NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on March 27, 2017 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
March 27, 2017
In the Lower Level Long Lake & Gourdneck Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

I. Start of Meeting
II. Roll Call
III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)
IV. Adoption of the Agenda for the Regular Meeting of March 27, 2017 (1 minute) (Vote)

V. Consent Agenda (10 minutes) (Vote)
   A. Minutes of the regular meeting held on February 27, 2017. Pg. 1-5
   B. Report on Financial Condition for February 2017. (Info) Pg. 6-8
   C. Budget Amendment $3,000 for CommuniTeen Read event. (Info) Pg. 9
   D. Marketing Update for February 2017. (Info) Pg. 10-11
   E. Narrative Report for February 2017. (Info) Pg. 12-15
   F. Statistical Report for February 2017. (Info) Pg. 16-17
   G. Legislative Update for February 2017. (Info) Pg. 18-21
   H. Library Board Linkage (Info) Pg. 22
   I. Memo 2016 Annual Campaign Report (Info) Pg. 23
   J. Investment Policy and Investment Report (Info) Pg. 24-27

VI. Governance (15 minutes total)
   A. Application for “Special License for Consumption on the Premises” for After-Hours Programs. (Vote) Pg. 28-32
   B. Kalamazoo County ID Card (Info) Pg. 33-34

VII. Ends Development (35 minutes total)
   A. Lynda.com Tutorial (Info) Pg. 35
   B. Update on Database Cleanup Project (Info) Pg. 36
   C. Youth Summer Reading Program Request (Vote) Pg. 37-38

VIII. Monitoring to Assure Compliance with Executive Limitations (15 minutes)

IX. Library Director’s Reports (15 minutes total)
   A. Final remarks by Library Director for the March 27, 2017 Library Board Meeting.

X. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the April 24, 2017 Board Meeting
      1. Minutes of the Regular Meeting held on March 27, 2017.
      2. Review of Art Exhibit Gift Policy.
      4. Report from Board Liaison to the Friends of the Library.
      5. Scheduling of mid-year meeting with the Library Director.
      9. Invitation to Library Board members to the Volunteer Recognition Luncheon on May 9, 2017.
B. Assessment of this meeting
C. Miscellaneous Items

XI. Adjournment
I. Start of Meeting

Board members and staff gathered on February 27, 2017 at 5:30 pm for dinner (food from Erbelli’s) and the board meeting started at 6:00 pm.

II. Roll Call

Board Members Present: Michele Behr, Martha Pacheco, Alisha Siebers, Donna VanderVries, Ted Vliek, and Tom Welsh

Board Members Absent: Cara Terry (excused)

Staff Present: Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Colin Whitehurst, and Laura Wright

Staff Absent: Jill Austin

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

Library Board Chair Michele Behr welcomed everyone and then opened the meeting for any comments from the public, board members, or library staff.

A. Comment from Trustee Ted Vliek – Trustee Vliek commented that he felt fortunate to attend the Strategic Planning Work Session with facilitator Gary Kushner on Wednesday, February 15th. He was impressed with the work done so far and said that the staff seemed very committed to the process.

Library Board Chair Behr added that Gary Kushner was a good match with the board and the staff.

B. Comment from Trustee Donna Vander Vries – Trustee VanderVries said that she had talked to the City Assessor and the tentative increase in taxable value this year is approximately 3.5%. This is a composite increase and includes the value of new construction in the area. Business Manager Rob Foti said that the library had received the check from the state and the amount was twice as much as what was expected. Trustee VanderVries cautioned that those amounts are not guaranteed again next year, so budgeting will continue to be difficult.

C. Comment from Board Chair Behr – Board Chair Behr said that her daughter has a piece of artwork of a Victorian girl displayed in the current Portage Public Schools Art Show in the library. She encouraged staff and library board to take a look at the display when they get a chance. Trustee Siebers said that her son also has a piece of artwork on display. It is an etching of a red panda.

DISPOSITION: The Library Board acknowledged the comments made by Trustee Vliek, Trustee VanderVries, Trustee Siebers, and Board Chair Behr.

IV. Adoption of the Agenda for the Regular Meeting of February 27, 2017

Library Board Chair Behr asked if there were any changes needed to the agenda for the February 27, 2017 board meeting before its adoption. No changes were requested.

MOTION: It was moved by VanderVries and supported by Welsh, that the amended agenda for the regular board meeting of February 27, 2017 be adopted. Vote: 6-Yes, 0-No, 1-Absent (Terry). Motion carried.

V. Consent Agenda

Library Board Chair Behr asked if there were any changes or item removals requested on the consent agenda for the February 27, 2017 board meeting before its adoption. Trustee Welsh read the consent agenda aloud, and then Board Chair Behr asked for a motion to approve the consent agenda.
A. Minutes of the regular meeting held on January 23, 2017.
C. Budget Amendment $2,500 Gilmore Grant for CommuniTeen Read event.
D. Budget Amendment $2,000 from the Grandmother and CIG Endowment Fund for CommuniTeen Read event.
E. Library Board Linkage.

MOTION: It was moved by VanderVries and supported by Pacheco, that the Consent Agenda for the regular board meeting of February 27, 2017 be approved. Vote: 6-Yes, 0-No, 1-Absent (Terry). Motion carried.

VI. Governance
A. Library Board Roster for 2017. Library Board Secretary Edwards asked trustees to check the contact information on the 2017 Library Board Roster. Trustees Siebers and Welsh had additions to the contact information. Edwards said she would email the corrected 2017 roster to trustees the following day.

DISPOSITION: The Library Board acknowledged the 2017 Library Board Roster.

B. Review of Library Board Bylaws. Library Director Klien said that the Library Board Bylaws are reviewed each year so that trustees are aware and refreshed on the guidelines set forth for governance and that there is an opportunity to discuss questions or concerns. Library Board Chair Behr asked if there were any comments from trustees and there were none.

DISPOSITION: The Library Board acknowledged the annual review of the Library Board Bylaws.

C. Report from Board Liaison to the Friends of the Library. Trustee Pacheco gave her report on the Friends of the Library Board Meeting that took place on Monday, February 13. She said that the Friends made approximately $4,700 at their February book sale. They are having a lot of success with more marketing initiatives including Sparks Magazine and Kalamazoo Craigslist ads. The Friends are also interested in having an article in the E-Newsletter every month instead of just book sale months to keep the public informed about their activities. Friends memberships have increased, compared to numbers from the same time last year, and Trustee Pacheco encouraged everyone to consider purchasing a Friends of the Library membership. The next book sale is April 7th which falls at the end of PPS Spring Break. They are interested to know if this makes a difference in their sales or not. The Friends have decided to do the bag sale only in December at this point. Also, Trustee Pacheco noted that the Friends are always looking for help updating the Friends website or selling higher value books on eBay.

DISPOSITION: The Library Board acknowledged the report from Trustee Pacheco, Board Liaison to the Friends of the Library, and thanked the Friends for all the work they do.

D. Community Meeting Room Policy Update, Review, Approval. Library Director Klien reminded trustees that this policy had been discussed at the January Board Meeting and that changes had been made based on that discussion. The changes include wording that prevents meeting rooms being booked for social events (birthday parties or baby showers, for example) and removing wording that prevents non-residents from renting the rooms. Klien reminded trustees that as Strategic Planning is completed, the Library’s priorities may change and this policy can be revised again in the future. The Community Meeting Room Policy as presented has also been reviewed by the Library’s attorney Ann Seurynck.

Library Chair Behr asked if the Library requires documentation from an organization to confirm their 501 (c)(3) status, and Library Director Klien confirmed that staff will ask for proof. Behr also asked for clarification about paying in advance for meeting room use. Klien responded that people who reserve the meeting rooms must pay in advance, up to and including the day of the reservation prior to the doors being
unlocked by staff for use. If a person is billed for damage of a room, that is done after the event. Cancellations must be done 24 hours in advance for a refund. It was also clarified by Library Director Klien that in accordance with the Elliot-Larsen Civil Rights Act, meeting room rental is open to groups “whose membership is open to all people without discrimination”.

MOTION: It was moved by Welsh and supported by VanderVries, to adopt the updated Community Meeting Room Policy as presented. Vote: 6-Yes, 0-No, 1-Absent (Terry). Motion carried.

E. Marketing Report by Marketing Manager Colin Whitehurst. Marketing Manager Colin Whitehurst began his presentation by handing out the 2015 Annual Reports and copies of his slide presentation to the board and administrative staff. He reminded trustees that marketing at the Library is designed to support the Mission and End Statements as designated by the board. Whitehurst covered current marketing initiatives in place at the Library, and then expanded on that with new initiatives that will be undertaken. These include a website update, additional Facebook ads, an expanded video presence (both in commercial and informational format), the use of new photo booth technology, seasonal programming booklets, and Harwood Community Conversations. Whitehurst spent time explaining each of the new initiatives and fielding questions from the trustees as they occurred. Trustee Welsh asked if there was a timeline for the updating of the website, and Whitehurst responded that he is working on one.

At the conclusion of the presentation, Whitehurst took the opportunity to demonstrate the use of the mobile photo booth with Trustee Siebers and Board Chair Behr.


F. Harwood Community Conversation. Marketing Manager Whitehurst and Library Director Klien led the Library Board in a Harwood Community Conversation regarding aspirations for the community. Whitehurst began with the ground rules for the conversation and then posed several open-ended questions. Comments from trustees circled around living in a place where the community was involved in what is happening there and that youth receive a good education to prepare them for the future.

DISPOSITION: Library Director Christy Klien thanked the Library Board for participating in the first Harwood Community Conversation for the 2017 year.

