NOTICE of PUBLIC HEARING
and REGULAR MEETING

The Portage District Library Board will hold a Public Hearing on the FY 2018 Library Operating Budget and will Conduct a Regular Board Meeting on

August 28, 2017 at 6:00 p.m.

at the

Portage District Library in the Lower Level Meeting Rooms

for the purpose of hearing any public comments on the proposed FY 2018 Library Operating Budget, and for discussing and taking action on other library business.
PORTAGE DISTRICT LIBRARY BOARD
Public Hearing on the Proposed FY 2018 Budget and Regular Board Meeting to be held on
August 28, 2017
In the Lower Level Long Lake & Gourdneck Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

I. Start of Meeting
II. Roll Call
III. Comments or Requests from the Public, Board Members, or Library Staff
IV. Adoption of the Agenda for the Regular Meeting of August 22, 2016
V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on July 24, 2017. Pg. 1-6
   B. Narrative Report for July 2017. Pg. 7-10
   E. Marketing Update for July 2017. Pg. 16-17
   F. Legislative Update for July 2017. Pg. 18-19
   G. Library Board Linkage opportunities for September 2017. Pg. 20
   H. Budget Amendment – Personal Property Tax Reserve. Pg. 21
   I. Budget Amendment - $400 Teen Donation. Pg. 22
   J. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees. Pg. 23-25
   K. Monitoring Report for Executive Limitation for Treatment of Staff. Pg. 26-29
VI. Public Hearing (5 minutes)
   A. Public Hearing on the proposed FY 2018 Budget Pg. 30
   B. Formal Resolution to Adopt the FY 2018 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2018. (Vote) Pg. 31-34
VII. Governance (35 minutes)
   A. Recommendation from the Architect Selection Committee (Vote) Pg. 35-37
   B. Discussion on date and time for 2017 Library Board Retreat. (Info) Pg. 38
   C. Report from Library Board Liaison to the Friends, on the Friends’ August 2017 Book Sale and Friends’ Board Meeting. (Info) Pg. 39
VIII. Ends Development (35 minutes)
   A. Progress Report on Ends Statement #3 (The library will be a leader in strengthening our community.) (Info) Pg. 40-43
   B. Board feedback on Strategic Planning Draft (Info) Pg. 44
IX. Library Director’s Comments (20 minutes total)
   A. Final remarks by Library Director for the August 28, 2017 Library Board Meeting.
X. Process Evaluation (10 minutes total)
   A. Suggestions for Agenda Items to be included on the September 25, 2017 board meeting
      1. Minutes of the Public Hearing and Regular Meeting held on August 28, 2017.
      2. Review of Capitalization Policy
      3. Review of Internet Policy
      4. Review of Materials Selection Policy
      5. Report on 2017 Summer Reading Program
      6. Initiation of Library Director’s 2017 Evaluation Process
   B. Assessment of this meeting
   C. Miscellaneous Items
XI. Adjournment
PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Board Meeting held on

July 24, 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 The Organic Gypsy and the board meeting started at 6:00 PM.

II. Roll Call

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

Board Members Absent: Alisha Siebers (excused)

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

Library Staff Absent: Jill Austin and Colin Whitehurst

Guest: Vicki Georgeau, Director of Community Development Portage, MI

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

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

A. Comment from Systems Administrator Rolfe Behrje - Systems Administrator Rolfe Behrje introduced the staff guest, Technical Services Librarian Abigail Pylar. He said she came into the position with a year and a half experience as a processing clerk in the Technical Services Department. She was hired after the retirement of Ken Fischer. Along with her cataloging duties, Abby also serves on the architect selection committee. When teased that she has big shoes to fill, as Ken Fischer held his position for 40 years, Abby joked that her aspiration is to die in her chair. She said that she really enjoys her work at Portage District Library. Abby and her husband are expecting a baby boy in November.

B. Comment from Board Chair Behr – Library Board Chair Behr said that she was very happy to help monitor the Lego City display and that she enjoyed the interactions with patrons of all ages. She said she personally loved the replica of the East Hall Building. Trustee Welsh said that he also enjoyed volunteering his time monitoring the Lego City and suggested a fact sheet be included to help with frequently asked questions by patrons.

C. Comment from Trustee VanderVries – Following some information shared at the June Board Meeting from notes from a co-op directors meeting, Trustee Vander Vries contacted someone at the state to confirm the information. It was determined that inaccurate information was in the notes from the meeting.

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

IV. Adoption of the Agenda for the Regular Meeting of July 24, 2017

Library Board Chair Behr asked if there were any changes needed to the agenda for the July 24, 2017 board meeting before its adoption. Library Director Klien asked that Item VI. Governance be moved into Closed Session after the Director’s Report to discuss a “confidential written legal opinion that is subject to attorney-client privilege”. Behr asked for a motion to adopt the agenda as amended.

MOTION: It was moved by Trustee Vliek and seconded by Trustee VanderVries that the Library Board adopt the agenda for the regular meeting of July 24, 2017 as amended. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.
Board Chair Behr introduced Vicki Georgeau, Director of Community Development in Portage, MI to the Library Board and Ms. Georgeau began her presentation. She started by saying that this PowerPoint presentation would cover a lot of similar topics as the Mayor’s State of the City Address. Ms. Georgeau said that there is a lot of great news about our city since we are finally out of the recession that began in 2008. Recently, there has been a lot of growth of the city’s tax base. City of Portage staff are always trying to look to the future by holding Visioning events to review visions, goals, and strategies. There are 7 key topic areas covered during this process: economic development, environment & natural resources, human services, municipal services, neighborhoods, transportation, and culture & leisure.

Ms. Georgeau spent time discussing each key topic area during her presentation, speaking about current initiatives and future plans. She said that major employers in Portage, such as Stryker, Pfizer, and Zoetis are investing in new facilities or planning to increase jobs. There are many new Commercial Buildings in Portage as well including Trade Centre III, Chick-fil-A, CSL Plasma Center, and the Walmart expansion. Residential building is increasing with developments such as Copperleaf Phase 2, Whispering Meadows Phase 4, Whisper Rock Condominiums, Portage Memory Care, StoryPoint Senior Living, and the expansion of Greenspire Apartments. Ms. Georgeau said that they are finally seeing increased activity in the housing market and home values are increasing. In the future, Ms. Georgeau said that the City will want to leverage opportunities for future development, continue its partnership with Southwest Michigan First, and collaborate with county and state legislators.

Other topics discussed included:
Recycling and Energy Efficiency, the recently passed Non-Discrimination Ordinance, SeeClickFix, investment in body cameras and a drone, leveraging technology to be more effective at lower costs, Community Policing and Neighborhood Watch groups, the connected bike path from Kilgore to Osterhout, safe traffic management, the return of cultural events and recreational activities, the new Dog Park, and the Portage Youth Advisory Committee.

After wrapping up her presentation, Ms. Georgeau asked the Library Board if they had any questions for her. Board Chair Behr asked whether there are more plans to increase options for seniors living in the community, and Ms. Georgeau said that there have been some additional inquiries to the City, but no additional buildings have been confirmed yet. Trustee Pacheco asked about capital improvement plans especially as it pertains to decreasing congestion from Texas Township into Portage. Ms. Georgeau said that the City of Portage is constantly performing traffic impact studies to look at ways to deal with road capacity and to make adjustments to improve the flow of traffic. Trustee Welsh indicated that as part of the library’s architect selection committee, there have been discussions about how the library building is landlocked and he wondered if Ms. Georgeau had any comment on changes that might occur with the Portage Senior Center, which is our neighbor. Ms. Georgeau said that Portage Senior Center Manager Kim Phillips and her team have been brainstorming ways to cover future needs as the Senior Center is functioning at maximum capacity and needs more space. Funds could be raised and used in a variety of ways, but at this time, Ms. Georgeau thought they were at least a year away from a final decision. Trustee Vliek asked if the city had concerns about the future of Crossroads Mall and Ms. Georgeau said yes, this is something that is on the City’s radar. They meet with representatives from the Crossroads Mall a couple times of year to stay aware of what is happening there. The mall is going to have a Carnival in the parking lot in early August and is considering doing other kinds of community events to draw in customers. They are also considering offering space in the mall for other kinds of programs or collaborating with the library or Portage Senior Center as community partners. In order to combat online shopping, the Crossroads Mall is getting more creative about uses in the Mall.

DISPOSITION: Library Board Chair Behr and Library Director Klien thanked Vicki Georgeau for coming to the board meeting and sharing information about what is happening in the City of Portage.

[Note: Guest speaker Vicki Georgeau left the board meeting prior to the Consent Agenda.]

VI. Consent Agenda
Library Board Chair Behr asked if there were any changes needed to the consent agenda for the July 24,
2017 board meeting before its adoption. None were requested. Trustee Behr asked for a motion to approve the consent agenda.

A. Minutes of the regular board meeting held on June 26, 2017.
B. Narrative Report for June 2017.
C. Marketing Report for June 2017.
F. Legislative Update for June 2017.
G. Library Board Linkage for June 2017.

MOTION: It was moved by Trustee Vander Vries and seconded by Trustee Welsh, to approve the consent agenda as presented. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

VII. Ends Development
A. Final review and approval of proposed Fiscal Year 2018 Budget and Millage Rate for public inspection prior to Public Hearing at August 28, 2017 board meeting - Library Board members were given a final opportunity to make changes to the budget before next month’s Public Hearing on the 2018 Budget. No changes or requests were made. Trustee Welsh asked if there would be advertising about the meeting in advance, and Library Director Klien responded, yes, the library places an advertisement in the newspaper each year in preparation for a public hearing.

B. Presentation of the library’s 3-Year Technology Plan (2017-2019) – Library Director Klien stated that every year, trustees are given a presentation by Systems Administrator Rolfe Behrje to give trustees an overview of where the library is right now with its technology, what we will be trying to do in upcoming years, and what the budget is for those technology initiatives that are being recommended. Klien invited Behrje to come forward and give his presentation. (A copy of the PowerPoint presentation will be included in the board folder.)

