NOTICE of PUBLIC MEETING

The Portage District Library Board
will meet in regular session
on
April 24, 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
AGENDA

I. Start of Meeting
II. Roll Call
III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)
IV. Adoption of the Agenda for the Regular Meeting of April 24, 2017 (1 minute) (Vote)

V. Consent Agenda (10 minutes) (Vote)
   A. Minutes of the regular meeting held on March 27, 2017  Pg. 1-7
   B. Report on Financial Condition for March 2017 (Info) Pg. 8-10
   C. Library Board Linkage (Info) Pg. 11
   D. Marketing Update for March 2017 (Info) Pg. 12
   E. Narrative Report for March 2017 (Info) Pg. 13-16
   F. Statistical Report for March 2017 (Info) Pg. 17-18
   G. Legislative Update for March 2017 (Info) Pg. 19-20
   H. Review of Programming Policy (Info) Pg. 21
   I. Invitation to Library Board members to the Volunteer Recognition Luncheon on May 9, 2017 (Info) Pg. 22
   J. Budget Amendment $2,000 from the Friends of the Library (Info) Pg. 23-24
   K. Kalamazoo Community Foundation Grant Application (Info) Pg. 25-27

VI. Special Guests (90 minutes)
   A. Gary Kushner – Mission and Vision Statement (Info) Pg. 28

VII. Governance (15 minutes)
   A. Scheduling of mid-year meeting with the Library Director (Info) Pg. 29
   B. Memo RE: Review of the Art Exhibit Gift Policy (Info) Pg. 30

VIII. Ends Development (15 minutes)
   A. Report from Martha Pacheco, Board Liaison to the Friends of the Library (Info) Pg. 31
   B. Memo RE: Progress Report on End Statement #1 (Info) Pg. 32
   C. Memo RE: PDL Wireless Network Upgrade (Info) Pg. 33

IX. Monitoring to Assure Compliance with Executive Limitations (15 minutes)
   A. Memo RE: Library Investments Update (Info) Pg. 34
   B. 1st Quarter Financial Report for FY 2017 (Info) Pg. 35-37
   C. Monitoring Report on Executive Limitation: Fundraising Activity (Info) Pg. 38-40

X. Library Director’s Reports (15 minutes)
   A. Final remarks by Library Director for the April 24, 2017 Library Board Meeting

XI. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the May 22, 2017 Board Meeting
      1. Minutes of the Regular Meeting held on April 24, 2017
      2. Review of Disruptive Patron Policy
      3. Review of Juvenile Patron Policy
      4. Review of Smoking & Tobacco Products Policy
      5. Budget Amendment to Move Funds from Benefit Reserve for Retiring Staff Member’s Accrued Benefits Payout
      6. Review and Approval of Revised Art Exhibit Gift Policy
      7. Presentation of Audit Report for Fiscal Year 2016 by Rehmann Robson staff
      8. Review draft of Strategic Plan 2017-2020 with action items
      9. Follow-Up on mid-year meeting with Library Director
10. Plans for participation in the City of Portage’s 2017 Memorial Day Parade
11. Plans for 2017 Summer Reading Kick-Off in June

B. Assessment of this meeting
C. Miscellaneous Items

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

March 27, 2017

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

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

II. Roll Call -

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

**Board Members Absent:** Cara Terry and Donna VanderVries (excused)

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

**Guests:** Luke Nofsinger, attorney and notary, Margie and David, Kalamazoo County ID Card Task Force

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

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

A. **Comment from Library Director Christy Klien**- Library Director Klien also welcomed everyone to the meeting. She took the opportunity to introduce the three guests in attendance: Luke Nofsinger, attorney and notary, as well as Margie and David from the Kalamazoo County ID Task Force.

B. **Comment from Circulation Supervisor Jill Austin**- Austin wanted to inform trustees about the results of the Personal Care Drive held in February 2017. Collection boxes were displayed in the Checkout Area and all donated materials went to the Portage Community Center. There were 636 items collected, which made this year our most successful collection of this kind to date. Trustee Siebers suggested that part of the success of this year is that patrons have come to expect this drive at the end of winter and are preparing for it.

**DISPOSITION:** The Library Board acknowledged the comments made by staff.

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

Library Board Chair Behr asked if there were any changes needed to the agenda for the March 27, 2017 board meeting before its adoption, and there were no changes requested by trustees. Behr asked for a motion to adopt the agenda.

**MOTION:** It was moved by Trustee Siebers and supported by Trustee Welsh that the Library Board adopt the agenda for the regular meeting of March 27, 2017. Vote: 5-Yes, 0-No, 2-Absent (Terry, VanderVries). Motion carried.

V. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the March 27, 2017 board meeting before its adoption. Two changes were requested; Item G. Legislative Update (Behr) and Item J. Investment Report (Vliek) were removed for further questions and comments. Trustee Siebers read the consent agenda aloud, then Trustee Behr asked for a motion to adopt the agenda with Item G and Item J removed.
A. Minutes of the regular meeting held on February 27, 2017.
C. Budget Amendment $3,000 for CommuniTeen Read event.
G. Legislative Update for February 2017.
H. Library Board Linkage.
I. Memo 2016 Annual Campaign Report.

MOTION: It was moved by Trustee Siebers and supported by Trustee Vliek, that the Consent Agenda for the regular board meeting of March 27, 2017 be approved. Vote: 5-Yes, 0-No, 2-Absent (Terry, VanderVries). Motion carried.

Item G - Board Chair Behr said that the reason she asked to have Item G take off of consent was to spend a minute discussing how important the IMLS funding is for the library. Library Director Klien sent out an email within the past week about the same topic. IMLS stands for the Institute of Museum and Library Services and cutting funding there would greatly impact the library. IMLS provides funding for MeL, both for databases and interlibrary loan. Behr encouraged everyone in the room to contact their Congressperson to have your voice heard. There are links in the email Christy sent and more information on the MLA Advocacy website.

MOTION: It was moved by Trustee Vliek and supported by Trustee Welsh to approve Item G after discussion. Vote: 5-Yes, 0-No, 2-Absent (Terry, VanderVries). Motion carried.

Item J - Trustee Vliek asked for Item J to be removed from the Consent Agenda. He was unimpressed with the current yield on the Library’s investments, wondered what other libraries do for investment income, and asked Business Manager Rob Foti to comment on it. Foti said that he takes a conservative approach to investments and that CD’s are the most popular form of investments. Trustee Welsh asked why the investments were spread among so many financial institutions. Foti replied that the reasons for that are to get FDIC Insurance (where the limit is $250,000) and they must be at a bank that had a physical presence in Michigan. Trustee Vliek asked that Foti talk with someone from the County, City of Kalamazoo, or City of Portage to see what other institutions do for investments and to know if there is other potential for low-risk investments with a better yield.

MOTION: It was moved by Trustee Vliek and supported by Trustee Welsh to approve Item J after discussion. Vote: 5-Yes, 0-No, 2-Absent (Terry, VanderVries). Motion carried.

VI. Governance

A. Application for “Special License for Consumption on the Premises” for After-Hours Programs – Library Director Klien directed trustees to page 28 in the board packet. She reminded trustees that she had talked last month about an after-hours program that Adult Services was interested in hosting at the library this summer. The proposal has been compiled for the program which will include information about the history of prohibition in the state of Michigan as well as some whiskey tastings. The program is planned for July 21, 2017. To move forward with this program, we need the board to approve submitting an application for a special liquor license. Then the staff will ask Portage Public Safely and our neighbors, the First Reformed Church, to also sign off on permission. Trustee Vliek asked how much the application fee was, and Klien responded that it is $50 and the library also has to get a bond which is an additional $50. Trustee Behr asked about a control to be put in place to make sure that attendees do not get over served.