VII. Ends Development

A. Donations Report for Funds Received in 2016 and Budget Amendment. Library Director Klien and Business Manager Foti presented the FY 2016 Donations Report. Klien said that after some discussion, she would bring back a recommendation to the board for allocations of the donation money to specific projects. The budget amendment that was included in the board packet is donations that were requested to be spent on specific lines by the donors. Board Chair Behr asked about the definition of “in kind” gifts, and Klien responded that those are for donations that are not monetary. They may include coupons or items to give away and the majority were received last year for the Summer Reading Program or large programs like GeekFest.

MOTION: It was moved by Vliek and supported by VanderVries, to approve the Budget Amendment for the Allocation of FY 2016 Gifts and Donations Revenue. Vote: 6-Yes, 0-No, 1-Absent (Terry). Motion carried.

VIII. Monitoring to Assure Compliance with Executive Limitations

A. Monitoring Report: Emergency Library Director Succession. Library Director Klien explained that according to the Library Board Annual Calendar, February is the month when the Emergency Library Director Succession is reviewed. She said that when she is out for vacation, she will notify the Library Board Chair. When this occurs, both Head of Adult Services Lawrence Kapture and Head of Youth Services Laura Wright are in charge of the building to share responsibility. If an emergency occurred, they would contact the board chair.
DISPOSITION: The Library Board received the Monitoring Report on Executive Limitation: Emergency Library Director Succession and found the Library to be in full compliance.

B. Monitoring Report: Treatment of Consumers. Library Director Klien said that the Library was in full compliance with the provisions of the Executive Limitation and that all federal, state, and district laws were being followed, as well as Library Board policies. She asked if there were any questions or comments from the Board on this topic, and there were none.

DISPOSITION: The Library Board received the Monitoring Report on Executive Limitation: Treatment of Consumers and found the Library to be in full compliance.

IX. Library Director’s Comments
A. Final remarks by Library Director for the February 27, 2017 Library Board Meeting -

Library Director Klien began her final remarks by speaking about the Request for Reconsideration Committee Meeting that took place at the library last week. There was one board member, one staff member, and one member of the public on the committee. After a respectful discussion, a recommendation was made to the Director. Two members of the committee felt that the book under consideration should remain in the collection and stay in its original location and one member of the committee felt that the book under consideration should remain in the collection, but be moved to the Parent/Teacher Collection. After receiving this information, Library Director Klien will send another letter to the requestor to inform her of her decision made after hearing the opinions of the committee. Klien said that this process has highlighted some recommendations she would like to make to the board regarding this process. The Materials Selection Policy is reviewed yearly in September and prior to that, staff will work on some revisions.

Library Director Klien continued with her remarks by speaking about an Adult Services program that will require a liquor license in the summer. This program will feature whiskey tasting and an educational presentation by a local distillery owner. Klien informed new board members that the Adult Services staff have done programs involving alcohol in the past, including wine pairing and beer tasting. These programs have been attended by a broad audience and always include an educational component. Head of Adult Services Lawrence Kapture also mentioned that there is a small fee charged to those in attendance to help cover the cost of supplies, not unlike the Meet the Chef programs that they hold regularly. This program will be held after regular library hours and the Adult Services Staff will check IDs of those in attendance.

Library Director Klien gave a brief update regarding the Strategic Planning work session on February 15th for those trustees who were not in attendance. She said that progress was made and that the staff would be completing the work in forms recorded by Mr. Kushner. Facilitator Gary Kushner will attend the April Library Board Meeting to assist trustees in examining and potentially updating the Library’s mission and vision statements.

Library Director Klien finished her remarks by updating the board on a notification the library received from the Texas Township Downtown Development Authority. There was an error in their collection in the past, and their new treasurer has caught the error. The Library has reimbursed the Texas Township DDA with monies that they did not capture and that the library therefore received in error.

X. Process Evaluation
A. Suggestions for Agenda Items to be included on the March 27, 2017 Board Meeting
1. Minutes of the Regular Meeting held on February 27, 2017.
B. *Assessment of this meeting* – There was agreement among trustees that this had been a full and productive board meeting.

C. *Miscellaneous Items* – Library Director Klien spoke about the Library Investment Report scheduled for the next board meeting. She reminded trustees that the Investment Policy is up for its yearly review in October, but since it had been requested, and it has been awhile since a detailed report on library investments has been made, Foti has decided to give a report next month.

Board Chair Behr said that she really likes the look of the marketing materials that are being created. Marketing Manager Colin Whitehurst thanked her for the compliment and said that also in the planning phase is new signage for the library’s interior. Whitehurst said that he wants everything related to library marketing materials to have a cohesive feel and look professional in order to create a branded library image.

X. **Adjournment**
Library Board Chair Behr said if there was no further business to come before the board, the meeting would stand adjourned. There was no further business and the meeting ended at 7:53 PM.

Recorded and Transcribed by,

[Signature]

Quyen Edwards
Library Board Secretary
PORTAGE DISTRICT LIBRARY
Library Director’s Report on the Financial Condition
for
February 2017

Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

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

Director’s Response:

<table>
<thead>
<tr>
<th>Revenue</th>
<th>$3,482,496</th>
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</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>$711,971</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>1/31/2017</th>
<th>Changes</th>
<th>2/28/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Reserve (13%)</td>
<td>$477,655</td>
<td>$-</td>
<td>$477,655</td>
</tr>
<tr>
<td>Building Reserve</td>
<td>50,000</td>
<td>-</td>
<td>50,000</td>
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<tr>
<td>Benefits Reserve</td>
<td>47,572</td>
<td>-</td>
<td>47,572</td>
</tr>
<tr>
<td>Technology Reserve</td>
<td>111,305</td>
<td>-</td>
<td>111,305</td>
</tr>
<tr>
<td>HVAC Reserve</td>
<td>15,000</td>
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<td>15,000</td>
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<tr>
<td>Patio Feasibility Reserve</td>
<td>4,700</td>
<td>-</td>
<td>4,700</td>
</tr>
<tr>
<td>Lobby Reserve</td>
<td>7,500</td>
<td>-</td>
<td>7,500</td>
</tr>
<tr>
<td>Reserve for Encumbrances</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td>2,795,481</td>
<td>(3,000)</td>
<td>2,792,481</td>
</tr>
</tbody>
</table>

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.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: March 23, 2017
Subject: Budget Amendment and Notification of a $2,000 Grant for the CommuniTeen Read Event from the Fetzer Institute and a $1,000 Grant from the Kalamazoo Community Foundation

BACKGROUND:
Portage District Library is participating in the CommuniTeen Event in Portage in 2017. This is a collaboration with the Portage Public Schools and BookBug. The committee for the 2017 CommuniTeen event has selected author Maggie Stiefvater (pronounced steve-otter) to be the 2017 CommuniTeen Read presenter. Ms. Stiefvater is the author of many books including The Wolves of Mercy Falls series, The Raven Cycle, The Books of Faerie, The Scorpio Races, and is a contributing author to the Spirit Animals series and a number of anthologies. Events will include the reading of the selected book, followed by class discussions, classroom visits by the author, and a community event with the author.

UPDATE:
I am pleased to report that the CommuniTeen Read Event has also been awarded a $2,000 grant from the Fetzer Institute (check to arrive in late March/early April) and a $1,000 grant from the Kalamazoo Community Foundation (received).

BUDGET AMENDMENT REQUEST:
It is recommended that the Library Board approve a budget amendment to increase the FY 2017 Budget by $3,000 in the appropriate budget revenue lines and increase the FY 2017 Restricted Youth Programming expense line by $3,000 for the CommuniTeen Read Author Visit and Speaking Engagement in 2017.
Marketing Update

Recurring Monthly Projects:

· The February e-Newsletter was sent out the first week of the month to over 12,000 library patrons.
· Our upcoming spring events were advertised in the Portager, which 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.

February Marketing Highlights:

· Participated in a Michigan Library and Marketing Communication Professionals Meetup
· Began coordinating with other libraries for GeekFest 2017 marketing materials
· Launched new service Lynda.com through all of our communication channels
· Researched signage options
· Created a youth outreach flyer and poster
· Designed 2017 Volunteer Luncheon invitations
· Worked on flyers for the new English Language Learners Conversation Circle
· Created internet user cards for circulation

February Social Media Highlights:

Facebook
32 New Page likes  |  109 Post Shares  |  538 Post Likes  |  32,283 Total Reach

Twitter
1153 Tweet Impressions  |  31 Profile Visits  |  2 Mentions  |  2 New followers  |  2 Tweets Linking to us
February Marketing Materials:

READ. PLAY. LEARN.
Check out the awesome resources and events available to kids and teens at the Portage District Library.

Visit us!

Language Learner’s Conversation Circle

English Language Learner’s Conversation Circle

Starts Wednesday February 22nd
2:30 PM - 3:30 PM

Drop in and join others who also want to practice their English. This informal group meets weekly for discussion and the opportunity for English Language Learners to practice their conversational English. For more information please contact: Andrea Smalley, (269) 585-8724.

Volunteer Luncheon

You’re invited to join us for a luncheon in honor of the volunteers of the Portage District Library. Please RSVP by April 24 or rcowles@portagelibrary.info

You are truly appreciated.

300 LIBRARY LANE | PORTAGE, MI 49002

Events

Hi

Hi

Internet Guest Card

You’re responsible for all use made of this card. Failure to abide by the internet policies of the Portage District Library will result in the loss of your internet privileges.

MeL

Hoopla

TumbleBooks

Freegal

Homework Help

Resources for... 

You’re Invited

You’re Invited

SUCCESSFUL LEARNERS

READ.

PLAY.

LEARN.

Check out the awesome resources and events available to kids and teens at the Portage District Library.