Behrje made introductory remarks and began a slide presentation that highlighted points as follows:

- **Goals and Objectives**
  - Support the Portage District Library mission statement and strategic goals through technology services
  - Empower staff and patrons through technology services
  - Standardized platforms for services and access that provide reliability and mission critical availability
  - Select technology and services that are flexible and agile
  - Select communication technology and services that provide robust access information and resources
  - Peripherals will complement services and ease access

- **Technology Trends**
  - Virtualization and Cloud Computing (more companies are developing cloud resources and the tools to manage them are maturing.)
  - E-Material and E-Services (downloading and streaming)
  - API Connected Services (connecting and unifying services)
  - New Access Devices and Always “On” Services (flexibility to respond and redundancy to minimize offline times)

- **2017 Highlights**
  - RFID – Self Checkout (Upgraded interface and payment systems)
  - Replace existing security gates
  - C-series Check-in
  - Replacement of existing Digital Library Assistants as needed
  - Fiber internet and dedicated remote bandwidth upgrades
  - Public access and wireless access replacement
- OpenDNS security and filtering solution
- Access switching
- Hosted firewall services
- Collocation Network Services
- Meeting Room A/V Technology upgrade
- Symphony Services upgrade in preparation for Software as a Service

➢ **Future Highlights**
- Staff Computer/Printer/Device Replacement
- Cloud Hosted Applications with new services added each year
- Public Access Hardware Replacement
- Infrastructure Upgrades

➢ **Technology Replacement Costs**

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Core</td>
<td>$225,000</td>
</tr>
<tr>
<td>Public Service</td>
<td>$225,000</td>
</tr>
<tr>
<td>Public Access</td>
<td>$125,000</td>
</tr>
<tr>
<td>Staff</td>
<td>$90,000</td>
</tr>
<tr>
<td>Peripherals</td>
<td>$95,000</td>
</tr>
</tbody>
</table>

➢ **Technology Research Projects**
- Cloud Computing
- Virtual Technologies
- Self-Service Solutions
- API/Connected Technology
- Web/Search Interfaces
- Social Networking

**DISPOSITION:** The Library Board thanked Behrje for the presentation on the library’s 3-Year Technology Plan 2018-2020 and trustees expressed enthusiasm about the technology plans for the library.

C. **Plans for the library’s 2017 Staff Development Day** – As outlined in the memo, Library Director Klien reminded trustees that PDL’s Staff Development Day would be held on Friday, September 22. The library will be closed to allow all staff to participate. Plans for the day include 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. There will also be team building activities. This year’s Staff Development Day will be held on site due to transportation issues and daily activities/maintenance for materials that need to be performed even when the library is closed. The Staff Development Day Committee will send a draft agenda to next month’s board meeting.

**DISPOSITION:** The Library Board received information about preliminary plans for the library’s 2017 Staff Development Day.

VIII. **Monitoring to Assure Compliance with Executive Limitations**

A. **2nd Quarter Financial Report for FY 2017 Budget** – Business Manager Rob Foti said we are at the halfway for the year and there are no major budget concerns. Tax revenue has been as expected. Foti advised trustees that he will come to the board next month to ask to put some money into a reserve for a rainy day fund incase PPT is not reimbursed at the same level (or at all) in the future. Foti said that the library is still waiting to receive penal fines. Last year was the lowest amount the library had ever received from penal fines and it was unclear why that number fluctuates. He said he hoped to know more for the next meeting. Library salaries and wages are on track and since there have not been many staffing changes this year, we should not see a large unspent amount like there was last year. We may see some remaining funds in the benefits line at the end of the year from some staff who have opted out of insurance for various
reasons. The monies that formerly went towards debt payment will now be saved to use as for funding future building projects. Foti concluded that there are no concerns to report on any of the other lines.

Trustee Welsh asked if library staff are given an incentive to opt out of library insurance. Foti responded that there are state caps for library spending on insurance for singles, couples, and families. The library has used those numbers and offer 10% cash in lieu (depending on your status) to opt out which are then paid out monthly.

B. Monitoring Report on the Executive Limitation Policy for Minutes and Records Retention – Library Director Klien explained that some changes had been suggested by the library’s lawyer upon review of the Executive Limitation Policy for Records Retention. She suggested wording changes from “regular” to “open session” in the updated document. She also had some suggestions for the records disposal policy to correspond with the policy used by the State of Michigan.

MOTION: It was moved by Trustee Welsh and seconded by Trustee Pacheco, to acknowledge the Monitoring Report and approve the Executive Limitation Policy for Minutes and Records Retention as presented. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

IX. Library Director’s Comments

A. Final remarks by Library Director for the July 24, 2017 Library Board Meeting –

Library Director Klien informed trustees that one circulation staff member has resigned effective Friday, July 28th to go to graduate school in Colorado. She also reminded trustees that the marketing intern position ends Friday, August 4th.

In August, according to the Library Board Annual Calendar, we would typically review the Solicitation Policy. Library Director Klien reminded trustees that the new Patron Behavior Policy (approved at the May Board Meeting) now also covers the Solicitation Policy, so we will not be reviewing it next month.

Library Director Klien said that the Spring Appeal had been mailed out and the library was already beginning to receive donations.

The Big Truck program was cancelled this year due to weather concerns (rain and thunder in the forecast). Unfortunately, it cannot be rescheduled due to the large amount of coordination that must be done between various departments. City of Portage Street Department and MDOT initiated the cancellation. The library is very disappointed that it was unable to host this popular event this year.

Library Director Klien gave an update regarding the process for the Architect Selection Committee. Six (6) RFPS’s received were initially narrowed down to three (3). Site visits and reference check calls were made which narrowed it to two (2) firms. Interviews with the two remaining firms have been scheduled for this week and the week of August 7th. Library Director Klien said she hoped the committee would be prepared to make an architect recommendation to the Board at the August Board meeting. The libraries which were suggested as facilities to take a look at included: East Lansing, Ferndale, and Howell Carnegie. Library Director stated that after an architectural firm is recommended and approved, the library would negotiate a contract. Then, the hired firm would get feedback from the board, staff, and community, do a space study and then develop a master plan that we would move forward with in phases.

Pros and cons in having a branch in a mall. Interesting conversation to have. What kind of services would you bring? Books, programs, technology, marketing.

X. Governance

A. The Library Board recessed to a closed session at 8:05 PM. Trustees had discussion regarding the topic, but no actions were taken. The Library Board returned to open session at 8:24 PM.

XI. Process Evaluation
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 2018 Budget and Formal Resolution to Adopt the FY 2018
      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 –
   There was agreement among trustees that this had been a full and productive meeting with excellent
   presentations.

   Trustee Vliek brought it to the attention of the group that a motion had not been made regarding the
   FY2018 proposed budget.

MOTION: It was moved by Trustee Vliek, and seconded by Trustee VanderVries that a Public Hearing on the
FY 2018 Budget be held on Monday, August 28, 2017. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

C. Miscellaneous Items –
   Trustee Vander Vries reminded the group that she will not be at the September meeting.

XII. Adjournment –
   Library Board Chair Behr said that if there was no further business to be considered, that she would adjourn the
   regular board meeting of July 24, 2017.

   DISPOSITION: The regular board meeting of July 24, 2017 was adjourned at 8:30 pm.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
Library Director’s Narrative Report for August 28, 2017  
(Activity at the end of July 2017 and beginning of August 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 interview on 7/27.
- Attended a farewell gathering for Circulation Clerk Ashley Williams on 7/27.
- Held individual mid-year reviews for Business Manager Rob Foti, Head of Adult Services Lawrence Kapture, and Marketing Manager Colin Whitehurst on 7/31.
- Attended a meeting with a representative from HelpNet EAP on 7/31.
- Held a mid-year review for Head of Youth Services Laura Wright on 8/1.
- Attended a meeting for all full-time staff regarding the Maxwell Health Benefits Portal on 8/2.
- Attended a farewell gathering for Marketing Intern Lynnae Strait on 8/3.
- Participated in a meeting regarding Gale Analytics on Demand on 8/4.
- Held a mid-year review for Circulation Supervisor Jill Austin on 8/4.
- Participated in Architect Selection Committee interview on 8/7.
- Held a mid-year review for Assistant to the Director Quyen Edwards on 8/8.
- Participated in a meeting with a representative from Hoopla and MidWest Tapes on 8/9.
- Participated in a Staff Development Day Committee Meeting on 8/21.
- Attended a PCC Board Meeting on 8/23.

Technical Services

- Began discussion with Abigail Pylar in Technical Services for maintaining the Technical Services department during her leave.
- Fixed indexing issues for MARC records with verbose and numerous indexed MARC tags.

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 actively managing the existing access points.
    - The library will expand and/or move AP to enhance coverage going forward.
  - Final Phase – Scheduled
§ The library has scheduled a wireless survey to complete this project for August 18, 2017.

- Monitoring production usage of the new firewall and wireless infrastructure
  § The library is regularly between 95-110 devices on its wireless network.
  § This represents 10% - 15% of the designed capacity.
  § The library is currently reviewing its staff WLAN and will be making a recommendation to separate library owned devices with Staff BYOD devices to further enhance security and reliability.
  § Average patron bandwidth has increased 400% and video streaming/downloads no longer impact others due to better infrastructure design.

- Continued discussions for collocating library servers and storage at Secant Technologies.
  - WAN Network Configuration planning in process
  - Expected Production Date: December 2017.

- Portage District Library connected apps projects
  § PDL2GO (Boopsie) – Fixed Marc data mapping issue.
  § PDL2GO (Boopise) – Fixed interface and display issues.

