NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on

April 23, 2018 beginning at 6:00 p.m.

at the

Portage District Library

in the Lower Level
Austin Lake & Sugarloaf Lake Meeting Rooms

for the purpose of conducting library business
PORTAGE DISTRICT LIBRARY BOARD
Regular Board Meeting to be held on
April 23, 2018
In the Lower Austin Lake & Sugarloaf Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

I. Start of Meeting
II. Roll Call
III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)
IV. Adoption of the Agenda for the Regular Meeting of April 23, 2018 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular meeting held on March 26, 2018 Pg. 1-4
   B. Narrative Report for March 2018 (Info) Pg. 5-10
   C. Financial Condition for March 2018 (Info) Pg. 11-13
   D. Statistical Report for March 2018 (Info) Pg. 14-15
   E. Marketing Update for March 2018 (Info) Pg. 16-17
   F. Legislative Update for March 2018 (Info) Pg. 18
   G. Library Board Linkage (Info) Pg. 19
   H. Review of Programming Policy (Info) Pg. 20
   I. Review of Art Exhibit Policy (Info) Pg. 21-22
   J. Invitation to Library Board members to the Volunteer Recognition Luncheon on May 9, 2018 (Info) Pg. 23
   K. Budget Amendment $500 Michigan Humanities Grant (Info) Pg. 24
   L. Budget Amendment $2,600 Friends of the Portage District Library Programming Grant (Info) Pg. 25
   M. Memo: Request to Use Patron Data and Trustee Signatures (Info) Pg. 26
   N. Memo: Discontinuation of the Use of Snapchat (Info) Pg. 27

VI. Special Guests (60 minutes)
   A. Portage Mayor Patricia Randall (Info) Pg. 28
   B. Coby Chalmers, Kalamazoo Community Foundation (Info) Pg. 28

VII. Governance (5 minutes)
   A. Scheduling of mid-year meeting with the Library Director (Info) Pg. 29

VIII. Ends Development (15 minutes)
   A. Report from Co-Board Liaisons to the Friends of the Library (Info) Pg. 30
   B. First Quarter Strategic Planning Statistics (Info) Pg. 31-35

IX. Monitoring to Assure Compliance with Executive Limitations (15 minutes)
   A. 1st Quarter Financial Report for FY 2018 (Info) Pg. 36-38
   B. Monitoring Report on Executive Limitation: Fundraising Activity (Info) Pg. 39-41

X. Library Director’s Reports (15 minutes)
   A. Final remarks by Library Director for the April 23, 2018 Library Board Meeting

XI. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the May 21, 2018 Board Meeting
      1. Minutes of the Regular Meeting held on April 23, 2018
      2. Review of Patron Behavior Policy
      3. Presentation of Audit Report for Fiscal Year 2017 by Rehmann Robson staff
      4. Follow-Up on mid-year meeting with Library Director
      5. Plans for participation in the City of Portage’s 2018 Memorial Day Parade
      6. Plans for 2018 Summer Reading Kick-Off in June
   B. Assessment of this meeting
   C. Miscellaneous Items

XII. Adjournment
PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Board Meeting held on
March 26, 2018

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 and Donna VanderVries, Ted Vliek, and Tom Welsh

Library Staff Present: Library Director Christy Klien, Jill Austin, Rolfe Behrje, Rob Foti, Lawrence Kapture, Quyen Edwards, Laura Wright, Katharyn Jones, and Katie Brinker

Guests: Carol Bale, Portage resident

III. Comments or Requests from the Public, Board Members, or Library Staff
Board Chair Behr welcomed everyone to the meeting. She then opened the meeting for any comments from the public, board members, or library staff.

A. Comment from Trustee Martha Pacheco – Trustee Pacheco asked about the coned off area at the front of the library building by the flag poles. Library Director Klien said that the winter weather had caused the concrete to move and created an edge that patrons can trip on. We will have someone come to fix it when the weather is a little more stable.

B. Comment from Trustee Terry – Trustee Terry said that the Spring Master Gardeners Meeting would take place in two weeks on Saturday, April 7th. She will be enlisting people to volunteer at the garden that will be planted on the north side of the building this year.

C. Comment from Trustee Welsh – Trustee Welsh said that he had the opportunity to attend the CommuniTeen evening event at the AirZoo on March 14th. He was very impressed with the excellent turnout. Library Director Klien said that author Elizabeth Wein was in Portage for events on March 14 and 15 which included both high schools. There were approximately 500 students that were able to interact with her at each high school and 175 attendees at the Air Zoo. Klien said that the AirZoo had also set up hands on activities for attendees in addition to the displays by the Portage High School students and books for sale by BookBug. Ms. Wein wrote a letter of support for the CommuniTeen Read initiative following her participation in the event. She provided great feedback from her perspective and was very impressed and appreciative of the marketing and organization of the event.

D. Comment from Head of Circulation Jill Austin – Head of Circulation Jill Austin said that the library had a visit from one of the County Commissioners. He was enjoying the Preschool Room with his grandchild. He wanted to take some time to follow up on a call from a constituent that reported that only 3% of taxpayers use the library. Though it is still unclear where the information came from, staff were able to provide some factual information regarding the percent of district residents who are registered card holders and the percent of which are active (within the last three years). She said that she wanted the Board to be aware of this in case the question came up again in some other venue.

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

IV. Adoption of the Agenda for the Regular Meeting of March 26, 2018
Library Board Chair Behr asked if there were any changes needed to the agenda for the March 26, 2018
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 VanderVries and supported by Trustee Vliek that the Library Board adopt the agenda for the regular meeting of March 26, 2018. Vote: 7-Yes, 0-No. Motion carried.

V. **Consent Agenda**

Library Board Chair Behr read the consent agenda and following that asked if there were any changes requested to the consent agenda for the March 26, 2018 board meeting before its adoption. No changes were requested.

A. Minutes of the regular meeting held on February 26, 2018.
D. Marketing Update for February 2018.
F. Legislative Update for February 2018.
G. Library Board Linkage

**MOTION**: It was moved by Trustee Vliek and supported by Trustee VanderVries, that the Consent Agenda for the regular board meeting of March 26, 2018 be approved. Vote: 7-Yes, 0-No. Motion carried.

VI. **Guests**

A. **Staff Guests** – Library Board Chair Behr welcomed our two staff guests to the meeting and invited each of them to introduce themselves.

Katherine (Katie) Brinker joined the PDL Staff this month. She works 20 hours per week in the Adult Services Department as an Associate Librarian. She is still training on the Information Desk and has begun collection development on the CD’s. Katie received her Bachelor’s degree from Western Michigan University and is working on her Masters in Library and Information Science at Wayne State University.

Katharyn Jones joined the PDL Staff in November as a full time Adult Services Librarian. She received her Masters in Library and Information Science from Wayne State University. Prior to PDL, she was working in Public Services at Herrick District Library. Her collection development areas include Adult Mystery and some sections of Adult Non-Fiction. Katharyn applied for and received a grant from the Michigan Humanities Council for an event series centered around the 2018 Great Michigan Read title X: a novel by Kekla Magoon and Ilyasah Shabazz.

Library Director Christy Klien said that we are very fortunate to have them both at the library.

Library Board Chair Behr also invited guest Carol Bale to introduce herself. Ms. Bale said she is a member of the community and is considering running for the board in November.

**DISPOSITION**: The Library Board received the information from all of the guests at the March Board Meeting.

VII. **Ends Development**

A. **Memo 2017 Annual Campaign Report** – Library Director Klien said that she felt this year’s Annual Campaign was successful. The number of donations was down slightly, but the total amount the library received was larger than last year. She thanked Marketing Manager Whitehurst and Assistant to the Director Edwards for their work on the campaign.

Trustee Siebers said that a fundraising expert had come to a board meeting in the past and said that all trustees should make a symbolic donation to the library each year in addition to the time they spend
volunteering. The Board should be playing a role in fundraising and supporting the library’s efforts. Siebers said that she was interested in writing thank you letters to donors again this year and other trustees agreed. Library Board Secretary Edwards will put together list of donor names and send them out via email. Trustees will have the opportunity to select names of donors to whom they have personal connections. A thank you script and materials for the thank you letters will be distributed at the April Board Meeting.

DISPOSITION: The Library Board received the information about the 2017 Annual Campaign.

VIII. Monitoring to Assure Compliance with Executive Limitations


Library Director Klien reminded trustees that the three monitoring reports presented in the March packet are annual reports that are reviewed yearly.

In reviewing some of the specifics of the Monitoring Reports, Michigan Municipal rebate should be coming sometime soon. The rebate is based on the amount of claims that are received and money that is disbursed. Some of our contracts are reviewed by Foster and Swift. Library staff ensure that all of our equipment receives annual checks. The library’s cleaning contracts are in good standing and we are pleased with the service that is received. Depending on the contract, outside vendors are reviewed annually or every three years to ensure that the library is receiving competitive pricing.

Business Manager Rob Foti was invited to speak about the two financial monitoring reports. He said that the auditors were working in the building today and tomorrow (March 26-27). In April, staff will start the budgeting process. In late April, the library will start getting tax value numbers which will help us have a better understanding of next year’s revenue. In May, Foti and Klien will have discussions with staff regarding budget requests for specific lines. In June, the Library Board will receive a draft budget for review. There was a brief discussion about reserves followed by a question about pre-paids that had come up at a previous meeting. Foti said that he is working with the auditor for a solution. He said that he would like to move some expenses to the end of the year for that reason, but the transition period will have some issues that need to be worked through. There was a question about the taxable SEV and Foti said that he did not have that information yet.

