NOTICE of PUBLIC HEARING
and REGULAR MEETING

The Portage District Library Board

will hold a Public Hearing on the
FY 2019 Library Operating Budget
and will Conduct a Regular Board Meeting

on

August 27, 2018 at 6:00 p.m.

at the

Portage District Library
in the Lower Level Meeting Rooms

for the purpose of hearing any
public comments on the proposed
FY 2019 Library Operating Budget, and for discussing
and taking action on other library business.
PORTAGE DISTRICT LIBRARY BOARD MEETING
August 27, 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 July 23, 2018 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on July 23, 2018. (Info) Pg.1-5
   B. Narrative Report for July 2018. (Info) Pg.6-12
   D. Marketing Report for July 2018. (Info) Pg.16-17
   E. Statistical Report for July 2018. (Info) Pg.18-19
   F. Legislative Update for July 2018. (Info) Pg.20-23
   G. Library Board Linkage for September 2018. (Info) Pg.24
   H. Budget Amendment - $200 Teen Donation. (Info) Pg.25
   I. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees. (Info) Pg.26-27
   J. Monitoring Report for Executive Limitation for Treatment of Staff. (Info) Pg.28-31

VI. Public Hearing (10 minutes)
   A. Public Hearing on the proposed FY 2019 Budget. (Info) Pg.32
   B. Formal Resolution to Adopt the FY 2019 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2019. (Vote) Pg.33-34

VII. Governance (15 minutes)
   A. Report from Library Board Liaisons to the Friends. (Info) Pg.35
   B. Fine and Fees/Usage Policy Update (Vote) Pg.36-40

VIII. Library Director’s Reports (15 minutes)
   A. Final remarks by Library Director for the August 27, 2018 Library Board Meeting.

IX. Process Evaluation (5 minutes)
   A. Suggestions for Agenda Items to be included on the September 24, 2018 board meeting
      1. Minutes of the Public Hearing and Regular Meeting held on August 27, 2018
      2. Review of Capitalization Policy
      3. Review of Internet Policy
      4. Review of Materials Selection Policy
      5. Report on 2018 Summer Reading Program
      6. Initiation of Library Director’s 2018 Evaluation Process
   B. Assessment of this meeting
   C. Miscellaneous Items

X. Adjournment
PORTAGE DISTRICT LIBRARY BOARD  
Minutes of the Board Meeting held on  

July 23, 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, Alisha Siebers, Cara Terry, and Tom Welsh  
Board Members Absent: Martha Pacheco, Donna VanderVries, and Ted Vliek  
Library Staff Present: Library Director Christy Klien, Jill Austin, Rolfe Behrje, Quyen Edwards, Rob Foti, Lawrence Kapture, Colin Whitehurst, and Laura Wright  
Guests Present: Carol Bale, Portage Resident

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

A. Comment from Library Board Chair Behr – Behr said that she volunteered at the the Lego City Program this year and that it was really fun. She enjoyed the fact that the displays are different each year. The evening was not super busy, but consistent. Klien asked Head of Youth Services Laura Wright what the final numbers were for Lego City throughout the week and Wright responded that the total attendance was a little less than last year, but very close.

B. Comment from Library Director Klien - Klien said that the Betty Lee Ongley Nature Preserve dedication was really nice and that a number of Library trustees were able to be in attendance. Betty Lee was very touched.

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

IV. Adoption of the Agenda for the Regular Meeting of July 23, 2018  
Library Board Chair Behr asked if there were any changes needed to the agenda for the July 23, 2018 board meeting before its adoption and none were requested. Behr asked for a motion to adopt the agenda.

MOTION: It was moved by Trustee Welsh and seconded by Trustee Siebers that the Library Board adopt the agenda for the regular meeting of July 23, 2018. Vote: 4-Yes, 0-No, 3-Absent. Motion carried.

V. Consent Agenda  
Library Board Chair Behr asked if there were any changes needed to the consent agenda for the July 23, 2018 board meeting before its adoption. None were requested. Trustee Behr asked for a motion to approve the consent agenda.

A. Minutes of the regular board meeting held on June 25, 2018.  
F. Legislative Update for June 2018.
MOTION: It was moved by Trustee Terry and seconded by Trustee Siebers, to approve the consent agenda as presented. Vote: 4-Yes, 0-No, 3-Absent. Motion carried.

VI. Governance
A. Western Michigan University “Common Read” Program – Library Director Klien asked Head of Adult Services Lawrence Kapture to give an overview of the program. Kapture said that a couple years ago, former Adult Services Librarian Jessica Enget approached WMU’s Common Read program with an idea to have well-known, award-winning author Neil Gaiman speak in Kalamazoo. These plans are coming close to fruition as Gaiman’s book, American Gods, has been selected as the 2018-2019 Common Read title. The WMU Common Read Committee and its partners such as PDL have raised a portion of the speaking fee and are seeking to crowd fund the remaining balance needed. The Committee is not using a standard crowdfunding platform and is instead opting to use WMU’s fundraising platform. Kapture said that he would like PDL to help them in whatever way possible which includes advertising to our own patrons about this opportunity. Kapture said that it must be clear, however, that once money is donated, there is no way to give it back. If people donate and the amount is still not enough to cover Mr. Gaiman’s speaking fees, it will go to the Common Read program fund.

Trustee Behr asked if Kalamazoo Public Library has earmarked any money towards this event and Kapture responded that KPL has not committed any money towards this program at this time. Trustees also wanted to know what happens if the speaker fee is raised, but Mr. Gaiman is unavailable to come in 2019. Kapture responded that PDL is only financially committed if Gaiman comes. The committee has a back-up speaker who specializes in Gaiman literature who would present if Mr. Gaiman is unavailable. Trustees wanted to confirm that this is an event that is free and open to the public. Kapture responded that while it is free, space is limited to the size of the venue and there will be a ticketing system put in place.

Trustees agreed that the wide attraction of this author draws attention to Library programming and partnerships and is a great marketing opportunity. Trustees wanted to make sure that the wording of the request is clear that the funds will go towards the WMU Common Reads Program.

MOTION: It was moved by Trustee Welsh and seconded by Trustee Terry, to support the WMU Common Read Program as proposed. Vote: 4-Yes, 0-No, 3-Absent. Motion carried.

VII. Ends Development
A. Final review and approval of preliminary Fiscal Year 2019 Budget and Millage Rate for public inspection prior to Public Hearing at August 27, 2018 board meeting - Library Board members were given a final opportunity to make changes to the budget before next month’s Public Hearing on the 2019 Budget. Library Director Klien said that they had been considering the recommendation of Trustee Siebers to increase the programming lines. Both public service department heads felt that their programming budget needs were covered and that they know that the Friends have the potential to assist if a new, large idea were to present itself. Siebers said that she just wants to challenge staff to think larger for programming budget. Klien said she is comfortable with the budget as proposed. Welsh also said that even if the budget is approved as is, staff shouldn’t wait until 2020 to propose new ideas as the Board was willing to look at proposals and the possibility of budget amendments. No additional changes or requests were made.

MOTION: It was moved by Trustee Siebers and seconded by Trustee Terry, to approve the proposed Fiscal Year 2019 Budget and Millage Rate for public inspection prior to Public Hearing at August 27, 2018 board meeting. Vote: 4-Yes, 0-No, 3-Absent. Motion carried.

B. 2nd Quarter Strategic Planning Statistics - Library Director Christy Klien presented the 2nd Quarter Strategic Planning Statistics. She noted that we have already surpassed our goals for the year in some areas, while others will be more difficult to achieve. She asked if trustees had any questions about the document. Trustee Siebers asked if there are any concerns about the Strategic Plan projects. Klien said that at the end of the year, she would ask staff to
take a look at the targets again so that in 2019 we can adjust them. We are currently in a good place, and are keeping in mind that the plan is a living document that we can make modifications to while working towards our goals. Klien asked if any of the Administrative staff wanted to voice any concerns in their specific departments. Head of Adult Services said that the offsite reference project will be difficult to complete due to a staff member who is out on medical leave. His department is also currently in the research phase for the Creation Station project which will be made available to the public in 2019. Head of Youth Services Laura Wright said that she will be taking a closer look at reporting and tracking for next year. It is always a process in the first year working through a change in reporting methods. However, it is a positive change to be challenged to continually be looking at the Strategic Plan monthly and reporting narrative helps with the forward momentum. This process brings all the departments back to the core projects and not just focused on daily tasks. Klien said she was proud of the progress that has been made so far this year and that, after all the hard work that was done on the Strategic Plan over the past few years, it has not gone on the shelf to be forgotten.

