NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on October 23, 2017 beginning at 6:00 p.m. at the Portage District Library in the Lower Level Long Lake & Gourdneck Lake Meeting Rooms for the purpose of conducting library business.
PORTAGE DISTRICT LIBRARY BOARD
Regular Board Meeting to be held on
October 23, 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. (5 minutes total)

IV. Adoption of the Agenda for the Regular Meeting of October 23, 2017. (1minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the Regular Board Meeting of September 25, 2017. Pg. 1-6
   B. Review of Donation Policy. Pg. 7
   C. Review of Investment Policy. Pg. 8-10
   D. Review of Resident/Non-Resident Policy. Pg. 11-13
   E. Approval of Non-Resident Fee Amount for 2018. Pg. 14
   F. Approval of Holiday Schedule for Library Hours of Operation in 2018. Pg. 15
   G. Monitoring Report – Communication & Support to the Library Board. Pg. 16-19
   H. Monitoring Report – Ends Focus of Grants/Contracts. Pg. 20-21
   I. Narrative Report for September 2017. Pg. 22-26
   J. Report on Financial Condition for September 2017. Pg. 27-29
   K. Statistical Report for September 2017. Pg. 30-31
   L. Marketing Update for September 2017. Pg. 32-33
   M. Legislative Update for September 2017. Pg. 34-36
   N. Library Board linkage opportunities for November 2017. Pg. 37
   O. Budget Amendment – Harwood Institute Pg. 38

VI. Governance (30 minutes)
   A. Update on Library Director’s 2017 Evaluation Process. (Info)Pg. 39
   B. Report from Co-Board Liaison to the Friends of the Library. (Info)Pg. 40
   C. Information for Board Retreat/Strategic Planning in 2017. (Info)Pg. 41
   D. Removal of Audio/Visual Policy. (Vote) Pg. 42-48
   E. Revision and Approval of Fines and Fees / Usage Policy (Vote) Pg. 49-51

VII. Ends Development (45 minutes)
   A. Follow-Up Report on 2017 Staff Development Day. (Info) Pg.52
   B. Library Director's accomplishment of personal goals for Fiscal Year 2017. (Info) Pg. 53-56
   C. Progress Report on End Statement #4 (Be a community center to experience & explore local arts & culture.) (Info) Pg. 57-60

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

IX. Library Director’s Reports (10 minutes total)
   A. Final remarks by Library Director for the October 23, 2017 Library Board Meeting.

X. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the December 18, 2017 Board Meeting
      1. Minutes of the Regular Meeting of October 23, 2017
      2. Review of FOIA Policy
      3. Approval of Annual Calendar of Library Board Activities for FY 2018
      4. Adoption of Schedule of Library Board Meetings for 2018
      5. Report on Financial Condition for October 2017
7. Marketing Update for October & November 2017
8. Narrative Report for October & November 2017
9. Statistical Report for October 2017
10. Statistical Report for November 2017
11. Legislative Update for October & November 2017
12. Appointment of Nominating Committee Chair to survey trustees’ interest in Board offices in 2018
13. Personnel Committee’s recommendation for Library Director’s compensation in 2018
14. Report from Co-Board Liaison to the Friends of the Library
15. End-of-Year Report on accomplishment of all Ends in 2017

B. Assessment of this meeting
C. Miscellaneous Items

XI. Adjournment
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 Panera and the board meeting started at 6:00 PM

II. Roll Call

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

Board Members Absent: Donna Vander Vries

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

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

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

A. Comment from Trustee Welsh: Trustee Welsh said that he and his wife went out to dinner with a couple that they are friends with last week. What he didn’t realize was that they are also volunteers at the library. He spoke with them a little about his work on the Architect Selection Committee and the Library’s goal to create a Master Plan for building projects. They were very interested in and excited about the potential changes due to this project. Trustee Welsh said that this interaction reminded him that this process and the changes that will occur should be well publicized to our patrons.

B. Comment from Jill Austin, Head of Circulation: Austin informed trustees that the date for the annual Food for Fines program has been scheduled for October 16-22. Information will go out in the October newsletter and through our other marketing channels. Trustee Siebers commented that she has already received questions about when the event will take place this year as many people are excited about it. She commented that not many other libraries have a fine forgiveness program like ours. Austin commented that other libraries do “fine forgiveness” in other ways such as Amnesty Day or have several short events throughout the year instead of a week-long drive.

DISPOSITION: The Library Board acknowledged the comments made by Trustee Welsh and Head of Circulation Jill Austin.

IV. Adoption of the Agenda for the Regular Meeting of September 25, 2017

Library Board Chair Behr asked if there were any changes needed to the agenda for the September 25, 2017 board meeting before its adoption, and there were no changes requested by trustees. Behr asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Siebers and supported by Trustee Welsh that the Library Board adopt the agenda for the regular meeting of September 25, 2017. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

V. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the September 25, 2017 board meeting before its adoption. No changes were requested by trustees.

A. Minutes of the regular board meeting held on August 28, 2017.
MOTION: It was moved by Trustee Vliek and supported by Trustee Siebers, to approve the consent agenda as presented. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

VI. Governance

A. Initiation of Library Director’s 2017 Evaluation Process – Library Board Chair Behr said the same form as last year will be used for the Library Director’s evaluation. She reminded trustees that the Personnel Committee includes Trustees Welsh, Vliek, and herself. She also reminded the group that comments regarding the Director’s Evaluation must be made to a member of the Personnel Committee and not discussed in a group per Open Meetings Act regulations. Library Director Klien said that at the October Library Board Meeting, she will be giving her Director’s Goals update. Library Board Secretary Quyen Edwards will put together a packet in October with Ends Statements, the Library Director’s Goals and Update, and the evaluation form. Please return the completed forms via email or in person to Edwards by November 6th. The Personnel Committee will set their meeting after that time and select one person to collect and consolidate the responses.

DISPOSITION: The Library Board received the information about the Library Director’s 2017 Evaluation Process.

VII. Ends Development

A. Report on 2017 Summer Reading Program - Laura Wright, Head of Youth Services, delivered the presentation about the 2017 Summer Reading Program. She started her report by passing around a picture of a young patron who was so inspired by the philanthropic option that she wanted to be the first and last person to donate hours towards it. Wright said that this is just one example of the excellent response they received to this new Summer Reading initiative. She said that Youth Services would be very interested in continuing to offer this kind of prize option if we can find a private donor to fund it. Wright also said that 350 books were given away as a final prize for completing the program this year. Young patrons enjoyed selecting a book from a variety of options purchased at a Scholastic Book Warehouse sale with additional funds from the Friends of the Library.

Wright said that the staff has learned a lot this summer from the inaugural year of using the BeanStack software. She said every time you try something new, there is a learning curve. When you look at the data, it seems that the library had less activity, however the library was still just as busy as it has been every summer and when the remaining prizes had been counted at the end of the program there were significantly fewer than there should have been. Wright said, what this indicates is that patrons experienced some “fatigue” in entering their progress even though they were still participating in the program and collecting prizes. We will work on different ways it might be possible to track progress that is simpler. Next year, we hope the patrons will be able to scan the barcode to log their books and progress. We want patrons to have a feeling of progress and success and make it fun to see what they have accomplished. Another new activity that patrons had access to with the addition of BeanStack was that participants were able to write reviews and that is something that can build over time and be live throughout the year.

This summer did feel different because the public school year ended later. We did 9 weeks on Summer Reading instead of 10 weeks and patrons weren’t quite ready for summer to be over. Adult Services had record numbers register as parents were registering to participate with their kids. Adult Services Librarian Ruth Cowles has been in charge of the Summer Reading for Adult Services and she has done an excellent job getting feedback and building the Adult program each year. She put together some excellent Adult prizes bags for the raffle winners and was a strong motivator to get the staff to participate in a staff reading program as well.
With the success of another great summer, we are excited about the possibility of doing something in the middle of the year.

Trustee Siebers commented that it would be great to offer an activity in the winter. She also said that she personally wasn’t aware of what they prizes were for the Adults and highlighting that more might be a better incentive for participation. She said that motivating her middle school readers was a challenge. Wright said that the Youth Staff is constantly reevaluating the reading requirements to ensure that they are the closest they can get to a good fit for all readers.

Trustee Welsh asked for a reminder as to the changes in the Teen Volunteer program. Wright reviewed what Youth Staff learned this year in a Spring Workshop regarding the details in volunteer law for the State of Michigan.

Trustee Pacheco asked why the participation numbers were down. Wright spoke about the disparity in progress tracked vs. prizes given out. She said that the Youth Staff had had discussions about whether the process of logging books was too tough; the fact that the software was new and there was a learning curve or other reasons that would explain the difference. They concluded that Summer Reading participation was closer than what the numbers reflect since it also does not take into account the various interactive activities patrons could participate in.

Trustee Behr commented that she thought books for prizes was a great idea and wondered if staff had considered a book for all of the prizes. Wright said that a variety of prizes was offered this year including books, coupons, the philanthropic options, and the usual small toys and trinkets, but that offering only books would be cost prohibitive.

DISPOSITION: The Library Board received the information about the 2017 Summer Reading Program.

B. Review of Internet Policy -
Library Director Klien reminded trustees that the Internet Policy was revised and approved by the Board last year. In 2017, library staff has only one recommended change to the Internet Policy because it refers to the outdated “Disruptive Patron Policy” which has been changed to the “Patron Behavior Policy. The wording in the Internet Policy was changed to reflect this.

MOTION: It was moved by Trustee Welsh and supported by Trustee Terry, to approve the change in the Internet Policy as presented. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

C. Review of Materials Selection Policy -
Library Director Klien said she met with Board Chair Behr, Head of Adult Services Lawrence Kapture, and Head of Youth Services Laura Wright to discuss the Materials Selection Policy and any changes that might be made this year to improve the clarity of the policy. Some changes have been made to the policy as a result of that discussion. The policy does now clearly state that it is the parents responsibility to be aware of what their children are selecting and checking out; the library staff will not stand in loco parentis. The former policy overviewed each collection and it has been changed it to be more broad. There were also changes made to the procedure for Request for Reconsideration. The changes expand timeframes because that was an issue that became clear due to the staff experience earlier this year. The committee also felt that there needed a time frame in the end to “complete the process” so that requests were not hanging indefinitely. The final piece that was taken out after looking at many other policies was that there would not be a public hearing regarding Requests for Reconsideration, as any requests of that nature could come to a general board meeting which is open to the public. Behr asked the Trustees if they had any other questions or comments. Siebers said the experience earlier in the year was a good learning experience. Terry said that this format makes more sense. Klien said that this new policy does not retroactively affect any previous requests for reconsideration.

MOTION: It was moved by Trustee Welsh and supported by Trustee Vliek, to approve the change in the Materials Selection Policy as presented. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.
D. Board Feedback on Strategic Plan 2018-2020 Draft Document - 
Board Chair Behr asked the group how they wanted to give feedback on the Strategic Planning document and it was decided to go through each goal one at a time.

Goal #1 – Trustees like the idea that the Library will help provide more tools for patrons. There was a question about whether or not the creation station and maker station can be combined. Trustees loved the idea of increasing instructional programming and programming that promotes interactive learning. Trustees had questions about how the staff plans to use videos to educate patrons. Staff responded that currently there are three videos on Facebook and three more in production. Next year, staff will explore other places than Facebook to post videos. The plan is to build up a library of videos that have a longer shelf life, for example explanations of services and resources as opposed to specific programs. The Marketing Manager will use his office as a studio for recording which will save setup and teardown time. Staff has already brainstormed different topics we know we want to cover with a video tutorial. Trustees were pleased with the projects planned for Goal #1 and said it was very through.

Goal #2 – Trustees are pleased that local art is still emphasized in future projects for the Library. Trustees were curious about the Library’s plans to collect local community information and how is that different from the website. Staff responded that acquisition and curation of information and finding a way to get that information on our website is something that will be explored in the coming years. Trustees expressed that they did not want staff to spend time “reinventing the wheel”. Staff said that they are looking into various options for disseminating local information as it is currently fragmented and they will take the amount of time needed to collect information into consideration. Trustees had questions about long term plans for Cemetery project and Westnedge project. Staff explained that the Local Historian currently has a five year plan to extend these goals. He has found that he has already completed more of the scanning project than he thought. The outdoor items are more of a challenge and rely on good weather to complete. The Local Historian will have a teen volunteer who has requested to work in the Heritage Room and that will be a pilot project to see how well that works. Staff is excited about the Westnedge Project which will connect old Westnedge and current Westnedge as well as appeal to older and younger patrons. This project is fun, educational, and builds community. Trustees asked about Harwood goals for collection and dissemination. Staff responded that an application for two additional staff to get trained in the Harwood method was accepted and they will go through training in November. There is an opportunity for the Library to position ourselves as a quality place for information in the community.

Goal #3- Trustees were glad to see an increase in patron access and visibility as a future project. They also commented that they were happy to see all of the plans for patron surveys. If the Library wants to meet needs, we need to know what they are.

Goal #4 – Trustees felt that highlighting online collections was a good idea. They were interested in the quest idea for electronic materials. Trustees wanted to know more about the pilot project with Snapchat. Staff responded that there are still bugs to work out, but there is a plan in place. It will be challenging to measure SnapChat success as use statistics must be recorded manually. Trustees spoke about their personal experiences and preference regarding periodical use and were interested in the results of a survey on periodicals. Staff said that the Zinio service doesn’t have the exponential growth that some of the other electronic resources have received. There were comments about magazine vs. the magazine’s website to get articles. Staff will be collecting information to see if that is the reality. Trustees liked the idea of the Outreach kit and that there is an new emphasis on OverDrive requests which will meet patrons needs and have less wait for patrons.

Goal #5 – Trustees were excited about Pay It Forward program. Staff responded that they had a difficult time finding the first line of people to commit to learn and then teach. The general idea of the program is to make sure we reach people with tech education as broadly as we can. Staff is looking at ways to carry forward this idea in a different way. Adult Services is restructuring the way they do their one-on-one computer help sessions and are looking into the idea of having periodic “cafes” onsite to help a larger group of patrons at one time.

Goal #6/Operational – Trustees were glad to see a training schedule for staff set up. There should be ongoing opportunities for people to learn. Trustees were excited about plans for the Checkout area reconfiguration. They asked about the electronic portal. Staff responded that there has already been one training on the service and it will go live in November. A trustee commented that the architect should be added to the Master Plan. Trustees were impressed that every goal was time phased and that there were realistic plans in place.
DISPOSITION: The Library Staff took notes on the Library Board’s feedback which will be represented in the final Strategic Planning document.

