NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on
July 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 July 24, 2017 (1 minute) (Vote)

V. Guest Speaker (40 minutes)
   A. Guest speaker, Vicki Georgeau, Director of Community Development Portage, MI (Info) Pg.01

VI. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on June 26, 2017. (Info) Pg.02-06
   B. Narrative Report for June 2017. (Info) Pg.07-10
   C. Marketing Report for June 2017. (Info) Pg.11-12
   E. Statistical Report for June 2017. (Info) Pg.16-17
   F. Legislative Update for June 2017. (Info) Pg.18-19
   G. Library Board Linkage for June 2017. (Info) Pg.20

VII. Governance (15 minutes)
   A. Memo RE: Participation in Library Board Meetings via Telephone or Video Conference (Info) Pg.21

VIII. Ends Development (60 minutes)
   A. Final Review and approval of the proposed FY 2018 Budget and Millage Rate for Public Inspection prior to Public Hearing at the August 28, 2017 (Vote) Pg.22
   B. Presentation of the library’s 3-Year Technology Plan (2018-2020) (Info) Pg.23-39
   C. Plans for the library’s 2017 Staff Development Day (Info) Pg.40

IX. Monitoring to Assure Compliance with Executive Limitations (5 minutes)
   A. 2nd Quarter Financial Report for FY 2017 Budget (Info) Pg.41-43
   B. Monitoring Report on the Executive Limitation Policy for Minutes and Records Retention (Vote) Pg.44-46

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

XI. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the August 28, 2017 board meeting
      1. Minutes of the Regular Meeting held on July 24, 2017
      2. Public Hearing on the Proposed FY 2017 Budget and Formal Resolution to Adopt the FY 2017 Budget and Set the Amount of Millage Rate to be Levied for the Library.
      3. Report from Library Board co-Liaisons to the Friends
      4. Progress Report on Ends Statement #3 (The library will be a leader in strengthening our community.)
   B. Assessment of this meeting
   C. Miscellaneous Items

XII. Adjournment
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: July 12, 2017  
Subject: Guest Speaker at the July Board Meeting

Our guest speaker at the July 24, 2017 board meeting will be:

Vicki Georgeau, Director of Community Development for Portage, MI

Ms. Georgeau’s department at the City of Portage oversees long term land use planning, transportation, infrastructure, economic development, neighborhood improvement, construction plans, permits, attempts to attract and retain businesses to our city, and administers the “Community Development Block Grant Program” which provides federal and state funds to assist income eligible households with home improvement. She was one of the “community leaders” who was interviewed for Strategic Planning in the fall of 2016.

You can read more about the City of Portage Department of Community Development here:  
http://portagemi.gov/Departments/Community-Development/PlanningDevelopmentandNeighborhoodServices.aspx
PORTAGE DISTRICT LIBRARY BOARD  
Minutes of the Board Meeting held on  

June 26, 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 Jaspare’s Pizza 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  
Library Staff Present: Library Director Christy Klien, Jill Austin, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Colin Whitehurst, and Steve Rossio

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 Vliek – Trustee Vliek thanked the Library Staff for the birthday card and treats.  
B. Comment from Head of Youth Services Laura Wright – Head of Youth Services Laura Wright said that Summer Reading enrollment for youth is up this year and that enrollment for adults has almost doubled over last year. She attributed this to the new BeanStack software which allows adults to create a ‘master account’ for all of their children and asks if they would like to sign up for Summer Reading as well. There has been positive reaction to the new Quest activity sheets and some interaction on social media regarding activities that families are doing. They had another positive year for school visits with the character, Professor Higglebottom, whose shenanigans are always big hit. Wright also said that there has been a positive reaction to the philanthropic prize option of donating to Heifer International. She guessed that many of the kids would like to receive a physical prize first and that donations towards this initiative would pick up later in the summer.

DISPOSITION: The Library Board acknowledged the comments made by Trustee Vliek and Head of Youth Services Laura Wright.

IV. Adoption of the Agenda for the Regular Meeting of June 26, 2017  
Library Board Chair Behr asked if there were any changes needed to the agenda of the June 26, 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 Pacheco that the Library Board adopt the agenda for the regular meeting of June 26, 2017. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

V. Consent Agenda  
Library Board Chair Behr asked if there were any changes needed to the consent agenda for the June 26, 2017 board meeting before its adoption. One change was requested; Item F (Terry) was removed for additional questions and comments. Trustee Behr asked for a motion to adopt the agenda with Item F removed.

   A. Minutes of the regular board meeting held on May 22, 2017  
   B. Narrative Report for May 2017  
   C. Marketing Report for May 2017
D. Financial Report for May 2017
E. Statistical Report for May 2017
F. Legislative Update for May 2017
G. Library Board Linkage for July 2017
H. SMLC Grant

MOTION: It was moved by Trustee Vliek and supported by Trustee Siebers, that the Consent Agenda for the regular board meeting of June 26, 2017 be approved with Item F removed for discussion. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

Item F – Trustee Terry was interested in further discussion about exemptions for libraries from tax capture. The Portage District Library is currently subject to tax capture from a number of Downtown Development Authorities (DDA) including the DDA that covers the Westnedge/Kilgore Meijer area and the new Trade Center buildings and the DDA for Texas Township. The Library board agreed that they would also like more information and transparency regarding notice and amounts from tax captures as well as the opportunity to opt-in instead of automatic participation. The Board felt that if the millage has been designated by the citizens specifically for the library, that is where the money should go. Library Director Klien said that she would follow up with the City and Township Treasurers for further clarification.

MOTION: It was moved by Trustee Vliek and supported by Trustee Terry to acknowledge the information presented in Item F – Legislative Update for May 2017 after discussion. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

VI. Governance

A. Report from Library Board Liaisons to the Friends – Library Board Chair Behr turned the floor over to Friends co-Liaisons Trustee Terry and Trustee Pacheco for their report. Trustee Terry said that the Friends made about $4,000 at their last book sale. June is traditionally a lower earning month due to people being outside, at the Doodah Parade, at the downtown KIA Art Fair, etc. The Friends reported that the new sign and display case helped bring in shoppers. The Friends are at 112 members halfway through the year which is a little higher than it was in years past. Trustee Terry said she recently joined the Friends as a member as well. Trustee Pacheco said that she told the Friends Board to start thinking about what they might want to do as part of the Library’s Master Plan. She said that giving them advance notice would be helpful to give them time to consider if there are any other things that the Friends need that would support their mission and activities. A member of the Friends Board participated with Library staff in the Memorial Day Parade and had an amazing decorated bike! The Friends also received an update about progress for the garden project and installation of the water fountain that was gifted last year.

DISPOSITION: Library Board members received the information about the Friends of the Library Board Meeting from Co-Liaisons Trustee Terry and Trustee Pacheco.

B. Heritage Room Policy Update, Review, Approval – Library Director Klien turned the floor over to Local Historian Steve Rossio for an update on what is happening in the Local History Room. Rossio brought some of the newly acquired items to the Local History Room to show the group. He brought a photograph of the original Portage Waterworks, a photograph of a visit from the Budweiser horses and wagon riding down Portage Road, a scrapbook from the Kalamazoo County Gold Star Mothers Chapter (Korean War commemoration), and a painting of Building 88 Upjohn building from 1968 which hung in the building until it was demolished.

Rossio was asked if he would ever consider having an intern. He replied yes, he has had interns in the past and would be interested in having another intern, but finding the right person has been difficult. He would certainly consider it if the right candidate presented themselves.

Rossio then moved on to a discussion about his proposed changes to the Heritage Room Policy. He said that he spent some time looking at the policies of other institutions including the Western Michigan Regional Archives and the Kalamazoo Public Library. His changes seek to bring clarification to the policy by
splitting it up into two sections: Collections and Use. He eliminated some items that were not necessary to include as they fall under standard Heritage Room procedure and duties.

There was a comment from Trustee Vlek about the level of detail in the new policy and whether or not it was disproportionate. Library Director Klien responded that upon advice of the Library’s lawyer, Anne Seurync, her recommendation was to have more detail so that the library is covered on all levels. It was also suggested that this could possibly be a topic at the Library Board Retreat (ie. to invite the Library’s lawyer to speak to the board on a variety of topics).

**MOTION:** It was moved by Trustee Vander Vries and supported by Trustee Pacheco to approve the Heritage Room Policy as amended. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

C. **Fines & Fees/Usage Policy Revision Approval** – Library Director Klien reminded trustees that the Fines & Fees/Usage Policy usually isn’t reviewed until October of each year, but that there were two reasons why it was being brought forward this month with revisions.

The first reason for reviewing the policy was a result of discussions between Circulation Supervisor Jill Austin and Head of Adult Services Lawrence Kapture (who also orders the adult audiobooks). The current policy allows for a $10 fee when only one disc in an audiobook set is lost or damaged, however due to changes in audiobook vendor practices only one of the many vendors the library purchases audiobooks from will provide single specific disc replacement. Therefore, the library is collecting a fee that is much smaller than what it will cost to replace and get the item circulating again. We would like to hold those patrons responsible for audiobooks in the same way that we expect them to be responsible for other library materials.

The second reason for changes to the policy are to address the circulation of our pilot Mobile Beacon HotSpot service. There have been numerous discussions among the Administrative Team regarding the appropriate circulation requirements for this new service. It is recommended that during the pilot phase of the program that we treat the HotSpots like HotPicks and do not allow holds or renewals on the item.

**MOTION:** It was moved by Trustee Vlek and supported by Trustee Terry to approve the Fine & Fees / Usage Policy as presented. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

D. **Initial Discussion about Plans for the 2017 Library Board Retreat** – Library Director Klien asked the Board to start thinking about what they would like to do for the Board Retreat this year. A suggestion had already been made to include a presentation by the library’s lawyer, Anne Seurync. Library Director Klien said that she would like to recommend setting aside some time to speak with the architect that the Building Committee selects to have conversations about the Library’s Master Plan. Klien reviewed the Building/Selection Committee’s process including narrowing down the RFP applicants from 6 to 3, performing reference checks, and taking tours of library buildings as a sample of the architects work. Klien said she is hoping to have a recommendation to the Board from the Selection Committee by the August Board Meeting.

**DISPOSITION:** Library Board members will consider options for the 2017 Library Board Retreat in the Fall.

VII. **Ends Development**

A. **Progress Report on Ends Statement #2**

(The library will be a safe, welcoming, inclusive destination for families and individuals.)

Library Director Klien referred to the board packet and went over highlights of progress to date on End Statement #2 activities and projects. She said that at the halfway point in the year, there was significant progress on several public service projects and a strong start on others. Trustee Siebers asked about the world languages project and Head of Youth Services Laura Wright said that they would like to expand the collection of books in Spanish, Chinese and Arabic. Systems Administrator Rolfe Behrje said that the brackets we have been waiting for have finally arrived and he is working on scheduling a technician from Bibliotecha to come and install them in the self-checkout machines so that the debit/credit and cash transactions can be available to patrons. Trustee Siebers comments that there is a good about of space in the checkout area now that some of the HotPicks have been relocated to other areas in the Atrium.
Library Board members received the update of Ends #2.

