NOTICE of PUBLIC MEETING

The Portage District Library Board

will meet in regular session

on

October 22, 2018 beginning at 6:00 p.m.

at the

Portage District Library

in the Lower Level

Long Lake & Gourdneck Lake

Meeting Rooms

for the purpose of

conducting library business
PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting to be held on

October 22, 2018

In the Lower Level Long Lake & Gourdneck Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

I. Start of Meeting

II. Roll Call

III. Comments or Requests from the Public, Board Members, or Library Staff. (5 minutes total)

IV. Adoption of the Agenda for the Regular Meeting of October 22, 2018. (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the Regular Board Meeting of September 24, 2018. Pg. 1-5
   B. Review of Donation Policy. Pg. 6
   C. Review of Investment Policy. Pg. 7-9
   D. Approval of Holiday Schedule for Library Hours of Operation in 2019. Pg. 10
   E. Monitoring Report – Communication & Support to the Library Board. Pg. 11-14
   F. Monitoring Report – Ends Focus of Grants/Contracts. Pg. 15-16
   G. Narrative Report for September 2018. Pg. 17-23
   H. Report on Financial Condition for September 2018. Pg. 24-26
   J. Marketing Update for September 2018. Pg. 29-30
   K. Legislative Update for September 2018. Pg. 31-33
   L. Library Board linkage opportunities for November and December 2018. Pg. 34

VI. Governance (30 minutes)
   A. Update on Library Director’s 2018 Evaluation Process. (Info) Pg. 35
   B. Report from Co-Board Liaison to the Friends of the Library. (Info) Pg. 36
   C. Revision and Approval of Internet Policy. (Vote) Pg. 37-44
   D. Revision and Approval of Resident/Non-Resident Policy. (Vote) Pg. 45-48
   E. Approval of Non-Resident Fee Amount for 2019. (Vote) Pg. 49

VII. Ends Development (30 minutes)
   A. Follow-Up Report on 2018 Staff Development Day. (Info) Pg. 50
   B. Library Director's accomplishment of personal goals for Fiscal Year 2018. (Info) Pg. 51-53
   C. Third Quarter Strategic Planning Statistics. (Info) Pg. 54-58

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

IX. Library Director’s Reports (10 minutes total)
   A. Final remarks by Library Director for the October 22, 2018 Library Board Meeting.

X. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the December 17, 2018 Board Meeting
      1. Minutes of the Regular Meeting of October 22, 2018
      2. Review of FOIA Policy
      3. Approval of Annual Calendar of Library Board Activities for FY 2019
      4. Adoption of Schedule of Library Board Meetings for 2019
      5. Report on Financial Condition for October 2018
      6. Report on Financial Condition for November 2018
      7. Marketing Update for October & November 2018
      8. Narrative Report for October & November 2018
9. Statistical Report for October 2018
10. Statistical Report for November 2018
11. Legislative Update for October & November 2018
12. Appointment of Nominating Committee Chair to survey trustees’ interest in Board offices in 2019
13. Personnel Committee’s recommendation for Library Director’s compensation in 2019
14. Report from Co-Board Liaison to the Friends of the Library
15. End-of-Year Report on accomplishment of all Ends in 2018

B. Assessment of this meeting
C. Miscellaneous Items

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

September 24, 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 Zoup! and the board meeting started at 6:00 PM  

II. Roll Call -  
Board Members Present: Michele Behr, Martha Pacheco, Alisha Siebers, Cara Terry, Donna Vander Vries, and Ted Vliek  
Board Members Absent: Tom Welsh (excused)  
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 and Tom Vance  

III. Comments or Requests from the Public, Board Members, or Library Staff  
Board Chair Behr welcomed everyone to the meeting, especially our guests and Trustee Vander Vries who was calling in, and then opened the meeting for any comments from the public, board members, or library staff.  

A. Comment from Head of Adult Services Lawrence Kapture: Kapture provided an update on the Gaiman project at WMU Common Reads. Central Michigan faculty English professor Joe Sommers will be giving the keynote presentation. He is the author of a number of books that include interviews with and critiques of Gaiman’s work.  

B. Comment from Trustee Siebers: Thank you Quyen for arranging the mums and pumpkins in the front planters for Fall.  

DISPOSITION: The Library Board acknowledged the comments made by Head of Adult Services Lawrence Kapture and Trustee Siebers.  

IV. Adoption of the Agenda for the Regular Meeting of September 24, 2018  
Library Board Chair Behr asked if there were any changes needed to the agenda for the September 24, 2018 board meeting before its adoption, and there were no changes requested by trustees. Behr asked for a motion to adopt the agenda.  