VIII. Library Director’s Comments
    A. Final remarks by Library Director for the September 25, 2017 Library Board Meeting

Library Director Klien said that now that the Architect Selection Committee has completed their work by recommending an architectural firm for the Building Master Plan, it is time to transition that committee into the Master Planning committee. The committee would meet on average every other week and include staff from all departments, trustees, a member of the Friends of the Library Board, City of Portage representative and members of the Portage community. Everyone who was on the first committee has indicated an interest in continuing on with the plan. Klien wanted to know if there were any other trustees who were interested in being on the committee. Trustees said that they were comfortable with the trustees on the committee continuing as long as the board as a whole had the opportunity to give some input. Klien continued that she and Business Manager Rob Foti have met with C2AE to discuss the next steps. The Library Board had selected two potential dates for this year’s Library Board Retreat and architect would like to use both dates to meet, discuss ideas, and gather information. As a reminder, those dates are Tuesday, October 17 and Wednesday, November 8 in the evenings for approximately 2-3 hours.

Klien said that she, Business Manager Rob Foti, and Systems Administrator Rolfe Behrje met with representatives from the City of Portage. She said that the meeting was successful since it keeps the City and the Library “on the same page” and is efficient so the organizations are not duplicating efforts.

Klien shared with trustees the tentative plan for the North Patio area. Trustee and Master Gardner Cara Terry has been working with other volunteers to create a proposal for a Monarch Way Station in that area which will provide an educational element near the library and have great opportunities for programming. Eventually, they would like to incorporate the water fountain that the Friends have purchased. The plan that Terry showed is the second revision and they are trying to incorporate all season and native plants. Trustee Welsh commented that the north side of the building could potentially change with the Master Plan and Terry said that was taken into account and anything that was planted could be moved. Klien thanked Terry for all her hard work. Terry reminded the group that this is an approved master gardener project, so the maintenance would be provided for.

Klien said the Library had received our penal fines for the year which are down again. Michigan Library Association looking into it, as this has been true for many libraries across the state. Klien said that when there are traffic infractions, there are different forms of coding/classifications when fines are given and this process may have an effect on the amount the libraries receive.

Klien gave an update on the discussion regarding remote participation. She said Trustee Vander Vries gave her some information from different groups that she is a part of that allow remote participation. Klien also talked with a representative from Library of Michigan who thought there were a few libraries that allowed trustee remote participation, but she had not received any contacts yet. We would like to look at what has been done in other libraries before developing our own policy.

Three trustees will be attending the October 13 Friends of Michigan Libraries Trustee Alliance Workshop in Lansing.

Portage District Library will be joining Michigan Libraries for Life this year. This initiative includes educational displays about the importance of organ donation. The Michigan Libraries for Life Drive dates are October 10-16.

Head of Youth Services Laura Wright gave trustees a heads up that the Library will be doing an Evanced (events calendar) upgrade that will make the way our website displays events look different.

DISPOSITION: Library Board members acknowledged Library Director Klien’s remarks.
IX. \textbf{Process Evaluation}

A. \textbf{Suggestions for Agenda Items to be included on the October 23, 2017 board meeting:}

1. Minutes of the Public Hearing and Regular Meeting held on September 25, 2017.
4. Review of Fines & Fees Policy.
5. Review of Investment Policy.
6. Review of Resident Non-Resident Policy.
12. Library Director’s accomplishment of personal goals for FY 2017.
13. Progress Report on End Statement #4 (\textit{Be a community center to experience & explore local arts & culture}).
15. 3\textsuperscript{rd} Quarter Financial Report for FY 2017.

\textit{B. Assessment of this meeting} – There was agreement among trustees that it was an efficient meeting.

\textit{C. Miscellaneous Items} – None.

X. \textbf{Adjournment} –

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of September 25, 2017.

\textbf{DISPOSITION:} The regular board meeting of September 25, 2017 was adjourned at 7:26 pm.

Recorded and Transcribed by,

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Quyen Edwards
Library Board Secretary
The library actively solicits donations and uses them to enhance library services.

Anticipated income from donations is not submitted as part of the budget process. Rather, as donated funds are received, they are recorded as income, accumulated during the fiscal year, and appropriated into the next fiscal year. Funds appropriated into a current fiscal year from the previous year’s gift income are then budgeted for expenditure by the Library Board.

Specific requests made by donors will be satisfied by purchasing the requested items from the appropriation of the previous year’s donations.

In the case of a large donation for a specific purpose, the funds will be transferred to the appropriate account for expenditure in the year in which they are received.

The intent of this policy is to preserve the Library Director’s ability to fulfill specified memorial and non-memorial gifts as promptly as possible and to preserve the Library Board’s right to allocate undesignated contributions to appropriate expenditure categories from the restricted contributions fund balance.
1. **STATEMENT of PURPOSE**

   It is the policy of the *Portage District Library* to invest its funds in a manner that will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of the *Portage District Library* and complying with all state statutes governing the investment of public funds.

2. **SCOPE of POLICY**

   This investment policy applies to all financial assets of the *Portage District Library*. These assets are accounted for in the various funds of the *Portage District Library* and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the *Portage District Library*.

3. **INVESTMENT OBJECTIVES**

   In priority order, the primary objectives of the *Portage District Library*’s investment activities shall be:

   A. **Safety**: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

   B. **Diversification**: The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

   C. **Liquidity**: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

   D. **Return of Investment**: The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow from characteristics of the portfolio.

4. **DELEGATION of AUTHORITY to MAKE INVESTMENTS**

   Authority to manage the investment program is derived from MCL 397.182 and by Resolution of the *Portage District Library Board* (See attached). Management responsibility for the investment program is hereby delegated to the *Portage District Library Director* who shall establish written procedures and internal controls for the operation of the investment program consistent with this Investment Policy. Procedures shall include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/ depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the *Portage District Library Director*. The Library Director shall be responsible for all
transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

5. **AUTHORIZED INVESTMENT INSTRUMENTS**

The *Portage District Library* funds shall be invested only in the manner permitted under Act No. 20 of the Public Acts of 1943, as amended, and may include any of the following:

a) Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.

b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, as defined in MCLA 129.91 (4) provided that the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of the state of Michigan or the United States.

c) Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.

d) Repurchase agreements consisting of instruments listed in subdivision (a).

e) Bankers’ acceptance of United States banks.

f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.

g) Mutual funds registered under the Investment Company Act of 1940, Title I of Chapter 686, 54 Stat. 789. 15 USC 80a-1 to 80a-3, and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. A securities net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:

   (i) The purchase of securities on a when-issued or delayed delivery basis.
   (ii) The ability to lend securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
   (iii) The limited ability to borrow and pledge a like portion of the portfolio’s assets for temporary or emergency purposes.

h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA7, MCL 124.501 to 124.512.

i) Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.

j) Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.
6. **SAFEKEEPING and CUSTODY**

   All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Portage District Library shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Portage District Library Director and evidenced by safekeeping receipts as determined by the Portage District Library Director (or designee of the Library Director).

7. **STANDARD of PRUDENCE**

   The Portage District Library Director shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived. The Standard of Prudence to be used shall be the “fiduciary” standard and shall be applied in context of managing an overall portfolio.

8. **STATEMENT of ETHICS**

   The Portage District Library Director shall refrain from personal business activity that could conflict with the proper execution and management of library investments, or that could impair the Portage District Library Director’s ability to make impartial investment decisions.

9. **INVESTMENT ACTIVITY REPORT**

   The Portage District Library Director shall annually provide a written report to the Library Board concerning the investment of Portage District Library funds. The Portage District Library shall comply with all applicable statutory standards for investment of public funds as they now exist or as they may be subsequently amended. Any provision of this resolution that conflicts with applicable statutory requirements and standards is void.
I. Definition of the Portage District Library Service Area Boundaries

The service area of the Portage District Library is property located within the portions of the Portage Public School District located in the following municipalities: City of Portage, Texas Township, and Pavilion Township. Only those who reside within or own property or businesses within these boundaries are entitled to free membership.

NOTE: Those who reside within or own property or businesses in the portion of the Portage Public School District located within the City of Kalamazoo are served by the Kalamazoo Public Library.

II. Who is able to get a free membership?

A. Any person who resides within the Portage District Library service area.
B. Any person who pays real or personal property tax on property located within the Portage District Library service area.
C. Any business and/or institution located within the Portage Library District service area may be issued a library card in the name of that business or institution. See Section V, part D of this policy for more details.
D. Any person who is a resident member of a library district that has established a reciprocal borrowing agreement with the Portage District Library can have a free, limited use membership. See the Reciprocal Borrowing Policy for additional membership requirements.
E. Any person who can document that they are an educator at an educational institution that is located with the Portage District Library service area and would not otherwise qualify for any free membership type. See Section V, part E of this policy for more details.

NOTE: Businesses outside of the Portage District Library service area are not eligible for reciprocal memberships.

III. Non-Resident Memberships

Any person, business or institution that does not fit into one of the above categories must pay a non-resident fee for library service. The non-resident membership is good for one year from date of issuance and entitles the member to all services of Portage District Library.

The “Cost of Service” is calculated based on the average taxable value per residential parcel within the service area of the Portage District Library. As required by Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, the fee may not exceed “the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.” This cost figure is re-calculated annually and reported to the Library Board.

NOTE: The non-resident fee for senior citizens (62 yrs. and older) is 50% of the standard non-resident fee charged to people who reside outside of the Portage District Library service area.
IV. Required Documentation for Establishing a Membership

The appropriate type of library membership for any person will be issued only upon verified identification and proof of current residential address for the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements addressed below. In order of preference, one of the following items of identification is required to establish a membership:

1. Valid Driver’s License
2. Valid State Identification Card
3. Valid Passport
4. Valid Military ID
5. Valid School ID with Photo

If the current residential address is not listed as part of the identification presented, a secondary document that includes a current residential address is also required to establish membership. The secondary document must be in the name of the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements detailed below. In order of preference, one of the following documents is required for proof of current residential address when the current residence is not listed on the identification presented to establish membership:

1. Valid Voter’s Registration Card
2. Current property tax bill or receipt
3. Current utility bill for water/sewer or gas/electric services
4. Registered Land Contract
5. Current Lease Agreement
6. Current vehicle registration

V. Special Circumstances & Other Membership Types

A. In the case of children under the age of 18 who are unable to show identification or proof of current residential address and are not accompanied by a parent or documented legal guardian, an alternative form of registration will be offered that will require the membership card to be mailed as proof of residence. The mailing also serves as notification to the responsible party that a membership card has been issued.

B. For those individuals seeking membership who may live in alternative living situations, such as shelters, temporary housing, group homes, transitional housing or care facilities, there may be other options for registration and/or proof of residence. Memberships may be limited in duration and/or limited in amount or type of material that can be checked out for those who are unable to provide the requested residency documentation.

C. Memberships are not available to those who are visiting the Portage District Library service area. However, internet guest passes are available to anyone who can show appropriate identification with proof of age. See the Internet Usage Policy for additional information and restrictions.
D. Businesses or institutions within the Portage District Library service area that would like to take advantage of the opportunity for membership require additional proof of operation within the library district, proof of ownership, or documented authorization from the business or institution. These memberships can only be established by the business owner, institutional director or their documented designee. These types of memberships are only processed by specific library personnel, not through typical individual member registration processes. Due to the variety of business and institution types, contact the Library for specific information regarding the additional requirements.

E. Individuals who can provide written documentation that they are working as an educator at an educational institution within the Portage District Library service area and do not otherwise qualify for any other free membership type can be provided with a special non-resident membership free of charge. Appropriate documentation should come in the form of a letter provided by their employer and must be provided annually upon the expiration of the membership to continue the membership. This type of membership is not intended for personal use, but to provide access to library collections for use in support of curriculum and other educational endeavors that impact students in the Portage District Library service area. The privileges of this limited membership will be similar to what is offered to reciprocal borrowing membership types.

VI. Membership Responsibilities and Privacy

A. Once a membership has been established, the person, business or institution in whose name the membership is opened is responsible for any use or misuse of the membership, including, but not limited to, fines, losses or fees assessed against the account. In the case of minor children, the parent or documented legal guardian is the responsible party. In the case of a business or institution, the owner, director, or their designee will be the responsible party. Lost or stolen membership cards should be reported immediately. See the Fines & Fees/Usage Policy or the Internet Usage Policy for additional information.

B. In accordance with the Michigan Library Privacy Act, all library records must be kept confidential. Information contained within library records will only be divulged in person to the member showing valid identification, the card holder, the person liable for payment and return of library materials, or as required by law via a court order. See the Library Privacy & Search Warrant Policy for additional information.
To: Portage District Library Board  
From: Christy Klien, Library Director and Rob Foti, Business Manager  
Date: October 16, 2017  
Subject: Proposed Non-Resident Fee for Fiscal Year 2018

BACKGROUND:
For many years, the library has extended library borrowing privileges to non-residents by providing an opportunity for them to get a library card by paying an annual fee that is comparable to what the average resident taxpayer would pay through tax assessment for library service. This is a reasonable approach to resource sharing by a tax supported public library and is a practice followed by many libraries. We have also always complied with Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, which states that a Non-Resident Fee…

“May not exceed the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.”

The current Library Board approved formula for calculating the library’s Non-Resident Fee is:

**Tax revenue generated by the taxable value of the average residential property in the Library taxing jurisdiction.**

CALCULATION:
Using this formula, we have determined that the library’s Non-Resident Fee for 2018 would be:

The current number of residential parcels in the Library’s jurisdiction is 18,515. The total taxable value for all residential property is $1,474,935,550. Therefore, the average taxable value of a residential parcel of property in the Library’s area would be $79,662. That means that tax revenue generated per average parcel in the coming year will be $119.45.

If we apply this calculation and round the dollar amount down to $119.00, it equates to a $3.00 increase in the library’s Non-Resident Fee for Fiscal Year 2018. In reviewing the Non-Resident Fees of other similar size libraries in Michigan, this would still place Portage District Library’s Non-Resident Fee at the lower end of the range. [Kalamazoo Public Library $180 (Household); Ann Arbor District Library $150; Willard Public Library $125; Herrick District Library $50 (Print only) and $100 (Print & AV).]