MOTION: It was moved by Trustee Vliek and supported by Trustee Pacheco to approve an application for a “special license for consumption on the premises” for an after-hours program at the library. Vote: 5-Yes, 0-No, 2-Absent (Terry, VanderVries). Motion carried.
Following the motion, Luke Nofsinger stepped forward and the application was signed, witnessed, and notarized. Klien and Kapture thanked the board for their support. They said that they were expecting 45 participants and that these kinds of after-hours programs were usually well attended.

**B. Kalamazoo County ID Card** – Board Chair Behr turned the floor over Margie and David from the Kalamazoo County ID Card Task Force who are seeking an endorsement from the Portage District Library Board to support the concept of a County ID program. They began by passing out informational packets to the board and read the quote on the front of the packet, “Everyone shall have the right to recognition everywhere as a person before the law.” –United Nations Universal Declaration of Human Rights Article 6. They explained that there are a number of people in our country who, for one reason or another, are not able to get a Michigan State ID card. These include people who have recently been released back into society from incarceration, those who are homeless, and immigrants. An ID card is needed for some of the most basic functions in our society such as banking, picking up prescriptions, getting a library card, or even returning an item to a store. They also explained that at this point in the process, the task force has been given an additional 90 days from the Kalamazoo County Board of Commissioners to work out the details of the program. The task force is also busy working on gaining endorsements from businesses and organizations from the community including: the City of Kalamazoo, the City of Portage, Kalamazoo Township, Kalamazoo Public Library, and Portage District Library among others listed in the informational packet. This program has been successfully implemented in other places in Michigan and across the United States including Washtenaw County in July 2015; City of Detroit in July 2016; New Haven, Connecticut; San Francisco, California; and Oakland, California. This card would be a “community card” and while not required, all citizens of Kalamazoo County would be encouraged to get one to reduce the stigma of using it.

Trustee Vliek asked whether this initiative would require a referendum, and Margie replied, no, the Kalamazoo County Board of Commissioners could pass it. They have not acted on it yet, but have said that pending the 90 days for additional work, they feel confident that it will pass because it has support from both sides of the aisle. Trustee Vliek further inquired why someone might be opposed to this initiative and Margie replied that some are hesitant because it does cost money to run this program (approximately $50,000 the first year), though after the initial cost of equipment and supplies, it decreases over the years.

Trustee Welsh asked how the County ID card would be easier to get than a State of Michigan ID card. After some discussion, it was determined that in order to get a Michigan ID card, you must have original documents (not faxed or photocopied) to prove your Social Security number, proof of your legal U.S. presence, proof of your identity, and proof of your Michigan residency. These documents can be difficult for some people to provide based on their personal circumstances. The County ID Card system would be based on “an objective 300 point scale where points are assigned to different types of identity credentials” And there is a group at Kalamazoo College who is working on the specifics of the point system.

Trustee Siebers said that this ID Card would be very useful to some members of the community who do not have access to services, such as a food banks, due to a lack of personal identification. Margie added that the area hospitals are in favor of having other options for citizen ID cards as well.

Trustee Welsh asked about the requirements to get a Portage District Library card. Circulation Supervisor Jill Austin spoke about this topic and explained that patrons must be able to prove who they are and that they live within the library district. For many people, a driver’s license with their current address is enough, but not everyone has that. Austin explained that they may take a passport as a means of identifying who a person is and then an electric bill with their current address on it as proof that they live in the library district. In the past 9 months, there have been several people who could not get a library card because they could not provide that level of documentation due to previous incarceration, immigration, or homelessness. Austin said that this additional form of identification would be helpful for these citizens to gain access to library services and from a service standpoint, is a positive step.

Trustee Siebers wanted to provide feedback for the task force to take back to their meetings. She said that in her experience as a member of the staff of the Kalamazoo/Battle Creek United Way that a $25 fee for
the card is still too much for a person that is homeless and that would still be a barrier for them to get access to the County ID Card.

Trustee Behr asked if the current library card policy would have to be revised to include a county ID as an acceptable form of identification, and Klien responded, yes.

**MOTION**: It was moved by Trustee Welsh and supported by Trustee Vliek for the library board to support the concept of a Kalamazoo County ID Card. Vote: 4-Yes, 1-No (Pacheco), 2-Absent (Terry, VanderVries). Motion carried.

Trustee Pacheco explained her position on the No vote by saying that she would prefer to know the details of how the Kalamazoo County ID Card program will work and would prefer not to support a general concept.

Following the vote, Board Chair Michele Behr signed a letter of support for the concept of the Kalamazoo County ID Card, which was notarized by Luke Nofsinger, and given to Margie and David to take back to the task force work group.

VII.  

**Ends Development**

A. **Lynda.com Tutorial** – Marketing Manager Colin Whitehurst gave a short presentation on the library’s new e-service, Lynda.com. He explained to the board that this service is an educational online platform that contains many resources on business, software instruction, the creative area (such as photography), how to advance your career, and so on. Whitehurst used the meeting room projector to show the board what the homepage looks like, how to log in, and how to view the various courses available. He added that the classes are taught by instructors who are well known in their industry. The classes are set up in a way that allows for learning on all levels. There is basic instruction as well as the option to return to specific segments of the class for specific review. There is an app available for the service, though Whitehurst suggested to sign-up for the service through a computer first. There is also the option to print a certificate when a course has been completed. Systems Administrator (and prolific Lynda.com user) Rolfe Behrje said that there are many other great features of Lynda.com including close captions for all classes, highlighted text as the instructor is talking, and sample files you can download to “work along” with the instructor. Whitehurst said that all the most widely used software has courses available on this service, from basic to advanced users. This is an excellent way to support the public services staff who may not always have the time to give personalized one-on-one instruction with patrons who are struggling with a piece of software. This service will also be an excellent resource to use for staff training. The official launch for the Lynda.com service was on March 1st, and Whitehurst used every marketing resource available to him to highlight the new service.

**DISPOSITION**: The Library Board received the information about Lynda.com from Marketing Manager Colin Whitehurst.

B. **Update on Database Cleanup Project** – Circulation Supervisor Jill Austin gave an update regarding the status of the database clean-up project. In January, the board gave its permission to move forward with the deletion process. In February, Austin worked with MelCat staff to remove the patrons scheduled for deletion out of the Mel database. This was a month-long process. In March, Austin ran reports to ensure that the correct records were deleted and that none of the records has a status change since the last time the reports had been run. The records were then deleted and statistics regarding those changes will be available in the statistical report in the April board packet. In April, the library will begin to send out mail and email notifications to patrons whose library cards are about to expire. In the future, there need to be additional conversations about the deletion of accounts that have fines accrued on them and at what point the library has determined that those fines, fees, and any material still checked out on those cards are gone and will not return. There have been discussions in the distant past about fines going to collections, but it has always been viewed as negative PR for the library, as well as cost prohibitive to go that route. Trustees posted questions about how long ago the records expired and fines were accrued, as well as the average dollar amount that was still due. Austin spoke briefly about questions she had received regarding renewing memberships over the phone and she has done some research in regards to what other library policies are regarding this topic. At this time, she is interested in making the adjustment that, as long as there is no
information that needs to be changed and the patron can provide all of the correct information, the library will begin to renew library cards over the phone.

**DISPOSITION:** The Library Board acknowledged the update from Circulation Supervisor Jill Austin.

C. **Youth Summer Reading Program Request** – Head of Youth Services Laura Wright was given the floor to speak about the Youth Summer Reading Prize proposal outlined in the memo in the March board packet. In addition to the usual prize offerings of toys and coupons, the Youth Services staff would like to offer a philanthropic prize to meet the 2017 Summer Reading theme “Build a Better World.” Readers could choose to have a donation made to a charitable agency. The donations would come from funds specifically requested for that purpose from a benefactor and with their approval. 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). Trustees discussed that it needed to be very clear to patrons that the money being donated has come from an outside organization and that they would prefer that the library does not become responsible for any additional funds from patrons/youth to be donation to Heifer International.