FLYERS, INTERNET GUEST CARDS, VOLUNTEER LUNCH INVITES

LYNDA.COM MARKETING MATERIALS
Library Director’s Narrative Report for March 27, 2017
(Activities at the end of February 2017 and beginning of March 2017)

Administrative Activities:
During the months of February 2017 and the first part of March 2017, 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.
- Attended the monthly Tech Meeting on 2-28-17.
- Met with Larry Provancher regarding Kalamazoo County ID’s on 2-28-17.
- Met with Melissa Al-Azzawi on behalf of Arcadia on 3-2-17.
- Began the 8 week online course Principles & Techniques of Fundraising on 3-6-17.
- Attended a meeting with a representative from Midwest Tape/Hoopla on 3-7-17.
- Met with Rose Street Advisors on 3-9-17.
- DAC at the PPS Admin Building on 3-9-17.
- Met with family, set-up, and attended the memorial service for PDL’s Founding Librarian Frank Hemphill on 3-10-17 and 3-11-17.
- Arcadia on 3-13-17.
- Met with Betty Lee Ongley, Ted Vliek, and Local Historian Steve Rossio to discuss a project on 3-15-17.
- Attended CIC meeting at PPS on 3-15-17.
- Had a phone conference with the library’s attorney, Anne Seurynck on 3-16-17.
- Participated in a Harwood Conference call on 3-22-17.
- Attended the PCC Building and Grounds Committee Meeting on 3-23-17.
- Attended the Rotary Board Meeting on 3-24-17.
- Attended the Portage Rotary 50th Anniversary Celebration at WMU’s Fetzer Center on 3-24-17

Technical Services

- Ordering and material processing continued to flow exceptionally well through the department.
- Met with Midwest Tape, our primary Audio Visual vendor, along with Christy Klien and Laura Wright to review processes, identify issues and hear about forthcoming changes.
- The technical services department continued its ongoing project of item/bibliographic data cleanup.
- All library operating supplies and office supplies have been maintained and are within budget.

IT Services

- All regular IT maintenance activities, patching and updates have been completed.
- Worked with Jill Austin to develop a systematic approach to removing inactive patrons.
  - Jill has developed a process for identifying and tagging inactive patrons.
  - Built a report to update MeL (interlibrary loan)
  - Jill is developing a monthly schedule for tagging and removing these inactive patrons
  - Altered the board reports to include our reported inactive patron removal statistics
o The library will be reporting these statistics at the April library board meeting.

- Hosted firewall project and Wireless Project.
  o Met with Secant Technologies to discuss the hosted firewall implementation and library wireless migration.
  o The hosted firewall migration will occur in early April on a Sunday night or Monday morning to minimize any interruption of service.
  o The hosted firewall will include configurations for the new library wireless services that will be implemented in May 2017.
  o The new library wireless services will tested in May 2017 with a June 1, 2017 live production date.

- Enterprise Upgrade (public access catalog) was completed.
  o All web services Status:
    Novelist – now implemented as a best practice according to SirsiDynix standards
    Google Analytics – updated and functioning correctly
    Syndetics (Book Jacket Images) – updated and functioning correctly.
  o Portage District Library connected apps status
    PDL2GO (Boopsie) – partially functional. Vendor is working on Bibliographic items and current statuses. Vendor is also working on App Upgrade.
    BookMyne – completely functional
    Payment Services (Paypal) – Updated and functional.

- Mobile Hotspots Update:
  o 10 Mobile Hotspots purchased
  o Planning for 2 Hotspots for Staff Mobile Outreach and 8 for Patron Checkout
  o Draft Checkout procedures are currently being discussed.
  o Checkout Repackaging and instructional material is currently being tested.

**Maintenance and Building Services**

- All preventative maintenance activities were performed as scheduled.
- All Cleaning and Maintenance services were performed as scheduled.

- Activities in response to the recent windstorm:
  o Front Doors and entry locks have been reset and adjusted for easier use.
  o 2 Pine trees fell and were removed by the City of Portage. The remaining stump will be removed after discussions regarding the emergency siren cable status and burying requirements are completed.
  o All roof hardware and equipment has been inspected and adjusted as needed.

- Boiler System Update:
  o Worked with Pleune to identify and schedule a replacement for one of the Library’s Boiler System’s gas valves and pressure relief valves.
  o The redundant boiler design minimized the impact to Portage District Library.
  o Adjustments have been made to water flow rates to further increase heating system efficiency.
**Personnel Information:**

The library undertook the following human resource and financial activities since the February 27, 2017 Board meeting:

- The job description for the Graphic Design Intern position was completed and sent out to WMU and to KVCC to be posted to students. The Library has begun to receive applications from students. The deadline for applications is Friday, April 14, 2017.
- The job description for the Youth Summer Programming Assistant has been finalized and will be sent out to area schools for posting. A deadline of mid to late April will be set for applications to be submitted.
- The Library is preparing for its annual financial audit which will take place on March 27-29. The results will be presented to the Library Board at the May board meeting.

**Adult Services Programming Highlights**

**Introduction to Amateur Astronomy - Binocular Basics and Telescope Tutorial** (2/11 and 2/25– 120 attendees total). Binoculars make an ideal first “telescope,” but which ones are best for astronomy? All ages attended these programs.

**Portage Public Schools Art Reception** (2/12 - 140 attendees). Art reception with talented area students and their teachers.

**Tax-aide with the Portage Senior Center** has started again, and will continue until April 18th. They usually help between 80 and 100 people a month, with three to four preparers taking 7 appointments.

The Library hosted the **Southwest Michigan Library Co-operative** board meeting on February 9th.

**Adult Services Efficiencies**

Staff attended three webinars

**Emerging Tech Trends in Libraries** – Info People

**Spring Staff Picks from Penguin Random House** – Booklist

“You can do IT” empowering library staff with tech management skills
Jessica Holms updated our **Patron Research/Referral Request Form**. Old one was outdated and geared mostly towards students. New form is simplified and easier for patrons and staff.

**Adult Services Displays**

“**February is Library Lovers Month**” display – romances/fiction with a librarian character – this display had excellent circulation.

Sue Hoopengarner’s **teddy bear collection** was in display cases for the month of February.

**Youth Services Programming Highlights**

Youth staff and Members of the **Kalamazoo Symphony Orchestra** presented a story, craft, and interpretation of the story in music.

Our regular programs included five weekly **storytimes**, **Portage Page Turners** elementary book group, **Lego Club** for second-fifth graders, **Teen Game Club** and **Teen Advisory Board**.

Youth Staff hosted a **Pop-Up Art Workshop** for elementary-aged children. Attendees were taught some basic 3-D paper art techniques and then set loose to create their own.

The Teen Librarian filled in for Portage Northern Middle School’s Media Specialist and emceed their **Battle of the Books** event.

The annual event, **Teen Cupcake Wars**, was again a sweet success.

**Youth Services Outreach**

Youth Staff occupied a booth at **Kalamazoo’s Baby Family Expo**. Staff promoted family-specific programming and services.