RECOMMENDATION:
It is recommended that the Library Board approve a 2018 Non-Resident Fee for the Portage District Library in the amount of $119.00.
PORTAGE DISTRICT LIBRARY

Schedule of Library Closings in 2018

(Submitted for Library Board approval on: October 23, 2017)

The Portage District Library will be closed on the following selected federal holidays and special observance days in 2018:

<table>
<thead>
<tr>
<th>CALENDAR DATE</th>
<th>OBSERVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2018</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>April 1, 2018 (Sunday)</td>
<td>Easter</td>
</tr>
<tr>
<td>May 28, 2018 (Monday)</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4, 2018 (Wednesday)</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 3, 2018 (Monday)</td>
<td>Labor Day</td>
</tr>
<tr>
<td>September 28, 2018 (Friday)</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td>November 22, 2018 (Thursday)</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>December 24, 2018 (Monday)</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>December 25, 2018 (Tuesday)</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

**Note #1:** The library closes on two traditional observance days: Easter Sunday and Christmas Eve (which are not federal holidays).

**Note #2:** When a federal holiday falls on a Saturday, it is usually observed by governmental entities on the preceding Friday. When the holiday falls on a Sunday, it is usually observed by governmental entities on the following Monday. However, since the library is open to the public on Saturdays, and on Sundays (except in summer), any federal holiday that falls on either a Saturday or a Sunday will be observed on those actual days and the library will be closed.

**Note #3:** The library has standardized the date for Staff Development Day as the 4th Friday in September, so the library will be closed on 9-28-18.
PORTAGE DISTRICT LIBRARY

Monitoring Report on Executive Limitation Policy:
Communication and Support to the Library Board

POLICY: The Library Director shall not permit the Library Board to be uninformed or unsupported in its work. Accordingly, the Library Director may not:

1. **Neglect to submit monitoring data required by the Library Board (see policy on Monitoring Library Director’s Performance) in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored.**

RESPONSE: All board policy monitoring data has been submitted to the Library Board as required and noted on the Library Board’s annual calendar as follows:

<table>
<thead>
<tr>
<th>Board Executive Limitations and Public Service Policies</th>
<th>Dates when Monitoring Data was Provided to Library Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Exhibit and Gift Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 4-24-17.</td>
</tr>
<tr>
<td>Asset Protection Policy (Executive Limitation)</td>
<td>Monitoring report provided to the Library Board on 3-27-17.</td>
</tr>
<tr>
<td>Audio-Visual Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 10-23-17.</td>
</tr>
<tr>
<td>Capitalization Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 9-25-17.</td>
</tr>
<tr>
<td>Community Meeting Rooms Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 1-23-17.</td>
</tr>
<tr>
<td>Communication and Support to the Library Board Policy (Executive Limitation)</td>
<td>Provided information and communicated regularly throughout the year with the Library Board via: agenda packets, e-mails, e-newsletters, phone contacts, special mailings and presentations at board meetings; arranged for regular presentations by library staff to keep board members updated on library issues; Report by Behrje on 3-Year Technology Plan 7-24-17; conveyed important information to trustees, such as: Ends development and accomplishments; public surveys; Friends of the Library updates &amp; book sale revenue; fundraising initiatives(Spring Appeal, Annual Campaign, &amp; Annual Report); library monthly narrative &amp; statistical reports; marketing activities; Public Hearing on FY 2018 Budget; regular updates on self-checkout; Monitoring report on this Executive Limitation Policy was provided to Board on 10-23-17.</td>
</tr>
<tr>
<td>Compensation and Benefits Policy (Executive Limitation)</td>
<td>Monitoring report provided to the Library Board on 8-28-17.</td>
</tr>
<tr>
<td>Donation Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 10-23-17.</td>
</tr>
<tr>
<td>Disruptive Patron Policy (now Patron Behavior Policy) (Public Service Policy)</td>
<td>Provided information to the Library Board to revise this policy on 5-22-17.</td>
</tr>
<tr>
<td>Emergency Library Director Succession (Executive Limitation)</td>
<td>Monitoring report provided to Library Board on 2-27-17.</td>
</tr>
<tr>
<td>Ends Focus of Grants or Contracts Policy (Executive Limitation)</td>
<td>Provided information to the Library Board to review this policy on 10-23-17.</td>
</tr>
<tr>
<td>Financial Condition and Activities Policy (Executive Limitation)</td>
<td>Monthly &amp; quarterly reports done all year; and Financial Audit Presentation on 5-22-17; will recommended allocation of gifts &amp; donations on 12-18-17; provided data on fundraising initiatives as part of Library Director’s narrative reports in board meetings; and a Monitoring Report for this Executive Limitation Policy.</td>
</tr>
</tbody>
</table>
Financial Planning/Budgeting Policy

(Executive Limitation)

Data provided in monthly & quarterly reports all through FY 2017. FY 2018 Budget projections given on: 6-26-17, 7-24-17, 8-28-17. Public Hearing was conducted on 8-27-17. Monitoring Report provided to Library Board on 3-27-17.

Fines and Fees Usage Policy

(Public Service Policy)

Provided information to the Library Board for review on 10-23-17.

Freedom of Information Act (FOIA) Policy

(Public Service Policy)

Provided information to the Library Board for review on 5-22-17.

Fundraising Policy

(Executive Limitation)

Provided information to Library Board to review this policy on 4-24-17.

Global Executive Constraint

(Executive Limitation)

Provided information to Library Board to review this policy on 1-23-17.

Heritage Room Policy

(Executive Limitation)

Provided information to the Library Board on 6-26-17 to review this policy.

Internet Policy

(Public Service Policy)

Provided information to the Library Board on 9-25-17 for revision and review of this policy.

Investment Policy

(Public Service Policy)

Provided information to the Library Board on 10-23-17 to review policy.

Juvenile Patron Policy

(Public Service Policy)

Provided information to the Library Board to review this policy on 5-22-17.

Library Privacy and Search Warrant Policy

(Public Service Policy)

Provided information to the Library Board to review this policy on 1-23-17.

Materials Selection Policy

(Public Service Policy)

Provided information to the Library Board to review this policy on 9-25-17.

Programming Policy

(Public Service Policy)

Provided information to Library Board to review this policy on 4-24-17.

Reciprocal Borrowing Policy

(Public Service Policy)

Provided information to the Library Board on 6-26-17 to review this policy.

Records Retention Policy

(Executive Limitation)

Monitoring report provided to Library Board on 7-24-17.

Resident/Non-Resident Policy

(Public Service Policy)

Provided information to the Library Board for policy review on 10-23-17.

Smoking & Tobacco Products Policy

(Public Service Policy)

Provided information to the Library Board on 5-22-17 to review this policy.

Solicitation Policy

(Public Service Policy)

Provided information to the Library Board to review this policy on 8-28-17.

Treatment of Consumers Policy

(Executive Limitation)

Monitoring report provided to Library Board on 2-27-17.

Treatment of Staff Policy

(Executive Limitation)

Monitoring report provided to the Library Board on 8-28-17.

2. Let the Library Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly any changes in the assumptions upon which any board policy has previously been established.

RESPONSE: The Library Board has been kept aware of all relevant trends, pertinent information and significant issues impacting the library. Examples of this are as follows:

- Federal mandates on privacy and Internet child protection
- State requirements for annual report to be eligible for state aid
- Monthly Michigan Library Association legislative updates on state activities
- Regular updates on state-wide legislative activities and decisions
- Gave a detailed presentation to Library Board on revenue projections for library
- Alerted Library Board to tax abatement issues and reductions in state aid funding to libraries
- Provided information on the Personal Property Tax and the state’s proposed reimbursement plan for lost PPT revenue.

3. **Fail to advise the Library Board if, in the Library Director's opinion, the board is not in compliance with its own policies on Governance Process and Library Board-Library Director Linkage, particularly in the case of board behavior, which is detrimental to the work relationship between the board and the Library Director.**

**RESPONSE:**

- The Library Board was assisted in obtaining a legal opinion about compliance with the Freedom of Information Act and establishing a FOIA policy, procedure and designation of FOIA Coordinator.

4. **Fail to marshal for the Library Board, as many staff and external points of view, issues and options as needed for fully informed board choices, [i.e., survey information, industry standards and benchmarks.]**

**RESPONSE:**

- Arranged for regular staff presentations to Library Board highlighting various areas and services at the library (Three-Year Technology Plan; marketing initiatives; revenue projections; health insurance; Personal Property Tax; tax capture; Summer Reading Program report; Food For Fines)
- Arranged for guests/presenters to come to board meetings: Gary Kushner to help work on the Library’s mission and vision statements on 4-24-17, Library Auditor Rehmann Robson on 5-22-17, Professional Board Photographer on 5-22-17, Vicki Georgeau Director of Community Development in Portage Michigan on 7-24-17, and C2AE Architects for both Strategic Planning/Board Retreat meetings on 10-17-17 and 11-08-17.

5. **Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.**

**RESPONSE:** Presented information to Library Board in the formats they requested.

6. **Fail to provide a support mechanism for official Library Board, officer or committee communications.**

**RESPONSE:** The Library Board has been provided the complete support of the Library Director (Klien), the Assistant to the Library Director and Board Secretary (Edwards), and the Library Business Manager (Foti) in all matters of official Library Board, officer or committee communications. The support mechanism in place to assist the Library Board is a strong Library Administrative Team composed of these staff members, plus five other Department Heads and team members who receive board directives and represent the Library Board’s decisions and preferences to the rest of the library staff. The support service to the Library Board includes: participation in assessing current board policies and/or developing new policies as may be needed; implementation of board policies and enforcement with the public; review and revision of library Ends Statements as identified by the Library Board and development of activities and projects to accomplish those Ends; representation of board preferences to the public; conduct of general research, online database searches for information, making contacts on behalf of the Library Board, handling correspondence and e-mail communications for the Library Board, managing official documentation of Library Board activities, and any other activities as required by the board as a whole, or upon individual request, if necessary and endorsed by the Board Chair. Legal services are always available to the Library Board as well.

7. **Fail to deal with the Library Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.**
RESPONSE: Proper attention has been given to the position of all Library Board members and in particular to the Board Chair and Vice Chair when communicating with the Library Board.

8. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Library Board.

RESPONSE: There have been no instances of non-compliance with any policy of the Library Board, thus no need to report any such behavior.

9. Fail to supply for the consent agenda all items delegated to the Library Director yet required by law or contract to be board-approved, along with the monitoring assurance pertaining thereto.

RESPONSE: All items delegated to the Library Director or required by law or contract to be board approved have been included on the consent agenda with supporting monitoring assurance. Examples of this are: (1) the annual financial audit; (2) the annual State Aid report to the Library of Michigan; (3) the Public Hearing on the Library’s Proposed Budget in August; (4) annual review of the library's public policies and the Library Board's executive limitation policies; (5) end-of-year budget amendments, as needed; (6) establishment of an updated Non-Resident Fee for the coming year; and (7) approval of any outsourced service contracts or purchases potentially exceeding $20,000.

10. Fail to provide the Library Board with a Communication and Support Monitoring Report once a year.

RESPONSE: This document serves as a “Communications and Support Monitoring Report” for Fiscal Year 2017, to assure the Library Board that all communications with the board have been handled appropriately and was included in the October 23, 2017 board meeting agenda packet.
PORTAGE DISTRICT LIBRARY  
Monitoring Report on Ends Focus of Grants & Contracts for Fiscal Year 2017  

**POLICY:** The Library Director may not enter into any grant or contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means. Accordingly, the Library Director shall not:

1. **Fail to prohibit particular methods and activities to preclude grantee or service provider funds from being used in imprudent, unlawful or unethical ways.**

   **RESPONSE:** All appropriate methods and activities were followed to ensure that any grant funds awarded to the Portage District Library, as grantee of funds, from granting agencies were used in prudent, lawful and ethical ways. The grant applications that were submitted in FY 2017 were:

<table>
<thead>
<tr>
<th>Granting Agencies or Partners</th>
<th>Amount</th>
<th>Purpose of Grant or Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kalamazoo Community Foundation Leveraging and Charitable Sponsorship</td>
<td>$1,000</td>
<td>2017 CommuniTeen Read event featuring author Maggie Stiefvater</td>
</tr>
<tr>
<td>John E. Fetzer Institute Fund</td>
<td>$2,000</td>
<td>2017 CommuniTeen Read event featuring author Maggie Stiefvater</td>
</tr>
<tr>
<td>Irving S. Gilmore Foundation</td>
<td>$3,000</td>
<td>2017 CommuniTeen Read event featuring author Maggie Stiefvater</td>
</tr>
<tr>
<td>Midwest Collaborative for Library Services (MCLS)</td>
<td>$1,110</td>
<td>In September 2017, Steve Rossio and Andrea Smalley applied to participate in a community engagement training program for Michigan library staff. The training, from November 7-9, will be led by coaches from Harwood Institute for Public Innovation. The training is offered at no charge to select Michigan libraries. Portage District Library staff were approved to participate in this workshop and have been awarded $1,110 towards accommodations and travel.</td>
</tr>
<tr>
<td>Kalamazoo Community Foundation – Nancy Haner Memorial Fund</td>
<td>$605.37</td>
<td>Portage District Library was awarded this grant to be used for “achieving library goals and purposes”.</td>
</tr>
<tr>
<td>SMLC (Southwest Michigan Library Cooperative)</td>
<td>$1,000</td>
<td>Portage District Library requested and was awarded an SMLC Collection Development &amp; Technology Grant in June 2017 in the amount of $1,000 to purchase e-materials for the library’s OverDrive collection.</td>
</tr>
</tbody>
</table>
2. **Fail to assess and consider an applicant’s capability to produce appropriately targeted, efficient results.**

   **RESPONSE:** The Library Director, the Marketing Manager, and associated Administrative Team members and library personnel work closely together to look at any potential grant or contract opportunity for the Portage District Library

3. **Fund specific methods except when doing so for research purposes, when the result to be achieved is knowledge about differential effectiveness of various methods.**

   **RESPONSE:** The Library Director has not funded any specific methods that fall into this category.
Library Director’s Narrative Report for October 23, 2017
(Activities at the end of September 2017 and beginning of October 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.
- Participated in a meeting about technology in the meeting rooms on 9/27.
- Participated in a call regarding the Architect contract on 9/29.
- Held a meeting to review the Adult Services full-time position on 10/3.
- Met with staff and City of Portage personnel to discuss the 2018 Big Truck program on 10/3.
- Had a meeting with Dennis Jensen from C2AE on 10/4.
- Met with Rose Street Advisors representatives to discuss Portage District Library Health Insurance Renewal on 10/9.
- Conducted interviews for the full-time Adult Services position on 10/10, 10/11, 10/12, 10/16, 10/17, and 10/20.
- Attended a meeting to discuss the 2017 Annual Campaign on 10/10.
- Met with Michelle Karpinski from PPS to discuss grants for the 2018 CommuniTeen Read event on 10/11.
- Attended the first Master Planning Committee Meeting on 10/12.
- Created a video for Friends of Libraries Appreciation week on 10/13.
- Had a meeting at Portage Northern High School on 10/16.
- Attended the Friends Board Meeting on 10/16.
- Attended the Board Retreat on 10/17.
- Worked on staff evaluations from 10/19-10/27.
- Attended a PCC Meeting on 10/19.

