NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on June 25, 2018 beginning at 6:00 p.m. at the Portage District Library in the Lower Level Long Lake & Gourdneck Lake Meeting Rooms for the purpose of conducting library business
PORTAGE DISTRICT LIBRARY BOARD MEETING
June 25, 2018
Regular Meeting Lower Level Long Lake & Gourdneck Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

I. Start of Meeting

II. Roll Call

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

IV. Adoption of the Agenda for the Regular Meeting of June 25, 2018 (1 minute) (Vote)

V. Audit Presentation (20 minutes)
   A. Presentation of Audit Report for Fiscal Year 2017 by Rehmann Robson staff. (Info) Pg.1

VI. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on May 21, 2018 (Info) Pg.2-6
   B. Review of Heritage Room Policy (Info) Pg.7-8
   C. Request for approval of a Budget Amendment for Festival in the Flats (Info) Pg.9
   D. SMLC Grant Request Letter (Info) Pg.10
   E. Narrative Report for May 2018. (Info) Pg.11-17
   F. Financial Report for May 2018. (Info) Pg.18-20
   G. Marketing Report for May 2018. (Info) Pg.21-22
   I. Legislative Update for May 2018. (Info) Pg.25-26
   J. Library Board Linkage for July 2018 (Info) Pg.27
   K. Memo: Open Board Positions (Info) Pg.28

VII. Governance (60 minutes)
   A. Report from Library Board Liaisons to the Friends (Info) Pg.29
   B. Initial Discussion about Plans for the 2018 Library Board Retreat (Info) Pg.30

VIII. Ends Development (60 minutes)
   A. Presentation of Proposed FY 2019 Budget for Portage District Library. (Info) Pg. 31
      (NOTE: The proposed FY 2019 Budget is separately numbered and included at the end of the packet.)

IX. Library Director’s Reports (15 minutes total)
   A. Final remarks by Library Director for the June 25, 2018 Library Board Meeting.

X. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the July 23, 2018 board meeting
      2. Final Review and Approval of Proposed Fiscal Year 2019 Budget and Millage Rate for public inspection prior to Public Hearing at the August 27, 2018 board meeting
      3. 2nd Quarter Report for Fiscal Year 2018
      4. Presentation of the library’s 3-Year Technology Plan (FY 2019-2021)
      5. Monitoring Report on Executive Limitation for Minutes/Records Retention
      6. Plans for the library’s 2018 Staff Development Day
   B. Assessment of this meeting
   C. Miscellaneous Items

XI. Adjournment
To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 19, 2018
Subject: Presentation of Audit Report for Fiscal Year 2017 by Rehmann Robson Representative

The Fiscal Year 2017 financial audit of Portage District Library has now been completed, and a representative from the accounting firm Rehmann Robson will be coming to the June 25, 2018 board meeting. They will go over the audit report with the Library Board and summarize the library’s financial standing for the period January through December 2017. At that time, their major findings will be shared and you will have an opportunity to ask any questions you may have.
PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Board Meeting held on

May 21, 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 Jersey Giant Sandwiches and the board meeting started at 6:00 PM.

II. Roll Call -

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

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

Guests: Carol Bale, Portage citizen

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

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

A. Comment from Trustee Behr - Trustee Behr said that she would like to start off comments by acknowledging how nice the 2018 Volunteer Luncheon was. It was a fun afternoon and very well attended.

B. Comment from Trustee Vliek - Trustee Vliek said that he had the pleasure of attending the launching of the World War I Trail Walk. It was wonderfully attended and included a very nice dedication ceremony. He said that the signs on display are ‘fantastic’ and that Steve Rossio, Local Historian, has done an incredible job.

C. Comment from Jill Austin, Circulation Supervisor - Austin said she wanted to take the opportunity to relay the success of the Meet Your Muslim Neighbor Program on Friday, May 11. The program went longer than anticipated, but it was due to the fact that so many participants were staying to talk. They had about 100 people in attendance in a wide range of age groups. Most comments were very supportive of the event, but Library Director Christy Klien said that she wanted the Board to be aware that there was one comment received from a patron that was concerned that we were segregating out different groups in our community.

DISPOSITION: The Library Board acknowledged the comments made by Trustee Behr, Trustee Vliek, and Circulation Supervisor Austin.

IV. Adoption of the Agenda for the Regular Meeting of May 21, 2018

Library Board Chair Behr asked if there were any changes needed to the agenda of the May 21, 2018 board meeting before its adoption. One change was requested by Library Director Klien, and that was to add a Closed Session for a personnel matter after the Director’s Report. Behr asked for a motion.

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Welsh that the Library Board adopt the agenda for the regular meeting of May 22, 2017 with the requested change for a Closed Session. Vote: 7-Yes, 0-No. Motion carried.

V. Consent Agenda

Library Board Chair Behr asked if there were any changes needed to the consent agenda for the May 21, 2018 board meeting before its adoption. One change was requested; Item I – Legislative Update (VanderVries) was removed for additional comments. Trustee Behr asked for a motion to adopt the agenda
with I removed.

A. Minutes of the regular board meeting held on April 23, 2018
B. Review of Reciprocal Borrowing Policy
C. Review of Patron Behavior Policy
D. Request for approval of a Budget Amendment for the 2018 Volunteer Luncheon
E. Narrative Report for April 2018
F. Financial Report for April 2018
G. Marketing Report for April 2018
H. Statistical Report for April 2018
I. Legislative Update for April 2018
J. Library Board Linkage for June 2018
K. Plans for 2018 Summer Reading Kick-Off in June
L. Memo: Strategic Plan and Ends Statement Reporting Reminder

MOTION: It was moved by Trustee Siebers and supported by Trustee Pacheco, that the Consent Agenda for the regular board meeting of May 21, 2018 be approved with Item I removed for discussion. Vote: 7-Yes, 0-No. Motion carried.

Item I – Trustee VanderVries said that there are a few bills she wanted to mention for the benefit of the group and that the library should be keeping an eye on as they could all affect library funding.

**House Bill 5090** - Libraries are regularly faced with proposed legislation that would divert penal fine revenue. House Bill 5090 changes how fines from weigh stations are distributed. Failure to stop at a weigh station would be changed from a misdemeanor to a civil infraction and exempt certain vehicles. This means a reduction in penal fines to libraries since civil infraction penalties are lower than misdemeanor penalties.

**Senate Bill 540** – To revise a 2014 law that exempts the transfer of residential property from a decedent to a trust whose beneficiaries are members of the decedent’s family, from the taxable value “bump up,” wherein the new basis for property tax assessments becomes the property’s state equalized value (market value), rather than the capped “taxable value” of the previous owner. The bill would expand this to include spouses of the trust beneficiaries.

**House Bill 6049 and Senate Bill 1025:** Provide for a shift of property tax assessment functions to the county equalization department.