MOTION: It was moved by Trustee Vander Vries and supported by Trustee Pacheco that the Library Board adopt the agenda for the regular meeting of September 24, 2018. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.  

V. Consent Agenda  
Library Board Chair Behr asked if there were any changes needed to the consent agenda for the September 24, 2018 board meeting before its adoption. Trustee Pacheco asked to remove Item H.  

A. Minutes of the regular board meeting held on August 27, 2018.  
B. Narrative Report for August 2018.  
D. Statistical Report for August 2018.  
E. Marketing Update for August 2018.  
F. Legislative Update for August 2018.
G. Library Board Linkage opportunities for October 2018.
H. Review of Materials Selection Policy.
I. Review of Capitalization Policy.
J. Memo: Internet Policy.

MOTION: It was moved by Trustee Vliek and supported by Trustee Siebers, to approve the consent agenda with Item H removed. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

Item H: Trustee Pacheco said that she had a question about the wording of one section of the Materials Selection Policy as it pertained to Section 9. Requests for Reconsideration of Library Materials Procedure, Item C. It was decided that a more clear description would be to change “identify a member” to “identify a person”.

MOTION: It was moved by Trustee Siebers and supported by Trustee Terry, to approve the Material Selection Policy with the discussed change made. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

VI. Governance

A. Initiation of Library Director’s 2017 Evaluation Process –
Library Board Chair Behr said the same form as last year will be used for the Library Director’s evaluation. She reminded trustees that the Personnel Committee includes Trustees VanderVries, Vliek, and herself. There was some discussion about using the additional evaluation questions that were used last year informally and as a tool to gather more information. Trustee Siebers said that those questions could not be an official part of the evaluation process as Klien was not told at the beginning of that year that they would be part of her evaluation criteria. Siebers suggested reviewing those questions again in January 2019 and taking official action at that time if the board wanted to include them. Library Director Klien indicated that she had no problem including those questions this year, but that because the Board follows the Carver Governance model, measurements for the Director’s evaluation which include completion of the Ends Statements should be included.

Library Director Klien said that at the October Library Board Meeting, she will be giving her Director’s Goals update. Following that meeting, Library Board Secretary Quyen Edwards will put together a packet with the Strategic Plan, Ends Statements, the Library Director’s Goals and Update, and the evaluation form. Please return the completed forms via email to Library Board Secretary Quyen Edwards, Business Manager Rob Foti, or in person to Library Board Chair Behr at the Fall Board Retreat on Tuesday, October 30th. The Personnel Committee will set their meeting after that time to review the responses.

DISPOSITION: The Library Board received the information about the Library Director’s 2018 Evaluation Process.

VII. Ends Development

A. Report on 2018 Summer Reading Program -
Laura Wright, Head of Youth Services, delivered the presentation about the 2018 Summer Reading Program. She said that this is the second year the library has used the online BeanStack product for patrons to record their reading progress. She said that, as expected, some patrons still have some issues signing in or remembering their log-ins from last year. Wright was pleased to report that this was probably the best year of teen volunteers that they have ever had. The Teen Volunteers were prepared, serious, and attentive. Teen volunteers had to be at least 14 years of age, attend an orientation meeting, and receive approximately 20 minutes of one on one training before their first volunteer shift.

Wright said that the Youth Staff is always looking at Summer Reading Program participation numbers, and have come to the conclusion that they have plateaued. Last year, they actually experienced a small drop which they think is due to the fact that some patrons preferred to only participate in the Quest program option. Youth Staff were able to secure the same anonymous donor to offer the philanthropic option of donating “hours” to Heifer International. This summer saw even more kids participating in this option and included the Teens. One focus this summer was to have the kids complete the program, as we want them to sign-up AND participate throughout the summer.
We were able to utilize our Summer Youth Assistant and shelvers for programming this summer. They enjoyed participating in that way and it was a win for everyone. Because of their assistance, we were able to offer programming that we wouldn’t normally have. Our Summer Assistant was the former Teen Librarian intern who was completing her MLIS program this summer and worked on the desk and some programming which helped take some of the pressure off the business of the summer.

Wright said that Beanstack now has a mobile app that allows you to scan the barcode of a book in to record and gives you the option to use the program year round. Wright said Youth Staff would look into moving in that direction in the future.

Siebers gave some personal insight into her family’s experience with the Summer Reading Program. Wright said that she would take that feedback to Teen Librarian Olivia Pennebaker and Adult Services Librarian Ruth Cowles, who coordinates the Adult Summer Reading Program.

Board Chair Behr thanked Wright for her presentation and all of the staff for their hard work over the summer.

DISPOSITION: The Library Board received the information about the 2018 Summer Reading Program.

