of Donations Policy
   4. Review of Fines and Fees Usage Policy
   5. Review of Investment Policy
   6. Review of Resident/Non-Resident Policy
   7. Approval of Non-Resident Fee amount for 2017
   8. Approval of Holiday Schedule for Library Hours of Operation in 2017
   9. Monitoring Report – Communication & Support to the Library Board
   11. Report from Trustee Pacheco, Board Liaison to the Friends of the Library
   12. Library Director’s Personal Goals 2016
   13. Progress Report End Statement #4
   14. Follow-up on 2016 Staff Development Day

B. **Assessment of this meeting** – There was agreement among trustees that a lot had been accomplished during the meeting and there were no complaints.

C. **Miscellaneous Items** –

   Ted Vliek commented that it had been an interesting meeting and was well organized. He said that he has been impressed with PDL for a long time.

   Tom Welsh was pleased to observe that all of the trustees participate in discussion. He said that “this is the kind of group I want to be involved with.”

   Guest Brian Stauffer commented that he was “pleasantly not disappointed”. He did mention that it was difficult to find the board meeting information on our website. Library Director Klien responded that she is aware of that and staff are looking into options on how to make that information more accessible. Mr. Stauffer also mentioned that the day of closure for Staff Development Day was well advertised.

   The group closed the meeting by singing happy birthday to Trustee VanderVries whose birthday was last week.

XII. **Adjournment** –

Library Board Chair Siebers said if there was no further business to be considered, that she would adjourn the regular board meeting of September 26, 2016.

**DISPOSITION:** The regular board meeting of September 26, 2016 was adjourned at 7:41 pm.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
PORTAGE DISTRICT LIBRARY

Audio Visual Policy

The Audio-Visual service of the Portage District Library was established in recognition of the importance of non-print media as part of a total information, recreation and education service. The library maintains several non-print collections: compact discs, computer games, videos and talking books. In developing both present and future audio-visual collections, the library will attempt to reflect the diversity of the book collection to the degree possible with audio-visual materials available. In other words, the media product available should allow the collection to serve the educational, recreational and informational needs of our patrons. The size of individual collections will vary from core to diverse and multi-faceted, depending on cost, demand and product availability. Periodically, audio-visual collections will be evaluated for maintenance, termination or increase. As new media formats become available, each will be analyzed based on the criteria established in this policy.

Audio Selection

The Portage District Library recognizes sound recordings as a major form of publication. Because of cost and the diversity of titles available, the audio recording collection is large enough to represent a fair cross-section of available material, particularly with respect to music of established and lasting value and talking books in a variety of formats. The audio recording collection includes formats such as, audio downloads, MP3, compact disc, Playaway, and other current media formats.

Recordings are selected on the basis of reviews in professional and general publications, vendor-provided materials and personal knowledge and contact. Musical selections are made with an ear toward providing library patrons with a broad overview of western musical heritage from the earliest preserved material to current popular and classical material. Instructional recordings emphasize those studies which have an important aural component. Talking books are selected for literary merit, content interest, and quality of production. A portion of the audio recording collection is designated for youth materials.

Video Selection

The video collection shall attempt to reflect the diversity of the book collection, to the greatest degree possible. Selection shall be subject to all the criteria listed in the library’s Materials Selection Policy under “Non-Print Media Collection.” Selections shall be geared to the broad range of patrons and the collection shall not be curriculum-oriented. Videos will be purchased in current media format. R-rated videos will selectively be allowed in the library’s collection, but in order to check them out, individuals must be 18 yrs. old and provide proof of age. X-rated videos will not be purchased or accepted. The rating symbol used by the Motion Picture Association of America shall be used, when available. Selection of videos shall be based on written reviews or in-house previews with particular attention paid to the visual nature of the medium. It is the individual’s responsibility to determine a film’s suitability for themselves and their family.
Interactive Media

The interactive media collection shall attempt to reflect the diversity of the book collection, to the greatest degree possible. Selection shall be subject to all the criteria listed in the library’s Materials Selection Policy under “Non-Print Media Collection.” Selections shall be geared to the broad range of patrons and the collection shall not be curriculum-oriented. The interactive media collection includes formats such as CD-ROMs, multiple brands of console games, and any other current format that may prevail. Mature-rated games and CD-ROMS will selectively be allowed in the library’s collection, but in order to check them out, individuals must be 18 yrs. old and provide proof of age. Adults Only games and CD-ROMs will not be purchased or accepted. The rating symbol used by the Entertainment Software Rating Board (ESRB) shall be used, when available. Selection of games shall be based on written reviews or in-house previews with particular attention paid to the visual nature of the medium. It is the individual’s responsibility to determine a game’s suitability for themselves and their family.

Audio-Visual Equipment

The Portage District Library has various pieces of specialized equipment, which are used in-house to support programs or public services. Audio-visual equipment may be loaned to patrons only at the discretion of the Library Director.

Evaluation of Audio-Visual Services

Audio-visual services will be evaluated periodically to ensure that the service is meeting the needs of the community. Factors against which a service will be measured include: circulation, product availability, public availability, priority and service value.
PORTAGE DISTRICT LIBRARY

Donation Policy

The library actively solicits donations and uses them to enhance library services.

Anticipated income from donations is not submitted as part of the budget process. Rather, as donated funds are received, they are recorded as income, accumulated during the fiscal year, and appropriated into the next fiscal year. Funds appropriated into a current fiscal year from the previous year’s gift income are then budgeted for expenditure by the Library Board.

Specific requests made by donors will be satisfied by purchasing the requested items from the appropriation of the previous year’s donations.

In the case of a large donation for a specific purpose, the funds will be transferred to the appropriate account for expenditure in the year in which they are received.

The intent of this policy is to preserve the Library Director’s ability to fulfill specified memorial and non-memorial gifts as promptly as possible and to preserve the Library Board’s right to allocate undesignated contributions to appropriate expenditure categories from the restricted contributions fund balance.
PORTAGE DISTRICT LIBRARY

FINES & FEES/USAGE POLICY

1. **General Fines**
   A. The fine for any overdue non-Hot Pick book, audio disc, or magazine is 10¢ per day per item, with a maximum fine of $5.00 per item and return of materials.
   B. The overdue fine for non-Hot Pick DVD collection items is $0.50 per day per item with a maximum fine of $5.00 per item and return of materials.
   C. The overdue fine for Hot Pick and other special collection items is $1.00 per day per item with a maximum fine of $10.00 per item and return of materials.
   D. After $25.00 in total fines is accumulated, the member will be denied borrowing privileges until the fine is paid.
   E. A final invoice is sent to the member after two months and before six months, stating the amount due and informing the member of revoked privileges until such time as the fine is paid and/or the material is returned. The notification process may be accelerated for audio-visual materials and equipment, or high demand items.
   F. The Library may institute legal proceedings for recovery of materials that are overdue.

2. **Lost or Damaged Item Fees**
   A. All lost or damaged material, except for magazines, are charged at replacement/retail value. A default price of $20.00 will be used as the replacement cost if no retail value is available. Incidental damage caused by normal use will be repaired without charge.
   B. Magazines are charged at replacement/retail value or $5.00, whichever is greater.
   C. DVD, CD or console game discs that are returned without their library case and/or accompanying material will be assessed a processing fee of $5.00.
   D. Replacement cost for a single talking book disc is $10.00 when available. Single replacement discs are not available from all vendors; some companies charge replacement cost for the entire set, especially on MP3 format discs. The total replacement cost will be assessed when single discs are not available.
   E. All lost or damaged pieces from kits will be charged at replacement/retail value or $10.00, whichever is greater.
   F. There is an additional $5.00 processing fee per lost or damaged item which is assessed to defray the cost of preparing replacement items for library use. The processing fee is not charged for magazines.
   H. Refunds will not be given for lost material that has been paid for, regardless if it is returned to the collection.

3. **Room Rental Fees**
   Rooms are to be booked on a first-come, first-served basis in two-hour blocks of time, and may be reserved a maximum of two months in advance. Room access will be denied if payment is not received prior to the start of the rental period.

   SINGLE ROOM RENTAL PRICES are as follows per two-hour block:

<table>
<thead>
<tr>
<th>Meeting Room</th>
<th>Rental Rate</th>
<th>501-C3/Gov. Rental Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Lake Room</td>
<td>$55.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Sugarloaf Lake Room</td>
<td>$50.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>West Lake Room</td>
<td>$50.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Gourdneck Lake Room</td>
<td>$30.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Long Lake Room</td>
<td>$20.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

   COMBINED ROOM RENTAL PRICES are as follows per two-hour block:

<table>
<thead>
<tr>
<th>Meeting Room Combinations</th>
<th>Rental Rate</th>
<th>501-C3/Gov. Rental Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austin Lake + Sugarloaf Lake + West Lake Rooms</td>
<td>$155.00</td>
<td>$ 65.00</td>
</tr>
<tr>
<td>Austin Lake Room + Sugarloaf Lake Room</td>
<td>$105.00</td>
<td>$ 45.00</td>
</tr>
<tr>
<td>Sugarloaf Lake Room + West Lake Room</td>
<td>$100.00</td>
<td>$ 40.00</td>
</tr>
<tr>
<td>Gourdneck Lake Room + Long Lake Room</td>
<td>$ 50.00</td>
<td>$ 25.00</td>
</tr>
</tbody>
</table>

Exceptions to these meeting room rental charges may only be granted by the Library Director.

*Note: Refer to the "Community Meeting Rooms Policy" for more details.*
4. **Photocopy/Printout/Faxing/Scanning Fees**
   A fee of 10¢ per printed side of a page will be charged for greyscale photocopies and printouts. A fee of 75¢ per printed side of a page will be charged for color printouts.

   Faxing will be charged $1.00 for each page scanned to FAX. No charge will be assessed for scanning pages to email or electronic storage.

5. **Interlibrary Loan Fee**
   There is no charge to members for interlibrary loan borrowing fees under $5.00. However, members will be required to pay for any special borrowing charges over $5.00.

   Any interlibrary loaned items that are returned late are subject to the same overdue fines as library owned material. Members who have long overdue interlibrary loaned items or $25.00 or more in fees charged to their account will be blocked from interlibrary loan services.

   Long overdue or non-returned items will be charged as lost in accordance with MeL Policy as set by the Library of Michigan. Once the library pays for a lost item, the member is responsible for the replacement cost. No refunds are available.

6. **Returned Check Fee**
   There is a fee for any returned checks written to the Portage District Library. The fee shall be assessed in the exact amount which the Library is charged by its current Bank for the processing of such items.

7. **Laptop Computer Usage & Fines**
   A. Laptop computers will be offered to members for use within the library only for a loan period of two hours.
   B. After the second hour of use, there will be an automatic overdue charge of $10.00 per hour or part of an hour if the laptop is not returned or renewed. The maximum overdue fine is $100.00 for a single laptop that is returned completely and without damage.
   C. Reserves may be made when all laptops are in use and will not be subject to a reserve fee.
   D. Removal of laptop computers from the library building will be considered theft. Laptop use privileges will be revoked.
   E. Damage to the laptop or loss of additional equipment will result in charges for repair or replacement.

8. **Telescope Usage & Fines**
   A. Orion Starblast Telescope kits will be offered for specific booking periods to resident and paying non-resident members. All bookings will be set to start on Wednesday and end on Monday.
   B. If the kit is returned after the six day period of the booking, there will be an automatic late charge of $10.00 per day or part of a day that the kit is late. The maximum overdue fine is $100.00 for a single telescope kit that is returned completely and without damage.
   C. Failure to comply with usage procedures may result in the loss of use privileges for this equipment.
   D. Damage to the equipment or loss of additional kit material will result in charges for repair or replacement.