Trustee VanderVries said this is the end of the term, and we should be paying attention especially to those officials in a lame duck position.

MOTION: It was moved by Trustee Welsh and supported by Trustee VanderVries to approve Item I – Legislative Update after discussion. Vote: 7-Yes, 0-No. Motion carried.

VI. Governance

A. Follow-up on Mid-Year Meeting with Library Director – Library Board Chair Behr said that she had a mid-year meeting with Library Director Klien last week. At that time, Behr told Klien that the Library Board was more than satisfied with the library’s condition and Klien’s performance. Behr thanked trustees for sending her comments to relay and said that she said she communicated those comments at the meeting. She said that they discussed a number of issues, but that a lot of the conversation centered around funding for the upcoming building project and what the library’s options are. Following that discussion, Library Director Klien said that she has scheduled a meeting to consult with Keith Hopkins on developing a fundraising plan for the future. That meeting, which will also include Business Manager Rob Foti, Marketing Manager Colin Whitehurst, and Assistant to the Director Quyen Edwards, will occur at the end of May.

DISPOSITION: Library Board members received the information about the mid-year meeting with Library Director Klien.
B. **Galesburg Augusta Reciprocal Borrowing Agreement** – Library Director Christy Klien said that she wanted trustees to be aware that Portage District Library was contacted by the Galesburg-Charleston Memorial District Library Director with a request to enter into a reciprocal borrowing agreement. Klien said that the library meets our criteria of having an operating millage of at least 1.0 mill. Offering a reciprocal borrowing agreement is a friendly, neighborly gesture to another of our local public libraries and helps provide a higher level of access to the community. Circulation Supervisor Jill Austin said that out of the conversations that have been had regarding this agreement, there is only one concern. There is a small portion of Galesburg-Charleston library users that reside in a portion of Pavilion Township that is not part of Portage Public Schools. They opted not to levy mills for the library, but they give their penal fines to use library services. Since they do not meet our library’s criteria for reciprocal borrowing, the wording of the agreement is such that it only includes “the millage paying portions of the Galesburg-Charleston Memorial District Library.” Klien said that this item was added to the agenda for discussion, and that she was not expecting the trustees to vote on this issue today. Trustees asked if there are any other reciprocal borrowing agreements with similar provisions, and Klien said, yes, the library previously has had an agreement with the Schoolcraft Community Library with a section that emphasizes that it only applies to the millage paying portions of the service area. Trustees also wondered how the library knows if a library card applicant lives in one of these excluded areas. Circulation Supervisor Jill Austin said that with any of the approved forms of identification required to apply for a library card, staff can look up their address on the county website to see what township they live in, what school district they are within the boundaries of, etc. Austin said that this is part of the regular registration process.

Klien said that this topic will be brought back next month for a vote and to sign to agreement. Trustees said that they felt well informed on the issue and that they were comfortable voting immediately. A motion was made.

**MOTION:** It was moved by Trustee Welsh and supported by Trustee VanderVries to approve the Reciprocal Borrowing Agreement between the Galesburg-Charleston Memorial District Library and Portage District Library as presented. Vote: 7-Yes, 0-No. Motion carried.

C. **Resident/ Non-Resident Policy and the Kalamazoo County ID** – Klien started the discussion by reminding trustees that the Task Force put in place prior to the official adoption of the Kalamazoo County ID Cards had been to a previous board meeting to discuss their plans. On July 5, 2017, the Kalamazoo County Board of Commissioners approved the creation of the Kalamazoo County ID Program and it was agreed that it would fall under the Clerk/Register's Office. The Kalamazoo County ID card became available on Thursday, May 3, 2018. At this point, approximately 400 County IDs have been issued. Kalamazoo County Clerk/Register sent a letter to governmental agencies, including our library, requesting that we review the Kalamazoo County ID Card procedures and document list and decide if we would be willing to accept a Kalamazoo County ID Card as legitimate identification for our purposes. There was discussion about the application process and how long are they good for (4 years). There was some concern voiced by Trustee Pacheco about an additional ID and getting around what the State of Michigan requires for State IDs. Klien said that the question at hand was that if their (the County ID) process is acceptable to us, can we use that as a form of identification to issue library cards and provide access to our community members. Circulation Supervisor Austin said that the language in our policy is that front line staff are not allowed to accept anything not listed in our policy. Sometimes, she (Austin) and Circulation Assistant Kathy Morris will try to help patrons with unique living situations on a case by case basis. She said it would be positive for them to be able to refer people without the acceptable forms of identification, for whatever reason, to a service that would be of use to them. Following the discussion, trustees asked for Austin to report back in in 6 months to see how often a County ID is being used for identification and if there are any resulting issues.

**MOTION:** It was moved by Trustee Siebers and supported by Trustee Vliek to approve the Resident/Non-Resident Policy as presented to include the Kalamazoo County ID Card as an acceptable form of identification. Vote: 6-Yes, 1-No (Pacheco). Motion carried.

**IX. Library Director’s Comments**

A. **Final remarks by Library Director for the May 21, 2018 Library Board Meeting** –

Friday, May 18 was the Kalamazoo in Bloom planting day in Portage. They plant and maintain the flower beds around City Hall and up Library Lane with the help of Master Gardeners and volunteers. Trustee Cara Terry (who is also a master gardener) and Library staff member Quyen Edwards were out planting with them.
Cara Terry and Quyen Edwards also purchased and planted native, butterfly friendly plants for the Monarch Weigh Station on the north side of the library. The plants are small now, but they have lots of room to grow. Trustee Terry joked that there is a saying about plants: first year sleeping, second year creeping, third year leaping!

A successful American Red Cross Blood Drive took place at the library on Thursday, May 17th.

Library Board Secretary Quyen Edwards has brought additional Information Packets for any individual interested in running for the Library Board in the November 6, 2018 election in case trustees knew of anyone who would be interested in one. Additional Information Packets are available at the Adult Information Desk. News about the three available Library Board seats will be published in the June e-newsletter, on the Library’s website, and on Facebook. The filing deadline for candidates is Aug 14th.

Klien said that she was looking for feedback regarding the library’s participation in the Portage Memorial Day Parade. She said that the library has participated for approximately the past 5 years and have received mixed reviews. The parade was deemed a somber event and some citizens took offense to the ‘celebratory’ participation of the library staff and did not want to see the library promoting the Summer Reading Program. It was agreed that a patriotic and historical approach would be more appropriate. Trustees commented that participation in the parade was important to stay connected and visible in the community. Klien said that she did not receive enough staff available to participate in the parade in 2018, but that we would try again next year.

Klien ended her Director’s Report with an update on the Spring Appeal; in the first 2 weeks, the library received 49 responses donating over $5,000. The library staff received a comment from Trustee Siebers regarding the timing for the thank you letters from the board spaced too closely to the donation request, as well as the wording of the letter. Klien said they would take these two comments into consideration next year. She said she has been pleased with the response to the Spring Appeal so far.