Technical Services
- Continued to plan for acquisitions and library data management during Abigail Pylar’s leave.
  - Temporary Staffing Plan:
    ▪ Ken Fischer, recently retired, has volunteered on a temporary basis to load orders and manage records.
    ▪ Fran Cooper, Library Clerk, will managed acquisitions for AV ordering.
    ▪ Rolfe Behrje, Library Systems Administrator, will fill in gaps as needed.
    ▪ Meeting planned with Abby, Fran, Ken, and Rolfe to outline and trial run this temporary process.
    ▪ All new records added will be tagged for review upon her return.
- Finished changes to MARC indexing for better reliability.

IT Services
- All regular IT maintenance activities, patching and updates have been completed.
- Staff PC Maintenance Project:
  - Transitioned to Ninite Pro for third party patching.
  - Reconfigured Group Policies for Ninite agents and Windows Update services.
  - Live Production: September 6, 2017
    ▪ UPDATE: All Staff PCs are active and regularly patched.
    ▪ Currently the PC percentage with all updated patches is 97.8%.
Hosted firewall project and Wireless Project:
  - All Phases are complete.
  - UPDATE: Replaced the final switch. Now all switches in the library are standardized and the library is maintaining a cold spare for redundancy.
    - 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 performed a Happy/Not survey for wireless coverage in the preschool room.
      - 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.
      - UPDATE: The library hosted two conferences this month where usage spiked to 200 devices.
  - Continued discussions for collocating library Servers and storage at Secant Technologies.
    - WAN Network Configuration planning is in process.
    - A formal transition plan will be completed in October 2017.
    - Expected co-location move date will be in December 2017.

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

Hosted SirsiDynix Symphony Project:
  - Met with Kevin Rodriguez to discuss all available options and learn about new product offerings.
  - Received a demonstration of Symphony Software as a Service.
  - Requested quotes for Symphony – Saas, BlueCloud Analytics, BlueCloud Mobile and API.
  - Next Step: Contract Review, Acceptance and Scheduling.
    - UPDATE: Contract has been received and is being reviewed.

Self-Checkout Project:
  - Debit/Credit terminals are in production mode for all Self-Checkout machines.
  - Live Production Date: August 1, 2017.
  - Cash Management and Maintenance Training for the Smartserv 1000 machines was completed September 18, 2017.
  - Cash Option Go-Live Date: September 29, 2017.
    - UPDATE: Cash Option has been delayed due to staff availability and training. The library will be completing this project before October 31, 2017.
  - Maintenance Upgrades: September 21, 2017
    - UPDATE: Second round of maintenance upgrades were completed October 5 and 9, 2017.

Automated Checkin/DLA/Gates Refresh Project
  - Quotes Received: September 7, 2017
  - Hardware will be ordered in October for a November installation.
    - UPDATE: Hardware ordered for automated internal book drop refresh October 9, 2017. Waiting for installation date to be scheduled.
    - UPDATE: DLA hardware not slated for update. Bibliotheca announcing roadmap and possible changes in December.
    - UPDATE: Security Gates are currently under review.

Mobile Hotspots Update:
  - Original MARC cataloging completed.
  - Circulation packaging and procedures currently in process.
  - Internet filtering has been requested.
  - Go Live Date: November 1, 2017.
UPDATE: On schedule.

Meeting Room Technology Project:
- Met with Staff to discuss options and requirements for meeting room technology.
- Plan to meet again to finalize basic requirements and outline project.
- Planning RFP for Meeting Room Technology Refresh in December 2017.

**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 September 25, 2017 Board meeting:

- The Library has begun interviewing candidates for the Library Aide position in Youth Services. Interviews should conclude by Friday October 20, with an offer formalized the following week.
- The Library has conducted eight (8) interviews for the vacant Librarian/Library Associate position in Adult Services. The hiring committee composed of Lawrence Kapture, Christy Klien and Rob Foti will meet during the week of October 23 to discuss the candidates and possibly make an offer.
- The Library hired Abigael Galbrait-Frew to fill the vacant Library Assistant position in Circulation. Abigael’s first day was Saturday, October 14.
- The Library’s Staff Development Day was held on September 22nd. The day consisted of the use of Ted Talk videos, combined with staff led discussions. Topics covered included the Hidden Power of Smiling, 5 Ways to Listen Better, Happy Secrets to Better Work, Empathy vs. Sympathy, and Are You a Giver or a Taker. Additionally there were team activities planned to emphasize and reinforce the topics covered in the videos and discussions.
- The Library reviewed quotes obtained by Rose Street Advisors for Health, Dental, Vision, Long-term, Short-term, and Life Insurance. The Library decided to continue to offer the same suite of benefits from the same providers as the previous year. The Library will experience a small decrease in dental premiums. Health Insurance premiums will go up but at a very modest rate of between 2%-4% depending on the plan.

**Adult Services Programming Highlights**

What's Cooking in Portage – On Saturday, September 9th, the Portage District Library partnered with the Portage Senior Center to present a day long series of cooking events. The purpose of this event was to provide educational seminars about food, giving each person who attended something really new to think about in terms of how to make their eating experiences healthier and more fun. We held 16 sessions for all ages. Subjects ranged from Wholesome Whole Grains by the Bronson Diabetes and Endocrinology Center to How did this get here? Know where your food came from, by the Russ Barrett, executive Chef
at Latitude 42. Events were held in the Library and Senior Center buildings with a total attendance of 227. Our final budget for this program was $1,253, which was funded with a generous $500 donation from the Friends of the Portage District Library, the remainder being split between the Library and Senior Center’s programming budgets.

We received 37 evaluation forms from What’s Cooking in Portage sessions, all with a rating of 4 or 5. Comments included:
"The cupcakes were fun and yummy. Instructor was good too."
"Great info explained in an easy to understand way"

**Costuming and Makeup: Timid Rabbit Style** – Sept 11th, 9 attendees. Laura from Timid Rabbit came to explain costumes and makeup. She demonstrated the difference between cream based and cake based makeup. She also brought in a Starfleet shirt and a few masks so people could see how they fit and try the different styles.

**Learn Origami -- Hands-on with Aerick Burton** - September 19th, 24 attendees: Origami (from ori meaning "folding", and kami meaning "paper") is the art of paper folding, which is often associated with Japanese culture. Participants enjoyed learning this art.

**Adult Services Efficiencies**

Webinars attended:

Top 10 Tips for Managing Reference Today – Book List
Midwest Tape Webinar on video trends and best practices

**Adult Services Displays**

Displays: Hats; Bluegrass (CD end cap); What you should have read in High School (Sci-Fi end cap); Horror/Thriller Display

**Youth Services Programming**

In addition to our monthly programs, the Youth Department hosted a life-sized Candyland game. People of all ages came to play. Our first (hopefully annual) “Goodbye to Summer Storytime” at Celery Flats Park was a popular event; families could picnic, play, and enjoy the last bit of summer. The Book Bike was also a draw at this event. For teens, the first High School Movie Night drew teens that hadn’t attended other library events. The goal of these movie nights is to build a high school culture for programming at the library.

**Youth Services Outreach**

Youth Staff began our annual treks to the elementary schools for Kindergarten Cards in September, and visited an area English as a Second Language class and filled in for the instructor. Several librarians, including our cataloger, hosted a booth at Portage’s All Hallows Eve Historic Celebration.
Heritage Room

September was a busy month for the Heritage Room with numerous patrons visiting to conduct a wide range of research including house histories, business documentation, military research, and family genealogies. September also has seen the various organizations sponsored by the Heritage Room beginning their 2017-2018 schedules including the Sons of Union Veterans, Kalamazoo County Historical Society, and Kalamazoo Valley Genealogical Society. It should be noted that Local Historian Steve Rossio was elected to be the President of the Kalamazoo County Historical Society.
Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

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

Director’s Response:

<table>
<thead>
<tr>
<th>Fund</th>
<th>7/31/2017</th>
<th>Changes</th>
<th>8/31/2017</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>
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<tr>
<td>Benefits Reserve</td>
<td>29,740</td>
<td>-</td>
<td>29,740</td>
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<td>Technology Reserve</td>
<td>111,305</td>
<td>-</td>
<td>111,305</td>
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<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>Personal Property Tax Reserve</td>
<td>-</td>
<td>349,886</td>
<td>349,886</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: October 12, 2017  
SUBJECT: Library Statistical Report - September 2017

<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sep-17</td>
<td>Sep-16</td>
</tr>
<tr>
<td>Total Library Circulation</td>
<td>67,239</td>
<td>66,334</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>16,898</td>
<td>17,714</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>7,273</td>
<td>7,558</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>24,048</td>
<td>22,783</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>3,778</td>
<td>3,610</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,082</td>
<td>4,309</td>
</tr>
<tr>
<td>E-Material</td>
<td>8,150</td>
<td>8,157</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,143</td>
<td>1,187</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>1,867</td>
<td>1,016</td>
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<tr>
<td>Self-Checkout Percentage</td>
<td>57.35%</td>
<td>59.19%</td>
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<tr>
<td>Total Library Collection</td>
<td>204,202</td>
<td>207,199</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>93,990</td>
<td>96,808</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>17,724</td>
<td>17,880</td>
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<tr>
<td>Youth - Books</td>
<td>75,633</td>
<td>75,361</td>
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<tr>
<td>Youth - A/V</td>
<td>12,205</td>
<td>12,305</td>
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<tr>
<td>Hot Picks</td>
<td>4,650</td>
<td>4,845</td>
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<tr>
<td>Net Acquisitions</td>
<td>(866)</td>
<td>(25)</td>
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<tr>
<td>Purchased - Books</td>
<td>1,658</td>
<td>1,839</td>
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<tr>
<td>Purchased - A/V</td>
<td>291</td>
<td>309</td>
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<tr>
<td>Donated - Books</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(2,820)</td>
<td>(2,181)</td>
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<tr>
<td>Total In-House Usage*</td>
<td>1,008</td>
<td>973</td>
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<tr>
<td>In-House Periodical Usage</td>
<td>407</td>
<td>398</td>
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<tr>
<td>In-House Book Usage</td>
<td>601</td>
<td>575</td>
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<table>
<thead>
<tr>
<th>Patrons</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Total Patrons</td>
<td>40,235</td>
<td>51,390</td>
</tr>
<tr>
<td>Adult</td>
<td>26,354</td>
<td>36,322</td>
</tr>
<tr>
<td>Youth</td>
<td>6,526</td>
<td>7,856</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>368</td>
<td>342</td>
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<tr>
<td>Reciprocal</td>
<td>6,018</td>
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<tr>
<td>Internet User</td>
<td>904</td>
<td>734</td>
</tr>
<tr>
<td>Professional</td>
<td>65</td>
<td>76</td>
</tr>
<tr>
<td>Net Patrons</td>
<td>(18)</td>
<td>280</td>
</tr>
<tr>
<td>Adult</td>
<td>156</td>
<td>159</td>
</tr>
<tr>
<td>Youth</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>30</td>
<td>32</td>
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<tr>
<td>Internet User</td>
<td>58</td>
<td>82</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Patrons Removed</td>
<td>(270)</td>
<td>0</td>
</tr>
</tbody>
</table>

Page 30
<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>Sep-17</td>
<td>Sep-16</td>
<td>CHANGE</td>
<td>2017</td>
</tr>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td>194 192</td>
<td>1.04%</td>
<td>1,725</td>
<td>1,712</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>107 101</td>
<td>5.94%</td>
<td>897</td>
<td>882</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>87 91</td>
<td>-4.40%</td>
<td>828</td>
<td>830</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>1,651</td>
<td>1,842</td>
<td>-10.37%</td>
<td>27,922</td>
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<tr>
<td>Adult</td>
<td>398 866</td>
<td>-54.04%</td>
<td>2,724</td>
<td>2,893</td>
</tr>
<tr>
<td>Youth</td>
<td>956 835</td>
<td>14.49%</td>
<td>22,664</td>
<td>17,253</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>297 141</td>
<td>110.64%</td>
<td>2,534</td>
<td>2,950</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td>62 46</td>
<td>34.78%</td>
<td>440</td>
<td>346</td>
</tr>
<tr>
<td>Adult</td>
<td>30 18</td>
<td>66.67%</td>
<td>162</td>
<td>93</td>
</tr>
<tr>
<td>Youth</td>
<td>28 25</td>
<td>12.00%</td>
<td>249</td>
<td>222</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>4 3</td>
<td>33.33%</td>
<td>29</td>
<td>31</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>398</td>
<td>371</td>
<td>7.28%</td>
<td>5,057</td>
</tr>
<tr>
<td>Adult</td>
<td>103 83</td>
<td>24.10%</td>
<td>1,107</td>
<td>848</td>
</tr>
<tr>
<td>Youth</td>
<td>44 52</td>
<td>-15.38%</td>
<td>1,527</td>
<td>1,557</td>
</tr>
<tr>
<td>Technical</td>
<td>54 67</td>
<td>-19.40%</td>
<td>669</td>
<td>634</td>
</tr>
<tr>
<td>Circulation</td>
<td>153 135</td>
<td>13.33%</td>
<td>1,287</td>
<td>1,071</td>
</tr>
<tr>
<td>Administration</td>
<td>21 30</td>
<td>-30.00%</td>
<td>316</td>
<td>264</td>
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<tr>
<td>Community Service</td>
<td>23 4</td>
<td>475.00%</td>
<td>151</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>54,003</td>
<td>53,567</td>
<td>0.81%</td>
<td>546,519</td>
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<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>38,124</td>
<td>38,004</td>
<td>0.32%</td>
<td>394,348</td>
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<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>2,354</td>
<td>2,998</td>
<td>-21.48%</td>
<td>26,319</td>
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<tr>
<td><strong>Information Access/Reference/Research</strong></td>
<td>7,840</td>
<td>7,352</td>
<td>6.64%</td>
<td>80,545</td>
</tr>
<tr>
<td>Adult Phone</td>
<td>385 431</td>
<td>-10.67%</td>
<td>4,094</td>
<td>3,998</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>2,204 2,191</td>
<td>0.59%</td>
<td>23,389</td>
<td>23,533</td>
</tr>
<tr>
<td>Adult Reference</td>
<td>149 115</td>
<td>29.57%</td>
<td>1,588</td>
<td>1,702</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>86 100</td>
<td>-14.00%</td>
<td>1,260</td>
<td>1,247</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>2,723 2,367</td>
<td>15.04%</td>
<td>26,566</td>
<td>23,849</td>
</tr>
<tr>
<td>Youth Reference</td>
<td>499 426</td>
<td>17.14%</td>
<td>4,591</td>
<td>3,558</td>
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<tr>
<td>HR Phone</td>
<td>17 10</td>
<td>70.00%</td>
<td>138</td>
<td>152</td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>420 437</td>
<td>-3.89%</td>
<td>4,130</td>
<td>3,683</td>
</tr>
<tr>
<td>HR Reference</td>
<td>16 21</td>
<td>-23.81%</td>
<td>234</td>
<td>216</td>
</tr>
<tr>
<td>Circ Phone</td>
<td>556 582</td>
<td>-4.47%</td>
<td>5,851</td>
<td>5,902</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>537 479</td>
<td>12.11%</td>
<td>5,903</td>
<td>4,628</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>248 193</td>
<td>28.50%</td>
<td>2,801</td>
<td>2,085</td>
</tr>
<tr>
<td><strong>Total Eduentainment LAN Use</strong></td>
<td>482</td>
<td>477</td>
<td>1.05%</td>
<td>4,406</td>
</tr>
<tr>
<td><strong>Total Internet Computer Use</strong></td>
<td>3,011</td>
<td>3,080</td>
<td>-2.24%</td>
<td>26,905</td>
</tr>
<tr>
<td>Youth Computers</td>
<td>279 404</td>
<td>-30.94%</td>
<td>3,063</td>
<td>3,835</td>
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<tr>
<td>Adult Computers</td>
<td>2,599 2,576</td>
<td>0.89%</td>
<td>22,721</td>
<td>22,694</td>
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<tr>
<td>Laptop Computer Circulated</td>
<td>133 100</td>
<td>33.00%</td>
<td>1,121</td>
<td>926</td>
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<tr>
<td><strong>Total Electronic Transactions</strong></td>
<td>44,798</td>
<td>43,404</td>
<td>3.21%</td>
<td>417,099</td>
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<tr>
<td>WebSite Hits</td>
<td>32,049 31,430</td>
<td>1.97%</td>
<td>297,913</td>
<td>303,836</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>9,395 8,540</td>
<td>10.01%</td>
<td>85,410</td>
<td>79,461</td>
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<tr>
<td>Licensed Database Hits</td>
<td>3,354 3,434</td>
<td>-2.33%</td>
<td>33,776</td>
<td>34,549</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 September 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.