9. **Checkout, Reserve and Service Limits**
   A. Members are limited to 5 movies from non-Hot Pick collections and 5 movies from juvenile DVD collections. Those who are over the age of 18 years of age can check out an additional 5 non-Hot Pick movies that have an “R” rating. Similar limits may be set for other special collections.
   B. Members are limited to 10 non-Hot Pick music titles that can be checked out at one time. Similar limits may be set for other special collections.
   C. Resident and paying non-resident members may reserve up to 25 items total at one time; reciprocal borrowers may only reserve 5 items total at one time. Hot Pick collections cannot be reserved.
   D. Two renewals are allowed for items that are not in demand. Items with reserves, Hot Pick collections, and other high demand or special collections are not renewable.
   E. A limit of 2 items from each Hot Pick item category (books, movies, music, and games) can be checked out at one time. Hot Pick movie and music titles are in addition to checkout limits set for other movie and music titles.
   F. Hot Pick collections are limited to use by resident and paying non-resident members.
   G. Premium services including, but not limited to, Interlibrary Loan, Favorite Authors, ebook or audio downloads, and other online media services are limited to resident and paying non-resident members.
1. **STATEMENT of PURPOSE**

   It is the policy of the *Portage District Library* to invest its funds in a manner that will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of the *Portage District Library* and complying with all state statutes governing the investment of public funds.

2. **SCOPE of POLICY**

   This investment policy applies to all financial assets of the *Portage District Library*. These assets are accounted for in the various funds of the *Portage District Library* and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the *Portage District Library*.

3. **INVESTMENT OBJECTIVES**

   In priority order, the primary objectives of the *Portage District Library*’s investment activities shall be:

   A. **Safety**: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

   B. **Diversification**: The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

   C. **Liquidity**: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

   D. **Return of Investment**: The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow from characteristics of the portfolio.

4. **DELEGATION of AUTHORITY to MAKE INVESTMENTS**

   Authority to manage the investment program is derived from MCL 397.182 and by Resolution of the *Portage District Library Board* (See attached). Management responsibility for the investment program is hereby delegated to the *Portage District Library Director* who shall establish written procedures and internal controls for the operation of the investment program consistent with this Investment Policy. Procedures shall include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the *Portage District Library Director*. The Library Director shall be responsible for all
transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

5. AUTHORIZED INVESTMENT INSTRUMENTS

The *Portage District Library* funds shall be invested only in the manner permitted under Act No. 20 of the Public Acts of 1943, as amended, and may include any of the following:

a) Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.

b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, as defined in MCLA 129.91 (4) provided that the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of the state of Michigan or the United States.

c) Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.

d) Repurchase agreements consisting of instruments listed in subdivision (a).

e) Bankers’ acceptance of United States banks.

f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.

g) Mutual funds registered under the Investment Company Act of 1940, Title I of Chapter 686, 54 Stat. 789. 15 USC 80a-1 to 80a-3, and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. A securities net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:

   (i) The purchase of securities on a when-issued or delayed delivery basis.
   (ii) The ability to lend securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
   (iii) The limited ability to borrow and pledge a like portion of the portfolio’s assets for temporary or emergency purposes.

h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA7, MCL 124.501 to 124.512.

i) Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.

j) Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.
6. **SAFEKEEPING and CUSTODY**

   All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the *Portage District Library* shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the *Portage District Library Director* and evidenced by safekeeping receipts as determined by the *Portage District Library Director* (or designee of the Library Director).

7. **STANDARD of PRUDENCE**

   The *Portage District Library Director* shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived. The Standard of Prudence to be used shall be the “fiduciary” standard and shall be applied in context of managing an overall portfolio.

8. **STATEMENT of ETHICS**

   The *Portage District Library Director* shall refrain from personal business activity that could conflict with the proper execution and management of library investments, or that could impair the *Portage District Library Director’s* ability to make impartial investment decisions.

9. **INVESTMENT ACTIVITY REPORT**

   The *Portage District Library Director* shall annually provide a written report to the Library Board concerning the investment of *Portage District Library* funds. The *Portage District Library* shall comply with all applicable statutory standards for investment of public funds as they now exist or as they may be subsequently amended. Any provision of this resolution that conflicts with applicable statutory requirements and standards is void.
I. **Definition of the Portage District Library Service Area Boundaries**

The service area of the Portage District Library is property located within the portions of the Portage Public School District located in the following municipalities: City of Portage, Texas Township, and Pavilion Township. Only those who reside within or own property or businesses within these boundaries are entitled to free membership.

**NOTE:** Those who reside within or own property or businesses in the portion of the Portage Public School District located within the City of Kalamazoo are served by the Kalamazoo Public Library.

II. **Who is able to get a free membership?**

A. Any person who resides within the Portage District Library service area.
B. Any person who pays real or personal property tax on property located within the Portage District Library service area.
C. Any business and/or institution located within the Portage Library District service area may be issued a library card in the name of that business or institution. See Section V, part D of this policy for more details.
D. Any person who is a resident member of a library district that has established a reciprocal borrowing agreement with the Portage District Library can have a free, limited use membership. See the Reciprocal Borrowing Policy for additional membership requirements.
E. Any person who can document that they are an educator at an educational institution that is located with the Portage District Library service area and would not otherwise qualify for any free membership type. See Section V, part E of this policy for more details.

**NOTE:** Businesses outside of the Portage District Library service area are not eligible for reciprocal memberships.

III. **Non-Resident Memberships**

Any person, business or institution that does not fit into one of the above categories must pay a non-resident fee for library service. The non-resident membership is good for one year from date of issuance and entitles the member to all services of Portage District Library.

The “Cost of Service” is calculated based on the average taxable value per residential parcel within the service area of the Portage District Library. As required by Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, the fee may not exceed “the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.” This cost figure is re-calculated annually and reported to the Library Board.

**NOTE:** The non-resident fee for senior citizens (62 yrs. and older) is 50% of the standard non-resident fee charged to people who reside outside of the Portage District Library service area.
IV. Required Documentation for Establishing a Membership

The appropriate type of library membership for any person will be issued only upon verified identification and proof of current residential address for the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements addressed below. In order of preference, one of the following items of identification is required to establish a membership:

1. Valid Driver’s License
2. Valid State Identification Card
3. Valid Passport
4. Valid Military ID
5. Valid School ID with Photo

If the current residential address is not listed as part of the identification presented, a secondary document that includes a current residential address is also required to establish membership. The secondary document must be in the name of the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements detailed below. In order of preference, one of the following documents is required for proof of current residential address when the current residence is not listed on the identification presented to establish membership:

1. Valid Voter’s Registration Card
2. Current property tax bill or receipt
3. Current utility bill for water/sewer or gas/electric services
4. Registered Land Contract
5. Current Lease Agreement
6. Current vehicle registration

V. Special Circumstances & Other Membership Types

A. In the case of children under the age of 18 who are unable to show identification or proof of current residential address and are not accompanied by a parent or documented legal guardian, an alternative form of registration will be offered that will require the membership card to be mailed as proof of residence. The mailing also serves as notification to the responsible party that a membership card has been issued.

B. For those individuals seeking membership who may live in alternative living situations, such as shelters, temporary housing, group homes, transitional housing or care facilities, there may be other options for registration and/or proof of residence. Memberships may be limited in duration and/or limited in amount or type of material that can be checked out for those who are unable to provide the requested residency documentation.

C. Memberships are not available to those who are visiting the Portage District Library service area. However, internet guest passes are available to anyone who can show appropriate identification with proof of age. See the Internet Usage Policy for additional information and restrictions.
D. Businesses or institutions within the Portage District Library service area that would like to take advantage of the opportunity for membership require additional proof of operation within the library district, proof of ownership, or documented authorization from the business or institution. These memberships can only be established by the business owner, institutional director or their documented designee. These types of memberships are only processed by specific library personnel, not through typical individual member registration processes. Due to the variety of business and institution types, contact the Library for specific information regarding the additional requirements.

E. Individuals who can provide written documentation that they are working as an educator at an educational institution within the Portage District Library service area and do not otherwise qualify for any other free membership type can be provided with a special non-resident membership free of charge. Appropriate documentation should come in the form of a letter provided by their employer and must be provided annually upon the expiration of the membership to continue the membership. This type of membership is not intended for personal use, but to provide access to library collections for use in support of curriculum and other educational endeavors that impact students in the Portage District Library service area. The privileges of this limited membership will be similar to what is offered to reciprocal borrowing membership types.

VI. Membership Responsibilities and Privacy

A. Once a membership has been established, the person, business or institution in whose name the membership is opened is responsible for any use or misuse of the membership, including, but not limited to, fines, losses or fees assessed against the account. In the case of minor children, the parent or documented legal guardian is the responsible party. In the case of a business or institution, the owner, director, or their designee will be the responsible party. Lost or stolen membership cards should be reported immediately. See the Fines & Fees/Usage Policy or the Internet Usage Policy for additional information.

B. In accordance with the Michigan Library Privacy Act, all library records must be kept confidential. Information contained within library records will only be divulged in person to the member showing valid identification, the card holder, the person liable for payment and return of library materials, or as required by law via a court order. See the Library Privacy & Search Warrant Policy for additional information.
To: Portage District Library Board

From: Christy Klien, Library Director and Rob Foti, Business Manager

Date: October 19, 2016

Subject: Proposed Non-Resident Fee for Fiscal Year 2017

BACKGROUND:
For many years, the library has extended library borrowing privileges to non-residents by providing an opportunity for them to get a library card by paying an annual fee that is comparable to what the average resident taxpayer would pay through tax assessment for library service. This is a reasonable approach to resource sharing by a tax supported public library and is a practice followed by many libraries. We have also always complied with Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, which states that a Non-Resident Fee…

“May not exceed the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.”

The current Library Board approved formula for calculating the library’s Non-Resident Fee is:

Tax revenue generated by the taxable value of the average residential property in the Library taxing jurisdiction.

CALCULATION:
Using this formula, we have determined that the library’s Non-Resident Fee for 2017 would be:

The current number of residential parcels in the Library’s jurisdiction is 18,467. The total taxable value for all residential property is $1,433,710,441. Therefore, the average taxable value of a residential parcel of property in the Library’s area would be $77,636. That means that tax revenue generated per average parcel in the coming year will be $116.45.

If we apply this calculation and round the dollar amount down to $116.00, it equates to a $1.00 increase in the library’s Non-Resident Fee for Fiscal Year 2017. In reviewing the Non-Resident Fees of other similar size libraries in Michigan, this would still place Portage District Library’s Non-Resident Fee at the lower end of the range. [Kalamazoo Public Library $180; Ann Arbor District Library $150; Willard Public Library $125; Herrick District Library $100.]

RECOMMENDATION:
It is recommended that the Library Board approve a 2017 Non-Resident Fee for the Portage District Library in the amount of $116.00.
PORTAGE DISTRICT LIBRARY

Schedule of Library Closings in 2017

(Submitted for Library Board approval on: October 24, 2016)

The Portage District Library will be closed on the following selected federal holidays and special observance days in 2017:

<table>
<thead>
<tr>
<th>CALENDAR DATE</th>
<th>OBSERVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2017</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>April 16, 2017</td>
<td>Easter</td>
</tr>
<tr>
<td>May 29, 2017</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4, 2017</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 4, 2017</td>
<td>Labor Day</td>
</tr>
<tr>
<td>September 22, 2017</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td>November 23, 2017</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>December 24, 2017</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>December 25, 2017</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

**Note #1:** The library closes on two traditional observance days: Easter Sunday and Christmas Eve (which are not federal holidays).

**Note #2:** When a federal holiday falls on a Saturday, it is usually observed by governmental entities on the preceding Friday. When the holiday falls on a Sunday, it is usually observed by governmental entities on the following Monday. However, since the library is open to the public on Saturdays, and on Sundays (except in summer), any federal holiday that falls on either a Saturday or a Sunday will be observed on those actual days and the library will be closed.

