NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on June 26, 2017 beginning at 6:00 p.m. at the Portage District Library in the Lower Level Long Lake & Gourdneck Lake Meeting Rooms for the purpose of conducting library business.
PORTAGE DISTRICT LIBRARY BOARD MEETING  
June 26, 2017  
Regular Meeting Lower Level Long Lake & Gourdneck Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

I. Start of Meeting

II. Roll Call

III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)

IV. Adoption of the Agenda for the Regular Meeting of June 26, 2017 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on May 22, 2017. (Info) Pg.1-5
   B. Narrative Report for May 2017. (Info) Pg.6-9
   C. Marketing Report for May 2017. (Info) Pg.10-11
   E. Statistical Report for May 2017. (Info) Pg.15-16
   F. Legislative Update for May 2017. (Info) Pg.17-18
   G. Library Board Linkage for July 2017. (Info) Pg.19
   H. SMLC Grant (Info) Pg.20

VI. Governance (45 minutes)
   A. Report from Library Board Liaisons to the Friends (Info) Pg.21
   B. Heritage Room Policy Update, Review, Approval (Vote) Pg.22-26
   C. Fines & Fees/Usage Policy Revision Approval. (Vote) Pg.27-30
   D. Initial Discussion about Plans for the 2017 Library Board Retreat (Info) Pg.31

VII. Ends Development (60 minutes)
   A. Progress Report on Ends Statement #2 (Info) Pg.32-36  
   (The library will be a safe, welcoming, inclusive destination for families and individuals.)
   B. Presentation of Proposed FY 2018 Budget for Portage District Library. (Info) Pg.37, 1-20
   (NOTE: The proposed FY 2018 Budget is separately numbered and included at the end of the packet.)

VIII. Library Director’s Reports (15 minutes)
   A. Final remarks by Library Director for the June 26, 2017 Library Board Meeting.

IX. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the July 25, 2016 board meeting
      1. Minutes of the Regular Meeting held on June 26, 2017
      2. Guest speaker, Vicki Georgeau, Director of Community Development Portage, MI
      3. Final Review and Approval of Proposed Fiscal Year 2018 Budget and Millage Rate for public inspection prior to Public Hearing at the August 28, 2017 board meeting
      4. 2nd Quarter Report for Fiscal Year 2017
      5. Presentation of the library’s 3-Year Technology Plan (FY 2018-2020)
      7. Plans for the library’s 2017 Staff Development Day
   B. Assessment of this meeting
   C. Miscellaneous Items

X. Adjournment
I. Start of Meeting - Board members and staff gathered at 5:30 PM for dinner catered by Erbert and Gerbert Sandwich Shop and the board meeting started at 6:00 PM.

II. Roll Call -

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

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

Guests: Nathan Baldermann, Auditor from Rehmann Robson, AJ Dennis, Photographer from Salt and Light Collective

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

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

A. Comment from Trustee Pacheco - Trustee Pacheco said that the annuals and topiaries planted by Kalamazoo in Bloom and its volunteers look great again this year.

B. Comment from Systems Administrator Rolfe Behrje - Systems Administrator Rolfe Behrje said that Cataloging Librarian Ken Fischer retired on May 5th after 40 years of service to the Library. We had a party to celebrate him and all of his accomplishments. Behrje reminded trustees that former Technical Services Assistant Abigail Pylar was hired as the full time Technical Services Librarian. Trustees suggested inviting her to a board meeting so that they can get acquainted with her.

DISPOSITION: The Library Board acknowledged the comments made by Trustee Pacheco and Systems Administrator Rolfe Behrje.

IV. Adoption of the Agenda for the Regular Meeting of May 22, 2017

Library Board Chair Behr asked if there were any changes needed to the agenda of the May 22, 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 Vander Vries and supported by Trustee Pacheco that the Library Board adopt the agenda for the regular meeting of May 22, 2017. Vote: 7-Yes, 0-No. Motion carried.

V. Audit Presentation

Nathan Baldermann, auditor from Rehmann Robson was at the May Board Meeting to give the yearly audit presentation. He distributed to trustees and staff the “Independent Auditor’s Communication With Those Charged With Governance” and a bound copy of the Library’s Financial Statements with the auditor’s report and management’s discussion and analysis. Mr. Baldermann said that the audit for FY 2016 went smoothly and that at the conclusion of the audit, there were no comments or issues found. It was a clean audit. Mr. Baldermann walked through the items in the bound packet and gave trustees the opportunity to ask questions. One of the questions that came up was why there were no comments/recommendations for library staff. The response was that over the past four years of audits with Rehmann Robson, other recommendations have been made and the changes and suggestions have been implemented in the financial procedures at the library, so this year, there were no additional changes necessary.
MOTION: It was moved by Trustee Vliek and supported by Trustee Vander Vries that the Library Board accept the audit report as presented. Vote: 7-Yes, 0-No. Motion carried.

VI. Board Member Photography
At this point in the meeting, the trustees were asked to step outside to have their picture taken. Marketing Manager Colin Whitehurst hired AJ Dennis of the Salt and Light Collective to take individual headshots of trustees as well as a group photo. These photographs will be used in marketing materials, the website, and various applications.

VII. Consent Agenda
Library Board Chair Behr asked if there were any changes needed to the consent agenda for the May 22, 2017 board meeting before its adoption. Two changes were requested; Item B (Welsh) and Item J (VanderVries) were removed for additional comments. Trustee Behr asked for a motion to adopt the agenda with Item B and Item J removed.

MOTION: It was moved by Trustee Siebers and supported by Trustee Pacheco, that the Consent Agenda for the regular board meeting of May 22, 2017 be approved with Item B and Item J removed for discussion. Vote: 7-Yes, 0-No. Motion carried.

Item B – Trustee Welsh was interested in a list of the area libraries that are part of the Portage District Library’s Reciprocal Borrowing Agreement. Circulation Supervisor Jill Austin said that the following libraries are part of this program: Kalamazoo Public Library, Battle Creek/Willard Public Library, Paw Paw District Library, Vicksburg District Library, Plainwell/Ransom District Library, Parchment Community Library, Comstock Township Library, Schoolcraft Community Library, and Richland Community Library. Trustee Welsh also asked if there are any area libraries that do not participate in the Reciprocal Borrowing and Austin said, yes, for example Galesburg Memorial Library. Trustee Welsh also asked if there is a process to review the current reciprocal agreements with other libraries. Austin responded that according to the way the signed agreements read, unless there is a reason that a library does not want to participate anymore, the agreements continue in perpetuity.

MOTION: It was moved by Trustee Welsh and supported by Trustee Vliek to approve Item B – Review of the Reciprocal Borrowing Policy after discussion. Vote: 7-Yes, 0-No. Motion carried.

Item J - Trustee VanderVries asked to review a couple of issues pending in the Michigan Legislature. Senate Bill 359 regards Personal Property Tax Exemptions. This will extend the deadlines for eligible manufacturers which could impact the library’s numbers. That bill is almost guaranteed to go through. Senate Bill 0045 regards Property Tax Exemptions for Veterans which could also impact library funding. House Bill 4412 regards property tax and the Michigan Tax Tribunal. A representative from this area has listened to concerns regarding that bill.

MOTION: It was moved by Trustee Pacheco and supported by Trustee Vander Vries to approve Item J after discussion. Vote: 7-Yes, 0-No. Motion carried.
VIII. Governance

A. **Follow-up on Mid-Year Meeting with Library Director** – Library Board Chair Behr said that she had a mid-year meeting with Library Director Klien last week. At that time, Behr told Klien that the Library Board was more than satisfied with the library’s condition and Klien’s performance. Behr thanked trustees for sending her comments to relay and said that she said she communicated those comments at the meeting. She said that part of the conversation included a discussion of the Architect RFP and how that process will work. They also discussed the Library Director’s personal goals for the year and Klien gave an informal progress report.