- Self-Checkout Project
  - Debit/Credit terminals are in production mode for all Self-CKO machines.
  - Live Production Date: August 1, 2017.
  - Scheduling: Cash Management and Maintenance Training for the Smartserv 1000 machines.
  - Expected Production Date: Mid-September 2017

- Automated Checkin/DLA/Gates Refresh Project
  - Met with Bibliotheca to discuss current offerings.
  - Requested detailed quotes for these projects
  - Expect to order through MCLS for prevailing discounts.

- Mobile Hotspots Update:
  - Original MARC (Machine-Readable Cataloging) Cataloging Completed.
  - Circulation Packaging and Procedures currently in process.
  - Internet Filtering has been requested

**Maintenance and Building Services**

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

**Personnel Information**

The library undertook the following human resource and financial activities since the July 24, 2017 Board meeting:

- The Library posted the open Library Assistant position on the Library’s website and also advertised it in the August newsletter. Applications are being accepted and candidates will be selected for interviews.
- 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. The next meeting is scheduled for Monday, August 21, 2017. At that time, details will begin to be finalized.
The Library held a rollout training of the new Maxwell Health Employee Portal for full and part time staff. Staff were introduced to the portal and subsequently sent email invitations to set up their passwords and visit the site. This new portal will serve as a resource to staff to reference and sign-up for employee benefits, as well as forms and documents on an on-going basis.

- Held farewell gatherings for Lynnae Strait, Graphic Design Intern, and Laura Bultman, Summer Programming Assistant. Both of these positions were 12 week summer positions.

**Adult Services Programming Highlights**

**Ramona Park Site Visit:** 7/15, 8 patrons contacted. Donated books were available as handouts. Various romance novels that were wrapped in brown paper and marked with hearts and fun key words were given away as “blind date” books for those interested (gave away 4). There were also a small variety of other donated adult fiction books available as a “beach read” giveaways (we gave away 4). As soon as we set up, we took a picture to post to Facebook. We would ask visitors if they had their library card on them. If they did, they received a coupon to Water Street Coffee Joint. We also had suckers to hand out to kids. We could not have asked for more perfect weather; the beach was full and busy. We set up by the concession stand hoping for higher traffic, using on an on-site table.

**Must Be 21+ After Hours Whiskey Tasting:** 7/21, 46 Attendees. This was a very well attended event with highly engaged participants. Ages ranged from late 20’s to 60’s and 70’s, most falling between 30’s-50’s. Attendance was almost evenly split between men and women. The program itself and the presenter, Angie Jackson received very positive feedback, and there were many requests for similar programs. We also used the new “Happy or Not” machine as participants exited.

**Summer Reading:** ongoing, 225 adult’s participating. Our summer reading program is very strong this year. The ease of BeanStack has helped our numbers out greatly. The Adult reading program has doubled its participation numbers and the amount of patrons needing sign-in help is down. We have also read and approved 134 book reviews from patrons.

**Normalizing Vegan:** 7/27, 37 attendees. Hillary Rettig of Vegan Kalamazoo as she presented her class Vegan 101: The Joys of Plant-Based Living. A fun and lively conversation on this healthy, sustainable, and delicious lifestyle occurred. Participants learned what vegans eat, how they stay healthy, and where vegans get their food. Vegan snacks were provided.

**Adult Services Outreach**

Staff attended a committee meeting for **GeekFest 2017** on Friday, July 28th.

**Adult Services Displays**

Display’s this month included – TV Series and Shark Week
Youth Services Programming

Western Michigan LEGO Train Club again set up their display for a week at the library. 2,006 people attended. A local business, BuildUP, provided four free drop-in LEGO building workshops on Friday and Saturday. They were a welcome addition to the LEGO fun!

Family Fairy House building workshops continue to fill with waiting lists. This summer’s theme project involved a house built in a basket.

Big Trucks was unfortunately cancelled due to weather concerns. It cannot be rescheduled because of our partners’ time and equipment commitments.

Nova VR, a local virtual reality gaming business, brought equipment and hosted a game event for elementary children. They were at capacity.

The second annual Family Late Night was a wonderful event. Families built forts in the darkened library, read stories, and had a snack. Afterwards, there were several games of “Hide and Glow Seek”.

Our regular programs continued as well, including weekly storytimes, Family Fun events for preschoolers, elementary “Create” and “Crafternoon” events, and Teen Game Club and Teen Advisory Group.

Youth Services Outreach

Youth Staff and a Portage Public Schools kindergarten teacher rode the Book Bike down to Celery Flats for a storytime and activities. Many of her previous students and their families attended.

The Teen Librarian co-hosted the Teen Late Night, a collaborative effort between the library’s and the city’s teen advisory groups. Members of the two groups watched a movie, ate dinner, and had a Nerf war.

The Local Historian and Youth Staff attended the Farmer’s Market. Historian Steve Rossio created a “Guess the Artifact” display. It generated much interest and conversation about the library’s resources and Portage history.
Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

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

Director’s Response:

| Revenue | $ 4,439,077 |
| Expenditures | $ 1,952,502 |

<table>
<thead>
<tr>
<th>Fund</th>
<th>6/30/2017</th>
<th>Changes</th>
<th>7/31/2017</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>29,740</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>2,856,044</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.
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: August 10, 2017  
SUBJECT: Library Statistical Report - July 2017

<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jul-17</td>
<td>Jul-16</td>
<td>CHANGE</td>
</tr>
<tr>
<td><strong>Total Library Circulation</strong></td>
<td>77,450</td>
<td>80,221</td>
<td>-3.45%</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>20,202</td>
<td>20,125</td>
<td>0.38%</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>7,759</td>
<td>8,556</td>
<td>-9.32%</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>30,659</td>
<td>31,802</td>
<td>-3.59%</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>4,746</td>
<td>5,394</td>
<td>-12.01%</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,628</td>
<td>5,112</td>
<td>-9.47%</td>
</tr>
<tr>
<td>E-Material</td>
<td>7,660</td>
<td>6,999</td>
<td>9.44%</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,055</td>
<td>1,170</td>
<td>-9.83%</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>741</td>
<td>1,063</td>
<td>-30.29%</td>
</tr>
</tbody>
</table>

| Self-Checkout Percentage | 61.92% | 61.63% | 59.22% | 60.33% |
| **Total Library Collection** | 206,630 | 206,449 | 0.09% |
| Adult - Books           | 95,419 | 97,591 | -2.23% |
| Adult - A/V             | 17,905 | 17,629 | 1.57%  |
| Youth - Books           | 76,226 | 74,323 | 2.56%  |
| Youth - A/V             | 12,432 | 12,220 | 1.73%  |
| Hot Picks                | 4,648  | 4,686  | -0.81% |

<table>
<thead>
<tr>
<th>Net Acquisitions</th>
<th>228</th>
<th>22</th>
<th>-1136.36%</th>
<th>1051</th>
<th>945</th>
<th>11.22%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchased - Books</td>
<td>1388</td>
<td>1526</td>
<td>-9.04%</td>
<td>10333</td>
<td>10757</td>
<td>-3.94%</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>146</td>
<td>259</td>
<td>-43.63%</td>
<td>2084</td>
<td>2241</td>
<td>-7.01%</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>4</td>
<td>3</td>
<td>33.33%</td>
<td>22</td>
<td>21</td>
<td>4.76%</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>2</td>
<td>3</td>
<td>-33.33%</td>
<td>23</td>
<td>15</td>
<td>53.33%</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(1768)</td>
<td>(1769)</td>
<td>-0.06%</td>
<td>(11411)</td>
<td>(12089)</td>
<td>-5.61%</td>
</tr>
</tbody>
</table>

| **Total In-House Usage** | 1820 | 1906 | -4.51% | 2824 | 2892 | -2.35% |
| In-House Periodical Usage | 122 | 151 | -19.21% | 246 | 252 | -2.38% |
| In-House Book Usage      | 1698 | 1755 | -3.25% | 2578 | 2640 | -2.35% |