X. Personnel Issue

A. MOTION: It was moved by Trustee Vliek and supported by Trustee VanderVries, to move into closed session to discuss a personnel issue. Vote: 7-Yes, 0-No. Motion carried.

The Portage District Library Board of Trustees met in closed session at 6:53 p.m. with Library Director Christy Klien to discuss a personnel issue. Business Manager Rob Foti and Library Board Secretary Quyen Edwards joined them to assist in relaying information and to take minutes of the closed session. At 7:10 p.m., it was moved by Trustee Vliek and seconded by Trustee Welsh that the Library Board adjourn from the closed session.

XI. Process Evaluation

A. Suggestions for Agenda Items to be included on the June 25, 2018 board meeting
   1. Minutes of the Regular Meeting held on May 21, 2018.
   2. Presentation of Audit Report for Fiscal Year 2017 by Rehmann Robson staff.
   3. Review of Heritage Room Policy.
   4. Presentation of proposed Library Operating Budget for Fiscal Year 2019.

B. Assessment of this meeting – There was agreement among trustees that it was productive meeting.

C. Miscellaneous Items - None.

XII. Adjournment –
Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of May 21, 2018.

DISPOSITION: The regular board meeting of May 21, 2018 was adjourned at 7:13 pm.
Recorded and Transcribed by,

[Signature]

Quyen Edwards
Library Board Secretary
Collections Policy
The Local Historian will, at his/her discretion, accept donations of materials for the Heritage Room that complement existing collections, add to the history of the immediate community and surrounding areas, and/or develop collections of specific interest to the library, provided no restrictions are attached to their use, display or disposition.

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

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

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

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

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

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

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

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

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

4) Due to space restrictions within the Heritage Room, items may not be placed on long term loan to the Heritage Room. Items loaned to the Heritage Room for display or copying purposes shall not exceed a loan period of six weeks. Each loaned item will be documented in writing with a copy given to the loaner, a copy accompanying the item while in possession of the Heritage Room and a copy placed in the Heritage Rooms master loan file.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: June 17, 2018  
Subject: Budget Amendment to adjust the FY 2018 Budget for Festival in the Flats

BACKGROUND:
Youth Services presented a request to the Friends of the Library 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.

The Friends generously agreed to give $2,000 towards the Festival in the Flats program and the money was moved forward with a budget amendment at the April 2018 Board Meeting. To cover all of the expenses of this program, which has a potential attendance of 600 children and includes supplies such as books, drinks and snacks, banners, marketing materials, and rented porta johns, the Youth Staff are requesting an additional $2,000 from the 2018 Spring Appeal Fundraising Campaign.

RECOMMENDATION:
I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2018 Budget to increase the Programming - Youth Restricted expenditure line by $2,000 to complete the funding for the inaugural year of Portage District Library’s Festival in the Flats.
May 31, 2018

Mr. Lawrence Kapture, Representative
Southwest Michigan Library Cooperative
300 Library Lane
Portage, MI   49002

Re:   SMCL Collection Development & Technology Grant Request
From Portage District Library, 300 Library Lane; Portage, MI 49002

Dear Mr. Kapture,

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

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

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

Portage District Library
300 Library Lane
Portage, MI   49002
Attn: Rob Foti, Business Manager

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

Sincerely,

Christy Klien
Library Director

Attachment

Copies to:   Portage District Library Board
Rob Foti, Business Manager
**Library Director’s Narrative Report for June 25, 2018**

**Administrative Activities:**
During the months of May/June 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.
- Held a budget meeting with Circulation Supervisor Jill Austin on 5/24.
- Worked as Admin on Duty at the library on Saturday, May 26.
- Held a budget meeting with Head of Adult Services Lawrence Kapture on 5/29.
- Held a phone meeting with the library’s attorney to discuss PPS student library cards on 5/29.
- Held a budget meeting with Marketing Manager Colin Whitehurst on 5/29.
- Held a budget meeting with Head of Youth Services Laura Wright on 5/29.
- Met with Fundraising Consultant Keith Hopkins on 5/30.
- Held a budget meeting with Systems Administrator Rolfe Behrje on 5/30.
- Attended the MLA Executive Summit at the East Lansing Public Library on 6/1.
- Had a meeting with Youth Staff regarding Festival in the Flats on 6/11.
- Attend the Professional Development Committee meeting on 6/12.
- Facilitated a Hoopla budgeting discussion on 6/12.
- Participated in a Niche Academy call on 6/13.

**Maintenance and Building Services**
- All preventative maintenance activities were performed as scheduled.
- All cleaning and maintenance services were performed as scheduled.
- Spring fire inspection was completed without incident.
- Parking lot sealing striping is scheduled and will be completed by July 2018.

**Personnel Information:**
The library undertook the following Human Resource activities since the May 21, 2018 Board meeting:

- The Professional Development Committee has met and made the decision to contract with Niche Academy to assist in the storage of training material for staff. The Library will be creating training material to add to material currently on Niche Academy.
- A training date has been set to conduct Active Shooter training for Library staff. That training will take place on July 25, 2018 in conjunction with the Portage Police Department.
- The Library wrapped up its annual financial audit and the results will be shared with board members at the June 25, 2018 meeting.
- The Library accepted the resignation of Kruti Patel. Kruti is currently a Library Assistant in the Circulation Department. Her last day will be July 6, 2018.
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 (1a) and by reaching the community at their diverse literacy needs. (1b)

Project Updates:

Adult Services Programming Highlights
- Science Fiction/Fantasy Discussion Group: Summer Movie Preview, May 7th at 7:00 PM, 15 people attended. Everyone present received a booklet with all the movies coming to theaters May through August 2018. We watched and discussed many previews including Deadpool 2, Jurassic World: Fallen Kingdom, The Incredibles 2, Alpha and Slender Man. We had some time at the end where the group viewed two extra previews. Everyone enjoyed their popcorn and are now ready to darken the movie theater doors this summer.
- A Queen of Thieves – Hacking Heroines in Crossover Fiction, May 12th at 2:00 PM, 12 people attended. Portage Author/Page Street Kids Published Stacey Filak, author of The Queen Underneath, came and gave an excellent talk about the characterization of women in fantasy fiction, and then read from her brand new novel.

Develop more instructional programming for adult patrons
- Learn to Make Faux Stained Glass, May 17th at 4:00 PM, 10 people attended. Reviews of this class were extremely positive. People loved the ease of the project and the gratification they gained from creating a work of art. Because it was a painting class, participants had to finish the project at home, but all were up for the challenge. Our community has submitted requests for more crafting classes.

Actively highlight the library’s online resources and services on social media and other media outlets
- Investigated and acquired a product called Niche Academy that will allow us to highlight and provide training for specific online resources. Niche Academy can be made available not only on our website but also in our online catalog.