**DISPOSITION:** Library Board members received the information about the mid-year meeting with Library Director Klien.

B. **Art Exhibit Policy Update, Review, Approval** – Library Director Klien said that the Art Exhibit Policy was up for approval this month because the Library staff wanted to take additional time to review the contracts and wanted the Library’s lawyer Anne Seurynck to look over the policy. In addition to Ms. Seurynck, an Intellectual Property attorney at her firm also reviewed the policy and contracts. The Art Exhibit Policy included in the board packet is the final draft of revisions made.

Trustee Vander Vries asked if Library Director Klien was pleased with the work of the Library’s new attorney. Klien said that her style is similar to former attorney Dick Butler, in that her opinion is very conservative. Klien stated that it is good to have “a fresh pair of eyes” look over the Library’s policies to keep them updated. She said that Ms. Seurynck is the only “library specialist” lawyer in the state of Michigan and is extremely busy, so the one change is the amount of turn-around time required to receive feedback on documents. Klien said Ms. Seurynck is a great to work with.

There were a few minor suggestions made by trustees to the documents including alphabetic bullets and punctuation. Those suggestions were recorded by Library Board Secretary Edwards to be included in the official documents.

**MOTION:** It was moved by Trustee Welsh and supported by Trustee Pacheco to approve the Art Exhibit Policy as amended. Vote: 7-Yes, 0-No. Motion carried.

C. **Memo RE: Patron Behavior Policy Update, Review, Approval** – Library Director Klein continued with her feedback from Ms. Seurynck regarding PDL Policies with a newly presented Patron Behavior Policy. Klien reported that Ms. Seurynck said that in order for policies to be enforceable, policies must be specific and in writing. The presented Patron Behavior Policy combines four (4) previous public policies; Disruptive Patron, Juvenile Patron, Soliciting, and Smoking and Tobacco. This policy also includes stipulations previously not included on patron hygiene/odor as well as patrons under the influence. The policy has a tiered disciplinary process for violations with varying levels of severity. For those violations that affect safety and security, Portage Public Safety will be called immediately. This policy maintains (as in previous policies) that patrons must smoke at least 25 feet from the library’s doors and that those who are soliciting must be at least 15 feet from the doors. This policy will be updated on the Library’s website if approved.

**MOTION:** It was moved by Trustee Siebers and supported by Trustee Terry to approve the Patron Behavior Policy as presented. Vote: 7-Yes, 0-No. Motion carried.

D. **Progress Report on Ends Statement #1** – Library Director Klien presented the Progress Report on End Statement #1 and said she was pleased with the progress staff was making. Adult and Youth Services are putting the final touches on this year’s summer Reading Program, complete with a new piece of software for tracking progress. The Library has hired a new Technical Services Librarian, a Graphic Design Intern, and a Youth Summer Programming Assistant. Marketing Manager Colin Whitehurst has been working on surveys for the public and staff. The wi-fi upgrade project is moving along well. Our new service, Lynda.com, is being well used with additional patrons signing up for accounts.

E. **Memo RE: Architect RFP** – Library Director Klien reminded trustees that the Architect RFP submissions are due by Thursday, May 25 at 1:00 PM. At that time, they will be opened by Klien and Business Manager
Rob Foti. There were six (6) firms that came to the library tour on Monday, May 8th. Library Board Chair Behr appointed two trustees to sit on the Building Committee - Trustee Pacheco and Trustee Welsh.

**DISPOSITION:** Library Board members received the information about the Architect RFP Process.

**F. Strategic Planning 2017 Draft Review and Core Values Discussion** – Library Board Secretary Edwards handed out a draft copy of the 22 page Strategic Plan to trustees and administrative staff. Library Director Klien said that the Strategic Planning process is moving along. As this is a new detailed process with objectives for the next three (3) years, a lot of thought has gone into the projects presented as well as the measurements that will be used to indicate whether or not the goals have been met. It was proposed that the Board provide feedback and discussion regarding the Strategic Plan and that it be adopted for 2018-2021. The administrative staff would continue with 2017 End Statement projects and report on them as previously outlined in the Library Board’s Annual Calendar. Trustees agreed on this plan and suggested discussion of the Strategic Plan at the August Board Meeting following FY2018 Budget approval.

The Library Board continued with a discussion of core values. Board Chair Behr referred to the four (4) documents in the board packet regarding the core documents of the American Library Association: the Library Bill of Rights, Code of Ethics, Freedom to Read, and Libraries: An American Value. She said that she would like trustees to consider endorsing support for these documents.

After discussion, the following was agreed upon as Portage District Library’s Core Values:

**Accountability**
We take responsibility for the stewardship of our materials and facilities.

**Confidentiality and Privacy**
We protect user privacy and confidentiality as paramount to our patrons’ right to intellectual freedom.

**Customer Service**
We provide an excellent library user experience to all.
We embrace training opportunities and library user feedback.

**Education and Lifelong Learning**
We encourage lifelong learning and literacy for every member for our community through educational programs and materials.

**Equal Access**
We respect the right of all patrons to have equal access to the world’s ideas.

**Excellence**
We are relentless in our effort to understand our communities, collections and our users.

**Inclusivity**
We are committed to providing a full spectrum of resources and services to the community we serve.

**Innovation**
We continually seek out new technologies and materials, and embrace new ideas.
We encourage better solutions and creativity.

**Intellectual Freedom**
We encourage the right of every individual to seek and receive information and entertainment from all points of view.

**Partnerships**
We actively seek out ways to work with members of the community and other organizations.
We can all do more if we do it together.

**Play and Inspiration**
We model the joy of discovery and community.
Respect and Kindness

We respect all backgrounds and will assist our patrons with kindness.

Safety

We value creating a safe environment for all to enjoy.

MOTION: It was moved by Trustee Vliek and supported by Trustee Welsh to adopt the Library’s Core Values as written. Vote: 7-Yes, 0-No. Motion carried.

MOTION: It was moved by Trustee Welsh and supported by Trustee Siebers to endorse the American Library Association Core documents. Vote: 7-Yes, 0-No. Motion carried.

IX. Library Director’s Comments
   A. Final remarks by Library Director for the May 22, 2017 Library Board Meeting –

   Library Director Klien said that she only had one item to report on in her final remarks. She said that the library had received news last week that Portage Public Schools is planning to restructure positions which would include the elimination of the Middle School Media Specialist positions. Laura Wright (Head of Youth Services), Olivia Pennebaker (Teen Librarian), and Kirsty Zeluff (Youth Services Librarian) attended the Portage Public School Board Meeting in support of the School Media Specialists with whom they do a lot of collaboration. This change will impact PDL’s service to the middle schools.

X. Process Evaluation
   A. Suggestions for Agenda Items to be included on the June 26, 2017 board meeting
      2. Review of Heritage Room Policy.
      3. Presentation of proposed Library Operating Budget for Fiscal Year 2018.
      4. Progress Report on Ends Statement #2
         (The library will be a safe, welcoming, inclusive destination for families and individuals.)
      5. Report from Board Liaison to the Friends of the Library

   B. Assessment of this meeting – There was agreement among trustees that this had been a full and productive meeting. Trustees expressed their thank to the library’s lawyer, auditor’s, and staff for all their hard work over the past month.

   C. Miscellaneous Items -
      Trustee Pacheco thanked the library staff for the card and gift. Trustees wished her a happy belated birthday.

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 May 22, 2017.