IX. Library Director’s Comments

A. Final remarks by Library Director for the March 27, 2017 Library Board Meeting –

Library Director Klien began her final remarks by informing the board that there is an American Red Cross Blood Drive scheduled at the library for Thursday, May 17th from noon to 6:00 PM. ARC will be bringing their mobile blood unit which will be parked in the parking lot as the meeting rooms are booked with library programs.

Klien continued that in two weeks, she and Rob Foti will be meeting with the Portage Parks Director and the Portage City Manager to compare building plans.

Klien said that she and Foti are also meeting with the architect this week to discuss the notes from the last staff master planning committee meeting. She said that part of the discussion will also include phasing and how the library could accomplish projects while remaining open to the public.

Klien reminded trustees and administrative staff that the April meeting will include two guest speakers – Coby Chalmers, Donor Relations Officer at the Kalamazoo Community Foundations and Portage Mayor Patricia Randall.

Klien said that both she and Head of Youth Services Laura Wright went to the Public Library Association Conference which took place in Philadelphia this year. Both went to two pre-conference workshops on
design thinking and library space and solutions to make the library a welcoming place. Klien handed out information she received on a voter perception study that shows the percent of the general population who are supportive of libraries. This is good information to have when thinking about funding a building project. Klien said that this may be the kind of information we should survey our own community about.

Klien asked if Wright had anything to add to her report of the conference. Wright said that she went to talks about a lot of interesting projects and that the conference in general was good reinforcement that PDL is on a similar track to many other public libraries nationwide. Similar initiatives discussed in other libraries included library card drives with the school, different approaches to outreach and creating cultural understanding. Wright concluded that the central theme of many libraries is to focus on a lot of outreach for non-traditional users and patrons with barriers.

Wright said that PDL was approached by two smaller area libraries (Schoolcraft and Vicksburg) to coordinate a Meet your Muslim Neighbor event. This event will be held at PDL after hours and is scheduled for May 11th at 6:30 PM. Youth Services Librarian Andrea Smalley is heading up that initiative.

X. Process Evaluation
A. Suggestions for Agenda Items to be included on the April 23, 2018 Board Meeting
   1. Minutes of the Regular Meeting held on March 26, 2018.
   2. Review of Art Exhibit Gift Policy.
   4. Report from Board Liaison to the Friends of the Library.
   5. Scheduling of mid-year meeting with the Library Director.
   9. Invitation to Library Board members to the Volunteer Recognition Luncheon on May 9, 2018.

B. Assessment of this meeting – There was agreement among trustees that this had been a full and productive meeting.

C. Miscellaneous Items -

Austin and Wright said that in closing, they wanted to let the board know that the entire North Middle School 6th grade class of 150-180 students will be touring the building from 1-2 PM tomorrow. This is a huge vote of confidence for the importance of libraries and was made possible with the help of the PNMS media specialist. The 6th graders will have a Spring Break reading challenge which will be a good incentive for them to come back.

XI. Adjournment –
Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of March 26, 2018.

DISPOSITION: The regular board meeting of March 26, 2018 was adjourned at 7:10 PM

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
Library Director’s Narrative Report for April 23, 2018

Administrative Activities:
During the end of March 2018 and the first part of April 2018, Library Director Christy Klien engaged in the following activities:

- Participated in weekly Administrative Team meetings on Thursday mornings.
- Participated in regular library-wide staff meetings on Tuesday mornings for all library employees.
- Participated in the Professional Development Committee Meeting on 3/27, 4/10.
- Participated in a Portage Community Center Fundraising Committee meeting on 3/28.
- Met with the architect from C2AE to discuss building project phasing on 3/29.
- Attended a MCLS facilitation training at Herrick District Library on 4/3.
- Attended a meeting with a potential donor on 4/4.
- Attended the CollectionHQ Implementation conference call on 4/9.
- Co-led a Harwood Community Conversation on 4/11.
- Attended a meeting with the Portage City Manager and Director of Portage Parks and Recreation on 4/12.
- Attended the SMLC meeting in South Haven on 4/12.
- Attended the presentation of a State of Michigan Tribute from Representative Brandt Iden to Head of Youth Services Laura Wright on 4/13.
- Attended the Friends of the Library Board Meeting on 4/16.

Maintenance and Building Services
- All preventative maintenance activities were performed as scheduled.
- All Cleaning and Maintenance services were performed as scheduled.
- Building Power Outage – April 10, 2018
  - The library closed from approximately 1:00pm – 5:00pm due to a power outage.
  - All IT systems were shutdown to protect data integrity and security.
  - At 3pm, power was restored.
  - All IT and maintenance systems were verified before the scheduled 5:00pm opening.
  - Maintenance has identified specific emergency lighting for battery replacement.

Personnel Information:
The library undertook the following Human Resource activities since the March 26, 2018 Board Meeting:

- On Monday, March 26, 2018 through Tuesday, March 27, 2018, auditors from Rehmann were onsite to conduct the Library’s annual financial audit for the Fiscal year 2017. There will be ongoing communications throughout April with financial statements being issued and presented to the Library Board at the June 18, 2018 meeting. Due to other conflicts, Rehmann needed to push the presentation of statements to either the April or June meeting. The Library had a full slate of visitors scheduled for the April meeting so therefore, the June meeting was a more convenient date.
- The Professional Development Committee continues to meet bi-weekly to plan the 2018 staff development day and other training for the year.
Reporting for Strategic Plan 2018-2020

Ends Statement #1
Optimize access to resources for information, education, and entertainment.

We will accomplish this by providing a collection of tools to facilitate creating and learning and by reaching the community at their diverse literacy needs.

Project Updates:

Adult Services Programming Highlights

- **Ready Player One: A Talk** | March 22nd at 7:00 PM | 33 people attended. Steve Rossio and Ruth Cowles presented the book Ready Player One by Ernest Cline to the public. Steve started the night giving a brief history of the 1980’s, what Portage looked like at that time, and gaming culture. Ruth added her experiences through the 80’s talking about having only two phones in the house and trying to get some privacy, the fashion of Vicksburg, and owning an Atari and ColecoVision system. The theme of escaping reality was discussed along with the theme of identity. Because the book is set in the near future, we discussed the possibility of that future to what we see now and if we think Virtual Reality will achieve Cline’s vision. The audience was very interactive, and we all learned something by the end of the night.

- **Ready Player One: The Movie** | March 31st at 4:00 PM Celebration Cinema | 42 people attended. The movie deviated from the book in many ways. Most left enjoying the movie.

Develop more instructional programming for adult patrons

- **Science Fiction/Fantasy Discussion Group: Norse Mythology** | March 5th at 7:00 PM | 35 people attended. Jodi, the mythology expert from the Norsemen of Kalamazoo, introduced the audience to Norse Mythology starting with the more popular gods and going into the stories. The audience was very engaged and asked many questions. The audience learned there are different stories and personalities than what they have been seeing through Marvel’s movies.

Actively highlight the library’s online resources and services on social media and other media outlets

- **Winter Online Scavenger Hunt** | February 1st | started a new initiative, the Winter Online Scavenger Hunt, a passive program to help showcase our online/e-collections. It used the Beanstack reading club software to run an online scavenger hunt. Performing tasks by visiting library electronic resources such as Hoopla or Zinio earned “badges.” If patrons earned three badges, they won a Portage District Library tote or lunch bag! Each badge earned gave patrons an entry in the final drawing. Participation started at 27 in the first week, 14 of whom had earned 49 badges, to 44 at the end of the first month, of whom 18 earned 67 badges, to 50 at final count, of which 25 patrons earned 96 badges. 2 patrons completed all nine badges. 6 patrons claimed library swag by earning three badges. We felt that there was a good amount of interest for the first event, and we will look at using this format of passive programming at other times in the library.

Marketing Videos

- Marketing Manager has made several videos for the Agents of Kindness program. They have been used during the debriefing programs and some have been posted on Facebook.
Youth Services Programming Highlights

- Elizabeth Wein, author of Code Name Verity and other novels for young people, was the author selected for this year’s CommuniTEEN event. She spoke at Portage Northern, Portage Central, and presented at a community evening event. In addition, adult book groups (library and community-based) read the book and discussed it. This year, the evening event was held at the Air Zoo, which was an excellent tie-in for the setting of the novel. Total attendance was over 1,000 students at the school events, and 175 at the evening event.
- The King of Rag-Scott Joplin event with the Kalamazoo Symphony Orchestra was rescheduled for this month. About 100 people attended. Due to the subject, there was a broad range of ages for this event.
- A Dr. Seuss interactive event drew many young attendees. All activities were hands-on and inspired creativity.
- Teens participated in a fun virtual reality gaming night, presented by Nova VR.

Provide peripheral technology that extends patron services

- The Library Document Station and Print Release Station Upgrade project has been scheduled for May 11, 2018. Replacement Printers have been received and are being prepared for installation. Replacement Library Document Station computer is currently being shipped to the library. The Library Print Release Station (LPTOne) Color printer is tested and ready for the May installation.
- Upon completion, the library will begin planning its upgrade of its time management software (PC REServation), print management software (LPTOne and Mobile Printing). This software will be upgraded after Summer Reading is complete in August as there will be some downtime for public access PCs and printing.
- Beginning to budget and plan for Creation Station(s) at the Portage District Library. Adult Services team is currently discussing services and resources needed. The next meeting has been scheduled for April 23.