B. Presentation of Proposed FY 2018 Budget for Portage District Library.

(NOTE: The proposed FY 2018 Budget is separately numbered and included at the end of the packet.)

Library Director Klien gave trustees an overview of the budget process that is followed at the library. She said that all requests for budget lines for 2018 had been received and included in the proposed FY 2018 budget. She reminded trustees that after this board meeting any adjustments recommended by the board would be made and it would be reviewed again in July. In August, a public hearing is held to formally adopt the FY 2018 Budget.

Trustee Pacheco asked how the Library plans to finance future building projects. Business Manager Rob Foti said that there would be approximately $150,000 each calendar year to use, plus any money left unspent from budget lines each year and a portion from the library’s ‘healthy reserves’. Klien said that as we are thinking about a Master Plan, we are going to keep the building project budget within reason and try not to put the Library into debt to accomplish projects.

There was discussion about Personal Property Tax (PPT) and whether or not it will continue to be reimbursed by the state. Libraries have been told not to rely on this funding and PDL will have to be prepared if it loses that portion of its funding in future years.

There were two requests for additional staffing that were made for the 2018 Budget and they were the only two things not fulfilled in the 2018 budget. Klien said that including Weekend Substitutes and two summer interns, the Library staff is currently at forty-nine, which is the highest the staff count has ever been. Nineteen of the forty-nine staff members are full-time.

Trustee Vliek said that he was pleased that this budget preserves a 13% contingency plan. It is smart financial planning.

There was discussion about Health Insurance. The Library always has to take into account the hard-cap limit that is determined by the state when budgeting for health insurance for the staff and well as build into the budget funds for potential life-changes that would affect insurance costs (single to married status, adding a child to the insurance plan). Trustee Vliek asked for an explanation of the Personal Well Being Project. Business Manager Foti said that it grew from the former Tuition Reimbursement Program which was not being utilized by staff. He and Library Director Klien had a meeting with an HR consultant where they discussed another option for staff. The library would like to promote a healthy work-life balance. Staff can receive a maximum of $200 to be reimbursed for signing up for a class, joining a club, or registering for an activity. Staff has to fill out a form, include a description of their activity, and be approved prior to receiving the reimbursement.

Board Chair Behr asked what will happen if MeL finding through IMLS is cut in the currently proposed federal budget? Library Director Klien said that the library might have to make some difficult choices and discontinue purchasing “above and beyond” products to cover some of the necessary MeL databases. Head of Adult Services Lawrence Kapture reminded the board that PDL had stopped purchasing some databases when they were picked up by MeL, so there is a certain amount of flexibility in that budget. The databases have not traditionally had high usage and just like with any other service or material the Library will have to keep in mind in each year’s budget the cost of items versus the number of patrons using it.

DISPOSITION: Library Board members received the first draft of the FY2018 Budget.

VIII. Library Director’s Comments

A. Final remarks by Library Director for the June 26, 2017 Library Board Meeting –
Library Director Klien said that most of the topics she wished to cover in her final comments had already been discussed.

The American Library Association Conference is being held in Chicago, IL this year. Many staff have been able to attend at least one day due to its close proximity.

Library Director Klien reminded trustees that Vicki Georgeau, Director of Community Development in Portage is scheduled to be a guest speaker at the board meeting next month. Klien will confirm that appointment later in the week.

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the July 25, 2016 board meeting

1. Minutes of the Regular Meeting held on June 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 – There was agreement among trustees that this had been a full and productive meeting.

C. Miscellaneous Items -

Trustee Siebers reminded the board that she would not be at the July meeting due to a family reunion.

Library Director Klien reminded trustees that Youth Services would welcome volunteers to help monitor the Lego City display that will be at the Library on Monday July 3rd and Wednesday, July 5th -Saturday, July 8th. Volunteers are needed all hours that the Library is open and volunteers for evening shifts (between 5-9 PM) are especially difficult to find. Library Director Klien will follow up later in the week with the schedule.

X. Adjournment –

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of June 26, 2017.

DISPOSITION: The regular board meeting of June 26, 2017 was adjourned at 7:55 pm.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
Library Director’s Narrative Report for July 24, 2017
(Activities at the end of June 2017 and beginning of July 2017)

Administrative Activities:
Since the last Library Board Meeting, Library Director Christy Klien has engaged in the following activities:

- Participated in weekly Administrative Team meetings on Thursday mornings.
- Participated in regular library-wide staff meetings on Tuesday mornings for all library employees.
- Attended the Portage Rotary Club lunch meetings on Wednesdays.
- Participated in Architect Selection Committee phone interviews on 6/27, 7/5, 7/17.
- Attended a PCC Board Meeting on 6/28.
- Toured East Lansing Public Library with the Architect Selection Committee on 6/29.
- Met with Kevin from HRM on 6/30.
- Monitored the Lego City Display at the Library on 7/3.
- Participated in fireworks clean-up on 7/4.
- Toured Ferndale Public Library with the Architect Selection Committee on 7/6.
- Participated in the Staff Development Day Committee meeting on 7/17.
- Toured Howell Carnegie Library with the Architect Selection Committee on 7/18.

Technical Services

- Abigail Pylar in Technical Services is operating independently for all processes for major library vendors.
- 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
    - Firewall configured and modified for MelCat services.
    - OpenDNS actively managing/monitoring this service.
    - Installed and Configure new POE+ switch for new Access Points and Wireless Controller.
  - Phase 2 - Complete
    - 9 Access Point models have been installed. Installation was completed on July 3, 2017.
    - The new controller has been configured and is currently actively managing the existing access points.
  - Final Phase – Scheduled
The library has scheduled a wireless survey to complete this project for August 14, 2017.

- Expanded Internet Bandwidth from 100Mb to 250Mb at no additional cost to the library.
- Began discussions for collocating library servers and storage at Secant Technologies for better environmental protection and stepping toward the library’s long term goal of Private Cloud hosted network and software services.
- Portage District Library connected apps Projects
  - PDL2GO (Boopsie) – Fixing MARC data mapping issue.
- Self-Checkout Project:
  - 4 of 5 payment devices have been mounted and are awaiting configuration and testing.
  - 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.
  - Original Marc Cataloging Completed.
  - Requested Filtering for these devices.
  - Packaging and Documentation to be completed.

**Maintenance and Building Services**

- All preventative maintenance activities were performed as scheduled.
- All Cleaning and Maintenance services were performed as scheduled.
- Monitoring Meeting Room Air Handler for phase loss.

**Personnel Information**

The library undertook the following human resource and financial activities since the June 26, 2017 Board meeting:

- The Library accepted the resignation of Ashley Williams. Ashley has been a Library Assistant in the Circulation Department for a little over a year. She will be leaving us to attend graduate school in Colorado.
- The Library’s Staff Development Day Committee has been working to organize the Library’s annual Staff Development Day, which will take place on September 22nd.

**Adult Services Programming Highlights**

**Milham Meadows Apartments Pop Up Library**, June 5th - 23 people reached. This location was selected for being an apartment residence within the Portage area that provides housing specifically to lower income families. This date was advised for a visit since a good amount of foot traffic was expected with it being the last day to turn in monthly rent payments. It is estimated about 30 people visited the office today, of which we made contact with 23 of those individuals.
Building a Better YOU: Summer Health Solution Seminar Series: Weight loss, June 15th – 14 attended. Safe and effective ways to lose weight, keep it off, and recover your health. The patrons seemed to appreciate the information.

Summer Reading Kick-Off, June 17th - attendance 310. Summer Reading was kicked off with a bang this year. The Adult Department came together and ran a coffee bar and tech table. We had people ushering patrons to specific areas, signing up anyone who came into the coffee bar, and information and help at our famous Tech Table. We doubled the number of adults signed up to participate in Summer Reading this year with 224 adults.

Portage District Library at the Portage Farmer's Market, June 25th – 22 people reached. Abby and Lawrence sat in the Portage Farmer's Market with electronic devices and fliers for library events. We talked to individuals about our online services and events, especially the summer reading sign ups.

Adult Services Outreach

Staff attended a meeting for the What's Cooking in Portage event committee.

The Adult Department had four staff at the American Library Association Annual Conference in June, which was held in Chicago, IL this year.

Business Librarian Nicolette Sosulski had an article published article in the March/April issue of Public Libraries on Readers Advisory to the Bereaved and Grieving.

Adult Services Displays

Display’s this month included – Wedding-related mysteries, TV Series Display, Wonder Woman Day, and June is Pride Month.

Adult Services Efficiencies

Homebound Services – patron application form updated. Staff readers’ advisory interview form created. Internal procedures were reviewed and updated.

Adult Staff attended webinars on: Assisting and Collaborating in Innovation by Booklist magazine, and The Hottest Graphic Novels of Spring 2017 by Library Journal

Youth Services Programming

Our Summer Reading Kickoff was a popular event again this year. All activities were conducted by staff and volunteers and included face painting, scavenger hunts, crafts, a photo booth, an elementary science room, bubble party, and egg drop competition.
With the help of our summer programming assistant, we have added additional activities including weekly elementary “Create” activities and craft drop-in events. She is also managing the LLAMAS area, creating bi-weekly hands-on activities that are available during open hours.

Due to patron requests, we continued Family and Baby/Toddler storytimes into the summer this year. These have been very popular for both our regular attendees and newcomers. Due to numbers, we have added an overflow storyline for the Baby/Toddler group run by our programming assistant.

We had two performer/presenters in June – Benjammin’, a musical performer for preschool children and their families, and Jim Merrill, who led a workshop on using cup stacking to build models of famous structures.

There was also a filled-to-capacity story time/animal presentation with Critchlow Alligator Sanctuary. The story, “There’s an Alligator Under My Bed” was read by a member of the Youth Staff.

The annual Teen Cake Decorating Competition was popular event, with teens working individually or in teams to create the best cakes.

We also held our reoccurring programs including Teen Game Club and Teen Advisory Group, Portage Page Turners (our elementary reading club), and Summer Family Fun events for preschoolers and their caregivers.

**Youth Services Outreach**

We finished our Summer Promotion in June with additional visits to Portage North Middle School and Portage West Middle School, and visits to all the remaining public elementary schools.

We held an additional teen volunteer training session, which was well-attended – About 40 teens came to learn about summer volunteering opportunities.

Youth Staff presented at a Girls Scouts’ workshop on Fairy Tales and Poetry, with interactive activities on altered fairy tales and rhyme.
Marketing Update

Recurring Monthly Projects:
- The June 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.

June Marketing Highlights:
- We began exploring new branding options to modernize the library’s branding, and create a cohesive unified set of marketing materials across all marketing platforms.
- Participated with fundraising team to create the spring appeal letter.
- Created graphics to support summer events.
- Researched survey tools and options.
- Continued working on outreach materials to help market our resources outside of the building.
- Began working on improvements for the website.
- Began process for updating signage in the building.