DISPOSITION: The regular board meeting of May 22, 2017 was adjourned at 8:32 pm.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
Administrative Activities:
During the months of May 2017 and the first part of June 2017, Library Director Christy Klien engaged in the following activities:

- Participated in weekly Administrative Team meetings on Thursday mornings.
- Participated in regular library-wide staff meetings on Tuesday mornings for all library employees.
- Attended the Portage Rotary Club lunch meetings on Wednesdays.
- Attended the Mayor’s State of the City Presentation on 5/24.
- Met with vendors to receive tree and stump removal quotes on 5/24.
- Opened Architect RFP’s with Business Manager Rob Foti on 5/25.
- Began Architect Selection Committee Meetings on 6/1, 6/8, 6/12, 6/19.
- Attended a Maxwell Health webinar on 6/1.
- Attended the MLA Executive Summit in Ann Arbor, MI on 6/2.
- Attended the monthly Tech Meeting on 6/6.
- Attended KPL Director Retirement Celebration on 6/15.
- Attended the Staff Development Day Committee Meeting on 6/19.
- Attended the ALA Conference in Chicago, IL on 6/23-6/25.

Technical Services

- Continued to train Abigail Pylar in Technical Services processes for major library vendors (Baker & Taylor, Ingram, Midwest Tape).
  - AddOn vs New Material Ordering
  - SkyRiver Cataloging services
  - Marc Magician Offline Cataloging and Record Cleanup
  - Symphony Reports: Marc Bib Loading and Marc Bib Ordering.
- 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.
  - Phase 1 - Complete
  - Moved Firewall & OpenDNS (installed on May 12, 2017) into production mode and actively managing these services.
  - Installed and Configure new POE+ switch for new Access Points and Wireless Controller.
- Quoted additional access switches to replace aging switches in the Main Distribution Frame (MDF) and Intermediate Distribution Frame (IDF).
- Management Reports are delivered daily.
- Phase 2 – (Delayed until June 30, 2017) Expanded Wireless Coverage and Accessibility was to be completed by June 2, 2017.
  - Due to an error in ordering product, incorrect Access Point models were quoted and needed to be changed. The order was received on June 15, 2017 and installation has been rescheduled for June 30, 2017.
  - As a temporary fix for preschool room and lower level, moved Access Points from MDF to preschool room for better coverage.
- Expanded Internet Bandwidth from 100Mb to 250Mb at no additional cost to the library.
- Researched and fixed a nagging issue with Symphony web services causing issues with Enterprise (Public Access Catalog) and MobileCirc
- Configured and tested Bluetooth scanning and MobileCirc on a tablet for BookBike and Outreach services.
- Configured Phone system and handset for staffing changes in Technical Services and Youth Services
- Prepared computers, badges and accounts for new summer interns at the Portage District Library
- Portage District Library connected apps Projects
  - PDL2GO (Boopsie) – Still Waiting response to barcode wallet issue.
  - BookMyne – Jill Austin reported that SirsiDynix is working toward a BookMyne-replacement responsive client.
  - Payment Services (PayPal) – The library is reviewing ProPay as an alternative to PayPal.
- Self-Checkout Project
  - The library is requesting support to mount and install payment devices
  - Training for Debit/Credit and Cash payment systems will be scheduled upon successful tests
  - Live Production Date: Mid-July 2017
- Mobile Hotspots Update:
  - 10 Mobile Hotspots purchased
  - Planning for 2 Hotspots for Staff Mobile Outreach and 8 for Patron Checkout
  - Tests are in process for connectivity and documentation
  - Completing Circulation policies and documentation for June 2017 board meeting

**Maintenance and Building Services**

- All preventative maintenance activities were performed as scheduled
- All Cleaning and Maintenance services were performed as scheduled
  - Spring Floor and Upholstery cleaning was completed in June 2017
  - Adjusted zoned air handlers for summer conditions
**Personnel Information**

The library undertook the following human resource and financial activities since the May 22, 2017 Board meeting:

- The Library welcomed Laura Bultman as a new team member on May 30, 2017. She will be working as the Youth Programming Assistant this summer. Along with those duties, Laura will also be a Substitute Librarian.
- The Library’s Staff Development Day Committee has been meeting monthly to discuss plans for the September Staff Development Day activities. An overall theme is being finalized and plans are progressing. It is shaping up to be a very informative day for staff.
- The Architectural Selection Committee has met several times to discuss the proposals submitted by firms in response to the Library’s RFP. The library received six proposals and through review and discussion of the submitted proposals, has reduced the field down to three candidates. The committee has constructed a list of reference and interview question to be used in the next phase of its due diligence. Along with checking reference from libraries that these firms worked with, the committee will also be conducting interviews with the firms and visiting projects to see their work. A recommendation should be coming to the full Board at an upcoming meeting.
- The Library Director and Business Manager continued to work on the FY2018 Budget. Meeting have been held with department managers and final conversations are being conducted prior to the submission of the budget at the Board meeting.

**Adult Services Programming Highlights**

**Summer Movie Preview** - May 1st, 12 attended. We created a take home booklet and prepared many previews for the group to see and discuss. Popcorn from Doc Popcorn was provided. The group had a very lively discussion about the various movies coming and ending with the preview for *IT* was priceless, as half of the attendees had their hands over their eyes.

**Author Bob Tarte** - May 6th, 38 attended. Author of the 2017 Michigan Notable Book *Feather Brained: My Bumbling Quest to Become a Birder and Find a Rare Bird on My Own*. Lured by a Rose-breasted Grosbeak, humorist Bob Tarte developed a fascination with birds. *Feather Brained* offers readers a droll look at the pleasures and pitfalls he encounters and introduces a colorful cast of fellow birders from across the country. This was the library’s first experience with the Michigan Notable Book author tour. Next year we will target a fiction writer.

**Afternoon Tea** - May 23rd, 34 attended. A lecture about tea in the form of a British afternoon tea service. All over the globe people drink gallons of tea, but few countries are known for their love of tea more than the United Kingdom. Participants learned from the experts from Southern Exposure Farms as they talked about popular British teas, tips on preparation, and how one might grow tea in their home garden.
**Adult Services Outreach**

**Volunteer Luncheon** - May 9th, 55 attended. Our annual luncheon to honor all our volunteers and thank them for the service they provide the library and the community. Panera Bread catered the event and provided the attendees with sandwiches, chips, salads, apples and cookies. David Critchlow provided the educational entertainment, teaching the group about alligators. Many of the attendees held a live alligator and took pictures with them in the library’s new SmartBooth.

Staff met with the Portage Senior Center regarding *What's Cooking in Portage* on May 10th.

**Adult Services Displays**

Display’s this month included – Wonder Woman themed items for Wonder Woman Day; Books that relate to summer movies; Bird watching in anticipation of and following Bob Tarte’s visit, Baseball mysteries, Action Movies and Thrillers.

**Adult Services Efficiencies**

Basics of Personal Digital File Management – Book List, Ruth Cowles

The Hottest Graphic Novels of Spring 2017 – Library Journal, Ruth Cowles

**Youth Services Outreach**

Youth Services does more outreach in May than in any other month of the year. Highlights include:

Assemblies at three Portage Public elementary schools to promote the Library’s Summer Reading Programs.

Book-talk presentations for two days at Portage West Middle School.

Visits to Portage Central High School’s Health and Wellness Fair with our partner therapy dogs from Paws for a Cause.

A booth and the BookBike at the City of Portage Family Fishing Fair.

Activities at Portage North Middle School’s after-school Maker Mania event.

Presentation at Portage Central High School’s Child Development class on children’s literacy needs.

Staff also attended the Portage Islamic School’s Meet and Greet and the annual Portage Public Schools E² classes Open House.
Marketing Update

Recurring Monthly Projects:

- The May 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.