**DISPOSITION:** The Library Board was pleased with the progress on this year’s Strategic Plan as represented by the 2nd quarter statistics.

C. Presentation of the library’s 3-Year Technology Plan (2019-2021) – Library Director Klien stated that every year, trustees are given a presentation by Systems Administrator Rolfe Behrje of an overview of that library’s technology, what we will be trying to accomplish in upcoming years, and what the budget is for those technology initiatives that are being recommended. Klien invited Behrje to come forward and give his presentation. (A copy of the PowerPoint presentation will be included in the board folder.)

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

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

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

- **Library Technology Trends in Pictures**
  - OverDrive growth continues exponentially, Hoopla growing steadily, Freegal on the decline.
    This tells us that eMaterial use is growing, but not in all formats.
  - Library documents stations are heavily used. Over 80,000 pages are printed at our public access computers annually.
  - Upgraded Wireless. Library has seen 300% growth of clients, 1200% increase in wireless data transfer.
  - Open DNS, 6 million queries each month.

- **2018 Highlights**
  - Network Upgrades including Staff Computer/Printer/Device Replacement
- New Traditional Copier and Upgraded Library Document Station
- OpenDNS Umbrella – upgraded functionality
- Additional Cloud Hosted Applications

Future Highlights (2019 and beyond)
- Moving to SaaS and Integrated Systems.
- Next generation library website
- Office365
- Cloud Hosted Applications with new services added each year
- Public Access Hardware Replacement
- Infrastructure Upgrades
- Network Upgrades

Technology Replacement Costs

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<tr>
<td>Peripherals</td>
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Technology Research Projects
- Cloud Computing
- Virtual Technologies
- Self-Service Solutions
- API/Connected Technology
- Communication Technology
- Web/Search Interfaces
- Social Networking

Following his presentation, Systems Administrator Behrje opened up the floor to any questions. Trustee Behr asked how the cost of Cloud Computing services compares to services the library has used in the past. Behrje responded that it depends on the service and gave some examples. Fundraising services Little Green Light will be half as expensive as our current provider DonorPerfect. ILS online costs will be about even. Accounting and Document services will be about $2,000 more expensive. Trustee Welsh asked about whether the library has response measurements. Behrje responded that the library has response protocols but not measurements. There are redundancies set up in the system in case of emergencies. Secant will document when there is downtime, and when issues are observed, the library staff can directly call Secant to reboot the system.

DISPOSITION: The Library Board thanked Behrje for the presentation on the library’s 3-Year Technology Plan 2019-2021 and trustees expressed enthusiasm about the technology plans for the library.

VIII. Monitoring to Assure Compliance with Executive Limitations

A 2nd Quarter Financial Report for FY 2018 Budget – Business Manager Rob Foti said we are at the halfway for the year and there are no major budget concerns. Tax revenue has been higher than expected. Foti advised trustees that just like last year, he will come to the board in the future to ask to put some money into a reserve for a rainy day fund in case PPT is not reimbursed at the same level (or at all) in the future. Foti said that the library is still waiting to receive penal fines. Last year was the lowest amount the library had ever received from penal fines and he is waiting to see what the situation is this year. Library salaries and wages spending is on the low side as there are open circ positions to fill. The library staff is monitoring Hoopla usage as it is a pay-as-you-go services and usage continues to grow. The costs continue to outpace what we estimate for. Foti concluded that there are no concerns to report on any of the other lines and that towards the end of the year, there will be discussions about combining some of the reserve lines.

B. Monitoring Report on the Executive Limitation Policy for Minutes and Records Retention – Library Director Klien explained that some changes had been suggested by the library’s lawyer last year upon review of the Executive Limitation Policy for Records Retention. Those changes have been implemented by Library Board Secretary Quyen Edwards. No other changes to the policy were recommended for this year.

MOTION: It was moved by Trustee Welsh and seconded by Trustee Siebers, to affirm the Monitoring Report and approve the Executive Limitation Policy for Minutes and Records Retention as presented. Vote: 4-Yes, 0-No, 3 - Absent. Motion carried.

IX. Library Director’s Comments
A. Final remarks by Library Director for the July 23, 2018 Library Board Meeting –

Klien said that this is a final reminder for trustees that this is a Library Board Election year. There are currently 2 people registered with the City Clerk to have their names placed on the ballot.

Klien said that she wanted to come to the board and ask their recommendation regarding the library’s Mobile HotSpots. A fire warning has been issued for one of the models the library circulates when they are used in a closed container. Klien said that the patrons are clamoring for the devices and it is intensified by the fact that we have taken the devices with the fire warning off the shelves for circulation. Klien asked the board what they would prefer given two options. Option one: to sticker the currently withdrawn devices with a fire warning. Option 2: use money out of another line and buy new units. It will cost approximately $1,200-1,500 to replace 14 units. Trustees unanimously voiced a preference for purchasing new wireless HotSpot devices to limit the library’s liability. Klien said that the Administrative staff would be reviewing the HotSpot policy very soon since the devices are so in demand. We will look at a adjusting the policy to mitigate patron conflict.

X. Process Evaluation
A. Suggestions for Agenda Items to be included on the August 27, 2018 board meeting
   1. Minutes of the Regular Meeting held on July 23, 2018
   2. Public Hearing on the Proposed FY 2019 Budget and Formal Resolution to Adopt the FY 2019 Budget and Set the Amount of Millage Rate to be Levied for the Library
   3. Report from Library Board Co-Liaisons to the Friends
   4. Monitoring Report for Executive Limitation on Compensation and Benefits for Library Employees
   5. Monitoring Report on Executive Limitation for Treatment of Staff

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

C. Miscellaneous Items – None.

XII. Adjournment –
Library Board Chair Behr said that if there was no further business to be considered, that she would adjourn the regular board meeting of July 23, 2018.

DISPOSITION: The regular board meeting of July 23, 2018 was adjourned at 7:22 pm.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
Library Director’s Narrative Report for August 27, 2018
(Activities at the end of July and beginning of August 2018)

Administrative Activities:
During the months of July/August 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.
- Attended Rotary meetings on Wednesday afternoons.
- Attended Bike Friendly Kalamazoo’s 2019 Bike Week meeting on July 19.
- Participated in the Professional Development Committee meeting on July 24.
- Organized and participated in an Active Shooter training for library staff on July 25.
- Met with Jill Austin for annual Mid-Year meeting on August 2.
- Met with Kent District Library’s Director, Lance Werner on August 3.
- Worked with the Friends Group to clean up after the August book sale on August 5.
- Attended the SMLC Council meeting on August 9 in St. Joseph.
- Participated in the Festival in the Flats event on August 22.
- Met with health insurance representatives to discuss 2019 staff coverage options on August 23.

Maintenance and Building Services
- All preventative maintenance activities were performed as scheduled.
- All cleaning and maintenance services were performed as scheduled.

Personnel Information:
The library undertook the following Human Resource and Financial activities since the July 23, 2018 Board meeting:

- The Library has advertised the open Library Assistant position in the newsletter and on the Library website and has begun conducting interviews.
- Elise Boss, Youth Library Aide, will be leaving the Library on August 24, 2018 for full-time employment elsewhere. The Library is in the process of preparing to fill that position as well as the open position in Circulation.
- The Professional Development team is meeting bi-weekly and putting plans together for this year’s Staff Development Day. Current plans for the day include presentations on Library emergency procedures, stress relief, eating healthy, exercise in the workplace, sexual harassment, and group activities on library improvements.

Professional Development:

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
Paint Along With Bob Ross, July 11th at 7:00 PM, 10 attendees. Ten very eager but anxious artists showed
up for our first offering to paint with Bob Ross. All participants loved the experience and wished it could have been a longer session. Completed paintings were posted on the library’s Facebook page.

*IB Help*, July 12th at 9:00 AM, 20 attendees. Portage Public High School students came to research, write, or get help with their extended essay for the International Baccalaureate (IB) Program. The extended essay asks students to engage in independent research through an in-depth study of a question relating to one of the Diploma Program (DP) subjects they are studying ([www.ibo.org](http://www.ibo.org)). The library provided an introduction to our online databases and two librarians were available for questions and research using our print and digital resources.

*Team Trivia: British Brawl*, July 12, 2018, 7 attendees. Although attendance a bit low, we received fantastic feedback via program surveys. Ages ranged from approximately 25-60. Some of the patrons were attending a library activity program for the first time since Marsha arranged programming. One team complemented the structure and said that they most appreciated the “quality of snacks.”