Ends Statement #2
Be a safe, welcoming, inclusive destination for families and individuals.

We will accomplish this by providing collections and content to meet the evolving needs of the community and by supporting diverse perspectives.

Project Updates:

Create tools to measure the needs of the community

- The library purchased CollectionHQ to assist our collection management specialists in identifying trends in collection usage and reporting areas where more materials are needed.

Improve the accessibility and visibility of existing physical and electronic collections

- Juvenile DVD’s were weeded for age and lack of use. Older DVD’s that remain popular were replaced. This project was started in fall of 2017. Completion of the final stage of this project will take place by fall of 2018.

Ends Statement #3
Be a leader in strengthening our community.

We will accomplish this by providing a presence in the community where people are, when they need it, and how they want to use it.
Project Updates:

Build outreach services that will meet the needs of people outside the building and outside of our traditional hours

- Two Adult Services staff members participated in a 2018 GeekFest planning meeting.
- Adult Services Librarian Katharyn Jones began networking to promote the Great Michigan Read with local organizations. RAWK, Portage Northern, This is a Bookstore, and KIA agreed to actively promote our Great Michigan Read events. We are still distributing flyers and promoting the upcoming events—especially Dr. Johnson’s presentation at the library on April 21st.
- March was Reading Month, which provided many unique outreach opportunities, especially with the schools.
- Youth Staff provided activities at two Literacy Nights – Amberly and Haverhill Elementary Schools.
- Youth Staff spoke to all students at Moorsbridge Elementary’s special assembly.
- Youth Staff collaborated with the North Middle Media Specialist and ELA teachers to bring all 6th grade students to the library for a tour and orientation to PDL services. About 200 students visited.
- In addition to these special events, Youth Staff participated in ongoing outreach including Middle School After-School Maker Space, Woods Edge storytimes, Portage Northern LEGO Lunch, and Head Start and Community High storytimes.

Improve service access to Portage Public School Students though a collaborative student registration process

- The Media Specialist from Portage North Middle School started the process of getting parental permission slips for a library card registration for 6th grade students. We anticipate receiving those permission slips along with completed registration forms in late April or early May.

Library Website

- We are in the process of testing new website hierarchy in an easily sharable format

**Ends Statement #4**

**Be a community center to experience and explore local arts and culture.**

We will accomplish this by being a resource of Local Information, History, and Culture.

Project Updates:

Adult Services Displays

- The 2018 Reading Challenge continued this month. In March, we highlighted displays of “books with a weather element in the title” and “a book set in a country that fascinates you.” Booklists to accompany these prompts were printed and provided with the book display, ten 2018 Reading Challenge booklists were published on the website, and a Tuesday Tip was posted on Facebook about how to get to the booklists and battle “book selection fatigue.”
Track the use of space used to showcase local arts and organizations

- Solo Gallery – March 5 – April 27: Johnathan Wijnberg: Oil on Canvas
- Community Art – Portage Public Schools Students March 5 – March 31. Art Reception: Portage Public Schools students |March 11th at 2:00 PM | 50 people attended.

Provide information and services for users new to the area or new to the U.S.

- Families new to the United States attended a social night here in a collaborative effort with the ELL (English Language Learners) Liaison from Portage Public Schools. 75 people attended.

Heritage Room Projects

- For the month of March the Heritage Room remained ahead of schedule in digitizing images and repairing previously scanned items.
- The World War I Trail Walk is still moving forward at rapid pace with the Sign Center being chosen as the vendor for the project. Advertising has begun for the May 19th debut.
- Local Historian Steve Rossio is preparing to continue his work in the field for the “Future History Project: South Westnedge Avenue Documentation” and Portage Cemetery Documentation Project beginning in May 2018.

Harwood Community Conversations

- A Community Conversation was held in the evening of April 11, 2018. The next conversation is scheduled for Thursday, April 26, 2018.

**Operational**

The Library will also provide continued operational support for administrative, human resource, facility, technology, acquisition, and circulation services to maintain and improve public access to library resources.

Project Updates:

Facilities Master Plan

- Business Manager Rob Foti and Library Director Christy Klien met with Dennis Jensen of C2AE to further discuss and provide feedback for the draft concepts on March 29, 2018. Another Master Planning Committee meeting will be scheduled at the end of April or the first part of May.

Professional Development

- The Professional Development Committee has met several times to discuss monthly staff training offerings as well as to begin to plan the annual Staff Development Day. An additional survey was distributed to staff to determine the greatest interest or need of staff for training. We are also currently working with the Portage Police to offer an active shooter training for library staff.

Circulation Services

- A test project was completed with Youth Services to create a batch method for discarding item records in Symphony that should no longer be available.
- Started discussions with Youth Services staff for the creation of item record deletion standards for unavailable items, such as those that are long overdue, lost, or missing.
Self-Checkout

- A self-checkout survey in collaboration with Kruti Patel, a WMU student who works at the Checkout Desk, was finalized and scheduled for the first three weeks of April 2018. Colin created signage and supporting documentation.

IT Updates

- The Portage District Library has begun its transition to SaaS with the SirsiDynix Symphony ILS.
- The transition to BlueCloud Analytics is in progress. Key library staff are enrolled in the basic and advanced training courses on April 26 and 27. Live production usage is expected to occur in May.
- The library is beginning to identify dates for the Symphony upgrade and SaaS migration. These dates are expected to be in post Summer Reading and early Fall.
- The library will be scheduling vendor web meetings with Blackbaud (The Financial Edge/PaperSave) in May.
- The library has chosen Little Green Light for its donation management system. The library is currently developing a data migration plan for the new system. The migration is planned to occur after the Spring Appeal is complete.
- The following are products that have been transitioned to Cloud (SaaS) services: EmailDefender (Email malware and SPAM), OpenDNS Umbrella (DNS, Malware, Phishing, and Command & Control) Sophos Cloud (Antivirus and Malware Control) Ninete (Third Party Patching and Software updating)
- The library is currently working with our vendor to address some issues and questions regarding DeepFreeze Cloud - a cloud managed Public Access computer security, patching and security system. Subject to satisfactory answers the library will move seamlessly in mid May 2018.
- The library has begun discussions to move to Microsoft/Office 365 cloud hosted platform. The library is verifying entitlements within its existing licensing agreements.

Tech Services Updates

- To improve the responsiveness and encourage uniformity Abby Pylar, Cataloging and Acquisitions Librarian, attended Adult and Youth Staff meetings to clarify and reinforcement of ordering procedures, vendor processing and accounts.

Maker Area for Youth

- During the first quarter, we experimented with a classroom model for activities for the LLAMAS Area, but found that its proximity to the preschool room and lack of monitoring created problems with inappropriate use. Patrons are currently enjoying a switch to more comfortable seating and a selection of games and puzzles appropriate for varying age levels.
Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

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

**Director's Response:**

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

**Director's Response:** No new money has been borrowed that cannot be repaid within 60 days.

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

**Director's Response:** No reserves have been used.
POLICY: 4. Conduct inter-category shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Director’s Response:**
An external audit of the library is conducted each year and results presented to the library board.

**POLICY:**
12. Fail to have appropriate authorized signatures on bank documents: Library Director, Library Business Manager and Library Board Chair.