**Woods Edge** visited three times this month for stories, crafts, and activities.

Youth Staff and library volunteers hosted our first **Conversation Group** this month. These groups help members of our community who are learning English develop their skills.
<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
<th>Change</th>
<th>2017</th>
<th>2016</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Library Circulation</strong></td>
<td>68,208</td>
<td>72,047</td>
<td>-3.33%</td>
<td>143,453</td>
<td>146,023</td>
<td>-1.76%</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>16,851</td>
<td>18,016</td>
<td>-6.47%</td>
<td>34,823</td>
<td>36,641</td>
<td>-4.96%</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>7,616</td>
<td>8,628</td>
<td>-11.73%</td>
<td>16,264</td>
<td>16,852</td>
<td>-3.49%</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>21,935</td>
<td>23,268</td>
<td>-5.73%</td>
<td>46,353</td>
<td>45,485</td>
<td>1.91%</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>3,960</td>
<td>4,074</td>
<td>0.09%</td>
<td>8,222</td>
<td>8,152</td>
<td>0.73%</td>
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<td>5,040</td>
<td>-14.23%</td>
<td>8,997</td>
<td>10,599</td>
<td>-15.11%</td>
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<tr>
<td>E-Material</td>
<td>11,290</td>
<td>11,152</td>
<td>1.24%</td>
<td>23,729</td>
<td>24,319</td>
<td>-2.43%</td>
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<tr>
<td>ILL - PDL Requests</td>
<td>1,094</td>
<td>1,093</td>
<td>-0.09%</td>
<td>2,403</td>
<td>2,453</td>
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<tr>
<td>ILL - Other Lib. Requests</td>
<td>1,139</td>
<td>776</td>
<td>46.78%</td>
<td>2,662</td>
<td>1,522</td>
<td>74.90%</td>
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<tr>
<td><strong>Self-Checkout Percentage</strong></td>
<td>57.32%</td>
<td>57.11%</td>
<td>0.63%</td>
<td>57.77%</td>
<td>57.92%</td>
<td>-0.15%</td>
</tr>
<tr>
<td><strong>Total Library Collection</strong></td>
<td>207,445</td>
<td>206,152</td>
<td>0.63%</td>
<td>435,604</td>
<td>429,948</td>
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<tr>
<td>Adult - Books</td>
<td>96,618</td>
<td>98,547</td>
<td>-1.96%</td>
<td>215,274</td>
<td>221,790</td>
<td>-2.96%</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>18,109</td>
<td>17,981</td>
<td>0.71%</td>
<td>36,190</td>
<td>36,072</td>
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<tr>
<td>Youth - Books</td>
<td>75,308</td>
<td>72,934</td>
<td>3.25%</td>
<td>150,760</td>
<td>148,858</td>
<td>1.23%</td>
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<tr>
<td>Youth - A/V</td>
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<td>12,372</td>
<td>2.55%</td>
<td>25,069</td>
<td>24,744</td>
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<tr>
<td>Hot Picks</td>
<td>4,723</td>
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<td>8,997</td>
<td>8,152</td>
<td>10.46%</td>
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<tr>
<td><strong>Net Acquisitions</strong></td>
<td>150</td>
<td>(479)</td>
<td>-131.32%</td>
<td>268</td>
<td>618</td>
<td>-56.63%</td>
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<tr>
<td>Purchased - Books</td>
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<td>1,269</td>
<td>8.20%</td>
<td>2,658</td>
<td>3,291</td>
<td>-19.23%</td>
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<tr>
<td>Purchased - A/V</td>
<td>120</td>
<td>373</td>
<td>-67.83%</td>
<td>621</td>
<td>598</td>
<td>4.24%</td>
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<tr>
<td>Donated - Books</td>
<td>4</td>
<td>3</td>
<td>33.33%</td>
<td>6</td>
<td>3</td>
<td>100.00%</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>4</td>
<td>2</td>
<td>100.00%</td>
<td>7</td>
<td>2</td>
<td>250.00%</td>
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<tr>
<td>Material Discarded</td>
<td>(1,351)</td>
<td>(2,126)</td>
<td>-36.45%</td>
<td>(3,024)</td>
<td>(3,276)</td>
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<td><strong>Total In-House Usage</strong></td>
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<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>In-House Periodical Usage</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>In-House Book Usage</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td><strong>Patrons</strong></td>
<td>53,013</td>
<td>52,258</td>
<td>1.44%</td>
<td>105,261</td>
<td>104,513</td>
<td>0.64%</td>
</tr>
<tr>
<td>Adult</td>
<td>37,062</td>
<td>34,865</td>
<td>6.30%</td>
<td>75,927</td>
<td>74,669</td>
<td>1.76%</td>
</tr>
<tr>
<td>Youth</td>
<td>8,193</td>
<td>7,889</td>
<td>3.85%</td>
<td>15,283</td>
<td>15,053</td>
<td>1.53%</td>
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<td>Non-Resident</td>
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<td>894</td>
<td>-0.22%</td>
<td>1,785</td>
<td>1,757</td>
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<td>Reciprocal</td>
<td>6,295</td>
<td>5,701</td>
<td>10.42%</td>
<td>12,768</td>
<td>12,253</td>
<td>4.20%</td>
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<td>Internet User</td>
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<td>3,361</td>
<td>-69.06%</td>
<td>2,081</td>
<td>5,652</td>
<td>-65.32%</td>
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<td>Professional</td>
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<td>69</td>
<td>-7.25%</td>
<td>131</td>
<td>144</td>
<td>-9.44%</td>
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<tr>
<td><strong>Total Patrons Added</strong></td>
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<td>285</td>
<td>-11.23%</td>
<td>590</td>
<td>594</td>
<td>-0.67%</td>
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<tr>
<td>Adult</td>
<td>143</td>
<td>141</td>
<td>1.42%</td>
<td>281</td>
<td>289</td>
<td>-2.77%</td>
</tr>
<tr>
<td>Youth</td>
<td>9</td>
<td>48</td>
<td>-81.25%</td>
<td>79</td>
<td>95</td>
<td>-16.84%</td>
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<tr>
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<td>4</td>
<td>-50.00%</td>
<td>5</td>
<td>6</td>
<td>-16.67%</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>35</td>
<td>41</td>
<td>-14.63%</td>
<td>81</td>
<td>107</td>
<td>-24.30%</td>
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<tr>
<td>Internet User</td>
<td>64</td>
<td>51</td>
<td>25.49%</td>
<td>143</td>
<td>93</td>
<td>53.76%</td>
</tr>
<tr>
<td>Professional</td>
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<td>0</td>
<td>0.00%</td>
<td>1</td>
<td>4</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: March 20, 2017
SUBJECT: Library Statistical Report - February 2017

<table>
<thead>
<tr>
<th>Library Building Usage</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
<th>CHANGE</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Feb-17</td>
<td>Feb-16</td>
<td>CHANGE</td>
<td>2017</td>
</tr>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td>187</td>
<td>186</td>
<td>0.54%</td>
<td>347</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>98</td>
<td>95</td>
<td>3.16%</td>
<td>186</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>89</td>
<td>91</td>
<td>-2.20%</td>
<td>161</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>1,821</td>
<td>2,265</td>
<td>-19.60%</td>
<td>3,771</td>
</tr>
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<td>Adult</td>
<td>437</td>
<td>98</td>
<td>345.92%</td>
<td>690</td>
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<tr>
<td>Youth</td>
<td>1,297</td>
<td>1,830</td>
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<td>2,907</td>
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<tr>
<td>Heritage Room</td>
<td>87</td>
<td>337</td>
<td>-74.18%</td>
<td>174</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
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<td>44</td>
<td>29.55%</td>
<td>102</td>
</tr>
<tr>
<td>Adult</td>
<td>19</td>
<td>7</td>
<td>171.43%</td>
<td>32</td>
</tr>
<tr>
<td>Youth</td>
<td>36</td>
<td>32</td>
<td>12.50%</td>
<td>67</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>2</td>
<td>5</td>
<td>-60.00%</td>
<td>8</td>
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<tr>
<td><strong>Total Volunteer Hours</strong></td>
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<tr>
<td>Adult</td>
<td>141</td>
<td>66</td>
<td>113.64%</td>
<td>240</td>
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<tr>
<td>Youth</td>
<td>107</td>
<td>85</td>
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<td>207</td>
</tr>
<tr>
<td>Technical</td>
<td>91</td>
<td>89</td>
<td>2.25%</td>
<td>177</td>
</tr>
<tr>
<td>Circulation</td>
<td>118</td>
<td>93</td>
<td>26.88%</td>
<td>248</td>
</tr>
<tr>
<td>Administration</td>
<td>32</td>
<td>32</td>
<td>0.00%</td>
<td>57</td>
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<tr>
<td>Community Service</td>
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<td>4</td>
<td>125.00%</td>
<td>14</td>
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<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>50,887</td>
<td>51,987</td>
<td>-2.12%</td>
<td>108,799</td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>34,326</td>
<td>34,003</td>
<td>0.95%</td>
<td>68,982</td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>3,100</td>
<td>3,201</td>
<td>-3.16%</td>
<td>6,320</td>
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<td><strong>Information Access/Reference/Research</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Reference Transactions</td>
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<td>8,109</td>
<td>-1.50%</td>
<td>18,086</td>
</tr>
<tr>
<td>Adult Phone</td>
<td>398</td>
<td>488</td>
<td>-18.44%</td>
<td>876</td>
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<tr>
<td>Adult Ready Reference</td>
<td>2,159</td>
<td>2,603</td>
<td>-17.06%</td>
<td>5,137</td>
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<td>Adult Reference</td>
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<td>131</td>
<td>18.32%</td>
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<td>Youth Phone</td>
<td>137</td>
<td>147</td>
<td>-6.80%</td>
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<tr>
<td>Youth Ready Reference</td>
<td>2,889</td>
<td>2,500</td>
<td>15.56%</td>
<td>6,556</td>
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<td>Youth Reference</td>
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<td>324</td>
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<td>828</td>
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<tr>
<td>HR Phone</td>
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<tr>
<td>HR Ready Reference</td>
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<tr>
<td>HR Reference</td>
<td>16</td>
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<td>Circ Phone</td>
<td>610</td>
<td>701</td>
<td>-12.98%</td>
<td>1,312</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>620</td>
<td>571</td>
<td>8.58%</td>
<td>1,385</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>290</td>
<td>262</td>
<td>10.69%</td>
<td>580</td>
</tr>
<tr>
<td><strong>Total Edutainment LAN Use</strong></td>
<td>417</td>
<td>426</td>
<td>-2.11%</td>
<td>887</td>
</tr>
<tr>
<td><strong>Total Internet Computer Use</strong></td>
<td>2,732</td>
<td>2,984</td>
<td>-8.45%</td>
<td>5,671</td>
</tr>
<tr>
<td>Youth Computers</td>
<td>345</td>
<td>398</td>
<td>-13.32%</td>
<td>576</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,295</td>
<td>2,473</td>
<td>-7.20%</td>
<td>4,876</td>
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<tr>
<td>Laptop Computer Circulated</td>
<td>92</td>
<td>113</td>
<td>-18.58%</td>
<td>219</td>
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<tr>
<td><strong>Total Electronic Transactions</strong></td>
<td>43,444</td>
<td>46,604</td>
<td>-6.78%</td>
<td>92,647</td>
</tr>
<tr>
<td>WebSite Hits</td>
<td>30,984</td>
<td>34,103</td>
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<td>WebCatalog Sessions</td>
<td>8,359</td>
<td>8,290</td>
<td>0.83%</td>
<td>17,644</td>
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<tr>
<td>Licensed Database Hits</td>
<td>4,101</td>
<td>4,211</td>
<td>-2.61%</td>
<td>8,257</td>
</tr>
</tbody>
</table>

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

Christy Klien, Library Director
The Budget Process Begins

Two weeks ago Governor Rick Snyder proposed his 2018 budget. Library funding remains unchanged from 2017 with the exception of a $2 million reduction in Renaissance Zone Reimbursements. The decrease is due to the expiration of some zones. This is step one in the budget process. Both the House and Senate will make their own recommendations. Any differences between the chambers are decided in conference committee. The proposed budget then heads back to the governor for his signature.

The budget process gives us an opportunity to educate the new representatives about how libraries are funded. This week MLA and GCSI began a series of meetings with legislators. Recall that two years ago, we saw a $1 million boost in State Aid to Libraries. Last year we maintained that progress. We hope to try to increase state aid this year. Presentations to the House and Senate subcommittees overseeing our budgets will be scheduled soon. We will explain libraries’ value to their communities, Michigan residents and their positive economic impact throughout the state.

With dozens of new lawmakers in Lansing, it’s important they learn about their local libraries from you now. Contact your representatives, invite them to the library for a tour, offer a space for their coffee hour. Explain to them how you help their constituency on a daily basis. There will be many organizations clamoring for their time and attention. The sooner you can educate your representative about your library, the more likely they will support funding and other library specific initiatives. If you need contact information visit MLA's advocacy page, and input your address.