May Marketing Highlights:

- Conducted a BookBike Training Session for Staff
- Worked on BookBike Outreach Schedule and planning for mobile circ collections
- Created and printed new Comment Cards
- Conducted a social media meeting and worked on a schedule for posting to social media channels
- Created graphics and a mobile signage trailer for the Memorial Day Parade
- Designed outreach forms for highlighting our resources and information about library cards
- Finalized Summer Reading images for Beanstack
- Designed Summer Reading posters and flyers
- Sent out survey to staff about website, video, and local information
- Updated book groups flyers
- Updated genre stickers and spine labels
- Began work on rebrand materials
- Created instructions for Simple Booth operation

May Social Media Highlights:

Facebook
40 New Page likes | 29 Post Shares | 452 Post Likes | 27,757 Total Reach

Twitter
1,624 Tweet Impressions | 60 Profile Visits | 1 Mentions | 4 New followers
SUMMER READING POSTERS
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.
<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May-17</td>
<td>May-16</td>
</tr>
<tr>
<td><strong>Total Library Circulation</strong></td>
<td>67,245</td>
<td>66,748</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>17,430</td>
<td>17,434</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>7,642</td>
<td>8,268</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>21,093</td>
<td>21,645</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>3,311</td>
<td>3,303</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,387</td>
<td>4,520</td>
</tr>
<tr>
<td>E-Material</td>
<td>11,316</td>
<td>9,868</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,056</td>
<td>974</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>1,010</td>
<td>736</td>
</tr>
<tr>
<td><strong>Self-Checkout Percentage</strong></td>
<td>57.38%</td>
<td>58.60%</td>
</tr>
<tr>
<td><strong>Total Library Collection</strong></td>
<td>208,652</td>
<td>206,762</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>97,032</td>
<td>98,748</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>18,489</td>
<td>17,896</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>75,835</td>
<td>73,201</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>12,594</td>
<td>12,154</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,702</td>
<td>4,763</td>
</tr>
<tr>
<td><strong>Net Acquisitions</strong></td>
<td>830</td>
<td>345</td>
</tr>
<tr>
<td>Purchased - Books</td>
<td>2,070</td>
<td>1,830</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>273</td>
<td>377</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(1,520)</td>
<td>(1,870)</td>
</tr>
<tr>
<td><strong>Total In-House Usage</strong></td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>In-House Book Usage</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Patrons</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Patrons</strong></td>
<td>40,668</td>
<td>49,935</td>
</tr>
<tr>
<td>Adult</td>
<td>26,418</td>
<td>35,413</td>
</tr>
<tr>
<td>Youth</td>
<td>6,752</td>
<td>7,831</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>356</td>
<td>332</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>6,055</td>
<td>5,863</td>
</tr>
<tr>
<td>Internet User</td>
<td>1,023</td>
<td>437</td>
</tr>
<tr>
<td>Professional</td>
<td>64</td>
<td>59</td>
</tr>
<tr>
<td><strong>Net Patrons</strong></td>
<td>7</td>
<td>252</td>
</tr>
<tr>
<td>Adult</td>
<td>132</td>
<td>131</td>
</tr>
<tr>
<td>Youth</td>
<td>3</td>
<td>11</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>22</td>
<td>38</td>
</tr>
<tr>
<td>Internet User</td>
<td>67</td>
<td>66</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>Patrons Removed</strong></td>
<td>(220)</td>
<td>0</td>
</tr>
</tbody>
</table>

*Patrons removed: 220...

**Page 15**
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: June 16, 2017  
SUBJECT: Library Statistical Report - May 2017

<table>
<thead>
<tr>
<th>Library Building Usage</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
<th>CHANGE</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May-17</td>
<td>May-16</td>
<td>%</td>
<td>2017</td>
</tr>
<tr>
<td>Total Meeting Room Usage</td>
<td>173</td>
<td>174</td>
<td>-0.57%</td>
<td>913</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>90</td>
<td>92</td>
<td>-2.17%</td>
<td>473</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>83</td>
<td>82</td>
<td>1.22%</td>
<td>440</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td><strong>2,245</strong></td>
<td><strong>2,405</strong></td>
<td><strong>-6.65%</strong></td>
<td><strong>12,764</strong></td>
</tr>
<tr>
<td>Adult</td>
<td>248</td>
<td>158</td>
<td>56.96%</td>
<td>1,551</td>
</tr>
<tr>
<td>Youth</td>
<td>1,003</td>
<td>1,568</td>
<td>-36.03%</td>
<td>9,270</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>994</td>
<td>679</td>
<td>46.39%</td>
<td>1,943</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td><strong>29</strong></td>
<td><strong>21</strong></td>
<td><strong>38.10%</strong></td>
<td><strong>262</strong></td>
</tr>
<tr>
<td>Adult</td>
<td>18</td>
<td>9</td>
<td>100.00%</td>
<td>98</td>
</tr>
<tr>
<td>Youth</td>
<td>5</td>
<td>9</td>
<td>-44.44%</td>
<td>144</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>6</td>
<td>3</td>
<td>100.00%</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td><strong>395</strong></td>
<td><strong>364</strong></td>
<td><strong>8.52%</strong></td>
<td><strong>2,317</strong></td>
</tr>
<tr>
<td>Adult</td>
<td>134</td>
<td>90</td>
<td>48.89%</td>
<td>622</td>
</tr>
<tr>
<td>Youth</td>
<td>12</td>
<td>9</td>
<td>33.33%</td>
<td>427</td>
</tr>
<tr>
<td>Technical</td>
<td>52</td>
<td>86</td>
<td>-39.53%</td>
<td>360</td>
</tr>
<tr>
<td>Circulation</td>
<td>161</td>
<td>135</td>
<td>19.26%</td>
<td>697</td>
</tr>
<tr>
<td>Administration</td>
<td>36</td>
<td>41</td>
<td>-12.20%</td>
<td>136</td>
</tr>
<tr>
<td>Community Service</td>
<td>0</td>
<td>3</td>
<td>100.00%</td>
<td>75</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td><strong>57,021</strong></td>
<td><strong>57,989</strong></td>
<td><strong>-1.67%</strong></td>
<td><strong>278,953</strong></td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td><strong>36,882</strong></td>
<td><strong>36,909</strong></td>
<td><strong>-0.07%</strong></td>
<td><strong>176,806</strong></td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td><strong>3,703</strong></td>
<td><strong>3,900</strong></td>
<td><strong>-5.05%</strong></td>
<td><strong>15,583</strong></td>
</tr>
<tr>
<td>Information Access/Reference/Research</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Reference Transactions</strong></td>
<td><strong>8,075</strong></td>
<td><strong>6,573</strong></td>
<td><strong>22.85%</strong></td>
<td><strong>43,095</strong></td>
</tr>
<tr>
<td>Adult Phone</td>
<td>411</td>
<td>422</td>
<td>-2.61%</td>
<td>2,152</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>2,251</td>
<td>2,496</td>
<td>-9.82%</td>
<td>12,390</td>
</tr>
<tr>
<td>Adult Reference</td>
<td>185</td>
<td>200</td>
<td>-7.50%</td>
<td>916</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>119</td>
<td>141</td>
<td>-15.60%</td>
<td>665</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>2,238</td>
<td>1,406</td>
<td>59.17%</td>
<td>14,149</td>
</tr>
<tr>
<td>Youth Reference</td>
<td>392</td>
<td>160</td>
<td>145.00%</td>
<td>2,119</td>
</tr>
<tr>
<td>HR Phone</td>
<td>14</td>
<td>14</td>
<td>0.00%</td>
<td>80</td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>810</td>
<td>462</td>
<td>75.32%</td>
<td>2,399</td>
</tr>
<tr>
<td>HR Reference</td>
<td>38</td>
<td>31</td>
<td>22.58%</td>
<td>110</td>
</tr>
<tr>
<td>Circ Phone</td>
<td>621</td>
<td>553</td>
<td>12.30%</td>
<td>3,247</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>667</td>
<td>507</td>
<td>31.56%</td>
<td>3,379</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>329</td>
<td>181</td>
<td>81.77%</td>
<td>1,489</td>
</tr>
<tr>
<td><strong>Total Edutainment LAN Use</strong></td>
<td><strong>546</strong></td>
<td><strong>578</strong></td>
<td><strong>-5.54%</strong></td>
<td><strong>2,304</strong></td>
</tr>
<tr>
<td><strong>Total Internet Computer Use</strong></td>
<td><strong>3,015</strong></td>
<td><strong>3,073</strong></td>
<td><strong>-1.89%</strong></td>
<td><strong>14,736</strong></td>
</tr>
<tr>
<td>Youth Computers</td>
<td>279</td>
<td>398</td>
<td>-29.90%</td>
<td>1,633</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,570</td>
<td>2,568</td>
<td>0.08%</td>
<td>12,492</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>166</td>
<td>107</td>
<td>55.14%</td>
<td>611</td>
</tr>
<tr>
<td><strong>Total Electronic Transactions</strong></td>
<td><strong>43,925</strong></td>
<td><strong>43,190</strong></td>
<td><strong>1.70%</strong></td>
<td><strong>227,200</strong></td>
</tr>
<tr>
<td>WebSite Hits</td>
<td>31,078</td>
<td>30,745</td>
<td>1.08%</td>
<td>162,653</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>8,970</td>
<td>8,549</td>
<td>4.92%</td>
<td>45,307</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>3,877</td>
<td>3,896</td>
<td>-0.49%</td>
<td>19,240</td>
</tr>
</tbody>
</table>