Create videos to educate our patrons about our resources and how to use them
- Marketing Manager Colin Whitehurst created a video featuring Head of Youth Services Laura Wright training staff on how to use BeanStack, the summer reading online tool.

Create a literacy liaison who will make connections and give tours to ESL and Adult Literacy groups
- ESL of SWMI Library Tour and Orientation, May 17 at 9:30 AM, 20 people attended (plus the 2 ESL tutors from SWMI). We had an excellent morning starting with a scavenger hunt geared to familiarize the students with the library and immediate surrounding area. A member of the staff was with them to answer questions as they toured the main areas like DVD’s, Fiction, Ready Reads, Crossroads DVD’s and other important to know spots in small groups. We passed out information on the library and how to get cards to all students, who were asking questions and seemed well engaged. Some students applied for library cards before they left. In addition, we were able to show them part of one of the Crossroads videos and how it can help them learn English which was of great interest to them. We are planning another tour event for the fall/early winter. From Vicki Kozen from SWMI “We asked those who went back to PoP [Prince of Peace where they normally meet], and they seemed to like it very much. Thanks a million, Christina and Andrea! You are the best librarians ever!”
Create methods to expand the reach of our Digital Literacy (computer education) programs
- Coffee and Computers, May 16th at 9:00 AM, 8 people attended. This month we started a series of
monthly computer help sessions for appointments and walk in patrons. The third Wednesday of each
month, we will have librarians available to answer computer questions. Questions in May ranged from
"How do I change my password" to "How do I cut the cord." It was a good space to introduce people to
beginning concepts in computing, do some troubleshooting for more complex questions, and invite people
to come back for our one on one sessions.

Build programming and services that will reach groups at diverse levels
- Youth Staff began working on a project with our long-standing partners at KRESA to provide support
for weekly meetings of a speech therapy group, which is led by KRESA staff and will be attended by
families and children in the community through June.
- Youth Staff collaborated with the MiPOBC (Michigan Parents of Blind Children) and the W/SW
Chapter of the National Federation of the Blind of Michigan to host a braille event for kids and their
families. Families and members of these two organizations were able to talk and try some interactive
activities together.
- Our KRESA Work Experience student, Alex, completed his volunteer services with the library on May
18th. Alex began his volunteer experience here on November 7th, and we very much appreciate all the
help Alex gave us during his time here. Alex was here for four days a week, approximately two hours
each day, and helped us keep our baby and toddler toys clean (an unending task), and proved to be very
good at alphabetizing books.

**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:

Offer, programming, services, and collections that will better meet the needs of our immigrant population
- Youth Staff partnered with the Kalamazoo Islamic Center and several student organizations from WMU,
as well as volunteers from the Parchment, Kalamazoo, and Vicksburg libraries, to hold an after-hours
community event called Meet Your Muslim Neighbors. Nearly 150 members of the Portage community
attended the event to learn more about the Muslim lifestyle and Islamic culture through conversation,
displays and cultural artifacts, family activities, great food, and a lecture and Question and Answer
session with Imam Hafiz from the KIC.

Improve the accessibility and visibility of existing physical and electronic collections
- Adult Services staff are working with Technical Services Librarian Abigail Pylar to change over the
AGN labels (Adult Graphic Novels) to match the youth department in anticipation of Collection HQ.
Also, we are working with Abigail and Baker & Taylor to set up specific spine labels requests. Having
B&T create specific spine labels will cut the work of Tech Services every month as they will not need to
replace every spine label for AGN.
- The library is working to deploy CollectionHQ, a collection management tool to help the library
maintain and enhance its physical collections.
- Youth Staff completed a repackaging project for preschool Playaway bookpacks (picture books and
accompanying Playaway audiobook). These items were previously packaged in large, battered plastic
boxes, and were not circulating very robustly. Since the repackaging, 40-60% of the Playaway bookpacks
are checked out at any given time.
Enda 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
- This month, the book bags for our teen moms were completed and delivered to all but one mom. One of the young moms told Kristy Zeluff, “Blake loves his new books! He goes to get them every night for me to read to him.” That same young mom was also excited to get her Barnes & Noble gift card, so she could select a book for herself. The Students on Campus Childcare (SOCC) staff, teen moms, and kids had a field trip for storytime at the library which was a success. The lead teacher in the SOCC classroom would like to bring the children and parents to the library once a month in the upcoming school year, and we are in the process of scheduling that. The funding for these bags was provided through a private donation.
- Youth Staff performed eleven Summer Reading presentations at Portage Middle Schools and reached over 300 students. The Teen Librarian had the opportunity to interact with many students one-on-one at the conclusion of each presentation, while students browsed a sample of books from the Portage District Library collection and asked questions about upcoming programs. She also attended after school Makerspace programs at Central and West Middle, which were attended by a total of 39 students.
- Youth Staff visited four of Portage's eight elementary schools to hold Summer Reading Program assemblies for all students at these schools. Students watched a skit and heard about summer events and the reading program.
- Youth Staff were asked to be readers at KPL’s Party in the Park, and enthusiastically accomplished this with a joint rendition of “I Have a Balloon” by Ariel Bernstein. Many familiar faces from our storytimes were there, and they very much enjoyed seeing Youth Services Librarians Andrea Smalley and Kristy Zeluff in that venue.
- Youth Staff spoke to Angela Kirschman’s Child Development class at Portage Central High School about how to share books with very young children.

Improve service access to Portage Public School Students though a collaborative student registration process
- Library staff met with Jeanna Walker, the Portage Northern High School media specialist, to discuss ideas and questions surrounding the pursuit of a student library membership program. Several concerns that came up during this discussion were addressed with the Library’s attorney and we are awaiting information regarding those topics.
- Completed membership registration for 47 middle school students and replaced 24 cards following their visit to the library.

Update the Library Website
- Marketing Manager Colin Whitehurst requested and received quotes and then selected the company PSDtoWp to help update the library’s website. Whitehurst is currently analyzing our 3rd party applications to report which ones will need to be integrated into the new site and how.
**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:

**Adult Services Display Highlights**
- The mystery display changed to Edgar Award Winners in order to highlight award-winning mysteries for Mystery Month.
- The 2018 Reading Challenge Display changed to ‘Books with a Song Lyric in the Title’. This was featured on our social media account.
- A Historical Inspirational Fiction display also went up with at least two favorable patron comments. This display was also featured on our social media account.
- Adult Staff put together a display for the Great American Read to promote reading and the debut of PBS’s new program.
- ‘Flower Power’ (70’s Music) CD display- May 1st
- Planning for ‘Sounds like Summertime’ CD display (posted 6/1)
- Fiction End Caps – Historical Fiction
- Science Fiction/Graphic Novel End Cap – Han Solo
- DVD Display-Outdoors and Travel
- Two booklists were posted to the website in May: Campfire Classics: books to read in the great outdoors and Eco-Fiction: Ecological, environmental, or climate based fiction.