<table>
<thead>
<tr>
<th>Patrons</th>
<th>40,415</th>
<th>50,691</th>
<th>-20.27%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>26,340</td>
<td>35,819</td>
<td>-26.46%</td>
</tr>
<tr>
<td>Youth</td>
<td>6,614</td>
<td>7,914</td>
<td>-16.43%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>364</td>
<td>339</td>
<td>7.37%</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>6,037</td>
<td>5,990</td>
<td>0.78%</td>
</tr>
<tr>
<td>Internet User</td>
<td>995</td>
<td>570</td>
<td>74.56%</td>
</tr>
<tr>
<td>Professional</td>
<td>65</td>
<td>59</td>
<td>10.17%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Patrons</th>
<th>118</th>
<th>325</th>
<th>-136.31%</th>
<th>14,366</th>
<th>2020</th>
<th>-666.14%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>209</td>
<td>181</td>
<td>15.47%</td>
<td>1,182</td>
<td>1,059</td>
<td>11.61%</td>
</tr>
<tr>
<td>Youth</td>
<td>11</td>
<td>13</td>
<td>-15.38%</td>
<td>122</td>
<td>166</td>
<td>-26.51%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>3</td>
<td>4</td>
<td>-25.00%</td>
<td>24</td>
<td>24</td>
<td>0.00%</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>45</td>
<td>60</td>
<td>-25.00%</td>
<td>281</td>
<td>331</td>
<td>-15.11%</td>
</tr>
<tr>
<td>Internet User</td>
<td>47</td>
<td>67</td>
<td>-29.85%</td>
<td>476</td>
<td>431</td>
<td>10.44%</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>2</td>
<td>9</td>
<td>-77.78%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Patrons Removed</th>
<th>433</th>
<th>0</th>
<th>0.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(13,523)</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: August 10, 2017  
SUBJECT: Library Statistical Report - July 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>Jul-17</td>
<td>Jul-16</td>
<td>CHANGE</td>
<td>2017</td>
</tr>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td>212</td>
<td>208</td>
<td>1.92%</td>
<td>1,339</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>112</td>
<td>106</td>
<td>5.66%</td>
<td>696</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>100</td>
<td>102</td>
<td>-1.96%</td>
<td>643</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>3,558</td>
<td>6,345</td>
<td>-43.92%</td>
<td>25,210</td>
</tr>
<tr>
<td>Adult</td>
<td>538</td>
<td>68</td>
<td>691.18%</td>
<td>2,190</td>
</tr>
<tr>
<td>Youth</td>
<td>2,962</td>
<td>6,242</td>
<td>-52.55%</td>
<td>20,783</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>58</td>
<td>35</td>
<td>65.71%</td>
<td>2,237</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td>36</td>
<td>33</td>
<td>9.09%</td>
<td>349</td>
</tr>
<tr>
<td>Adult</td>
<td>12</td>
<td>8</td>
<td>50.00%</td>
<td>120</td>
</tr>
<tr>
<td>Youth</td>
<td>23</td>
<td>24</td>
<td>-4.17%</td>
<td>204</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>1</td>
<td>1</td>
<td>0.00%</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>907</td>
<td>807</td>
<td>12.39%</td>
<td>3,924</td>
</tr>
<tr>
<td>Adult</td>
<td>140</td>
<td>103</td>
<td>35.92%</td>
<td>873</td>
</tr>
<tr>
<td>Youth</td>
<td>479</td>
<td>514</td>
<td>-6.81%</td>
<td>1,203</td>
</tr>
<tr>
<td>Technical</td>
<td>75</td>
<td>56</td>
<td>33.93%</td>
<td>532</td>
</tr>
<tr>
<td>Circulation</td>
<td>113</td>
<td>103</td>
<td>9.71%</td>
<td>952</td>
</tr>
<tr>
<td>Administration</td>
<td>82</td>
<td>28</td>
<td>192.86%</td>
<td>267</td>
</tr>
<tr>
<td>Community Service</td>
<td>18</td>
<td>3</td>
<td>500.00%</td>
<td>97</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>74,995</td>
<td>75,543</td>
<td>-0.73%</td>
<td>422,735</td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>60,456</td>
<td>63,017</td>
<td>-4.06%</td>
<td>297,249</td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>3,002</td>
<td>3,075</td>
<td>-2.37%</td>
<td>20,766</td>
</tr>
<tr>
<td><strong>Information Access/Reference/Research</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Reference Transactions</strong></td>
<td>9,415</td>
<td>10,036</td>
<td>-6.19%</td>
<td>62,282</td>
</tr>
<tr>
<td>Adult Phone</td>
<td>383</td>
<td>453</td>
<td>-15.45%</td>
<td>2,940</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>2,441</td>
<td>2,865</td>
<td>-14.80%</td>
<td>17,489</td>
</tr>
<tr>
<td>Adult Reference</td>
<td>182</td>
<td>237</td>
<td>-23.21%</td>
<td>1,265</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>158</td>
<td>191</td>
<td>-17.28%</td>
<td>998</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>3,473</td>
<td>3,433</td>
<td>1.17%</td>
<td>20,972</td>
</tr>
<tr>
<td>Youth Reference</td>
<td>829</td>
<td>648</td>
<td>27.93%</td>
<td>3,573</td>
</tr>
<tr>
<td>HR Phone</td>
<td>13</td>
<td>9</td>
<td>44.44%</td>
<td>105</td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>452</td>
<td>410</td>
<td>10.24%</td>
<td>3,336</td>
</tr>
<tr>
<td>HR Reference</td>
<td>41</td>
<td>38</td>
<td>7.89%</td>
<td>202</td>
</tr>
<tr>
<td>Circ Phone</td>
<td>606</td>
<td>637</td>
<td>-4.87%</td>
<td>4,398</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>391</td>
<td>831</td>
<td>-52.95%</td>
<td>4,790</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>446</td>
<td>308</td>
<td>44.81%</td>
<td>2,214</td>
</tr>
<tr>
<td><strong>Total Edutainment LAN Use</strong></td>
<td>662</td>
<td>667</td>
<td>-0.75%</td>
<td>3,522</td>
</tr>
<tr>
<td><strong>Total Internet Computer Use</strong></td>
<td>2,956</td>
<td>2,877</td>
<td>2.75%</td>
<td>20,647</td>
</tr>
<tr>
<td>Youth Computers</td>
<td>400</td>
<td>475</td>
<td>-15.79%</td>
<td>2,312</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,456</td>
<td>2,338</td>
<td>5.05%</td>
<td>17,518</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>100</td>
<td>64</td>
<td>56.25%</td>
<td>817</td>
</tr>
<tr>
<td><strong>Total Electronic Transactions</strong></td>
<td>47,884</td>
<td>47,531</td>
<td>0.74%</td>
<td>324,018</td>
</tr>
<tr>
<td>WebSite Hits</td>
<td>33,262</td>
<td>33,939</td>
<td>-1.99%</td>
<td>231,576</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>10,530</td>
<td>9,412</td>
<td>11.88%</td>
<td>65,219</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>4,092</td>
<td>4,180</td>
<td>-2.11%</td>
<td>27,223</td>
</tr>
</tbody>
</table>

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

Christy Klien, Library Director
Marketing Update

Recurring Monthly Projects:

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

July Marketing Highlights:

- This month we purchased a new survey device called Happy or Not. Happy or Not is a pedestal with four buttons that allows users to respond with their satisfaction level in response to proposed questions. You can find the device by the exit of the building and at various programs. We’ll be tracking the results as part of our strategic planning goals.
- We began creating all of the necessary marketing collateral for our Fall Programs
- This month we have filmed a training video as a test video for upcoming video projects.
- Created a new staff t-shirt highlighting our new mission statement.

July Social Media Highlights:

Facebook
104 New Page likes | 185 Post Shares | 1590 Post Likes | 91,178 Total Reach

Twitter
2,502 Tweet Impressions | 137 Profile Visits | 1 Mentions | 7 New Followers
Welcome!

Thank you for joining the Portage District Library and the Portage Senior Center’s day of food fun! You can learn interesting techniques to enhance your baking or grilling, take home recipes for healthy meals and decadent treats, and sample great foods you can find locally. There will be sessions all day, aimed at all ages and interests, whether you are a busy family interested in upping your healthy meal intake, a gourmet savoring new tastes or a kid determined to decorate the most awesome cupcake in Portage.

Sponsors for What’s Cooking in Portage include: Friends of the Portage District Library, ChocolaTea and The Pantry on Tap, Bronson Diabetes and Endocrinology Center, Girl Scouts: Heart of Michigan, Heritage Community of Kalamazoo, Jac’s Cekola’s Pizza

Table of Contents

4 Activity Map
5 Schedule of Events
6 10:30 – 11:30 am
8 12:30 – 1:30 pm
10 2:30 – 3:30 pm
13 Progressive Dinner
15 Sponsors

Fall and Winter Program Materials, Happy or Not Survey Device

Mission Statement T-Shirts
State Aid to Libraries up for FY 2018

The FY 2018 State of Michigan budget went to the governor's desk with a $1,191,700.13 boost in funding for libraries in the state aid to libraries line item. This is great news as we work to gradually rebuild this funding source. Our Senators Goeff Hansen (R-Hart) and Jim Stamas (R-Midland) worked hard to keep that additional funding in the budget.

MLA Opposes HB 4814

MLA is opposed to HB 4814 which has been introduced by Rep. Thomas Albert (R-Lowell). The legislation would limit millage proposals to the November ballot only. A similar bill was introduced last year and we successfully opposed the bill. We'll be talking with the bill sponsor to educate him about the impact this ill-conceived law could have on library millages.

IMLS, LSTA, IAL Funding Remain Constant for Now

The House Appropriations Committee has approved direct library funding language in the Labor-HHS spending bill identical to that included in last week's Subcommittee bill which makes no cuts in IMLS, LSTA or IAL funding relative to last year's levels. The Subcommittee and Committee both voted to provide IMLS with $231 million, LSTA with $183.6 million and IAL with $27 million in FY 2018. The House now appears unlikely to act on this funding bill before beginning its month-long August recess. The Senate will not vote on it at any level until the fall. Be sure to educate your congressional reps about library funding advocacy over the summer while members of Congress are back in their home states and districts.

ALA Advocacy Boot Camp Coming to Michigan in April

MLA and the Cooperative Directors Association are joining forces to bring the ALA Advocacy Bootcamp to Lansing, Michigan on Friday, April 20, 2018. Watch for registration to open in October.

The program will cover advocacy basics such as messaging, networking and community engagement. Intellectual Freedom basics will also be covered. Attendees will focus on working on an advocacy plan that they can implement in their libraries.

Training Goals:
• To empower librarians with skills to tell their library's story and secure funding for technology, e-books, and other resources
• To teach librarians and library advocates practical and powerful tips on how to be a respected, effective and supported voice in your community.
• To provide consistent messaging and an advocacy framework that can be used by libraries of all types throughout a given state, and ultimately, across the country.
• To provide a mechanism for mentoring new advocates and creating a succession plan for advocacy.