June Social Media Highlights:

Facebook
96 New Page likes | 124 Post Shares | 1160 Post Likes | 82,227 Total Reach

Twitter
2092 Tweet Impressions | 152 Profile Visits | 1 Mentions | 2 New Followers
Our mission is to inspire learners, enrich lives, and empower our community. We exist so that people can discover new frontiers of knowledge, grow towards their potential, create understanding, and make our community a better place in which to live.

Our next goal is to expand our literacy programs and materials. We hope to reach people of all ages, abilities, and languages to promote and encourage literacy by:

- Expanding our world language collection to reflect the languages spoken by members of our community
- Creating a 1,000 Books Before Kindergarten program to encourage parent and child bonding through reading
- Developing programs and collections for ESL patrons (English as a Second Language)
- Implementing Adult Literacy initiatives

Your contributions have helped make the Portage District Library an excellent resource for our community. Thanks to you, the library can go beyond basic services and look to future initiatives. We are so grateful for the support you have given us in the past. Can we count on your continued support?

We invite you to partner with the Portage District Library to inspire, enrich, and empower our community. Your gift will support the Library's mission.

With appreciation,

The Portage District Library Board

Michele Behr  
Alisha Siebers  
Martha Pacheco  
Ted Vliek  
Cara Terry  
Donna Vander Vries  
Tom Welsh

Preschool Room  
Youth Room  
Teen Room  
Juvenile Room  
Teen Fiction  
Teen Movies  
Teen Audio Books  
Teen Fantasy  
Teen NonFiction  
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Teen NonFiction

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Preschool Room  
Youth Room  
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With appreciation,

The Portage District Library Board

Michele Behr  
Alisha Siebers  
Martha Pacheco  
Ted Vliek  
Cara Terry  
Donna Vander Vries  
Tom Welsh

Preschool Room  
Youth Room  
Teen Room  
Juvenile Room  
Teen Fiction  
Teen Movies  
Teen Audio Books  
Teen Fantasy  
Teen NonFiction  
Teen Movies  
Teen Audio-Books  
Teen Fantasy  
Teen NonFiction
Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

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

*Director’s Response:*

<table>
<thead>
<tr>
<th>Revenue</th>
<th>$ 4,401,269</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>$ 1,792,110</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>5/31/2017</th>
<th>Changes</th>
<th>5/31/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Reserve (13%)</td>
<td>$ 477,655</td>
<td>$ -</td>
<td>$ 477,655</td>
</tr>
<tr>
<td>Building Reserve</td>
<td>50,000</td>
<td>-</td>
<td>50,000</td>
</tr>
<tr>
<td>Benefits Reserve</td>
<td>47,570</td>
<td>-</td>
<td>29,740</td>
</tr>
<tr>
<td>Technology Reserve</td>
<td>111,305</td>
<td>-</td>
<td>111,305</td>
</tr>
<tr>
<td>HVAC Reserve</td>
<td>15,000</td>
<td>-</td>
<td>15,000</td>
</tr>
<tr>
<td>Patio Feasibility Reserve</td>
<td>4,700</td>
<td>-</td>
<td>4,700</td>
</tr>
<tr>
<td>Lobby Reserve</td>
<td>7,500</td>
<td>-</td>
<td>7,500</td>
</tr>
<tr>
<td>Reserve for Encumbrances</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td>2,873,874</td>
<td>-</td>
<td>2,856,044</td>
</tr>
</tbody>
</table>

**POLICY:** 2. Indebt the organization money in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days.

*Director’s Response:*

No new money has been borrowed that cannot be repaid within 60 days.

**POLICY:** 3. Use any long-term reserves.

*Director’s Response:*

No reserves have been used.

**POLICY:** 4. Conduct inter-category shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days.

Director's Response: No Inter-category shifting has taken place.

POLICY: 5. Fail to settle payroll and debts in a timely manner.

Director's Response: Payroll is processed by Paylocity. (Payroll service) bi-weekly. Payables are also processed monthly or “as needed”.

POLICY: 6. Allow tax payments or other government-ordered payments for filings to be overdue or inaccurately filed.

Director's Response: All reports and tax payments are filed according to policy.

POLICY: 7. Make a single purchase or commitment of greater than $10,000 not already found in the budget. Splitting orders to avoid this limit is not acceptable.

Director's Response: No unbudgeted purchase that exceeds $10,000 has been made.

POLICY: 8. Acquire, encumber or dispose of real property.

Director's Response: No real property has been acquired, encumbered, or disposed.

POLICY: 9. Fail to aggressively pursue receivables after a reasonable grace period.

Director's Response: All receivables are being pursued according to policy.

POLICY: 10. Fail to provide the Library Board with a one page monthly financial indicator monitoring report and a quarterly background financial monitoring report.

Director's Response: A financial indicator monitoring report is provided each month and a quarterly background financial monitoring report is provided each quarter.

POLICY: 11. Fail to arrange for an external financial audit of the library services.

Director's Response: An external audit of the library is conducted each year and results presented to the library board.
POLICY: 12. Fail to have appropriate authorized signatures on bank documents: Library Director, Library Business Manager and Library Board Chair.

Director’s Response: Appropriate authorized signatures are on all bank documents.

POLICY: 12-A Fail to have a 2nd signature on all checks issued by the Portage District Library in an amount of $20,000 or more by one of the three designated individuals on the library’s bank signature card, which would be one of the following: (1) the Library Board Chair, or (2) the Head of Adult Services, or (3) the Head of Youth Services.

Director’s Response: All checks received the appropriate amount of signatures.

POLICY: 13. Fail to consider approved budget when entering into financial agreements or collaborations with other entities.

Director’s Response: Approved budgets are considered when entering into financial agreements or collaborations with other entities.

POLICY: 14. Fail to keep the Library Board informed of any grant applications, and obtain board chair signature when required by granting agency.

Director’s Response: The Library Board is informed of all grant applications and the board chair’s signature is obtained when required.

POLICY: 15. Fail to provide the Board Chair a list of all cash disbursements from the time of the prior Board meeting to the current Board meeting.

Director’s Response: A list of all cash disbursements has been provided to the Board Chair for review.
<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jun-17</td>
<td>Jun-16</td>
</tr>
<tr>
<td>Total Library Circulation</td>
<td>75,238</td>
<td>80,969</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>19,243</td>
<td>19,914</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>7,641</td>
<td>8,528</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>28,541</td>
<td>31,177</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>4,296</td>
<td>4,991</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,559</td>
<td>5,030</td>
</tr>
<tr>
<td>E-Material</td>
<td>9,127</td>
<td>9,250</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,003</td>
<td>1,083</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>828</td>
<td>996</td>
</tr>
</tbody>
</table>

**Self-Checkout Percentage**

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Library Collection</td>
<td>61.39%</td>
<td>62.89%</td>
</tr>
</tbody>
</table>

**Net Acquisitions**

<table>
<thead>
<tr>
<th></th>
<th>Jun-17</th>
<th>Jun-16</th>
<th>CHANGE</th>
<th>2017</th>
<th>2016</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult - Books</td>
<td>1,496</td>
<td>1,264</td>
<td>18.35%</td>
<td>8,945</td>
<td>9,231</td>
<td>-3.10%</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>355</td>
<td>209</td>
<td>69.66%</td>
<td>1,938</td>
<td>1,982</td>
<td>-2.22%</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>2</td>
<td>3</td>
<td>-33.33%</td>
<td>18</td>
<td>18</td>
<td>0.00%</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>4</td>
<td>1</td>
<td>300.00%</td>
<td>21</td>
<td>12</td>
<td>75.00%</td>
</tr>
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<td>604</td>
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**Total In-House Usage**

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<tr>
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<th>Jun-16</th>
<th>CHANGE</th>
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<td>604</td>
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**Patrons**

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**Net Patrons**

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<td>0.00%</td>
<td>604</td>
<td>604</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

**Patrons Removed**

<table>
<thead>
<tr>
<th></th>
<th>Jun-17</th>
<th>Jun-16</th>
<th>CHANGE</th>
<th>2017</th>
<th>2016</th>
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<td>0.00%</td>
<td>604</td>
<td>604</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: July 18, 2017  
Subject: Library Statistical Report - June 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>June-17</td>
<td>June-16</td>
<td>CHANGE</td>
<td>2017</td>
</tr>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td>214</td>
<td>209</td>
<td>2.39%</td>
<td>1,127</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>111</td>
<td>112</td>
<td>-0.89%</td>
<td>584</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>103</td>
<td>97</td>
<td>6.19%</td>
<td>543</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>8,888</td>
<td>3,018</td>
<td>194.50%</td>
<td>21,652</td>
</tr>
<tr>
<td>Adult</td>
<td>101</td>
<td>83</td>
<td>21.69%</td>
<td>1,652</td>
</tr>
<tr>
<td>Youth</td>
<td>8,551</td>
<td>2,365</td>
<td>261.56%</td>
<td>17,821</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>236</td>
<td>570</td>
<td>-58.60%</td>
<td>2,179</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td>51</td>
<td>34</td>
<td>50.00%</td>
<td>313</td>
</tr>
<tr>
<td>Adult</td>
<td>10</td>
<td>10</td>
<td>0.00%</td>
<td>108</td>
</tr>
<tr>
<td>Youth</td>
<td>37</td>
<td>20</td>
<td>85.00%</td>
<td>181</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>4</td>
<td>4</td>
<td>0.00%</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>700</td>
<td>653</td>
<td>7.20%</td>
<td>3,017</td>
</tr>
<tr>
<td>Adult</td>
<td>111</td>
<td>102</td>
<td>8.82%</td>
<td>733</td>
</tr>
<tr>
<td>Youth</td>
<td>297</td>
<td>329</td>
<td>-9.73%</td>
<td>724</td>
</tr>
<tr>
<td>Technical</td>
<td>97</td>
<td>58</td>
<td>67.24%</td>
<td>457</td>
</tr>
<tr>
<td>Circulation</td>
<td>142</td>
<td>129</td>
<td>10.08%</td>
<td>839</td>
</tr>
<tr>
<td>Administration</td>
<td>49</td>
<td>35</td>
<td>40.00%</td>
<td>185</td>
</tr>
<tr>
<td>Community Service</td>
<td>4</td>
<td>0</td>
<td>100.00%</td>
<td>79</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>68,787</td>
<td>69,884</td>
<td>-1.57%</td>
<td>347,740</td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>59,987</td>
<td>61,565</td>
<td>-2.56%</td>
<td>236,793</td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>2,181</td>
<td>2,188</td>
<td>-0.32%</td>
<td>17,764</td>
</tr>
</tbody>
</table>