Youth Services Programming Highlights -
*LEGO City* was once again a popular, well-attended event. Thank you to all that volunteered to monitor the room and welcome visitors!

Create programming that promotes interactive learning
- 3rd-5th grade crafts/science events:
  - *Huichol Yarn Art:* Elementary aged students learned about the Huichol people of Mexico and created yarn art in the traditional Huichol style.
  - *The Art and Science of the Sun:* Students used found materials and photosensitive paper to create artistic images through solar power.
  - *Monster Pillows:* Participants used no-sew techniques to create their own pillows. This program generated so much interest we opened a second session, which also filled up.

*Kids in Tune Instrument Petting Zoo*: Kalamazoo Kids in Tune is the youngest, most diverse orchestra in Michigan. The KKIT played for Portage families and then the young musicians demonstrated the instruments and let program attendees try them.

*Messy Musical Fun*: This year, Youth Staff offered a dance party, patio sidewalk chalk, and snowball fight, and added self-run face painting and a space where participants could make their own music. Parents and caregivers gave us very positive feedback about this second annual event.

*Teen LGBTQ+ Meet-Up*: The library held its second Teen LGBTQ+ Meet-Up. The teens in attendance made jewelry, browsed books from the library’s Teen Room, and enjoyed such comradery that many stayed to socialize after the program had ended.

Actively highlight the library’s online resources and services on social media and other media outlets
- Adult Services Librarian Katharyn Jones wrote a Tuesday Tip featuring NoveList and connected it to our current book display.

Create videos to educate our patrons about our resources and how to use them
- In the month of July we created three videos. We filmed an active shooter training, made an advertisement for the Festival in the Flats program, and made a video highlighting our LEGO City event.
Build programming and services that will reach groups at diverse levels

Agents of Kindness Project Party (Elementary): Participants made homemade dog treats for dogs housed at the SPCA shelter, helped make braided leashes, and wrote thank you cards for the workers at the shelter and families fostering animals. Most of the participants have attended previous Agents of Kindness events, and we are slowly growing a core group to move ahead with continued programming.

Agents of Kindness (6th-12th Grade): Agents of Kindness: 6th-12th Grade met for the second time in July. Teens in attendance reported on kind acts they had committed since the June meeting and decided as a group to challenge themselves to be kind to someone they’re not normally kind to before their August meeting.

**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:

Improve the accessibility and visibility of existing physical and electronic collections
- This summer, Youth Staff maintained a display of chapter books for beginner readers. This collection is a step up from our “Easy Readers” collection. This was very helpful to our families this year, and we are looking at ways to continue this type of user experience in the Fall.

- All preparation steps for Collection HQ have now been completed. The library has installed and is currently running the custom reports necessary for the ongoing functionality of the product. Additionally, the library has uploaded two years of transactional data for the ongoing functionality of the product. The library is awaiting the go ahead from Collection HQ to begin integrating the product.

Create tools to measure the needs of the community
- We created a survey for our eBook users and to gather feedback about our local art and displays.

**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
- Book Bike Storytime with Thea Vaughn: Our second partner storytime with Thea Vaughn was well attended. As with previous events, Thea invites her outgoing kindergarten class and their families to ride their bikes from the library to Celery Flats to hear a storytime in the park. Twenty-six people attended this most recent storytime. We would like to offer more of this type of activity to other PPS teachers.

Improve service access to Portage Public School Students through a collaborative student registration process
- Continuing discussion with Library’s Attorney, Anne Seurynck, regarding potential project with Portage Public Schools for a collaborative student library card registration process. There are many
concerns to address in library policy, procedures, and other library service contract obligations before approaching the school district with a proposal.

Update the Library Website
- An initial web hierarchy was created and distributed to the staff for feedback.

**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**
Fiction End Caps – Summer Reads
SF/GN End Cap – Robots/Artificial Intelligence
Two summer displays: “Choose Your Mood” and “In Remembrance”
The mystery display changed to Edgar Award Winners in order to highlight award-winning mysteries for Mystery Month.
The Murder in the Sun display continues to highlight mysteries set in sunny locals for summer.
The 2018 Reading Challenge Display changed to books about Mental Health. This display is located near the print station and is circulating well.

Adult Services Librarian Katharyn Jones created two booklists in response to our “most asked” RA questions this summer—Road trip recommendations and *The Guernsey Literary and Potato Peel Pie Society* read-alikes. These lists are available on our website and in print form on our display.

Displays and use of space to showcase local arts and organizations
Cases – Midwest Miniature Museum is showing their garden miniatures from June 1- July 27
Solo Gallery – Nancy Arnt: pastels from July 3 – August 27
Community Art – Weavers Guild of Kalamazoo from June 7 – July 27

The Heritage Room will initiate a long-term CONTENTdm Scanning Project
- Completed for 2018.

**Heritage Room Book Expansion Project**
- Added several volumes to the Heritage Room collection.

“Future History Project: South Westnedge Avenue Documentation”
- As of this moment ¾ of the area between Milham Avenue and Mall Drive has been documented. Due to the changing landscape of South Westnedge, several additional buildings have also been documented outside of the 2018 border area as they are slated for either demolition or heavy remodeling.

**World War I 100th Anniversary Commemorative Walking Trail 2018**
- Favorable comments continue to come regarding the trail walk.
A teacher from Portage Central High School plans to use the walk as part of her curriculum in the fall.

Initiate Harwood Community Conversations
- We have conducted three of the six Harwood Community Conversations. We are planning to conduct more conversations in the 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
- We are currently awaiting the results of the Senior Center’s feasibility study and the City of Portage’s decision on where the future Senior Center will be located 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)
- We held an active shooter training for staff on July 25, 2018 with the Portage Police Department. The Professional Development Committee is also continuing to meet at least twice a month to plan the 2018 Staff Development Day and additional trainings throughout the year.
- Our Staff Development Day is scheduled for Friday, September 28, 2018 and will include emergency preparedness activities, health and wellness presentations, and a PDL Shark Tank team building activity. Sexual harassment training is also scheduled for all employees in attendance at Staff Development Day. The training will be conducted by a member of the law firm, Varnum Law, LLP.
- The Library will be offering First Aid/CPR/AED training to all employees interested. Training will be conducted through the Red Cross and will allow employees who pass the 6.5 hour course to be certified for 2 years.

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. The following list provides network services and their migration status:

Current status of all SaaS migrations:

Software Patching: Ninite Pro –
Complete. All computers are configured to receive patching services for 3rd party products. Currently 98% of all computers are patched within the day of a patch release.

Accounting: Financial Edge –
In Process. The Library is testing live data in August 2018 and expects to be in production mode in September. Learning portal will be live and accessible for the first 2 years of SaaS integration.

Document Management – PaperSave –
In Process. The Library is testing live data in August 2018 and expects to be in production mode in September. Papersave is an integration with the Financial Edge and will be deployed concurrently with the Financial Edge.

AntiVirus & Security: Sophos Central Endpoint Advanced –
Complete for the Staff side of our network. Integration into the public access side of our networks is currently planned and being tested. Servers will be hosted and the responsibility of our SaaS providers and Cloud hosting provider.

DNS and Filtering: OpenDNS Umbrella –
Complete. The migration to OpenDNS has been completed for 1 year and a recent upgrade has added granularity to analytics and reporting. We have also added bypass mechanisms for categories, command and control and cryptomining protections.

Integrated Library System: SirsiDynix Symphony
In Process. The library is scheduling dates for upgrade and bridge for SaaS system.

Integrated Library System: SirsiDynix BlueCloud Analytics
Complete

Integrated Library System: SirsiDynix Web Services
In Process. The library is scheduling dates for upgrade and bridge for SaaS system.

Integrated Library System: SirsiDynix SIP Services
In Process. The library is scheduling dates for upgrade and bridge for SaaS system.

Integrated Library System: CollectionHQ
In Process. All preparation steps for Collection HQ have now been completed. The library has installed and is currently running the custom reports necessary for the ongoing functionality of the product. Additionally the library has uploaded two years of transactional data for the ongoing functionality of the product. The library is awaiting the go ahead from Collection HQ to begin integrating the product.

Fund Raising – Little Green Light
In Process. The library is mapping DonorPerfect fields to LGL fields to assure a complete and accurate migration.

Productivity Software – Microsoft Office 365
In Process. The library is completing its security telemetry for employee files and sharing rights. The library is reviewing security reports and familiarizing itself with the security dashboards and reports. Exchange 365 is now configured and a select set of mailboxes have been migrated to test speed, performance and user experience during the migration. Exchange is currently running in hybrid mode effectively bridging the locally hosted mailboxes and cloud hosted mailboxes.