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

Christy Klien, Library Director
MPSERS Debate Continues

Folks in Lansing are focused on passing a state budget. However, disagreement over two bills HB 4647 and SB 401 seem to be holding up the process. The legislation replaces the Michigan Public School Employees' Retirement System or MPSERS hybrid system. According to a MIRS report, the new 401(k) would mirror the current plan for state employees, which is an automatic employer contribution of 4 percent of the employees' salary plus a 100 percent matching contribution up to 3 percent for a total of 10 percent. The House Fiscal Agency projects this sweetened 401(k) and paying the upfront costs connected with the unfunded liability would cost $21.7 billion over 40 years.

Opinions vary due to the complexity of the issue. MLA is following the discussion since some librarians are covered under the MPSERS plan. Watch for more information as details unfold.

Important Information on Library Exemptions from Tax Capture

MLA spearheaded legislation, signed into law in January, that provides libraries with relief from the burden of tax capture. SB 619-624, now Public Acts 505-510 mean millions of future tax dollars will go to our libraries.

The new laws exempt any library millage approved by voters after January 1, 2017 from capture by any Downtown Development Authority, Local Development Financing Authority, Water Resource Improvement Tax Increment Finance Authority, Tax Increment Finance Authority, Corridor Improvement Authority and Historical Neighborhood Tax Increment Finance Authority. With respect to library millages approved before January 1, 2017, the existing millages would be exempt from capture if there are no outstanding bonds or obligations.

The goal of this legislation was to allow libraries to determine if tax capture is right for their patrons. We believe tax captures should be transparent in their activities, explain their value to library boards and then request an opt-in from libraries.

Depending upon your library’s situation, your library millage may qualify for an automatic exemption or the library board may have to take affirmative action to opt out. There is an exception in the bills for certain city libraries, city libraries established under PA 164 section 1 or 10 a (MCL 25 397.201 and 397.210A) or established under 1869 LA 233 may not be eligible for automatic or “opt out” exemptions, so those libraries should continue to work with their city leadership on an opt out plan if that is their choice.

Automatic Exemptions:

For those millages that are automatically exempt, the library board may still choose to allow the millage to be captured. This requires library board approval. After thoughtful consideration, if your library desires to move forward with the automatic exemption, it’s time to respectfully
notify your city or township treasurer. We recommend that you send this communication soon since tax bills are generally mailed on July 1.

If your library has a millage that has been previously captured by a tax capture authority, is now exempt by law, and you would like to ensure that the automatic exemption is being applied, you can email your city or township treasurer the following information:

"The (Downtown Development Authority Act or insert applicable act here ________________) was recently amended to exempt certain library millages from capture. The (insert Library name here) Library's millage is automatically exempt under the new law because the millage was approved by voters before January 1, 2017 and the (DDA or insert applicable act here) has no outstanding bonds or obligations. Please confirm that the library millage will no longer be captured."

While any new millages from January 1, 2017 forward are automatically exempt, if you are concerned that the new millage may be captured, your library should clarify with the city or township treasurer that the new millage will not be subject to capture.

Exemptions that Require a Library Opt Out

In certain circumstances, millages may not be automatically exempt, but the library may still have an opportunity to opt out of the millage. Those situations are as follows:

1. Libraries should proactively continue to opt out of any new tax capture if that is their choice. (Board resolution and letter to authority.)
2. A library may now opt out of any current tax capture when it changes either its boundaries or extends the duration of an existing finance plan. Your library board must take affirmative action to opt out when the notification of expansion or change takes place. (Board resolution required and letter to authority.)

Technical Bills

We continue our work on a technical bill package that would clarify language regarding the exemptions. The bills continue through the drafting process as we identify any necessary changes. The technical package SB 305-310 will likely have a hearing in the Senate Tax Policy committee in early fall. To avoid any possible challenges to your library’s tax capture exemption, you should continue to take action to proactively opt out of a new capture if that is your board’s decision. That includes a board resolution and letter to the tax capture authority within 60 days of notification of a meeting.

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

Please feel free contact me with questions. Some libraries may need to consult their attorney.

Disclaimer: This is not legal advice. It is for informational purposes only. If you have legal or technical questions, please consult your library’s attorney for guidance.
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 July 2017:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/3 and 7/5-7/8</td>
<td>ALL DAY</td>
<td>LEGO City Returns</td>
</tr>
<tr>
<td>7/10, 7/17, 7/24, 7/31</td>
<td>9:30 AM</td>
<td>Family Storytime</td>
</tr>
<tr>
<td>7/10, 7/17, 7/24, 7/31</td>
<td>10:30 AM</td>
<td>Baby and Toddler Storytime</td>
</tr>
<tr>
<td>7/12</td>
<td>6:30 PM</td>
<td>Build a Fairy House with Your Family *Registration required.</td>
</tr>
<tr>
<td>7/14, 7/21, 7/28</td>
<td>1:00 PM</td>
<td>Create! Elementary program * Registration required.</td>
</tr>
<tr>
<td>7/14</td>
<td>1:00 PM</td>
<td>Nova VR</td>
</tr>
<tr>
<td>7/15</td>
<td>9:00 AM</td>
<td>Kalamazoo Macintosh User Group</td>
</tr>
<tr>
<td>7/17</td>
<td>7:00 PM</td>
<td>Top Shelf Reads: Book vs. Movie * Registration required.</td>
</tr>
<tr>
<td>7/20</td>
<td>9:00 AM</td>
<td>Return of the Big Trucks! *Tickets required.</td>
</tr>
<tr>
<td>7/21</td>
<td>7:00 PM</td>
<td>Must be 21+: After Hours Whiskey Tasting * Registration required.</td>
</tr>
</tbody>
</table>
Lawrence Kapture, Representative  
Southwest Michigan Library Cooperative  
300 Library Lane  
Portage, MI  49002

RE:  SMLC Technology Grant Request  
From Portage District Library, 300 Library Lane; Portage, MI  49002

Dear Lawrence,

This letter is a written request from the Portage District Library to the Southwest Michigan Library Cooperative to be considered for a grant award in the amount of $1,000 as reimbursement for technology expenses.

In accordance with the SMLC’s guidelines for reimbursement, I am submitting the enclosed documentation of expenditures incurred by Portage District Library for reimbursable items related to technology. Our total reimbursement request is for $1,000.

If a grant award is made to Portage District Library, please make check payable to:

  Portage District Library  
  300 Library Lane  
  Portage, Michigan  49002  
  Attention:  Rob Foti, Business Manager

If you have any questions pertaining to this SMLC Technology Grant Request, please contact me at: (269) 585-8721 Thank you.