September Marketing Highlights:

- Finalized GeekFest materials
- Created graphics for additional Fall programs
- Designed and printed a t-Shirt for Volunteers
- Continued working on graphics for our Hotspot rollout coming in November
- Helped design materials to support Staff Development Day
- Met with the fundraising team to prepare for the 2017 Annual Campaign
- Supported Libraries for Life Campaign, through graphics and social media posts
- Facilitated a Harwood “Aspirations” conversation with our Friends group
- Created graphics and a video for National Friends of the Libraries week

September Social Media Highlights:

Facebook
42 New Page Likes | 76 Post Shares | 809 Post Likes | 94,885 Total Reach

Twitter
1905 Tweet Impressions | 106 Profile Visits | 13 Mentions | 6 New Followers
GAME ROOM RULES

1. No food or drink in the Game Room unless approved by a member of staff.
2. Please watch what you say. Slang (RPG), profanity, off-color humor, and repetitive sound effects will not be allowed.
3. No playing around with Game Room equipment unless approved by a member of staff.
4. Please handle all game materials with care. Replace materials with the same materials you borrow in good condition.
5. Please change shoes before entering the Game Room.
6. The Game Room will be closed at the discretion of the Library staff for a variety of reasons.
7. Games will be listed by the Games Master. Games for certain upcoming games at the library will have prize support. Ask a member of staff for further details.
8. Please return to the Checkout Desk any materials you have borrowed.

GAME OFFERINGS

OPEN GAMING

Fri | 2:00 PM - 10:00 PM
Game Master: John Cosby, Michigan Pathfinder Society
Game System: GURPS
Players: 2-6
Complexity: Low to Moderate
Est Time: 2-3 hours

STAY ASPAR AND LISTEN (LTY)

Fri | 2:00 PM - 10:00 PM
Game Master: Campfire (LTY)
Game System: Table Top
Players: 3-6
Complexity: Easy
Est Time: About an hour.

ZOMBIES IN KALAMAZOO

Sat | 1:00 PM - 9:00 PM
Game Master: Todd Risedorf
Game System: GURPS
Players: 2-8
Complexity: Low to Moderate
Est Time: 2-3 hours

DARK COUNTRY

Sat | 1:00 PM - 9:00 PM
Game Master: John Cosby
Game System: Table Top
Players: 2-6
Complexity: Medium to Hard
Est Time: 2 hours avg

MUNCHKIN

Sat | 1:00 PM - 9:00 PM
Game Master: 3-6 players
Game System: Munchkin
Players: 8 at a time *May be multiple tables.
Complexity: Low, rules will be taught
Est Time: Roughly 1 hour per section.

STAY ASPAR AND LISTEN (LTY)

Sat | 1:00 PM - 9:00 PM
Game Master: Campfire (LTY)
Game System: Table Top
Players: 3-6
Complexity: Easy
Est Time: About an hour.

DESCANT AND DEWEY: HOLIDAY MUSIC SERIES

Suzuki Academy Students
Sunday, November 19 | 2:00 PM
Come and enjoy some holiday music performed by the Suzuki students of the Suzuki Academy of Kalamazoo. These students range from many ages and levels, but all are a joy to hear. Come join us as a group of talented youth share their gifts with us.

Dawn Garrett
Sunday, November 26 | 2:00 PM
Come and enjoy some holiday music performed by Dawn Garrett. Dawn is a local, professional musician who earned a Bachelor of Music and a Master of Music in clarinet performance from Western Michigan University. She has played with the Southwest Michigan Symphony and leads the hand bell choir at her church. Garrett is originally from Vicksburg and has taught private clarinet lessons for over 20 years. No registration is required for these events.

LIVING ROOM MUSICIANS

Sunday, December 3 | 1:00 PM
Come and enjoy some music performed by the Living Room Musicians. This group consists of student and pros. They have played at the library before and enthusiastically welcome them back.

Jeff Dallavalle
Sunday, December 17 | 2:00 PM
Jeff Dallavalle will be delighting us with holiday music on his keyboard. Jeff has a degree in piano performance from Western Michigan University. He has extensive experience performing in restaurants, as well as in clubs with his bands Left Turn Blues Band and The Edge. He is also the music director for his church.

Nonna’s Braciole
Tuesday, October 30 | 6:30 PM & 6:00 PM
Braciole, pronounced braZ YOLE, is a wonderful fall and winter dish of simmered beef rolls in tomato sauce. Chris Capalbo, whose Connecticut Italian family has produced gifted cooks for generations, will teach you how to make this delicious recipe. Visit the calendar on our website at portagelibrary.info to register today.

FREE Wi-Fi

Please return to the Checkout Desk

MOBILE HOT SPOT

WIRELESS INTERNET
WHEREVER YOU ARE!

FREE Wi-Fi
Check out a Mobile Hotspot for two weeks and enjoy 4G LTE/3G wireless internet on up to 10 devices at a time.

Please return to the Checkout Desk

T-Shirt 2017 - Volunteer
Libraries See Reduction in Penal Fines

Many libraries are reporting a significant reduction in their penal fines. MLA has initiated a survey to help gather data on the trend. Information obtained from the Michigan State Police indicates that the decrease in the library fine revenue is a product of fewer citations being written. Apparently the MSP has been looking into the situation. They report a reduction in the total number of police officers, so departments with the ability to dedicate officers to traffic enforcement is reduced. Additionally, MSP attributes the decline to their working heavily in the Secure Cities Partnership, which is mostly disadvantaged communities. They indicate they are there for a larger purpose of reducing violent crime, and increasing community engagement so they don’t emphasize writing citations in these areas.

We are awaiting additional data from the department.

In the meantime, we are also looking into the fines versus fees issue with the courts and judges to determine if there are measures that should be taken to rectify the situation in those areas.

It’s important to note that while penal fines are guaranteed in the Michigan Constitution, parallel ordinances, municipalities’ practice of reducing civil fines to parking tickets and constant efforts by individual legislators to redirect these funds for other uses, it is likely we will continue to see these funding levels cycle down.

Library Exemptions From Tax Capture Continue to Increase

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

Many libraries are reporting good results from their communications with their local tax capture authority. Their millages are now exempt. Additionally, we are hearing about a number of authorities requesting an opportunity to showcase their work to the library board. This is exactly what we hoped to achieve with this legislation. Transparency and accountability on the part of the tax capture and a choice for the library board. Some libraries are choosing to remain in the tax capture, others are opting out.

There are some instances where tax capture authorities are denying the library the choice to opt out. Each of these situations should be reviewed on a case by case basis. There may be alternative actions the library can take to achieve satisfactory results. In some cases it may be wise to simply wait until your new millage goes to the ballot. It is important to note that asking voters for a renewal of a millage is in essence requesting a new millage. Once a millage expires, any extension of those mills is a renewal of the amount on a brand new millage.

For more information on tax capture and other advocacy issues join us at MLA 2017 on Wednesday, October 18, 10:30 a.m. for our advocacy update. If you have specific tax capture questions, join us for our Ask the Lawyer session with Anne Seurynck on Friday, October 20 at 10:15 a.m. where we will devote the first portion of the session to tax capture questions.
The new laws exempt any library millage approved by voters after January 1, 2017 from capture by any Downtown Development Authority, Local Development Financing Authority, Water Resource Improvement Tax Increment Finance Authority, Tax Increment Finance Authority, Corridor Improvement Authority and Historical Neighborhood Tax Increment Finance Authority. With respect to library millages approved before January 1, 2017, the existing millages would be exempt from capture if there are no outstanding bonds or obligations.

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

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

**Automatic Exemptions:**

For those millages that are automatically exempt, the library board may still choose to allow the millage to be captured. This requires library board approval. After thoughtful consideration, if your library desires to move forward with the automatic exemption, it’s time to respectfully notify your city or township treasurer. If you have not yet sent this communication or if you have not received a response, we recommend that you send this communication soon.

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

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

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

**Exemptions that Require a Library Opt Out:**

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

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

We continue our work on a technical bill package that would clarify language regarding the exemptions. The bills continue through the drafting process as we identify any necessary changes. To avoid any possible challenges to your library's tax capture exemption, you should continue to take action to proactively opt out of a new tax capture if that is your board's decision. That includes a board resolution and letter to the tax capture authority within 60 days of notification of a meeting.

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

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

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

Campaign Finance Bills Pass Without Amendments

Senate Bills 335 and 336 introduced by Sen. Dave Robertson (R-Grand Blanc) were recently enacted amending the campaign finance bill which basically addresses PAC and Super PAC contributions and reporting. MLA was watching carefully for any attempt to include an amendment similar to the language in last year's SB 571 which prohibited certain communication with the public 60 days prior to a ballot question. As you may recall our opposition led to an injunction by a federal judge reversing that portion of the new law. The new bills passed both chambers without such an amendment.

November Only Millage Bill Resurfaces

Rep. Thomas Albert (R-Lowell) has introduced HB 4814 which is another attempt to move all millages to the November ballot. We worked with the sponsor of a similar bill last year with good results and continue our work to see libraries are not impacted by this type of change.
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 November 2017:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/2</td>
<td>7:00 PM</td>
<td>Murder on the Orient Express: A Talk</td>
</tr>
<tr>
<td>11/4</td>
<td>2:00 PM</td>
<td>Fall in Love with Michigan Authors with Jacquelyn Vincenta</td>
</tr>
<tr>
<td>11/9</td>
<td>7:00 PM</td>
<td>International Mystery Book Group</td>
</tr>
<tr>
<td>11/13</td>
<td>7:00 PM</td>
<td>Top Shelf Reads: When to Rob a Bank</td>
</tr>
<tr>
<td>11/18</td>
<td>9:00 AM</td>
<td>Kalamazoo Macintosh User Group</td>
</tr>
<tr>
<td>11/19</td>
<td>2:00 PM</td>
<td>Descant and Dewey: Holiday Music by the Suzuki Academy Students</td>
</tr>
<tr>
<td>11/20</td>
<td>6:15 PM</td>
<td>Kalamazoo Valley Genealogical Society</td>
</tr>
<tr>
<td>11/21</td>
<td>10:30 AM</td>
<td>Open for Discussion</td>
</tr>
<tr>
<td>11/26</td>
<td>2:00 PM</td>
<td>Descant and Dewey: Holiday Music by Dawn Garrett</td>
</tr>
<tr>
<td>Thursdays</td>
<td>1:30 PM</td>
<td>Lingo in the Library: an ELL Conversation Circle</td>
</tr>
</tbody>
</table>
To: Portage District Library Board
From: Christy Klien, Library Director
Date: October 16, 2017
Subject: Budget Amendment to adjust the FY 2017 Budget for Harwood Institute

BACKGROUND:
In May 2016, Library Director Christy Klien and Marketing Manager Colin Whitehurst were accepted to participate in a community engagement training program for Michigan library staff. The training was led by coaches from Harwood Institute for Public Innovation. Klien and Whitehurst found the training valuable and would like to expand the scope of the program at Portage District Library by training more staff in the Harwood method. The training is again being offered at no charge to select Michigan libraries, with generous stipends provided through Library of Michigan LSTA funding. The program will take place on November 7-9. Portage District Library staff Youth Services Librarian Andrea Smalley and Local Historian Steve Rossio have applied and been approved to participate in this workshop. They have been awarded $1,110 towards accommodations and travel.

Since the 2017 Fiscal Year Budget is already in place, it is necessary to bring a budget amendment to the Library Board to adjust the budget for that $1,110.