**Use of space to showcase local arts and organizations**
- Solo Gallery from May 7 – June 29: Hannah Owens: pencil, digital, pastel
- Community Art from April 9th – May 26th: Animals

**Provide information and services for users new to the area or new to the U.S.**
- Adult and Youth Services Departments collaborated with our partners at ESL of SWMI for a library field trip. ESL staff prepared a fantastic scavenger hunt to introduce students to different areas of the library, and the group enjoyed a potluck meal and slideshow of scavenger hunt photos after the challenge. Attendees reported that they felt more comfortable using library resources after the trip, and some students registered for their first Portage District Library card.

**World War 1 100th Anniversary Commemorative Walking Trail 2018**
- The World War I Trail Walk has been installed thus completing this goal. Local Historian Steve Rossio and his family worked diligently on Thursday, May 17th and Friday, May 18th to clear the sites, install the signs and landscape around them for the dedication which was held on Saturday, May 19th. Among the numerous attendees were Michigan State Senator Margaret O’Brien and Congressman Fred Upton. Both spoke about the importance of this project and their gratitude for the Portage District Library taking on such an endeavor. A large number of positive comments have been received by Mr. Rossio in regards to the project and, in an interesting twist, two individuals have discovered lost sides of their family through the signs.

**Initiate Harwood Community Conversations**
- We have conducted three of the six Harwood Community Conversations. We are planning to conduct more conversations throughout the summer and early fall.
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.

Projects:

Facilities Master Plan
- Our Fundraising Team met with Fundraising Consultant, Keith Hopkins to discuss options for fundraising for the library’s future expansion/renovations. We are currently awaiting the results of the Senior Center’s feasibility study to make a better determination as to the direction the Library should pursue with its building project.

Professional Development (Develop a schedule, conduct employee training and certification in topics such as employee benefits, emergency procedures, safety/first aid, equipment use)
- The Professional Development Committee is continuing to meet twice a month to plan the 2018 Staff Development Day and additional trainings throughout the year. The library has purchased a training module that will allow us to provide tutorials for patrons and staff. We will be unveiling the module at our Staff Development Day and then launch it to patrons in the late fall. In June, Laura Wright did a training for staff on our Summer Reading Programs that launched on Saturday, June 16. We have also arranged active shooter training for our staff on July 25th with personnel from the Portage Police Department.

Maintain Symphony database of item and user records
- Continued deletion of inactive library memberships on a monthly basis and reviewed with the Library’s attorney some questions regarding older fines and non-returned materials.
- Continuing to work with Symphony reporting tools to create a process for removing uncollectable fines and remove accounts that are inactive but still have an outstanding balance.

Manage self-checkout functionality and strive for greater use of self-checkout by library users
- The Portage District Library recently completed minor patching of its self-checkout systems. This patch should help in the ongoing reliability of the service.
- Reviewed open comment section of the self-checkout survey. Many comments were very positive or centered on making sure we don’t get rid of staff in favor of technology. Some comments provided insight into the types of difficulties users are still experiencing. A few comments related to functionality they were unaware existed at self-checkout.

Sponsor annual community support initiatives
- The library sponsored an American Red Cross Blood Drive on Thursday, May 17th.

Make use of new technologies like RFID (Radio Frequency Identification) to empower patrons with self-service and to manage its ongoing operations effectively
- The Portage District Library recently completed its testing of new Digital Library Assistant (DLA). This early beta edition is being returned to Bibliotheca along with the library’s recommendations.

Deploy server and virtualization technology, storage consolidation, Software as a Service (SaaS) and will eliminate single points of failure to provide patron and staff access to computing resources, and to ensure that these resources are available to the maximum extent possible while addressing new technology needs as they may arise
- The Portage District Library is continuing its movement to Software as a Service model. Moving to Software as a Service model will help maintain public service continuity and expand public services
beyond the walls of the library. Currently, the library is scheduling its transition to hosted SirsiDynix Symphony (ILS) for this fall after Summer Reading program is completed. The library is continuing to validate the necessary steps to ensure a smooth transition. The current step is documenting SIP connected devices and services and custom reports to ensure minimal interruption. The library recently completed in migration to BlueCloud Analytics and is now working toward developing ongoing reports.
- The library is completing its review of contracts for Blackbaud FinancialEdge (Accounting) and Papersave (Document Management). The library expects to begin scheduling its project in July 2018.
- The library has completed its review of SaaS fundraising products and will be changing to Little Green Light from DonorPerfect. The library has begun mapping data transfer profiles and expected to begin the transition following completion of the Spring Appeal.
- The library is currently testing the features of Microsoft Office 365. In addition to testing Office 365 apps, the library is administratively establishing security profiles and testing email migration.
Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

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

**Director’s Response:**

<table>
<thead>
<tr>
<th>Fund</th>
<th>4/30/2018</th>
<th>Changes</th>
<th>5/31/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Reserve (13%)</td>
<td>$ 492,690</td>
<td>$ -</td>
<td>$ 492,690</td>
</tr>
<tr>
<td>Building Reserve</td>
<td>50,000</td>
<td>-</td>
<td>50,000</td>
</tr>
<tr>
<td>Benefits Reserve</td>
<td>29,742</td>
<td>-</td>
<td>29,742</td>
</tr>
<tr>
<td>Technology Reserve</td>
<td>111,305</td>
<td>-</td>
<td>111,305</td>
</tr>
<tr>
<td>HVAC Reserve</td>
<td>15,000</td>
<td>-</td>
<td>15,000</td>
</tr>
<tr>
<td>Patio Feasibility Reserve</td>
<td>4,700</td>
<td>-</td>
<td>4,700</td>
</tr>
<tr>
<td>Lobby Reserve</td>
<td>7,500</td>
<td>-</td>
<td>7,500</td>
</tr>
<tr>
<td>Personal Property Tax Reserve</td>
<td>349,886</td>
<td>-</td>
<td>349,886</td>
</tr>
<tr>
<td>Reserve for Encumbrances</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td>3,683,174</td>
<td>-</td>
<td>3,683,174</td>
</tr>
</tbody>
</table>

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

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

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

**Director’s Response:** No reserves have been used.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

POLICY: 11. Fail to arrange for an external financial audit of the library services.
Director’s Response: An external audit of the library is conducted each year and results presented to the library board.

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

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

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

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

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

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

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

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

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

Director’s Response: A list of all cash disbursements has been provided to the Board Chair for review.
Marketing Update

Recurring Monthly Projects:

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

May Marketing Highlights:

- Created a Save the Date postcard for Geek Fest, and began to work on Geek Fest advertising materials.
- Designed and created graphics to support our 2018 Summer Reading Program for print and web.
- Created a proposed budget for 2019 and met with Rob Foti, Business Manager, and Christy Klien, Library Director.
- Created graphics to advertise the new rules for parental supervision in the youth area.