**MOTION:** It was moved by Trustee Welsh and supported by Trustee Pacheco to approve Youth Services to move ahead with seeking funding for a philanthropic addition to the 2017 Summer Reading Program. Vote: 5-Yes, 0-No, 2-Absent (Terry, VanderVries). Motion carried.

VIII. **Monitoring to Assure Compliance with Executive Limitations**
   A. **Monitoring Report on Executive Limitation: Asset Protection.**
   B. **Monitoring Report on Executive Limitation: Financial Planning & Budgeting.**
   C. **Monitoring Report on Executive Limitation: Financial Condition & Activities.**

Library Director Klien reminded trustees that the three monitoring reports presented in the March packet are annual reports that are reviewed yearly. The library is preforming its due diligence in attempting to prevent theft of materials. Trustee Pacheco asked about the change in process for the library’s cleaning schedule. Library Director Klien reviewed the former procedure for the new trustees and then said that hiring a cleaning company to work while the library is closed to the public is much more efficient. There are three regular staff who come from that company to clean from 9:00 PM – 11:30 PM to work from a nightly checklist cleaning in public areas. The library has hired a part time handyman and part time janitorial staff to cover staff offices and other duties Monday-Friday mornings from 7:00 – 11:00 AM. Systems Administrator Rolfe Behrje said that in the past year that this system has been in place, there have been many positive comments about the increased level of cleanliness in the public areas of the library.

Library Director Klien also wanted to take the opportunity to review the process for completing the 2018 library budget. She said that budget sheets have already gone out to all of the department heads with a deadline of April 12 to have them returned to Business Manager Rob Foti. The week of April 24 will be reserved for meetings with department heads to discuss variations in budget, comments or concerns about specific lines. The plan is to have the first draft of the budget complete by May 26. The board will be able to take their first look at the 2018 proposed budget at the June board meeting which will take place on June 26. The board may make suggestions and comments, and the 2018 budget will be revised accordingly and brought forward for a second look at the July board meeting. The 2018 Library Budget will be presented at a public hearing at the August board meeting at which time the board will vote to approve it and copies with letters will be sent to the appropriate taxing agencies so that the library’s funds will be collected correctly.

IX. **Library Director’s Comments**
   A. **Final remarks by Library Director for the March 27, 2017 Library Board Meeting** –

Library Director Klien began her final remarks by informing the board that she will be out on vacation from April 1-April 9. Head of Youth Services Laura Wright and Head of Adult Services Lawrence Kapture will be available to assist staff and patrons during that time.
She updated the board that she had received feedback from the Request for Reconsideration Committee and followed their recommendation that the book in question stay in Juvenile Non-Fiction. She sent a letter to the original requestor and has not heard anything back from her. The committee also recommended that the Library Board take a look at its Collection Development Policy. That policy is up for yearly review in September, and the administrative staff will work on revisions to suggest to the board regarding that. The committee also suggested taking a closer look at the Parent/Teacher collection (with a focus on books on human sexuality) to ensure that it is balanced and consistent.

Library Director Klien and Business Manager Foti spoke to an attorney about putting together an RFP for an architect. The plan is to have one completed by May 2017 so that progress can be made on a master building plan, building studies, and sight plans.

Library Director Klien told trustees that Portage District Library had, in the last month, received a FOIA request from an organization called Open the Books. They are a non-profit organization interested in government transparency. They requested that the FOIA fees be waived. Under the instruction of the library’s attorney, a response was given that the library would not waive any fees for collecting and compiling the requested data. At that time, the FOIA request was dropped.

Library Director Klien reminded trustees that Strategic Planning facilitator Gary Kushner would be present at the April board meeting to work on revising or updating the library’s mission and vision statements. Klien asked for trustees to take a look at the current statements in preparation for that evening. She included that she would be asking library staff for their input regarding mission statements and would bring that to the board next month as well. Trustee Siebers asked for the 5 goals that were determined by the board and administrative staff during Strategic Planning work, and Board Secretary Edwards said that she would send that out to all trustees that week.

Library Director Klien updated the board on the progress of the Fundraising class that she and Assistant to the Director Edwards are taking online through Indiana University. They are currently on week 4 and learning a lot of helpful information and processes that can be applied to fundraising at the library. Klien also said, while she was on the topic of fundraising, that she was pleased to inform the board that the library had received an anonymous $50,000 unrestricted donation earlier in the month.

Library Director Klien said that the library currently has two job openings – a Graphic Design Intern and a Youth Summer Reading Program Assistant. These are both 12-week, paid positions. Details and description can be found on the library’s website here: [http://www.portagelibrary.info/about/employment_opportunities/](http://www.portagelibrary.info/about/employment_opportunities/)

Klien also took the opportunity to remind trustees that tomorrow evening was the (open to the public) CommuniTeen Read event with author Maggie Stiefvater at Portage Northern High School. Trustees are invited to attend to represent the library.

Klien also reminded trustees that the next Friends of the Portage District Library Book Sale is coming up soon. Pre-sale for Friends members is Friday, April 7th and the sale is open to the public on Saturday, April 8th.

Trustee Vliek asked for an update on the memorial service held for PDL Founding Librarian Frank Hemphill on Saturday, March 11. Klien said that the event was well attended with over 100 people coming to pay their respects. Among them were retired Library Director Christine Berro, current and former library board members, current and former library staff, and directors from area libraries. Trustee Vliek asked whether Library Director Klien felt that the Community Meeting Room policy was flexible enough to accommodate unusual events such as this, and Klien responded that there is a provision in the policy that allows for Library Director discretion, though in this circumstance, she had wanted the approval of the library board as well.
X. Process Evaluation
   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 – There was agreement among trustees that this had been a full and productive meeting. Trustee Siebers commented that the board was “in the weeds” regarding the level of detail when discussing topics, while the board should be focusing on the big picture. Trustee Welsh made a brief comment in response to a member of the public continuing the discussion after the board vote was taken on an issue.

   C. Miscellaneous Items -

      Library Director Klien noted that the auditors were at the library this week working on the 2016 audit report. Trustee Vliek asked what firm was conducting the audit, and Klien replied Rehmann Robson, the same firm that conducted the audit for 2015.

      Trustee Welsh said that he was at the banquet at the Western Michigan University Fetzer Center last Friday to celebrate the 50th anniversary of the Portage Rotary. He said there were about 110 attendees and the speaker for the evening was PDL Local Historian Steve Rossio. Rossio did an excellent job and Welsh wanted to report how knowledgeable and entertaining Rossio was.

XI. Adjournment –

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of March 27, 2017.