Library Exemptions from Tax Capture

Some libraries are already seeing positive results of our new tax capture exemptions. Recently a library was contacted by their Downtown Development Authority for the first time in 20 years. The tax capture was planning once again to extend portions of the plan and decided to connect with the library for input. Dialogue, accountability and transparency are our goals and this hit the mark for all three. Work continues on a package of bills that will address some technical issues with the new laws.

Libraries were the only special millage to receive an exemption. After decades of hard work on this issue, the legislature and the governor recognized the importance of library funding. When you meet with your legislators, be sure to thank them again for their support.

Medical Campus Exempt from Property Tax

Recently Grand Rapids Township lost a lawsuit to Spectrum Health over their charitable, nonprofit status. The decision means Spectrum is considered a nonprofit exempt from property tax. The local library will be required to pay back $27,000 because of this decision. This
medical campus exemption could impact libraries and others' millage revenue across the state. We are talking with senators about the negative consequences for libraries.

**MLA Partnering with National Insurance Services**

Among the biggest concerns facing libraries today is managing skyrocketing health insurance premiums. Because of this, MLA has been working to provide a way for members to better manage these costs.

We are happy to announce that we are partnering with National Insurance Services (NIS) to provide much needed health insurance consulting for Michigan libraries. After being extensively vetted by the MLA office and the Michigan Library Association Board of Directors, NIS was selected to offer a new insurance management opportunity to MLA members. NIS will be reaching out to you in the weeks to come. Your library must be a current MLA organizational member to participate in the NIS program. For more information, please contact Brian Mitchell, Market Development in Michigan at bmitchell@nisbenefits.com, or call 269-569-4033.

**MLA ADVOCACY - MARCH 23, 2017**

**IMLS Funding Impacts Michigan Libraries**

The president's proposed budget includes the elimination of $210 million in federal funding that will directly impact the Institute for Museum and Library Services (IMLS), the agency that distributes the funds to every state in the country including Michigan. IMLS provides funds through the Library Services & Technology Act (LSTA) grants to state programs.

If this budget passes, the impact in Michigan would be felt most severely in the funding of MeL and MeLCat including the databases provided through the Library of Michigan. LSTA funds provide a majority of their support. The federal budget does not affect Michigan's state aid to libraries, penal fines or any funding provided to the Library of Michigan from Michigan's budget.

The Michigan Department of Education, Library of Michigan, has a line item in the Michigan budget for the Michigan eLibrary (MeL) and for the past several years has received $1.7 million for its support. Federal funding from IMLS is about $4.3 million for a total expenditure of $6 million. Without the federal money, the Library of Michigan would have to eliminate databases, possibly make changes to MeL or MeLCat or find additional funding to support the programs.

LSTA funds also underwrite early literacy programs, continuing education programs such as Small and Rural Libraries Conference, summer reading programs and E-rate training and support. Services provided by the Library of Michigan are funded by LSTA at the following rate:

- Michigan eLibrary (MeL) - 70% of costs are LSTA
- Technology programs - 100% of costs are LSTA
- Early literacy programs - 82% of costs are LSTA
- Continuing education - 92% of costs are LSTA
To remain eligible for LSTA funding the State of Michigan must both match the federal funds and maintain a level of effort through state or private funds. In Michigan, that funding is primarily State Aid to Public Libraries.

For an overview of LSTA:  [http://www.michigan.gov/libraryofmichigan/0,2351,7-160-18668_77699---,00.html](http://www.michigan.gov/libraryofmichigan/0,2351,7-160-18668_77699---,00.html)

For a fact sheet about LSTA:


It is important that everyone take action. [Everything you need is at ALA's Legislative Action Center now](http://www.ala.org/action) and contact their congressional delegation today.

Following is ALA President Julie Todaro's message to ALA members:

Dear ALA member,

The time is NOW! If you're a librarian, a library worker, anyone who cares about libraries, does business with a library, or if you depend on your library for accurate information,

then your Congressperson needs to hear from you - and at least five more people that you mobilize - TODAY! At least $210 million in federal library funding is on the budget-cutter's chopping block. Our champions in Congress need your help to save it and the Institute for Museum and Library Services (IMLS), the agency that distributes most of those funds to every state in the country. [Everything you need is at ALA Legislative Action Center now](http://www.ala.org/action).

As detailed in the [ALA Washington Office blog](http://www.ala.org/washingtonoffice), the President of the United States effectively proposed eliminating all federal library funding and closing IMLS - the small, respected agency that administers $183 million of those funds through the Library Services and Technology Act (LSTA). He also asked Congress to wipe out $27 million for Innovative Approaches to Literacy (IAL), which school libraries use to buy books and other materials for the nation's poorest children. But our library champions in Congress have mobilized to fight back and they need your help to succeed.

Today, Rep. Raul Grijalva (D-AZ3) wrote to every Member of the House of Representatives asking them to support LSTA, and Reps. Eddie Bernice Johnson (D-TX30), Don Young (R-AK), and Jim McGovern (D-MA2) circulated a similar letter asking support for Innovative Approaches to Literacy (IAL). Both letters urge their House colleagues to sign letters to the Appropriations Committee supporting library funding. The first so-called "Dear Appropriator" letter asks the Committee to fully fund LSTA in FY 2018 and the second does the same for IAL.

We know from many past funding fights that these Representatives' requests of their colleagues simply will not be enough. [Members of the House need to hear from their constituents before the April 3rd deadline](http://www.ala.org/action). Please call your Representative and ask them to sign both the LSTA and the IAL "Dear Appropriator" letters our champions have circulated, otherwise the powerful Appropriations Committees will not make LSTA and IAL a priority, dramatically increasing the odds that they will be cut or eliminated next year.
ALA's Legislative Action Center has everything you - and five of your friends, patrons, relatives, employees and customers need to identify your Member of Congress and to tell him or her by email, tweet or phone to sign the LSTA and IAL "Dear Appropriator" letters to protect those critical programs in the FY 2018 federal budget.

*We MUST save federal library funding and IMLS! If not you and your fellow library lovers who? If not right now, when?* Please, act right now!

To read my full statement about the President's draconian budget proposals, please visit ALA's website.

Julie Todaro
ALA President
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: March 20, 2017  
Subject: Upcoming Library Board linkage opportunities in April 2017 for consideration

Monthly library board linkage has been included in the past as a list of upcoming events. This linkage information is provided to highlight a few programs that will occur before the next month’s board meeting. We welcome you to attend any library event as a trustee and representative of the library as it is an excellent opportunity to observe what is happening on a daily basis and to speak to patrons about their experiences. If you choose to attend a program as a trustee, we ask that you let Quyen or myself know in advance so that we can make the staff presenter aware and that you wear your Portage District Library Trustee name badge. Thank you.

**LINKAGE OPPORTUNITIES for March & April 2017:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/28</td>
<td>6:30 PM</td>
<td>CommuniTeen Read Evening with the Author: Maggie Stiefvater (Portage Northern High School)</td>
</tr>
<tr>
<td>4/3</td>
<td>7:00 PM</td>
<td>Science Fiction and Fantasy Discussion: Best Races &amp; Cultures</td>
</tr>
<tr>
<td>4/5</td>
<td>10:00 AM</td>
<td>Family Fun: Bitty Ballet Class</td>
</tr>
<tr>
<td>4/6</td>
<td>6:30 PM</td>
<td>Puppet Show by Alex and Friends</td>
</tr>
<tr>
<td>4/8</td>
<td>9:00 AM</td>
<td>Friends of the Library Book Sale</td>
</tr>
<tr>
<td>4/10</td>
<td>7:00 PM</td>
<td>Top Shelf Reads: The Prince of Los Cocuyos</td>
</tr>
<tr>
<td>4/15</td>
<td>2:00 PM</td>
<td>Classic Movie: Brewster’s Millions (1945)</td>
</tr>
<tr>
<td>4/18</td>
<td>10:00 AM</td>
<td>Open for Discussion: Elizabeth is Missing</td>
</tr>
<tr>
<td>4/22</td>
<td>2:00 PM</td>
<td>Zentangle: Meditation Though Drawing (Registration Required)</td>
</tr>
<tr>
<td>4/28</td>
<td>7:00 PM</td>
<td>Must be 21+ Bad Poetry Night (After Hours)</td>
</tr>
</tbody>
</table>
The 2016 Annual Campaign was distributed the first week in November to approximately 11,500 households. The distribution list was pulled directly from our patron data. The Annual Campaign ran from November 2016 until February 2017.

The library has received a total of 182 donations during the 2016 Annual Campaign in the amount of $14,147. This number is a little higher than last year’s 159 donations in the amount of $10,122. Overall, there were 271 total donations in 2016. Of those donations, 55 were new contributors, 35 were ‘reactivated’ donors (donors who gave in this period, did not give in the last period, but gave previously), and the remaining 181 were retained donors.
PORTAGE DISTRICT LIBRARY

Investment Policy

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.
All funds received are deposited into the Library’s Fifth Third Checking Account. The checking account is a Sweep Account and all funds in excess of $25,000 in the Library’s checking account at the end of business day are swept into a higher interest-earning investment option. This would typically be a money market account.