RECOMMENDATION:
I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2017 Budget to increase the designated expenditure lines by a total of $1,110 to fund items as shown below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount Adjusted</th>
<th>Expenditure Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harwood Institute stipend</td>
<td>$1,110</td>
<td>Training</td>
</tr>
</tbody>
</table>
To: Portage District Library Board

From: Michele Behr, Library Board Chair

Date: October 16, 2017

Subject: Update on the Library Director’s 2017 Evaluation Process

BACKGROUND:
Following a discussion at the September 25, 2017 board meeting, it was decided that the same form from previous years would be used for the 2017 Library Director’s evaluation. Library Board Secretary Quyen Edwards will provide each trustee with a form and all of the Library’s Director’s Goals and End Statements with updates for reference. Each trustee should complete the evaluation form based on their own assessment of the Library Director’s accomplishments and performance in relation to her personal goals and the 2017 Ends Statements. The completed forms will need to be returned to Library Board Secretary Quyen Edwards, and when all forms are received, she will pass them on to the Library Board Personnel Committee (composed of Behr, Vliek, and Welsh). The individual evaluations will then be compiled into a composite document that will be shared in a meeting with the Library Director.

The Library Director’s performance evaluation entails the following assessments:
1. Has there been progress on achieving Board endorsed Ends Statements in 2017?
2. Has there been progress on accomplishing Board endorsed personal goals in 2017?
3. Has the Library Director been in compliance with the Board’s Executive Limitation in 2017?
4. Consider that the success of the library is the evaluation of the Library Director.

UPDATE:
- Library Board members are reminded to complete the evaluation form that was provided to them and to return it to Library Board Secretary Quyen Edwards (either electronic or paper) by Monday, November 6th.
- The Library Board Personnel Committee will meet in November to compile results and formulate a recommendation for the Library Director’s compensation in 2018.
- The Library Board Chair will subsequently meet with the Library Director to go over her 2017 performance evaluation and convey the Personnel Committee’s recommendation to her.
- The Library Board as a whole will hear the Personnel Committee’s recommendation at the December 18, 2017 board meeting and trustees will vote on the Library Director’s compensation for 2018.
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 October 23rd Library board meeting regarding the Friends of the Library board meeting which took place on Monday, October 16th.
In 2017, the Library Board Retreat will focus on the completion of a Master Building Plan with C2AE Architects. One Board Master Planning meeting has been held on Tuesday, October 17, 2017.

The following is the confirmed date for the second Library Board Retreat Meeting:

Wednesday, November 8th

The meeting will begin promptly at 5:00 PM with dinner provided.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: October 18, 2017  
Subject: Removal of Audio Visual Policy

BACKGROUND:  

In August and September 2017, a committee consisting of Library Director Christy Klien, Library Board Chair Michele Behr, Head of Adult Services Lawrence Kapture, and Head of Youth Services Laura Wright was assembled to review the Materials Selection Policy. Revisions to the policy were suggested for clarity and breadth. The proposed revisions from the committee were reviewed and approved by the Library Board at the September 25, 2017 Board Meeting. After review of the Audio Visual Policy this month by Library Director Christy Klien, Head of Adult Services Lawrence Kapture, Head of Youth Services Laura Wright and Head of Circulation Jill Autin, they are of the opinion that the revised Materials Selection Policy now encompasses the Audio Visual Policy making it unnecessary. Both policies are provided after this memo for your review. Also after review, staff felt that it would be more appropriate to cover checkout of R-Rated Materials in the Fine Fees and Usage Policy.

RECOMMENDATION:  

Please consider and approve the requested change to discontinue the Audio Visual Policy. With Library Board approval, the recommended change would become effective immediately.
The Audio-Visual service of the Portage District Library was established in recognition of the importance of non-print media as part of a total information, recreation and education service. The library maintains several non-print collections: compact discs, computer games, videos and talking books. In developing both present and future audio-visual collections, the library will attempt to reflect the diversity of the book collection to the degree possible with audio-visual materials available. In other words, the media product available should allow the collection to serve the educational, recreational and informational needs of our patrons. The size of individual collections will vary from core to diverse and multi-faceted, depending on cost, demand and product availability. Periodically, audio-visual collections will be evaluated for maintenance, termination or increase. As new media formats become available, each will be analyzed based on the criteria established in this policy.

**Audio Selection**

The Portage District Library recognizes sound recordings as a major form of publication. Because of cost and the diversity of titles available, the audio recording collection is large enough to represent a fair cross-section of available material, particularly with respect to music of established and lasting value and talking books in a variety of formats. The audio recording collection includes formats such as, audio downloads, MP3, compact disc, Playaway, and other current media formats.

Recordings are selected on the basis of reviews in professional and general publications, vendor-provided materials and personal knowledge and contact. Musical selections are made with an ear toward providing library patrons with a broad overview of western musical heritage from the earliest preserved material to current popular and classical material. Instructional recordings emphasize those studies which have an important aural component. Talking books are selected for literary merit, content interest, and quality of production. A portion of the audio recording collection is designated for youth materials.

**Video Selection**

The video collection shall attempt to reflect the diversity of the book collection, to the greatest degree possible. Selection shall be subject to all the criteria listed in the library’s Materials Selection Policy under “Non-Print Media Collection.” Selections shall be geared to the broad range of patrons and the collection shall not be curriculum-oriented. Videos will be purchased in current media format. R-rated videos will selectively be allowed in the library’s collection, but in order to check them out, individuals must be 18 yrs. old and provide proof of age. X-rated videos will not be purchased or accepted. The rating symbol used by the Motion Picture Association of America shall be used, when available. Selection of videos shall be based on written reviews or in-house previews with particular attention paid to the visual nature of the medium. It is the individual’s responsibility to determine a film’s suitability for themselves and their family.
Interactive Media

The interactive media collection shall attempt to reflect the diversity of the book collection, to the greatest degree possible. Selection shall be subject to all the criteria listed in the library’s Materials Selection Policy under “Non-Print Media Collection.” Selections shall be geared to the broad range of patrons and the collection shall not be curriculum-oriented. The interactive media collection includes formats such as CD-ROMs, multiple brands of console games, and any other current format that may prevail. Mature-rated games and CD-ROMS will selectively be allowed in the library’s collection, but in order to check them out, individuals must be 18 yrs. old and provide proof of age. Adults Only games and CD-ROMs will not be purchased or accepted. The rating symbol used by the Entertainment Software Rating Board (ESRB) shall be used, when available. Selection of games shall be based on written reviews or in-house previews with particular attention paid to the visual nature of the medium. It is the individual’s responsibility to determine a game’s suitability for themselves and their family.

Audio-Visual Equipment

The Portage District Library has various pieces of specialized equipment, which are used in-house to support programs or public services. Audio-visual equipment may be loaned to patrons only at the discretion of the Library Director.

Evaluation of Audio-Visual Services

Audio-visual services will be evaluated periodically to ensure that the service is meeting the needs of the community. Factors against which a service will be measured include: circulation, product availability, public availability, priority and service value.
1. PURPOSE

The purpose of the Portage District Library Materials Selection Policy is to set broad guidelines in order to assemble, preserve, organize, administer and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives and mission of the Portage District Library.

2. DEFINITIONS

The term “library materials” means books, magazines, DVDs, CDs, or other synonyms as they may occur in the policy and has the widest possible meaning. For the library’s digital collections, selection of content can vary among third party vendors. In situations where the Portage District Library staff are not able to select individual titles, the selection of a third party service will be evaluated on the company’s reputation and overall content offerings. It is implicit in this statement of policy, therefore, that every form of permanent record is to be included regardless of format. However, this policy and the term “library materials” do not apply to Internet sites available through the Library’s computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Policy for any issues related to computer or Internet use. The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader’s advisory. This statement of policy applies to all library materials curated by the Portage District Library staff for adult, teen, juvenile, and preschool collections.

3. GOALS OF MATERIAL SELECTION

   a. To meet the individual’s need for information through maintenance of a well-balanced and broad collection of materials for information, reference, and research.

   b. To help the individual attain maximum self-development through life-long intellectual and cultural growth.

   c. To support the democratic process by providing materials for the education and enlightenment of the community.

   d. To assist individuals in their pursuit of activities related to their occupation and practical affairs.

   e. To provide diverse recreational experiences for individuals and groups.

   f. To assist institutions of formal education with services which will support individual study.

4. RESPONSIBILITY FOR SELECTION

The responsibility for selection lays with the Director or his/her designee pursuant to the Collection Development Plan. Both the general public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are
allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

5. GENERAL PRINCIPLES

a. Selection of materials is based on the relationship of such work to the needs, interests, and demands of the Portage community. Basic to this policy is the Library Bill of Rights and the Freedom to Read Statement of the American Library Association to which this Library subscribes. Selection is not made on the basis of anticipated approval or disapproval, but solely on the merits of a work, without regard to the race, nationality, political, or religious view of the writer. Whenever censorship is threatened, from whatever sources, no library materials shall be removed from the Library until all steps in the Library’s procedure for handling complaints about library material have been completed, or by order of a court or competent jurisdiction.

b. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children. The Library respects each individual parent’s right to supervise his/her children’s choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his/her children select must accompany those children when they use the collection in order to impose those restrictions.

c. Library materials will not be marked or identified to indicate approval or disapproval of contents by the Library, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

d. It is the responsibility of the Library to provide circulating, reference, and research materials for the general public and the student based on the services it is expected to perform. Special “in depth” collections shall also be maintained when indicated by community interest.

6. SPECIFIC PRINCIPLES FOR SELECTION

The following principles, individually or collectively, will prevail in the selection of all library materials. The total collection will attempt to represent the variety of points of view.

a. Present and potential relevance to community needs;

b. Suitability of subject, style, and reading level for the intended audience;

c. Importance as a document of the times;

d. Appropriateness and effectiveness of medium to content;

e. Reputation and/or significance of author, publisher, or producer;

f. Positive review in one or more appropriate professional journals;

g. Positive critics’ and staff members’ reviews;

h. Relationships to existing materials in the collection;
i. Within limits of budgets for materials;

j. Not available, or with limited accessibility, from other lending sources;

k. Insufficient materials available on the same subject;

l. Author or illustrator is local;

m. Format is appropriate to Library use and is not easily damaged;

n. Enhances a specific collection within the Library;

o. Author or producer is already represented in the collection;

p. Literary and artistic merit;

q. Accuracy of content;

r. Popularity with library patrons;

s. Preserves local community information and history;

t. Available shelf or storage space.

7. GIFTS

Acceptance of gifts of materials shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not align with the Library’s objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. Any item, which is not added, may be donated to another institution where it might be used, or it may be sold in a Friends of the Library Book Sale. Monies from such sales are used to benefit Portage District Library services and programs.

8. MAINTENANCE OF THE COLLECTION

As materials become worn, dated, damaged or lost, replacement will be determined by the appropriate staff member, who will determine whether or not:

a. The item is still available and can be replaced;

b. Another item or format might better serve the same purpose;

c. There remains sufficient need to replace that item;

d. Updated, newer or revised materials better replace a given item;

e. The item has historical value;

f. Another networking agency could better provide that or a comparable item.
9. REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS PROCEDURE

The Portage District Library Board, administration, and staff support intellectual freedom and subscribe to the principles of the American Library Association's Library Bill of Rights and its statements on Freedom to Read and Freedom to View. The Library staff applies the selection criteria described in this Materials Selection Policy and thus endeavors to provide books and other materials that reflect the diversity of viewpoints within the community.

When a request for reconsideration is made by a patron, the procedure listed below is followed:

a. A member of the library staff explains the selection policy to the patron. If the patron wishes, he/she may then submit a written Request for Reconsideration of Library Materials form to the Library Director.

b. The completed form is reviewed by one or more members of the Library staff who have responsibility for materials selection, and by the Library Director. The Library staff members objectively review the resource in question to ascertain that the selection criteria and principles stated in Section 6, a through t were applied in the selection process. The Library Director or a designated member of the library staff will send a written response to the requester within 30 days of the date that the reconsideration form was submitted. The Library Director also notifies the Library Board of each Request for Reconsideration submitted.

c. If the requester is not satisfied with the decision of the Library staff, he/she may appeal in writing to the Library Director, who then convenes a Reconsideration Committee. This committee will consist of: 1.) One member of the Library Board; 2.) One member of the Library staff with responsibility for materials selection who has not previously considered the material in question; 3.) One resident of the Library district other than the requestor, who is chosen by the requestor. In the case that the requestor does not identify a member for the Reconsideration Committee, the Library Board will select a resident of the Library district.

d. In reviewing the request for reconsideration, the Reconsideration Committee employs the selection criteria (described above in this document) and considers other appropriate information, including professional reviews and recommendations, comments from the Library staff, and comments from the requester. Library resources are not removed from the collection during the review period. Copies of the materials in question may be checked out as evaluation copies for use by the Reconsideration Committee, the Library Director, or other appropriate Library staff.

e. Within 60 days, the Reconsideration Committee will recommend an action to the Library Director, who will reach a decision and inform the requester and the committee in writing of that decision within 15 days of the receipt of the Reconsideration Committee’s recommendation.

f. Should the requester wish to appeal this decision, he/she may make a final appeal in writing directly to the Chair of the Portage District Library Board within 15 days of receipt of notification. The Library Board will review the documentation and render their decision within 60 days of receipt of the requester’s appeal. Mail to: Portage District Library Board of Trustees, 300 Library Lane, Portage, MI 49002

g. The Library Board serves as the final authority in cases involving retention or withdrawal of library materials.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: October 19, 2017  
Subject: Revision to Fines and Fees / Usage Policy

BACKGROUND:

Library staff recommends the addition of one line to the Fine and Fees / Usage Policy regarding checkout of R-Rated Materials. That line has been added to the policy and is highlighted in the following document.

RECOMMENDATION:

Please consider and approve the requested change to the Fines and Fees / Usage Policy. With Library Board approval, the recommended change would become effective immediately.
1. **General Fines**
   A. The fine for any overdue non-Hot Pick book, audio disc, or magazine is 10¢ per day per item, with a maximum fine of $5.00 per item and return of materials.
   B. The overdue fine for non-Hot Pick DVD collection items is $0.50 per day per item with a maximum fine of $5.00 per item and return of materials.
   C. The overdue fine for Hot Pick and other special collection items is $1.00 per day per item with a maximum fine of $10.00 per item and return of materials.
   D. After $25.00 in total fines is accumulated, the member will be denied borrowing privileges until the fine is paid.
   E. A final invoice is sent to the member after two months and before six months, stating the amount due and informing the member of revoked privileges until such time as the fine is paid and/or the material is returned. The notification process may be accelerated for audio-visual materials and equipment, or high demand items.
   F. The Library may institute legal proceedings for recovery of materials that are overdue.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. **Checkout, Reserve and Service Limits**
   A. Members who are under 18 years of age are prohibited from checking out rated “R” movies.
   B. Members are limited to 5 movies from non-Hot Pick collections and 5 movies from juvenile DVD collections. Similar limits may be set for other special collections.
   C. Members are limited to 10 non-Hot Pick music titles that can be checked out at one time. Similar limits may be set for other special collections.
   D. Resident and paying non-resident members may reserve up to 25 items total at one time; reciprocal borrowers may only reserve 5 items total at one time. Hot Pick collections cannot be reserved.
   E. Two renewals are allowed for items that are not in demand. Items with reserves, Hot Pick collections, and other high demand or special collections are not renewable.
   F. A limit of 2 items from each Hot Pick item category (books, movies, music, and games) can be checked out at one time. Hot Pick movie and music titles are in addition to checkout limits set for other movie and music titles.
   G. Hot Pick collections are limited to use by resident and paying non-resident members.
   H. Premium services including, but not limited to, Interlibrary Loan, Favorite Authors, ebook or audio downloads, and other online media services are limited to resident and paying non-resident members.
Follow-Up Report on 2017 Staff Development Day

The Portage District Library 2017 Staff Development Day was held on Friday, September 22, 2017 from 8:30 am to 5:00 pm. All library employees were included in this training and information sharing day, and were encouraged to participate fully.