DISPOSITION: The regular board meeting of March 27, 2017 was adjourned at 8:08 pm.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
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:**

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**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: April 17, 2017  
Subject: Upcoming Library Board linkage opportunities in May 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 May 2017:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/1</td>
<td>7:00 PM</td>
<td>Science Fiction and Fantasy Discussion: Summer Movie Preview</td>
</tr>
<tr>
<td>5/6</td>
<td>2:00 PM</td>
<td>Michigan Notable Book Author: Bob Tarte</td>
</tr>
<tr>
<td>5/8</td>
<td>7:00 PM</td>
<td>Top Shelf Reads: Brave New World</td>
</tr>
<tr>
<td>5/10</td>
<td>6:30 PM</td>
<td>Business Research Essentials</td>
</tr>
<tr>
<td>5/11</td>
<td>7:00 PM</td>
<td>International Mystery Book Group</td>
</tr>
<tr>
<td>5/16</td>
<td>10:00 AM</td>
<td>Open for Discussion: All the Light We Cannot See</td>
</tr>
<tr>
<td>5/16</td>
<td>6:00 PM</td>
<td>PDL Writers Workshop: Magical Realism with Hedy Habra</td>
</tr>
<tr>
<td>5/18</td>
<td>9:00 AM</td>
<td>Muffins and the Market</td>
</tr>
<tr>
<td>5/20</td>
<td>9:00 AM</td>
<td>Kalamazoo Macintosh Users Group (KMUG)</td>
</tr>
<tr>
<td>5/29</td>
<td>All Day</td>
<td>CLOSED for Memorial Day – PDL at the Portage Memorial Day Parade</td>
</tr>
<tr>
<td>5/31</td>
<td>7:00 PM</td>
<td>Teen Summer Volunteer Info Meeting</td>
</tr>
</tbody>
</table>
Marketing Update

Recurring Monthly Projects:

- The March 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.

March Marketing Highlights:

- Participated in strategic planning milestone setting
- Created materials to support PDL’s celebration of National Library Week
- Began working on graphics for Summer Reading
- Prepped for interviews with Graphic Design Intern Candidates
- Worked on Budgets for 2018
- Created graphics for 2017 Michigan Noteable Author Visit with Bob Tarte
- Created a new Social Media Plan for 2017
- Launched a PDL Snapchat account

March Social Media Highlights:

Facebook
69 New Page likes  |  159 Post Shares  |  1057 Post Likes  |  64,336 Total Reach

Twitter
1457 Tweet Impressions  |  60 Profile Visits  |  4 Mentions  |  3 New followers
Library Director’s Narrative Report for April 24, 2017
(Activities at the end of March 2017 and beginning of April 2017)

Administrative Activities:
During the months of March 2017 and the first part of April 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.
- Worked on coursework for the Principles and Techniques of Fundraising online class throughout the month.
- Met with the 2017 Staff Development Day Planning Committee on 3/27/17 and 4/17/17.
- Had a phone conversation with lawyer Scott Hogan on 3/27/17.
- Had a meeting and building “walk around” with Facilities Assistant Jay Cotter on 3/28/17.
- Attended the 2017 CommuniTeen Read public event at Portage Northern High School on 3/28/17.
- Attended a meeting regarding a Health Insurance Cooperative on 3/30/17.
- Met with Ken Fischer on 4/10/17.
- Met with Marketing Manager Colin Whitehurst to discuss the Graphic Artist Intern position on 4/10/17.
- Attended a meeting with Local Hop representative Kirk Russell on 4/11/17.
- Had a phone conversation with Library Board Chair Michele Behr on 4/13/17.
- Participated in a conference call with Scott Hogan to discuss the architect RFP on 4/13/17.
- Had a meeting with a Library Donor on 4/17/17.
- Participated in Budget Review meetings with Business Manager Rob Foti and department heads on 4/17/17, 4/18/17, 4/19/17, and 4/21/17.
- Conducted four interviews for the Graphic Artist Intern position on 4/20/17 and 4/21/17.

Technical Services

- Ken Fischer, Library Cataloging and Acquisitions Librarian, announced his retirement after nearly 40 years of service to the Portage District Library.
- Helped prepare and update job description for the Cataloging/Acquisitions Library Position for posting.
- Ordering and material processing continued to flow exceptionally well through the department.
- 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.
- Hosted firewall project and Wireless Project.
- The firewall has been ordered by Secant Technologies and is being configured.
- Final quotes for OpenDNS, wireless controller and access point are being furnished.
- The new library wireless services will be tested in May 2017 with a June 1, 2017 live production date.
- Portage District Library connected apps Projects
  - PDL2GO (Boopsie) – App upgrade completed (Laura Wright).
    Vendor has fixed requests, book jacket images and Novelist integration.
    Vendor is working on Bibliographic items and current statuses.
  - BookMyne – completely functional
  - Payment Services (Paypal) – Bug Reported, Updated and Functional.
- Self-Checkout Project
  - All brackets for payment systems have been received and are being mounted.
  - Training for Debit/Credit and Cash payment systems will be scheduled upon successful tests.
  - Live Production Date: Mid-May 2017.
- Mobile Hotspots Update:
  - 10 Mobile Hotspots purchased
  - Planning for 2 Hotspots for Staff Mobile Outreach and 8 for Patron Checkout
  - Test checkouts are in process for connectivity and documentation.

**Maintenance and Building Services**

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

**Personnel Information:**

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

- The Library posted the Graphic Design Intern position to WMU and KVCC students through direct contacts with the respective programs at those schools. The Library received approximately ten (10) responses. Of those responses, the Library has scheduled four (4) interviews that will take place on Thursday, March 20th and Friday, March 21st. Once those interviews have been conducted, a determination will be made as to whether a candidate has been found or whether more interviews will need to take place.
- The job description for the Youth Summer Programming Assistant has been posted on Handshake, the job posting board used by WMU and other schools across the state and
country. The reason the job was so widely advertised is that there may be local residents attending other Michigan schools that would be returning home for the summer that would be qualified and interested in this position. The deadline to apply is Friday, April 21, and the Library will attempt to begin the interviewing process the following week, if possible.

- The Library has received and accepted the resignation of long time employee, Ken Fischer. Ken is the Library’s cataloger and is retiring on May 5, 2017, just a few days short of his 40 year anniversary. The Library has posted an internal job posting for a Technical Services Librarian that will be open for current staff to apply until April 21, 2017. The Library is requiring a MLS degree for this position and has many employees on staff who meet this qualification. If a viable internal candidate is not identified after the deadline, the Library will begin the process of posting to external candidates.

- The Library’s auditing firm, Rehmann, has completed its fieldwork for the Library’s annual financial audit. Work has shifted to the preparation of the financial statements. The results of the audit, as well as the financial statements, will be presented to the Library Board at the May board meeting.

**Adult Services Programming Highlights**

**Introduction to Organic Gardening/Farming with Tillers International**, (3/1 – 12 attendees). Pete Robertson presented on organic gardening and farming. You may be interested in the related classes that Tillers International is giving that take up where this leaves off. See www.tillersinternational.org for more details on subsequent classes.

**The Art of Astrophotography**, (3/18 - 46 attendees). Digital cameras have made capturing the sky easier than ever. Richard Bell of the Kalamazoo Astronomical Society led the last installation in the Introduction to Amateur Astronomy series.

**Self-Publishing with Kindle**, (3/12 - 10 attendees). Presented by Sally Stap. Participants walked through each step of publishing a book in digital eBook format through Amazon for Kindle, including the cover, contents and formatting. Ms. Stap also presented on how to prepare a book in Createspace for ordering paperback copies.

**Adult Services Efficiencies**

Adult staff attended three webinars:

- **Panel Discussion: New Graphic Novels for Your Library** (Ruth Cowles)
- **Library Reads** (Ruth Cowles)
- **Whole Person Librarianship: Fostering Empathy in Challenging Times** (Jessica Holmes)
Adult Services Associate Rudy Wright completed the “New Ideas in Collection Development & Merchandising” Library Journal Professional Development class.

**Adult Services Displays**

“Fake News” – fiction with journalists as primary characters

**Vintage Baseball**, by Steve Ellis from Spark

Portage District Library **Staff Memory Jars** in Celebration of National Library Workers Day on April 11th

**Youth Services Programming Highlights**

The annual preschool event, “Happy Birthday Dr. Seuss” was again well attended. There were many Seuss-themed activities throughout the day, and children and their parents could drop in and try a Seuss-themed craft or activity, or complete a scavenger hunt.