**Information Access/Reference/Research**

| Total Reference Transactions | 9,772 | 9,885 | -1.14% | 52,867 | 48,415 | 9.20% |
| Adult Phone                  | 405   | 397   | 2.02%  | 2,557 | 2,696 | -5.16% |
| Adult Ready Reference        | 2,658 | 2,670 | -0.45% | 15,048 | 15,449 | -2.60% |
| Adult Reference              | 167   | 215   | -22.33% | 1,083 | 1,088 | -0.46% |
| Youth Phone                  | 175   | 169   | 3.55%  | 840   | 837   | 0.36% |
| Youth Ready Reference        | 3,350 | 3,602 | -7.00% | 17,499 | 14,532 | 20.42% |
| Youth Reference              | 625   | 688   | -9.16% | 2,744 | 1,947 | 40.93% |
| HR Phone                     | 12    | 18    | -33.33% | 92    | 121   | -23.97% |
| HR Ready Reference           | 485   | 480   | 1.04%  | 2,884 | 2,471 | 16.71% |
| HR Reference                 | 51    | 42    | 21.43% | 161   | 138   | 16.67% |
| Circ Phone                   | 545   | 653   | -16.54% | 3,792 | 4,009 | -5.41% |
| Circ Ready Reference         | 1,020 | 633   | 61.14% | 4,399 | 3,483 | 26.30% |
| Circ Reference               | 279   | 318   | -12.26% | 1,768 | 1,644 | 7.54% |
| **Total Edutainment LAN Use** | 556   | 587   | -5.28% | 2,860 | 2,866 | -0.21% |
| **Total Internet Computer Use** | 2,955  | 3,172  | -6.84% | 17,691 | 18,505 | -4.40% |
| Youth Computers              | 279   | 455   | -38.68% | 1,912 | 2,485 | -23.06% |
| Adult Computers              | 2,570 | 2,579 | -0.35% | 15,062 | 15,383 | -2.09% |
| Laptop Computer Circulated   | 106   | 138   | -23.19% | 717   | 637   | 12.56% |
| **Total Electronic Transactions** | 48,934 | 49,342 | -0.83% | 276,134 | 280,520 | -1.56% |
| WebSite Hits                 | 35,661 | 36,687 | -2.80% | 198,314 | 204,830 | -3.18% |
| WebCatalog Sessions         | 9,382 | 8,665 | 8.27%  | 54,689 | 52,052 | 5.07% |
| Licensed Database Hits       | 3,891 | 3,990 | -2.48% | 23,131 | 23,638 | -2.14% |

* In-house Use Statistics will be done for one week each quarter.
State Aid to Libraries is slated to see a $1.2 million increase for fiscal year 2018

MLA credits our library champions in the Senate, Senator Jim Stamas (R-Midland) and Senator Goeff Hansen (R-Hart) for their unwavering support of libraries. Their work on behalf of Michigan libraries is the reason we are seeing more than a million dollar increase for the second time in three years. In MLA's conversations with the two senators, they have made it clear they would like to see libraries continue to move upward toward previous funding levels. Both the governor and the House proposed a flat 2018 budget and the Senate proposal asked for nearly $3 million in additional library funding. The conference committee agreed on the $1,191,700 which brings the total state aid to libraries to $11,067,700. This represents a 12% increase and per capita payment of about $0.36.

The Renaissance Zone line item saw a $2 million dip as those areas continue to expire and the tax revenue begins to be collected and dispersed. Michigan e-Library funding is held steady at $1.75 million as well as funding for the Library of Michigan including the support needed to ensure LSTA funding.

Please take a moment to thank Sens. Stamas and Hansen for their support. The Senate adopted the conference report today, passing the state's $56.5 billion spending plan for Fiscal Year 2018. The budget has been sent to Gov. Rick Snyder for his expected signature.

Other education funding saw $60-$120 increases in per-pupil funding for a total increase in K-12 student spending of $153 million, $120.5 million for at-risk districts; 1% increase for community colleges and 2% increase for higher education if they keep tuition increases below 3.8%.

Technical Bills SB 305-310 Clarifying Tax Capture Changes are Introduced

In January, Governor Snyder signed into law six bills exempting dedicated library millages from certain tax captures. This marked a significant victory for the future of Michigan libraries allowing libraries to protect their dedicated special millages. The intent of the original bills was to allow the library to opt out of the tax capture only if there is no long-term debt.
There are a few issues of clarification that need to be addressed to prevent any confusion regarding the intent of the legislation and to help prevent fraud. These changes are strictly technical in nature and are outlined in SB 305-310. They clarify the definition of obligation to ensure that long term debt or bonds are appropriately specified in that definition. We continue to work with bill sponsors on language in the bills and expect a hearing in Senate Finance in the fall.

**Michigan Participates in ALA 2017 National Library Legislative Day**

Thirty-seven library supporters from Michigan joined the 500 participants in Washington, D.C. for the American Library Association 2017 National Library Legislative Day. Meeting with senators and congressional reps, the group explained the importance of the federal Institute for Museum and Library Services (IMLS) funding to Michigan libraries and the residents they serve. We also said thank you because when congressional negotiators reached agreement on a bill to fund the U.S. government through September, the "omnibus" bill included $231 million for the IMLS - a $1 million increase over FY2016. We also urged them to oppose any cuts to funding in FY2018.

Once again we are asking librarians from targeted areas to contact their Congressional representatives. If you are a constituent of Rep. John Moolenaar from Michigan's 4th District [https://moolenaar.house.gov/about/our-district](https://moolenaar.house.gov/about/our-district) please contact his office through the [ALA Legislative Action Center](https://ala.org/politicalactioncenter) to urge his support for IMLS, and $186.6 million for LSTA and $27 million for IAL in FY 2018. </span>
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 August 2017:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/2, 8/9, 8/16</td>
<td>10:30 AM</td>
<td>Summer Family Fun</td>
</tr>
<tr>
<td>8/5</td>
<td>9:00 AM</td>
<td>Friends of the Library Book Sale</td>
</tr>
<tr>
<td>8/10</td>
<td>6:30 PM</td>
<td>Building a Better You: Summer Health Solution Series, Autoimmunity</td>
</tr>
<tr>
<td>8/10</td>
<td>7:00 PM</td>
<td>International Mystery Book Group</td>
</tr>
<tr>
<td>8/11</td>
<td>1:00 PM</td>
<td>Create! Elementary program * Registration required.</td>
</tr>
<tr>
<td>8/11</td>
<td>1:00 PM</td>
<td>Nova VR</td>
</tr>
<tr>
<td>8/11</td>
<td>7:00 PM</td>
<td>Murder High Class Reunion *Registration required.</td>
</tr>
<tr>
<td>8/14</td>
<td>12:30 PM</td>
<td>How to Become a (Re) Search Ninja</td>
</tr>
<tr>
<td>8/14</td>
<td>7:00 PM</td>
<td>Top Shelf Reads: Cookbook Potluck * Registration required.</td>
</tr>
<tr>
<td>8/23</td>
<td>10:00 AM</td>
<td>Magic! Magic! Magic! Family Program</td>
</tr>
</tbody>
</table>
To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 18, 2017
Subject: Video conference or Conference Call Participation in Library Board Meetings

Please be prepared to discuss video conference or conference call participation in Library Board Meetings at the July 24, 2017 Library Board Meeting.
At the July 24, 2017 board meeting, board members will be asked to make a final decision on the budget for Fiscal Year 2018 and the millage amount to be levied. Ever since 2009, the Portage District Library Board has set the library’s millage at 1.50 mills ($1.50 per $1,000) to be levied on real and personal property, and that millage levy is being recommended for FY 2018 as well.

A formal public hearing will be held on August 28, 2017, (subject to Library Board action at the July 24, 2017 board meeting) at which time the Portage District Library Board, as the library’s authorized governing body, with all the powers granted to such a district library board (per District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.), will determine the amount of money necessary for the operation of the library and officially set the millage levy amount on the taxable property in the Portage District Library service area, by passing a resolution to formally adopt the Fiscal Year 2018 Budget and set the millage.

Budget documents will NOT be re-issued for the July 24th board meeting since there were no changes made to the preliminary FY 2018 Budget as presented to trustees at the June board meeting.

PLEASE BRING YOUR FY 2018 BUDGET PACKETS to the JULY BOARD MEETING. We will have a few extra copies available as well.

Thank you!
PORTAGE DISTRICT LIBRARY
TECHNOLOGY PLAN 2018-2020

Submitted by
Rolfe Behrje
Portage District Library Technology Team
EXECUTIVE SUMMARY

What is the 3-Year Technology Plan?
The Portage District Library’s 3-Year Technology Plan serves as a guide for the library’s technology related goals and objectives. This document describes the technology initiatives that are slated to be undertaken over the next three years as part of a library-wide effort to fulfill the library’s four Ends Statements. The technology activities and projects contained in the library’s 3-Year Technology Plan are proposed with an awareness of the ever-changing needs of the library and its public, as well as a mindfulness of diminishing revenue and competing priorities.

How is the 3-Year Technology Plan Developed?
As a way of focusing attention and expertise on technology matters, the library established a Technology Team a few years ago. The Tech Team meets approximately once a month and currently includes: Library Director Christy Klien, Systems Administrator Rolfe Behrje, Circulation Supervisor Jill Austin, Head of Adult Services Lawrence Kapture, Head of Youth Services Laura Wright, and Marketing Manager Colin Whitehurst. Their primary purpose is to identify and propose solutions to current issues with library technologies (both usage and procedural) as they relate to specific areas of operation throughout the library. The Technology Team engages in various activities including: identifying technology needs; researching & discussing new technologies; and making recommendations to library administration for possible adoption of new technologies at the library. With the dramatic growth of the Internet and the need to better utilize web services, the library also established a Web Team whose primary purpose is to develop, grow and maintain the library’s web and social media presence and its web-based technologies.

What is the Process Followed to Implement the 3-Year Technology Plan?
Both the Technology Team and the Web Team conduct extensive research, explore technology options for the library, test hardware and software and recommend technologies that would be advantageous for Portage District Library and its patrons. The ideas, plans and recommendations that team members put together are documented, priced out, and turned into budget requests that are evaluated by the Library Director, Business Manager and Systems Administrator. When decisions need to be made about moving forward and funding major technology initiatives for the library, deliberations are first held at the administrative level where relative costs, advantages and priorities are evaluated and the impact on the whole institution is addressed. If there is administrative support, then steps are taken to identify sources of funding and provisions are subsequently included in the library’s proposed budget that is developed in May of each year and presented to the Library Board in June/July/August for review and approval. There is also corresponding information about technology initiatives provided in the library’s Ends Statements which are presented to the Library Board in December of each year for board endorsement and then implemented after the first of the following year. This process is completed by a 3-Year Technology Plan presentation to the Library Board in July.

In 2011, the Portage District Library put into practice a different technology refresh cycle as a cost-saving measure during a period of declining revenue. This new technology management scenario will reset the standard technology refresh rate to a more stringent minimum 5-year refresh cycle and will establish the expectation that essential hardware and software will be replaced only
on an “as needed” basis. As another cost-saving tactic, the library will also actively pursue thin client technologies (computers that rely on server for functions) and virtualization technologies (running multiple, independent, virtual operating systems on a single physical computer).

While longer refresh cycles and virtualization may put increased pressure on the core network, combining resources will benefit the library by lowering the total cost of technology ownership; enabling longer, usable equipment life spans and providing for more granular control on what needs to be replaced (meaning a more modular, customized system with more flexibility).

Upgrading library technology in this manner allows the library to: (1) Spread out technology changes at the library over a longer period of time rather than having a massive upheaval every 4 to 5 years; (2) Schedule its investment in technology over a revolving 5-year cycle; (3) Re-purpose older technology where possible, and (4) Better prioritize and plan for investments in new technology as needs are identified and as financially viable.