B. Memo: Food for Fines -
Library Director Klien said that it was that time of the year again when the Food for Fines program date is set. She reminded the board that the Food for Fines campaign began at the library as a “good neighbor” community support initiative with the goal of helping to restock the food pantry of the Portage Community Center (a Loaves and Fishes Pantry). The campaign also intended to be a way that library patrons could reduce or eliminate their overdue charges in return for donations of canned or packaged non-perishable food items. A rule was established that donations would be accepted on the basis of one canned or packaged food item or five packages of ramen noodles for each dollar of fines to be waived, and we stated that the exception would be that donations could not be applied to the replacement cost of lost or damaged library materials.

There was some discussion about whether or not the program should continue under the same structure that it has for the past 17 years (since 2000). Pacheco said that one of the stated goals of the library is to support the community and this is one of the ways we can do this. Not only does the program assist the Portage Community Center, but it also assists patrons who may not be able to afford paying off their fines to a level that would put them in good standing with the library and once again be able to use library services to the fullest extent. The Library recently became aware that the reduction of library fines in exchange for food items that are then given to another agency may violate a state statute. There currently is confusion within the library and legal community as to the interpretation of this statute and how it applies to the Library’s program. The Library’s legal counsel has taken a conservative view to this topic and feels it may be best to delay the program until further clarification is attained. Vliek said that he would like to review the Michigan statute that could affect this program. Vander Vries said that she would be hesitant to vote for anything against the advice of the library’s lawyer. Trustee Siebers voiced concerns about cutting off patron’s privileges, as this is a program that could allow patrons full access to their accounts, if they have incurred fines they are unable to pay. Due to the timing of the program, which would be scheduled for October, the majority of the trustees were in agreement that cancellation of the program at this late date would impose a major hardship on the Portage Community Center and the people in the community this program benefits. Therefore, the Library Board voted to continue the program this year and further requested that staff explore different forgiveness programs and to get clarification of any statutes that would affect the program going forward.

MOTION: It was moved by Trustee Terry and supported by Trustee Pacheco, to continue with the Food for Fines program in 2018 and to look at potential alternatives for next year. Vote: 5-Yes, 1-No (Vander Vries), 1-Absent (Welsh). Motion carried.

VIII. Library Director’s Comments
A. Final remarks by Library Director for the September 24, 2018 Library Board Meeting
Library Director Klien reminded trustees that on Friday, September 28th, the library will be closed for Staff Development Day. Board Chair Behr agreed to attend in the morning to welcome staff and say a few words.

Klien said that the second Active Shooter Training at the library will take place on Thursday, November 1st from 2:00 – 5:00 PM, by Portage Public Safety. Along with the library staff who have not yet attended, Board members, Friends of the Library, and volunteers have been invited to attend.

The Fall Board Retreat has been scheduled for October 30th, with dinner available at 5:30 PM and the meeting set to start at 6:00 PM meeting. All Library Board candidates in the November election are also invited to attend. Library Board Secretary Quyen Edwards will post notice of the meeting. Klien said that she received an outline from Keith Hopkins of topics regarding fundraising that he could discuss. Klien will send that list out to trustees to select the three specific topics of most interest to them.

**MOTION:** It was moved by Trustee Pacheco and supported by Trustee Terry, to set the Fall Board Retreat date for Tuesday, October 30th. Vote: 6-Yes, 0-No, 1-Absent (Welsh). Motion carried.

Klien said that she shared the comments she received from the board with the patron interested in starting the Braille library. Klien also connected her with Allison Hammond at Arcadia and explain that the library board was willing to look at a business plan for the Braille library when that is completed.

Klien said that she wanted the Board to be aware that she received an anonymous letter from a community member who expressed disappointment that the library is hosting a Teen LGBTQ+ meetup. Klien explained that one of the library’s Ends Statements is to be a “safe, welcoming, inclusive destination for families and individuals.” Klien also received a comment from a community member who is concerned about the lack of diversity in staff and programming. Klien said that we are looking at ways to improve in those areas and that we take those comments seriously.

**DISPOSITION:** Library Board members acknowledged Library Director Klien’s remarks.

**IX. Process Evaluation**

A. Suggestions for Agenda Items to be included on the October 22, 2018 board meeting:

1. Minutes of the Public Hearing and Regular Meeting held on September 24, 2018.
2. Review of Donations Policy.
3. Review of Investment Policy.
4. Review of Resident Non-Resident Policy.
10. Library Director’s accomplishment of personal goals for FY 2018.
13. Review of Internet Policy.

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

C. Miscellaneous Items – None.

**X. Adjournment**

Library Board Chair Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of September 24, 2018.