Portage Central High School IB students collaborated with the Youth Department to host an “After Hours Dr. Seuss Party” for elementary children and their families. The students had many activities planned including crafts, games, stories, and a snack. Their advisor stopped by and was hopeful for future collaborations based on the same model.

**Kaboomistry**, a family event showcasing the “explosive” fun of science, was also very popular this month. This was an evening program presented by the Michigan Science Center.

**Youth Services Outreach**

March was a busy month for outreach. For English Language Learners, Staff offered the weekly **ELL Conversation Group**. Youth Staff also collaborated with Portage Public School’s ELL Coordinator Teresa Forton to host a **Family Night** at the library.

Literacy-themed events included a visit from **Ms. Braat’s Young 5’s class from Central Elementary** and a booth at **Haverhill Elementary’s Literacy Night**.

Youth Staff also participated in many “Maker” events with the schools, including West Middle School’s after-school Makerspace, 12th Street Elementary’s Fun Day, and Lake Center Elementary’s STEM Night.

Finally, Youth Staff again provided an hour’s worth of activities for the children receiving free daycare at **First Reformed Church** on a half day of school.
<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mar-17</td>
<td>Mar-16</td>
</tr>
<tr>
<td>Total Library Circulation</td>
<td>74,920</td>
<td>67,641</td>
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<tr>
<td>Adult - Books</td>
<td>18,026</td>
<td>17,453</td>
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<tr>
<td>Adult - A/V</td>
<td>8,993</td>
<td>8,492</td>
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<tr>
<td>Youth - Books</td>
<td>25,353</td>
<td>20,477</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>4,067</td>
<td>4,015</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,819</td>
<td>5,514</td>
</tr>
<tr>
<td>E-Material</td>
<td>11,618</td>
<td>9,698</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,061</td>
<td>1,111</td>
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<tr>
<td>ILL - Other Lib. Requests</td>
<td>983</td>
<td>881</td>
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<tr>
<td>Self-Checkout Percentage</td>
<td>59.14%</td>
<td>64.78%</td>
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<td>Total Library Collection</td>
<td>207,971</td>
<td>205,473</td>
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<td>Adult - Books</td>
<td>96,876</td>
<td>98,742</td>
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<tr>
<td>Adult - A/V</td>
<td>18,239</td>
<td>17,568</td>
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<tr>
<td>Youth - Books</td>
<td>75,551</td>
<td>72,037</td>
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<tr>
<td>Youth - A/V</td>
<td>12,535</td>
<td>12,504</td>
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<tr>
<td>Hot Picks</td>
<td>4,770</td>
<td>4,622</td>
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<tr>
<td>Net Acquisitions</td>
<td>828</td>
<td>(176)</td>
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<tr>
<td>Purchased - Books</td>
<td>1,677</td>
<td>1,107</td>
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<tr>
<td>Purchased - A/V</td>
<td>385</td>
<td>519</td>
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<td>Donated - Books</td>
<td>4</td>
<td>3</td>
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<tr>
<td>Donated - A/V</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(1,240)</td>
<td>(1,808)</td>
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<tr>
<td>Total In-House Usage*</td>
<td>1,004</td>
<td>986</td>
</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>124</td>
<td>101</td>
</tr>
<tr>
<td>In-House Book Usage</td>
<td>880</td>
<td>885</td>
</tr>
<tr>
<td>Patrons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Patrons</td>
<td>41,132</td>
<td>49,407</td>
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<tr>
<td>Adult</td>
<td>26,693</td>
<td>35,015</td>
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<tr>
<td>Youth</td>
<td>6,920</td>
<td>7,904</td>
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<tr>
<td>Non-Resident</td>
<td>356</td>
<td>348</td>
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<tr>
<td>Reciprocal</td>
<td>6,099</td>
<td>5,772</td>
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<tr>
<td>Internet User</td>
<td>1,000</td>
<td>314</td>
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<tr>
<td>Professional</td>
<td>64</td>
<td>54</td>
</tr>
<tr>
<td>Net Patrons</td>
<td>(11,617)</td>
<td>294</td>
</tr>
<tr>
<td>Adult</td>
<td>155</td>
<td>170</td>
</tr>
<tr>
<td>Youth</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>63</td>
<td>56</td>
</tr>
<tr>
<td>Internet User</td>
<td>85</td>
<td>44</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Patrons Removed</td>
<td>(11,937)</td>
<td>0</td>
</tr>
</tbody>
</table>
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: April 18, 2017  
SUBJECT: Library Statistical Report - March 2017

<table>
<thead>
<tr>
<th>Library Building Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
</tr>
<tr>
<td>Internal/Collaboration</td>
</tr>
<tr>
<td>External/Outside Usage</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
</tr>
<tr>
<td>Adult</td>
</tr>
<tr>
<td>Youth</td>
</tr>
<tr>
<td>Heritage Room</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
</tr>
<tr>
<td>Adult</td>
</tr>
<tr>
<td>Youth</td>
</tr>
<tr>
<td>Heritage Room</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
</tr>
<tr>
<td>Adult</td>
</tr>
<tr>
<td>Youth</td>
</tr>
<tr>
<td>Technical</td>
</tr>
<tr>
<td>Circulation</td>
</tr>
<tr>
<td>Administration</td>
</tr>
<tr>
<td>Community Service</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
</tr>
<tr>
<td><strong>Information Access/Reference/Research</strong></td>
</tr>
<tr>
<td>Total Reference Transactions</td>
</tr>
<tr>
<td>Adult</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
</tr>
<tr>
<td>Adult Reference</td>
</tr>
<tr>
<td>Youth Phone</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
</tr>
<tr>
<td>Youth Reference</td>
</tr>
<tr>
<td>HR Phone</td>
</tr>
<tr>
<td>HR Ready Reference</td>
</tr>
<tr>
<td>HR Reference</td>
</tr>
<tr>
<td>Circ Phone</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
</tr>
<tr>
<td>Circ Reference</td>
</tr>
<tr>
<td>Total Edutainment LAN Use</td>
</tr>
<tr>
<td><strong>Total Internet Computer Use</strong></td>
</tr>
<tr>
<td>Youth Computers</td>
</tr>
<tr>
<td>Adult Computers</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
</tr>
<tr>
<td><strong>Total Electronic Transactions</strong></td>
</tr>
<tr>
<td>WebSite Hits</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
</tr>
</tbody>
</table>

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

Christy Klien, Library Director
* This was in last month’s board packet due to its press release date and there has not been anything additional posted in MLA Advocacy at this time. I felt the information is important enough to include again. *

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

For a fact sheet about LSTA:

It is important that everyone take action. Everything you need is at ALA’s Legislative Action Center now 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.

As detailed in the ALA Washington Office blog, 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 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. 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
PORTAGE DISTRICT LIBRARY

Programming Policy

A. POLICY STATEMENT

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

B. SCOPE of POLICY

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

C. POLICY OBJECTIVES

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

D. POLICY RESTRICTIONS

During a library-sponsored presentation, the presenter may display his products, or books for purchase. No library personnel will be involved in the sale of said items. However, when a presenter rents space to do a public demonstration, books, products, or services may not be displayed for purchase. The program presenter may display his or her name, company name, and pertinent contact information. All contacts regarding said books, products or services must take place off library property.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 18, 2017
Subject: Budget Amendment to adjust the FY 2017 Budget for an Additional Friends Donation of $2,000

BACKGROUND:
At the most recent Friends’ Board meeting held on April 17, 2017, the group discussed funding additional items submitted by the library staff. One request was for an additional $1,000 for Youth Services to purchase books as Summer Reading Prizes. Adult Services had two Programming Grant requests - $500 for 2017 GeekFest and $500 for a new fall program titled “What’s Cooking In Portage?” Subsequently, the Friends presented the library with a check for $2,000 in support of the above programs. We are most grateful to the Friends for their generous gift that will enable the library to purchase additional items for Summer Reading prizes and fund exciting Adult Services programs that will benefit library users.