The goals and objectives for technology at the library are driven by the library’s Ends Statements which are its institutional purposes and defined outcomes to be achieved. Naturally, as these institutional purposes change, the library’s technology initiatives follow.

Below are six primary technology initiatives targeted for the next three years (2018-2020):

(1) The Portage District Library will make use of new technologies like RFID (Radio Frequency Identification) to empower patrons with self-service, to manage its ongoing operations effectively, and to reallocate staff time for more direct personal patron assistance.

(2) The Portage District Library will build web services on standardized platforms to provide for the efficient retrieval of library information, to manage major web service offerings and to promote library services via the web in an ongoing cost-effective manner.

(3) The Portage District Library will transition from deploying local server and virtualization technology and storage consolidation to private cloud hosting (Saas – Software as a Service) to eliminate single points of failure, to ensure that these resources are available to the maximum extent possible, and to reduce capital hardware investments while leveraging the Library’s WAN connections.

(4) The Portage District Library will provide the necessary technology and Internet bandwidth to enable library patrons and staff to conduct daily business and functions, to make its web services available to the larger Internet community, and to allow for remote support services that will be necessary for smooth, continuous operations.

(5) The Portage District Library will provide the necessary communication tools for library staff and patrons to enable library patrons and staff to conduct daily business and functions, access digital services, and increase productivity of library operations.

(6) The Portage District Library will provide peripheral technologies (external devices that provide input to computers or receive output from computers) to extend its services to patrons in new dynamic formats.
Goals for New Technologies/Services including RFID (Radio Frequency Technology) in the next three years (2018-2020):

RFID (Radio Frequency Identification) has been adopted by the Portage District Library as an evolution of its bar coding technology. Proximity read encoded numbers allows the Portage District Library to enhance its basic circulation services, collection management services, and to introduce new efficiencies in applying these services. The library has expanded its wireless service offerings.

Goals for New Technologies include:

1. Provide staff tools (RFID readers, software, mobile technology, etc.) for efficiently and actively managing the library’s collections.
2. Review and proposing RFID solutions as they apply to the Portage District Library.
4. Review Envisionware eCommerce/AAM for alternate payment options.
6. Replace aging wireless infrastructure including access points, wireless LAN controller and filtering appliance for more reliable access, better building coverage, QoS for VoIP phones and a better public experience.
7. Replace aging firewall appliances with better next generation firewall services capable of supporting the expanded bandwidth, devices, and users.
8. Refresh existing 3M C-Series bookdrop, security gates and DLA stations as needed.

Goals for Web Services at the Library in the next three years (2018-2020):

Issues, ideas and goals relating to the library's web resources include:

1. Review and Install the next Content Management System for the library that allows better management, more flexible design, and interoperability with other library web services.
2. Continue to enhance patron accessibility to the library’s web resources through the library’s online catalog, online databases, and digitized local history resources.
3. Develop the library’s Intranet for easier exchange of institutional information and to achieve a reduction of paper-based systems.
4. Review and extend Beanstack for reading program management.
5. Monitor and enhance Responsive Web services for non-traditional devices throughout all of the library's public and staff services.
6. Explore the feasibility of offering online reference tools that would include archived retrieval of frequently provided answers to reference questions.
7. Utilize formal social networking platforms like Facebook and Twitter to increase the library’s web presence among all segments of the population.
8. Develop and enhance the SD Enterprise Discovery system.
9. Research and deploy enrichment services to the catalog and research searching.
10. Continue to research digital media circulation platforms and search consolidation.
Goals for Virtualization at the Library in the next three years (2018-2020):
Server virtualization and virtual computing (methods of running multiple, independent, virtual operating systems on a single physical computer) have already saved the library thousands of dollars while empowering the library’s network with greater flexibility for deploying and maintaining its electronic resources. Virtualization is estimated to have saved the library between $6,000 to $10,000 annually in power and cooling consumption, between $50,000 to $150,000 in hardware replacement costs and much more in speed/flexibility of deployment. The next steps in virtualization are investigating fully/partially/hybrid hosted virtual cloud services (Infrastructure as a Service (IaaS) and hosted services (Software as a Service (SaaS).

Goals for Virtualization include:
(1) Begin transitioning from local cloud to private cloud hosted platforms. The library will begin this change with its ILS (Symphony), Accounting and Records Management (Blackbaud & PaperSave), and fundraising software.
(2) Build its network and WAN connections with no single point of failure to achieve optimization of processing, memory, and storage resources.
(3) Build secure network infrastructure with no single point of failure to safeguard client communication with the library’s virtual environment.
(4) Expand core switching bandwidth to accommodate endpoint growth and expanded endpoint demands from streaming services.
(5) Build reliable and consistent wireless coverage throughout the library to satisfy the growing numbers of mobile/wireless devices in use by patrons and staff.

Goals for Internet Bandwidth at the Library in the next three years (2018-2020):
As the library evolves its new web technologies and the Internet continues to be the most effective tool for information acquisition and sharing, it has become even more apparent that Internet bandwidth is increasingly critical to the library’s daily operations. Internet bandwidth can be attained in a variety of transports. The optimal format is business-grade fiber. Fiber offers the library a software upgradeable dynamic bandwidth that can address connection needs in the future. As the library builds more and more virtual services that are predicated on a functional/reliable internet connection, the library have to consider redundant connections to ensure business services are always available both internally and remotely.

Goals for Internet Bandwidth include:
(1) Continually monitoring Internet bandwidth and allocating resources in a timely manner to address growing needs for connectivity.
(2) Using a point-to-point fiber connection to extend security/reliability/flexibility for remote backups, replication, and hosted virtual machines on demand.
(3) Using an extended bandwidth point-to-point connection for remote support and VPN (virtual private network) solutions.
(4) Provide adequate access and bandwidth for the 100+ Staff endpoints, 200+ Public Access endpoints, and 30+ virtual servers.
(5) Provide adequate access and bandwidth to the growing number of public access users on their computers, tablets, phones, and other mobile devices.
(6) Provide adequate bandwidth for hosted services (Saas) like Overdrive, Hoopla, MelCat databases, and Portage District Library databases.
(7) Provide adequate bandwidth and access for meetings/trainings/webinars for public and staff.
(8) Review and install backup internet connection and backup Ethernet virtual circuit (EVC) to ensure network connectivity.
(9) Evaluate hosted internet services.

**Goals for Communication Tools at the Library in the next three years (2018-2020):**
Communication tools are a growing technology across all organizations. Phone, and email has grown to include SMS (Text Messaging), IM, Social Messaging (Blog, Facebook, Twitter), Mobile (Apps and Presence), and digital newsletters. As the various communication technologies grow, the library will take a pragmatic and cost-effective approach to adopting and integrating these technologies into its business platform.

**Goals for Communication Tools include:**
1. Research mobile accessibility to library services.
2. Setup and monitor pilot programs for the Portage District Library.
3. Monitor and expand VOIP telephone system and its various services.
4. Evaluate SMS notification services for material notification (overdue and holds), registrations and event notification, as well as, library general communication.
5. Build and increase user-base of digital information products including newsletter, events calendar, Facebook, Twitter, and others.
6. Monitor and enhance digital signage/kiosk technologies at the library.

**Goals for Peripheral Technologies at the Library in the next three years (2018-2020):**
Assistive peripheral technologies are growing rapidly and will allow the library to provide services in new and innovative ways. The library has already developed new services such as: dynamic digital signage, Tumblebooks electronics display, and electronic gaming areas.

**Goals for Peripheral Technologies include:**
1. Evaluate services and training tools for library patrons through staff interaction on various devices.
2. Monitor and upgrade the Library Document Station (LDS is a Multifunctional Copy/Print/Fax/Email/Save).
3. Monitor and expand circulating mobile Wi-Fi hotspots.
4. Monitor and evaluate new technologies for the physical plant and grounds.
5. Monitor and evaluate new technologies for use in the library’s meeting rooms.
6. Monitor and evaluate new technologies that can enhance the library’s core service delivery.
Goals for Staff Technology Training in the next three years (2018-2020):
Continued emphases will be placed on enhancing the current staff’s technology training. This will be done in the form of seminars, user group meetings, and annual library meetings to teach staff about new ways of doing things using technology at the library. Formal training in a classroom setting will also help to decrease the library’s dependence on outside technology specialists.

Goals for Staff Technology Training include:
1. Training in technologies like VMware, Cisco IOS, Microsoft Sharepoint, graphic software, CSS, HTML5 and SirsiDynix API, and WEBAPI are a subset of these core technologies.
2. Training in VMware and virtualization as core competencies for staff to be able to deploy these technologies for optimal use.
3. Continue to send staff to annual Meetings for COSUGI and other Technology Based organizations.

Goals for Keeping Up-to-Date on New Technologies in the next three years (2018-2020):
As the library looks toward the future, a watchful eye will be kept on emerging technologies. Goals for keeping up-to-date on new technologies will include:
1. Watching and assessing other new technologies of note such as: IoT, SaaS, PaaS, IaaS, dynamic digital signage, search interfaces as non-traditional devices (iphones) become more and more prevalent; enhance VOIP (Voice Over Internet Protocol); and Web 2.0+ technologies to keep the library in the forefront as the community's information hub.
2. On the administrative side of the library’s technology services, there will be a focus on further developing the library’s Intranet as a mechanism for disseminating information, managing projects/knowledge, and fostering internal communication.

How will the 3-Year Technology Plan be Re-Evaluated and Updated?
The library’s technology initiatives over the next three years will focus on two primary targeted areas for technology advancements: administrative services and public access services. Various analytical methods will be used to ensure that both areas will have appropriate technology applied to enhance these areas of services, such as:

- Review of technology needs during the annual budgeting process to ensure that funding for library technology is based on actual needs of library patrons and staff.
- Analysis of the library’s monthly usage statistics to determine how patrons are using the library’s resources and to identify statistical trends over multiple years.
- Compile and analyze new statistics from the Library Document Station, DeskTracker, Volgistics, and surveys to spot trends for activities and services and to establish priorities.

Following extensive analyses as described above, the library’s 3-Year Technology Plan is re-evaluated each year in light of direct and relayed observations, state and national trends, new technological advancements, economic conditions and most importantly, PDL usage statistics, and then it is updated accordingly and presented to the Library Board in July of the following year. However, due to the constant advancements and rapid changes in technology, the library’s 3-Year Technology Plan is in a constant state of evolution and should be regarded as a work in progress.
CONCLUDING REMARKS:
The Portage District Library’s 3-Year Technology Plan serves as a master planning document for technology at the library. It is intended to be used by the Library Systems Administrator and our system integrators as a “blueprint” for the library’s technology infrastructure. The details that are provided in this document will outline the library’s vision for its network in 2018-2020 and will be used as a guide for selecting technologies and software in the future. For these reasons, a significant amount of time and effort will be spent defining expectations and desired outcomes for technology at the library, and the contents of this plan will reflect that effort. The 3-Year Technology Plan will also coincide with the library’s approved Ends Statements which drive all activities at the library including the library’s technology initiatives and the library’s budget.
Mission Statement

To inspire learners, enrich lives, and empower our community.