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

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

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

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

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

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

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

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

**Director’s Response:**
A list of all cash disbursements has been provided to the Board Chair for review.
<table>
<thead>
<tr>
<th></th>
<th>Month Statistics</th>
<th></th>
<th>YTD Statistics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mar-18</td>
<td>Mar-17</td>
<td>CHANGE</td>
<td>2018</td>
</tr>
<tr>
<td><strong>Circulation/Collections</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total - Library Circulation</td>
<td>72,914</td>
<td>74,920</td>
<td>-2.68%</td>
<td>206,253</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>17,898</td>
<td>18,026</td>
<td>-0.71%</td>
<td>52,243</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>7,280</td>
<td>8,993</td>
<td>-19.05%</td>
<td>21,677</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>26,809</td>
<td>25,353</td>
<td>5.74%</td>
<td>72,876</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>3,781</td>
<td>4,067</td>
<td>-7.03%</td>
<td>10,636</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,012</td>
<td>4,819</td>
<td>-16.75%</td>
<td>11,754</td>
</tr>
<tr>
<td>E-Material</td>
<td>10,688</td>
<td>11,618</td>
<td>-8.00%</td>
<td>29,687</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,255</td>
<td>1,061</td>
<td>18.28%</td>
<td>3,492</td>
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<tr>
<td>ILL - Other Lib. Requests</td>
<td>1,191</td>
<td>983</td>
<td>21.16%</td>
<td>3,888</td>
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<tr>
<td><strong>Self-Checkout Percentage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>58.89%</td>
<td>59.14%</td>
<td>-0.25%</td>
<td>58.22%</td>
</tr>
<tr>
<td><strong>Total Library Collection</strong></td>
<td>199,054</td>
<td>207,971</td>
<td>-4.29%</td>
<td></td>
</tr>
<tr>
<td>Adult - Books</td>
<td>91,707</td>
<td>96,876</td>
<td>-5.34%</td>
<td></td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>17,689</td>
<td>18,239</td>
<td>-3.02%</td>
<td></td>
</tr>
<tr>
<td>Youth - Books</td>
<td>73,989</td>
<td>75,551</td>
<td>-2.07%</td>
<td></td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>10,900</td>
<td>12,535</td>
<td>-13.04%</td>
<td></td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,769</td>
<td>4,770</td>
<td>-0.02%</td>
<td></td>
</tr>
<tr>
<td><strong>Net Acquisitions</strong></td>
<td>329</td>
<td>828</td>
<td>-60.27%</td>
<td>(1,119)</td>
</tr>
<tr>
<td>Purchased - Books</td>
<td>1,575</td>
<td>1,677</td>
<td>-6.08%</td>
<td>4,390</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>313</td>
<td>385</td>
<td>-18.70%</td>
<td>974</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>3</td>
<td>4</td>
<td>-25.00%</td>
<td>8</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>1</td>
<td>2</td>
<td>-50.00%</td>
<td>6</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(1,563)</td>
<td>(1,240)</td>
<td>26.05%</td>
<td>(6,497)</td>
</tr>
<tr>
<td><strong>Total In-House Usage</strong>*</td>
<td>1,036</td>
<td>1,004</td>
<td>3.19%</td>
<td>1,036</td>
</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>133</td>
<td>124</td>
<td>7.26%</td>
<td>133</td>
</tr>
<tr>
<td>In-House Book Usage</td>
<td>903</td>
<td>880</td>
<td>2.61%</td>
<td>903</td>
</tr>
<tr>
<td><strong>Patrons</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>40,072</td>
<td>41,132</td>
<td>-2.58%</td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>26,182</td>
<td>26,693</td>
<td>-1.91%</td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td>6,676</td>
<td>6,920</td>
<td>-3.53%</td>
<td></td>
</tr>
<tr>
<td>Non-Resident</td>
<td>379</td>
<td>356</td>
<td>6.46%</td>
<td></td>
</tr>
<tr>
<td>Reciprocal</td>
<td>6,039</td>
<td>6,099</td>
<td>-0.98%</td>
<td></td>
</tr>
<tr>
<td>Internet User</td>
<td>727</td>
<td>1,000</td>
<td>-27.30%</td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td>69</td>
<td>64</td>
<td>7.81%</td>
<td></td>
</tr>
<tr>
<td><strong>Net Patrons</strong></td>
<td>(162)</td>
<td>(11,617)</td>
<td>-98.61%</td>
<td>(126)</td>
</tr>
<tr>
<td>Adult</td>
<td>146</td>
<td>155</td>
<td>-5.81%</td>
<td>443</td>
</tr>
<tr>
<td>Youth</td>
<td>5</td>
<td>10</td>
<td>-50.00%</td>
<td>72</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>5</td>
<td>7</td>
<td>-28.57%</td>
<td>9</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>39</td>
<td>63</td>
<td>-38.10%</td>
<td>123</td>
</tr>
<tr>
<td>Internet User</td>
<td>56</td>
<td>85</td>
<td>-34.12%</td>
<td>176</td>
</tr>
<tr>
<td>Professional</td>
<td>1</td>
<td>0</td>
<td>0.00%</td>
<td>2</td>
</tr>
<tr>
<td><strong>Patrons Removed</strong></td>
<td>(414)</td>
<td>(11,937)</td>
<td>100.00%</td>
<td>(951)</td>
</tr>
</tbody>
</table>
# Library Statistical Report - March 2018

## Library Building Usage

<table>
<thead>
<tr>
<th></th>
<th>Mar-18</th>
<th>Mar-17</th>
<th>CHANGE</th>
<th>2018</th>
<th>2017</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td>201</td>
<td>195</td>
<td>3.08%</td>
<td>543</td>
<td>542</td>
<td>0.18%</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>99</td>
<td>97</td>
<td>2.06%</td>
<td>280</td>
<td>283</td>
<td>-1.06%</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>102</td>
<td>98</td>
<td>4.08%</td>
<td>263</td>
<td>259</td>
<td>1.54%</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>3,452</td>
<td>2,711</td>
<td>27.33%</td>
<td>6,482</td>
<td>6,482</td>
<td>0.00%</td>
</tr>
<tr>
<td>Adult</td>
<td>353</td>
<td>309</td>
<td>14.24%</td>
<td>738</td>
<td>999</td>
<td>-26.13%</td>
</tr>
<tr>
<td>Youth</td>
<td>2,772</td>
<td>1,958</td>
<td>41.57%</td>
<td>5,077</td>
<td>4,865</td>
<td>4.36%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>327</td>
<td>444</td>
<td>-26.35%</td>
<td>667</td>
<td>618</td>
<td>7.93%</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td>72</td>
<td>69</td>
<td>4.35%</td>
<td>175</td>
<td>171</td>
<td>2.34%</td>
</tr>
<tr>
<td>Adult</td>
<td>22</td>
<td>24</td>
<td>-8.33%</td>
<td>56</td>
<td>56</td>
<td>0.00%</td>
</tr>
<tr>
<td>Youth</td>
<td>43</td>
<td>39</td>
<td>10.26%</td>
<td>108</td>
<td>106</td>
<td>1.89%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>7</td>
<td>6</td>
<td>16.67%</td>
<td>11</td>
<td>9</td>
<td>22.22%</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>414</td>
<td>504</td>
<td>-17.86%</td>
<td>1,196</td>
<td>1,447</td>
<td>-17.35%</td>
</tr>
<tr>
<td>Adult</td>
<td>108</td>
<td>119</td>
<td>-9.24%</td>
<td>331</td>
<td>359</td>
<td>-7.80%</td>
</tr>
<tr>
<td>Youth</td>
<td>81</td>
<td>106</td>
<td>-23.58%</td>
<td>211</td>
<td>313</td>
<td>-32.59%</td>
</tr>
<tr>
<td>Technical</td>
<td>51</td>
<td>66</td>
<td>-22.73%</td>
<td>200</td>
<td>243</td>
<td>-17.70%</td>
</tr>
<tr>
<td>Circulation</td>
<td>126</td>
<td>164</td>
<td>-23.17%</td>
<td>349</td>
<td>412</td>
<td>-15.29%</td>
</tr>
<tr>
<td>Administration</td>
<td>22</td>
<td>15</td>
<td>46.67%</td>
<td>66</td>
<td>72</td>
<td>-8.33%</td>
</tr>
<tr>
<td>Community Service</td>
<td>26</td>
<td>34</td>
<td>100.00%</td>
<td>39</td>
<td>48</td>
<td>-18.75%</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>52,311</td>
<td>53,691</td>
<td>-2.57%</td>
<td>156,622</td>
<td>162,490</td>
<td>-3.61%</td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>32,117</td>
<td>33,121</td>
<td>-3.03%</td>
<td>98,906</td>
<td>102,103</td>
<td>-3.13%</td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>2,712</td>
<td>2,778</td>
<td>-2.38%</td>
<td>8,835</td>
<td>9,098</td>
<td>-2.89%</td>
</tr>
</tbody>
</table>

## Information Access/Reference/Research

<table>
<thead>
<tr>
<th>Total Reference Transactions</th>
<th>9,227</th>
<th>9,140</th>
<th>0.95%</th>
<th>26,945</th>
<th>27,226</th>
<th>-1.03%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Phone</td>
<td>362</td>
<td>466</td>
<td>-22.32%</td>
<td>1,211</td>
<td>1,342</td>
<td>-9.76%</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>2,545</td>
<td>2,721</td>
<td>-6.47%</td>
<td>7,723</td>
<td>7,858</td>
<td>-1.72%</td>
</tr>
<tr>
<td>Adult Reference</td>
<td>204</td>
<td>191</td>
<td>6.81%</td>
<td>689</td>
<td>577</td>
<td>19.41%</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>127</td>
<td>140</td>
<td>-9.29%</td>
<td>378</td>
<td>418</td>
<td>-9.57%</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>3,496</td>
<td>2,914</td>
<td>19.97%</td>
<td>9,777</td>
<td>9,470</td>
<td>3.24%</td>
</tr>
<tr>
<td>Youth Reference</td>
<td>653</td>
<td>538</td>
<td>21.38%</td>
<td>1,660</td>
<td>1,366</td>
<td>21.52%</td>
</tr>
<tr>
<td>HR Phone</td>
<td>11</td>
<td>19</td>
<td>-42.11%</td>
<td>54</td>
<td>47</td>
<td>14.89%</td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>382</td>
<td>390</td>
<td>-2.05%</td>
<td>1,063</td>
<td>1,077</td>
<td>-1.30%</td>
</tr>
<tr>
<td>HR Reference</td>
<td>22</td>
<td>20</td>
<td>10.00%</td>
<td>65</td>
<td>53</td>
<td>22.64%</td>
</tr>
<tr>
<td>Circ Phone</td>
<td>634</td>
<td>715</td>
<td>-11.33%</td>
<td>1,874</td>
<td>2,027</td>
<td>-7.55%</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>544</td>
<td>727</td>
<td>-25.17%</td>
<td>1,612</td>
<td>2,112</td>
<td>-23.67%</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>247</td>
<td>299</td>
<td>-17.39%</td>
<td>839</td>
<td>879</td>
<td>-4.55%</td>
</tr>
<tr>
<td><strong>Total Edutainment LAN Use</strong></td>
<td>380</td>
<td>375</td>
<td>1.33%</td>
<td>1,281</td>
<td>1,262</td>
<td>1.51%</td>
</tr>
</tbody>
</table>