Directory Services – Azure AD and Secant Cloud Hosted – In Process
The library has completed its setup of Active Directory syncing between Office 365 and local Active Directory. This synced setup is a prerequisite for enabling Office 365 services.

Web Server: Secant Hosted WordPress
In Process. Locally hosted test server has been made available for staff to begin to mockup designs and test structure. The library will continue to work on this test server until solid plans and beta version are made and available to replace its current web server.

Public Access Computers: Envisionware PC Res / LPTOne / Library Document Station
In Process. The library is currently discussing networking communication protocols and designing the network topology that will work best with Envisionware.

Under Review. The library has elected to implement a cloud hosted iteration of DeepFreeze and not implement their SaaS version of DeepFreeze. The factors that were considered are as follows: the SaaS version did not match the performance of the local version, the SaaS was much more costly and did not offer features to justify the cost and the library would have to add a proxy server to match the performance which would add even more cost to the SaaS version.

Public Access Antivirus: Sophos Endpoint Advanced
In Process. A part of moving to the SaaS version of DeepFreeze was to included their AntiVirus services. Now that a decision has been made to retained Sophos, public access machines will be migrated to Sophos Central by the end of 2018.

Help Ticketing: Spiceworks Online
In Process. The library is actively testing the new ticketing portal.

Database Proxy – OCLC EzProxy – Not Started
Local History Archives – OCLC ContentDM – Not Started
Access Control System – Schlage SMS – Not Started
HVAC Control System – Solidyne ICMS – Not Started

Digital Signage – Saas COMPLETE
Library Statistics and Reporting – Desktracker – COMPLETE
Library Volunteer Management – Volgistics - COMPLETE
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>6/30/2018</th>
<th>Changes</th>
<th>7/31/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Reserve (13%)</td>
<td>$477,655</td>
<td>$-</td>
<td>$477,655</td>
</tr>
<tr>
<td>Building Reserve</td>
<td>50,000</td>
<td>$-</td>
<td>50,000</td>
</tr>
<tr>
<td>Benefits Reserve</td>
<td>29,742</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>$-</td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td>3,683,319</td>
<td>$-</td>
<td>3,683,319</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.
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 2\textsuperscript{nd} 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 July 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.

July Marketing Highlights:

- Filmed + edited an active shooter training
- Created a video to advertise Festival in the Flats
- Created a video of the LEGO City being setup
- Conducted a survey about our ebooks
- Created a mock website to show the first round of web navigation and solicited feedback from the staff to incorporate in a second version
- Created a survey for displays + art in the library

July Social Media Highlights:

Facebook
77 New Page Likes | 290 Post Shares | 1,875 Post Likes | 273 Comments | 67,989 Total Reach

Twitter
3,974 Tweet Impressions | 84 Profile Visits | 2 Mentions | 1 New Follower
VIDEOS + WEBSITE NAVIGATION ROUND 1

**eBook Survey**

We want to better understand how our patrons are accessing our electronic materials. Information regarding your eBook usage can help us improve our services. Thank you for taking the time to give us your feedback.

1. Do you check out eBooks from the Library?
   - Yes
   - No

2. Which service do you prefer to use hoopla, or OverDrive, and why?
   - hoopla
   - OverDrive

3. How satisfied are you with the variety and availability of our eBooks?
   - Very satisfied
   - Satisfied
   - Neither satisfied nor dissatisfied
   - Dissatisfied
   - Very dissatisfied

4. What device do you read eBooks on most often?
   - iPad
   - iPhone
   - Android Phone
   - Android Tablet
   - Kindle PaperWhite
   - Nook
   - Desktop Computer
   - Other (Please Specify)

Thank you for taking the time to fill out this survey, we appreciate your help.

Please return this survey to any information desk.

What do you think of the Community Art & Displays?

Please circle an option below for each gallery.

Art Galleries:

- Love
- Like
- Meh
- Dislike

Display Cases:

- Love
- Like
- Meh
- Dislike

Comments & Suggestions:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
### TO:
Portage District Library Board

### FROM:
Christy Klien, Library Director

### DATE:
August 17, 2018

### SUBJECT:
Library Statistical Report - July 2018

<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jul-18</td>
<td>Jul-17</td>
</tr>
<tr>
<td>Total Library Circulation</td>
<td>77,833</td>
<td>77,450</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>17,726</td>
<td>20,202</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>6,833</td>
<td>7,759</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>32,276</td>
<td>30,659</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>4,774</td>
<td>4,746</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>3,602</td>
<td>4,628</td>
</tr>
<tr>
<td>E-Material</td>
<td>9,427</td>
<td>7,660</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,374</td>
<td>1,055</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>1,821</td>
<td>741</td>
</tr>
<tr>
<td>Self-Checkout Percentage</td>
<td>64.46%</td>
<td>61.92%</td>
</tr>
<tr>
<td>Total Library Collection</td>
<td>199,676</td>
<td>206,630</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>92,933</td>
<td>95,419</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>17,159</td>
<td>17,905</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>74,725</td>
<td>76,226</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>10,475</td>
<td>12,432</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,384</td>
<td>4,648</td>
</tr>
<tr>
<td>Net Acquisitions</td>
<td>806</td>
<td>(228)</td>
</tr>
<tr>
<td>Purchased - Books</td>
<td>1,379</td>
<td>1,388</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>269</td>
<td>146</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(848)</td>
<td>(1,768)</td>
</tr>
<tr>
<td>Total In-House Usage*</td>
<td>1,668</td>
<td>1,820</td>
</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>109</td>
<td>122</td>
</tr>
<tr>
<td>In-House Book Usage</td>
<td>1,559</td>
<td>1,698</td>
</tr>
</tbody>
</table>

### Patrons

| Total Patrons | 40,105 | 40,415 | -0.77% |
| Adult         | 26,218 | 26,340 | -0.46% |
| Youth         | 6,544  | 6,614  | -1.06% |
| Non-Resident  | 389    | 364    | 6.87% |
| Reciprocal    | 6,145  | 6,037  | 1.79% |
| Internet User | 741    | 995    | -25.53% |
| Professional  | 68     | 65     | 4.62% |
| Net Patrons   | 25     | (118)  | -121.19% | (76)   | (11,436) | -99.34% |
| Adult         | 228    | 209    | 9.09%  | 1,118   | 1,182   | -5.41% |
| Youth         | 4      | 11     | -63.64% | 129     | 122     | 5.74% |
| Non-Resident  | 6      | 3      | 100.00% | 24      | 24      | 0.00% |
| Reciprocal    | 32     | 45     | -28.89% | 261     | 281     | -7.12% |
| Internet User | 53     | 47     | 12.77%  | 391     | 476     | -17.86% |
| Professional  | 0      | 0      | 0.00%  | 2       | 2       | 0.00% |
| Patrons Removed | (298) | (433)  | 0.00%  | (2,001) | (13,523) | 0.00% |
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: August 17, 2018  
SUBJECT: Library Statistical Report - July 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><em>Total Meeting Room Usage</em></td>
<td>Jul-18</td>
<td>Jul-17</td>
<td>208</td>
</tr>
<tr>
<td><em>Internal/Collaboration</em></td>
<td>111</td>
<td>112</td>
<td>-1.89%</td>
</tr>
<tr>
<td><em>External/Outside Usage</em></td>
<td>97</td>
<td>100</td>
<td>-3.00%</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>3,192</td>
<td>3,558</td>
<td>-10.29%</td>
</tr>
<tr>
<td><em>Adult</em></td>
<td>138</td>
<td>538</td>
<td>-74.35%</td>
</tr>
<tr>
<td><em>Youth</em></td>
<td>3,054</td>
<td>2,962</td>
<td>3.11%</td>
</tr>
<tr>
<td><em>Heritage Room</em></td>
<td>0</td>
<td>58</td>
<td>-100.00%</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td>47</td>
<td>36</td>
<td>30.56%</td>
</tr>
<tr>
<td><em>Adult</em></td>
<td>13</td>
<td>12</td>
<td>8.33%</td>
</tr>
<tr>
<td><em>Youth</em></td>
<td>34</td>
<td>23</td>
<td>47.83%</td>
</tr>
<tr>
<td><em>Heritage Room</em></td>
<td>0</td>
<td>1</td>
<td>-100.00%</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>859</td>
<td>907</td>
<td>-5.29%</td>
</tr>
<tr>
<td><em>Adult</em></td>
<td>106</td>
<td>140</td>
<td>-24.29%</td>
</tr>
<tr>
<td><em>Youth</em></td>
<td>505</td>
<td>479</td>
<td>5.43%</td>
</tr>
<tr>
<td><em>Technical</em></td>
<td>79</td>
<td>75</td>
<td>5.33%</td>
</tr>
<tr>
<td><em>Circulation</em></td>
<td>153</td>
<td>113</td>
<td>35.40%</td>
</tr>
<tr>
<td><em>Administration</em></td>
<td>16</td>
<td>82</td>
<td>-80.49%</td>
</tr>
<tr>
<td><em>Community Service</em></td>
<td>0</td>
<td>18</td>
<td>-100.00%</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>74,334</td>
<td>74,995</td>
<td>-0.88%</td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>61,221</td>
<td>60,456</td>
<td>1.27%</td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>2,994</td>
<td>3,002</td>
<td>-0.27%</td>
</tr>
</tbody>
</table>