Vision Statement

Unlocking infinite possibilities through unlimited resources for all members of our community.

Goal Statements

By 2020, Portage District Library will….

1. Provide a collection of tools (materials, specialists, equipment and programs) to allow people to create and learn.
2. Be a resource of Local Information, History, and Culture
3. Provide collections and content to meet the evolving needs of the community and support diverse perspectives.
4. Provide a presence in the community where people are, when they need it, and how they want to use it.
5. Reach the community at their diverse literacy needs (functional, technical and reading literacy).
State of Library Network

Servers

Servers have all been virtualized utilizing VMware Vsphere 5.5 software. Currently, the library has 30+ virtual servers running on three physical servers. The library has also consolidated storage utilizing Storage Area Network technology (SAN). For backup and disaster recovery, the library operates a dedicated point-to-point connection where server replicas are stored offsite. The library maintains a backup/network management server that houses server backups.

Network Infrastructure

Currently, the library has standardized on Cisco equipment for switching and routing within its network, APC for uninterrupted power service, and Panduit for physical connections. This equipment is responsible for keeping the core connectivity between our workstations, servers, SAN and the outside world. The library has added Power over Ethernet (PoE) services to its switches for connecting PoE devices. The library also employs specialized network electronics to provide secure and authenticated wireless access for its public. As technology and complexity grows, this technology must also follow suit. To this end, the library has upgraded its core switching from 10Mb to 100Mb to 1 GB over time in a pragmatic manner.

The Portage District Library maintains an Ethernet Virtual Circuit (EVC) circuit between the Portage District Library to Secant Technologies. This EVC transports both network and internet traffic and is currently being used to replicate its storage remotely. In 2017, this EVC will be used as transport for core network communications as the library transitions to a hosted network core model and the library will expand its internet bandwidth.

Staff Technology

Currently, the library has a mixture of desktops and laptops totaling 52 devices (Workstations, Laptop and tablets) and has a standardized brand and model. This standardization reduces the TCO (total cost of operations) for the library and enables the library to employ a single network administrator. The library operates 7 networked laser printers and 2 Color copier/printers for staff printing. These imaging units have been located strategically throughout the library for ease use and need.

Public Access Technology

The public access computing side of the library’s network includes: Catalog Stations, Internet Access Stations, Circulating Laptops, Training Laptops, Electronic Display Stations, and Game Consoles. This mixture of desktops, laptops, thin clients and non-standard devices amounts to in excess of 90 access points and makes up the public access device pool. The library has 1 B&W laser printer and 1 Library Document Station offering these services: (1) Copy/Print; (2) Save to … USB drive / Smart Device / Email / Cloud Storage and (3) Fax
Network Services

The Portage District Library’s network is expected to maintain the following list of services:

- **Integrated Library Automation Services**
  - SD Symphony: Cataloging, Circulation, Acquisitions, Serials, MobileCirc
  - SD Enterprise Discovery Server: Internal Public Access, External Public Access, Enriched Content Services, Integrated Searching Services, eResources Central.
  - SD Web Services Server:
    - Web-Reporter: Statistical Data from our Integrated Library System
    - Exit-Watch: 3M software for monitoring RFID exit gates.
    - Bibliotheca Self-Checkout, Auto-Check-in, Digital Library Assistant:
    - EZ- Proxy: Authenticated Access to Licensed Databases for Remote Access
    - ContentDM: Digital Archive Software

- **Public Access Computing Services**
  - Envisionware PC Reservation – Manages Computer Access for Patrons
  - Envisionware LPT:One – Manages vended Public Access Printing
  - Envisionware LDS (Library Document Station): Copy, Scan and Send Services (Copy, Fax, Smart Device, USB, Email, OneDrive, GoogleDrive, and Dropbox)
  - Envisionware MobilePrint: Printing from home, from Patron Device.
  - Circulating Laptops for Patron Use throughout the library.

- **Educational Services:**
  - Educational Computers
  - Digital Signage application offers the library a dynamic and information portal for internal services.

- **Business Applications Services**
  - Cisco Call Manager VoIP Services
  - Business Productivity Applications: Microsoft Office 2016
  - Intranet Services: Microsoft Sharepoint Services
  - Accounting Services: Blackbaud Financial Edge, PaperSave Pro
  - Business Intelligence: Infortel Call Accounting, Proclarity and SQL Server
  - FundRaising Services: DonorPerfect
  - Schlage Prox Key Security Services
  - IT Management: Spiceworks, Software Update Services, Faronics Deepfreeze, Ninite Pro, AD Group Policies, Sophos AV, Veeam Backup and Replication, HP Management Software, VMware Vcenter, Vsphere,

- **Printing Services**
  - The library offers both black/white & color printing services to both the public and the library staff.

- **Internet Services**
  - The library currently uses a dynamic fiber optic connection to the Internet. This connection is the most crucial tool for delivering library services. The library uses this connection to replicate its core network operations center as well as store backups.
Web Services

The following is a list of Web-Based Services that the library expects to maintain, develop and enhance:

- **Library Website**
  - A crucial service for all organizations today is their website. The library will focus on developing an application that is manageable by a wider spectrum of library staff and keeping content fresh and accurate. The main foci of this site will be (1) public access catalog for both traditional and e-material, (2) research resources including: Internet links, research databases and interactive features between staff and patrons, and (3) library programs and events for ongoing personal development.

- **Library Online Databases**
  - Online Databases (Internally and EZProxy) is also a key focus for the library’s image. Offering a broad array of accessible database content will continue to make the library a choice information provider.

- **Library Public Access Catalog**
  - The Public Access Catalog (Enterprise) allows patrons to search and retrieve information on the library’s holdings both in-house and remotely. This service has grown dramatically over the past three years and is expected to continue to develop. Enrichment tools like NovelList, Cover Art and Book Reviews have dramatically increased the usability, reader advisory services and self-service discovery. The library will extend these functions to include eContent (eBooks and eAudio) utilizing eResource Central and may also consider local history content.

- **Library E-Services**
  - The library publishes an e-newsletter monthly to keep patrons informed about events at the library. The library also offers e-notices for holds/overdues/pre-due notices. The library also offers access to its local history resources through its digitization project. In 2017, the library moved from a locally developed Summer Reading software product to a software-as-a-service (SaaS) model reading program and readers’ advisory tool provided by Beanstack.

- **Library Events Calendar Online**
  - Library Programs & Events are a popular service provided by the library and is managed by Evanced, an online meeting room and event booking software.
Library Mobile Services

- Library Information, Searching, Digital Content Access through mobile applications. The current Mobile Apps menu is Overdrive, Freegal, Tumblebooks, Zinio, and Hoopla and these mobile/web apps are used for electronic materials. Boopsie and Bookmyne are mobile searching apps for the library catalog and digital information.

Library Social Media Services

- The library is actively using Facebook and Twitter as a marketing and communication tool for its traditional and digital services. These services have grown dramatically over the past 2 years and will continue to grow as the library operationalizes its use with daily operation.

Evaluating Our Progress

The goals and objectives for Portage District Library’s network and web design will be reviewed on an ongoing basis through a combination of internal meetings of the Web Design Team and the Network Design Team and external meetings with network and web partners.

Currently, the library has a Technology Team whose purpose is to review the current state of the library’s network, recommend physical and/or goal/objective changes and report problems. The library also has a Web Development Team whose responsibility is the development of new web resources, report problems with existing functionality and recommend web development plan changes. Both teams are constantly monitoring the evolution of library technology.

In addition to these two teams, the library utilizes staff attendance at library and technical conferences to keep up-to-date on technological advancements in the library field. The library also schedules annual network security audits to address the library’s progress toward securing its network borders and protecting its most valued asset “information”.

Every year, the library’s Technology Team and the Library Systems Administrator make budget recommendations to the Library Director in the form of ongoing maintenance for current technology, budget requests to refresh existing technology and budget requests for technology upgrades. These annual reviews ensure appropriate budgets are available for library technology.