Sincerely,

Christy Klien  
Director

Attachments
Copies to:  Portage District Library Board  
            Rob Foti, Business Manager
Portage District Library Board Members Martha Pacheco and Cara Terry are co-Board Liaison to the Friends of the Library, and as such, attend Friends’ board meetings and share information about Friends’ book sales and activities. Trustee Pacheco and/or Trustee Terry will give a report at the June 26th Library board meeting on the Friends of the Library board meeting which took place on Monday, June 12th.
I would like to suggest several changes to the Heritage Room Policy last reviewed and approved on June 27, 2016. These changes are due to the Local Historian’s review of several other policies at various institutions including the Western Michigan Regional Archives and the Kalamazoo Public Library.

1) The division of the policy into two sections: Collections and Use.

2) The addition of a brief descriptive paragraph.

3) Eliminate numbers:
   four – this is not necessary under these policies as this is standard Heritage Room procedure
   six – this is not necessary as it falls under standard Heritage Room duties
   ten – this has been taken care of over the past twenty years so this is now superfluous

4) Language was changed in several lines to bring about clarification.

5) The title Heritage Room Curator was changed to Local Historian.

Included in the Board Packet, you will find the current Heritage Room Policy as well as a revised Heritage Room Policy for review and approval at the June 26, 2017 Board Meeting.
1. Materials may be added to the Heritage Room Collection through gifts, purchases, or trades from individuals and institutions or by deposit from governmental bodies.

2. The Heritage Room Curator reserves the right to reject materials or refer them to other institutions if they are deemed to be unsuitable for the Heritage Room Collection by reason of subject or format.

3. A *Deed of Gift* Agreement must be signed by both the Heritage Room Curator and the Donor for every donation received by the Heritage Room. Any restrictions placed on the donation by the Donor must be clearly stated on this *Deed of Gift Agreement*. Items left without directions or information from the donor will be treated as a “gift” and fall under the guidance of Heritage Room Policy number two and number eight.

4. All collections in the Heritage Room shall include an accession number and, unless anonymity is requested, the donor’s name.

5. All Heritage Room “reference books and material” shall be catalogued in the same manner as other library materials and shall receive a distinguishing stamp of “H.R.” Special care shall be taken in cataloging Heritage Room “reference books and materials” deemed to be of a unique historical character or of great monetary value.

6. The Heritage Room staff shall cooperate with other institutions to provide information about their collections for patron referrals.

7. The use of rare or fragile materials by patrons shall be determined by the Heritage Room Curator and may be limited under certain circumstances. Copies will be provided in lieu of primary source materials when those original materials are determined to be too fragile for use.

8. Heritage Room Collection materials may not be loaned from the Portage District Library without the written permission of the Heritage Room Curator, and the prior approval of the Portage District Library Director.

9. Items which are accepted into the Heritage Room Collection become the sole property of the Portage District Library. Any item determined to be outside the scope of the Heritage Room Collection may be separated according to the terms of the *Material Disposition Form*, which accompanies the *Deed of Gift*. Separation will take place only after review by both the Heritage Room Curator and the Portage District Library Director.

10. Materials placed in the Heritage Room Collection prior to January 1st, 1997, which do not meet the guidelines set forth in this policy, will be reviewed by the Heritage Room Curator as to relevance. Removal of material will need to be approved by both the Heritage Room Curator and the Portage District Library Director.
11. Items loaned to the Heritage Room shall be classified in the following manner:

- On loan for short term display not to exceed six weeks
- On loan for long term display beyond six weeks
- On loan for copying purposes, for a pre-determined time period.
- On loan for research purposes, for a pre-determined time period.

Each item will be documented in writing with a copy given to the loaner, a copy accompanying the item while in the possession of the Heritage Room and a copy placed in the Heritage Room’s master loan file.
Collections Policy
The Local Historian will, at his/her discretion, accept donations of materials for the Heritage Room that complement existing collections, add to the history of the immediate community and surrounding areas, and/or develop collections of specific interest to the library, provided no restrictions are attached to their use, display or disposition.

1) At the discretion of the Local Historian, materials may be added to the Heritage Room Collection through gifts, purchases or trades from individuals or institutions, or by deposit from various governmental bodies.

2) In regards to donations, the Local Historian reserves the right to reject any material if said material is deemed to be unsuitable for the Heritage Room Collection by reason of subject, format, condition, or restrictions.

3) For every donation received, a Deed of Gift Agreement must be filled out by the Local Historian and then signed by both the Local Historian and the Donor. This Deed of Gift Agreement must also include a concise inventory of items received and a list of any restrictions placed on said donations (see number 4). Any items left for the Local Historian that do not have contact information will be treated solely as a gift and will fall under Collections Policy number 2.

4) If restrictions are requested on a donation, they will be listed on the Deed of Gift Agreement and will be reviewed by the both the Local Historian and the Portage District Library Director to determine if the item(s) will be accepted or declined due to the nature of said restrictions verses the historical value of said donation.

5) Items which are accepted into the Heritage Room Collection become the sole property of the Portage District Library and will be available for use by the general public. If at any time after acceptance an item is determined to be outside the scope of the Heritage Room Collection, it may be deaccessioned and disposed of according to the terms of the Material Disposition Form which accompanies the Deed of Gift. Deaccessioning will take place after a review by both the Local Historian and the Portage District Library Director.
Use Policies

1) The use of rare or fragile materials by the general public shall be determined by the Local Historian and may be limited under certain circumstances (see NOTE). Copies of the original items will be provided in lieu of the primary source material when original materials are deemed to be too fragile or rare for use.

NOTE – Reasons for limiting access to original materials may be, but are not limited to, fragility of said materials, rarity of said materials, and/or value of said materials.

2) For patron ease of locating material within the Heritage Room, all Heritage Room books shall be catalogued in the same manner as other Portage District Library materials and shall receive a distinguishing label of “H.R.” on their spine. Items determined to be of a unique historical character or of great monetary value shall receive a special archival book-mark containing relevant information in lieu of the standard library sticker labels.

3) Heritage Room Archival material may not be loaned from the Portage District Library without the written permission of the Local Historian and the approval of the Portage District Library Director. Heritage Room reference books may be checked out by Portage District Library card holders but will be reviewed on a case by case basis by the Local Historian. The checkout time for Heritage Room material is two weeks. Items will be checked out and checked in solely by the Local Historian.

4) Due to space restrictions within the Heritage Room, items may not be placed on long term loan to the Heritage Room. Items loaned to the Heritage Room for display or copying purposes shall not exceed a loan period of six weeks. Each loaned item will be documented in writing with a copy given to the loaner, a copy accompanying the item while in possession of the Heritage Room and a copy placed in the Heritage Rooms master loan file.
To: Christy Klien, Library Director
From: Jill Austin, Circulation Supervisor
Date: June 19, 2017
Subject: Revision of Fines & Fees/Usage Policy

Two changes need to be made to the Fines & Fees/Usage Policy before its usual review in October 2017. I will be available at the next Library Board meeting to answer any questions the Board Members may have about these changes.

**Requested Deletion:**
We need to remove Section 2, Part D regarding the replacement of single talking book discs. This part of the policy allows us to charge a $10.00 fee when only one disc in a set is lost or damaged.

**Reasons:**
- Only one of the companies we purchase talking books through will provide single replacement discs for a limited number of titles in their catalog. The other vendors either stopped providing replacements or only offer replacement if the damage is a manufacturing defect.
- Because of this change in vendor practices, we are only collecting a $10.00 fee for something that costs much more for us to replace; users who lose or damage talking book discs are not held responsible in the same way we expect them to be responsible with other library materials.

**Requested Addition:**
We need to add to the policy (see Section 9), to address the circulation of our pilot Mobile Beacon hotspot service. The policy captures responsibilities, restrictions, and limits to usage.

**Reasons:**
- Upon legal advice, we need to provide filtered access and limit checkout to those 18 years of age and older.
- After review of the service practices of other libraries using this service and our experience with offering other devices for circulation, it seemed prudent to start with prohibiting reserves and renewals to maximize availability. We will only have 8 devices.
- The remainder of the additions clarify that we consider mobile hotspots a premium service and, being such, they are limited to use by residents or paying non-residents and carry a higher overdue fine. We pay a monthly service fee for each device.