## Total Internet Computer Use

<table>
<thead>
<tr>
<th>Total Internet Computer Use</th>
<th>2,842</th>
<th>3,179</th>
<th>-10.60%</th>
<th>8,056</th>
<th>8,850</th>
<th>-8.97%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Computers</td>
<td>312</td>
<td>431</td>
<td>-27.61%</td>
<td>749</td>
<td>1,007</td>
<td>-25.62%</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,422</td>
<td>2,637</td>
<td>-8.15%</td>
<td>7,032</td>
<td>7,513</td>
<td>-6.40%</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>108</td>
<td>111</td>
<td>-2.70%</td>
<td>275</td>
<td>330</td>
<td>-16.67%</td>
</tr>
</tbody>
</table>

## Total Electronic Transactions

<table>
<thead>
<tr>
<th>Total Electronic Transactions</th>
<th>46,534</th>
<th>47,635</th>
<th>-2.31%</th>
<th>138,867</th>
<th>140,282</th>
<th>-1.01%</th>
</tr>
</thead>
<tbody>
<tr>
<td>WebSite Hits</td>
<td>32,941</td>
<td>34,157</td>
<td>-3.56%</td>
<td>97,184</td>
<td>100,903</td>
<td>-3.69%</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>10,161</td>
<td>9,834</td>
<td>3.33%</td>
<td>30,237</td>
<td>27,478</td>
<td>10.04%</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>3,432</td>
<td>3,644</td>
<td>-5.82%</td>
<td>11,446</td>
<td>11,901</td>
<td>-3.82%</td>
</tr>
</tbody>
</table>

---

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

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Christy Klien, Library Director
Marketing Update

Recurring Monthly Projects:

- The March e-Newsletter was sent out the first week of the month to over 12,000 library patrons.
- Our upcoming events were advertised in the Portager, which was sent out to 22,800 residents.
- We created monthly event posters and displayed them in the library.
- Facebook “Events” were created to advertise our programs, and were then shared on our page.
- Flyers and Handouts were distributed within the Library building to advertise our programming.
- Our website and digital signage was updated to advertise our program offerings.

March Marketing Highlights:

- We created marketing materials to highlight the Great Michigan Read programs around X: A Novel. A flyer was distributed at the CommuniTeen event, and inside the library.
- Final advertising and promotions of the CommuniTeen event were created.
- Began to coordinate summer programing and Summer Reading efforts.
- Several videos for our Agents of kindness program were created.
- We designed advertising materials for the 2018 closings.
- We highlighted the Literature Resource Center Database in our March E-News.

March Social Media Highlights:

**Facebook**

- 88 New Page Likes
- 149 Post Shares
- 1,721 Post Likes
- 110 Comments
- 46,461 Total Reach

**Twitter**

- 4,943 Tweet Impressions
- 171 Profile Visits
- 2 Mentions
- 4 New Followers
2018 Great Michigan Read: 

**X: A Novel**

by Ilyasah Shabazz and Kekla Magoon

The Portage District Library is thrilled to announce The Great Michigan Read: *X: A Novel* by Ilyasah Shabazz and Kekla Magoon. As educators, community leaders and book champions of the Great Michigan Read, we invite you to learn more about the title page, *X: A Novel* by Ilyasah Shabazz (Malcolm X’s third daughter) and Kekla Magoon.

*X: A Novel* explores the Michigan roots of Malcolm X, including the early life experiences that helped mold him into one of the most influential leaders of the twentieth century.

**X’s Harlem Now: Harlem, USA, and Harlem Redux Art Tour**

by Dawoud Bey

Friday, April 6th | 5:00 PM

Join Portage District Library for a special viewing of the exhibit "Dawoud Bey: Harlem, USA, and Harlem Redux" at the Kalamazoo Institute of Arts! Discover the sights of the 2017-2018 Great Michigan Read Book, *X: A Novel*, with this fantastic tour. Including portraits and street scenes captured over several decades, renowned artist Dawoud Bey presents a unique photographic experience of the historic neighborhood. Learn more about the photographs from 1980-1990 and explore the collection. Registration required for this free, off-site event. Location: Kalamazoo Institute of Arts, 314 S. Park St., Kalamazoo, MI 49007 (269) 349-7775. All attendees will be entered for the chance to win a fantastic door prize!

**REGISTRATION REQUIRED**

**Lunch and Learn: Brown Bag Book Discussion of X: A Novel**

Wednesday, April 11th | 12:00 PM

Bring your lunch and discuss the Great Michigan Read! Written by Ilyasah Shabazz, Malcolm X’s third daughter; and Kekla Magoon, the novel contains a message of reinvention and redemption that will appeal to readers of all ages. Join us as we work to explore the Michigan roots of one of the most influential leaders of the nineteenth century. Beverages and great company will be provided! All that’s missing is you. All attendees will be entered for the chance to win a fantastic door prize!

**MORE INFORMATION AND EVENTS ON THE BACK.**

These programs are made possible in part by a grant from the Michigan Humanities Council, an affiliate of the National Endowment for the Humanities.
Michigan voters in November will elect a new governor, secretary of state, attorney general, Michigan supreme court justices, and both state and federal senators and representatives. This means that elected officials as well as candidates will spend considerable time campaigning throughout the next eight months. When the final weeks of lame duck session roll around we will be watching closely for any legislation impacting our libraries.

A number of ballot proposals will be decided in November as well. The following link is to a page that contains a detailed outline of the proposal process and the questions we should expect to see this fall. This document is provided by MLA lobby firm GCSI.

http://www.milibraries.org/assets/1/19/BallotProposals_2018Election(2).pdf

**ALA Advocacy Bootcamp**

MLA and the Michigan Cooperative Directors Association are joining forces to present ALA Advocacy Bootcamp, this April 20, 2018 at the Library of Michigan in Lansing. Advocacy Bootcamp urges attendees to re-think advocacy: to re-define the library community and expand the way we advocate for libraries. The program will cover advocacy basics such as messaging, networking and community engagement as well as highlighting Intellectual Freedom history and principles. Attendees will focus on creating an advocacy plan they can implement in their library. Everyone is welcome to attend. The cost is $20 and there are no membership requirements of any kind, only that you care about advocating for your library in your community.
Monthly library board linkage has been included in the past as a list of upcoming events. This linkage information is provided to highlight a few programs that will occur before the next month’s board meeting. We welcome you to attend any library event as a trustee and representative of the library as it is an excellent opportunity to observe what is happening on a daily basis and to speak to patrons about their experiences. If you choose to attend a program as a trustee, we ask that you let Quyen or myself know in advance so that we can make the staff presenter aware and that you wear your Portage District Library Trustee name badge. Thank you.

**LINKAGE OPPORTUNITIES for May 2017:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/27</td>
<td>7:00 PM</td>
<td>Must Be 21+ Bad Poetry Night</td>
</tr>
<tr>
<td>5/1</td>
<td>10:00 AM</td>
<td>Puzzle Play and Games Galore</td>
</tr>
<tr>
<td>5/3</td>
<td>10:00 AM</td>
<td>Yoga Storytime with Melissa Luda</td>
</tr>
<tr>
<td>5/4</td>
<td>1:00 PM</td>
<td>Try-It Kids: Learn About Braille</td>
</tr>
<tr>
<td>5/5</td>
<td>2:00 PM</td>
<td>Take a Hike: Walking In Nature</td>
</tr>
<tr>
<td>5/7</td>
<td>7:00 PM</td>
<td>SciFi/Fantasy Discussion: 4th Annual Summer Movie Preview</td>
</tr>
<tr>
<td>5/8</td>
<td>4:30 PM</td>
<td>Middle School Book Club</td>
</tr>
<tr>
<td>5/12</td>
<td>2:00 PM</td>
<td>A Queen of Thieves – Hacking Heroines in Crossover Fiction</td>
</tr>
<tr>
<td>5/15</td>
<td>10:30 AM</td>
<td>Open for Discussion</td>
</tr>
<tr>
<td>5/16</td>
<td>9:00 AM</td>
<td>Coffee and Computers</td>
</tr>
<tr>
<td>5/16</td>
<td>4:30 PM</td>
<td>Agents of Kindness Debriefing</td>
</tr>
<tr>
<td>5/17</td>
<td>4:00 PM</td>
<td>Learn to Make Faux Stained Glass Art</td>
</tr>
<tr>
<td>5/30</td>
<td>7:00 PM</td>
<td>Teen Summer Volunteer Info Meeting</td>
</tr>
</tbody>
</table>
PORTAGE DISTRICT LIBRARY

Programming Policy

A. POLICY STATEMENT

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

B. SCOPE of POLICY

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

C. POLICY OBJECTIVES

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

D. POLICY RESTRICTIONS

During a library-sponsored presentation, the presenter may display his products, or books for purchase. No library personnel will be involved in the sale of said items. However, when a presenter rents space to do a public demonstration, books, products, or services may not be displayed for purchase. The program presenter may display his or her name, company name, and pertinent contact information. All contacts regarding said books, products or services must take place off library property.
Art Exhibit

Art exhibits in different formats are welcome at Portage District Library. Exhibits stimulate interest in a variety of library materials, provide information, develop aesthetic appreciation, and offer an opportunity for individual and/or groups to display artistic and educational materials. The Portage District Library provides space for exhibits and displays of a civic, educational, cultural, or recreational nature. Display areas may also be used for Library purposes such as to display materials from the Library’s collection, or to publicize Library services, collections, or activities. Thus, this policy does not apply to the Library’s use or co-sponsored use and the Library’s use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits and displays pursuant to this Policy.