The Library continually reviews its cash flow needs based on budget distribution, planned projects and any other known information that may help to determine when cash will be needed. Based on that information, excess funds are invested in higher interest-earning investment options other than the Sweep Account. The following is a list of bank accounts and investments that the library has funds invested in:

<table>
<thead>
<tr>
<th>Type</th>
<th>Issuer</th>
<th>Amount</th>
<th>Maturity Date</th>
<th>Interest Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking/Sweep Acct</td>
<td>Fifth Third Bank</td>
<td>Variable</td>
<td>Liquid</td>
<td>0.40%</td>
</tr>
<tr>
<td>Payroll Acct</td>
<td>Fifth Third Bank</td>
<td>$0.00</td>
<td>Liquid</td>
<td>0.00%</td>
</tr>
<tr>
<td>Flex Checking</td>
<td>Fifth Third Bank</td>
<td>Variable</td>
<td>Liquid</td>
<td>0.00%</td>
</tr>
<tr>
<td>HRA Checking</td>
<td>Fifth Third Bank</td>
<td>Variable</td>
<td>Liquid</td>
<td>0.00%</td>
</tr>
<tr>
<td>Money Market</td>
<td>UBS</td>
<td>Variable</td>
<td>Liquid</td>
<td></td>
</tr>
<tr>
<td>CD</td>
<td>TCF National Bank</td>
<td>$100,000</td>
<td>4/10/2017</td>
<td>0.70%</td>
</tr>
<tr>
<td>CD</td>
<td>Northpointe Bank</td>
<td>$50,000</td>
<td>4/17/2017</td>
<td>0.60%</td>
</tr>
<tr>
<td>CD</td>
<td>Bank of Holland</td>
<td>$235,000</td>
<td>4/19/2017</td>
<td>0.90%</td>
</tr>
<tr>
<td>CD</td>
<td>Sterling Bank &amp; Trust</td>
<td>$50,000</td>
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<td>0.70%</td>
</tr>
<tr>
<td>CD</td>
<td>Beal Bank</td>
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<td>7/5/2017</td>
<td>0.60%</td>
</tr>
<tr>
<td>CD</td>
<td>mBank</td>
<td>$100,000</td>
<td>8/10/2017</td>
<td>0.65%</td>
</tr>
<tr>
<td>CD</td>
<td>Sterling Bank &amp; Trust</td>
<td>$190,000</td>
<td>8/30/2017</td>
<td>0.70%</td>
</tr>
<tr>
<td>CD</td>
<td>Wells Fargo</td>
<td>$250,000</td>
<td>9/25/2017</td>
<td>1.00%</td>
</tr>
<tr>
<td>CD</td>
<td>Privatebank &amp; Trust</td>
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<td>10/2/2017</td>
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</tr>
<tr>
<td>CD</td>
<td>Wells Fargo</td>
<td>$240,000</td>
<td>10/20/2017</td>
<td>0.85%</td>
</tr>
<tr>
<td>CD</td>
<td>Level One Bank</td>
<td>$261,000</td>
<td>11/27/2017</td>
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</tr>
<tr>
<td>CD</td>
<td>Beal Bank</td>
<td>$250,000</td>
<td>12/20/2017</td>
<td>0.90%</td>
</tr>
<tr>
<td>CD</td>
<td>mBank</td>
<td>$250,000</td>
<td>1/29/2018</td>
<td>1.00%</td>
</tr>
<tr>
<td>CD</td>
<td>JPMorgan Chase</td>
<td>$100,000</td>
<td>2/28/2018</td>
<td>1.00%</td>
</tr>
<tr>
<td>CD</td>
<td>Beal Bank</td>
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</tr>
<tr>
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<td>Wells Fargo</td>
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<tr>
<td>CD</td>
<td>JPMorgan Chase</td>
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<tr>
<td>CD</td>
<td>Key Bank</td>
<td>$125,000</td>
<td>10/15/2018</td>
<td>1.35%</td>
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<tr>
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<td>Federal Home Loan Bank</td>
<td>$1,000,000</td>
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<tr>
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<td>Fed Nat’l Mtg Assn</td>
<td>$245,000</td>
<td>5/17/2019</td>
<td>1.20%</td>
</tr>
<tr>
<td>Agency Bond</td>
<td>Federal Home Loan Bank</td>
<td>$250,000</td>
<td>5/17/2019</td>
<td>1.30%</td>
</tr>
<tr>
<td>Agency Bond</td>
<td>Federal Home Loan Bank</td>
<td>$500,000</td>
<td>9/27/2019</td>
<td>1.70%</td>
</tr>
</tbody>
</table>
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: March 22, 2017  
Subject: Approval to pursue a Special License for Beverages at an After-Hours Library Program in 2017

BACKGROUND:
Beginning in 2014, an initiative was undertaken to conduct “after-hours” programming at the library that would be both educational and recreational and would appeal to a segment of the population that may not have been previously reached by the library. A particular aspect of these “after-hours” programs is that adult beverages such as beer, wine or cocktails may be included as part of the program for participants to learn about and enjoy. There were three “after-hours” programs offered in 2014 and two “after-hours” programs offered in 2015. The response was quite favorable. Attached for trustees’ review are detailed descriptions of the one “after-hours” program that is being planned for 2017 that will require a special license.

Any public events in Michigan that includes adult beverages requires a special license from the Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission (MLCC). There are several steps that must be completed to obtain this special license which the Portage District Library successfully completed in 2014, 2015, and which we would like to pursue again for our “after-hours” program in 2017.

REQUEST:
I am requesting approval from the Library Board to submit an application to the MLCC to obtain a “Special License for Consumption on the Premises” for the purpose of incorporating adult beverages such as whiskey into the “after-hours” program that will be conducted at the library in 2017, and to have the Library Board Chair and Vice Chair sign all appropriate documents.

The necessary steps to obtain this special license include the following:

1. Certified copy of a Resolution passed by the Portage District Library Board  
2. Signatures of the Library Board Chair and Vice Chair on the application form, witnessed and signed in the presence of a Notary Public  
3. Submission of a completed application form (LCC-3511) at least (10) days prior to the event  
4. Payment of the application fee  
5. Submission of a detailed diagram of how the event area will be contained, secured and monitored to prevent sales to minors and sales to visibly intoxicated persons  
6. Contact with the First Reformed Church of Portage (located within 500 ft. of the library) to make them aware of the library’s “after-hours” program with consumption on the premises and to get their signature on the agreement  
7. Acquisition of insurance bond
Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Authorized by 8436.576)

At a ______________________ meeting of the ______________________
(regular or special) (membership or board of directors)

called to order by ______________________ on ______________________ at ______________________
(date) (time)

the following resolution was offered.

Moved by ______________________ and supported by ______________________

that the application from ______________________
(name of organization)

for a special license to serve alcohol on ______________________
(event date(s))

to be located at ______________________

It is the consensus of this body that the application be ______________________ for issuance.
(recommended or not recommended)

Approval

Yeas: ______________________
Nays: ______________________
Absent: ______________________

I hereby certify that the foregoing is true and is a complete copy of a resolution offered and adopted by the ______________________
at a ______________________ meeting held on ______________________
(regular or special) (date)

Name and title of authorized officer (please print): ______________________
Signature and date of authorized officer: ______________________
Phonenumber and e-mail of authorized officer: ______________________
“Whiskey Tasting”

After-Hours Programming
Friday, July 21st, 7:00pm-8:30pm

Community Members to be Invited
- Angie Jackson, Mixologist from Kalamazoo Green Door Distilling Co. Certified/licensed bartender. (confirmed)
- Principle Food & Drink
- Craftsman Chop Co.
- LoDo Co.
- Centre Street Tap House
- Fieldstone Grill

Summary
Discover our local community’s history in distilling, learn the different ways whiskey is produced, and how to best –and most appropriately- enjoy! With the lively expertise and guidance of Portage/Kalamazoo’s own Spirit Professionals, you’ll learn the nuanced difference between whisky and whiskey, single malts versus blends, and receive some sound advice on how to select and enjoy.

A. Presentation with Q&A: Angie Jackson/panelists will give a presentation with Q&A about the distilling process of whiskey and its place in our own local history. As ‘spirits professionals,’ they will guide attendees on how to select and taste whiskey, as well as discuss flavor development and pairing.
B. Tasting: guests will have the opportunity to sample a variety of whiskey to taste and pair with small refreshment.

Control
Registration required; registration open June 1-July 15. $5 fee at the door. Attendees must be 21+ and show their photo ID. Registration is limited to 45 people.

Building will be confirmed as cleared prior to admittance starting at 7:00pm. Guest patrons who are in building prior to closing will not be permitted to wait inside library between time of close and event start. Admittance to program will be closed at 7:15pm.

Each guest will be carded at the main building entrance by staff who will ask to see State ID. Carded guests will have their hands stamped, which will be checked for by another staff member when entering the program taking place in the combined West, Sugar Loaf, and Austin Lake rooms.

There will be a total of 3-4 samples available comprising of a variety of flavors. One 750mL bottle of each whiskey to be sampled will be purchased at a budget of $40 or less/bottle (750mL = 25 oz per bottle; at a 0.5oz sample size, each bottle will provide 50 samples.) A total of up to four bottles will be purchased.

The whiskey will be stationed in the back of the room and staffed by two persons. Refreshments will be divided and set at each table. Samples will be served by staff distributing to guests at their tables.

Depending on the number of samples available:
- Three samples at 0.5oz each is the equivalent of 1.5oz, or, one typical “shot” serving of whiskey per person.
- Four samples at 0.5oz each is the equivalent of 2.0oz, or, one typical “neat” serving of whiskey per person.
Staffing
- 1 person required at entrance/exit to card guests
- 1 person at bottom of steps
- 1 person in program
- 2 people serving samples
- 1 person watching over exterior exit doors

Budget
Total budget set for $600.00.
- Whiskey - $160.00 (Avg cost for each bottle is $40)
- Refreshments
- Sample Cups (GFS)

Action Needed
Complete and submit application for Special Liquor License - $50
- Signature of support/approval by the Library Board
  - A Notary Public must be present for board signatures
- Signatures of approval/waiver by First Reformed Church; Portage Police Dept.
- Acquire Insurance Bond - $50
- Credit Card Authorization to submit application

Please see following page for program layout.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: March 21, 2017
Subject: Kalamazoo County ID Cards

BACKGROUND:
In December 2016, the Kalamazoo County Board of Commissioners established a task force to investigate the possibility of creating a Kalamazoo County ID card. The idea for this program was inspired by one currently in place in Washtenaw County, Michigan. The Kalamazoo County ID Card would be available to all Kalamazoo County residents. For more information about how this initiative could help members of our community, please see the attached letter. The task force, led by Larry Provancher, has been busy gaining support for the program from county organizations including hospitals, businesses, city governments, colleges, and libraries.