These internal and external meetings allow the library to make any necessary course corrections throughout the life of its technology. Applying these pragmatic plans create a more dynamic and responsive set of library technologies. Each year this living document will ebb and flow with the changing needs of technology at the Portage District Library.
<table>
<thead>
<tr>
<th>Technology Terms</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Access Point</td>
</tr>
<tr>
<td>API</td>
<td>API is “application programming interface “ and is the connection between hardware devices, applications, or different sections of a computer network. It defines the ways by which an application program may request services from libraries and/or operating systems. An API determines the vocabulary and calling conventions the programmer needs to employ to use the services.</td>
</tr>
<tr>
<td>Authentication</td>
<td>Authentication is a security measure designed to establish the validity of a transmission, message, or originator, or a means of verifying an individual's authorization to receive specific categories of information.</td>
</tr>
<tr>
<td>Bandwidth</td>
<td>Bandwidth is a data transmission rate; the maximum amount of information (bits/second) that can be transmitted along a channel.</td>
</tr>
<tr>
<td>Client</td>
<td>Client is an application or system that accesses a remote service on another computer system, known as a server, by way of a network. The term was first applied to devices that were not capable of running their own stand-alone programs, but could interact with remote computers via a network. These dumb terminals were clients of the time-sharing mainframe computer.</td>
</tr>
<tr>
<td>CKO/CKI</td>
<td>Check-out/Check-in</td>
</tr>
<tr>
<td>Cloud Computing</td>
<td>Cloud computing means using multiple server computers via a digital network, as though they were one computer. Often, the services available are considered part of cloud computing.</td>
</tr>
<tr>
<td>Content Management System</td>
<td>A Content Management System is used to manage the content of a website. Typically, a CMS consists of two elements: the content management application (CMA) and the content delivery application (CDA). The CMA element allows the content manager or author, who may not know Hypertext Markup Language (HTML), to manage the creation, modification, and removal of content from a Web site without needing the expertise of a Webmaster. The CDA element uses and compiles that information to update the Web site.</td>
</tr>
<tr>
<td>Enterprise</td>
<td>Enterprise is the new public access library catalog. It replaced the old EPS Rooms catalog in March 2012. It is a multi-faceted search interface allowing external content to be pulled from Bowker Cover Art, Ebsco Novelist, Facebook, Google and professional review sources. In addition, now allows fines to be paid via PayPal.</td>
</tr>
<tr>
<td>eResource Central</td>
<td>eResource Central® (eRC) brings all of your providers together into a unified interface and eliminates the need to redirect patrons outside the library OPAC to unfamiliar interfaces, making the entire process more comfortable for you and your users. This product lets users search eResources alongside physical content, see real-time availability and previews for eResources, and download most titles from within the catalog.</td>
</tr>
<tr>
<td>Fiber Optic</td>
<td>Fiber Optic Connection is a mode of connection utilizing a glass or plastic</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Connection</td>
<td>Fiber that carries light along its length. Fiber optics is the overlap of applied science and engineering concerned with the design and application of optical fibers. Optical fibers are widely used in fiber-optic communications, which permits transmission over longer distances and at higher bandwidths (data rates) than other forms of communications.</td>
</tr>
<tr>
<td>ILS</td>
<td>Integrated Library System</td>
</tr>
<tr>
<td>Internet</td>
<td>The Internet is a shared global computing network based on standards including Internet Protocol (IP), Simple Mail Transfer Protocol (SMTP) and the Domain Name System (DNS), which enables global communications between all connected computing devices and provides the platform for web services and the World Wide Web.</td>
</tr>
<tr>
<td>Michigan Evergreen</td>
<td>The Michigan Evergreen Project is an Open Source shared catalog administered by the Michigan Library Consortium and the Grand Rapids Public Library utilizing the Evergreen Open Source Integrated Library System.</td>
</tr>
<tr>
<td>Migration</td>
<td>Migration is the process of moving data from one storage device to another, or more specifically, the process of translating data from one format to another. Data migration is necessary when an organization decides to use a new computing systems or database management system that is incompatible with the current system. Typically, data migration is performed by a set of customized programs or scripts that automatically transfer the data.</td>
</tr>
<tr>
<td>Open Source</td>
<td>Open Source Software (OSS) is software for which the underlying programming code is available to the users so that they may read it, make changes to it, and build new versions of the software incorporating their changes. There are many types of Open Source Software, mainly differing in the licensing term under which (altered) copies of the source code may (or must be) redistributed.</td>
</tr>
<tr>
<td>PAC</td>
<td>Public Access Computer</td>
</tr>
<tr>
<td>PBX</td>
<td>PBX means “Private Branch Exchange (PBX) and is a telephone exchange that serves a particular business or office, as opposed to one that a common carrier or telephone company operates for many businesses or for the general public. PBXs make connections among the internal telephones of a private organization and also connects them to the public switched telephone network (PSTN) via trunk lines. Because they incorporate telephones, fax machines, modems, and more, the general term &quot;extension&quot; is used to refer to any end point on the branch.</td>
</tr>
<tr>
<td>Peripheral technologies</td>
<td>Any external device that provides input to the computer or receives output from the computer is considered a peripheral.</td>
</tr>
<tr>
<td>Platform</td>
<td>A platform in computer terms describes some sort of hardware architecture or software framework (including application frameworks), that allows software to run. Typical platforms include a computer's architecture, operating system, programming languages and related runtime libraries or graphical user interface.</td>
</tr>
<tr>
<td>PoE</td>
<td>Power over Ethernet</td>
</tr>
<tr>
<td>Portal</td>
<td>Portal is a term, generally synonymous with gateway, for a World Wide Web site that is or proposes to be a major starting site for users when they get connected to the World Wide Web or that users tend to visit as an anchor.</td>
</tr>
<tr>
<td><strong>Glossary of Technology Terms</strong></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>site. There are general portals and specialized or niche portals. Some major general portals include: Yahoo, Excite, Netscape, Lycos, CNET, Microsoft Network, and America Online's AOL.com.</td>
<td></td>
</tr>
<tr>
<td><strong>RFID</strong></td>
<td>Radio-frequency identification (RFID) is the use of an object (typically referred to as an RFID tag) applied to or incorporated into an object for the purpose of identification and tracking using radio waves. Some tags can be read from several meters away and beyond the line of sight of the reader. Most RFID tags contain at least two parts. One is an integrated circuit for storing and processing information, modulating and demodulating a radio-frequency (RF) signal, and other specialized functions. The second is an antenna for receiving and transmitting the signal.</td>
</tr>
<tr>
<td><strong>RSS Feed</strong></td>
<td>RSS (most commonly translated as &quot;Really Simple Syndication&quot; but sometimes &quot;Rich Site Summary&quot;) is a family of web feed formats used to publish frequently updated works—such as blog entries, news headlines, audio, and video—in a standardized format. An RSS document (which is called a &quot;feed&quot;, &quot;web feed&quot;, or &quot;channel&quot;) includes full or summarized text, plus metadata (information about an informational resource) such as publishing dates and authorship.</td>
</tr>
<tr>
<td><strong>SAN Switch</strong></td>
<td>SAN (Storage Area Work) Switch is device that routes data between servers and disk arrays in a storage area network (SAN). It typically refers to a Fiber Channel switch.</td>
</tr>
<tr>
<td><strong>SCKO</strong></td>
<td>Self Check-out</td>
</tr>
<tr>
<td><strong>Server</strong></td>
<td>A Server is any combination of hardware or software designed to provide services to clients. When used alone, the term typically refers to a computer which may be running a server operating system, but is commonly used to refer to any software or dedicated hardware capable of providing services.</td>
</tr>
<tr>
<td><strong>SharePoint Services</strong></td>
<td>SharePoint Services is a collection of products and software elements that includes, amongst a growing selection of components, Internet Explorer based collaboration functions, process management modules, search modules and a document-management platform. SharePoint can be used to host websites that access shared workspaces, information stores and documents, as well as host defined applications such as wikis and blogs.</td>
</tr>
<tr>
<td><strong>SLA</strong></td>
<td>Service Level Agreement</td>
</tr>
<tr>
<td><strong>Symphony</strong></td>
<td>Symphony is SirsiDynix Company’s comprehensive, integrated library and consortium management system for all technical and public services including both basic and advanced capabilities for Circulation, Cataloging, Serials, Acquisitions, Outreach, Materials Booking, Reserves, Accountability, and more.</td>
</tr>
<tr>
<td><strong>T-1 Line</strong></td>
<td>T-1 line is a digital point-to-point signal that connects a computer to the Internet and carries 1,544,000 bits per second.</td>
</tr>
<tr>
<td><strong>Tablet Computing</strong></td>
<td>A &quot;tablet computer&quot;, or simply &quot;tablet&quot;, is a complete computer contained entirely in a flat touch screen that uses a stylus, digital pen, or fingertip as the primary input device instead of a keyboard or mouse.</td>
</tr>
<tr>
<td><strong>Thin Client</strong></td>
<td>Thin Client is a client computer or client software in client-server.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>architecture networks which depends primarily on the central server for processing activities, and mainly focuses on conveying input and output between the user and the remote server. Many thin client devices run only web browsers or remote desktop software, meaning that all significant processing occurs on the server.</td>
<td></td>
</tr>
<tr>
<td>UPS</td>
<td><strong>Uninterrupted Power Supply</strong></td>
</tr>
<tr>
<td>VDI</td>
<td>VDI is “virtual desktop infrastructure” that refers to the process of separating a personal computer desktop (its applications, files and data) from the physical machine. The 'virtualized' desktop is stored on a remote central server instead of on the hard-drive of the local personal computer. This means that when users work from their desktops, all of the programs, applications, processes and data used by the desktop are kept and run centrally, allowing users to remotely access their desktops on any device which is capable of displaying the desktop, such as a PC, laptop, smart phone or thin client.</td>
</tr>
<tr>
<td>Virtualization</td>
<td>Virtualization is a method of running multiple, independent, virtual operating systems on a single physical computer. It is a way of maximizing physical resources to make the most of an investment in hardware. As an added bonus of virtualization, you get a disaster recovery plan because the virtualized images can be used to instantly recover all your servers.</td>
</tr>
<tr>
<td>VOIP</td>
<td>VOIP means “Voice Over Internet Protocol” and is a general term for a family of transmission technologies for delivery of voice communications over Internet Provider networks such as the Internet or other packet-switched networks. Other terms frequently encountered and synonymous with VoIP are IP telephony, Internet telephony, voice over broadband (VoBB), broadband telephony, and broadband phone.</td>
</tr>
<tr>
<td>Web 2.0</td>
<td>Web 2.0 refers to the second generation of web development and web design. It is characterized as facilitating communication, information sharing, interoperability, user-centered design and collaboration on the World Wide Web. It has led to the development and evolution of web-based communities, hosted services, and web applications. Examples include social-networking sites, video-sharing sites, wikis, blogs, etc.</td>
</tr>
<tr>
<td>Wiki</td>
<td>A wiki is a type of collaborative software program that typically allows web pages to be created and collaboratively edited using a common web browser. Websites running such programs are themselves referred to as wikis.</td>
</tr>
<tr>
<td>Wireless Access</td>
<td>Wireless access is connectivity that permits services, such as long range communications, that are impossible or impractical to implement with the use of wires. The term is commonly used to refer to telecommunications systems (e.g., radio transmitters and receivers, remote controls, computer networks, network terminals, etc.) which use some form of energy (e.g. radio frequency (RF), infrared light, laser light, visible light, acoustic energy, etc.) to transfer information without the use of wires.</td>
</tr>
</tbody>
</table>
To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 17, 2017
Subject: Preliminary Plans for the Library’s 2017 Staff Development Day

REMINDER:
At the October 2016 Library Board Meeting, trustees voted to approve the Portage District Library’s Schedule of Library Closings in 2017 which included the closing date for the Library’s 2017 Staff Development Day. This year’s Staff Development Day will be held on Friday, September 22, 2017.

The Staff Development Day Committee has been meeting for several months to provide an educational and fun day for staff to interact with each other. Plans for the day focus on getting to “Yes” and working as a team to reach our mission to inspire learners, enrich lives, and empower our community. The day will include motivational speakers via TED Talks and activities to reinforce the key elements of each speech. More detailed information will be shared with trustees at a future board meeting.
## Revenue

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>2nd Qtr. Budget</th>
<th>2nd Qtr. Actual</th>
<th>2nd Qtr. % Received</th>
<th>2017 Annual Budget</th>
<th>YTD Actual</th>
<th>YTD Actual+Enc.</th>
<th>Percent of Year Gone -&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tax Revenue</td>
<td>$25,860</td>
<td>$66,891</td>
<td>259%</td>
<td>$3,225,395</td>
<td>$3,265,017</td>
<td>$3,265,017</td>
<td>101%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$25,500</td>
<td>$39,367</td>
<td>154%</td>
<td>$196,000</td>
<td>$143,115</td>
<td>$143,115</td>
<td>72%</td>
</tr>
<tr>
<td>Revenue from Reserves</td>
<td>$17,832</td>
<td>$17,832</td>
<td>100%</td>
<td>$392,926</td>
<td>$392,926</td>
<td>$392,926</td>
<td>100%</td>
</tr>
<tr>
<td>State Aid Revenue</td>
<td>$15,000</td>
<td>$16,944</td>
<td>113%</td>
<td>$263,381</td>
<td>$600,211</td>
<td>$600,211</td>
<td>228%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$84,192</strong></td>
<td><strong>$141,034</strong></td>
<td><strong>168%</strong></td>
<td><strong>$4,079,702</strong></td>
<td><strong>$4,401,269</strong></td>
<td><strong>$4,401,269</strong></td>
<td><strong>108%</strong></td>
</tr>
</tbody>
</table>