| Information Access/Reference/Research        |                   |                |         |
| **Total Reference Transactions**             | 10,415            | 9,415          | 10.62%  |
| *Adult Phone*                                | 323               | 383            | -15.67% |
| *Adult Ready Reference*                      | 3,196             | 2,441          | 30.93%  |
| *Adult Reference*                            | 430               | 182            | 136.26% |
| *Youth Phone*                                | 137               | 158            | -13.29% |
| *Youth Ready Reference*                      | 3,696             | 3,473          | 6.42%   |
| *Youth Reference*                            | 694               | 829            | -16.28% |
| *HR Phone*                                   | 3                 | 13             | -76.92% |
| *HR Ready Reference*                         | 438               | 452            | -3.10%  |
| *HR Reference*                               | 32                | 41             | -21.95% |
| *Circ Phone*                                 | 571               | 606            | -5.78%  |
| *Circ Ready Reference*                       | 612               | 391            | 56.52%  |
| *Circ Reference*                             | 283               | 446            | -36.55% |
| **Total Edutainment LAN Use**                | 655               | 662            | -0.27%  |
| **Total Internet Computer Use**              | 2,819             | 2,956          | -4.63%  |
| *Youth Computers*                            | 469               | 400            | 17.25%  |
| *Adult Computers*                            | 2,278             | 2,456          | -7.25%  |
| *Laptop Computer Circulated*                 | 72                | 100            | -28.00% |
| **Total Electronic Transactions**            | 47,170            | 47,884         | -1.49%  |
| *WebSite Hits*                               | 32,415            | 33,262         | -2.55%  |
| *WebCatalog Sessions*                       | 10,757            | 10,530         | 2.16%   |
| *Licensed Database Hits*                     | 3,998             | 4,092          | -2.30%  |

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

Christy Klien, Library Director
MLA Advocacy - July 26, 2018

Health Insurance News

Our insurance partner National Insurance Services (NIS) has completed our applications and contacted a number of health insurance companies for proposals for our MLA group health/Rx, dental and vision insurance consortium.

The deadline for responses from these companies is set for August 10. As soon as we have that information, we will immediately make it available to you. Thanks for your patience.

Library PPT Reimbursements Should Not Be Affected by PA 247 and 248 of 2018

On June 27, 2018, Governor Snyder signed into law Public Acts 247 and 248 of 2018. These Acts make changes to the Local Community Stabilization Authority Act (LCSA Act) and the calculation of personal property tax (PPT) reimbursements.

From our understanding of these changes they refer only to the excess PPT that was collected above what was anticipated by the state. Your PPT reimbursement should be similar to what it has been in the past minus any "bonus" some libraries received in recent years. This extra PPT will now go to fund fire protection in some communities. The Michigan Department of Treasury is working to update the content on the Personal Property Tax Reimbursements website to reflect amendments to the LCSA Act. For questions regarding changes to the process contact TreasORTAPPT@michigan.gov or 517-373-2697. Additional information is also available at www.michigan.gov/pptreimbursement

Thank You WCMU

Recently MLA partnered with WCMU, Central Michigan University's public radio station during their annual fund drive. The effort raised $12,000 for 119 area libraries to spend on children's books and early literacy material. We appreciate WCMU's outreach to include libraries in their fundraising efforts.

Thank You Rep. Moolenaar for Supporting Library Funding

The House and Senate Appropriations Committees have now passed fiscal year (FY) 2019 funding bills which provide level funding for Library Services and Technology Act (LSTA) and Innovative Approaches to Literacy (IAL).

One of the best ways to ensure full funding is to express our thanks to the elected leaders who have supported libraries. Thank you to U.S. Rep. Moolenaar, who serves on the House Labor-HHS-Education Subcommittee of the Appropriations Committee for supporting libraries.
If Dems See Big Wins, Will We See a Busy Lame Duck?

This story is Reprinted from MIRS Capitol Capsule, Tuesday, July 17, 2018

In times of political change, lame duck session in the Legislature would be seen as one last chance to complete an agenda, a last shot at getting things done. But a review by MIRS of bills introduced and passed in lame duck shows that turning a chamber, or even the governor's chair, doesn't necessarily result in a high productivity lame duck session.

The last time there was significant turnover in Michigan was 2010, when Rick Snyder took over the governor's seat from Jennifer Granholm and Republicans wrestled control of the House away from the Dems, a pretty mild lame duck session followed. That year, 105 bills were introduced in lame duck, five of which were eventually passed. Overall, lawmakers moved 175 bills to the governor after the election, which she signed. But remember, the GOP controlled the Senate, and could have put an end to any last minute Democratic juggernaut in the Legislature.

Compare that to last election year, when the Republicans had and would retain the trifecta, holding the governor's office and both chambers. In 2016, 214 bills and resolutions were introduced in lame duck, six of which got passed. Overall, the governor signed 249 bills passed by lawmakers after the election.

In 2014, 337 bills and resolutions were introduced in lame duck, and 10 of those were passed. Overall, 217 bills were passed and signed after the election.

Oddly, the busiest lame duck in the last 18 years was in 2008, when lawmakers introduced 297 bills after the election and adopted 44 of them. Overall productivity in lame duck was 286 bills.

When Granholm took over from John Engler in 2002, there were 147 bills introduced after the election, and 15 of them were passed. Engler signed 152 bills from lame duck session. Former Lt. Gov. John Cherry told MIRS today that the lack of last-minute rush then wasn't really surprising. Engler had been governor for 12 years, plenty of time to execute his agenda, and had the trifecta for the last four.

"They had ample opportunity to do what they wanted to do. It is not like they were cut short. There really wasn't as much angst as you might assume that there would be," Cherry said.

Cherry agreed most people would assume lame duck, during turnover, would be one last chance to complete they agenda.

"It is not so much a function of legislators as it is outside groups who may see a change in control as bringing a stop to the implementation of their agenda. They would be pushing for legislative action in lame duck to make something they want happen," he said.

An example, he said, was in 2002 when Granholm took over from Engler. There was a big push to raise the limits on charter schools. Charter advocates knew Granholm wouldn't sign
such a bill, so they pressed hard for lawmakers to pull the bill on Engler's desk before he left office. Ultimately, they were unsuccessful.

Randy Richardville, who was Senate Majority Leader from 2011-2014, said it is not the number of bills that make lame duck count.

"More important than the number of bills is the quality of the bills and the impact they may have on the state," he said. "Auto no-fault could be a significant thing to get done during this last shot, to get it done in a way that would be meaningful to people."

Another important issue that might be addressed is returning the income tax to 3.9 percent, which Richardville said was a promise made during the Granholm years, that once the economy was back in good shape, the income tax would be returned to that level.

Richardville said this year's lame duck will be "unprecedented" because of the amount of turnover that will occur in both House and Senate. Seventy percent of Senate seats will be occupied by newcomers next year. The House will see 40 percent turnover, due both to term limits and legislators giving up time in the House to seek all those open Senate seats. (See "At Least 40 Of House Will Turn Over During ‘18 Elections," 3/30/18).

But Richardville, a Republican, doesn't think it's going to result in a "blue wave."

"I don't think it is a wave. I think it's a ripple. But I think at the same time, the biggest wave I've seen was when the Republicans took back the governor's office and the House all about the same time and it didn't have anything to do with what was happening at the state," he said.

He contends Democrats at the national level pushed too far to the left with Obamacare and sent independents "scurrying to the right."

By contrast, "the Michigan legislature and governor have not scared people by going too far to the right too fast . . . I don't see people running away from the Michigan right, or running away from the Michigan leadership. I see more people saying, 'You know, they did a pretty good job.'"

Cherry, a Democrat, has a different take.