As Library Director, I have signed a letter of support for the program. I feel that this additional access to an official form of identification would be beneficial to many library district patrons. The task force is also seeking the Portage District Library Board’s support in this initiative.

Read more about the most recent updates on this initiative here:

RECOMMENDATION:
If you are also in agreement that this initiative would be good for Kalamazoo County, we will have one copy of the attached letter available at the March 27, 2017 Board Meeting for trustees to sign to show your support.
Kalamazoo County Board of Commissioners
201 W. Kalamazoo Ave.
Kalamazoo, MI 49007-3777

RE: Support for the Kalamazoo County ID Card

The Kalamazoo County ID Card is a Kalamazoo County residency photo ID card, which will be available to all Kalamazoo County residents.

The ID card will secure recognition for all Kalamazoo residents and connect them to public safety, civic and community services, as well as potentially serving as a business incentive to attract patronage to local businesses offering discounts and benefits when showing the ID for shopping or services.

This ID card advocates inclusion for all residents of Kalamazoo. The ID card will serve those who may be marginalized in Kalamazoo as well, by offering them access to a photo ID that might otherwise not be afforded. The marginalized include: Veterans, the elderly, the homeless, foster children, returning citizen, and out of status individuals. By confirming the identity and residency, the ID card will reduce the hardships experienced by vulnerable populations when they engage in everyday transactions and provide access to medical and financial institutions, as well as housing options.

The ID card would encourage civic participation and would foster a sense of belonging for all residents, while creating benefits for the county. The card's acceptance and inclusion of everyone would mean there would be no stigma attached to the card carrier, as we would all be united as recognized and valued members of this community.

I am in full support of Kalamazoo County establishing a photo ID card for all residents.

Sincerely,

__________________________
Name

__________________________
Signature

__________________________
Agency (if applicable)

__________________________
Zip Code
Lynda.com is a new online service that Portage District Library has been offering patrons! It contains over 4,000 easy to follow video tutorials that help patrons learn software, business, creative skills and more!

The Portage District Library added Lynda.com to its digital media collection in January and launched it to the public in March. Marketing Manager Colin Whitehurst will provide a brief presentation at the March 27, 2017 board meeting about our Lynda.com service.
The 2016 batch of 11,937 inactive memberships was finally removed from our Symphony database of users and from our listed users in MeLCat. While consulting with MCLS staff, I was informed that there is a process within MeLCat whereby memberships without activity for three years are removed on a scheduled basis. I am comfortable relying on their process for future MeLCat removals.

All procedures have been set in place to continue removing inactive memberships from Symphony on a monthly basis. Once the purge processes were restarted, there were an additional 138 membership deletions for January 2017 and 176 for February 2017. This figure will now be reported in the Monthly Statistical Report to the Library Board.

I am turning my attention to analyzing outstanding balances for overdue or non-returned material in order to work towards an acceptable closing out of old balances that are unlikely to be paid. We still have several administrative meetings where we will discuss our options and decide on a recommendation before bringing the topic to the Library Board. Eventually, as long outstanding balances are cleared, we will need to remove these inactive user accounts as well.

The next step for membership account maintenance is the automatic notification process for users whose membership is about to expire. As we discussed previously, notices can be scheduled within Symphony to be sent to users based on their membership expiration date. Our ability to control the appearance of the notifications from Symphony is very limited. However, I would prefer that we proceed with the solution at hand while we continue to investigate other, more attractive options outside of Symphony.

While there are still a few factors to finalize, we should be able to begin sending membership expiration notices April 1, 2017. There will be a tiered system in place, so that paying non-residents get a special notice and are not prompted to renew too soon. Also, initial notices will be sent via standard mail six to eight weeks prior to expiration with a follow-up email two to four weeks prior to expiration. The standard mail notification will potentially help us identify people who have moved. The cost for mailing expiration notices was considered when putting together the postage budget for 2017.

Even though we will begin sending the membership expiration notices, all staff have been reminded that we can still offer a 30-day, temporary extension to those who may be delayed in their ability to renew their membership in person as required. A longer temporary extension should be provided to patrons in special circumstances, such as to those on extended travel, so that we do not unduly hinder the use and management of electronic services until their return to Portage.
PORTAGE DISTRICT LIBRARY COMMUNICATION

To: Portage District Library Board
From: Christy Klien, Library Director
Date: March 21, 2017
Subject: Youth Services Summer Reading Program Prize Proposal

BACKGROUND:

In response to the 2017 Collaborative Summer Reading Program theme, “Build a Better World,” the Youth Department staff would like to propose the addition of an altruistic/philanthropic option to the Summer Reading Program (SRP) prizes this year. This would mean that SRP participants who reach a benchmark (ie: 5 hours of reading) could choose the traditional toy or coupon reward, or choose to have a donation made in their name to a charitable agency. Readers would be offered this option for a prize at each benchmark until the funding for this prize option is exhausted.

The donations would come from funds specifically requested for that purpose from a benefactor and with their approval. The total number of donation prizes would be capped at 1000 ($1000) to avoid going over budget, although readers could choose to donate additional funds of their own to the project. We would offer a visually attractive tracking method, such as allowing children and teens who choose the donation to add a brightly colored ball, lego, or tag to a display, as well as other promotions encouraging them to help “Build a Better World” through altruism.

The recipient of the donated funds will be a verified non-profit, non-partisan, service organization selected by PDL staff, with input from children, teens, and families in the community. The recipient will have broad appeal to children, teens, and families and will have a donation acceptance structure that lends itself to both a visually appealing tracking method and that fits the theme of the Summer Reading Program. For 2017, the proposed recipient is Heifer International (https://www.heifer.org/), a worldwide organization with the mission “to work with communities to end world hunger and poverty and to care for the Earth.” The organization gives animals to families in need around the world, allowing them to start micro-businesses and become self-supporting. Heifer matches donation amounts to animal gifts (ie: $20 donations purchase a flock of chicks, $120 donations purchase a goat). This organization fits the 2017 SRP theme to “Build a Better World,” and the use of animals as a tracking method will allow the youth department to create an exciting donation display that appeals to our many animal loving patrons.

Offering a philanthropic alternative to extrinsic, tangible reading program incentives fits trends in both the larger library and education world and the strategic goals of the Portage District Library. Both professional studies and comments by patrons have indicated that extrinsic motivators such as toys do not improve reading achievement for some youth. Altruistic reading incentive programs at other libraries have proven successful and enjoyable motivators for youth, as well as adding an aspect of social emotional learning to reading programs.

Please see the following two examples of how this can work:

*The Fort Collins Public Library (CO) award winning Summer Reading Program has an altruistic component called “Readers to the Rescue.” In 2013, the Readers to the Rescue raised $3000 (provided by the Poudre River Friends of the Library) by reading for 18,932 hours for the Wildlands Restoration Volunteers, a group restoring a wildfire burn area. They also partnered with a local greenhouse, which gave each reader a sapling to plant toward reforestation. (http://www.poudrelibraries.org/board/meetings/2013/10-14/08-agendaitem.pdf)*
*The San Diego County Public Library’s “Read for a Reason” program raises funds for philanthropic organizations each summer. Projects have included raising money for safety collars for search and rescue dogs, uniting veterans with animals through Vets for Pets, and supporting a local horse sanctuary. (http://www.countynewscenter.com/summer-read-help-pets-and-vets/)

RECOMMENDATION:
I am requesting approval for Youth Services to make a $1,000 request of a benefactor to use as a philanthropic donation “prize” and reading motivator for the 2017 Summer Reading Program “Build a Better World.”
The Library Director shall not allow library assets to be unprotected, inadequately maintained or unnecessarily risked. Accordingly, the Library Director may not:

Policy: Fail to insure against theft and casualty losses to at least 100% replacement value and against liability losses to board members, staff and the organization itself in an amount greater than the average for comparable organizations.

Director’s Response: The Portage District Library is insured against theft and casualty losses and against liability losses to board members, staff and the organization itself through a policy with Michigan Municipal Risk Management Authority (MMRMA). According to the terms of our building insurance contract, under Section 1, Part B of the Property and Crime Coverage section, it states that:

“Under any circumstances or set of facts, the most MMRMA will pay for loss or damage to anyone or any combination of covered property in any one occurrence is the actual amount of loss, not to exceed the Limits of Coverage stated in the Coverage Overview. Unless otherwise stated herein, the loss must result from direct physical loss or damage by a covered cause of loss within the period of MMRMA membership as stated in the Coverage Overview.

Policy: Subject facilities, materials and equipment to improper wear and tear or insufficient maintenance.

Director’s Response: The library facility and all building equipment within the library facility are safeguarded against improper wear and tear by enforcement of rules of operation; by daily, weekly, monthly and annual inspections; by installation of monitoring devices, switches and alarms; and by regularly scheduled preventive maintenance. The library also has several contracts with outside vendors to keep large equipment running correctly (i.e., HVAC, electrical & fire alarm systems); as well as numerous agreements with service providers to do regular cleaning, inspection and repairs in and around the building and on various pieces of equipment. All contracts are reviewed and approved by the legal firm of Law Weathers & Richardson, P.C. and are kept up-to-date. The library has trained its Facilities Coordinator in HVAC system and building equipment maintenance and its System Administrator in proper maintenance and protection of sensitive servers and computer equipment. Regular inspections are conducted to ensure proper operation of equipment.