**Note #3:** The library has standardized the date for Staff Development Day as the 4th Friday in September, so the library will be closed on 9-22-17.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 14, 2016
Subject: Upcoming Library Board linkage opportunities in October & November 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 October & November 2016:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/27, 11/3, 11/10, 11/17</td>
<td>10:00 AM</td>
<td>Portage Computer Users’ Group</td>
</tr>
<tr>
<td>10/29</td>
<td>2:00 PM</td>
<td>The Day the Earth Stood Still Movie Showing</td>
</tr>
<tr>
<td>11/3, 11/17</td>
<td>9:00 AM</td>
<td>Muffins and the Market</td>
</tr>
<tr>
<td>11/3</td>
<td>3:00 PM</td>
<td>Enroll Kalamazoo ACA Open Enrollment</td>
</tr>
<tr>
<td>11/7</td>
<td>7:00 PM</td>
<td>SciFi/Fantasy Discussion Group: Zombies</td>
</tr>
<tr>
<td>11/10</td>
<td>7:00 PM</td>
<td>International Mystery Book Group</td>
</tr>
<tr>
<td>11/10</td>
<td>7:00 PM</td>
<td>What Are We Feeding Our Best Friends? (Reg. Req.)</td>
</tr>
<tr>
<td>11/11</td>
<td>7:00 PM</td>
<td>A Salute to Veterans Big Band Event</td>
</tr>
<tr>
<td>11/13</td>
<td>2:00 PM</td>
<td>Do You Understand Your Health Insurance Options?</td>
</tr>
<tr>
<td>11/14</td>
<td>7:00 PM</td>
<td>Top Shelf Reads: The Golem and the Jinni</td>
</tr>
<tr>
<td>11/15</td>
<td>7:00 PM</td>
<td>How to Become a (Re)Search Ninja</td>
</tr>
<tr>
<td>11/19</td>
<td>9:00 AM</td>
<td>Kalamazoo Macintosh User Group</td>
</tr>
<tr>
<td>11/15</td>
<td>6:00 PM</td>
<td>PDL Writers Workshop: The Benefits of Blogging</td>
</tr>
<tr>
<td>11/15</td>
<td>10:30 AM</td>
<td>Open for Discussion: Life From Scratch</td>
</tr>
<tr>
<td>11/16</td>
<td>9:30 AM</td>
<td>Grief Support</td>
</tr>
<tr>
<td>11/28</td>
<td>7:00 PM</td>
<td>Must be 21+: Game, Doodle, Color</td>
</tr>
</tbody>
</table>
Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

POLICY: 1. Expend more funds than have been received in the fiscal year to date unless the debt guideline (below) is met.

Director’s Response:

Revenue $ 4,267,375
Expenditures $ 2,409,239

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 $ 3,500
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.
POLICY: The Library Director shall not permit the Library Board to be uninformed or unsupported in its work. Accordingly, the Library Director may not:

1. **Neglect to submit monitoring data required by the Library Board (see policy on Monitoring Library Director’s Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.**

RESPONSE: All board policy monitoring data has been submitted to the Library Board as required and noted on the Library Board’s annual calendar as follows:

<table>
<thead>
<tr>
<th>Board Executive Limitations and Public Service Policies</th>
<th>Dates when Monitoring Data was Provided to Library Board</th>
</tr>
</thead>
</table>
| Art Exhibit and Gift Policy
  *(Public Service Policy)*                                | Provided information to the Library Board to review this policy on 4-25-16. |
| Asset Protection Policy
  *(Executive Limitation)*                                  | Monitoring report provided to the Library Board on 3-28-16. |
| Audio-Visual Policy
  *(Public Service Policy)*                                  | Provided information to the Library Board to review this policy on 10-24-16. |
| Capitalization Policy
  *(Public Service Policy)*                                  | Provided information to the Library Board to review this policy on 9-26-16. |
| Community Meeting Rooms Policy
  *(Public Service Policy)*                                  | Provided information to the Library Board to review this policy on 1-25-16. |
| Communication and Support to the Library Board Policy
  *(Executive Limitation)*                                  | Provided information and communicated regularly throughout the year with the Library Board via: agenda packets, e-mails, e-newsletters, phone contacts, special mailings and presentations at board meetings; arranged for regular presentations by library staff to keep board members updated on library issues; Report by Behrje on 3-Year Technology Plan 7-25-16; conveyed important information to trustees, such as: Ends development and accomplishments; public surveys; Friends of the Library updates & book sale revenue; fundraising initiatives(Spring Appeal, Annual Campaign, & Annual Report); library monthly narrative & statistical reports; marketing activities; Public Hearing on FY 2017 Budget; regular updates on self-checkout; Monitoring report on this Executive Limitation Policy was provided to Board on 10-24-16. |
| Compensation and Benefits Policy
  *(Executive Limitation)*                                  | Monitoring report provided to the Library Board on 8-22-16. |
| Donation Policy
  *(Public Service Policy)*                                  | Provided information to the Library Board to review this policy on 10-24-16. |
| Disruptive Patron Policy
  *(Public Service Policy)*                                  | Provided information to the Library Board to review this policy on 5-13-16. |
| Emergency Library Director Succession
  *(Executive Limitation)*                                   | Monitoring report provided to Library Board on 2-22-16. |
| Ends Focus of Grants or Contracts Policy
  *(Executive Limitation)*                                  | Provided information to the Library Board to review this policy on 10-24-16. |
| Financial Condition and Activities Policy
  *(Executive Limitation)*                                  | Monthly & quarterly reports done all year; and Financial Audit Presentation on 5-23-16; recommended allocation of gifts & donations on 12-12-16; provided data on fundraising initiatives as part of Library Director’s narrative reports in board meetings; and a Monitoring Report for this Executive Limitation was provided to Library Board on 3-28-16. |
2. Let the Library Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly any changes in the assumptions upon which any board policy has previously been established.

RESPONSE: The Library Board has been kept aware of all relevant trends, pertinent information and significant issues impacting the library. Examples of this are as follows:

- Federal mandates on privacy and Internet child protection
- State requirements for annual report to be eligible for state aid
- Monthly Michigan Library Association legislative updates on state activities
- Regular updates on state-wide legislative activities and decisions
- Gave a detailed presentation to Library Board on revenue projections for library
- Alerted Library Board to tax abatement issues and reductions in state aid funding to libraries
- Provided information on the Personal Property Tax and the state’s proposed reimbursement plan for lost PPT revenue.

3. Fail to advise the Library Board if, in the Library Director’s opinion, the board is not in compliance with its own policies on Governance Process and Library Board-Library Director Linkage, particularly in the case of board behavior, which is detrimental to the work relationship between the board and the Library Director.

RESPONSE:
- The Library Board was assisted in obtaining a legal opinion about compliance with the Freedom of Information Act and establishing a FOIA policy, procedure and designation of FOIA Coordinator.

4. Fail to marshal for the Library Board, as many staff and external points of view, issues and options as needed for fully informed board choices. [i.e., survey information, industry standards and benchmarks.]

RESPONSE:
- Arranged for regular staff presentations to Library Board highlighting various areas and services at the library (Three-Year Technology Plan; marketing initiatives; revenue projections; health insurance; Personal Property Tax; tax capture; Zinio tutorial; Food For Fines)
- Arranged for guests/presenters to come to board meetings: Dan Jaqua on 4-25-16, Superintendent Mark Bielang on 5-23-16, Kim Phillips on 7-25-16, and Gary Kushner on 5-23-16, 8-22-16, and for both Strategic Planning/Board Retreat meetings on 11-2-16 and 11-15-16.

5. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.

RESPONSE: Presented information to Library Board in the formats they requested.

6. Fail to provide a support mechanism for official Library Board, officer or committee communications.

RESPONSE: The Library Board has been provided the complete support of the Library Director (Klien), the Assistant to the Library Director and Board Secretary (Edwards), and the Library Business Manager (Foti) in all matters of official Library Board, officer or committee communications. The support mechanism in place to assist the Library Board is a strong Library Administrative Team composed of these staff members, plus five other Department Heads and team members who receive board directives and represent the Library Board’s decisions and preferences to the rest of the library staff. The support service to the Library Board includes: participation in assessing current board policies and/or developing new policies as may be needed; implementation of board policies and enforcement with the public; review and revision of library Ends Statements as identified by the Library Board and development of activities and projects to accomplish those Ends; representation of board preferences to the public; conduct of general research, online database searches for information, making contacts on behalf of the Library Board, handling correspondence and e-mail communications for the Library Board, managing official documentation of Library Board activities, and any other activities as required by the board as a whole, or upon individual request, if necessary and endorsed by the Board Chair. Legal services are always available to the Library Board as well.

7. Fail to deal with the Library Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.

RESPONSE: Proper attention has been given to the position of all Library Board members and in particular to the Board Chair and Vice Chair when communicating with the Library Board.
8. **Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Library Board.**

   **RESPONSE:** There have been no instances of non-compliance with any policy of the Library Board, thus no need to report any such behavior.

9. **Fail to supply for the consent agenda all items delegated to the Library Director yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.**

   **RESPONSE:** All items delegated to the Library Director or required by law or contract to be board approved have been included on the consent agenda with supporting monitoring assurance. Examples of this are: (1) the annual financial audit; (2) the annual State Aid report to the Library of Michigan; (3) the Public Hearing on the Library’s Proposed Budget in August; (4) annual review of the library's public policies and the Library Board's executive limitation policies; (5) end-of-year budget amendments, as needed; (6) establishment of an updated Non-Resident Fee for the coming year; and (7) approval of any outsourced service contracts or purchases potentially exceeding $20,000.

10. **Fail to provide the Library Board with a Communication and Support Monitoring Report once a year.**

    **RESPONSE:** This document serves as a “Communications and Support Monitoring Report” for Fiscal Year 2016, to assure the Library Board that all communications with the board have been handled appropriately and was included in the October 24, 2016 board meeting agenda packet.
PORTAGE DISTRICT LIBRARY
Monitoring Report on Ends Focus of Grants & Contracts for Fiscal Year 2016

POLICY: The Library Director may not enter into any grant or contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means. Accordingly, the Library Director shall not:

1. **Fail to prohibit particular methods and activities to preclude grantee or service provider funds from being used in imprudent, unlawful or unethical ways.**

   **RESPONSE:** All appropriate methods and activities were followed to ensure that any grant funds awarded to the Portage District Library, as grantee of funds, from granting agencies were used in prudent, lawful and ethical ways. The grant applications that were submitted in FY 2016 were:

<table>
<thead>
<tr>
<th>Granting Agencies or Partners</th>
<th>Amount</th>
<th>Purpose of Grant or Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library of Michigan</td>
<td>$690.00</td>
<td>In May 2016, Library Director Christy Klien and Marketing Manager Colin Whitehurst applied to participate in a community engagement training program for Michigan library staff. The training was led by coaches from Harwood Institute for Public Innovation. The training was offered at no charge to select Michigan libraries, with generous stipends provided through Library of Michigan LSTA funding. The program took place on October 4-6, 2016. Portage District Library staff were approved to participate in this workshop and have been awarded $690 towards accommodations and travel.</td>
</tr>
<tr>
<td>Kalamazoo Community Foundation – Nancy Haner Memorial Fund</td>
<td>$565.82</td>
<td>Portage District Library was awarded this grant to be used for “achieving library goals and purposes”.</td>
</tr>
<tr>
<td>SMLC (Southwest Michigan Library Cooperative)</td>
<td>$1,000</td>
<td>Portage District Library requested and was awarded an SMLC Collection Development &amp; Technology Grant in June 2016 in the amount of $1,000 to purchase e-materials for the library’s OverDrive collection.</td>
</tr>
</tbody>
</table>

2. **Fail to assess and consider an applicant’s capability to produce appropriately targeted, efficient results.**

   **RESPONSE:** The Library Director, the Marketing Manager, and associated Administrative Team members and library personnel work closely together to look at any potential grant or contract opportunity for the Portage District Library

3. **Fund specific methods except when doing so for research purposes, when the result to be achieved is knowledge about differential effectiveness of various methods.**

   **RESPONSE:** The Library Director has not funded any specific methods that fall into this category.
Marketing Update

In the month of October, we began to look at how we can be better about Community Engagement. Through various trainings and meetings, we are hoping to learn how to better connect with the community and gauge their needs.

Recurring Monthly Projects:

- The October e-Newsletter was sent out the first week of the month to over 12,000 library patrons.
- Our upcoming fall 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.