I. General Principles

A. It is not the goal of the Portage District Library to build an art collection.

B. Exhibit and display areas are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

C. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays.

E. Display space is limited.

II. Temporary Exhibits

A. Acceptance and placement of an art exhibit will be determined by the Library Director or designee. Those who wish to display their artwork at the Portage District Library must read and sign the “Art Where You Are Artist Contract”. Permission for hosting an art reception, and for conducting any activities or mounting displays during an art reception, will be granted at the discretion of the Library Director.

B. The Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of exhibit and display spaces. Applications for exhibits or displays will be reviewed in light of the Library’s educational, cultural, intellectual, or recreational purpose and community interest. The limitations on space will also be taken into consideration.

C. Length of time for each display will be determined by the Library Director or designee. Set-up and removal dates will be determined in advance.

D. Sales transactions may occur on the library premises during gallery hops or special art receptions. However, artists must delay delivery of any purchased artwork to buyers until the agreed upon exhibit schedule at the library had concluded. No price tags may be affixed to any artwork on exhibit at the library, but price lists will be made available to the public at the Adult Information Desk for the duration of the art exhibit. Subject to the approval of the
Library Director, artists may display their names, addresses, and telephone numbers on their artwork.

E. The Library must be provided with a license to use images of the artwork for Library uses, including but not limited to advertising, brochures, posters, catalogs, the Library’s website or similar uses.

F. The Exhibitor may be identified by name within the exhibit or display.

G. The library’s Curator is responsible for installing and labeling the exhibit or display on the agreed upon date.

H. All exhibits or displays must be set up and removed with as little interference as possible to the daily operations of the Library. Once the exhibit or display is installed, changes may be made only with Library approval.

I. The library’s Curator shall remove the exhibit or display promptly on the agreed upon date at the end of the scheduled period. Exhibits or displays will be considered for exhibit for longer than the scheduled period with written approval of the Library Director or his/her designee.

J. The Library has the right to remove exhibit or display materials if they are not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within sixty (60) days after the scheduled display period.

K. Exhibitors may not charge an admission fee or request donations.

L. Damages to the premises, equipment or furnishings as a result of the Exhibitor’s use will be charged to the Exhibitor.

III. Decision and Appeal

A. The Library Director or his/her designee shall make the determination regarding the use of exhibit and display spaces. The Library Director or his/her designee has the right to review the materials, including promotion or publicity materials, in advance. The Library Director’s decision shall be final.

B. Any person or organization aggrieved by the Director or designee’s decision may appeal that decision to the Library Board. Such appeal shall be made within ten (10) business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director.

C. The Library reserves the right to remove any item from an exhibition or display on the above grounds or if the exhibition is a possible safety hazard, is too large for the display space, creates a maintenance problem, exceeds acceptable noise and light levels, interferes with the public service or other activities in adjacent Library areas or has been displayed without authorization.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 10, 2018
Subject: Invitation to the 2018 Volunteer Luncheon

Join us for the Volunteer Luncheon
Honoring all our hard working volunteers

May 9, 2018
Noon
Portage District Library Meeting Rooms
300 Library Lane, Portage, MI 49002

RSVP to Ruth Cowles as (269)585-8719 or rcowles@portagelibrary.info
by April 28th
To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 16, 2018
Subject: Budget Amendment and Notification of a $500 Grant from the Michigan Humanities Council

BACKGROUND:

Adult Services Librarian Katharyn Jones completed the application for a grant to the Michigan Humanities Council in the amount of $500 for funding for programming in relation to the Great Michigan Read program.

UPDATE:

I am pleased to report that the Portage District Library received the $500 grant which helped fund the following programs:

April 6 – X’s Harlem Now: a Kalamazoo Institute of Arts Tour of “Dawoud Bey: Harlem, USA, and Harlem Redux
April 11 – Lunch and Learn: Brown Bag Book Discussion of “X: a novel”
April 18 – Malcolm X Lit: a Book Discussion about “X: a novel” at This is a Bookstore
April 21 – Placing “X: a novel” in Michigan Cultural History: a Presentation by Dr. Michelle Johnson

BUDGET AMENDMENT REQUEST:

It is recommended that the Library Board approve a budget amendment to increase the FY 2018 Budget Michigan Humanities Council Grant Revenue line by $500 and increase the FY 2018 Restricted Adult Programming expense line by that same amount to allow for programming for the Great Michigan Read.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 17, 2018
Subject: Budget Amendment to adjust the FY 2018 Budget for the Friends Donation to Fund Two Upcoming Library Programs

BACKGROUND:
In order to support the mission of the Portage District Library to be a valued community resource for life-long learning, the Friends of the Portage District Library offer additional funds to support programming that draws more attention to the Portage District Library and encourages community participation. In the current fiscal year, the Friends are offering $3,000 toward Library programs that would appeal to a variety of people of different ages and promote collaborations with other organizations. The Friends’ Board will make an annual determination of the amount and/or continuation of this program sponsorship.

At the April Friends Board Meeting, Adult Services presented a request for funds for the 2018 GeekFest event. As in past two years, the Portage District Library will be collaborating in this event with the Paw Paw, Lawton, Van Buren, and Kalamazoo Libraries. This convention will be open to the public and have a Geek/Pop Culture theme. There will again be a table top RPG/Board Game room open during the event, comic book authors and illustrators as guests, informational presentations (on topics including robotics, drawing, and writing), prize giveaways, cosplay (costume) contests, and crafts all day.

Youth Services presented a request for the inaugural Festival in the Flats program. The purpose of Festival in the Flats is to promote awareness and celebration in the Portage Community of both the importance of sharing books with young children, and of the five practices that support early literacy: read, write, talk, sing, and play. The event will consist of activities that highlight each of the five practices. We will begin with a staff and volunteer led sing-a-long. This will be followed by facilitated talking and reading sessions where small groups engage with different volunteer Readers of favorite children’s books or volunteer Talkers who engage in and demonstrate fun conversation. The event will conclude with opportunities to write and play using library programming materials such as sidewalk chalk, puppets, hula hoops, and other outdoor toys. Each child will receive a bag with the Portage District Library’s logo and the five practices on it. The bags will contain a book, a bottle of water, and a small snack for each child to enjoy as well as early literacy tips for caregivers.

We are pleased to inform you that the Friends have generously agreed to fund both programs at the amounts requested. Since the 2018 Fiscal Year Budget is already in place, it is necessary to bring a budget amendment to the Library Board to adjust the budget for the Friends' $2,600 donation in order to use these funds for programming expenditures in this budget year.

RECOMMENDATION:
I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2018 Budget to increase designated expenditure lines by a total of $2,600 to fund programming as shown below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
<th>Expenditure Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 GeekFest</td>
<td>$600.00</td>
<td>Programming - Adult Restricted</td>
</tr>
<tr>
<td>2018 Festival in the Flats</td>
<td>$2,000.00</td>
<td>Programming - Youth Restricted</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$2,600.00</strong></td>
<td></td>
</tr>
</tbody>
</table>
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: April 18, 2018  
Subject: Request for Library Board Approval for Restricted Use of Trustees Signatures and Library Patron Data Base for Spring and Year-End Direct Mail Fundraising Initiatives

**2018 Spring Appeal and Annual Campaign Direct Mailing**
The Portage District Library Fundraising Plan includes a Spring Appeal that is carried out in May/June and an Annual Campaign direct mailing initiative that is carried out in October/November each year. We send the Spring Appeal to current and active donors and the Annual Campaign to all active library users requesting financial assistance to further enhance the library's special initiatives. In order to do this, we need to use the library patron data base for these twice a year direct mailings.

**REQUEST:**
That the Library Board pass a motion at the April 23, 2018 board meeting to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library’s patron database for the **restricted, confidential and sole purpose** of sending a direct mailing to previous donors for the Spring Appeal and to active library users for the Annual Campaign. The contract with our regular printing vendor stipulates that the printer or any associate or partner of the printer will **not** use the library’s patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.

We also request permission to use trustees signatures on these mailings, following prior review of the document.
To: Portage District Library Board

From: Christy Klien, Library Director

Date: April 19, 2018

Subject: Discontinuation of the Use of Snapchat by the Library’s Social Media Team

Update:

Over the course of this year, there have been several changes to Snapchat that have significantly reduced its user base, as well as the way that the app is used. With these changes, the average person uses Snapchat as a way to contact and communicate with their friends rather than to keep up with brands, businesses or organizations. As a result, our library’s posts were getting zero views.

After much discussion, we have decided to remove the Snapchat project from our list of goals we hope to accomplish as part of our strategic plan.
Portage Mayor Patricia Randall

Mayor Randall has a long track record of service in the communities in which she has lived. She first ran for Portage City Council in 2009, as an advocate for change. She was elected mayor on November 7, succeeding long-time Mayor Pete Strazdas, and took office November 21, 2017 for a two-year term. After she was elected, Mayor Randall said, “I promise to support each of you as you pursue concerns that affect the citizens of Portage. Issues that are important to you. I promise, as your mayor, that you will have full support of our city manager and access to all information necessary to make informed decisions. I pledge to look for ways to incorporate your input, continue to improve city efficiencies and build on traditions that will make our meetings more effective and our great city a true leader in this region.”