## Expenses

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>2nd Qtr. Budget</th>
<th>2nd Qtr. Actual</th>
<th>2nd Qtr. % Spent</th>
<th>2017 Annual Budget</th>
<th>YTD Actual</th>
<th>YTD Actual+Enc.</th>
<th>Percent of Year Gone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Salaries &amp; Wages</td>
<td>$322,782</td>
<td>$315,204</td>
<td>98%</td>
<td>$1,333,975</td>
<td>$663,980</td>
<td>$663,980</td>
<td>50%</td>
</tr>
<tr>
<td>Total Fringes &amp; Benefits</td>
<td>$149,075</td>
<td>$110,563</td>
<td>74%</td>
<td>$559,606</td>
<td>$251,422</td>
<td>$236,497</td>
<td>42%</td>
</tr>
<tr>
<td>Total Library Materials</td>
<td>$277,404</td>
<td>$122,345</td>
<td>44%</td>
<td>$664,206</td>
<td>$254,067</td>
<td>$301,293</td>
<td>45%</td>
</tr>
<tr>
<td>Total Utilities</td>
<td>$45,431</td>
<td>$33,286</td>
<td>73%</td>
<td>$131,300</td>
<td>$53,762</td>
<td>$53,762</td>
<td>41%</td>
</tr>
<tr>
<td>Total Buildings</td>
<td>$92,135</td>
<td>$30,441</td>
<td>33%</td>
<td>$204,869</td>
<td>$61,649</td>
<td>$103,413</td>
<td>50%</td>
</tr>
<tr>
<td>Total Furnishings &amp; Equipment</td>
<td>$74,205</td>
<td>$3,793</td>
<td>5%</td>
<td>$334,552</td>
<td>$98,117</td>
<td>$58,250</td>
<td>77%</td>
</tr>
<tr>
<td>Total Supplies</td>
<td>$76,843</td>
<td>$28,389</td>
<td>37%</td>
<td>$159,557</td>
<td>$43,118</td>
<td>$59,457</td>
<td>37%</td>
</tr>
<tr>
<td>Total Professional Services</td>
<td>$116,895</td>
<td>$40,927</td>
<td>35%</td>
<td>$276,893</td>
<td>$102,519</td>
<td>$130,676</td>
<td>47%</td>
</tr>
<tr>
<td>Total Other Charges</td>
<td>$99,218</td>
<td>$48,834</td>
<td>49%</td>
<td>$334,552</td>
<td>$98,117</td>
<td>$123,786</td>
<td>37%</td>
</tr>
<tr>
<td><strong>TOTAL OPER. EXPENSES</strong></td>
<td><strong>$1,253,988</strong></td>
<td><strong>$733,782</strong></td>
<td><strong>59%</strong></td>
<td><strong>$3,740,324</strong></td>
<td><strong>$1,531,023</strong></td>
<td><strong>$1,731,114</strong></td>
<td><strong>46%</strong></td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL PROJECTS</strong></td>
<td><strong>$138,326</strong></td>
<td><strong>$10,765</strong></td>
<td><strong>8%</strong></td>
<td><strong>$328,220</strong></td>
<td><strong>$12,065</strong></td>
<td><strong>$60,996</strong></td>
<td><strong>19%</strong></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>$1,392,314</strong></td>
<td><strong>$744,547</strong></td>
<td><strong>53%</strong></td>
<td><strong>$4,068,544</strong></td>
<td><strong>$1,543,088</strong></td>
<td><strong>$1,792,110</strong></td>
<td><strong>38%</strong></td>
</tr>
</tbody>
</table>

**EFFECT ON FUND BALANCE**  

<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 3/31/2017</td>
<td>12/31/16 Audited Total cash (Fund Equity*) minus liabilities</td>
</tr>
<tr>
<td>+ First Quarter Revenues</td>
<td>$3,508,607</td>
</tr>
<tr>
<td>- First Quarter Operating Expenses</td>
<td>$141,034</td>
</tr>
<tr>
<td>- First Quarter Capital Projects</td>
<td>$733,782</td>
</tr>
<tr>
<td>- First Quarter Capital Projects</td>
<td>$10,765</td>
</tr>
<tr>
<td></td>
<td>12/31/16 Audited Total cash (Fund Equity*) minus liabilities</td>
</tr>
<tr>
<td>+ 2017 Revenues</td>
<td>$4,401,269</td>
</tr>
<tr>
<td>- 2017 Operating Expenses</td>
<td>$1,531,023</td>
</tr>
<tr>
<td>- Capital Projects</td>
<td>$12,065</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>$29,740</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>$249,022</td>
</tr>
<tr>
<td>2017 cash as of 6/30/2017</td>
<td>$2,905,094</td>
</tr>
<tr>
<td>Total available cash as of 6/30/2017</td>
<td>$5,808,423</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 - All Property Tax collections have been received for the year, excluding any delinquent Personal Property tax. The Library has received approximately $40,000 more than it budgeted for. This could be due to several reasons. The Library obtains information from the City of Portage and calculates the portion of revenue that will be captured by the DDA, LDFA and IFTs. This calculation by the Library could be off and need adjusting. Additionally, the Library estimates that $25,000 of Personal Property Tax will not be collected during the year and will remain delinquent until future years. For FY2018, the Library has lowered this estimate to $12,500. The library has received its IFT tax payment for this year and it was $450 below budget.

State Aid Revenue - The library has received its first State Aid payment for FY2017 and its payment for Personal Property Tax as of 6/30/2017. The second State Aid 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 overpayment. 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. These were my thoughts at the end of the first quarter and they have not changed to date.

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); funds from the Benefit Reserve for a retiring employee ($17,831.59).

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 $54,679 of 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 $10,000 that the Library is under budget is from part-time employees being absent for health or vacation reasons and those hours going unused. Additionally, the Library had a long time employee retire. The change in staffing for for this position has resulted in a savings to the Library in the short term.

Fringes & Benefits - Fringes & Benefits are less than the 50% expended as of June 30, 2017. This is due to two employees opting out of the Library's insurance plan and picking up a spouse's plan. The Library should see significant savings in this category at the end of the year.

Library Materials - This category shows that it is on pace for this time of year. A review of the individual line in this category show that the majority of lines are at least 35% expended. Lines tend to vary due to material availability and the availability of the employee who orders the material. An example is that during the summer, youth staff do not order material as they are busy with the summer reading program. It appears that there are no concerns of either overspending or underspending at this time.

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.
Building - Year-to-date actual and encumbrances are on target for the year. The two big projects carried over from 2016 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, the majority of the projects have begun. 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, rear entrance awnings.

Supplies - The supply category is 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 slightly below the 25% target. Several lines in this area are above the target including Public Relations and Financial Services. A large sum of funds were brought into FY2017 to help catch up on Marketing efforts and those funds are currently encumbered. Additionally, the financial audit has been completed. Lines that are below the target amount are Fundraising and Online Maintenance. Fundraising will be used primarily in the 4th Quarter for the Library’s Annual Appeal. Online Maintenance will be used later in the year for web services.

Other Charges - This category is slightly above the 50% target. The largest line in this category is the Computer Repair & Maintenance line accounting for approximately 60% of the budget. This line is typically used in the 3rd and 4th Quarter for the renewal of computer support and licensing agreements. That would typically cause this category to be below budget at this time of year.

Capital Projects - This category is significantly under the 50% target. The FY2017 Technology Project will not begin until the 4th Quarter. 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.
PORTAGE DISTRICT LIBRARY COMMUNICATION

To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: July 18, 2017  
Subject: Executive Limitation Policy for Minutes and Records Retention and Monitoring Report

Background:
Upon review by the Library’s attorney, Anne Seurynck, of the Executive Limitation Policy for Minutes and Records Retention, some changes were recommended. Ms. Seurynck suggested that the areas of the document that refer to “regular” meetings should be changed to “open session” for clarification as a “regular” meeting can have both open and closed session portions. Ms. Seurynck was also consulted regarding records retention. She clarified that the State of Michigan record schedule only requires that meeting notes and audio/video recordings be kept until the official minutes have been approved by the Board and can then be subsequently destroyed. Our former policy required retaining audio/video recordings for at least (90) days from the date of the meeting and Library Board Secretary notes to be retained for one year from the date of the meeting. There were no changes suggested for retention of notes for closed sessions.

Recommendation:
Upon review, the Library Director and Administrative Staff are comfortable with the changes proposed by Library Attorney Anne Seurynck. At the Monday, July 24, 2017 Library Board Meeting, we recommend that the Library Board approve the changes to the Executive Limitation Policy for Minutes and Records Retention to reflect the State of Michigan’s official record retention schedule and acknowledge the Monitoring Report for the Executive Limitation Policy for Minutes and Records Retention.
As an elected, public governance body, the Library Board will generate and retain official board meeting minutes and other board records in a manner that complies with the Michigan Open Meetings Act (Public Act No. 267 of 1976, as amended.)

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

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| The contents of the minutes produced for the Portage District Library Board include: (1) date, time, location and agenda topics for the meeting; (2) list of attendees and absentees; (3) summary of public comments and all other discussions; (4) a record of decisions and motions made and votes taken; (5) a list of other topics discussed; (6) a list of unresolved issues or other items to be handled at a future date; and (7) references to pertinent supporting documents.

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| In compliance with the State of Michigan’s OPEN MEETINGS ACT 267 of 1976, requiring minutes to be available for public inspection within (8) business days after the meeting, the board meeting minutes are being posted on the library’s website within that timeframe and also e-mailed to trustees for review, made available at the Adult Information Desk for public inquiry and kept on file in the Library Office for easy access and referral. A list of any issues needing further consideration is maintained and used to generate agenda items for subsequent board meetings.

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| Every effort is made to produce professional, informational and accurate minutes of board meetings that will be retained in Library Archives as the only permanent record of Library Board activities and the chronological progress of the Portage District Library over the years.
| POLICY: 2. RETENTION of library board meeting official minutes, notes, and audiotapes will be kept according to the official record retention schedule adopted by the State of Michigan as follows: |
| a. For open session library board meetings, official minutes will be retained indefinitely. |
| b. For open session library board meetings, recordings will be retained until official minutes are approved by the Library Board, after which the recordings will be deleted. |
| c. For open session library board meetings, notes taken by the Library Board Secretary for the purpose of producing official board meeting minutes will be retained until official minutes are approved by the Library Board, after which the notes will be deleted. |
| d. For closed sessions of library board meetings, official minutes will be recorded but will not be available for public inspection unless disclosure is required by a civil action. These closed session minutes may be destroyed one year (365) days and (1) day after approval of the minutes of the regular meeting at which the closed session was approved. |
| **NOTE**: Except for minutes taken during a closed session, all minutes are considered public records, open for public inspection, and must be available for review (on the library’s website and in print) as well as copying at the address designated on the public notice for the meeting. |

| Director’s Response: |
| The process for retaining minutes of Library Board meetings is followed according to this Executive Limitation Policy. The Board Secretary maintains all Library Board meeting files and complies with all retention period requirements. |
| Open session board meeting minutes in print are kept indefinitely. Recordings and notes for each open session library board meeting are kept until official minutes are approved by the Library Board and are subsequently destroyed. |
| After each board meeting, minutes are filed by board meeting dates in both the Library Office and in library archives in the Heritage Room. These files are weeded at the end of the fiscal year and old board meeting files with minutes are rotated out of the active file into the Business Storage Room. |
| Closed session minutes are kept separately from regular session minutes, and are not made available to the public. |