October Marketing Highlights:

- Our Book Bike was delivered! We created an image of Portage Landmarks and applied them to a vinyl wrap on the shelves on the back of the bike.
- We had t-shirts printed for Staff that have the new Book Bike logo on them to wear when they take the bike out and to advertise the new service.
- We supplied graphics and signage to support the 2016 Food For Fines program.
- A photoshoot took place to get some images of the Book Bike so we can send out thank you notes to all those that donated to the Spring Appeal and to the Friends.
- National Friends of the Library week was supported by marketing by creating thank you signage that was posted on our website, on our Facebook page, and on digital signage throughout the library.

October Media Highlights:

Facebook
23 New Page likes | 52 Post Shares | 471 Post Likes | 27,950 Total Reach

Twitter
2,113 Tweet Impressions | 47 Profile Visits | 3 Mentions | 4 New followers | 4 Tweets Linking to us
October Marketing Materials:

MONTHLY EVENT POSTERS, PORTAGER, E-NEWSLETTER

BOOK BIKE WRAP, BOOK BIKE, BOOK BIKE T-SHIRT, AND NATIONAL FRIENDS OF THE LIBRARY WEEK SIGNAGE
Library Director’s Narrative Report for October 24, 2016
(Activities at the end of September 2016 and beginning of October 2016)

Administrative Activities:
During the months of September 2016 and the first part of October 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.
- Facilitated the library’s annual Staff Development Day
- Went to a full day workshop at Rose Street Advisors with Business Manager Rob Foti on 9/27.
- Attended the PCC Board Meeting on 9/28.
- Attended a Benefits Renewal Meeting with staff at Rose Street Advisors with Business Manager Rob Foti on 9/29.
- Attended a meeting about the Grandmother and CIG Endowment Fund on 10/4.
- Participated in discussions about the Library sub position on 10/4.
- Attended Harwood Institute Training in Lansing with Marketing Manager Colin Whitehurst from 10/4-10/6.
- Participated in a Library Architect Interview and tour with Business Manager Rob Foti on 10/10.
- Participated in a Library Interior Designer and tour with Business Manager Rob Foti on 10/12.
- Facilitated the League of Women Voters Candidate Meet and Greet at the library on the evening of 10/12.
- Attended an SMLC Council Meeting in Paw Paw on 10/13.
- Worked on Admin Staff evaluations during the week of October 17.
- Participated in interviews for Library Weekend Subs on 10/17, 10/18, 10/24, and 10/25.

Technical Services

While Youth Services returned to full monthly ordering, library material continues to flow exceptionally well through Technical Services. Our acquisition clerks, teamed with volunteers, are doing an excellent job receiving and processing library material in a timely and accurate manner.

IT Services

All preventive maintenance and warranted repairs have been completed for library technology for September/October 2016.

Additional cabling has been run for the library book drop room. New cabling is being run for the expanded number of wireless Access Points.
The library experienced downtime for public access computing and wireless on October 3, 2016 due to a wireless controller issue. This issue has been corrected.

The library has received most of its new self checkout components and is waiting for brackets for our new payment devices and our project manager to coordinate the installation. The library is currently working with our new payment processor to configure the new chip compliant payment systems. New cabling has been run for the self checkout payment terminals. Network configuration has been updated to comply with PCI-DSS (Credit Card Security) rules for merchants accepting credit/debit payments.

**Maintenance and Building Services**

All preventative maintenance activities were performed as scheduled.

New LED lightbulbs were installed in the Atrium to provide a cleaner daylight light. Photocells have been replaced for the front parking lot lights and the building security lights.

The following Inspections were completed: Drains/Sewer Cleanouts were inspected and remediated where necessary; Back Flow Preventer Valves were inspected and tested for both domestic and fire suppression water supplies; Boiler System was inspected for safety devices, maintenance logs and proper annual tests; and Fire Prevention/Building Inspection was conducted for emergency lighting, exit lighting, fire extinguishers and fire safety building codes.

**Personnel Information:**

The library undertook the following human resource activities since the September 26, 2016 Board meeting:

- The Library interviewed six (6) candidates for the Library Aide II position in Circulation.
- A job offer was made to Kaitlin Simpson, and accepted, for the Library Aide II position in Circulation.
- Interviews are underway for the Library Substitute position. Seven (7) candidates have been chosen to receive interviews and the Library is anticipating approximately four (4) candidates will be selected.
- The Library conducted its Staff Development Day training on September 23, 2016. Presenter, Lucy Lockley, was on hand to train staff on writing reviews and book awareness techniques. Additionally, representatives from several local books stores were in attendance to train staff on the art of handselling books.
- The Library has received health, dental and vision plan quotes through its agent, Rose Street Advisors. Plans will be presented to staff at the annual open enrollment meeting to be held on Thursday November 3, 2016.
**Adult Services Programming**

**GeekFest** 2016 – (9/27) Portage District Library collaborated with Kalamazoo Public Library, Van Buren District Library, Lawton Public Library, and Paw Paw District Library, to host a comic book, games, and craft convention at the Antwerp Activity Center (Mattawan, MI).

487 Attendees. The event was marketed through use of "Save the Date" postcards distributed at participating libraries and vendors, a full page flyer, each library's website and online events calendar, a dedicated Facebook events page with regular posts made by committee members. Portage staff involved were Lawrence Kapture, Jessica Enget, Christina Doan, and Colin Whitehurst.

The convention was roughly divided between three areas: a Gaming Room, the Author/Artist Alley, and a Creative Corner. GeekFest met the short and long term needs of the community by increasing community spirit, encouraging literacy, exposing the public to 21st century technologies, and providing opportunities for safe and enjoyable recreation among youth.

**Adult Services Networking**

- **GeekFest Committee**—attended and participated in 9/1 meeting as final preparation, and the post-event recap and review on 9/26.

- **MLA Annual Conference Committee** – attended and participated in meeting on 9/19 to discuss current counts as compared to same time last year, assign at-conference roles and review outstanding preparation tasks.

- **Reading Together Committee** – attended and participated in inaugural meeting on 9/28 where the potential speaker and book for the year was quietly announced, pending contract confirmation. Committee members were provided with copies of the book. Information on the selection will be kept confidential until next month.

**Youth Services Programming**

Our ongoing Fall programs have begun! These include weekly **storytimes** for babies and toddlers, two year-olds, preschoolers, and an independent storytime for three-five year-olds. For teens our **Lego Club, Game Club, and Teen Advisory Group** will continue.

Youth Staff instituted two new monthly programs; an **evening storytime** for preschoolers and their families, and a **book group for elementary-age children**. Both events have been frequently requested and were well-attended.

Special programs this month included a **Youth component for the Medieval Skills program**. Children could climb in and decorate a large castle and create their own Coat of Arms. Additional family-friendly activities were available as part of the main program.
Youth Services Outreach

Kindergarten Card visits started in September, with staff members visiting ten classes in two elementary schools. Youth Staff also hosted an activity booth at Central Elementary’s annual PTO open house. Several families visited the booth and learned about upcoming services and events. In addition, Youth Staff collaborated with the Senior Center on a Grandparents Day event. We hosted a booth along the Celery Flats Trail that displayed library information and provided conversation starters for multigenerational groups.
<table>
<thead>
<tr>
<th></th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
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<tbody>
<tr>
<td></td>
<td>Sep-16</td>
<td>Sep-15</td>
</tr>
<tr>
<td><strong>Total Library Circulation</strong></td>
<td>66,334</td>
<td>64,343</td>
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<tr>
<td>Adult - Books</td>
<td>17,714</td>
<td>17,589</td>
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<tr>
<td>Adult - A/V</td>
<td>7,558</td>
<td>7,961</td>
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<tr>
<td>Youth - Books</td>
<td>22,783</td>
<td>22,202</td>
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<td>Youth - A/V</td>
<td>3,610</td>
<td>3,890</td>
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<td>Hot Picks</td>
<td>4,309</td>
<td>4,855</td>
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<td>E-Material</td>
<td>8,157</td>
<td>9,567</td>
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<tr>
<td>ILL - PDL Requests</td>
<td>1,187</td>
<td>1,080</td>
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<tr>
<td>ILL - Other Lib. Requests</td>
<td>1,016</td>
<td>799</td>
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<tr>
<td><strong>Self-Checkout Percentage</strong></td>
<td>59.19%</td>
<td>58.66%</td>
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<td><strong>Total Library Collection</strong></td>
<td>207,199</td>
<td>204,698</td>
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<td>Adult - Books</td>
<td>96,808</td>
<td>98,902</td>
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<td>Adult - A/V</td>
<td>17,880</td>
<td>17,816</td>
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<td>Youth - Books</td>
<td>75,361</td>
<td>70,934</td>
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<tr>
<td>Youth - A/V</td>
<td>12,305</td>
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<td>Hot Picks</td>
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<td><strong>Net Acquisitions</strong></td>
<td>(25)</td>
<td>(281)</td>
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<td>885</td>
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<td>Purchased - A/V</td>
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<td>368</td>
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<td>Donated - Books</td>
<td>4</td>
<td>3</td>
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<tr>
<td>Donated - A/V</td>
<td>4</td>
<td>2</td>
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<td>Material Discarded</td>
<td>(2,181)</td>
<td>(1,539)</td>
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<td><strong>Total In-House Usage</strong></td>
<td>973</td>
<td>1,022</td>
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<td>In-House Periodical Usage</td>
<td>398</td>
<td>421</td>
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<td>In-House Book Usage</td>
<td>575</td>
<td>601</td>
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<table>
<thead>
<tr>
<th>Patrons</th>
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<tbody>
<tr>
<td><strong>Total Patrons</strong></td>
<td>51,390</td>
<td>50,530</td>
<td>1.70%</td>
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<tr>
<td>Adult</td>
<td>36,322</td>
<td>33,930</td>
<td>7.05%</td>
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<td>Youth</td>
<td>7,856</td>
<td>7,623</td>
<td>3.06%</td>
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<tr>
<td>Non-Resident</td>
<td>342</td>
<td>341</td>
<td>0.29%</td>
<td></td>
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<tr>
<td>Reciprocal</td>
<td>6,060</td>
<td>5,410</td>
<td>12.01%</td>
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<tr>
<td>Internet User</td>
<td>734</td>
<td>3,163</td>
<td>-76.79%</td>
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<tr>
<td>Professional</td>
<td>76</td>
<td>63</td>
<td>20.63%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Patrons Added</strong></td>
<td>280</td>
<td>273</td>
<td>2.56%</td>
<td>2,626</td>
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<tr>
<td>Adult</td>
<td>159</td>
<td>166</td>
<td>-4.22%</td>
<td>1,410</td>
</tr>
<tr>
<td>Youth</td>
<td>4</td>
<td>2</td>
<td>100.00%</td>
<td>176</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>3</td>
<td>6</td>
<td>-50.00%</td>
<td>29</td>
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<tr>
<td>Reciprocal</td>
<td>32</td>
<td>36</td>
<td>-11.11%</td>
<td>392</td>
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<tr>
<td>Internet User</td>
<td>82</td>
<td>63</td>
<td>30.16%</td>
<td>609</td>
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<tr>
<td>Professional</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>10</td>
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TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: October 18, 2016  