May Social Media Highlights:

Facebook
45 New Page Likes | 98 Post Shares | 855 Post Likes | 94 Comments | 51,661 Total Reach

Twitter
3,418 Tweet Impressions | 97 Profile Visits | 4 Mentions | 4 New Followers
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: June 15, 2018  
SUBJECT: Library Statistical Report - May 2018

<table>
<thead>
<tr>
<th>Circulation/Collection</th>
<th>May-18</th>
<th>May-17</th>
<th>CHANGE</th>
<th>2018</th>
<th>2017</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Library Circulation</strong></td>
<td>61,880</td>
<td>67,245</td>
<td>-7.98%</td>
<td>333,042</td>
<td>352,038</td>
<td>-5.40%</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>16,130</td>
<td>17,430</td>
<td>-7.46%</td>
<td>84,554</td>
<td>87,007</td>
<td>-2.82%</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>6,456</td>
<td>7,642</td>
<td>-15.52%</td>
<td>35,027</td>
<td>40,480</td>
<td>-13.47%</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>21,088</td>
<td>21,093</td>
<td>-0.02%</td>
<td>116,339</td>
<td>114,791</td>
<td>1.35%</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>3,154</td>
<td>3,311</td>
<td>-4.74%</td>
<td>17,763</td>
<td>19,077</td>
<td>-6.89%</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>3,446</td>
<td>4,387</td>
<td>-21.45%</td>
<td>18,936</td>
<td>22,438</td>
<td>-15.61%</td>
</tr>
<tr>
<td>E-Material</td>
<td>9,423</td>
<td>11,316</td>
<td>-16.73%</td>
<td>48,289</td>
<td>56,498</td>
<td>-14.53%</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,143</td>
<td>1,056</td>
<td>8.24%</td>
<td>5,828</td>
<td>5,605</td>
<td>3.98%</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>1,040</td>
<td>1,010</td>
<td>2.97%</td>
<td>6,306</td>
<td>6,142</td>
<td>2.67%</td>
</tr>
<tr>
<td><strong>Self-Checkout Percentage</strong></td>
<td>60.39%</td>
<td>57.38%</td>
<td>58.63%</td>
<td>58.09%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Library Collection</strong></td>
<td>198,104</td>
<td>208,652</td>
<td>-5.06%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult - Books</td>
<td>92,024</td>
<td>97,032</td>
<td>-5.16%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>17,219</td>
<td>18,489</td>
<td>-6.87%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth - Books</td>
<td>73,969</td>
<td>75,835</td>
<td>-2.46%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>10,481</td>
<td>12,594</td>
<td>-16.78%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,411</td>
<td>4,702</td>
<td>-6.19%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Acquisitions</strong></td>
<td>199</td>
<td>830</td>
<td>-76.02%</td>
<td>(1,027)</td>
<td>1,966</td>
<td>-152.24%</td>
</tr>
<tr>
<td>Purchased - Books</td>
<td>1,183</td>
<td>2,070</td>
<td>-42.85%</td>
<td>7,086</td>
<td>7,449</td>
<td>-4.87%</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>276</td>
<td>273</td>
<td>1.10%</td>
<td>1,576</td>
<td>1,583</td>
<td>-0.44%</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>3</td>
<td>3</td>
<td>0.00%</td>
<td>15</td>
<td>16</td>
<td>-6.25%</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>4</td>
<td>4</td>
<td>0.00%</td>
<td>14</td>
<td>17</td>
<td>-17.65%</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(1,267)</td>
<td>(1,520)</td>
<td>-16.64%</td>
<td>(9,718)</td>
<td>(7,099)</td>
<td>36.89%</td>
</tr>
<tr>
<td><strong>Total In-House Usage</strong></td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>1,036</td>
<td>1,004</td>
<td>3.19%</td>
</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>133</td>
<td>124</td>
<td>7.26%</td>
</tr>
<tr>
<td>In-House Book Usage</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>903</td>
<td>880</td>
<td>2.61%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Patrons</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Patrons</strong></td>
<td>39,894</td>
<td>40,668</td>
<td>-1.90%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>26,085</td>
<td>26,418</td>
<td>-1.26%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td>6,582</td>
<td>6,752</td>
<td>-2.52%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Resident</td>
<td>256</td>
<td>356</td>
<td>-28.09%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reciprocal</td>
<td>6,157</td>
<td>6,055</td>
<td>1.68%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet User</td>
<td>746</td>
<td>1,023</td>
<td>-27.08%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td>68</td>
<td>64</td>
<td>6.25%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Patrons</strong></td>
<td>30</td>
<td>7</td>
<td>328.57%</td>
<td>(90)</td>
<td>(11,270)</td>
<td>-99.20%</td>
</tr>
<tr>
<td>Adult</td>
<td>125</td>
<td>132</td>
<td>-5.30%</td>
<td>709</td>
<td>748</td>
<td>-5.21%</td>
</tr>
<tr>
<td>Youth</td>
<td>42</td>
<td>3</td>
<td>1300.00%</td>
<td>118</td>
<td>98</td>
<td>20.41%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>3</td>
<td>3</td>
<td>0.00%</td>
<td>13</td>
<td>15</td>
<td>-13.33%</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>34</td>
<td>22</td>
<td>54.55%</td>
<td>196</td>
<td>194</td>
<td>1.03%</td>
</tr>
<tr>
<td>Internet User</td>
<td>55</td>
<td>67</td>
<td>-17.91%</td>
<td>286</td>
<td>365</td>
<td>-21.64%</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>0</td>
<td>-100.00%</td>
<td>2</td>
<td>1</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Patrons Removed</strong></td>
<td>(229)</td>
<td>(220)</td>
<td>100.00%</td>
<td>(1,414)</td>
<td>(12,691)</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: June 15, 2018
SUBJECT: Library Statistical Report - May 2018