MLA Annual Conference Legislative Update

Plan to join our GCSI lobbyist Gary Owen on Wednesday, October 18 at 10:30 for an update on the latest legislation impacting libraries. Registration is open for the MLA Annual Conference being held at the Lansing Center.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: August 16, 2017  
Subject: Upcoming Library Board linkage opportunities in September 2017 for consideration

The following upcoming dates and events are provided so trustees will be aware of them in the event you chose to participate:

**LINKAGE OPPORTUNITIES for September 2017:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9</td>
<td>ALL DAY</td>
<td>What’s Cooking in Portage?</td>
</tr>
<tr>
<td>9/11</td>
<td>7:00 PM</td>
<td>SciFi/Fantasy Discussion Group: Costuming &amp; Makeup</td>
</tr>
<tr>
<td>9/11</td>
<td>7:00 PM</td>
<td>Top Shelf Reads: Orphan Master’s Son</td>
</tr>
<tr>
<td>9/14</td>
<td>7:00 PM</td>
<td>International Mystery Book Group</td>
</tr>
<tr>
<td>9/16</td>
<td>9:00 AM</td>
<td>Kalamazoo Macintosh User Group</td>
</tr>
<tr>
<td>9/19</td>
<td>7:00 PM</td>
<td>Learn Origami *Registration Required.</td>
</tr>
<tr>
<td>9/20</td>
<td>5:30 PM</td>
<td>Goodbye Summer Storytime at Celery Flats</td>
</tr>
<tr>
<td>9/22</td>
<td>ALL DAY</td>
<td>Library Closed for Staff Development Day</td>
</tr>
</tbody>
</table>
To: Portage District Library Board  
From: Christine Klien, Library Director  
Date: August 28, 2017  
Subject: Budget Amendment to Establish a Personal Property Tax Reserve Fund

**BACKGROUND:**

Beginning in 2014, commercial and industrial properties began receiving the “Small Taxpayer Exemption”, whereby a business with less than $80,000 of property could file an affidavit in lieu of filing personal property tax returns, and therefore exempting themselves from paying personal property taxes. Beginning in 2016, taxpayers could file an affidavit that would exempt “eligible manufacturing personal property” (EMPP) purchased prior to 2006 and after 2012 from paying property taxes.

Going forward, each year the Library will compare its current taxable value of its commercial and industrial personal property to the 2013 values. If the current value is less than that of the 2013 value, then the Library has experienced a loss of personal property. All losses of personal property are being reimbursed to the Library by an authority established by the State of Michigan called the Local Community Stabilization Authority. The Library’s loss will be reimbursed to the Library by February 28th of the subsequent year.

For the 2017 Fiscal Year, the Library calculated and budget for a $233,381 loss. The Library received a reimbursement of $583,267.11. This equates to 250% of the budgeted amount. The excess amount is due to how the State distributes the funds. The funds collected and distributed to qualifying entities, libraries and cities being last. Therefore, if the State collects more funds than needed to reimburse entities, the last entities receive more than they may have lost. In future years, if the State does not collect enough funds to reimburse all entities of their actual loss, it will be the last entities (libraries and cities) that will not receive their full reimbursement.

**RECOMMENDATION:**

The Portage District Library is requesting that the excess amount of the Personal Property Tax reimbursement, $349,886 be transferred to a new reserve called Personal Property Reserve to be used in future years in the event that the Library does not receive its full reimbursement. Funds will remain in the reserve until needed to supplement actual shortfalls in reimbursements from the Local Community Stabilization Authority.
To: Portage District Library Board
From: Christine Klien, Library Director
Date: August 18, 2017
Subject: Request for approval of a Budget Amendment to adjust the library’s FY 2017 Budget to accommodate for a special donation of $400 directed to the library’s Youth Summer Reading Volunteers and Teen Advisory Group.

BACKGROUND:
The library has received a very thoughtful and generous gift from a regular, loyal donor to say thank you to the Summer Reading Volunteers in the Youth Department. Without the assistance provided by these young people, the Library would not be able to staff the prize table and provide the amount of assistance that is needed during this very busy time. At the same time, this generous donor also provided money for snacks for teens during the monthly Teen Advisory Group meetings. In order to use the donation for this purpose, the following budget amendment is requested:

Budget Amendment Request:
I request that the Library Board approve a budget amendment to the Fiscal Year 2017 Budget to increase revenue by $400 and also increase the Youth Services programming expenditure line by that same amount for the purpose of supporting special activities and refreshments for the library’s Youth Summer Reading Volunteers and Teen Advisory Group.
With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Library Director shall not cause or allow jeopardy to fiscal integrity or public image. Accordingly, she may not:

**POLICY ITEM #1: Change his/her own compensation and benefits.**

**Director’s Response:** The Library Director’s salary and benefits are set by contract approved by the Portage District Library Board. Her compensation or benefit package may change only as a direct result of the Portage District Library Board’s action. A Board Personnel Committee gathers input from individual trustees about their assessment of the Library Director’s compliance with Executive Limitations and fulfillment of the Library’s Ends, and based on Policy Governance guidelines, an overall evaluation is compiled and used to determine compensation.

**POLICY ITEM #2 Promise or imply permanent or guaranteed employment.**

**Director’s Response:** The Portage District Library Employee Handbook states that Portage District Library is an “at-will” employer, which means that the employer and employee are under no contract to continue employment, and each party may sever the relationship at any time, as long as it does not violate any state or federal law.

**POLICY ITEM #3: Establish current compensation and benefits, which deviate materially from the geographic or professional market for the skills employed.**

**Director’s Response:** The Library has conducted a salary survey of similar size libraries with the assistance of HRM Innovations. Salary range information was received from surveyed libraries and compared to the Library’s existing salary ranges. The Library has used this information to adjust salary ranges at the beginning of 2017 and in the preparation of the Fiscal Year 2018 budget. The Library will continue to participate in the Detroit Suburban Librarian Roundtable survey each year and use the information to assist in the setting salary ranges.

Library employees’ benefit package includes: shared premium paid Health, 100% Dental, Life, and Vision insurance; Short and Long Term Disability insurance; Sec 125 flexible benefit plan; sick leave; vacation; paid holidays; employee assistance program; Personal Well-Being plan; training & development opportunities; and a retirement plan package. The library’s retirement package includes a 457 employee funded retirement plan option and a 401(a) employer funded plan. Currently the 401(a) funding equals 4 quarterly payments of 2.5% of the employee’s salary. The employee contribution limit for the 457 Plan was increased to $18,000 for 2016. The Library Director’s retirement contribution level is authorized by the Library Board.

Beginning August 1, 2017 the Library contracted with Bronson HelpNet to be the new provider of the Employee Assistance Program. This was precipitated by the Borgess canceling their program.

On August 2, 2017, the Library rolled out its new Maxwell Health Employee Portal to all staff. The portal will be used by full time employees to monitor, access and select their benefits during open enrollment and throughout the year. Part-time staff will also use the portal to access their benefits. Additionally, the Library will use the portal as a library for forms and documents that staff will need.
POLICY ITEM #4:  Create obligations over a longer term than revenues can be safely projected, in no event longer than one-year and in all events subject to losses in revenue.

Director’s Response:  All employee benefits have been specifically placed in the current budget, and all benefits can be supported for FY 2018. The library reviews the current policy each year against other policies available to insure that the process of bidding out health insurance is maintained and costs are kept at a reasonable level for the library, while providing comparable coverage to employees. In September 2017, the Library will obtain quotes from health insurance companies for premiums for the plan year beginning December 1, 2017. The library will continue to use Rose Street Advisors to complete the bidding and advise the library on the merits of each bid. The library will make a choice on health insurance plans to be offered to employees that will offer the best coverage at the best price that can be afforded by the library and its employees.

Beginning December 1, 2011, the library switched its health insurance plan to a shared premium plan. The Portage District Library previously paid 100% of full-time employee’s health insurance premiums. With the passing of legislation by the Michigan Legislature, a hard cap limit was established that regulated the maximum amount that public employers were allowed to contribute towards employees’ health insurance premiums. Therefore, all premium costs above that hard cap limit had to be passed on to employees and deducted from their paychecks on a bi-weekly basis.

Additionally, the library switched over from its Health Reimbursement Account (HRA) plan for a more traditional healthcare plan where deductibles are paid by employees. For the plan year beginning December 1, 2016, the library offered two (2) health insurance plan options. The first plan had an out-of-pocket maximum that did not include co-insurance and the second plan included a higher out-of-pocket maximum for employees with a level of co-insurance above the standard deductible. Each plan had a different cost for premiums to the employees and they were allowed to choose which plan they wanted to enroll in. Each year at open enrollment, employees will be given the opportunity to choose a different plan offered by the library. The library will continue to monitor the effects of the Affordable Care Act (ACA), and any replacement legislation, in order to comply with all regulations and also to offer health plans that will be both affordable for the library and its employees, as well as provide top-notch health care coverage.

POLICY ITEM 5:  Establish or change pension benefits so as to cause unpredictable or inequitable situations, including those that:

Director’s Response:  A. Incur unfounded liabilities.

No unfounded liabilities have been incurred.

Director’s Response:  B. Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.

A benefit package has been offered and accepted by all full time employees. Although some benefits increase with longevity, i.e. vacation accrual, no additional benefits have been offered as a negotiation tool to encourage longevity.

Director’s Response:  C. Allow any employee to lose benefits already accrued from any foregoing plan.

No employee has lost benefits already accrued from any foregoing plan.
POLICY ITEM #6: Fail to provide the Library Board a Compensation and Benefits Monitoring Report once a year and any exception reports as needed.

Director’s Response: Compensation and Benefits Monitoring Reports are provided to the Library Board once a year, on a frequency set forth on the Annual Calendar of Library Board Activities. The last time this report was presented to the board, prior to this report, was at the board meeting held on August 22, 2016.
With respect to the treatment of paid and volunteer staff, the Library Director may not cause or allow conditions, which are unfair, undignified, disorganized, or unclear. Accordingly, the Library Director shall not:

POLICY ITEM #1:  Operate without written personnel policies, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.

**Director’s Response:** The library maintains an up-to-date Employee Handbook that is distributed to all regular full-time and part-time staff and new hires. This handbook clearly set forth all conditions of employment, expectations for employee conduct and procedures for problem resolution. These personnel policies are intended to be administrative tools for human resource management, and are reviewed on an ongoing basis by the Library Business Manager for any revisions that may be needed.

The library issues the Employee Handbook to all regular full-time and part-time employees when they are hired as part of their initial orientation, and they are asked to review the handbook and then ask any questions about its content that may arise.