"My impression is that Democrats have done a pretty good job of recruiting candidates, so they've got good candidates in contested races and I think it's pretty clear there is more energy among Democrats than among Republicans. Republicans tend to be on the defensive right now," Cherry said. "Are you going to see a big change where the Democrats are going to have a 10-seat majority? No, that's not going to happen, but the chamber could change. It could switch, the House. And people tend to think it is the Democrats' to lose in the gubernatorial election right now. So I do think right now the momentum is on the Democratic side and that will continue through November. A lot could happen. That's the nature of politics. Particularly with President (Donald) TRUMP, every day seems to be an adventure. He was riding high on Monday, and here we are on Tuesday and he's back tracking. So who knows."

Rick Johnson, a Republican who was Speaker of the House from 2001 to 2004, also doesn't see a blue wave coming.

"I believe elections are typically won in May when candidates file for the different seats. If you have good candidates, House seats can be won against a candidate that might not be so good."
Despite its reputation as a time for legislative mischief, lame duck is a time when politics is out of the way and bills can get passed, Johnson said.

"I loved lame duck. It was a time to get things done that had not been done in the prior year and a half," he said. "It's unfortunate that lame duck gets frowned on like it does and that's really not the case, especially of late with term limits." Cherry contended lame duck can be both good and bad.

"The truth lies in between all of that. It is an opportunity because the election politics are out of the way. That means certain things that weren't possible before lame duck all of the sudden are possible. The reason the politics aren't as constrained is because the politician doesn't feel that the voter has as much control over the situation any more. And the voter is saying, 'this is the most dangerous time because they aren't listening to me right now,'" Cherry explained.

Regardless of whether Dems win a chamber or the governor's office, none of these former lawmakers anticipate a big push from the governor himself to wrap up his agenda. He's had eight years of Republican control in both House and Senate, so he has accomplished most of what he wanted to do, they contended.

"If he thought it was something that needed to get done, he went at it and got it done," Johnson said. "He really was never one to wait. He doesn't and never has worried about the politics of any issue. If the Governor thought it was something that needed to be done, he just went out and said let's get this done."

<table>
<thead>
<tr>
<th>Year</th>
<th>Bills Introduced</th>
<th>Bills Passed and Signed</th>
<th>Bills Passed and Signed After Election</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>214</td>
<td>6</td>
<td>249</td>
</tr>
<tr>
<td>2014</td>
<td>337</td>
<td>10</td>
<td>217</td>
</tr>
<tr>
<td>2012</td>
<td>174</td>
<td>9</td>
<td>282</td>
</tr>
<tr>
<td>2010</td>
<td>105</td>
<td>5</td>
<td>175</td>
</tr>
<tr>
<td>2008</td>
<td>267</td>
<td>44</td>
<td>286</td>
</tr>
<tr>
<td>2006</td>
<td>160</td>
<td>15</td>
<td>195</td>
</tr>
<tr>
<td>2004</td>
<td>109</td>
<td>12</td>
<td>195</td>
</tr>
<tr>
<td>2002</td>
<td>147</td>
<td>15</td>
<td>152</td>
</tr>
</tbody>
</table>
Monthly library board linkage has been included in the past as a list of upcoming events. This linkage information is provided to highlight a few programs that will occur before the next month’s board meeting. We welcome you to attend any library event as a trustee and representative of the library as it is an excellent opportunity to observe what is happening on a daily basis and to speak to patrons about their experiences. If you choose to attend a program as a trustee, we ask that you let Quyen or myself know in advance so that we can make the staff presenter aware and that you wear your Portage District Library Trustee name badge. Thank you.

**LINKAGE OPPORTUNITIES for August 2018:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays</td>
<td>9:30 and</td>
<td>Baby and Toddler Storytime</td>
</tr>
<tr>
<td>(except 9/3)</td>
<td>10:30 AM</td>
<td></td>
</tr>
<tr>
<td>Tuesdays</td>
<td>9:30 and</td>
<td>Family Storytime</td>
</tr>
<tr>
<td></td>
<td>10:30 AM</td>
<td></td>
</tr>
<tr>
<td>Wednesdays</td>
<td>10:00 AM</td>
<td>Big Kid Independent Storytime</td>
</tr>
<tr>
<td>Thursdays</td>
<td>10:00 AM</td>
<td>Family Storytime</td>
</tr>
<tr>
<td>9/5</td>
<td>4:30 PM</td>
<td>Elementary Agents of Kindness</td>
</tr>
<tr>
<td>9/6</td>
<td>4:00 PM</td>
<td>Book Art (Adult Program, Registration Required)</td>
</tr>
<tr>
<td>9/12</td>
<td>7:00 PM</td>
<td>Bob Ross Paint-Along (Registration Required)</td>
</tr>
<tr>
<td>9/13</td>
<td>7:00 PM</td>
<td>International Mystery Book Group</td>
</tr>
<tr>
<td>9/18</td>
<td>6:30 PM</td>
<td>Go VR: Learn (Registration Required)</td>
</tr>
<tr>
<td>9/19</td>
<td>4:00 PM</td>
<td>Teen Game Club</td>
</tr>
<tr>
<td>9/29</td>
<td>11:00 AM</td>
<td>GeekFest at the Kalamazoo County Expo Center</td>
</tr>
</tbody>
</table>
To: Portage District Library Board
From: Christine Klien, Library Director
Date: August 17, 2018
Subject: Request for approval of a Budget Amendment to adjust the library’s FY 2018 Budget to accommodate for a special donation of $200 directed to the library’s Youth Summer Reading Volunteers and Teen Advisory Group.

BACKGROUND:
The library has received a very thoughtful and generous gift from a regular, loyal donor to purchase snacks for teens during the monthly Teen Advisory Group meetings. In order to use the donation for this purpose, the following budget amendment is requested:

Budget Amendment Request:
I request that the Library Board approve a budget amendment to the Fiscal Year 2018 Budget to increase revenue by $200 and also increase the Youth Services programming expenditure line by that same amount for the purpose of supporting special activities and refreshments for the library’s Teen Advisory Group.
PORTAGE DISTRICT LIBRARY
Monitoring Report for
Executive Limitation Policy: Compensation and Benefits
August 27, 2018

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Library Director shall not cause or allow jeopardy to fiscal integrity or public image. Accordingly, she may not:

POLICY ITEM #1: Change his/her own compensation and benefits.
Director’s Response: The Library Director’s salary and benefits are set by a contract approved by the Portage District Library Board. Her compensation or benefit package may change only as a direct result of the Portage District Library Board’s action. A Board Personnel Committee gathers input from individual trustees about their assessment of the Library Director’s compliance with Executive Limitations and fulfillment of the Library’s Ends, and based on Policy Governance guidelines, an overall evaluation is compiled and used to determine compensation.

POLICY ITEM #2: Promise or imply permanent or guaranteed employment.
Director’s Response: The Portage District Library Employee Handbook states that Portage District Library is an “at-will” employer, which means that the employer and employee are under no contract to continue employment, and each party may sever the relationship at any time, as long as it does not violate any state or federal law.

POLICY ITEM #3: Establish current compensation and benefits, which deviate materially from the geographic or professional market for the skills employed.
Director’s Response: The Library has conducted a salary survey of similar size libraries with the assistance of HRM Innovations. Salary range information received from surveyed libraries was compared to the Library’s existing salary ranges. The Library has used this information to adjust salary ranges at the beginning of 2017. The Library will make additional salary range changes for Associate Librarians, Librarians and Youth Library Aides beginning in Fiscal Year 2019. The Library will continue to participate in the Detroit Suburban Librarian Roundtable survey each year and use the information to assist in the setting salary ranges.

Library employees’ benefit package includes: shared premium paid Health, 100% Dental, Life, and Vision insurance; Short and Long Term Disability insurance; Sec. 125 flexible benefit plan; sick leave; vacation; paid holidays; Personal Well-Being plan; training & development opportunities; and a retirement plan package. The library’s retirement package includes a 457 employee funded retirement plan option and a 401(a) employer funded plan. Currently the 401(a) funding equals 10% of the employee’s salary, paid into the plan each pay period. The employee contribution limit for the 457 Plan is set at the IRS limit for each year. The Library Director’s retirement contribution level is authorized by the Library Board.

Beginning August 1, 2017 the Library contracted with Bronson HelpNet to be the new provider of the Employee Assistance Program. This was precipitated by Borgess canceling their program. The Library’s relationship with Bronson will continue into 2019.

On August 2, 2017, the Library rolled out its new Maxwell Health Employee Portal to all staff. All employees use the portal to access information about their benefits, select their benefits during open enrollment and to submit necessary forms. The portal was used for the first time during open enrollment in November 2017 for employees to select the benefits for the 2018 Fiscal Year. Staff comments regarding the process were favorable.