<table>
<thead>
<tr>
<th>Library Building Usage</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May-18</td>
<td>May-17</td>
<td>CHANGE</td>
</tr>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td>183</td>
<td>173</td>
<td>5.78%</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>95</td>
<td>90</td>
<td>5.56%</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>88</td>
<td>83</td>
<td>6.02%</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>3,579</td>
<td>2,245</td>
<td>59.42%</td>
</tr>
<tr>
<td>Adult</td>
<td>228</td>
<td>248</td>
<td>-8.06%</td>
</tr>
<tr>
<td>Youth</td>
<td>2,550</td>
<td>1,003</td>
<td>154.24%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>801</td>
<td>994</td>
<td>-19.42%</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td>51</td>
<td>29</td>
<td>75.86%</td>
</tr>
<tr>
<td>Adult</td>
<td>19</td>
<td>18</td>
<td>5.56%</td>
</tr>
<tr>
<td>Youth</td>
<td>26</td>
<td>5</td>
<td>420.00%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>6</td>
<td>6</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>424</td>
<td>395</td>
<td>7.34%</td>
</tr>
<tr>
<td>Adult</td>
<td>116</td>
<td>134</td>
<td>-13.43%</td>
</tr>
<tr>
<td>Youth</td>
<td>56</td>
<td>12</td>
<td>366.67%</td>
</tr>
<tr>
<td>Technical</td>
<td>48</td>
<td>52</td>
<td>-7.69%</td>
</tr>
<tr>
<td>Circulation</td>
<td>124</td>
<td>161</td>
<td>-22.98%</td>
</tr>
<tr>
<td>Administration</td>
<td>43</td>
<td>36</td>
<td>19.44%</td>
</tr>
<tr>
<td>Community Service</td>
<td>37</td>
<td>0</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>56,009</td>
<td>57,021</td>
<td>-1.77%</td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>36,877</td>
<td>36,882</td>
<td>-0.01%</td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>3,641</td>
<td>3,703</td>
<td>-1.67%</td>
</tr>
<tr>
<td><strong>Information Access/Reference/Research</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Reference Transactions</strong></td>
<td>8,657</td>
<td>8,075</td>
<td>7.21%</td>
</tr>
<tr>
<td>Adult Phone</td>
<td>355</td>
<td>411</td>
<td>-13.63%</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>2,816</td>
<td>2,251</td>
<td>25.10%</td>
</tr>
<tr>
<td>Adult Reference</td>
<td>204</td>
<td>185</td>
<td>10.27%</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>113</td>
<td>119</td>
<td>-5.04%</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>2,735</td>
<td>2,238</td>
<td>22.21%</td>
</tr>
<tr>
<td>Youth Reference</td>
<td>396</td>
<td>392</td>
<td>1.02%</td>
</tr>
<tr>
<td>HR Phone</td>
<td>19</td>
<td>14</td>
<td>35.71%</td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>694</td>
<td>810</td>
<td>-14.32%</td>
</tr>
<tr>
<td>HR Reference</td>
<td>47</td>
<td>38</td>
<td>23.68%</td>
</tr>
<tr>
<td>Circ Phone</td>
<td>550</td>
<td>621</td>
<td>-11.43%</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>510</td>
<td>667</td>
<td>-23.54%</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>218</td>
<td>329</td>
<td>-33.74%</td>
</tr>
<tr>
<td><strong>Total Edutainment LAN Use</strong></td>
<td>559</td>
<td>546</td>
<td>2.38%</td>
</tr>
<tr>
<td><strong>Total Internet Computer Use</strong></td>
<td>2,498</td>
<td>3,015</td>
<td>-17.15%</td>
</tr>
<tr>
<td>Youth Computers</td>
<td>206</td>
<td>279</td>
<td>-26.16%</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,177</td>
<td>2,570</td>
<td>-15.29%</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>115</td>
<td>166</td>
<td>-30.72%</td>
</tr>
<tr>
<td><strong>Total Electronic Transactions</strong></td>
<td>43,560</td>
<td>43,925</td>
<td>-0.83%</td>
</tr>
<tr>
<td>WebSite Hits</td>
<td>30,267</td>
<td>31,078</td>
<td>-2.61%</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>9,392</td>
<td>8,970</td>
<td>4.70%</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>3,901</td>
<td>3,877</td>
<td>0.62%</td>
</tr>
</tbody>
</table>

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

Christy Klien, Library Director
House Bill 5090 Reduces Library Funding

Thank you to everyone who contacted their Senators regarding HB 5090. There have been nearly 300 responses to our request urging your Senator to talk with Sen. Tom Casperson, chair of the Senate Transportation Committee. After a meeting with the Senator's office today, we learned the bill will not move until the fall. The Senator has agreed to work with us to help address our concerns and MLA will testify at the committee hearing next week.

Libraries are regularly faced with proposed legislation that would divert penal fine revenue. House Bill 5090 changes how fines from weigh stations are distributed. Failure to stop at a weigh station would be changed from a misdemeanor to a civil infraction and exempt certain vehicles. This means a reduction in penal fines to libraries since civil infraction penalties are lower than misdemeanor penalties.

Penal fine funding is constitutionally mandated. In addition, since public libraries are not connected with the collection of the fines, there is no conflict of interest in the way the fines are collected and the entity (public libraries) that eventually receives the revenues from the fines.

Additionally, we understand that how a "crime" should be categorized (civil infraction, misdemeanor, felony) should be determined based on what penalty society believes is most appropriate for an action it is trying to discourage and/or punish. It would be inappropriate for example to make something that should be a civil infraction into a misdemeanor just so fine money would flow into certain coffers or at a higher amount or categorize it as a misdemeanor just to generate additional revenue.

Just as prior legislation has resulted in reduced library funding, this bill would again reduce constitutionally guaranteed funding to libraries. MLA will testify in Senate Transportation Committee next week and will ask that if they recategorize the crime, they find a way to respect our constitutionally guaranteed funding and mitigate the losses to libraries with alternative funding.

Attorney General Opinion on Millages Confirms Generally Accepted Understanding

The Attorney General's office this week rendered an opinion on district library millages. A concern was raised by a local municipality questioning the validity of a perpetual millage.

The AG opinion concludes as follows:

"It is my opinion, therefore, that a millage levied by a district library established under the DLEA is not subject to the mill limitations or the 20-year durational limit set forth in article 9, S 6 of Michigan Constitution. But under section 13 of the DLEA, MCL 397.183 a district library may not levy more than 4 mills and any levy over two mills may be authorized only for a period not to exceed 20 years."

MLA cannot offer legal advice. However, it is our understanding that any millage over 2 mills cannot be longer than 20 years but 2 mills or under can be perpetual. We are seeking legal confirmation and will share additional information if it does not concur with our understanding of the law.
Libraries' NARCAN Legislation Takes on Greater Importance

Recently, the Senate Health Policy Committee took testimony on SB 828 and 829, which would provide liability protection for libraries when providing the life-saving opioid antidote naloxone, common brand name Narcan, to an overdosing patron. As a result of our testimony, the committee chair has requested legislation which would protect all public locations from liability including libraries. This may delay the legislation briefly but the broader implications for public safety are tremendous.

Kristin Shelley, MLA Legislative Committee Chair and MLA President-elect gave an excellent overview of why the bills are needed. She also provided a heart wrenching story of a death that occurred at a library where she worked years ago. The committee heard first hand how a life might have been saved if naloxone had been available then.

Library of Michigan, the Michigan Department of Education and MLA have been working together to see this protection added for our libraries. SB 828 and 829 would allow libraries and library employees or agents to purchase, possess, distribute or administer in good faith an opioid antagonist without possible subject to criminal prosecution. The law would provide immunity to libraries similar to that provided to public schools.