Since the 2017 Fiscal Year Budget is already in place, it is necessary to bring a budget amendment to the Library Board to adjust the budget for the Friends' $2,000 donation in order to use these funds for their designated purposes.

RECOMMENDATION:
I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2016 Budget to increase designated expenditure lines by a total of $2,000 to fund items as shown below:

<table>
<thead>
<tr>
<th>Requested Item</th>
<th>Donated Amount</th>
<th>Expenditure Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books for Summer Reading prizes</td>
<td>$1,000</td>
<td>Programming – Summer Reading</td>
</tr>
<tr>
<td>Programming Grant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GeekFest 2017</td>
<td>$500</td>
<td>Programming – Adult Restricted</td>
</tr>
<tr>
<td>What’s Cooking in Portage?</td>
<td>$500</td>
<td>Programming – Adult Restricted</td>
</tr>
<tr>
<td>Total Amount</td>
<td>$2,000</td>
<td></td>
</tr>
</tbody>
</table>
April 18, 2017

Antoinette Yannie, President & Trustees
Friends of the Portage District Library
12755 South 18th Street
Vicksburg, MI 49097

Re: Additional Friends Donation for the Portage District Library’s 2017 Summer Reading Program and Adult Services Programming Grants

Dear Toni and Members of the Friends of the Portage District Library Board,

On behalf of the Portage District Library Board, administration, staff, and patrons of the Portage District Library, I would like to thank you for the additional donation towards the 2017 Summer Reading Program. We are always trying to come up with the best ways to motivate the children in our community to read. The additional financial support we have received will help buy books as an amazing final prize for those children who complete the Summer Reading Program this year. We also appreciate your support of our large Adult Services programs. The inaugural GeekFest event was a huge success and we are looking forward to holding the 2nd annual GeekFest event this year. We are also very excited about the “What’s Cooking in Portage?” program which will continue our efforts to collaborate with the Portage Senior Center and create learning opportunities for our patrons.

We sincerely appreciate those who volunteer to help others by giving of themselves and their time. You should feel proud that you are contributing to program and projects that will benefit people of all ages in our community! We are grateful for the gifts of your time, talent, and true devotion to the library, and your ongoing generosity and support.

With thanks and appreciation,

Christy Klien
Library Director

Copies to: Portage District Library Board
Jill Austin, Library Staff Liaison to the Friends
Portage District Library Administrative Team
2017 Application for a Kalamazoo Community Foundation Grant

Grant Request Amount: $1,000
Application Submitted: April 2017
Notification Anticipated: Grants are awarded on a rolling basis
Library Contact Person: Jessica Enget, Adult Services Librarian

Program Title: “Pay It Forward – Shrink the Digital Divide”

Program Description:
This pilot program will seek to impact a total of 30 people in our community. I commit to teach a pilot group of 5 people basic computer and internet skills that are necessary to function and participate in the current world and job market, using a Chromebook; a basic, inexpensive and very portable computer.

To participate in the program, every person in the pilot group will also commit to teaching another 5 people each the same skills they have learned. It is the hope that participants will reinforce and strengthen their new skills by repetitively sharing their skills with others.

At the completion of teaching 5 others, a pilot participant will earn a Chromebook to keep, the same model that they were trained on - so they are provided with a tool they are familiar with and have confidence using. We hope this not only incentivizes our participants, but provides them continued access to technology where they are, enabling them to continue engaging their skills outside the library environment.

This is a pilot program that can be repeated or easily scaled to impact more people by either increasing the base number in the pilot group, or by incentivizing the second level of participants (the group of 25 reached by the original pilot group; which would have a total impact of 155 people).

How will this program/project impact equity and education in Kalamazoo County?

Much of today's information, assistance or job opportunities, and daily functions are increasingly only available or accessible online. For many adults who, due to economic or generational educational circumstances and differences, lack basic computer skills and/or readily available technology, these opportunities and functions are inaccessible behind the wall of the digital divide.
This program seeks to address and reduce the issue of the adult digital divide by reaching out to adults in the local community who, due to a variety of socioeconomic circumstances, do not have the means to otherwise access or afford formal instruction or technology.

This program seeks to:
1. Provide a free opportunity to learn basic computer and internet skills relevant to function and participate in today's work force and information age;
2. Provide a structure where those skills can be repetitively reinforced through skill sharing;
3. Increase participant self-confidence and sense of value and connection to their local community through skill sharing; and
4. Provide technology that participants can keep as their own so as to continue engaging their skills.

**How will you use the funds if granted?**

To purchase five Samsung Chromebooks that will be given to each pilot candidate who completes initial basic computer skills training. The goal of providing them with the same model Chromebook that they have been trained on will remove the "access to technology" barrier and enable and empower them to continue using, reinforcing, and building on their new computer/digital literacy skills.

**How will your program or project benefit Kalamazoo County residents?**

The five individuals of the pilot group (and subsequent 25 individuals who benefit from the pilot group skill share) must be residents of Kalamazoo County and, due to economic circumstances, educational background, etc., have limited access to technology (cannot afford to own/register for classes or are limited/unable to travel to places that have technology/classes available).

**Why does the community need this program/project?**

The "digital divide" consists of a lack of access to technology (cannot afford to purchase, lease, or repair a computer or smart device; cannot afford to install or continue a monthly internet access bill), and/or a lack of basic computer and internet skills necessary to utilize said technology.

As a librarian who interacts with the public every day, I have observed how prevalent the "digital divide" is in our local community. There are a significant number of individuals who visit our library on a regular basis in order to use our public computers and/or wireless internet connection (access) or ask for assistance or training to use a computer or the internet. This is just the population that is able to access transportation to visit the library and leads to my concern for those who do not have transportation.

**How will you measure the success of this program/project?**

- Successfully reaching the goal of instructing a pilot group of 5 people
- The number of additional individuals the pilot group skill share their new computer skills with
- Number of additional individuals who successfully demonstrate growth in computer/internet skills
- Conduct a "skills inventory" with each participant before and after training.

**What are your organization's strengths related to this program/project?**

- Staff expertise in basic and intermediate computer and internet skills
- Staff expertise in instructional training models and project management
- Project fits within our library's mission "to help access the world of information in a friendly atmosphere, and to be a valued community resource for life-long learning."

**What other organizations are you partnering with?**

Confirmed organizations to help identify candidates for the pilot group and a source for providing people who would like to learn tech skills:
- StoryPoint – Independent Living, Assisted Living, and Memory Care facility located in Portage, MI
- Michigan Works Southwest – Career Development Assistance
- Portage Senior Center (potential)
As part of Strategic Planning, Gary Kushner, from Kushner & Company, is assisting the Library Board and Administrators in reviewing and revising the Library’s current mission and vision statements, which can be seen below. Mr. Kushner has asked that 90 minutes be set aside during the board meeting for this activity.

**Strategic Planning 2017-2020**

Goal One: By 2020, the Library will provide a collection of tools (materials, specialists, equipment, and programs) to allow people to create and learn.

Goal Two: By 2020, the Library will be a resource of Local Information, History, and Culture.

Goal Three: By 2020, the Library will provide collections and content to meet the evolving needs of the community, and support diverse perspectives.

Goal Four: By 2020, the Library will provide a presence in the community where people are, and when they need it and how they want to use it.

Goal Five: By 2020, the Library will reach the community at their diverse literacy (functional literacy, technical literacy, and reading literacy) needs for the beginning, intermediate, and advanced user.