Library staff gathered for breakfast and Library Director Christy Klien welcomed staff as the day began. Library Staff were informed of the new Employee Assistance Program, HelpNet, that is now available to them. This service includes assistance with mental health, finances, legal advice, and a lot of other helpful information on their website.

The 2017 Staff Development Day Committee chose to go a different direction with its speaker this year, and used TED Talk presentations instead of hiring someone to come in person. TED Talk topics ranged from “power poses”, to excellent customer service, listening, providing empathy, keeping a positive attitude, and acknowledging others. Topics were reinforced with activities and discussion.

Just before the group broke for lunch, we had our annual staff photo taken. Lunch was provided on site around noon with pizza and sandwiches from Franco’s Pizza.

Throughout the day, Library staff were a part of one of 6 teams that each contained a mix from all library departments. Games and challenges were set up as fun, team building activities. One of the most enjoyable activities was the “Marshmallow Challenge” where each team was given the exact same set of supplies and had to build the tallest tower that would support the weight of a large marshmallow.

Library employees were asked to complete an online survey to provide feedback on their opinion about this year’s Staff Development Day. The results of the survey will be compiled and used as a guide in planning future Staff Development Days.

On behalf of all Portage District Library employees, we thank the Library Board for realizing the importance of staff development and making it possible for the library to be closed one day so that all employees can participate. The time spent together on Staff Development Day is also an important relationship building experience for staff and helps everyone know and appreciate each other better.
# PORTAGE DISTRICT LIBRARY
## Library Director’s Personal Goals for Fiscal Year 2017

<table>
<thead>
<tr>
<th>Goals Description</th>
<th>Measurement Criteria</th>
</tr>
</thead>
</table>
| **GOAL 1: Oversee the progress of PDL Strategic Plan.** | ✓ FY 2018 Proposed Budget reflects projects identified in Strategic Plan.  
✓ Progress reports are given to the Library Board quarterly. |
|  
A. Work with Facilitator Gary Kushner, Library Board and staff to finalize 2017-2020 Strategic Plan.  
B. Work with staff to carry-out priorities laid out in the Strategic Plan.  
C. Incorporate funding to accomplish goals in FY 2018 Budget. |  
Accomplishments  
✓ Worked with Board and Staff to develop a Strategic Plan that identifies priorities for 2017-2020.  
✓ Worked with staff to fund Strategic Plan projects identified to be priorities in 2018. |
| **GOAL 2: Work with the library’s partnered Architect to develop a Facilities Master Plan.** | ✓ A recommendation of an architectural firm is given to the Library Board for a long-term partnership.  
✓ A report is written on possible ideas to incorporate into the Master Plan after tours have been conducted.  
✓ FY 2018 Proposed Budget reflects improvements to facilities.  
✓ Meetings are held with the architect.  
✓ A Master Plan is presented to the Board for feedback and approval. |
|  
A. Conduct meetings with architect to discuss needs and wants of space.  
B. Visit libraries and other organizations to obtain possible ideas to incorporate into PDL.  
C. Incorporate funding into FY 2018 and FY 2019 Budget. |  
Accomplishments  
✓ Developed an RFP for Architectural Services.  
✓ Created a Selection Committee that consisted of Board and staff members to interview and recommend an architectural firm to the Library Board for their approval.  
✓ As part of the selection process, we visited four libraries to better understand the architects’ Master Planning process as well as to look at building features.  
✓ With the Board’s approval the library signed an architectural services contract with C2AE.  
✓ Created a Master Planning Committee that includes Library Board, staff and community representatives to work with architects to develop a Building Master Plan.  
✓ Scheduled architects to meet with the Library Board on October 17 and November 8 to get feedback from Board members. |
**GOAL 3: Develop a formal employee training program.**

A. Identify employee trainings that would benefit the staff and library.
B. Schedule trainings to maximize the number of staff who can attend.
C. Survey staff about their training needs to plan training opportunities in the future.

- Training schedule is reported to the Board in the Monitoring of Executive Limitations Treatment of Staff Report.
- Staff training needs survey results are made available to the Board.

**Accomplishments**

- A draft of a training needs survey was crafted and is planned to be given to staff in November.
- A draft of a training schedule will be completed by the end of January 2018.

**GOAL 4: Initiate Harwood Community Conversations in 2017.**

A. Identify and train additional staff to help facilitate community conversations.
B. Conduct conversations quarterly to gauge the perspectives of the community and what it wants.

- Staff are trained to facilitate community conversations.
- Community Conversations are scheduled quarterly.
- Summary report of Community Conversations is provided to the Library Board annually.

**Accomplishments**

- Identified two staff members, Andrea Smalley and Steve Rossio, to receive training of facilitating community conversations.
- Applied for and received a grant to fund the staff training.
- Held conversations with Library Staff, Library Board, Friends of the Portage District Library Board, and community members between December 2016 and December 2017.

**GOAL 5: To lead a library-wide initiative for greater connection to and involvement in the Portage community.**

A. **Library Director’s Direct Involvement in the Portage Community:**
   1. *Portage Public Schools*
      - Serving as a member on the District Advisory Council
   2. *Portage Rotary Club*
      - Serving as Secretary of the Portage Rotary Club
      - Serving as a member of the Portage Rotary Club
   3. *Portage Community Center*
      - Serving as a PCC board member

B. **Library Director’s Encouragement of Staff Community Involvement:**
   1. Library Director & staff will continue the joint marketing initiative with City of Portage & Portage Public Schools

- Participation as a member of the PPS District Advisory Council is continued throughout the 2016-2017 and 2017-2018 school years.
- Active participation as a member of the Portage Rotary Club.
- Serving as Portage Rotary Club Secretary until June 30, 2107.
- Serving as Portage Community Center’s Vice President until June 30, 2017.
- Serving as Portage Community Center’s President from July 1, 2017-June 30, 2018.

All community involvement identified as initiatives in 2017 are fulfilled.

- Joint Marketing with City of Portage & Portage Public Schools
- Collaboration with The Arcadia Institute
- Collaboration with PCC – Food for Fines
- Collaboration with the Salvation Army

**Accomplishments**

- Participated as a member in the PPS Curriculum Instruction Council throughout the 2016-2017 school year.
2. Library Director & staff will continue collaborations with The Arcadia Institute
3. Library Director & staff will continue collaborations with the Portage Community Center
4. Library Director & staff will continue collaborations with the Salvation Army

- Participated as a member in the PPS District Advisory Council throughout the 2016-2017 school year and continued on for the 2017-2018 school year.
- Participated as a member of the Portage Rotary Club in 2017 and took part in club activities & meetings.
- Continued the role of Secretary of the Portage Rotary Club until June 30, 2017.
- Served as a Portage Community Center Board Vice President, took part in regular meetings, and took part in special fundraising events for PCC during 2017. Served as President of PCC’s Board from July 1, 2017-June 30, 2018.
- Participated in the 2017 Portage Memorial Day Parade.
- Continued joint marketing with City of Portage & Portage Public Schools with the monthly Portager publication.
- Continued the collaboration with PCC by supporting PCC through the Personal Care Items Drive, Adopt-a-Family Program, and Food for Fines Drive.
- Scheduled to attend a Community Conversation with Arcadia in November 2017.
- Continued to collaborate with the Salvation Army for discarded book donations, Angel Tree Site, and annual Bell Ringing.
GOAL 6: To be involved in leadership roles in professional organizations, representing the Library, and to engage in professional development in 2017.

A. Participation in Professional Organizations:
I will continue my professional leadership involvement as follows:
1. Michigan Library Association
   ✔ I will continue my MLA membership in 2017.
2. Public Library Directors Group
   ✔ I will attend meetings with public library directors when possible.
3. American Library Association
   ✔ I will continue my ALA membership in 2017.

B. Professional Development Activities:
I will engage in the following professional development activities:
1. I will attend a Fundraising training in 2017.
2. I will attend the 2017 Michigan Library Association Conference.
3. I will participate in MLA’s 2017 Executive Summit.
4. I will participate in the American Library Association’s 2017 Annual Conference.
5. I will attend 2017 Catalyst University.

Accomplishments
- ALA & PLA memberships are current.
- Attended the 2017 MLA Annual Conference.
- Attended SMLC Directors’ meetings on a quarterly basis.
- Attended the 2017 Executive Summit in June 2017.

Update: I was not able to attend MLA’s 2017 Conference due to scheduling conflicts with possible Jury Duty and interview schedule.
Library Director’s Interpretation:
The library is at the center of the Portage community because of its location, but has also established its identity as the “community center” in various ways such as: providing gallery space to showcase local talent; bringing in musicians and performers; hosting arts & crafts and science demos; creating beautiful displays; offering technology instruction; and conducting literary events and programs with visiting authors and poets. We have determined that we also want to be an online source of local information. We will work to create a page on our website to answer frequently asked community questions. Two new and exciting local history documentation projects will begin in 2017 to collect data for researchers, genealogists, and casual observers alike. It will also be a planning year for a World War I commemorative event that will take place in 2018. Everything we undertake in 2017 in the local history, arts, and culture arena will have the goal of strengthening our community and enriching the lives of our residents, both current patrons and non-users.

Description of Activities & Projects to Accomplish End Statement #4

1. **Create a page on our website to house information about local culture and events.**
   - Work with staff to determine what content is most needed.
   - Work with staff to gather content and post it to the website.
   - Advertise local information on our website through our marketing channels.
     o **UPDATE:** We have completed a staff survey to determine what content should be added, updated, or removed from the website. We met with LocalHop to understand where they are headed with local information and have surveyed the staff to determine what kinds of local information requests they receive most frequently.
     o **STATUS:** IN PROGRESS

2. **In an effort to reach groups who do not frequent the Library, we will pursue new outreach opportunities.**
   - We will seek new venues such as high-density housing, busses, and retail.
     o **UPDATE:** Youth Staff collaborated on events with several new organizations (both at their location and in the library): Girl Scouts, Portage City Rangers, Head Start (resumed this year), local daycares, and the mall (this collaboration was postponed due to a staff change at Crossroads Mall). In addition, several local organizations were contacted/are in process including: Portage Community High School, Curious Kids, and Michigan Parents of Blind Children.
     o **STATUS:** IN PROGRESS
• We will utilize the Book Bike to raise our visibility in outdoor spaces such as parks.
  o UPDATE: Youth Staff brought the Book Bike to several venues in 2017, including the Portage Fishing Fair, Farmer’s Market, Woodland Elementary (Book tie-in), Celery Flats (Kindergarten teacher events), and Meet Up and Eat Ups.
  o STATUS: IN PROGRESS

3. **Survey patrons to determine how they like to use our periodical collection, and how open they are to reading on devices in the library.**

• Distribute a survey near our periodicals area to determine how patrons like to use our periodicals, which they value most, and if they would be willing to use a tablet to read them in the library.
• Conduct an in-house use survey with the circulation department.
• Examine circulation statistics for individual issues to add to determine popularity.
  o UPDATE: This is a long-term project that is still in progress. The survey tool was completed with input from the Administrative Team and then administered with the assistance of Marketing Manager Colin Whitehurst in May. We received 370 responses. The results have not yet been examined, but were reviewed for trends before the 2018 periodicals order. The use study is currently ongoing. Periodical circulation statistics will be pulled and examined along with the survey results, and a complete report will be written by the end of January 2018.
  o STATUS: IN PROGRESS

4. **Track the use of space used to showcase local arts and information resources.**

• Confirm that 90% of display space is used for local arts and information.
• Bring in three displays from area museums – Kalamazoo Air Zoo, Kalamazoo Valley Museum, Kalamazoo Nature Center, or Gilmore Car Museum.
  o UPDATE: We have had 24 displays using our walls or display cases, and all of them were either local artists or library staff created. Display highlights include: Steve Ellis of Spark Notes, who provided vintage baseball memorabilia. His display period coincided with the opening of the 2017 baseball season. Prior to the origami program he presented, Aerick Burton displayed his talent with an origami scene consisting of elephants surrounding a tree. Library staff contacted the Kalamazoo Valley Museum and the Air Zoo in February and April, but are still working on opening a channel of communication. Library staff will contact the Midwest Miniatures Museum to gauge their interest in setting up a display at the library.
  o STATUS: IN PROGRESS

5. **Begin the “Future History Project: Westnedge Avenue Documentation”.**

• Phase one of this project will document every business between Milham Avenue, on the north end and Mall Drive on the south.
• Data collected will include:
  a) Photographs of existing businesses (both interior and exterior)
  b) Any ephemera available from the business at the time of documentation such as business cards, advertisements, etc.
• Create a template including a place for business name, address, contact person, and the like.
• Create a file system to organize collected material.
• Contact the managers/owners of the various locations to obtain permission to photograph the interior and exterior, collect ephemera, etc. If no permission is granted then only exterior images will be taken.
• Place collected material onto the CONTENTdm database.
  - UPDATE: As of October 18, 2017, all of the businesses on the east side of South Westnedge between Milham Avenue and Mall Drive have been documented. The west side of South Westnedge remains undocumented at this moment but should be completed by December of this year. The data such as photographs, etc. is slow to be collected due to the need for permission. Sometimes this permission requires contacting corporate offices or the owners of the property. The template has been created and put into use. The file system has been created. Material has yet to be placed into CONTENTdm as we are still in the gathering phase.
  - STATUS: IN PROGRESS

6. **Begin the first stage of the Portage Cemetery Documentation Project.**

   • Photograph and document every grave in the Dry Prairie Cemetery (located on Milham Avenue).
   • Create a template for documenting the headstones.
   • Create a file system to organize collected material.
   • Document the following information from each stone:
     a) Photograph of the tombstone (all sides)
     b) Precise location measured from road, fence, etc. (GPS will be explored as one possibility)
     c) All information on the stone (a rubbing of said stone will be created if necessary)
   • Place collected material onto the CONTENTdm database.
     - UPDATE: As of October 18, 2017, half of Dry Prairie Cemetery has been documented. Due to the change in the weather the remainder of the cemetery will not be documented until the spring. The template has been created and implemented. A file system has been implemented. For the east half the cemetery each tombstone has been photographed; precise location determined and all information gathered off of the stone. Placement into CONTENTdm has yet to begin.
     - STATUS: IN PROGRESS

7. **Begin groundwork for World War I 100th Anniversary Commemoration in 2018.**

   • Investigate the possibility of partnering with the City of Portage to create a walking exhibit along the Celery Flats trail commemorating this 100th anniversary and honoring individuals who served from this area.
   • Meet with City officials to establish collaboration and permission for trail use.
   • Research costs of banners for the trail and other sundry expenditures.
   • Meet with state representatives and garner their opinions and willingness to participate in the endeavor.
   • Determine funding sources.
   • Gather information for banners, order banners, finalize dedication.
     - UPDATE: Meetings have been held with the Portage City Parks Department and they have agreed to partner with the library in this venture granting preliminary permission to utilize the trail system. Currently working with the SIGN CENTER in the creation of the banners for the project. Have had cursory meetings with Tonya Shuitmaker, Tom George and Margaret O’Brien
and have received positive feedback from all three. Future meetings will be taking place as we move closer to the event. Funding has been secured. Information is in the gathering stage and currently we are working with the Kalamazoo Public Library, Kalamazoo Valley Museum and the Western Michigan University Regional Archives in the research endeavor.