Coby Chalmers, Donor Relations Officer with the Kalamazoo Community Foundation

Coby has worked at the Foundation for over 10 years with donors, potential donors, and organizations that benefit from an endowed fund at the Community Foundation. She is very active in the community and says she “firmly believes that one of the reasons that this is such a fabulous place to live is that we have a community that is extraordinarily generous – with their time, talent, and of course, ‘treasure’. This community benefits immeasurably through gifts, large and small, in all three of those categories.” Coby last visited a Library Board meeting in June of 2014.
To: Portage District Library Board Members
From: Michele Behr, Library Board Chair
Date: April 18, 2018
Subject: Mid-Year Meeting in FY 2018 with the Library Director

April is the month that a mid-year meeting with the Library Director is scheduled in order for the Library Board to assess current activities and to make sure that things are progressing appropriately and everything is on track with activities to accomplish the Ends and Strategic Plan.

This will be an agenda item for the April 23, 2018 board meeting and we can discuss the mid-year meeting with the Library Director at that time.
Portage District Library Board Members Martha Pacheco and Cara Terry are the Board Co-Liaisons to the Friends of the Library in 2018, and as such, one of them will attend Friends’ board meetings and share information about Friends’ activities.

There will be an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a book sale on April 6-7, 2018 and their April board meeting on April 16th, there will be an item on the agenda for the April 23, 2018 Library Board meeting so that one of them can give a report.
Quarterly Statistics for Strategic Plan 2018-2020

Ends Statement #1
Optimize access to resources for information, education, and entertainment.

We will accomplish this by providing a collection of tools to facilitate creating and learning (1.1) and by reaching the community at their diverse literacy needs. (1.2)

Projects:
- Build a creation station to allow patrons to use software for creation of art and technical design
- Develop more instructional programming for adult patrons
- Create programming that promotes interactive learning
- Actively highlight the library’s online resources and services on social media and other media outlets
- Create videos to educate our patrons about our resources and how to use them
- Provide peripheral technologies (devices that extend computer, tablet and phone functionality) to extend services to patrons in new dynamic formats

<table>
<thead>
<tr>
<th>Target</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
<th>2018 Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>75% patrons responded that they learned something in a guided learning event</td>
<td>90%</td>
<td></td>
<td></td>
<td>90%</td>
<td>75%</td>
<td>120%</td>
<td></td>
</tr>
<tr>
<td>50% of programs offered will provide guided learning activities (Adult/Youth)</td>
<td>A 60%</td>
<td>A 60%</td>
<td>A 50%</td>
<td>A 120%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y 34%</td>
<td>Y 34%</td>
<td>Y 50 %</td>
<td>Y 68%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20% increase of hits of online learning tools</td>
<td>15%</td>
<td>15%</td>
<td>20%</td>
<td>75%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implement 12 software/devices that allow people to create and learn</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 videos are created</td>
<td>2</td>
<td></td>
<td>2</td>
<td>12</td>
<td>16.6%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Create a literacy liaison who will make connections and give tours to ESL and Adult Literacy groups
- Create methods to expand the reach of our Digital Literacy (computer education) programs
- Build programming and services that will reach groups at diverse levels

<table>
<thead>
<tr>
<th>Target</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
<th>2018 Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Services will provide 3 programs annually targeting each literacy level (Beginner, Intermediate, Expert)</td>
<td>B 2</td>
<td></td>
<td></td>
<td></td>
<td>B 2</td>
<td>B 3</td>
<td>B 66%</td>
</tr>
<tr>
<td></td>
<td>I 4</td>
<td></td>
<td></td>
<td></td>
<td>I 4</td>
<td>I 3</td>
<td>I 133%</td>
</tr>
<tr>
<td></td>
<td>E 5</td>
<td></td>
<td></td>
<td></td>
<td>E 5</td>
<td>E 3</td>
<td>E 166%</td>
</tr>
<tr>
<td>Help 150 patrons become more info-literate</td>
<td>33</td>
<td></td>
<td></td>
<td></td>
<td>33</td>
<td>150</td>
<td>22%</td>
</tr>
<tr>
<td>Have 50 people in the library for ESL tours</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>50</td>
<td>0%</td>
</tr>
</tbody>
</table>
**Ends Statement #2**

**Be a safe, welcoming, inclusive destination for families and individuals.**

We will accomplish this by providing collections and content to meet the evolving needs of the community and by supporting diverse perspectives.

Projects:
- Evaluate reference and periodical collections, in print and electronic formats, in order to find ways to increase use and lower cost of these services
- Offer, programming, services, and collections that will better meet the needs of our immigrant population
- Create tools to measure the needs of the community
- Improve the accessibility and visibility of existing physical and electronic collections

<table>
<thead>
<tr>
<th>Target</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
<th>2018 Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% of user satisfaction with collections and instructional events</td>
<td>92%</td>
<td></td>
<td></td>
<td></td>
<td>92%</td>
<td>80%</td>
<td>128%</td>
</tr>
<tr>
<td>80% eBook and eAudiobook holds filled within 2 months</td>
<td>34%</td>
<td></td>
<td></td>
<td></td>
<td>34%</td>
<td>80%</td>
<td>42.5%</td>
</tr>
<tr>
<td>21 Special programs will target groups representing different perspectives or cultures</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>21</td>
<td>0%</td>
</tr>
<tr>
<td>25% of kits will change annually to reflect changing needs of the community</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>25%</td>
<td>0%</td>
</tr>
<tr>
<td>20% reduction in total physical collection size</td>
<td>.06%</td>
<td></td>
<td></td>
<td></td>
<td>.06%</td>
<td>20%</td>
<td>3%</td>
</tr>
</tbody>
</table>
Ends Statement #3
Be a leader in strengthening our community.

We will accomplish this by providing a presence in the community where people are, when they need it, and how they want to use it.

Projects:
- We will build outreach services that will meet the needs of people outside the building and outside of our traditional hours
- Realign budgets from other materials lines in Adult Services to boost electronic material needs and to fill holds
- Improve service access to Portage Public School Students through a collaborative student registration process
- Update the Library Website

<table>
<thead>
<tr>
<th>Target</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
<th>2018 Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% more items available for circulation will be digital )</td>
<td>8%</td>
<td></td>
<td></td>
<td></td>
<td>8%</td>
<td>20%</td>
<td>40%</td>
</tr>
<tr>
<td>15% of our programs annually will be outreach (Adult/Youth)</td>
<td>A 0</td>
<td></td>
<td></td>
<td></td>
<td>A 0</td>
<td>A 15%</td>
<td>A 0%</td>
</tr>
<tr>
<td></td>
<td>Y 31%</td>
<td></td>
<td></td>
<td></td>
<td>Y 31%</td>
<td>Y 15%</td>
<td>Y 206%</td>
</tr>
<tr>
<td>70% of patrons who completed an exit survey were satisfied that the program met their needs</td>
<td>92%</td>
<td></td>
<td></td>
<td></td>
<td>92%</td>
<td>70%</td>
<td>131%</td>
</tr>
<tr>
<td>100% of PPS middle school and high school students have access to PDL electronic services</td>
<td>81%</td>
<td></td>
<td></td>
<td></td>
<td>81%</td>
<td>100%</td>
<td>81%</td>
</tr>
<tr>
<td>12 events or table events will be held outside the Library by the Adult Department</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>12</td>
<td>0%</td>
</tr>
</tbody>
</table>
Ends Statement #4

Be a community center to experience and explore local arts and culture.

We will accomplish this by being a resource of Local Information, History, and Culture. (2)

Projects:
- Track the use of space used to showcase local arts and organizations
- Provide information and services for users new to the area or new to the U.S.
- The Heritage Room will initiate a long-term CONTENTdm Scanning Project
- Heritage Room Book Expansion Project
- “Future History Project: South Westnedge Avenue Documentation”
- Portage Cemetery Documentation Project
- World War 1 100th Anniversary Commemorative Walking Trail 2018
- Initiate Harwood Community Conversations

<table>
<thead>
<tr>
<th>Target</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
<th>2018 Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% of display space used for local artists and organizations</td>
<td>100%</td>
<td></td>
<td></td>
<td>100%</td>
<td>90%</td>
<td>111%</td>
<td></td>
</tr>
<tr>
<td>5 large projects completed in the Local History Rooms</td>
<td>1</td>
<td>1</td>
<td>5</td>
<td>20%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90% of patron responses say displays are meaningful</td>
<td>0</td>
<td>0</td>
<td>90%</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hold six community conversations each year through 2020</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>16.6%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 new resources for information will be added each year</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Revenue