<table>
<thead>
<tr>
<th>Library Building Usage</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
<th>2016</th>
<th>2015</th>
<th>CHANGE</th>
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<tbody>
<tr>
<td></td>
<td>Sep-16</td>
<td>Sep-15</td>
<td>CHANGE</td>
<td>Sep-16</td>
<td>Sep-15</td>
</tr>
<tr>
<td>Total Meeting Room Usage</td>
<td>192</td>
<td>191</td>
<td>0.52%</td>
<td>1,712</td>
<td>1,681</td>
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<tr>
<td>Internal/Collaboration</td>
<td>101</td>
<td>103</td>
<td>-1.94%</td>
<td>882</td>
<td>871</td>
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<tr>
<td>External/Outside Usage</td>
<td>91</td>
<td>88</td>
<td>3.41%</td>
<td>830</td>
<td>810</td>
</tr>
<tr>
<td>Total Program Audience</td>
<td>1,842</td>
<td>1,703</td>
<td>8.16%</td>
<td>23,096</td>
<td>22,268</td>
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<tr>
<td>Adult</td>
<td>886</td>
<td>421</td>
<td>105.70%</td>
<td>2,893</td>
<td>2,621</td>
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<tr>
<td>Youth</td>
<td>855</td>
<td>1,007</td>
<td>-17.08%</td>
<td>17,253</td>
<td>17,174</td>
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<tr>
<td>Heritage Room</td>
<td>141</td>
<td>275</td>
<td>-48.73%</td>
<td>2,950</td>
<td>2,473</td>
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<tr>
<td>Total Number of Programs</td>
<td>46</td>
<td>45</td>
<td>2.22%</td>
<td>346</td>
<td>380</td>
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<tr>
<td>Adult</td>
<td>18</td>
<td>17</td>
<td>5.88%</td>
<td>93</td>
<td>126</td>
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<tr>
<td>Youth</td>
<td>25</td>
<td>26</td>
<td>-3.85%</td>
<td>222</td>
<td>227</td>
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<tr>
<td>Heritage Room</td>
<td>3</td>
<td>2</td>
<td>50.00%</td>
<td>31</td>
<td>27</td>
</tr>
<tr>
<td>Total Volunteer Hours</td>
<td>371</td>
<td>393</td>
<td>-5.60%</td>
<td>4,404</td>
<td>4,862</td>
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<td>Adult</td>
<td>83</td>
<td>94</td>
<td>-11.70%</td>
<td>848</td>
<td>984</td>
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<tr>
<td>Youth</td>
<td>52</td>
<td>49</td>
<td>6.12%</td>
<td>1,557</td>
<td>1,612</td>
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<tr>
<td>Technical</td>
<td>67</td>
<td>74</td>
<td>-9.46%</td>
<td>634</td>
<td>797</td>
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<tr>
<td>Circulation</td>
<td>135</td>
<td>123</td>
<td>9.76%</td>
<td>1,071</td>
<td>1,088</td>
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<td>Administration</td>
<td>30</td>
<td>25</td>
<td>20.00%</td>
<td>264</td>
<td>281</td>
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<tr>
<td>Community Service</td>
<td>4</td>
<td>28</td>
<td>-85.71%</td>
<td>30</td>
<td>100</td>
</tr>
<tr>
<td>Total Front Door Traffic</td>
<td>53,567</td>
<td>53,787</td>
<td>-0.41%</td>
<td>551,535</td>
<td>555,569</td>
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<tr>
<td>Total Youth Services Traffic</td>
<td>38,004</td>
<td>37,998</td>
<td>0.02%</td>
<td>397,433</td>
<td>397,825</td>
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<tr>
<td>Total Business Center Traffic</td>
<td>2,998</td>
<td>2,903</td>
<td>3.27%</td>
<td>27,489</td>
<td>27,750</td>
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<tbody>
<tr>
<td>Total Reference Transactions</td>
<td>7,352</td>
<td>8,559</td>
<td>-14.10%</td>
<td>74,553</td>
<td>75,329</td>
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<tr>
<td>Adult Phone</td>
<td>431</td>
<td>470</td>
<td>-8.30%</td>
<td>3,998</td>
<td>4,063</td>
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<tr>
<td>Adult Ready Reference</td>
<td>2,191</td>
<td>2,823</td>
<td>-22.39%</td>
<td>23,533</td>
<td>23,488</td>
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<td>Adult Reference</td>
<td>115</td>
<td>171</td>
<td>-32.75%</td>
<td>1,702</td>
<td>1,341</td>
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<tr>
<td>Youth Phone</td>
<td>100</td>
<td>80</td>
<td>25.00%</td>
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<td>1,108</td>
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<tr>
<td>Youth Ready Reference</td>
<td>2,367</td>
<td>2,440</td>
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<td>28,349</td>
<td>23,393</td>
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<td>Youth Reference</td>
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<td>610</td>
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<td>4,586</td>
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<td>HR Phone</td>
<td>10</td>
<td>9</td>
<td>11.11%</td>
<td>152</td>
<td>94</td>
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<td>401</td>
<td>8.98%</td>
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<td>3,276</td>
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<tr>
<td>HR Reference</td>
<td>21</td>
<td>15</td>
<td>40.00%</td>
<td>216</td>
<td>193</td>
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<td>Circ Phone</td>
<td>582</td>
<td>634</td>
<td>-8.20%</td>
<td>5,902</td>
<td>6,212</td>
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<td>Circ Ready Reference</td>
<td>479</td>
<td>623</td>
<td>-23.11%</td>
<td>4,628</td>
<td>4,986</td>
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<td>Circ Reference</td>
<td>193</td>
<td>283</td>
<td>-31.80%</td>
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<td>2,589</td>
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<td>Total Edutainment LAN Use</td>
<td>477</td>
<td>467</td>
<td>2.14%</td>
<td>4,419</td>
<td>4,274</td>
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<td>Total Internet Computer Use</td>
<td>3,080</td>
<td>3,446</td>
<td>-10.62%</td>
<td>37,455</td>
<td>30,812</td>
</tr>
<tr>
<td>Youth Computers</td>
<td>404</td>
<td>526</td>
<td>-23.19%</td>
<td>3,835</td>
<td>4,186</td>
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<tr>
<td>Adult Computers</td>
<td>2,576</td>
<td>2,853</td>
<td>-9.71%</td>
<td>22,694</td>
<td>25,856</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>100</td>
<td>67</td>
<td>49.25%</td>
<td>2,064</td>
<td>1,770</td>
</tr>
<tr>
<td>Total Electronic Transactions</td>
<td>43,404</td>
<td>47,647</td>
<td>-8.91%</td>
<td>417,846</td>
<td>441,355</td>
</tr>
<tr>
<td>WebSite Hits</td>
<td>31,430</td>
<td>35,625</td>
<td>-11.78%</td>
<td>303,836</td>
<td>328,056</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>8,540</td>
<td>8,308</td>
<td>2.79%</td>
<td>79,461</td>
<td>77,332</td>
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<tr>
<td>Licensed Database Hits</td>
<td>3,434</td>
<td>3,714</td>
<td>-7.54%</td>
<td>34,549</td>
<td>35,967</td>
</tr>
</tbody>
</table>

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

Page 35
Tax Capture Legislation Headed for a Hearing

The MLA initiated tax capture package SB 579 and SB 619-624 are currently in the House Tax Policy Committee. We met with the committee chair Rep. Farrington who has assured us he is considering the bills for a hearing this fall.

As you may recall, these bills provide the opportunity for libraries to have the option of participating in tax captures. They require the tax captures to be transparent in their activities, explain their value to library boards and then request an opt-in from libraries. This new legislation would allow libraries to determine if tax capture is right for their patrons. As soon as the bills pass out of committee, we will ask you to contact your representative and request support for the package.

How to Engage Your Elected Officials and Advocate for Your Library

MLA regularly encourages you to meet your legislators and invite them to your library. The local librarian should be a trusted resource for elected officials just as they are for the community. At this year’s annual conference in Lansing on Thursday, October 27 from 1:45 to 2:45, a special advocacy panel with John Chrastka, EveryLibrary; Gary Owen, GCSI; Lance Werner, Kent District Library and Mary Rzepczynski Delta Township District Library will talk about the many ways to reach out to policy makers and advocate for your library and all libraries. There is no one perfect way to make sure you connect with officials. Each situation is unique. You’ll hear about methods and campaigns and take away some approaches that will work for you and your individual personality.

Also, don’t miss the Advocacy update with GCSI lobbyists on Wednesday, October 26 from 1:30 to 2:30.

Dark Stores Legislation Moves to Senate Finance Committee

HB 5578 sponsored by Sen. Dave Maturen (R-Portage) 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. 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. Northern Michigan University students produced a documentary on the issue. It can be viewed at http://wnmuvideo.nmu.edu/video/2365831820

The bill is now in Senate Finance Committee.
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 these 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.

Librarians and MLA worked hard to get libraries included in the PPT reimbursement two years ago. Libraries are specified 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.

Federal Overtime Rule Takes Effect December 1

Reminder that the federal overtime rule changes the minimum salary for exempt employees effective December 1. It will extend overtime eligibility to more than 4 million additional workers within the first year of implementation. It 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. The rule will not affect hourly or other non-exempt workers, who already are eligible for overtime pay.

Provisions of the Final Rule

The Final Rule focuses primarily on updating the salary and compensation levels needed for Executive, Administrative and Professional workers to be exempt. Specifically, the Final Rule:

1. Sets the standard salary level at the 40th percentile of earnings of full-time salaried workers in the lowest-wage Census Region, currently the South ($913 per week; $47,476 annually for a full-year worker);
2. Sets the total annual compensation requirement for highly compensated employees (HCE) subject to a minimal duties test to the annual equivalent of the 90th percentile of full-time salaried workers nationally ($134,004); and
3. Establishes a mechanism for automatically updating the salary and compensation levels every three years to maintain the levels at the above percentiles and to ensure that they continue to provide useful and effective tests for exemption.

Additionally, the Final Rule amends the salary basis test to allow employers to use nondiscretionary bonuses and incentive payments (including commissions) to satisfy up to 10 percent of the new standard salary level. Future automatic updates to those thresholds will occur every three years, beginning on January 1, 2020.
LETTER of SUPPORT for the
Kalamazoo Community Foundation
402 East Michigan Ave
Kalamazoo, MI 49007

RE: Arcadia Institute – Connect Kalamazoo Grant Proposal

Dear Granting Agent,

This Letter of Support is written to you today to encourage your consideration of the grant proposal being submitted to you by the Arcadia Institute to fund their Connect Kalamazoo initiative. As the representative of an organization that is a partner in the Connect Kalamazoo Network, it is my observation they are working diligently to fulfill their vision and a grant award would help them achieve even more!

As Director of the Portage District Library, I am very aware of the need for building community and connecting people by providing resources and opportunities that will help them learn and enrich their lives. In fact, our library's End Statements (goals) include references to being a safe, welcoming and inclusive destination and being a leader in strengthening our community. For this reason, I fully endorse any effort to encourage the community to provide opportunities for people with disabilities to share their gifts and to work towards making the Kalamazoo area a place where everyone belongs.

It is my professional opinion that Arcadia Institute Connect Kalamazoo is a well-structured entity devoted to a worthy cause. It has garnered a great deal of support from organizations in the community who are striving for the same goal of inclusion for those with special needs and a forum to speak openly and honestly about topics that affect them. I fully recommend that a grant be awarded to the Arcadia Institute Connect Kalamazoo to assist them in their efforts.

Sincerely,

Christine J. Klien
Library Director

Copies to: Portage District Library Board
To: Portage District Library Board
From: Alisha Siebers, Library Board Chair
Date: October 29, 2016
Subject: Update on the Library Director’s 2016 Evaluation Process

BACKGROUND:
Following a discussion at the September 26, 2016 board meeting, an email communication with attachments was sent out to trustees asking when they would prefer the evaluation paperwork for the Library Director to be due. Each trustee should complete the evaluation form based on their own assessment of the Library Director’s accomplishments and performance in relation to the 2016 Ends Statements. The completed forms will need to be returned to Business Manager Rob Foti, and when all forms are received, he will pass them on to the Library Board Personnel Committee (composed of Brown, Siebers & VanderVries). The individual evaluations will then be compiled into a composite document that will be shared in a meeting with the Library Director.

The Library Director’s performance evaluation entails the following assessments:
1. Has there been progress on achieving Board endorsed Ends Statements in 2016?
2. Has there been progress on accomplishing Board endorsed personal goals in 2016?
3. Has the Library Director been in compliance with the Board’s Executive Limitation in 2016?
4. Consider that the success of the library is the evaluation of the Library Director.

UPDATE:
- Library Board members are reminded to complete the evaluation form that was provided to them and to return it to Business Manager Rob Foti (either electronic or paper) on the date determined at the October 24, 2016 Board Meeting.
- The Library Board Personnel Committee will meet in November to compile results and formulate a recommendation for the Library Director’s compensation in 2017.
- The Library Board Chair will subsequently meet with the Library Director to go over her 2016 performance evaluation and convey the Personnel Committee’s recommendation to her.
- The Library Board as a whole will hear the Personnel Committee’s recommendation at the December 12, 2016 board meeting and trustees will vote on the Library Director’s compensation for 2017.
Portage District Library Board Member Martha Pacheco is the Board Liaison to the Friends of the Library, and as such, attends Friends’ board meetings and shares information about Friends’ activities.