The Library worked with HRM Innovations to review and make corrections and updates to the employee handbook during the 2015 Fiscal Year. Those changes were discussed with the Library’s Administrative Team. The Library will continue to use HRM to review the employee handbook and update the document for changes and new laws.

POLICY ITEM #2:  Discriminate against any staff member for expressing an ethical dissent.

**Director’s Response:** The Portage District Library Employee Handbook includes non-discrimination language all throughout the manual. Specific references to employee relations, business ethics, employee conduct, and problem resolution can be found on pages 7, 9, 60 and 72. An open door policy, regular library-wide staff meetings and weekly administrative team meetings all help to encourage interactive communications between staff members.

POLICY ITEM #3:  Fail to evaluate staff on expected performance once a year, and produce an internal report.

**Director’s Response:** All library employees are given performance evaluations by their supervisors once a year, along with a mid-year meeting to adjust goals and objectives and to discuss any issues. The procedures in place require employees to provide written accomplishments of goals and submit them to their supervisors at specified times. The supervisors then use that information, along with their own records and direct observations to rate employee performance and write comments on the evaluation form, which are shared with employees in a personal, one-on-one evaluation session. The evaluation process is intended to be an assessment tool for determining employees’ progress on goals and objectives related to the library’s ends statements, and to guide employees in their personal growth and development. Evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The evaluation documents are
written internal reports that become part of the employee’s personnel file.

The Library worked with HRM Innovations in late 2014 to design a new performance evaluation form that included SMART Goals. Employees were shown the new form at their FY2014 performance evaluation meeting with their supervisor. The new process was explained to the employee and the new forms have been used for all staff since FY2015 evaluations.

POLICY ITEM #4: Fail to acquaint staff with the Library Director’s interpretation of their protections under this policy.

*Director’s Response:* There are weekly library-wide staff meetings and Administrative Team meetings that provide a time for these policies and any personnel issues to be clarified and/or discussed. All new employees are given Employee Handbooks and told of their protections under these employment policies. Supervisors are provided direct guidance by the Library Business and Human Resource Manager and the Library Director, (and sometimes through advice from legal counsel), in all personnel matters. They are advised of any legal requirements in order to ensure that the library stays in compliance with state and federal labor laws, and to fulfill the intent of the Executive Limitation Policy on Treatment of Staff. Careful attention is given to upholding this policy and there have been no infractions.

POLICY ITEM #5: Fail to have current human resource policies, and report on them once a year, and an occasional audit done of human resource practices.

*Director’s Response:* Human Resource policies are included in the Portage District Library Employee Handbook, which was originally scrutinized by legal counsel and is reviewed and updated on an annual basis. The Library Director and Business and Human Resource Manager stay informed about current employment laws and practices, and are in regular contact with the library’s labor attorney. Whenever there are employee related issues that need to be specifically addressed, the library’s legal counsel is available to make certain that the library’s human resource practices are appropriate and meet all legal requirements. This is equivalent to an “ongoing audit” of our human resource practices. There have been no occasions when the library has failed to have appropriate human resource practices and procedures in place.
ADDITIONAL DOCUMENTATION for TREATMENT of STAFF

In addition to the responses in the Monitoring Report for the Executive Limitation Policy on Treatment of Staff shown above, the following information is offered as additional documentation about the appropriate treatment of staff at the library:

**Conditions of the workplace for staff:**

The Portage District Library is an exceptional physical environment that gives employees a safe, clean, comfortable and attractive place to work. A regular preventive maintenance program, monitored by the System’s Administrator, keeps all of the building’s systems running smoothly for maximum comfort.

This year, the following improvements to the facility & furnishings were made:

1. Steam Cleaning of carpet and tile throughout the Library to maintain its appearance while providing a clean atmosphere.
2. Regular appointments with a pest control service.
3. Installed new wireless access points and expanded internet bandwidth.

**Staff Development**

The library administration encourages staff development in numerous ways:

**Budget Allocations:** Staff needs are addressed through the budget process by allocating funds to line items that support staff training & development, as well as to purchase equipment and supplies that benefit employees.

**Staff Development Day:** Every year the library closes for a day and all regular full-time and part-time employees take part in a daylong event that includes some sort of enrichment program, lunch and fellowship. This year, it will be held on Friday, September 22, 2017. 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.

**Staff Training:** There are various types of training and professional enrichment opportunities provided for library employees on a continuous basis throughout the year, as budgetary provisions allow. These are job-related classes, conferences, seminars & training sessions that can have a positive impact on employees’ jobs.

Examples of staff training & professional development include:

- **Catalyst University** – attended by Christy Klien, Rob Foti, Jill Austin, Rolfe Behrje, Quyen Edwards, Eric Fogderud, Fran Cooper, Jessica Enget, Lawrence Kapture, and Colin Whitehurst.
- **The Principles and Techniques of Fundraising from the Lilly Family School of Philanthropy** – an 8 week online course taken by Library Director Christy Klien and Assistant to the Director Quyen Edwards.
- **Harwood Institute Training** – a 2 day workshop attended by Library Director Christy Klien and Marketing Manager Colin Whitehurst.
- **COSUGI Conference 2017** – attended by Jill Austin, Circulation Supervisor.
- **MLA Spring Institute** – attended by Laura Wright, Head of Youth Services.
- **“Black Belt Librarian”** – attended by Nicolette Sosulski, Adult Librarian and Nancy Muffley, Youth Services Library Associate.
- **Michigan Government Finance Officers Association (MGFOA) Fall Training Institute** – attended by Rob Foti, Business Manager.
Monitoring Report for Executive Limitation Policy: Treatment of Staff

- “Lansing Book Show” – attended by Steve Rossio, Local Historian.
- **MLA Fall Conference** – attended by various members of the Adult and Youth Services Staff.
- “Hot New Graphic Novels” - attended by; Ruth Cowles, Adult Services Librarian.
- **ALA Annual Conference**– attended by: Christy Klien, Library Director; Ruth Cowles & Nicolette Sosulski, Adult Services Librarians; and Christina Doane, Adult Services Library Associate.
- “SLJ Teen Live: Virtual Conference”– attended by Olivia Pennebaker, Youth Services Librarian.
- **MLA Annual Conference Committee** - attended by Jessica Enget, Adult Services Librarian.
- **MLA Library Executive Summit** - attended by Christy Klien, Library Director and Rob Foti, Business Manager.
- “Cultural Literacy Programs in Your Library” – attended by Andrea Smalley, Youth Services Librarian.
- **MelCat Users Day** – attended by Julie Somers, ILL Clerk
- “New Ideas in Collection Development & Management” – attended by Rudy Wright, Adult Services Library Associate.
- “Multiple Choice Early Literacy” – attended by Kristy Zeluff, Youth Services Librarian.

**Workload Issues:**

- Distribution of work across the library organization is addressed on many levels. Library administration considers workload issues in terms of:
  1. The best use of human resources to accomplish the Library’s Ends.
  2. Public service needs.
  4. Staff expertise and experience in specific areas.
  5. Availability of acceptable candidates to fill position vacancies.
The Portage District Library is required by law to conduct a public hearing on any budget under consideration. For this reason, a public hearing on the Proposed FY 2018 Budget will be held immediately before the regular board meeting on Monday, August 28, 2017. A special notice of this public hearing appeared in the Kalamazoo Gazette on Sunday, August 20, 2017.

The Library Board Chair will convene the meeting, announce that it is a public hearing on the budget and open the floor to any comments or questions from the public. After any member of the public has addressed the board and questions have been answered, the Library Board Chair or her designee, will then read a “Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2018 Library Budget” and will then call for a motion to close the public hearing. Once that motion is made, seconded and passed, then the Library Board Chair will request a motion to pass the Resolution and a roll call vote will be taken.

The official action taken by the Library Board to set the millage levy and adopt the FY 2018 Budget for the Portage District Library will finalize the budget for FY 2018 and allow the library to proceed to have taxes collected at that millage levy rate.
RESOLUTION to SET the MILLAGE LEVY for the PORTAGE DISTRICT LIBRARY
and ADOPT the FISCAL YEAR 2018 LIBRARY BUDGET

WHEREAS, in compliance with the requirements of the Michigan Uniform Accounting and Budgeting Act, a balanced budget has been set up for the Portage District Library for the Fiscal Year January 2018 through December 2018; and

WHEREAS, a public hearing was held on August 28, 2017 on the proposed Fiscal Year 2018; Portage District Library Budget, in compliance with all applicable laws;

WHEREAS, the Portage District Library is recognized by the Library of Michigan as a legally established district library operating in the County of Kalamazoo, State of Michigan, pursuant to the District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.), with an effective date of March 22, 1998;

WHEREAS, the Portage District Library Board is the governing body of the Portage District Library with all the powers granted to such a district library board by the Act; including the legal authority to determine the amount of money necessary for the operation of the district library and to levy a tax on the taxable property in the Portage District Library service area; and

WHEREAS, the Portage District Library Board has determined that the levy of a district-wide property tax in an amount not to exceed 1.5 mills is necessary to generate revenue which, combined with other income derived from Industrial Facility Tax Income $13,845, State Aid Income $30,000, Local Community Stabilization Share Appropriation $233,381, County Penal Fines $80,000, Local Fines and Fees Income $70,000, Interest Income $15,000, Rental Income $4,000, Other Income $1,000, and Vending Services $12,000 will result in adequate funding to provide library services to the residents of the Portage District Library district; and

WHEREAS, the Portage District Library’s original millage proposition was passed by a majority of voters in the Portage Public Schools election on June 8, 1998, authorizing the Portage District Library Board to levy a tax annually upon all property subject to ad valorem taxation within the district in an amount not to exceed 1.5 mills on the taxable value of such property;
NOW, THEREFORE, BE IT RESOLVED by the Portage District Library Board that the following sums are appropriated for the 2018; Fiscal Year of the Portage District Library for the purposes set forth below:

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>$1,289,643</td>
</tr>
<tr>
<td>Fringes &amp; Benefits</td>
<td>$ 559,606</td>
</tr>
<tr>
<td>Library Materials</td>
<td>$ 591,660</td>
</tr>
<tr>
<td>Library Supplies</td>
<td>$ 135,970</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>$ 228,427</td>
</tr>
<tr>
<td>Buildings &amp; Utilities</td>
<td>$ 301,850</td>
</tr>
<tr>
<td>Furnishings &amp; Equipment</td>
<td>$ 13,192</td>
</tr>
<tr>
<td>Other Charges</td>
<td>$ 268,081</td>
</tr>
<tr>
<td><strong>Total Operating Expenses:</strong></td>
<td><strong>$ 3,388,429</strong></td>
</tr>
<tr>
<td><strong>Capital Projects Expenses:</strong></td>
<td><strong>$ 277,189</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTAL EXPENSES:</strong></td>
<td><strong>$ 3,665,618</strong></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the total budget for the Portage District Library for Fiscal Year 2018; in the amount of $3,665,618; presented by the Library Director, is hereby approved and adopted by the Portage District Library Board; and

BE IT HEREBY RESOLVED, that the Portage District Library Board sets the millage levy for the Portage District Library at **1.50 mills** ($1.50 per $1,000) to be levied on real and personal property in the district on December 1, 2017; in compliance with applicable law.