**Current Mission Statement**

(Originally adopted by the Library Board on February 24, 2003)

Helping you access the world of information in a friendly atmosphere.

**Current Global (Vision) Statement**

We will be a valued community resource for life-long learning.
April is the month that a mid-year meeting with the Library Director is scheduled in order for the Library Board to assess current activities and to make sure that things are progressing appropriately and everything is on track with activities to accomplish the Ends.

This will be an agenda item for the April 24, 2017 board meeting and we can discuss the mid-year meeting with the Library Director at that time.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 20, 2017
Subject: Review of the Art Exhibit and Gift Policy

According to the Library Board Annual Calendar, the Art Exhibit and Gifts Policy is reviewed each year in April. Library staff are in the process of reviewing the policy and feel changes should be made to reflect the detail and permission for use outlined in the artist contract. We will bring a revised Art Exhibit and Gifts Policy to the May 22, 2017 Board Meeting for review and approval.
Portage District Library Board Member Martha Pacheco is co-Board Liaison to the Friends of the Library, and as such, attends Friends’ board meetings and shares information about Friends’ book sales and activities. Trustee Pacheco will give a report at the April 24th Library board meeting on the Friends of the Library board meeting which took place on Monday, April 17th.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 17, 2017
Subject: Next Steps for Strategic Planning 2017-2020

BACKGROUND:

The library staff has been hard at work flushing out the Strategic Plan’s activities for the next four years. After we work on the mission and visions statements, library staff will do a final revision and then the completed draft of the Strategic Plan will be presented to the Library Board at the May 22nd Board Meeting for review and feedback. An update on Ends Statement #1 2017 activities will also be presented at the May 22nd Board Meeting.
Systems Administrator Rolfe Behrje said that the PDL Wireless Network Upgrade project is on track. Representatives from Secant will be in the building on Friday, May 12th to work on the first step of this two-step process. The first step of the project includes transition to a managed firewall and OpenDNS which acts as our CIPA compliant filter. What this means for patrons is that there will be no library card barcode authorization required when logging in to the Library’s wireless network from a personal device. They will be able to connect to the network after accepting the Library’s Terms and Conditions for Wireless Use. The second step of this process (with completion scheduled for June 1st) will increase the speed and reliability of the wireless network throughout the Library. Wireless controller access points will be doubled at that time.

Library staff have a plan in place to notify patrons of this change. Information about the Wireless Network Upgrade will be on the website, in the e-Newsletter, and will be explained in detail in a letter that will be mailed to the homes of all active youth library cardholders.
As a follow-up to last month’s Board agenda topic, Library Investment Listings, Business Manager Rob Foti has some information to share. He will provide a brief update at the April 24, 2017 board meeting regarding his examination of the library’s current investments as well as data he gathered from inquiry’s made to other organizations.
### Revenue

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>1st Qtr. Budget</th>
<th>1st Qtr. Actual</th>
<th>1st Qtr. % Received</th>
<th>2017 Annual Budget</th>
<th>YTD Actual</th>
<th>YTD Actual+Enc.</th>
<th>% Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tax Revenue</td>
<td>$3,074,723</td>
<td>$3,198,463</td>
<td>104%</td>
<td>$3,225,395</td>
<td>$3,198,463</td>
<td>$3,198,463</td>
<td>99%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>41,500</td>
<td>103,748</td>
<td>250%</td>
<td>196,000</td>
<td>103,748</td>
<td>103,748</td>
<td>52%</td>
</tr>
<tr>
<td>Revenue from Reserves</td>
<td>375,095</td>
<td>375,095</td>
<td>100%</td>
<td>375,095</td>
<td>375,095</td>
<td>375,095</td>
<td>100%</td>
</tr>
<tr>
<td>State Aid Revenue</td>
<td>233,381</td>
<td>583,267</td>
<td>250%</td>
<td>263,381</td>
<td>583,267</td>
<td>583,267</td>
<td>221%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$3,724,699</strong></td>
<td><strong>$4,260,573</strong></td>
<td><strong>114%</strong></td>
<td><strong>$4,061,871</strong></td>
<td><strong>$4,260,573</strong></td>
<td><strong>$4,260,573</strong></td>
<td><strong>105%</strong></td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>1st Qtr. Budget</th>
<th>1st Qtr. Actual</th>
<th>1st Qtr. % Spent</th>
<th>2017 Annual Budget</th>
<th>YTD Actual</th>
<th>YTD Actual+Enc.</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Salaries &amp; Wages</td>
<td>$330,786</td>
<td>$323,711</td>
<td>98%</td>
<td>$1,323,143</td>
<td>$323,711</td>
<td>$323,711</td>
<td>24%</td>
</tr>
<tr>
<td>Total Fringes &amp; Benefits</td>
<td>138,652</td>
<td>113,831</td>
<td>82%</td>
<td>559,606</td>
<td>113,832</td>
<td>113,832</td>
<td>20%</td>
</tr>
<tr>
<td>Total Library Materials</td>
<td>251,656</td>
<td>129,908</td>
<td>52%</td>
<td>664,207</td>
<td>129,908</td>
<td>168,326</td>
<td>25%</td>
</tr>
<tr>
<td>Total Utilities</td>
<td>32,825</td>
<td>27,567</td>
<td>84%</td>
<td>131,300</td>
<td>27,567</td>
<td>27,567</td>
<td>21%</td>
</tr>
<tr>
<td>Total Buildings</td>
<td>84,456</td>
<td>31,251</td>
<td>37%</td>
<td>204,893</td>
<td>31,251</td>
<td>66,898</td>
<td>33%</td>
</tr>
<tr>
<td>Total Furnishings &amp; Equipment</td>
<td>75,366</td>
<td>1,162</td>
<td>2%</td>
<td>333,552</td>
<td>1,162</td>
<td>65,172</td>
<td>82%</td>
</tr>
<tr>
<td>Total Supplies</td>
<td>57,580</td>
<td>12,690</td>
<td>22%</td>
<td>159,557</td>
<td>12,690</td>
<td>34,653</td>
<td>22%</td>
</tr>
<tr>
<td>Total Professional Services</td>
<td>113,072</td>
<td>53,581</td>
<td>47%</td>
<td>276,893</td>
<td>53,581</td>
<td>92,636</td>
<td>33%</td>
</tr>
<tr>
<td>Total Other Charges</td>
<td>110,496</td>
<td>56,965</td>
<td>52%</td>
<td>62,043</td>
<td>56,965</td>
<td>85,172</td>
<td>82%</td>
</tr>
<tr>
<td><strong>TOTAL OPER. EXPENSES</strong></td>
<td><strong>$1,194,889</strong></td>
<td><strong>$750,666</strong></td>
<td><strong>63%</strong></td>
<td><strong>$3,278,493</strong></td>
<td><strong>$750,667</strong></td>
<td><strong>$974,838</strong></td>
<td><strong>26%</strong></td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL PROJECTS</strong></td>
<td><strong>$95,329</strong></td>
<td><strong>1,300</strong></td>
<td><strong>1%</strong></td>
<td><strong>$328,220</strong></td>
<td><strong>1,300</strong></td>
<td><strong>51,281</strong></td>
<td><strong>16%</strong></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>$1,290,218</strong></td>
<td><strong>$751,966</strong></td>
<td><strong>58%</strong></td>
<td><strong>$4,056,713</strong></td>
<td><strong>$751,967</strong></td>
<td><strong>$1,026,119</strong></td>
<td><strong>19%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Flow Analysis of 2017 money only</th>
<th>Cash Flow Analysis of all money including prior year(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 cash as of 12/31/2017</td>
<td>$ -</td>
</tr>
<tr>
<td>+First Quarter Revenues</td>
<td>4,260,573</td>
</tr>
<tr>
<td>- First Quarter Operating Expenses</td>
<td>750,666</td>
</tr>
<tr>
<td>- First Quarter Capital Projects</td>
<td>1,300</td>
</tr>
<tr>
<td>12/31/16 Audited Total cash (Fund Equity*) minus liabilities</td>
<td>$3,841,142</td>
</tr>
<tr>
<td>+ 2017 Revenues</td>
<td>4,260,573</td>
</tr>
<tr>
<td>- 2017 Operating Expenses</td>
<td>750,667</td>
</tr>
<tr>
<td>- Capital Projects</td>
<td>1,300</td>
</tr>
<tr>
<td>- General Reserves</td>
<td>477,655</td>
</tr>
<tr>
<td>- Building Reserves</td>
<td>50,000</td>
</tr>
<tr>
<td>- Benefits Reserve</td>
<td>47,572</td>
</tr>
<tr>
<td>- Technology Reserve</td>
<td>111,305</td>
</tr>
<tr>
<td>- HVAC Control Reserve</td>
<td>15,000</td>
</tr>
<tr>
<td>- Patio Feasibility Reserve</td>
<td>4,700</td>
</tr>
<tr>
<td>- Lobby Feasibility Reserve</td>
<td>7,500</td>
</tr>
<tr>
<td>- Encumbrances</td>
<td>274,152</td>
</tr>
<tr>
<td>2017 cash as of 3/31/2017</td>
<td>$3,508,607</td>
</tr>
<tr>
<td>Total available cash as of 3/31/2017 (Fund Balance*)</td>
<td>$6,361,864</td>
</tr>
</tbody>
</table>