Trustee Pacheco indicated that she would like to have an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a book sale on October 8, 2016 and a board meeting on October 17, 2016, there will be an item on the agenda for the October 24, 2016 Library Board meeting so that Trustee Pacheco can give a report.
In 2016, the Library Board Retreat will focus on the completion of Strategic Planning. Gary Kushner, of Kushner and Co. has been hired as the facilitator for Strategic Planning, recommended dedicating at least 6 hours of meeting time over 2 days to complete the process.

The following are the confirmed dates for the Library Board Retreat:

Wednesday, November 2nd
and Tuesday, November 15th

Each meeting will begin promptly at 5:30 PM with dinner provided.
Follow-Up Report on 2016 Staff Development Day

The Portage District Library 2016 Staff Development Day was held on Friday, September 23, 2016 from 8:30 am to 5:00 pm. All library employees were included in this training and information sharing day, and were encouraged to participate fully.

Library staff gathered early for coffee, juice, fruit, bagels & muffins from EarthFare. Library Board Chair Siebers was present to encourage the staff and thank them for their hard work through the year. Library Director Christy Klien also spoke as the day began. The first half of the day was dedicated to presentations from Lucy Lockley, the Collection Development Manager for the St. Charles City-County Library District in Missouri. She coordinates the district’s Reader’s Advisory Team and has presented at many conferences and served on a number of award committees. Her topics of presentation were “The Art of Writing a Review” and “Book Awareness Tips”.

Just before the group broke for lunch, we had our annual staff photo taken. Lunch was provided on site around noon with snacks and make-your-own sandwich platters from EarthFare which everyone seemed to enjoy. The atmosphere was upbeat and lighthearted and that set the tone for the afternoon session which continued with a local booksellers panel with John Winger from Kazoo Books and Joanna Parzakonis from BookBug. They spoke on the techniques they use to hand-sell books. Their insight was appreciated and the library staff followed up with additional questions.

Following the Booksellers Panel presentation, the library staff played Getting to Know You trivia games which were based on a questionnaire that was filled out by each staff member on the half-day training and Staff Focus Group on August 29th. Then, each Department Head conducted separate meetings with staff to discuss current activities, programs, projects and upcoming events, as well as ideas for 2017. For larger departments, such as the Circulation Department, it is quite challenging to get all employees together at one time for a purposeful meeting, so this is another aspect of Staff Development Day that is considered quite advantageous.

Library employees will be asked to complete an online survey to provide feedback on their opinion about this year’s Staff Development Day. The results of the survey will be compiled and used as a guide in planning future Staff Development Days.

On behalf of all Portage District Library employees, we thank the Library Board for realizing the importance of staff development and making it possible for the library to be closed one day so that all employees can participate. The time spent together on Staff Development Day is also an important relationship building experience for staff and helps everyone know and appreciate each other better.
PORTAGE DISTRICT LIBRARY

Report on 2016 "Food for Fines" Campaign

Prepared by Jill Austin, Circulation Supervisor
October 17, 2016

Portage District Library’s 16th Annual Food for Fines Campaign began Monday, October 10, 2016 and ended Sunday, October 16, 2016. To get the word out about the scheduled dates, we provided information through a press release and article in our newsletter, ads on our website, digital signage, and social media, as well as handouts, signs and posters in the library prior to the campaign. Portage Community Center even posted an announcement on their street sign on Centre Avenue. I am proud to say we collected 4,830 food items this year that were donated to the Portage Community Center food pantry. The total amount of fines waived this year was $4,265.08. For a comparison with past performance, please see the following table tracking food contributions for the years 2013 through 2016. Please note, we reinstated a 7-day collection period.

For additional perspective when comparing performance from year to year, I would like to mention that we have experimented with changing dates in the past. For sheer volume of collected food, we had already found that participation rates are higher when the library is busier and when other organizations are not also collecting food. The library was generally less busy at this time; we had 2,264 fewer items checkout from October 10-16, 2016 than from September 14-21, 2015. October is also a time when other organizations start working toward collecting food for the upcoming holiday season.

I also think it is important to mention that there were significant changes in our Fines & Fees/Usage Policy that took effect in September 2015. The changes cut the overdue fines on most movies in half and allowed for an additional renewal period too. We also removed all TV Series from the Hot Pick collection which carries a higher fine and is not renewable. In my experience, I think these changes have allowed more people to keep their account balances manageable. This year, we had 165 fewer participants who had fines removed than in 2015. In fact, of the 550 people who participated in 2015, 128 of them did not accrue any unpaid fines in the last 12 months.

Food for Fines allows library users to feel good about taking care of their fines, as they are doing more than just paying a penalty. Of the 385 total participants in this program, 296 borrowers, mostly district residents, were able to clear their account balance entirely. Allowing borrowers to regain borrowing privileges furthers our goal to optimize access to resources. Additionally, Food for Fines demonstrates our commitment to strengthening our community; the good will it generates for the library is well worth the cost in fines and staff time.

As always, the Portage Community Center staff and volunteers have shown our staff great kindness and appreciation for this much needed gift of food presented to them on behalf of our community of library users. Chris Buckley, the Executive Director, has expressed his appreciation for this vital assistance that allows them to provide for Portage’s most vulnerable residents. I intend to schedule a follow-up meeting with him to discuss this year’s results to be sure our efforts remain in alignment with the needs to the Portage Community Center.
# PORTAGE DISTRICT LIBRARY

## FOOD for FINES CAMPAIGNS

Comparison of Contributions for the Years 2013 through 2016

Prepared: October 17, 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Food Items 2016</th>
<th>Amount Waived 2016</th>
<th>Date</th>
<th>Food Items 2015</th>
<th>Amount Waived 2015</th>
<th>Date</th>
<th>Food Items 2014</th>
<th>Amount Waived 2014</th>
<th>Date</th>
<th>Food Items 2013</th>
<th>Amount Waived 2013</th>
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<tr>
<td>Oct 10</td>
<td>633</td>
<td>$560.40</td>
<td>Sept 14</td>
<td>1023</td>
<td>$993.23</td>
<td>Aug 11</td>
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<td>$609.25</td>
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<td>913</td>
<td>$678.16</td>
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<tr>
<td>Oct 11</td>
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<td>Sept 15</td>
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<td>$526.74</td>
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<td>$647.32</td>
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<td>492</td>
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<td>Sept 16</td>
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<td>Aug 13</td>
<td>689</td>
<td>$683.23</td>
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<td>807</td>
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<td>Oct 13</td>
<td>398</td>
<td>$353.20</td>
<td>Sept 17</td>
<td>476</td>
<td>$378.05</td>
<td>Aug 14</td>
<td>686</td>
<td>$607.38</td>
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<td>855</td>
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<td>Oct 14</td>
<td>800</td>
<td>$708.18</td>
<td>Sept 18</td>
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<td>$574.48</td>
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<td>675</td>
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<td>$743.40</td>
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<td>Sept 19</td>
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<td>$509.58</td>
<td>Aug 16</td>
<td>504</td>
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<td>685</td>
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<td>Oct 16</td>
<td>1207</td>
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<td>Sept 20</td>
<td>769</td>
<td>$694.80</td>
<td>Aug 17</td>
<td>Closed</td>
<td>0</td>
<td>Aug 18</td>
<td>Closed</td>
<td>0</td>
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<td></td>
<td></td>
<td></td>
<td>Sept 21</td>
<td>1640</td>
<td>$1,560.54</td>
<td>Aug 18</td>
<td>1851</td>
<td>$1811.60</td>
<td>Aug 19</td>
<td>2082</td>
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<td>TOTAL:</td>
<td>4830</td>
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<td>TOTAL:</td>
<td>6553</td>
<td>$6052.45</td>
<td>TOTAL:</td>
<td>5732</td>
<td>$5450.79</td>
<td>TOTAL:</td>
<td>7241</td>
<td>$6515.58</td>
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<table>
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<tr>
<th>Items Checked out</th>
<th>Items Checked out</th>
<th>Items Checked Out</th>
<th>Items Checked Out</th>
</tr>
</thead>
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<tr>
<td>12,458</td>
<td>14,722</td>
<td>18,492</td>
<td>18,962</td>
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</table>

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# PORTAGE DISTRICT LIBRARY

Library Director Christy Klien’s Personal Goals for Fiscal Year 2016
Updated October 17, 2016

<table>
<thead>
<tr>
<th>Goals Description</th>
<th>Measurement Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOAL #1: To identify patron interests, preferences, and desires for current and future library resources and services and structure library operations accordingly.</strong></td>
<td>➢ Any arrangements that are required for the next Strategic Planning process (such as hiring a facilitator) are initiated.</td>
</tr>
<tr>
<td>A. I will work with the library’s Administration Team to investigate national trends in public library use.</td>
<td>➢ A report is given to the Library Board regarding national trends.</td>
</tr>
<tr>
<td>B. I will study how our community is currently using our services.</td>
<td>➢ User data is compiled to determine how the community is currently using library services.</td>
</tr>
<tr>
<td>C. I will take the lead in using research tools to identify community needs.</td>
<td>➢ Various research methods are used to identify community needs and a presentation is given to the Library Board.</td>
</tr>
<tr>
<td>D. I will work with the Library Board to develop new or reaffirm the library’s mission statement and Ends Statements.</td>
<td>➢ The Library’s mission statement is adopted and Ends Statements are approved by the Library Board. <em>(Delayed until Strategic Plan finalized)</em></td>
</tr>
<tr>
<td>E. I will work with the library staff to create customer-focused, future-oriented goals, objectives, activities and outcome measures.</td>
<td>➢ A future-oriented, customer-focused action plan for library services and activities is drafted and presented to the Library Board. <em>(Delayed until Strategic Plan finalized)</em></td>
</tr>
</tbody>
</table>

**Accomplishments**

➢ Gary Kushner from Kushner & Company was hired to facilitate the Strategic Planning process.
➢ Trends documents, library related articles, and an environmental scan was distributed to board members and discussed at the August 2016 Board meeting.
➢ Focus groups of library staff were conducted with the help of Mr. Kushner in August 2016.
➢ Board members and library staff have conducted interviews of identified community leaders from July – October 2016.
GOAL #2: To investigate a new book-mobile service that focuses on community outreach and the City’s trail system.

A. I will work closely with library staff to identify and review appropriate equipment needed to conduct a bike-based outreach service safely.

B. I will work with staff to investigate types of services that can be offered on the remote service point, such as a mobile hotspot and remote checkouts.

C. I will work with staff to identify community events and targeted areas along the trail that we can highlight this remote service.

D. I will lead staff in seeking alternate funding to provide this new service and make appropriate budget allocations for a targeted special collection, mobile technology, marketing, and programming.

Measurement Criteria

- Funding is secured for a mobile outreach service.
- Equipment is purchased that will be safe and easy for staff to conduct remote library service and promotion.
- Targeted community events and locations are identified for stopping points to conduct library service.
- A report is given the Library Board with details about the reception of the mobile outreach service.

Accomplishments

- The Friends of the Portage District Library made a generous donation towards the Book Bike at their June 2016 board meeting.
- The Library’s Spring Appeal focused on support for community outreach initiatives to provide additional funding for the Book Bike project.
- Book Bike was delivered in September 2016.
- Plans for the new service include being on display at Portage Farmer’s Market and other community events starting in the spring of 2017.
**GOAL #3:** To lead a library-wide initiative for greater connection to and involvement in the Portage community.