In terms of materials, the library has a book theft detection system in place to guard against materials being stolen, and there is a fee charged patrons for lost or damaged items. Bookshelves are regularly checked for materials that are worn, torn or dirty and these items are removed and either cleaned, repaired or replaced. The library has a disk cleaning machine that cleans and removes scratches from the library’s CDs and DVDs and this has extended the life of AV items.

Finally, the Employee Handbook covers employee conduct and work rules on pg. 61 and indicates that: “Negligence or improper conduct [by an employee] leading to damage of employer-owned or customer-owned property, may result in disciplinary action, up to and including termination of employment.
Policy: Unnecessarily expose the organization, its board or staff to claims of liability.

Director’s Response: Claims of liability are avoided by having policies and procedures in place that make it clear what type of behavior and conduct is expected, as well as appropriate steps to be followed for handling patron complaints, accidents or incidents. There are specific forms used to report accidents, and an outlined process of steps to be followed in emergency situations. Library Board Governance Policies guide board members in proper conduct, and the Library Employee Handbook, which is revised annually, and Library Procedures Manual guide library staff in codes of conduct and procedures to be followed in dealing with the public in a variety of situations. Regular training is provided staff in areas of safety, security and in how to respond to potential criminal behavior or threats of bodily injury. Customer comment cards are made available to patrons so they can convey any concerns or requests to library staff. If there are larger, more significant issues or problems, patrons are then referred to the Library Director for resolution.

Policy: Make any purchase (a) wherein normally prudent protection has not been given against conflict of interest; (b) of over $5,000 without having obtained comparative prices and quality; (c) of over $20,000 without a stringent method of assuring the balance of long-term quality and cost.

Director’s Response: Procedures are always followed as stated in the Executive Limitations on Financial Condition and Asset Protection. The Library Director and Library Business Manager work closely to ensure that checks and balances are in place to safeguard against any conflict of interest. In August 2008, the Library Board endorsed a new “Asset Acquisition and Disposal Administrative Procedure” that thoroughly defines methods and standard operating procedures for purchasing. It covers many aspects of asset acquisition and disposal, including: (1) definition of goods, services and capital improvements; (2) designation of Purchasing Agent; procedure for execution of documents; prohibited purchases; (3) purchase arrangements; (4) purchases under $5,000; (5) purchases more than $5,000 and under $10,000; (6) purchases or contracts over $20,000; (7) exceptions to sealed bidding; (8) and sale of library property. In addition, a review of preferred vendors will be done regularly (every 3-5 years) in order to assess their contracts and determine if they were still financially advantageous to the library. It was stated that if the library did not choose a vendor with the lowest bid, the reason for doing so would be put into writing and kept on file with the contract. The Library Business Manager closely monitors purchase activities and approves all Purchase Orders so that he sees what is being ordered at all times. Whenever there is a purchase to be made over $5,000, comparative prices and quotations are obtained. In cases of purchases exceeding $20,000, the “Request For Proposal” (“RFP”) process is usually followed and proposals are solicited from various sources to obtain competitive sealed bids. In addition, for any contractual services provided to the library, such as building construction or enhancements, or purchase of large-scale equipment, there may be other assurances required from vendors such as: Labor and Material Bonds, Maintenance and Guarantee Bonds, Performance Bonds, and warranties.
Policy: Fail to protect intellectual property, information and files from loss or significant damage.

Director’s Response: All library administrative files are kept in locked file cabinets to protect confidential information and personnel files. Keys to these file cabinets are held in strict security accessible to a very limited number of people. Archival information is stored in Hollinger boxes in the Heritage Room that protect and preserve important or valuable documents and items. Patron records are kept online and privacy protected by password, and electronically backed up to Secant Technologies on a nightly basis. Art pieces, such as wall murals, and the outdoor sculptures and water wall are considered intellectual properties and these are protected by specific contracts with each artist. Valuable art objects are protected by Plexiglas cases for public display. Library board files and records are maintained and protected against loss and/or damage by storing them in fireproof cabinets in a locked office. The public information, files and library collections are safeguarded against theft by new radio frequency identification tags (RFID) within the books that interact with the book theft detection system to signal an alarm if the tag is not deactivated properly through an appropriate checkout process.

Policy: Receive, process or disburse funds under controls, which are insufficient to meet the board-appointed auditor’s standards.

Director’s Response: Portage District Library operates under the “dual control” philosophy whereas all expenditures and actual cash disbursements are approved by opposite individuals. The individuals at the library are the Library Director and the Library Business Manager. All incoming funds are given to the Library Business Manager for verification before processing, and are deposited into the library’s account at the bank by two or three other authorized employees. The Library Business Manager reviews all expenditures before purchase orders are issued and invoices are processed. The Library Director then completes the process by reviewing all accounts payables and signing checks that go out as library payments for products and services.

The Library Director reviews all bank reconciliations, payroll reports and journal entries for improprieties and signs off with her electronic signature.

It should be stated that all library employees and board members are bonded against impropriety for up to $1,000,000 as a standard rider on our building liability insurance.

Policy: Invest or hold operating capital in insecure instruments, in violation of state statutes for investments.

Director’s Response: The Library Board has authorized the Library Director and Business Manager to proceed to enter into an agreement with UBS Financial Services and Multi-Bank Securities to assist with investment activities for the Portage District Library. The main goal is to diversify the library’s investments and to ensure that the library’s funds are placed in various financial institutions and that no deposit exceeds the FDIC maximum insured amount. Typically, library funds are invested in approved governmental cash investment funds consisting of bonds, securities, and other United States Treasury obligations, certificates of deposit, savings accounts, deposit accounts, commercial paper, repurchase agreements (Repo's) consisting of bonds, securities, and other United States Treasury obligations. All above investment vehicles are utilized in accordance with appropriate state statutes.
Policy:  Endanger the organization’s public image or credibility, particularly in ways that would hinder its accomplishment of mission.

Director’s Response:  Fulfilling the Portage District Library’s mission and purpose and promulgating the public’s goodwill toward the library is top priority for library administration and staff. The mission statement is posted in a large frame on both levels of the library and appears on all library correspondence, literature and business cards, so everyone is aware of our main purpose. Benchmarks for public service transactions and employee behavior appear in the Employee Handbook and other training documents and expectations are clearly conveyed to all employees.

Standards exist at public service desks for accuracy of information and prompt responses to patrons. The Marketing/Fund Development Manager handles all publicity and promotional information so that everything conforms to the public image we are striving to convey. Any collaboration entered into by the library with other entities is done carefully and with agreement about the appropriate nature of any activities and their positive impact on the library.

Any requests for collaborations with the library or for use of the library premises by outside organizations are considered in light of existing board approved policies and best practices for a public library.

Policy:  Fail to provide the Library Board with an asset protection monitoring report twice a year.

Director’s Response:  Procedures are always followed as stated. An Asset Protection Monitoring Report is scheduled on the Library Board’s annual calendar for presentation in the month of March, and then it may also be provided at any other time during the year at the Library Board’s request. The Monitoring Report on Asset Protection will be presented at the March 27, 2017 board meeting.
Executive Limitation Policy on Financial Planning and Budgeting: Financial planning/budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Library Board’s Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan. Accordingly, the Library Director shall not allow budgeting which:

**POLICY:** 1. **Fails to include credible projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.**

**Director’s Response:** During the months of April and May, the Library Director and Business Manager meet with department heads and other employees to plan for next year expenditures, both capital and operational items. These plans are then put in a comprehensive plan and allocated down to individual expenditure lines.

This proposed budget is presented to the Library Board in June for board members to review and return with any suggestions and changes in July.

In August, a public hearing on the Library’s budget is held and the budget is formally presented to the Library Board for final approval and adoption and a resolution is passed to set the millage levy for that budget year.

In 2017, the library is closely monitoring the elimination of personal property tax and more importantly, the reimbursement of it from the State of Michigan. Reimbursement in 2017 was higher than expected, but with additional property to be eliminated, will the State of Michigan be able to maintain reimbursing at 100%. Additionally, the Library will be working with an architect to create a long term plan to maintain and remodel areas of the Library in need of upgrade. This will require a long range funding plan.

**POLICY:** 2. **Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.**

**Director’s Response:** A balanced budget is prepared which equates expenditures and any additional reserves with projected income. There will never be a time when the library’s planned expenditures will exceed revenue in hand.
POLICY: 3. Reduces the current assets at any time to less than twice current liabilities, allows cash to drop below a safety reserve of less than $477,655 at any time; reduces the reserve fund to a level less than 13%; or fails to provide for adequate reserves for building needs and technology.

Director’s Response: Current budgeting processes reflect this policy. ($477,655 in General Reserve, $50,000 in Building Reserve, $47,572 in Benefits Reserve, $111,305 in Technology Reserve, $15,000 in HVAC Control Reserve, $4,700 in Patio Feasibility Reserve, $7,500 in Lobby Feasibility Reserve and $2,792,481 in Unassigned Fund Reserve).

POLICY: 4. Provides less for board prerogatives during the year than is set forth in the Cost of Governance policy.

Director’s Response: As described above, the Library Board reviews and makes any changes to the proposed budget before it is presented in a public hearing, voted on by board members and officially adopted. Adequate funds are allocated for board prerogatives.
Executive Limitation Policy on Financial Condition & Activities: With respect to the actual, ongoing financial condition and activities, the Library Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies.

Accordingly, the Library Director shall not:

POLICY: 1. Expend more funds than have been received in the fiscal year to date.

Director’s Response: We have not spent more money than we brought in.

<table>
<thead>
<tr>
<th>Revenue</th>
<th>$3,482,496</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>$711,971</td>
</tr>
</tbody>
</table>

POLICY: 2. Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days, and may expend as long as items are approved in the budget.

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.


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 or 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 lease commitment of greater than $10,000 on items not already approved 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 appropriately 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 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 once a year.

Director’s Response: An external audit of the library is conducted each year and resulted 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.