- STATUS: IN PROGRESS

8. **Continue the tradition of an annual Veterans Exhibit including new items and additional loaned material. (SR)**

- Dialogue with the Kalamazoo Air Zoo to have additional material loaned for the exhibit.
- Gather exhibit material and create appropriate descriptions.

- UPDATE: Have spoken with the Kalamazoo Air Zoo and they are receptive in loaning material however they ran into several unforeseen issues that have caused them to back out for this year. They remain interested for future collaborations. At this moment we have several new exhibits that will be utilized with a focus on the Vietnam War.

- STATUS: IN PROGRESS

**Assessment of End Statement #4 Accomplishments**

- A Progress Report will be given to the Library Board in October 2017 with details about the degree of accomplishment of End Statement #4.
- 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 #4.
### Revenue

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>3rd Qtr. Budget</th>
<th>3rd Qtr. Actual</th>
<th>% Received</th>
<th>2017 Annual Budget</th>
<th>YTD Actual</th>
<th>YTD Actual+Enc.</th>
<th>% Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tax Revenue</td>
<td>(6,250) $</td>
<td>9,036 $</td>
<td>-145%</td>
<td>3,225,395 $</td>
<td>3,274,803 $</td>
<td>3,274,803 $</td>
<td>102%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>28,900</td>
<td>138,041</td>
<td>478%</td>
<td>203,631</td>
<td>267,410</td>
<td>267,410</td>
<td>131%</td>
</tr>
<tr>
<td>Revenue from Reserves</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>392,926</td>
<td>392,926</td>
<td>392,926</td>
<td>100%</td>
</tr>
<tr>
<td>State Aid Revenue</td>
<td>15,000</td>
<td>17,180</td>
<td>115%</td>
<td>263,381</td>
<td>617,391</td>
<td>617,391</td>
<td>234%</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>37,650$</strong></td>
<td><strong>164,257$</strong></td>
<td><strong>436%</strong></td>
<td><strong>4,085,333$</strong></td>
<td><strong>4,552,530$</strong></td>
<td><strong>4,552,530$</strong></td>
<td><strong>111%</strong></td>
</tr>
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</table>

### Expenses

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>3rd Qtr. Budget</th>
<th>3rd Qtr. Actual</th>
<th>% Spent</th>
<th>2017 Annual Budget</th>
<th>YTD Actual</th>
<th>YTD Actual+Enc.</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Salaries &amp; Wages</td>
<td>$367,584</td>
<td>$318,964</td>
<td>87%</td>
<td>$1,340,975</td>
<td>$982,944</td>
<td>$982,944</td>
<td>73%</td>
</tr>
<tr>
<td>Total Fringes &amp; Benefits</td>
<td>177,163</td>
<td>89,566</td>
<td>51%</td>
<td>559,606</td>
<td>340,988</td>
<td>340,988</td>
<td>61%</td>
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<tr>
<td>Total Library Materials</td>
<td>294,996</td>
<td>106,070</td>
<td>36%</td>
<td>664,206</td>
<td>449,118</td>
<td>449,118</td>
<td>68%</td>
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<tr>
<td>Total Utilities</td>
<td>52,470</td>
<td>41,942</td>
<td>80%</td>
<td>131,300</td>
<td>97,327</td>
<td>97,327</td>
<td>74%</td>
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<tr>
<td>Total Buildings</td>
<td>100,472</td>
<td>27,054</td>
<td>27%</td>
<td>204,869</td>
<td>98,317</td>
<td>98,317</td>
<td>48%</td>
</tr>
<tr>
<td>Total Furnishings &amp; Equipment</td>
<td>72,998</td>
<td>1,025</td>
<td>1%</td>
<td>75,366</td>
<td>17,094</td>
<td>17,094</td>
<td>23%</td>
</tr>
<tr>
<td>Total Supplies</td>
<td>82,379</td>
<td>29,595</td>
<td>36%</td>
<td>159,557</td>
<td>76,323</td>
<td>76,323</td>
<td>48%</td>
</tr>
<tr>
<td>Total Professional Services</td>
<td>149,168</td>
<td>44,435</td>
<td>30%</td>
<td>338,552</td>
<td>173,012</td>
<td>173,012</td>
<td>51%</td>
</tr>
<tr>
<td><strong>Total Oper. Expenses</strong></td>
<td><strong>$1,421,686$</strong></td>
<td><strong>$710,022$</strong></td>
<td><strong>50%</strong></td>
<td><strong>$3,751,954$</strong></td>
<td><strong>$2,236,096$</strong></td>
<td><strong>$2,408,013$</strong></td>
<td><strong>64%</strong></td>
</tr>
<tr>
<td><strong>Total Capital Projects</strong></td>
<td><strong>$221,858$</strong></td>
<td><strong>$8,043$</strong></td>
<td><strong>4%</strong></td>
<td><strong>$328,220$</strong></td>
<td><strong>$20,108$</strong></td>
<td><strong>$33,343$</strong></td>
<td><strong>10%</strong></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$1,643,544$</strong></td>
<td><strong>$718,065$</strong></td>
<td><strong>44%</strong></td>
<td><strong>$4,080,174$</strong></td>
<td><strong>$2,256,204$</strong></td>
<td><strong>$2,441,356$</strong></td>
<td><strong>55%</strong></td>
</tr>
</tbody>
</table>

**EFFECT ON FUND BALANCE**

|                      | **$1,605,894$**| **$553,808$**| **$5,159$**| **$2,296,326$**| **$2,111,174$** |

**Cash Flow Analysis of 2017 money only**

<table>
<thead>
<tr>
<th>2017 cash as of 6/30/2017</th>
<th>$3,508,607</th>
<th>12/31/16 Audited Total cash (Fund Equity*) minus liabilities</th>
<th>$3,895,164</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ First Quarter Revenues</td>
<td>164,257</td>
<td>+ 2017 Revenues</td>
<td>4,552,530</td>
</tr>
<tr>
<td>- First Quarter Operating Expenses</td>
<td>710,022</td>
<td>- 2017 Operating Expenses</td>
<td>2,236,096</td>
</tr>
<tr>
<td>- First Quarter Capital Projects</td>
<td>8,043</td>
<td>- Capital Projects</td>
<td>20,108</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- General Reserves</td>
<td>477,655</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Building Reserves</td>
<td>50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Benefits Reserve</td>
<td>29,740</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Technology Reserve</td>
<td>111,305</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- HVAC Control Reserve</td>
<td>15,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Patio Feasibility Reserve</td>
<td>4,700</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Lobby Feasibility Reserve</td>
<td>7,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Personal Property Tax Reserve</td>
<td>349,886</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Encumbrances</td>
<td>185,152</td>
</tr>
</tbody>
</table>

| 2017 cash as of 9/30/2017  | $2,954,799 | Total available cash as of 9/30/2017 (Fund Balance*)         | $4,960,552 |

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

* Fund Equity is defined as the excess of fund assets and resources over fund liabilities. The Fund Balance is the Fund Equity minus any reserves.
**Property Taxes** - All Property Tax collections have been received for the year, excluding any delinquent Personal Property Tax. The Library has received approximately $40,000 more than it budgeted for. This could be due to several reasons. The Library obtains information from the City of Portage and calculates the portion of revenue that will be captured by the DDA, LDFA and IFTs. This calculation by the Library could be off and need adjusting. Additionally, the Library estimates that $25,000 of Personal Property Tax will not be collected during the year and will remain delinquent until future years. To date, the amount that has been refunded to the City of Portage or Kalamazoo County has totaled $375. This is extremely low compared to prior years. For FY2018, the Library has lowered this estimate to $12,500. The library has received its IFT tax payment for this year and it was $450 below budget.

**State Aid Revenue** - The Library has received its State Aid payments for FY2017 and its reimbursement for Personal Property Tax as of 9/30/2017. The Library has received $4,124 more in State Aid than budgeted for. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was 250% of that which was budgeted for. This means that the Local Community Stabilization Fund took in more revenue than it needed to reimburse everyone. Therefore, it pays out more to the Tier III entities, like the Library. The Library Board has voted to put all funds received for Personal Property Tax reimbursement into a reserve fund in the event that reimbursements fall short in future years. This has been reflected in the listing of Reserve Funds above.

**Revenue from Reserves** - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned funds. As part of the library's FY2017 budget, the library set aside 13% of its budget into a General Reserve. In doing so, the General Reserve from the prior year was increased by $5,158. Funds have been added to the FY2017 budget for the following items: prior year encumbrances ($338,594.82); increases to staff wages due to adjustments of salary ranges ($33,500); miscellaneous donations from FY2016 ($3,000); funds from the Benefit Reserve for a retiring employee ($17,831.59).

**Other Revenue** - Other Revenue is ahead of pace for this time of year. The majority of this category is comprised of Fines and Fees and Penal Fines. Fines and Fees are slightly behind pace for this time of year, approximately $3,600. Penal Fines were collected and were at a much lower amount than expected. The Library collected $70,613. This is a reduction of $23,222 (24.74%) below the prior year. The Library does not budget for donations, but instead chooses to request budget amendments when they are needed for use. The Library has received $64,411 of donations to date. The largest gift of $50,000 was received from a long time donor. The lower amount collected for Fines & Fees and Penal Fines has been offset in two (2) areas. The Library has collected approximately $18,500 more in investment income than budgeted for. This has been accomplished through slightly more aggressive investing and a slow increase in interest rates throughout the year. Additionally, the Library received a refund of premiums paid for Building Insurance of $16,247.

**Salaries & Wages** - Salaries & Wages are slightly below budget for this time of year. The approximate $9,500 that the Library is under budget is from part-time employees being absent for health or vacation reasons and those hours going unused. Additionally, the Library had a long time employee retire. The change in staffing for this position has resulted in a savings to the Library in the short term.

**Fringes & Benefits** - Fringes & Benefits are less than the 75% expended as of September 30, 2017. This is due to two employees opting out of the Library's insurance plan and picking up a spouse's plan. The Library should see significant savings in this category at the end of the year.

**Library Materials** - This category shows that it is below pace for this time of year. A review of the individual lines in this category show that there are a few lines in this area which are significantly below pace. These lines are: Business Reference, $9,000; Online Periodicals, $10,500; and Licensed Databases, $39,000. The amounts shown are what each line is under spent to be 75% expended at this time of year. Purchases in these three lines are comprised of material that is purchased on an annual basis, with the majority of the purchases being made in November and December of the year. Therefore, it is reasonable that these lines would be under expended as of 9/30/2017. After a review of the other lines in this category, there appears to be no significant issues with spending.
Utilities - Utilities are on pace for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures are trending close to budget for the year.

Building - Year-to-date actual and encumbrances are below pace for the year. The two big projects carried over from 2016 are for the sealing of the parking lot and the repair of the concrete around the flag poles in the front of the Library. The parking lot sealing is trying to be scheduled for this fall. The repair of the concreate will be put on hold with funds possibly being folded into the Master Buling Plan. Other expenses that are trending below budget for the year are Snow Removal.

Furnishings & Equipment - This category is below its target for this time of year. The original budget for this category is $13,195. There are $62,174 of encumbrances coming forward from 2016. The current year projects are for re-upholstering. Projects being carried over from the prior year are the outside water fountain, north side patio clean-up and landscaping, lobby improvements, rear entrance awnings, and furniture re-upholstering. The north side patio project has been progressing. There will not been any furniture re-upholstering, as all furniture is being evaluated as a part of the Master Building Plan. Additionally, all funds slotted for Lobby Improvements will be folded into the funds made available for the Master Building Plan as well.

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

Professional Services - This category is slightly below the 75% target. There are two lines that are significantly under spent for this time of year. The first is the Internet Services line. The Library had budgeted to move to Private Cloud Hosting through Secant and budgeted for a $1,000/mo. fee associated with this service. To date, the Library has not moved to this platform. It is still under consideration, but other options are being analyzed. Secondly, the Online Maintenance line was budgeted for a contract with Fusionary to support the website. That model has changed and the Library is now only using Fusionary for individual projects as needed. This has resulted in a major decrease in spending in the current year. The website is slotted to be upgraded and redesigned in 2018, therefore, savings from this year may be needed at that time.

Other Charges - This category is significantly below the 75% target. The largest line in this category is the Computer Repair & Maintenance line accounting for approximately 60.0% of the budget. This line is typically used in the 3rd and 4th Qtr for the renewal of computer support and licensing agreements. For that reason, this line will always be under budget at this time of year.

Capital Projects - This category is significantly under the 75% target. The FY2017 Technology Project will not begin until the 4th qtr. Additionally, the Capital Maintenance line will only be used for an emergency repair not accounted for or sustainable in the Building Repair line. Otherwise, the Capital Maintenance line will be used for building projects identified through the Master Building Plan.