DATE: ________________________ PORTAGE DISTRICT LIBRARY BOARD
COUNTY OF KALAMAZOO, MICHIGAN

By: ___________________________________
Michele Behr, Chair

By: ___________________________________
Quyen Edwards, Secretary
**2017 TAX RATE REQUEST**

This form must be completed and submitted on or before September 30, 2017.

**MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

<table>
<thead>
<tr>
<th>County</th>
<th>KALAMAZOO</th>
<th>Less REZ &amp; 211.7d</th>
<th>2017 Taxable Value</th>
<th>2,244,265,404</th>
</tr>
</thead>
</table>

**LOCAL Government Unit**

**Portage District Library**

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119. The following tax rates have been authorized for levy on the tax roll for 2017.

<table>
<thead>
<tr>
<th>(1)</th>
<th>Voted</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>(5)</th>
<th>(6)</th>
<th>(7)</th>
<th>(8)</th>
<th>(9)</th>
<th>(10)</th>
<th>(11)</th>
<th>(12)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>eching</td>
<td></td>
<td></td>
<td>Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source</th>
<th>Purpose of Millage</th>
<th>Date of Election</th>
<th>Millage Authorized by Election, Charter, etc.</th>
<th>MCL 211.34d</th>
<th>Fraction</th>
<th>Reduction</th>
<th>Rollback</th>
<th>Rate</th>
<th>MCL 211.34d</th>
<th>Fraction</th>
<th>Allowable to be Levied</th>
<th>Maximum Expiration</th>
<th>Date of Rollback</th>
<th>Authorized Date of Rollback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voted</td>
<td>Operating</td>
<td>2002</td>
<td>1.5000</td>
<td>1.5000</td>
<td>1.0000</td>
<td>1.5000</td>
<td>1.0000</td>
<td>1.5000</td>
<td>Unlimited</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Prepared by**

Mathew Hansen

**Title**

Equalization Director

**Date**

5/11/2017

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

*Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**IMPORTANT:** See instructions on the reverse side for the correct method of calculating the millage rate in column (5).
To: Portage District Library Board Members  
From: Christy Klien, Library Director  
Date: August 23, 2017  
Subject: Recommendation related to the Architectural Services RFP

BACKGROUND:
On May, 1, 2017 the Portage District Library issued an RFP for Architectural Services to partner with the library in the redesign and improvement of the facility layout, workflow, and appearance. The RFP was mailed to over 30 architectural and design firms in the state of Michigan. A voluntary site tour was conducted on May 8, 2017 for all firms interested in seeing the Library prior to the deadline for bid submittal. The submission deadline for the RFP was on May 25, 2017 at 1:00 PM with a public bid opening at 1:00 PM. Six firms submitted a proposal for architectural services. The six firms that responded to the RFP were: C2AE, Daniels & Zermack Architects, Merritt Cieslak Design, Synedoch Design Studio, TMP Architecture, and Wightman & Associates in partnership with Quinn Evans.

A seven person Selection Committee was established, including representatives from the Library Board, as well as various library departments. The committee members reviewed each of the proposals and met several times during June to discuss each of the proposals. Firms were asked to provide information in their proposals that addressed the following criteria: company background and related services; experience of the firm and the proposed project team; project understanding, approach and timeline; their current and projected workload; proposed charges; and references.

The following is a summary of information that the Selection Committee requested from each prospective firm to be included in their bid proposal. The chart denotes whether the firm met that requirement and additionally, the fees proposed by each firm.

<table>
<thead>
<tr>
<th>Company Name &amp; Address</th>
<th>Cover Letter (Y/N)</th>
<th>Company Background (Y/N)</th>
<th>Experience &amp; Project Team (Y/N)</th>
<th>Understanding, Approach, Timeline (Y/N)</th>
<th>Project Workloads (Y/N)</th>
<th>Proposed Charges</th>
<th>References (Y/N)</th>
</tr>
</thead>
</table>
| Wightman & Associates w/Quinn Evans Architects  
9655 Portage Road  
Portage, MI 49020 | Yes | Yes | Yes | Yes | Yes | Phase I $14,045 Flat Fee  
Phase II $97,462 Flat Fee  
Phase III $17,385 Flat Fee  
Phase IV TBD  
Phase V TBD | Flat Fee | Flat Fee | Yes |
| Synedoch Design Studio  
1542 N. Main St.  
Ann Arbor, MI 48104 | Yes | Yes | Yes | Yes | Yes | Phase I $7,200 Flat Fee  
Phase II $18,500 Flat Fee  
Phase III $67,000 Not to Exceed  
Phase IV $85,000 Not to Exceed  
Phase V $32,000 Not to Exceed | Flat Fee | Flat Fee | Yes |
| C2AE  
211 E. Water Street, Suite 313  
Eelkamoose, MI 49007 | Yes | Yes | Yes | Yes | Yes | Planning Implementation $35,000 15% | Yes |
| Daniels & Zermack Architects  
300B South State Street  
Ann Arbor, MI 48104 | Yes | Yes | Yes | Yes | Yes | Phase I $11,200  
Phase II $8,200  
Phase III $14,400  
Phase IV $30,000 Estimated  
Phase V $17,000 Estimated | Yes |
| TMP Architecture  
470 W. Center Avenue  
Portage, MI 49024 | Yes | Yes | Yes | Yes | Yes | Complete Design Services 8.5% | Yes |
| Merritt Cieslak Design  
33610 Grand River Avenue  
Farmington, MI 48395 | Yes | Yes | Yes | Yes | Yes | Phase I $11,500  
Phase II $12,500  
Phase III $2,680  
Phase IV $9,87.8%  
Phase V $1,58-2.8% | Yes |
Upon review of the proposals, the committee narrowed the list of prospective firms for consideration to three. Those firms were C2AE, Daniels & Zermack Architects, and Wightman & Associates in partnership with Quinn Evans. Once the list of prospective firms was narrowed down, reference interviews were conducted on each of the architects, as well as the proposed project managers. This step was accomplished during the last week of June through mid-July. The Selection Committee also requested that the three firms select one of the libraries they designed for the committee to conduct a site visit. The committee visited East Lansing Public Library (C2AE), Ferndale Area District Library (Daniels & Zermack), Howell Carnegie District Library (Quinn Evans), and the Meijer Branch of the Jackson District Library (Jim Derks as part of Wightman & Associates). The tours were also conducted during the last week of June through the middle of July. After the reference checks were completed and site visits were conducted, the Selection Committee decided to narrow the prospective firms down to two firms: C2AE and Wightman & Associates in partnership with Quinn Evans.

Interviews were scheduled with the final two firms; with C2AE taking place on July 27, 2017 and Wightman & Associates in partnership with Quinn Evans taking place on August 7, 2017. After each interview was conducted follow-up information was provided by each of the firms based on discussion topics that arose during the interviews. The follow-up information was then shared with the committee members. Committee members considered the new information along with previous information when forming their individual recommendation to the committee as a whole.

The Selection Committee weighed all the presented information carefully and determined the criteria that was most important for the success of the project would be as follows: good rapport between the firm and library staff; excellent communication skills during all phases of the project; local presence to the Portage area; the ability to provide as many of the necessary services (i.e. Architectural, Interior Design, Mechanical Engineering, Landscape Design) through firm as possible; experience with similar library projects; a clear planning process that would work well with the library’s existing structure and staff; and a proposed budget for all phases of the project.