In response to the increasing number of heroin and opioid overdoses in libraries across the country, Representative Sean Patrick Maloney of New York introduced the Life-saving Librarians Act which directs the Secretary of Health and Human Services to establish a grant program to allow public libraries in High Intensity Drug Trafficking Areas to purchase naloxone rescue kits and/or provide training to enable employees to use naloxone rescue kits. These would likely be available to qualifying Michigan communities.

What do we know about the opioid crisis?

- 115 people die each day of opioid overdose.
- Roughly 21 to 29 percent of patients prescribed opioids for chronic pain misuse them.
- Between 8 and 12 percent develop an opioid use disorder
- An estimated 4 to 6 percent who misuse prescription opioids transition to heroin.
- Opioid overdoses increased 30 percent from July 2016 through September 2017 in 52 areas in 45 states.
- The Midwestern region saw opioid overdoses increase 70 percent from July 2016 through September 2017.
- Opioid overdoses in large cities increase by 54 percent in 16 states from July 2016 through September 2017.

Win for Net Neutrality

ALA recently reported the Senate voted 52-47 to pass legislation under the Congressional Review Act (CRA) to block the FCC's troubling December 2017 rollback of its 2015 net neutrality rules. The passage of this resolution shows that this is an important issue for all Americans—including the thousands of members of the library community who have weighed in and asked lawmakers to step up for net neutrality. The vote comes on the heels of news late Friday that the repeal of the 2015 net neutrality rules will officially take effect June 11. With the passage of the CRA in the Senate, action moves to the House, which must also vote on the CRA. We hope the House will follow the Senate's lead and pass this resolution quickly to undo the FCC's reckless and unpopular action. Already, 160 members of the House have signed on, and we expect more to follow in the coming days. You can help by continuing to tell your members of Congress (or thanking them!) that net neutrality is critical to the modern library and our communities through the ALA’s action alert.
Monthly library board linkage has been included in the past as a list of upcoming events. This linkage information is provided to highlight a few programs that will occur before the next month’s board meeting. We welcome you to attend any library event as a trustee and representative of the library as it is an excellent opportunity to observe what is happening on a daily basis and to speak to patrons about their experiences. If you choose to attend a program as a trustee, we ask that you let Quyen or myself know in advance so that we can make the staff presenter aware and that you wear your Portage District Library Trustee name badge. Thank you.

**LINKAGE OPPORTUNITIES for July 2018:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/2-7/7</td>
<td>All Day</td>
<td>Lego City</td>
</tr>
<tr>
<td>7/9, 7/16,</td>
<td>9:30 AM</td>
<td>Family Storytime</td>
</tr>
<tr>
<td>7/23, 7/30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/9, 7/16,</td>
<td>10:30 AM</td>
<td>Baby &amp; Toddler Storytime</td>
</tr>
<tr>
<td>7/23, 7/30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/10, 7/17,</td>
<td>10:00 AM</td>
<td>Summer Family Fun</td>
</tr>
<tr>
<td>7/24, 7/31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/11</td>
<td>1:00 PM</td>
<td>Kalamazoo Kids in Tune Instrument Petting Zoo (Registration Required)</td>
</tr>
<tr>
<td>7/11</td>
<td>7:00 PM</td>
<td>Bob Ross Paint-Along (Registration Required)</td>
</tr>
<tr>
<td>7/12</td>
<td>7:00 PM</td>
<td>International Mystery Book Group</td>
</tr>
<tr>
<td>7/16</td>
<td>1:00 PM</td>
<td>3rd-5th Grade Fun: The Art and Science of the Sun</td>
</tr>
<tr>
<td>7/18</td>
<td>10:00 AM</td>
<td>Coffee and Computers (Registration Required)</td>
</tr>
<tr>
<td>7/19</td>
<td>1:00 PM</td>
<td>Messy Musical Fun!</td>
</tr>
</tbody>
</table>
Serve Your Community, Join our Board

There are 3 trustee positions on the Portage District Library Board with terms ending on December 31, 2018. The election in Kalamazoo County will be held on Tuesday, November 6, 2018 and will provide an opportunity for both current incumbents and other candidates who have filed nominations, to be placed on the ballot for consideration. Terms on the library board are for four years commencing on January 1, 2019. Candidates must be 18 years old and must live within the library’s legal service area. (This includes the City of Portage and portions of Pavilion Township and Texas Township that are in the Portage School District.)

Candidates must file a Nominating Petition and an Affidavit of Identity at the Portage City Clerk’s office by 4:00 P.M. on Tuesday, August 14, 2018. The Affidavit of Identity forms are available from either that office or can be found online at: www.michigan.gov/elections. (NOTE: A $100 non-refundable filing fee may be filed in lieu of a Nominating Petition.)

First-time candidates must also file a Statement of Organization for Candidate Committee with the Portage City Clerk. The form and instructions for filing can be found here: https://www.michigan.gov/documents/CANSofoWithEF_71512_7.pdf

James R. Hudson, City Clerk
City of Portage
7900 South Westnedge Avenue
Portage MI 49002
(269) 329-4511
To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 12, 2018
Subject: Report from Library Board Liaison to the Friends of the Portage District Library

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 June 1-2, 2018 and their June board meeting on Monday, June 11, there will be an item on the agenda for the June 25, 2018 Library Board meeting so that one of them can give a report.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 18, 2018
Subject: Initial Discussion about Plans for the 2018 Library Board Retreat

BACKGROUND:
The Portage District Library Board typically holds an Annual Retreat in the fall. Over the years, trustees have participated in many different activities for their retreat. It is usually a learning opportunity for trustees and library administrative staff to experience together. For the past three years, the Library Board has used Annual Retreat time to rewrite the Library’s mission, vision, and values statements and complete a Strategic Plan for the Library that spans from 2018-2020.

UPDATE:
The topic of a 2018 Library Board Retreat to be held sometime in the fall has been placed on the agenda for the June 25, 2018 board meeting to allow time for planning and making any necessary arrangements.
At the Library Board meeting on June 25, 2018, there will be a first presentation to trustees of the proposed Library Regular Operating Budget for Fiscal Year 2019. This budget will contain our best projections for tax revenue, state aid income and expected other revenue, along with allocations for anticipated expenditures and budgetary needs next year. A list of assumptions has been included as background information to help you understand the basis for various budget decisions and sections of commentary that refer to our best estimates for FY 2019.

The Preliminary FY 2019 Regular Operating Budget will be printed and numbered separately from the rest of the board meeting agenda packet.

Please review the Preliminary Fiscal Year 2019 Budget that is included in the agenda packet for the June 25, 2018 board meeting and come to that meeting with any questions or comments you may have about this proposed budget.

Our usual budget process begins with this first presentation, followed by a final review of the proposed budget at the July board meeting, and then a formal public hearing will be held at the August 27, 2018 board meeting.