POLICY ITEM #4: Create obligations over a longer term than revenues can be safely projected, in no event longer that one-year and in all events subject to losses in revenue.
Director’s Response: All employee benefits have been specifically placed in the current budget, and all benefits can be supported for the 2019 fiscal year. The library reviews the current policy each year against other policies available to insure that the process of comparing health insurance costs are kept at a reasonable level for the library, while providing comparable coverage to employees. In September 2018, the Library will obtain quotes from health insurance companies for premiums for the plan year beginning December 1, 2018. The library will continue to use Rose Street Advisors to obtain quotes and advise the library on the merits of each submission. The library will make a choice on health insurance plans to be offered to employees that will offer the best coverage at the best price that can be afforded by the library and its employees.

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

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

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

A. Incur unfounded liabilities.
No unfunded liabilities have been incurred.

Director’s Response: B. Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.
A benefit package has been offered and accepted by all full time employees. Although some benefits increase with longevity, i.e. vacation accrual, no additional benefits have been offered as a negotiation tool to encourage longevity.

C. Allow any employee to lose benefits already accrued from any foregoing plan.
No employee has lost benefits already accrued from any foregoing plan.

POLICY ITEM #6: Fail to provide the Library Board a Compensation and Benefits Monitoring Report once a year and any exception reports as needed.

Director’s Response: Compensation and Benefits Monitoring Reports are provided to the Library Board once a year, on a frequency set forth on the Annual Calendar of Library Board Activities. The last time this report was presented to the board, prior to this report, was at the board meeting held on August 28, 2017.
PORTAGE DISTRICT LIBRARY
Monitoring Report
for
Executive Limitation Policy: Treatment of Staff
August 27, 2018

With respect to the treatment of paid and volunteer staff, the Library Director may not cause or allow conditions, which are unfair, undignified, disorganized, or unclear. Accordingly, the Library Director shall not:

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

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

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

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

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

Director’s Response: The Portage District Library Employee Handbook includes non-discrimination language all throughout the manual. Specific references to employee relations, business ethics, employee conduct, and problem resolution can be found on pages 5, 7, 36 and 44. An open door policy, regular library-wide staff meetings and weekly administrative team meetings all help to encourage interactive communications between staff members.

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

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

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

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

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

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

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

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

| Conditions of the workplace for staff: | The Portage District Library is an exceptional physical environment that gives employees a safe, clean, comfortable and attractive place to work. A regular preventive maintenance program, monitored by the System’s Administrator, keeps all of the building’s systems running smoothly for maximum comfort. This year, the following improvements to the facility & furnishings were made:  
(1) Steam Cleaning of carpet and tile throughout the Library to maintain its appearance while providing a clean atmosphere.  
(2) Regular appointments with a pest control service.  
(3) Patching and sealing of the Library parking lot to sustain its appearance and provide safe conditions for driving and walking. |
| Staff Development | The library administration encourages staff development in numerous ways:  
**Budget Allocations:** Staff needs are addressed through the budget process by allocating funds to line items that support staff training & development, as well as to purchase equipment and supplies that benefit employees.  
**Staff Development Day:** Every year the library closes for a day and all regular full-time and part-time employees take part in a daylong event that includes some sort of enrichment program, lunch and fellowship. This year, it will be held on Friday, September 28, 2018. Plans for the day focus on improving employee well-being. Along with discussions on emergency procedures, the Library will have several speakers in attendance to present topics to staff to promote a healthy work life balance. Those topics include: Using Mindfulness to Manage Stress; exercises that can be performed at work to maintain a healthy body; healthy eating tips for those with busy lifestyles; a full understanding of sexual harassment laws and their protections. Additionally, staff will be separated into groups to discuss and present ideas for Library improvements.  
**Staff Training:** There are various types of training and professional enrichment opportunities provided for library employees on a continuous basis throughout the year, as budgetary provisions allow. These are job-related classes, conferences, seminars & training sessions that can have a positive impact on employees’ jobs. Examples of staff training & professional development include:  
- **Catalyst University** – attended by Christy Klien, Rob Foti, Rolfe Behrje, Laura Wright, Katrina Slater, Abigail Pylar, Nicolette Sosulski, Andrea Smallley, Alisha Siebers and Colin Whitehurst  
- **Harwood Institute Training** – a 2 day workshop attended by Local Historian Steve Rossio and Youth Services Librarian Andrea Smallley  
- **COSUGI Conference 2018** – attended by Jill Austin, Circulation Supervisor  
- **MLA Spring Institute** – attended by Laura Wright, Head of Youth Services  
- **“Active Shooter”** – attended by approximately 25 staff members from various departments |
<table>
<thead>
<tr>
<th>Event Description</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Government Finance Officers Association (MGFOA) Fall Training Institute</td>
<td>Rob Foti, Business Manager</td>
</tr>
<tr>
<td>“Lansing Book Show”</td>
<td>Steve Rossio, Local Historian</td>
</tr>
<tr>
<td>MLA Fall Conference</td>
<td>various members of the Adult Services Staff</td>
</tr>
<tr>
<td>Evanced Meeting Room Software</td>
<td>Abigail Pylar, Technical services Librarian; Fran Cooper, Processing Clerk</td>
</tr>
<tr>
<td>“Community-minded Programming”</td>
<td>Kathryn Jones, Adult Services Librarian</td>
</tr>
<tr>
<td>Beanstack Summer Reading Staff</td>
<td>various staff members from all departments</td>
</tr>
<tr>
<td>“Empowering Teens”</td>
<td>Olivia Pennebaker, Youth Services Librarian</td>
</tr>
<tr>
<td>MLA Annual Conference Committee</td>
<td>Christina Doane and Jessica Holmes, Associate Librarians, Ruth Cowles, Adult Services Librarian and Lawrence Kapture, Head of Adult Services</td>
</tr>
<tr>
<td>MLA Library Executive Summit, “Hard Conversations”</td>
<td>Christy Klien, Library Director and Rob Foti, Business Manager</td>
</tr>
<tr>
<td>“Beyond Book Groups: Fun Library Programs for Adult Readers”</td>
<td>Katherine Brinker, Associate Librarian</td>
</tr>
<tr>
<td>MelCat Users Day</td>
<td>Julie Somers, ILL Clerk</td>
</tr>
<tr>
<td>“MLA Mitten Award Workshop”</td>
<td>Kristy Zeluff, Youth Services Librarian</td>
</tr>
<tr>
<td>Rivistas Periodical Training</td>
<td>Jennifer Schatz, Adult Services Clerk</td>
</tr>
</tbody>
</table>

**Workload Issues:**

Distribution of work across the library organization is addressed on many levels. Library administration considers workload issues in terms of:

1. The best use of human resources to accomplish the Library’s Ends.
2. Public service needs.
4. Staff expertise and experience in specific areas.
5. Availability of acceptable candidates to fill position vacancies.
The Portage District Library is required by law to conduct a public hearing on any budget under consideration. For this reason, a public hearing on the Proposed FY 2019 Budget will be held at the beginning of the regular board meeting on Monday, August 27, 2018. A special notice of this public hearing appeared in the Kalamazoo Gazette on Sunday, August 12, 2018.

The Library Board Chair will convene the meeting, announce that it is a public hearing on the budget and open the floor to any comments or questions from the public. After any member of the public has addressed the board and questions have been answered, the Library Board Chair or her designee, will then read a “Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2019 Library Budget” and will then call for a motion to close the public hearing. Once that motion is made, seconded and passed, then the Library Board Chair will request a motion to pass the Resolution and a roll call vote will be taken.