**RECOMMENDATIONS for Architectural Services RFP:**

**Recommendation #1 for Architectural Firm Selection & Award of Contract:**

It is the Selection Committee’s recommendation that C2AE be awarded the contract for the Portage District Library’s Building Project. This recommendation is made based on several factors. These include C2AE’s solid reputation and favorable recommendations obtained from prior and existing clients regarding their proposed project team. The committee noticed several design aspects during its tour of the East Lansing Public Area that they believe could work well at this library. Through discussions during the interview process, the committee felt that C2AE’s design process was flexible and collaborative and would work well to gather input from all library staff, board members, volunteers, and public. C2AE maintains an office in the Kalamazoo area and would be able to provide all professional services (Architectural, Interior Design, Mechanical Engineering, and Landscape Design) with its own staff eliminating the need for outside consultants during the planning and design phase. The committee was impressed with C2AE’s collaborative working style and rapport between its team members, including its in-house all day review process that helps to insure that all details of the design work in conjunction with each other. Additionally, the committee felt very comfortable that C2AE had the experience and game plan to work on a renovation project, such as the Portage District Library, that has many existing design challenges. Lastly, the Selection Committee reviewed the proposed fees from each of the final candidates and weighed the services to be provided with the cost of those services. The committee felt that the services being offered by C2AE, at the fees proposed, provided the best value to the Library.
**Recommendation #2 for Contract Signing with Selected Architectural Firm:**

It is Selection Committee’s recommendation that the Library Board authorize the Library to negotiate and enter into a contract with C2AE, to provide architectural services on an on-going basis as needed to complete the scope of this redesign project.
In 2017, the Library Board Retreat will focus on conversations and feedback with the selected architect for the Library’s Master Plan. While we currently do not have concrete plans for that meeting, we ask the Library Board to take a look at their calendars in October and November so that we can come up with some convenient dates for the entire group to suggest to the architect.
Portage District Library Board Members Martha Pacheco and Cara Terry are co-Board Liaison to the Friends of the Library, and as such, attend Friends’ board meetings and share information about Friends’ book sales and activities. Trustee Pacheco and/or Trustee Terry will give a report at the August 28th Library board meeting regarding the Friends of the Library board meeting which took place on Monday, August 14th.
PORTAGE DISTRICT LIBRARY
End Statement #3 for 2017
Interpretation & List of Activities & Projects

Library Director’s Interpretation:
In an effort to be a leader in strengthening our community, the library will pursue opportunities and engage in activities that will connect us to the citizens we serve. Through various collaborations and building projects, we will show our support for and commitment to the Portage community. A large part of this will be accomplished through an ongoing project called “Harwood Community Conversations”. This initiative includes “community engagement training where libraries learn how to address challenges facing their community”. These group conversations about the kind of community people want, what their concerns are, what their perspectives on major issues are, and what kinds of things can be done to make a difference are important for facilitating change. Another key word in 2017 will be “outreach’. We will build a kit to assist us in that goal, take our reference services out of the building, and support opportunities provided by the Library’s BookBike. We will actively participate with local organizations and partner with area human service agencies, such as the Portage Community Center, the Portage Senior Center, and the Salvation Army. By engaging in cooperative ventures and interacting with other local service agencies, we will strive to make the Portage District Library a true leader and key player in our community. We understand how essential it is for the library and its staff to be visible in our community and we embrace this challenge as we strive to fulfill End Statement #3 in 2017.

Description of Activities & Projects to Accomplish End Statement #3

   - Identify and train additional staff to help facilitate community conversations.
   - Conduct community conversations quarterly to gauge the perspectives of the community and what it wants.
   - Provide annual summary report of community conversations.
     - UPDATE: We have conducted a community conversation with staff and have identified several staff members who are interested in becoming facilitators. We are currently working with our Youth Outreach Coordinator to receive training through print materials and in-person facilitator workshops. We have planned three pilot conversations in 2017. During the 1st Quarter we conducted a conversation with the Library Board and are planning two conversations in the 4th Quarter: one with the Friends of the Library Board at their October meeting and one with a community group in November. STATUS: IN PROGRESS

2. Expand programming to include a local expert component.
   - Plan interactive workshops run by a variety of local experts and staff, with the goal being to learn where patrons’ interests lie. This will be the first step in exploring the viability of some form of a “Human Library” project.
3. **Define our role as a source of community information for youth and families.**

   - Install two bulletin boards on the lower level, one in the teen room, one near the meeting rooms.
     - UPDATE: Wall space was used for Summer Reading display. Boards will be installed in the Fall of 2017
     - STATUS: IN PROGRESS
   - Develop a list of community questions frequently asked at the Youth Information Desk. Build connections with community sources who could answer these types of questions.
     - UPDATE: Youth staff is compiling a list of frequently asked questions.
     - STATUS: IN PROGRESS
   - Compile a list of resources for patrons.
     - UPDATE: This will be completed when staff members have completed a preliminary list of FAQ’s.
     - STATUS: NOT STARTED

4. **Sponsor four community support initiatives in 2017.**

   - Organize humanitarian relief in our community with a personal care item collection to support the Portage Community Center.
     - UPDATE: Our third annual collection of personal care items for Portage Community Center took place in February 2017. We collected and delivered 636 items, a 65% increase over the 2016 collection. STATUS: COMPLETED
   - Organize the Annual Food for Fines Campaign to collect food items to help fill the Thanksgiving baskets at Portage Community Center.
     - UPDATE: Coordination with Portage Community Center will begin in September. STATUS: NOT STARTED
   - Host a Salvation Army Angel Tree for the collection of gifts during the holiday season.
     - UPDATE: Signup for participation usually takes place in early fall with collection of items beginning mid-November. STATUS: NOT STARTED
   - Coordinate with Portage Community Center to provide a new collection project to target the needs of students.
   - UPDATE: Requesting meeting with Chris Buckley in September. STATUS: NOT STARTED

5. **Create an outreach kit to support staff while they are working out in the community.**

   - Write, design, and print advertising materials that showcase the library’s services at outreach events.
   - Train staff on how to use the outreach kit, including a procedure for checking it out.
     - UPDATE: We have created print outreach materials to advertise the services and amenities offered at PDL for our Adult and Youth Programs. We have also created a flyer to be used for mobile Library card sign ups. Currently in production are posters to display at our various outreach events. Additional Outreach Kit items are under review by staff and will purchased before year end.
     - STATUS: IN PROGRESS
6. **Support the BookBike outreach opportunities.**
   - Create training materials for staff on how to operate / set-up the BookBike.
   - Schedule and lead staff training exercises on the proper way to operate the BookBike.
   - Facilitate BookBike programming and event schedule.
   - Advertise BookBike Events though marketing channels.
     - We created training materials including pre-flight checklists and instructions. One training session has been conducted, with an additional training to be scheduled soon. Book Bike events have been planned and are being advertised as the events permit.
     STATUS: IN PROGRESS

7. **Conduct off-site librarian initiative.**
   - Pilot a minimum of 4 off-site "desk shifts" in the community where staff provide readers advisory, reference services, and staff expertise to demonstrate and share library services in a real-world, everyday context.
     - UPDATE: Four dates have been identified for our off-site librarian initiative, three have been confirmed. We set up at Milham Meadows on June 5th, near the rental office, and spoke to 23 residents. We set up at Ramona Park July 15th and spoke to 22 people. Adult Services staff have submitted a temporary lease application for a spot in the mall in November; lease accepted for Mon. Nov 20th 1-4pm. Secured PDL proof of insurance. Crossroads will supply table and three chairs. Cost to be onsite will be $75. We are still investigating setting up at a Meijer store. Other sites that were considered were Walmart and Storypoint Senior Living Facility, but logistics failed to come through in either of those cases. We marketed the Ramona park visit with FB posts before and after. Information for the November site at Crossroads has been submitted to marketing.
     STATUS: IN PROGRESS

8. **Promote library services, collections, and other useful information via social media app Snapchat.**
   - Establish a Library Snapchat account.
   - Promote Summer Reading 2017 to younger adult users via Snapchat.
   - Develop a procedure to post content on Snapchat.
     - UPDATE: A library Snapchat account was created in April and several trial posts have been created but not tracked. A procedure was developed for tracking viewers of Snapchat posts as well as using Google pages. Starting in Fall 2017, regular posts will be made and tracked to see how this channel of social media performs for the library. STATUS: IN PROGRESS

9. **Utilize Beanstack to enhance adult incentive programs.**
   - Enhance the summer reading program for adult patrons by using the interactive Beanstack platform.
   - Create a “badge” based incentive program to be implemented in the Fall to showcase the library’s electronic resources.
     - UPDATE: Adult Services Librarian Ruth Cowles served on the committee to investigate and implement Beanstack, worked on badges for the adult summer reading group and assisted in organizing entries into the end of summer drawing of our three prize bags.
     STATUS: COMPLETE
     - After monitoring the progress of the adult summer reading program, Ruth and Lawrence met to talk about a Fall reading program.
settled on a type of technology scavenger hunt, in which patrons report on reading/borrowing that they do through Overdrive, Hoopla and other online content providers that the library purchases for our end users. The goal is to make the public more aware of these services. The scope of the project is larger than we had anticipated, especially regarding incentives, and the structure of reporting use of third party services. Because of this, planning will continue through December 2017, with the Adult Winter Reading Program debuting in January.

STATUS: IN PROGRESS

10. **Create an outdoor space to engage patrons and the Portage community that utilize the bike paths.**

- Determine what items will be best used in the green space to the north of the Library building next to the bike path.
- Schedule work to be done leveling the ground where the large pine trees were removed.
- Apply for the Library to become a Master Gardener project in 2017.
- Schedule water fountain installation.
  - UPDATE: The Portage District Library has applied to become a Master Gardener Project which is being sponsored by Master Gardener Cara Terry. Site visits have been made by MSU Extension Master Gardener Coordinator Linda Whitlock who provided valuable feedback regarding suggested partners and plans. Ms. Whitlock also assisted the library in taking soil samples for testing. Earthworks was hired to complete leveling, root removal, and topsoil additions to the area where the large pine trees were removed. Gardens by Design has been hired to remove six bushes, trim the remaining bushes, prune and weed, and power wash the tiered area on the north side of the building. In order to schedule the water fountain installation, additional discussions must take place with the City of Portage and a concrete pad must be installed.

STATUS: IN PROGRESS

---

**Assessment of End Statement #3 Accomplishments**

- A Progress Report will be given to the Library Board in August 2017 with details about the degree of accomplishment of End Statement #3.
- A Final Report will be given to the Library Board in December 2017 with a summarization of all that was accomplished in 2017 to fulfill End Statement #3.
As previously discussed, the Library’s Strategic Plan will go into effect from January 2018 through December 2020. There is a working document that Administrative staff has been using to review and revise projects and plans. The Library Board will receive a draft copy of the Strategic Plan at the August 28, 2017 Library Board Meeting to give them an opportunity for revisions and feedback.