A. **Library Director’s Direct Involvement in the Portage Community:**
   1. *Portage Public Schools*
      ✓ Serving as a member on the District Advisory Council
   2. *Portage Rotary Club*
      ✓ Serving as Secretary of the Portage Rotary Club
      ✓ Serving as a member of the Portage Rotary Club
   3. *Portage Community Center*
      ✓ Serving as a PCC board member

B. **Library Director’s Encouragement of Staff Community Involvement**
   1. Library Director & staff will continue the joint marketing initiative with City of Portage & Portage Public Schools
   2. Library Director & staff will continue collaborations with The Arcadia Institute
   3. Library Director & staff will continue collaborations with the Portage Community Center

**Measurement Criteria**
- Participation as a member of the PPS District Advisory Council is continued throughout the 2015-2016 school year
- Active participation as a member of the Portage Rotary Club
- Serving as Portage Rotary Club Secretary in 2016
- Serving as a Portage Community Center Board member

All community involvement identified as initiatives in 2016 are fulfilled.
- Joint Marketing with City of Portage & Portage Public Schools
- Collaboration with The Arcadia Institute
- Collaboration with PCC – Food for Fines, Middle School Summer Program

**Accomplishments**
- Participated as a member in the PPS Curriculum Instruction Council throughout the 2015-16 school year and continued on for the 2016-2017 school year.
- Participated as a member in the PPS District Advisory Council throughout the 2015-16 school year and continued on for the 2016-2017 school year.
- Participated as a member of the Portage Rotary Club in 2016 and took part in club activities & meetings.
- Continued the role of Secretary of the Portage Rotary Club in fall of 2016 for a second term.
- Served as a Portage Community Center Board Vice President, took part in regular meetings, and took part in special fundraising events for PCC during 2016.
- Participated in the 2016 Portage Memorial Day Parade
- Continued joint marketing with City of Portage & Portage Public Schools with the monthly Portager publication.
- Sent two staff members to the Connect Kalamazoo and Arcadia Institute Forum in the spring.
- Assigned a staff member to be our new representative in the Connect Kalamazoo meetings.
- Continued the collaboration with PCC by supporting PCC through the Personal Care Items Drive, Adopt-a-Family Program & Food for Fines Drive.
- Collaboration with Hiemstra Optical for “Stuff the Bus” school supply drive in August.
GOAL #4: To oversee a long-term (10-15 year) building maintenance plan.

A. I will work with the Head of Facilities, our Facilities and Maintenance staff and the Library’s Business Manager to analyze the current state of the library building and identify area experts.

B. I will lead discussions and work with our team to develop a schedule of repairs and ongoing maintenance with estimation of cost.

C. I will work closely with the Business Manager to analyze the Library’s current and future revenue that may be allocated to fund building projects.

D. I will work closely with the Business Manager to create a long-term financial plan to accomplish the projects identified in the projected maintenance schedule.

Measurement Criteria

- A team is created to analyze the current condition of the library facility.
- A maintenance schedule is created with estimated costs.
- Provisions are included in the proposed FY 2017 Budget for any projected expenditures that are identified in the maintenance plan.
- A financial plan to accomplish the maintenance projects is created and shared with the Library Board.

Accomplishments

- Met several times with Business Manager and Facilities Manager to discuss the current condition of the building and to identify areas of priority for repairs and replacement of furniture, fixtures, and equipment.
- A draft of a building maintenance schedule was created for 2016-2021 with estimated costs associated with the identified projects.
- The Library Director and Business Manager discussed options to fund the projects going forward with knowledge of potential financial revenue changes in the future.
GOAL #5: To select an architectural firm to partner with on a long-term basis to provide a cohesive vision for future improvements.

A. I will develop a committee of staff to investigate architectural firms that have proven experience in the library field and can meet the Library’s future needs.

B. I will take lead in the interview process with the identified firms and discuss the Library’s anticipated future needs as it relates to the Strategic Plan.

C. I will work closely with the committee to review the firm’s work and analyze their vision for solutions that will meet the needs of the Portage District Library.

<table>
<thead>
<tr>
<th>Measurement Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ A list of architectural firms that specialize in library buildings is developed.</td>
</tr>
<tr>
<td>✓ Interviews with selected firms are conducted.</td>
</tr>
<tr>
<td>✓ A recommendation of an architectural firm is given to the Library Board for a long-term partnership.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Research has been done to identify Michigan and Midwest architectural firms that have considerable experience working with libraries and have knowledge of current trends in the library field.</td>
</tr>
<tr>
<td>✓ An inquiry was sent to architect firms and an interior design firm that specializes in libraries to garner interest and to schedule a meeting/tour.</td>
</tr>
<tr>
<td>✓ A list of questions was developed to engage the architectural firms in discussions about the current library building, future design needs and the firms’ vision for the library.</td>
</tr>
<tr>
<td>✓ Began interviewing architects and designers with Business Manager Rob Foti in October 2016.</td>
</tr>
</tbody>
</table>
GOAL #6: To oversee Human Resource initiatives in 2016

A. Salary Range Review
1. I will work closely with the Business Manager to review the salary study performed by HRM Innovations in late 2014 to compare to the library’s current salary ranges.
2. I will lead in the development of a long-term schedule of anticipated funding requirements for changes in the salary ranges.
3. I will work with the Business Manager in implementing the identified changes to the salary ranges.

B. Staffing Model Analysis:
1. I will work closely with the Business Manager and Department Heads to review the current staffing model to determine the effectiveness and identify gaps.
2. I will lead in the development of a long-term schedule of anticipated funding requirements for any identified changes in the staffing model.
3. I will work with the Administration Team to implement any changes to the current staffing model.

Measurement Criteria
- The HRM performed salary study is reviewed.
- A proposed new salary range schedule is established with anticipated funding requirements.
- Provisions are included in the proposed FY 2017 Budget for new salary ranges.
- A review of the current staffing model is performed.
- A report of current staffing model effectiveness and identified gaps is drafted.
- A proposed new staffing model is created with anticipated funding requirements.
- Provisions are included in the proposed FY 2017 Budget for new salary ranges.

Accomplishments
- Reviewed several sources to gather salary ranges for similar sized libraries with comparable budgets. The sources included a salary study performed by HRM Innovations in 2014, information provided by two targeted surveys to specific Michigan libraries and the annual DSLRT (Detroit Suburban Libraries Round Table) survey that the Portage District Library participates in for data comparisons.
- Met with Business Manager and each of the department heads to discuss the current staffing model and any potential changes that are needed to better serve our community.
- The Library Director and Business Manager met to review the budget, discuss future library funding, and develop a schedule for implementation.
GOAL #7: To administer all fundraising activities and donor relations for the Library in 2016.

A. I will oversee the library’s Annual Campaign and Spring Appeal for 2016 and the end-of-year Annual Report that conveys the library’s achievements and goals attained throughout the year.
B. I will work with key staff to evaluate donor database software that will fit the library’s current and future needs.
C. I will work closely with the establishing donor of the Library’s “Grandmother & CIG Endowment Fund” to develop new marketing tools to promote donor support of this endowment.
D. I will encourage support of the library through online donations.
E. I will continue to nurture donor relations via letters and other means.

<table>
<thead>
<tr>
<th>Measurement Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Library’s Annual Campaign, Spring Appeal and Annual Report are completed in 2016.</td>
</tr>
<tr>
<td>A new donor database software is purchased for the library in 2016.</td>
</tr>
<tr>
<td>The Library’s “Grandmother &amp; CIG Endowment Fund” is well promoted.</td>
</tr>
<tr>
<td>Online giving is promoted through articles &amp; publications.</td>
</tr>
<tr>
<td>Donor relations are handled appropriately via acknowledgement letters and other communications.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The library’s Spring Appeal was successfully conducted in May/June 2016.</td>
</tr>
<tr>
<td>The library’s Annual Report will be inserted in the City of Portage’s publication the Portager in November 2016.</td>
</tr>
<tr>
<td>The library’s Annual Campaign for 2016 is planned for November 2016.</td>
</tr>
<tr>
<td>Worked closely with establishing donor of the Grandmother and CIG Endowment Fund to create a new informational brochure that highlights the purpose of the Fund and how to make a contribution.</td>
</tr>
<tr>
<td>Donations have been acknowledged in a timely manner and trustees have also participated by writing personal thank you notes to donors.</td>
</tr>
</tbody>
</table>
GOAL #8: To be involved in leadership roles in professional organizations, representing the Library, and to engage in professional development in 2016.

A. Participation in Professional Organizations:
I will continue my professional leadership involvement as follows:

1. Michigan Library Association
   ✓ I will continue my MLA membership in 2016.
2. Public Library Directors Group
   ✓ I will attend meetings with public library directors when possible.
3. American Library Association
   ✓ I will continue my ALA membership in 2016.

B. Professional Development Activities:
I will engage in the following professional development activities:

1. I will attend the 2016 Michigan Library Association Conference in Lansing.
2. I will participate in the 2016 Executive Summit in Southfield, MI.
3. I will participate in the Public Library Association’s 2016 Conference in Denver, Colorado.

Measurement Criteria
- MLA membership is current and attended the 2016 MLA Annual Conference in Lansing, Michigan.
- Attended SMLC Directors’ meetings on a quarterly basis
- ALA & PLA memberships are current
- Attended the 2016 Executive Summit in Southfield, MI on June 3, 2016.
- Attended the Public Library Association’s 2016 Conference on April 5-9, 2016 in Denver, CO.

Accomplishments
- All professional memberships are current.
- Registered to attend the 2016 MLA Annual Conference on October 26 & Oct. 27 in Lansing, Michigan.
- Attended SMLC Council meetings throughout the year.
- Attended the Executive Summit in June 2016 that focused on budgeting and library trends in Southfield, Michigan.
- Attended the PLA Conference in Denver, CO in April 2016.
- Attended the Catalyst University Leadership Event in Kalamazoo in January 2016.
- Applied for a grant to attend Harwood training and was accepted.
- Participated in Harwood training in Lansing, MI from October 4-October 6, 2016 and will continue with monthly conference calls through June 2017.
Library Director’s Interpretation:
The library is at the center of the Portage community because of its location, but has also established its identity as the “community center” in various ways such as: providing gallery space to showcase local talent; bringing in musicians and performers; hosting arts & crafts and science demos; creating beautiful displays; and conducting literary events and programs with visiting authors and poets. It is evident from the positive public response to these initiatives that our efforts to help people in our community explore local arts and culture are very much appreciated. For this reason, we will continue to support and promote our local arts in 2016 through technology that will highlight some of our special collections, unique and interactive exhibits, and collaborations with area libraries, artists, and cultural groups. A new and exciting initiative will be undertaken to provide a two county, five library pop culture event with an exciting guest speaker. We will also be collaborating library-wide on at least two other large events that will engage patrons of all ages. Everything we undertake in 2016 in the arts and culture arena will have the goal of enriching the lives of our residents as well as strengthening our community.

Library Director’s Opinion on Progress Achieved to Date on End Statement #3
At this point in the year, there has been a lot progress made on all of the 2016 End Statement #4 projects. Both Adult and Youth Staff have been active planning large multi-age programs and events that coordinate with other organizations. The library’s participation at GeekFest 2016 has increased our visibility in the community. The new format for Art Encounters, now called Art U, was a very successful outlet for the community to explore local arts and culture. Projects coming out of the Heritage Room have found new ways to engage our community in American history and our area’s contributions to that history.