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

* Fund Equity is defined as the excess of fund assets and resources over fund liabilities. The Fund Balance is the Fund Equity minus any reserves.
**Property Taxes** - Property Tax collections are on pace for this time of year. The library has approximately $29,000 of outstanding property taxes as of March 31, 2017. This is lower than last year's balance at this time of $55,000. The Library estimates the uncollectible portion of personal property taxes that will be delinquent and paid in future years and budgets for that amount. All delinquent real property taxes are paid by the county in July. The library has received its IFT tax payment for this year and it was $450 below budget.

**State Aid Revenue** - The library has not received its 1st State Aid payment for FY2017. It is expected anytime. The 2nd payment is expected in late summer or early fall of 2017. The Library has received it distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was 250% of that which was budgeted for. The Fund took in more revenue than it needed to reimburse everyone so it pays out more to the Tier III entities, like the Library. I have two thoughts on this over payment. The first is that they will look to correct this going forward and the second is that they feel in later years it could reverse itself and entities will not be reimbursed the full amount and the current overpayment will even that out. This is a topic that will need to be monitored going forward.

**Revenue from Reserves** - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned funds. As part of the library's FY2017 budget, the library set aside 13% of its budget into a General Reserve. In doing so, the General Reserve from the prior year was increased by $5,158. Funds have been added to the FY2017 budget for the following items: prior year encumbrances ($338,594.82); increases to staff wages due to adjustments of salary ranges ($33,500); miscellaneous donations from FY2016 ($3,000).

**Other Revenue** - Other Revenue is ahead of pace for this time of year. The majority of this category is comprised of Fines and Fees and Penal Fines. Fines and Fees are slightly ahead of pace for this time of year. Penal Fines are not expected to be collected until July. The Library does not budget for donations, but instead chooses to request budget amendments when they are needed for use. The Library has received $52,748 in donations to date. The largest gift of $50,000 was received from a long time donor.

**Salaries & Wages** - Salaries & Wages are on pace for this time of year. The approximate $7,000 that the Library is under budget is from employees being absent for health or vacation reasons and those hours going unused. The Library will be losing a long time employee in May. It is anticipated that the change in staffing for for this position will result in a savings to the Library in the short term.

**Fringes & Benefits** - Fringes & Benefits are less than the 25% expended as of March 31, 2017. This is due to two employees opting out of the Library’s insurance plan and picking up a spouse’s or Medicare Insurance. This trend could change once a replacement cataloger is hired. The Library has planned for this scenario and there should be no budgetary issues during the year due to this change.

**Library Materials** - This category shows that it is on pace for this time of year. It actually may be a little behind pace as approximately $70,000 of encumbrances where open at the end of FY2016 and brought into 2017. The encumbered material is typically received in the first quarter and into the second quarter. This means that a higher percentage of goods should be received in the first quarter and thus a higher percentage of expenses. The trend is that it takes two quarters for the encumbrances to be received or orders to be cancelled, so a better measure will come at the end of the second quarter.

**Utilities** - Utilities are under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures are trending below budget for the year. The Library is realizing a slight increase in the cost of electric and gas prices, but not more than was anticipated and budgeted for. Electric use is down slightly, but Gas did experience a significant increase through the first quarter of 2017. With the change in weather, gas usage should slow down, but a warmer than usual summer could add to cooling costs through the use of electricity.
**Building** - Year-to-date actual and encumbrances are greater than the 25% target due to the Purchase Orders being carried over from the prior year. The two big projects carried over are for the sealing of the parking lot and the repair of the concrete around the flag poles in the front of the Library. Other expenses are trending below budget for this time of year. Snow Removal was well below budget for the quarter.

**Furnishings & Equipment** - This category is over its target for this time of year. The original budget for this category is $13,195. There are $62,174 of encumbrances coming forward from 2016. Therefore, 83.0% of the expenses occurred in the 1st quarter. The current year projects are for re-upholstering. Projects being carried over from the prior year are the outside water fountain, north side patio clean-up and landscaping, lobby improvements, and rear entrance awnings. These projects were unable to be completed before winter weather and will begin again in the 2nd quarter.

**Supplies** - The supply category is slightly below its target for this time of year. The majority of accounts in this category are used on an as needed basis. The library has tried to adopt a very conservative approach to its spending for lines such as supplies. Additionally, the increased use of email notification for fines has helped to keep the postage line to a manageable level.

**Professional Services** - This category is higher than the 25% target for a similar reason as the Furnishings & Equipment category. There are a higher than usual amount of encumbrances coming forward in this category as well. The majority of these are for public relations. The Marketing Manager spent the 2nd half of 2017 playing catch-up on marketing efforts after a significant decrease in activity in the prior 12 months. These efforts are continuing into 2017. The Library also encumbered funds for consulting services to complete the strategic plan.

**Other Charges** - This category is slightly above the 25% target. The largest line in this category is the Computer Repair & Maintenance line accounting for approximately 60.0% of the budget. This line is typically used in the 3rd and 4th Qtr for the renewal of computer support and licensing agreements. That would typically cause this category to be below budget at this time of year. There are several projects carried over from the prior year adding to the 1st quarter expenses. Additionally, the Library has had a higher than usual amount of training expense this quarter.

**Capital Projects** - This category is significantly under the 25% target. The FY2017 Technology Project will not begin until the 4th qtr. Additionally, the Capital Maintenance line will not be used until quotes are received for the replacement of the old elevator and an architectural firm is hired to plan future projects throughout the Library.
The Library Director shall not allow library assets to be unprotected, inadequately maintained or unnecessarily risked. Accordingly, the Library Director shall not:

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

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

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

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

**Policy:** Permit the presentation of any fundraising program at the library without the approval of the Library Director.

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

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

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

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

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

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

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

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

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

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

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

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

Director’s Response: All donors are properly recognized with a letter of thanks following their donation, and periodic donor recognition activities, including hand-written letters from the Library Board, have been planned in the past. The library has received several donations of $5,000 or more and all have been significantly recognized through letters and personal contacts.

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

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