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>1st Qtr. Budget</th>
<th>1st Qtr. Actual</th>
<th>1st Qtr. % Received</th>
<th>2018 Annual Budget</th>
<th>YTD Actual</th>
<th>YTD Actual+Enc.</th>
<th>% Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tax Revenue</td>
<td>$3,152,713</td>
<td>$3,262,882</td>
<td>103%</td>
<td>$3,308,708</td>
<td>$3,262,882</td>
<td>$3,262,882</td>
<td>99%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>41,000</td>
<td>68,524</td>
<td>167%</td>
<td>211,166</td>
<td>68,324</td>
<td>68,324</td>
<td>32%</td>
</tr>
<tr>
<td>Revenue from Reserves</td>
<td>349,294</td>
<td>349,294</td>
<td>100%</td>
<td>349,294</td>
<td>349,294</td>
<td>349,294</td>
<td>100%</td>
</tr>
<tr>
<td>State Aid Revenue</td>
<td>266,217</td>
<td>722,277</td>
<td>271%</td>
<td>296,217</td>
<td>722,277</td>
<td>722,277</td>
<td>244%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$3,809,224</strong></td>
<td><strong>$4,402,777</strong></td>
<td><strong>116%</strong></td>
<td><strong>$4,165,387</strong></td>
<td><strong>$4,402,777</strong></td>
<td><strong>$4,402,777</strong></td>
<td><strong>106%</strong></td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>1st Qtr. Budget</th>
<th>1st Qtr. Actual</th>
<th>1st Qtr. % Spent</th>
<th>2018 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>$337,115</td>
<td>$300,195</td>
<td>89%</td>
<td>$1,348,461</td>
<td>$325,605</td>
<td>$325,605</td>
<td>24%</td>
</tr>
<tr>
<td>Total Fringes &amp; Benefits</td>
<td>136,511</td>
<td>112,223</td>
<td>82%</td>
<td>551,042</td>
<td>112,223</td>
<td>110,988</td>
<td>20%</td>
</tr>
<tr>
<td>Total Library Materials</td>
<td>231,725</td>
<td>190,998</td>
<td>82%</td>
<td>685,446</td>
<td>190,998</td>
<td>263,149</td>
<td>38%</td>
</tr>
<tr>
<td>Total Utilities</td>
<td>32,850</td>
<td>18,566</td>
<td>57%</td>
<td>131,400</td>
<td>18,566</td>
<td>26,911</td>
<td>20%</td>
</tr>
<tr>
<td>Total Buildings</td>
<td>99,947</td>
<td>37,242</td>
<td>37%</td>
<td>229,097</td>
<td>37,242</td>
<td>81,962</td>
<td>36%</td>
</tr>
<tr>
<td>Total Furnishings &amp; Equipment</td>
<td>29,725</td>
<td>0</td>
<td>0%</td>
<td>29,725</td>
<td>0</td>
<td>21,425</td>
<td>72%</td>
</tr>
<tr>
<td>Total Supplies</td>
<td>60,460</td>
<td>26,810</td>
<td>44%</td>
<td>171,893</td>
<td>26,810</td>
<td>41,461</td>
<td>24%</td>
</tr>
<tr>
<td>Total Professional Services</td>
<td>102,417</td>
<td>63,653</td>
<td>62%</td>
<td>274,343</td>
<td>63,653</td>
<td>89,121</td>
<td>32%</td>
</tr>
<tr>
<td>Total Other Charges</td>
<td>116,709</td>
<td>121,318</td>
<td>104%</td>
<td>328,496</td>
<td>121,318</td>
<td>153,688</td>
<td>47%</td>
</tr>
<tr>
<td><strong>Total OPER. EXPENSES</strong></td>
<td><strong>$1,147,459</strong></td>
<td><strong>$871,005</strong></td>
<td><strong>76%</strong></td>
<td><strong>$3,749,903</strong></td>
<td><strong>$896,415</strong></td>
<td><strong>$1,113,310</strong></td>
<td><strong>30%</strong></td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL PROJECTS</strong></td>
<td><strong>$202,051</strong></td>
<td><strong>$12,555</strong></td>
<td><strong>6%</strong></td>
<td><strong>$400,448</strong></td>
<td><strong>$12,555</strong></td>
<td><strong>$127,892</strong></td>
<td><strong>32%</strong></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>$1,349,510</strong></td>
<td><strong>$883,560</strong></td>
<td><strong>65%</strong></td>
<td><strong>$4,150,351</strong></td>
<td><strong>$908,970</strong></td>
<td><strong>$1,241,202</strong></td>
<td><strong>22%</strong></td>
</tr>
</tbody>
</table>

**EFFECT ON FUND BALANCE**

- 2018 cash as of 3/31/2018: -$2,459,714
- Total available cash as of 3/31/2018 (Fund Balance): $3,519,217
- Effect on Fund Balance: $15,036
- Total cash as of 3/31/2018 (Fund Balance): $3,493,807
- Fund Balance as of 3/31/2018 (Fund Balance): $3,161,575

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

*Fund Equity is defined as the excess of fund assets and resources over fund liabilities. The Fund Balance is the Fund Equity minus any reserves.*
**Property Taxes** - Property Tax collections are on pace for this time of year. The library has approximately $44,000 of outstanding property taxes as of March 31, 2018. This is comparable to last year's balance at this time of approximately $40,000. The Library estimates the uncollected portion of personal property taxes that will be delinquent and paid in future years and budgets for that amount. All delinquent real property taxes are paid by the county in July. The library has received its IFT tax payment for this year and it was $445 below budget.

**State Aid Revenue** - The library has not received its 1st State Aid payment for FY2018. It is expected anytime. The 2nd payment is expected in late summer or early fall of 2018. The Library has received it distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was 271% of that which was budgeted. The Fund took in more revenue than it needed to reimbursement everyone so it pays out more to the Tier III entities, like the Library. At the end of FY2017 the Library moved the portion of the reimbursement received to a Personal Property Tax Reserve line to safeguard against a less than expected reimbursement in future years. As this year progresses and more information on future tax collections and property values becomes known, the Library may make the a similar request for the funds received in FY2018.

**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 FY2018 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 $15,035. Funds have been added to the FY2018 budget for the following items: prior year encumbrances ($333,846); funds for the Master Building Project ($13,197); miscellaneous donations from FY2017 ($2,250).

**Other Revenue** - Other Revenue is on pace for this time of year. The majority of this category is comprised of Fines and Fees and Penal Fines. Fines and Fees are on pace, while Penal Fines are not expected to be collected until July. The Library does not budget for donations, but instead chooses to request budget amendments when they are needed for use. The Library has received $30,410 of donations and grants to date. The largest percentage ($22,918) was received from the Friends of the Portage District Library.

**Salaries & Wages** - Salaries & Wages are on pace for this time of year. The approximate $11,500 that the Library is under budget is from employees being absent for health or vacation reasons and those hours going unused. Additionally, staffing changes late last year have caused actual wages to be slightly lower than budgeted due to the variation in wage rates.

**Fringes & Benefits** - Fringes & Benefits are less than the 25% expended as of March 31, 2018. This is due to two employees opting out of the Library's insurance plan and picking up a spouse's insurance plan. Based on this scenario, there should be a surplus of funds at the end of the year.

**Library Materials** - This category shows that it is ahead pace for this time of year. This is not unexpected as approximately $66,000 of encumbrances were open at the end of FY2017 and brought into 2018. The encumbered material is typically received in the first quarter and into the second quarter. This means that a higher percentage of goods should be received in the first quarter, as compared to later quarters, and thus a higher percentage of the yearly total. Additionally, when the Library switched to more aggressively recording prepaids at the end of 2017, expenses in this category were moved to the first quarter of 2018. Periodicals and Licensed Databases were two areas with a large amount of items that were affected.

**Utilities** - Utilities are slightly under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures are slightly below budget for the year. Additionally, the Library has not received its first quarter water & sewage invoice for the year. This is typically small for this time frame and should not impact this category enough to put it over budget.
Building - Year-to-date actual and encumbrances are greater than the 25% target due to the Purchase Orders being carried over from the prior year. The big projects carried over are as follows: repair and sealing of the parking lot; repair of the concrete around the flag poles; waterline for the water fountain on the north side patio; parking lot lighting upgrade; and equipment rental to inspect artwork in the entrance area. Other expenses are trending below budget for this time of year. Snow Removal was below budget for the quarter.

Furnishings & Equipment - This category is over its target for this time of year. The original budget for this category is $2,882. There are $21,425 of encumbrances coming forward from 2017. Therefore, 72.1% of the expenses occurred or are encumbered in the 1st quarter. The current year projects are for re-upholstering. Projects being carried over from the prior year are: outside water fountain; north side patio clean-up and landscaping; rear entrance awnings; new book bin; large print shelving.

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

Professional Services - This category is higher than the 25% target for several reasons. Encumbrances coming forward from 2017 tend to skew expenditures to the first quarter. Secondly, there were some Online Subscriptions treated as prepaids at the end of 2017 and therefore, their expense was moved to the first quarter of 2018. Lastly, the expenses associated with the financial audit occur predominantly in the first quarter.

Other Charges - This category is well above the 25% target. This is a new trend and is due to the treatment of prepaids at the end of 2017. The Computer Repair and Maintenance line had a large number of support agreements that were treated as prepaids and thus their expense moved to the first quarter of 2018. Typically this line has a large portion of its expenses occur in the 3rd and 4th quarters, but this has shifted with the more aggressive treatment of prepaids.

Capital Projects - This category appears on target for this time of year. This is due to $120,222 of encumbrances coming forward from the prior year. The FY2018 Technology Project will not begin until the 4th quarter. Additionally, the Capital Maintenance line will not be used unless a major building repair need to be completed that can not be covered in the Library's Building Repair & Maintenance line. Otherwise, funds in the Capital Maintenance line will be saved and used for a large building project.
The Library Director shall not allow library assets to be unprotected, inadequately maintained or unnecessarily risked. Accordingly, the Library Director shall not:

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

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

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

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

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

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

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

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

**Policy:** Enter into any fundraising agreement that requires the library to permanently endorse a product or [promote an individual or business], without prior knowledge and approval of the Library Board.
Director’s Response: There have been no instances of the library entering into any fundraising agreement that requires the library to permanently endorse a product or promote an individual or business.

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

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

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

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

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

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

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

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

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

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

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