The official action taken by the Library Board to set the millage levy and adopt the FY 2019 Budget for the Portage District Library will finalize the budget for FY 2019 and allow the library to proceed to have taxes collected at that millage levy rate.
RESOLUTION to SET the MILLAGE LEVY for the PORTAGE DISTRICT LIBRARY
and ADOPT the FISCAL YEAR 2019 LIBRARY BUDGET

WHEREAS, in compliance with the requirements of the Michigan Uniform Accounting and
Budgeting Act, a balanced budget has been set up for the Portage District Library for the Fiscal Year
January 2019 through December 2019; and

WHEREAS, a public hearing was held on August 27, 2018 on the proposed Fiscal Year 2019;
Portage District Library Budget, in compliance with all applicable laws;

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

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

WHEREAS, the Portage District Library Board has determined that the levy of a district-wide
property tax in an amount not to exceed 1.5 mills is necessary to generate revenue which, combined
with other income derived from Industrial Facility Tax Income $44,105, State Aid Income $35,000,
Local Community Stabilization Share Appropriation $298,595, County Penal Fines $70,000, Local
Fines and Fees Income $70,000, Interest Income $70,000, Rental Income $3,000, and Vending Services
$12,000 will result in adequate funding to provide library services to the residents of the Portage
District Library district; and

WHEREAS, the Portage District Library's original millage proposition was passed by a
majority of voters in the Portage Public Schools election on June 8, 1998, authorizing the Portage
District Library Board to levy a tax annually upon all property subject to ad valorem taxation within
the district in an amount not to exceed 1.5 mills on the taxable value of such property;
NOW, THEREFORE, BE IT RESOLVED by the Portage District Library Board that the following sums are appropriated for the 2019; Fiscal Year of the Portage District Library for the purposes set forth below:

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>$1,480,560</td>
</tr>
<tr>
<td>Fringes &amp; Benefits</td>
<td>$604,324</td>
</tr>
<tr>
<td>Library Materials</td>
<td>$616,985</td>
</tr>
<tr>
<td>Library Supplies</td>
<td>$141,997</td>
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<tr>
<td>Administrative Services</td>
<td>$297,800</td>
</tr>
<tr>
<td>Buildings &amp; Utilities</td>
<td>$339,202</td>
</tr>
<tr>
<td>Furnishings &amp; Equipment</td>
<td>$2,882</td>
</tr>
<tr>
<td>Other Charges</td>
<td>$245,430</td>
</tr>
<tr>
<td><strong>Total Operating Expenses:</strong></td>
<td><strong>$3,729,180</strong></td>
</tr>
</tbody>
</table>

| Capital Projects Expenses   | $245,000 |
|                            |          |
| **GRAND TOTAL EXPENSES:**   | **$3,974,180** |

BE IT FURTHER RESOLVED, that the total budget for the Portage District Library for Fiscal Year 2019; in the amount of $3,974,180; presented by the Library Director, is hereby approved and adopted by the Portage District Library Board; and

BE IT HEREBY RESOLVED, that the Portage District Library Board sets the millage levy for the Portage District Library at **1.50 mills** ($1.50 per $1,000) to be levied on real and personal property in the district on December 1, 2018; in compliance with applicable law.

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

By: __________________________
Michele Behr, Chair

By: __________________________
Quyen Edwards, Secretary
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 August 3-4, 2018 and their August board meeting on Monday, August 13, there will be an item on the agenda for the August 27, 2018 Library Board meeting so that one of them can give a report.
To: Christy Klien, Library Director
From: Jill Austin, Circulation Supervisor
Date: August 17, 2018
Subject: Revision of Fines & Fees/Usage Policy

Two sections in the Fines & Fees/Usage Policy need revision before its usual review in October 2018. Additionally, I noticed an oversight in the current policy language that is not consistent with our circulation policies in Symphony. I will be available at the next Library Board meeting to answer any questions the Board Members may have about these changes we have discussed.

Requested Change:
Telescope Usage & Fines Section 8, Parts A and B regarding usage limit, loan period and booking information for this equipment.

Reasons:
- Discussion notes and circulation policy in Symphony indicate that we had previously determined that the cost of the telescope kits and the fine levels would be consistent with limiting circulation to those who are 18 years of age or older. This is how we have been operating since 2013, yet the Board’s policy does not reflect this. We communicate usage restriction in the Board’s policy for other special items, so it should be more specifically listed for telescopes too.

- The usage and booking activity for the telescopes as it is described in the policy, limits checkout and return to specific days of the week instead of for a given loan period from any date. This causes confusion to users and makes it difficult to have a telescope for events that may occur on a Monday or Tuesday. By following a simple seven day loan period instead, it is unnecessary to have this detail in the policy.

- Since the policy currently allows for a booking procedure for telescope kits instead of traditional reserves, that information should be more clearly communicated.

Requested Deletion:
Telescope Usage & Fines Section 8, Part C regarding the loss of use privileges for this equipment.

Reasons:
- The language used provides for the possibility of blocking a member’s usage related to our procedures not the policy itself. Without more specific reasons documented in the policy, there is a potential for restrictions to become unduly punitive. Section 8, Part C should be removed from the policy.

- If circumstances of inappropriate use of our telescope equipment do warrant any type of special service restriction, it would be more appropriate to document it through the Patron Behavior Policy and accompanying procedures. That policy also outlines how members and visitors can address any restrictions or prohibitions on their use of the library.
Requested Change:
Mobile Beacon Hotspot Usage & Fines Section 9, Parts B & C regarding requirements for check-out and ability to reserve a hotspot.

Reasons:
- Mobile hotspots have proven to be a much sought after service by a small number of library users. After experiencing difficulties with the use and availability of hotspots, we determined that we need to better protect users from unauthorized use of their library card, from potential mistreatment by fellow library users, and from other frustrations associated with trying to get an available device.

- After reviewing the service practices of other libraries using this service and our experience with offering these devices for circulation, it seems prudent to require identification be shown at the time of checkout, require agreement to the usage policy and allow reserves to be placed on the hotspots to better manage their availability.

Recommendation:
Please amend the Fines & Fees/Usage Policy to include these changes as written and highlighted in the draft version on the following pages:

Telescope Usage
- Must be 18 or older
- Book for a date, no reserves
- Remove special checkout and return days of the week
- Remove loss of privilege to checkout if not following procedures

Mobile Hotspot Usage
- Show valid, government issued photo ID to checkout
- Agree to policy
- Allow reserves
PORTAGE DISTRICT LIBRARY

FINES & FEES/USAGE POLICY

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

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

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

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

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

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

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

[Note: Refer to the “Community Meeting Rooms Policy” for more details.]

4. Photocopy /Printout/Faxing/Scanning Fees
   A fee of 10¢ per printed side of a page will be charged for greyscale photocopies and printouts. A fee of 75¢ per printed side of a page will be charged for color printouts.
Faxing will be charged $1.00 for each page scanned to FAX. No charge will be assessed for scanning pages to email or electronic storage.

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

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

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

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

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

8. **Telescope Usage & Fines**
   A. Telescope kits will be available to resident and paying non-resident members who are 18 years of age or older. The kits cannot be reserved but can be booked in advance.
   B. If the kit is returned late, there will be an automatic overdue charge of $10.00 per day or part of a day that the kit is late. The maximum overdue fine is $100.00 for a single telescope kit that is returned completely and without damage.
   C. Failure to comply with usage procedures may result in the loss of use privileges for this equipment.
   D. Damage to the equipment or loss of additional kit material will result in charges for repair or replacement.

9. **Mobile Beacon Hotspot Usage & Fines**
   A. Mobile Beacon internet hotspot service is provided through Sprint on designated devices owned by the library. Access is only available in the Sprint service area and is filtered by Sprint to be in compliance with the Children’s Internet Protection Act.
   B. Members must be 18 years of age or older and either a resident or paying non-resident to borrow a mobile hotspot. A valid, government issued photo ID must be presented when checking out a mobile hotspot and users must agree to the usage policy.
   C. Mobile hotspots can be reserved, but cannot be renewed. As with other library materials, only one reserve per membership card is allowed at one time.
   D. Mobile hotspots that are returned late will be charged an overdue fine of $1.00 per day up to a maximum of $10.00. Service to the mobile hotspot will be deactivated after the due date.
   E. Loss or damage of the equipment or accessories will result in charges for replacement either for the entire kit or by each lost or damaged piece based on availability.

10. **Checkout, Reserve and Service Limits**
    A. Members who are under 18 years of age are prohibited from checking out rated “R” movies.
    B. Members are limited to 5 movies from non-Hot Pick collections and 5 movies from juvenile DVD collections. Similar limits may be set for other special collections.
    C. Members are limited to 10 non-Hot Pick music titles that can be checked out at one time. Similar limits may be set for other special collections.
D. Resident and paying non-resident members may reserve up to 25 items total at one time; reciprocal borrowers may only reserve 5 items total at one time. Hot Pick collections cannot be reserved.

E. Two renewals are allowed for items that are not in demand. Items with reserves, Hot Pick collections, and other high demand or special collections are not renewable.

F. A limit of 2 items from each Hot Pick item category (books, movies, music, and games) can be checked out at one time. Hot Pick movie and music titles are in addition to checkout limits set for other movie and music titles.

G. Hot Pick collections are limited to use by resident and paying non-resident members.

H. Premium services including, but not limited to, Interlibrary Loan, Favorite Authors, ebook or audio downloads, and other online media services are limited to resident and paying non-resident members.