Description of Activities & Projects to Accomplish End Statement #4

<table>
<thead>
<tr>
<th>1. We will help plan a two county, 5 library event celebrating pop culture and bring comic book or gaming guests to Southwest Michigan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Portage District Library collaborated with Kalamazoo Public Library, Van Buren District Library, Lawton Public Library, and Paw Paw District Library, to host a comic book, games, and craft convention called GeekFest 2016 on Saturday, September 27, 2016.</td>
</tr>
<tr>
<td>• The library assisted in choosing a central location of the Antwerp Activity Center (Mattawan, MI) for this collaborative event.</td>
</tr>
<tr>
<td>• The Adult Services library staff (including Lawrence Kapture, Jessica Enget, and Christina Doane) assisted in planning and manning a slate of programs for the event. These included hosting authors and artists, preparing a craft table for the Creative Corner, and organizing a Gaming Room for card games and tabletop role playing games.</td>
</tr>
<tr>
<td>• Marketing Manager Colin Whitehurst assisted in creating marketing materials for the event including designing an amazing logo, ‘save the date’ postcards, flyers, graphics for each library’s website, and a dedicated Facebook events page with regular posts.</td>
</tr>
<tr>
<td>• The library assisted in choosing and hiring guest speakers to be featured during the event including: Dave Roman (author/artist of <em>Astronaut Academy</em> and <em>Agnes Quill</em>), Ruth McNally Barshaw (author/cartoonist of <em>Ellie McDoodle</em>), Dan Monroe (graphic novel artist/drawing instruction...</td>
</tr>
</tbody>
</table>
2. **Adult and Youth Staff will collaborate on two large events that engage attendees of all ages and encourage multi-generational interaction.**

   - Adult and Youth staff reconfigured Art Encounters to focus on interactive, hands-on activities while maintaining the core focus of art in the community. Activities included upcycle art creation, vegetable stamping, 3D printing demos and activities, an improvisation workshop, an instrument petting zoo, and an “Art Pit” where attendees could create art that would be displayed in the library for the following month. The event culminated in a performance by the Senior Center Band and an ice cream social sponsored by the Senior Center. Community collaborators included the Senior Center, Kalamazoo Institute of Arts, Marshall Music, and Comstock Public Schools’ “Make it and Take it” Booth.
   - Adult and Youth staff will meet to discuss the Summer Kickoff and any changes that might be useful.
   - The existing model for the Summer Kickoff remained the same. Small changes were made to enhance the event. For example, more activities were added and the time frames adjusted in response to 2015 feedback and observations. In addition, activities for older youth were added.

3. **New technology will be installed Heritage Room.**

   - As of October 14th, 2016 the Heritage Room has successfully installed the television display monitor and DVD player. The iPad installation is on hold due to new technology recently coming to light that caused a “rethink” of the project. It should be purchased by the end of the month and ready to use by the end of November, 2016.
   - Both of these are currently on hold until January, 2017. Two issues arose beyond the control of the Heritage Room preventing the implementation of the program. 1) The installation of the monitor and subsequent training of the software did not begin until the summer of 2016 already placing the program 5 months behind schedule. This was due to a mistake in the budgeting lines and a conflict with the installation schedule. 2) The gentleman who was to partner with the Heritage Room exhibiting of the “One Day in History” programs and who had been implemental in the creation of said program was diagnosed with a serious illness making him unavailable for several months. Fortunately he is now doing better is willing to assist beginning in January.

4. **Organize and implement the annual Veterans Military Exhibit for the month of November 2016.**

   - The setting up of the Veterans Military Exhibit is currently under way and will be completed by the 1st of November. The event will feature several new exhibits that have been loaned to the library for the month of November and have never before been seen in public. Along with the new exhibits the Heritage Room is partnering with Adult Services to host a patriotic big band evening on Veterans Day, November 11th. At the event, additional displays will be put up from local collectors for a one night viewing. New technology was examined, but was found to be too difficult to utilize and too costly to implement at this time.
   - A stand containing a “guest book” will be placed in a prominent location next to the main portion of the exhibit with the goal of capturing patron comments and suggestions. Library comment cards will also be placed with the guest book to allow patrons a second way of commenting.
## Assessment of End Statement #4 Accomplishments

- A Progress Report will be given to the Library Board in October 2016 with details about the degree of accomplishment of End Statement #4.
- 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 #4.
### Portage District Library
3rd Quarter Report - September 30, 2016

**Percent of Year Gone -->** 75%

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>3rd Qtr. Budget</th>
<th>3rd Qtr. Actual</th>
<th>3rd Qtr. % Received</th>
<th>2016 Annual</th>
<th>YTD 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>$ 11,218</td>
<td>-366%</td>
<td>$ 3,417,153</td>
<td>$ 3,438,365</td>
<td>$ 3,438,365</td>
<td>101%</td>
<td></td>
</tr>
<tr>
<td>Other Revenue</td>
<td>105,988</td>
<td>156,836</td>
<td>148%</td>
<td>226,392</td>
<td>261,626</td>
<td>261,626</td>
<td>116%</td>
<td></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>
<td></td>
</tr>
<tr>
<td>State Aid Revenue</td>
<td>-</td>
<td>17,171</td>
<td>N/A</td>
<td>30,000</td>
<td>34,115</td>
<td>34,115</td>
<td>114%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$ 102,925</strong></td>
<td><strong>$ 185,225</strong></td>
<td>180%</td>
<td><strong>$ 4,206,814</strong></td>
<td><strong>$ 4,267,375</strong></td>
<td><strong>$ 4,267,375</strong></td>
<td>101%</td>
<td></td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>3rd Qtr. Budget</th>
<th>3rd Qtr. Actual</th>
<th>3rd Qtr. % Spent</th>
<th>2016 Annual</th>
<th>YTD 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>$474,919</td>
<td>$325,959</td>
<td>69%</td>
<td>$1,364,163</td>
<td>$900,962</td>
<td>$900,962</td>
<td>66%</td>
<td></td>
</tr>
<tr>
<td>Total Fringes &amp; Benefits</td>
<td>177,409</td>
<td>111,021</td>
<td>63%</td>
<td>530,885</td>
<td>298,512</td>
<td>298,512</td>
<td>56%</td>
<td></td>
</tr>
<tr>
<td>Total Library Materials</td>
<td>328,909</td>
<td>127,579</td>
<td>39%</td>
<td>691,139</td>
<td>347,552</td>
<td>418,628</td>
<td>61%</td>
<td></td>
</tr>
<tr>
<td>Total Utilities</td>
<td>50,650</td>
<td>32,175</td>
<td>64%</td>
<td>125,150</td>
<td>85,230</td>
<td>85,230</td>
<td>68%</td>
<td></td>
</tr>
<tr>
<td>Total Buildings</td>
<td>118,544</td>
<td>35,708</td>
<td>30%</td>
<td>216,995</td>
<td>91,610</td>
<td>127,384</td>
<td>59%</td>
<td></td>
</tr>
<tr>
<td>Total Furnishings &amp; Equipment</td>
<td>103,502</td>
<td>34,591</td>
<td>33%</td>
<td>126,799</td>
<td>57,148</td>
<td>82,482</td>
<td>65%</td>
<td></td>
</tr>
<tr>
<td>Total Supplies</td>
<td>73,373</td>
<td>19,425</td>
<td>26%</td>
<td>136,638</td>
<td>58,302</td>
<td>73,021</td>
<td>53%</td>
<td></td>
</tr>
<tr>
<td>Total Professional Services</td>
<td>160,198</td>
<td>45,191</td>
<td>28%</td>
<td>127,397</td>
<td>160,301</td>
<td>160,301</td>
<td>53%</td>
<td></td>
</tr>
<tr>
<td>Total Other Charges</td>
<td>160,223</td>
<td>43,519</td>
<td>27%</td>
<td>126,063</td>
<td>133,573</td>
<td>133,573</td>
<td>45%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL OPER. EXPENSES</strong></td>
<td><strong>$ 1,647,727</strong></td>
<td><strong>$ 775,168</strong></td>
<td>47%</td>
<td><strong>$ 3,794,678</strong></td>
<td><strong>$ 2,092,776</strong></td>
<td><strong>$ 2,280,093</strong></td>
<td><strong>60%</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL PROJECTS</strong></td>
<td><strong>$ 312,893</strong></td>
<td><strong>$ 1,288</strong></td>
<td>0%</td>
<td><strong>$ 387,760</strong></td>
<td><strong>$ 23,760</strong></td>
<td><strong>$ 129,146</strong></td>
<td><strong>33%</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>$ 1,960,620</strong></td>
<td><strong>$ 776,456</strong></td>
<td>40%</td>
<td><strong>$ 4,182,438</strong></td>
<td><strong>$ 2,116,536</strong></td>
<td><strong>$ 2,409,239</strong></td>
<td><strong>51%</strong></td>
<td></td>
</tr>
</tbody>
</table>

**EFFECT ON FUND BALANCE**

<table>
<thead>
<tr>
<th></th>
<th>2016 cash as of 6/30/2016</th>
<th>2016 cash as of 9/30/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Flow Analysis of 2016 money only</td>
<td>$ 2,739,911</td>
<td>$ 2,148,680</td>
</tr>
<tr>
<td>+ Second Quarter Revenues</td>
<td>155,225</td>
<td>Total available cash as of 9/30/2016 (Fund Balance*)</td>
</tr>
<tr>
<td>- Second Quarter Operating Expenses</td>
<td>775,168</td>
<td>- 2016 Operating Expenses</td>
</tr>
<tr>
<td>- Second Quarter Capital Projects</td>
<td>1,288</td>
<td>- Capital Projects</td>
</tr>
<tr>
<td>12/31/15 Audited Total cash (Fund Equity*) minus liabilities</td>
<td>$ 3,386,933</td>
<td>4,267,375</td>
</tr>
<tr>
<td>+ 2016 Revenues</td>
<td>2,092,776</td>
<td>472,043</td>
</tr>
<tr>
<td>- General Reserves</td>
<td>23,760</td>
<td>50,000</td>
</tr>
<tr>
<td>- Building Reserves</td>
<td>472,043</td>
<td>47,572</td>
</tr>
<tr>
<td>- Benefits Reserve</td>
<td>32,305</td>
<td>32,305</td>
</tr>
<tr>
<td>- Technology Reserve</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>- HVAC Control Reserve</td>
<td>3,500</td>
<td>10,000</td>
</tr>
<tr>
<td>- Lobby Feasibility Reserve</td>
<td>7,500</td>
<td>7,500</td>
</tr>
<tr>
<td>- Encumbrances</td>
<td>292,703</td>
<td>292,703</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 $21,000 more than budgeted for. This variance is due to the estimated amount of the personal property tax that would be unpaid at this time, receipt of PILOT and Ren Zone revenue.

State Aid Revenue - The library has received all of its State Aid Revenue for the year. The amount received is slightly higher than budgeted. The Library is conservative in its estimate to guard against any cuts imposed by the State of Michigan.

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; the pay out of accrued time-off to a retiring staff member; and for the purchase of patio seating.

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 $750 higher than budgeted for at this time. Penal Fines were collected in the amount of $93,789. While this is approximately $13,000 more than budgeted for, it is significantly lower than prior years. 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. Currently, the Library is in the process of hiring Library Substitutes that will work weekends beginning in December. All other positions are currently filled.

Fringes & Benefits - Fringes & Benefits are less than 75% expended as of September 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 event that a single person were to marry and become a couple, as well as possibly a family. Funds for this purpose were not used through the first three (3) 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. Additionally, the Youth Department does not order material during the summer months due to the Summer Reading programming. Therefore, heavier ordering in that department takes place in the 4th quarter.

Utilities - Utilities are slightly 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. Additionally, the Library budgets for increases in gas & electric and those increases have not materialized.

Building - This category is below the 75% expended target for this time of year. This is due mainly to not having to replace compressors during the summer. The Library budgets $12,000 for the replacement of HVAC equipment, such as compressors, each year. This year the Library only used approximately $1,000 of that money. Additionally, there are several projects that are in various stages of completion. These projects include tree removal, parking lot sealing, window caulking, and concrete sidewalk repair. Some of these projects will be pushed back until the spring of 2017.
**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, defibrillators, meeting room equipment, charging kiosk, awnings and Heritage Room video equipment.

**Supplies** - This category is well below pace for 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. Therefore the timing of need can affect these lines greatly. The Library takes a very conservative approach to the spending of its supply lines and will only purchase items when they are needed.

**Professional Services** - This category is slightly lower than the 75% target. The only lines that are significantly lower than their targeted budget is Cataloging and Other Administrative Services. The Cataloging line is directly tied to the Library Material category. Since Youth Department purchasing is under spent at this time, cataloging is trailing as well. The Library budgeted a significant amount for strategic planning services. Those services are expected to be well under the budgeted amount.

**Other Charges** - This category is well below the 75% target. The largest line in this category is the Computer Repair & Maintenance line accounting for approximately 65.7% of the budget. This line is typically used in the 4th Qtr for the renewal of computer support and licensing agreements.

**Capital Projects** - This category is below the 75% 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 for building projects. A plan is in the process of being created that will lay out future projects for the next 10 years. The first step on that plan is to coordinate with an architect or designer to target needed upgrades. These funds will be used to fund the first wave of improvements, which will include the replacement of the south elevator in FY2017.