**Recommendation:**
Please amend the Fines & Fees/Usage Policy to remove Section 2, Part D and add Section 9 as written in the following draft version.
1. **General Fines**
   A. The fine for any overdue non-Hot Pick book, audio disc, or magazine is 10¢ per day per item, with a maximum fine of $5.00 per item and return of materials.
   B. The overdue fine for non-Hot Pick DVD collection items is $0.50 per day per item with a maximum fine of $5.00 per item and return of materials.
   C. The overdue fine for Hot Pick and other special collection items is $1.00 per day per item with a maximum fine of $10.00 per item and return of materials.
   D. After $25.00 in total fines is accumulated, the member will be denied borrowing privileges until the fine is paid.
   E. A final invoice is sent to the member after two months and before six months, stating the amount due and informing the member of revoked privileges until such time as the fine is paid and/or the material is returned. The notification process may be accelerated for audio-visual materials and equipment, or high demand items.
   F. The Library may institute legal proceedings for recovery of materials that are overdue.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. **Mobile Beacon Hotspot Usage & Fines**
   A. Mobile Beacon internet hotspot service is provided through Sprint on designated devices owned by the library. Access is only available in the Sprint service area and is filtered by Sprint to be in compliance with the Children’s Internet Protection Act.
   B. Members must be 18 years of age or older and either a resident or paying non-resident to borrow a mobile hotspot.
   C. Mobile hotspots cannot be reserved or renewed.
   D. Mobile hotspots that are returned late will be charged an overdue fine of $1.00 per day up to a maximum of $10.00. Service to the mobile hotspot will be deactivated after the due date.
   E. Loss or damage of the equipment or accessories will result in charges for replacement either for the entire kit or by each lost or damaged piece based on availability.

10. **Checkout, Reserve and Service Limits**
    A. Members are limited to 5 movies from non-Hot Pick collections and 5 movies from juvenile DVD collections. Those who are over the age of 18 years of age can check out an additional 5 non-Hot Pick movies that have an “R” rating. Similar limits may be set for other special collections.
    B. Members are limited to 10 non-Hot Pick music titles that can be checked out at one time. Similar limits may be set for other special collections.
C. Resident and paying non-resident members may reserve up to 25 items total at one time; reciprocal borrowers may only reserve 5 items total at one time. Hot Pick collections cannot be reserved.

D. Two renewals are allowed for items that are not in demand. Items with reserves, Hot Pick collections, and other high demand or special collections are not renewable.

E. A limit of 2 items from each Hot Pick item category (books, movies, music, and games) can be checked out at one time. Hot Pick movie and music titles are in addition to checkout limits set for other movie and music titles.

F. Hot Pick collections are limited to use by resident and paying non-resident members.

G. Premium services including, but not limited to, Interlibrary Loan, Favorite Authors, ebook or audio downloads, and other online media services are limited to resident and paying non-resident members.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 20, 2017
Subject: Initial Discussion about Plans for the 2017 Library Board Retreat

BACKGROUND:
The Portage District Library Board typically holds an Annual Retreat in the fall. Over the years, trustees have participated in many different activities for their retreat. It is usually a learning opportunity for trustees and library administrative staff to experience together. Two years ago, the Board Retreat was held at the library and a SWOT/TOWS Analysis was performed under the guidance of Gary Kushner of Kushner & Company. Last year, Mr. Kushner returned to lead the Board and Administrative Team through the beginning of the Strategic Planning process.

UPDATE:
The topic of a 2017 Library Board Retreat to be held sometime in the fall has been placed on the agenda for the June 26, 2017 board meeting to allow time for planning and making any necessary arrangements.
Library Director’s Interpretation:
In 2017, being a safe, welcoming, and inclusive destination for families and individuals will be achieved by focusing on new users and new relationships with outside organizations. A priority will also include a Facilities Master Plan that will outline a long-term schedule for building maintenance and equipment replacements, as well as redesigns of physical spaces. New and upgraded checkout machines will reach their full potential with improved functionality as well as a refined configuration in the Checkout Area. Our “behind the scenes” initiatives will include staff training on topics ranging from emergency and safety procedures, technology tips, equipment use, and operational improvements. Our goal to meet the evolving needs of our patrons will also require gathering information through surveys, statistics, and use studies to provide the data necessary to make informed decisions. Viewed as a whole, these projects will certainly go a long way to fulfilling the intent and purpose of End Statement #2. Halfway through the year, I am pleased to report that these initiatives are well underway.

<table>
<thead>
<tr>
<th>Description of Activities &amp; Projects to Accomplish End Statement #2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Develop a Facilities Master Plan that will encompass a 10 year course for Library projects, including facility improvements, repairs, and redesigns of physical spaces.</strong></td>
</tr>
<tr>
<td>• Conduct meetings with staff and architectural firm to discuss potential changes in future years.</td>
</tr>
<tr>
<td>• <strong>UPDATE:</strong> The Library has received proposals from its RFP and is in the process of reviewing the proposals. The list of potential firms has been reduced from six to three and the focus will now shift to talking to the firms references, visiting sites and interviewing prospective firms. <strong>STATUS:</strong> IN PROGRESS</td>
</tr>
<tr>
<td>• Tour other Library's if needed to see potential ideas already in place.</td>
</tr>
<tr>
<td>• Obtain cost estimates of potential changes and estimate future revenues for funding projects.</td>
</tr>
<tr>
<td>• Complete schedule of changes and plan to fund all changes. A contingency plan will be prepared in the event of funding changes in the future.</td>
</tr>
<tr>
<td>• Collect and present data (age, current mechanical/physical condition, typical lifecycle span) of major facility systems/components.</td>
</tr>
<tr>
<td>• Within a forthcoming master plan, prioritize/rank/categorize these systems.</td>
</tr>
<tr>
<td>• Within a forthcoming master plan, develop a 10-20 year facility high level facility upgrade/replacement plan.</td>
</tr>
<tr>
<td><strong>2. Explore potential Library programming, collection development, and service options for families new to the United States.</strong></td>
</tr>
<tr>
<td>• Form connections with area agencies that provide services to these families to determine best practices.</td>
</tr>
<tr>
<td>• <strong>UPDATE:</strong> The Youth Outreach Librarian met with members of the Islamic School in Portage and ESL (English as a Second Language) of Southwest Michigan. The groups discussed possible programming and outreach including weekly family programs</td>
</tr>
</tbody>
</table>
and conversation circles. STATUS: IN PROGRESS

- Build the World Languages collection through new vendor options and assistance from other libraries.
  - UPDATE: Materials were purchased utilizing new vendors recommended by other libraries located in multi-lingual communities. The focus was on languages spoken in this area (suggested by local immigration assistance organizations).
  - STATUS: IN PROGRESS

3. **Create surveys to measure the needs of the community.**

- Determine how inclusive our collections and offerings are to the community
- Determine if there are areas of service that can be improved to make the user experience better
  - UPDATE: Survey has been created and is under review with the Administrative Team prior to its public distribution.
  - STATUS: IN PROGRESS

4. **Modernize the existing small elevator at the Portage District Library.**

- Develop a Request for Proposal for the modernization of the small elevator at the Portage District Library.
  - UPDATE: Worked with McNally Elevator (current elevator contractor) on a quote for elevator modernization. Discussed with McNally Elevator the new elevator codes that modernization will require. Gathered sample RFP language from other recent projects. Beginning to draft RFP for elevator modernization project. STATUS: IN PROGRESS
- Execute the Request for Proposal for the modernization of the small elevator.
- Select and oversee the completion of the small elevator modernization project.

5. **Conduct employee training for staff education throughout the year in topics of need, including employee benefits, emergency procedures, safety and first aid, equipment use, technology tips and operational improvements.**

- Determine the best format to deliver each training to staff.
  - UPDATE: The Library is in progress of preparing a survey for employees to complete to voice their opinions of the most needed and potential trainings. This information will then be used to investigate and prepare trainings that meet the right format and information. STATUS: IN PROGRESS
- Contact vendors to get pricing for trainer that are non-staff instructors.
- Schedule remaining training sessions throughout the year to have the least conflict with other Library events.
- Conduct training sessions with staff and request feedback.
- Analyze feedback and make plans for 2018 training with any needed changes.

6. **Refine the configuration in the Checkout Area to be more welcoming and better serve the needs of people in that service area.**

- Reassess types and amounts of collections located in the Checkout Area.
  - UPDATE: Weeding of games and movies was completed in the Hot Pick area to reduce overcrowding. Hot Pick music will not be coming back into the checkout area so that there is more room for people who are browsing, checking out items, looking at the...
Friends of the Library sale shelf, or waiting for a ride. We are going to be reviewing the use and theft rate for the game collections to determine if we still want to continue providing these types of items. STATUS: IN PROGRESS

- Reposition shelving and existing furnishings to find a better layout.
  - UPDATE: Now that Hot Pick collections are weeded and we are closed on Sundays, we will be scheduling the relocation of the Hot Pick shelving to see if we can eliminate some congestion in the area of material returns, hold pick-up shelving, and lines at the Checkout Desk. STATUS: IN PROGRESS

- Select and budget for any additional types of furnishings that would be useful in the Checkout Area.
  - UPDATE: Currently we are looking to repurpose items from other areas of the library until we are further along in our architectural space planning. If any items are needed more promptly, they may be part of a request to the Friends of the Library. STATUS: NOT STARTED

- Provide more information about library services, collections and programs to people in the Checkout Area.
  - UPDATE: Work has begun on service brochures to use at the Checkout Desk. With our focus on outreach using the Book Bike, we prioritized info sheets regarding membership and registration for use outside the building over the in-house brochures. We will be completing our in-house brochures this summer. STATUS: IN PROGRESS

7. **Implement new functionality offered by the two new and three upgraded Self-Checkout machines.**

- Set up new payment systems for more secure debit/credit transactions.
  - UPDATE: The brackets for the new payment devices finally arrived from the vendor. We are scheduling with them for configuration. STATUS: IN PROGRESS

- Set up cash management system and procedures for the two new Self-Checkout machines.
  - UPDATE: This is part of the scheduled configuration. Appropriate accounting practices for staff are being developed for handling an additional cash handling location. STATUS: IN PROGRESS

- Test new functionality available at Self-Checkout, especially scanning a barcode from a mobile device, multi-checkout, system messaging, and customizable screen graphics.
  - UPDATE: We have been tracking and troubleshooting some intermittent issues with a couple of the new touchscreens. It seems like those issues have been resolved. Scanning barcodes from a device is tricky depending on your device and the app you use. We now have a barcode wallet in PDL2Go, our mobile app of choice. As we settle into summer reading, we will rollout promotions for this functionality. Multi-checkout does not work as well as we would like, especially for youth books and AV items. We will continue testing to see if we can get to a recommendation for users that works well. We have successfully been using the ad functionality and have had feedback that user are taking notice. STATUS: IN PROGRESS

- Train staff and public on any new functionality that is implemented that impacts usability of Self-Checkout.
  - UPDATE: Staff and public training for new payment systems and use of PDL2Go barcode wallet is coming soon. STATUS: IN PROGRESS

- Maintain usage of Self-Checkout.
  - UPDATE: The percentage of self-checkout is holding steady. We usually see a spike during the summer months. We are currently monitoring the two new machines, as their percentage of refused users is higher than expected and have not yet
pinpointed the issue.  STATUS:  IN PROGRESS
- Plan for possible appearance customization of the user interface on each type of Self-Checkout machine.
  - UPDATE:  This will be in conjunction with planning for website redesign.  STATUS:  NOT STARTED

8. **Evaluate electronic and print reference in Adult Services by reviewing use statistics and conducting a print study.**

- Collect and review use statistics for all Library purchased databases.
  - UPDATE:  The collection of data from the library databases was completed in April 2017. Status: COMPLETE
- Gather and review statistics about PDL patron use of State purchased databases.
  - UPDATE:  It has been more difficult to collect data on the State purchased databases, as we must go through MCLS to obtain that information. STATUS:  IN PROGRESS
- Perform an in-house use study of print reference.
  - UPDATE:  The in-house use study of reference has been designed and communicated to staff. Information is currently being gathered and will be continued through the end of the year. Conclusions from these three data points will be used to shift e-resource spending in the 2019 budget process. STATUS:  IN PROGRESS

9. **Reallocate funds from other materials lines in Adult Services to boost the Overdrive budget for filling holds.**

- Review comparative circulation and turnover statistics to determine if there is a decrease in use of non-print collections and relative use of print collections.
- Redistribute collection budgets to reduce hold fulfillment length.
- Request appropriate budget levels in FY 2018 Budget Plans to increase hold fulfillment rate by 10% in 2018.
  - UPDATE:  Beginning in 2016, the library began to receive comments on the long wait times for OverDrive eBook holds. During this time, the library also saw the OverDrive eMaterials hold list grow from 1,300 to 1,700 items per month. This increase can largely be attributed to changes in how the Midwest Consortium for Library Services (MCLS) developed the shared OverDrive collections. PDL began tracking data in August 2016 in order to identify a solution for filling holds more quickly. Some changes have been implemented and funds have been reallocated from the physical audiobook collection to eBooks and eAudiobooks to increase the number of holds filled by 10%. Status: IN PROGRESS
  - UPDATE:  In 2018 and beyond, we are planning to budget to fulfill the co-op’s hosting needs and our patron's eBook holds. Before 2017, there was less than a 20% increase in co-op hosting fees year over year. In 2017 there was a 25% jump, so we should plan on that for 2018. We should budget to fill all the holds for a given month with an Advance Hold Ratio of greater than one. STATUS:  IN PROGRESS

10. **Create an organizational liaison who will contact local groups and work to plan events with each.**

- Organizations will be identified with a capability to reach specific cultural groups with ties to Portage, including but not limited to Society for History and Racial Equality (SHARE), Kalamazoo Gay Lesbian Resource Center (KGLRC), and the Chinese Association of Greater Kalamazoo (CAGK).
PORTAGE DISTRICT LIBRARY
End Statement #2 Activities & Projects for 2017

- Establish liaisons with these groups to determine possible collaborations and contacts.
- Conduct two library events will occur as a result of these connections in 2017.
  - UPDATE: Discussion regarding this project has taken place during planning for the year. This goal will be conducted in the latter half of 2017, with liaisons assigned in July 2017. STATUS: NOT STARTED

Assessment of End Statement #2 Accomplishments

- A Progress Report will be given to the Library Board in June 2017 with details about the degree of accomplishment of End Statement #2
- A Final Report will be given to the Library Board in December 2017 with a summarization of all that was accomplished in 2017 to fulfill End Statement #2.
At the Library Board meeting on June 26, 2017, there will be a first presentation to trustees of the proposed Library Regular Operating Budget for Fiscal Year 2018. This budget will contain our best projections for tax revenue, state aid income and expected other revenue, along with allocations for anticipated expenditures and budgetary needs next year. A list of assumptions has been included as background information to help you understand the basis for various budget decisions and sections of commentary that refer to our best estimates for FY 2018.

The Preliminary FY 2018 Regular Operating Budget will be printed and numbered separately from the rest of the board meeting agenda packet.

Please review the Preliminary Fiscal Year 2018 Budget that is included in the agenda packet for the June 26, 2017 board meeting and come to that meeting with any questions or comments you may have about this proposed budget.

Our usual budget process begins with this first presentation, followed by a final review of the proposed budget at the July board meeting, and then a formal public hearing will be held at the August 28, 2017 board meeting.