**DISPOSITION:** The regular board meeting of September 24, 2018 was adjourned at 7:08 pm.
Recorded and Transcribed by,

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

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

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

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

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

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

2. **SCOPE of POLICY**

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

3. **INVESTMENT OBJECTIVES**

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

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

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

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

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

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

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

5. AUTHORIZED INVESTMENT INSTRUMENTS

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

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

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

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

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

e) Bankers’ acceptance of United States banks.

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

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

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

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

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

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

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

7. STANDARD of PRUDENCE

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

8. STATEMENT of ETHICS

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

9. INVESTMENT ACTIVITY REPORT

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

Schedule of Library Closings in 2019

(Submitted for Library Board approval on: October 22, 2018)

The Portage District Library will be closed on the following selected federal holidays and special observance days in 2019:

<table>
<thead>
<tr>
<th>CALENDAR DATE</th>
<th>OBSERVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2019</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>April 21, 2019</td>
<td>Easter</td>
</tr>
<tr>
<td>May 27, 2019</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>July 4, 2019</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 2, 2019</td>
<td>Labor Day</td>
</tr>
<tr>
<td>September 27, 2019</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td>November 28, 2019</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>December 24, 2019</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>December 25, 2019</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

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

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

**Note #3:** The library has standardized the date for Staff Development Day as the 4th Friday in September, so the library will be closed on 9-27-19.
**PORTAGE DISTRICT LIBRARY**

**Monitoring Report on Executive Limitation Policy:**

**Communication and Support to the Library Board**

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

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

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

<table>
<thead>
<tr>
<th>Board Executive Limitations and Public Service Policies</th>
<th>Dates when Monitoring Data was Provided to Library Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Exhibit and Gift Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 4-23-18.</td>
</tr>
<tr>
<td>Asset Protection Policy (Executive Limitation)</td>
<td>Monitoring report provided to the Library Board on 3-26-18.</td>
</tr>
<tr>
<td>Capitalization Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 9-24-18.</td>
</tr>
<tr>
<td>Community Meeting Rooms Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 1-22-18.</td>
</tr>
<tr>
<td>Communication and Support to the Library Board Policy (Executive Limitation)</td>
<td>Provided information and communicated regularly throughout the year with the Library Board via: agenda packets, e-mails, e-newsletters, special mailings and presentations at board meetings; arranged for regular presentations by library staff to keep board members updated on library issues; Report by Behrje on 3-Year Technology Plan 7-23-18; conveyed important information to trustees, such as: Ends development and accomplishments; Friends of the Library updates &amp; book sale revenue; fundraising initiatives(Spring Appeal, Annual Campaign, &amp; Annual Report); library monthly narrative &amp; statistical reports; marketing activities; Public Hearing on FY 2019 Budget; Monitoring report on this Executive Limitation Policy was provided to Board on 10-22-18.</td>
</tr>
<tr>
<td>Compensation and Benefits Policy (Executive Limitation)</td>
<td>Monitoring report provided to the Library Board on 8-27-18.</td>
</tr>
<tr>
<td>Donation Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to review this policy on 10-22-18.</td>
</tr>
<tr>
<td>Patron Behavior Policy (Public Service Policy)</td>
<td>Provided information to the Library Board to revise this policy on 5-21-18.</td>
</tr>
<tr>
<td>Emergency Library Director Succession (Executive Limitation)</td>
<td>Monitoring report provided to Library Board on 2-26-18.</td>
</tr>
<tr>
<td>Ends Focus of Grants or Contracts Policy (Executive Limitation)</td>
<td>Provided information to the Library Board to review this policy on 10-22-18.</td>
</tr>
<tr>
<td>Financial Condition and Activities Policy (Executive Limitation)</td>
<td>Monthly &amp; quarterly reports done all year; and Financial Audit Presentation on 6-25-18; will recommended allocation of gifts &amp; donations on 12-17-18; provided data on fundraising initiatives as part of Library Director’s narrative reports in board meetings; and a Monitoring Report for this Executive Limitation was provided to Library Board on 3-26-18.</td>
</tr>
</tbody>
</table>
2. Let the Library Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly any changes in the assumptions upon which any board policy has previously been established.

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

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

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

- The Library Board has been in compliance with its own policies.

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

**RESPONSE:**

- Arranged for regular staff presentations to Library Board highlighting various areas and services at the library (Three-Year Technology Plan; marketing initiatives; revenue projections; tax capture; Summer Reading Program report; Food For Fines discussion)
- Arranged for guests/presenters to come to board meetings: Portage Mayor Patricia Randall and Coby Chalmers from the Kalamazoo Community Foundation on 4-23-18, Library Auditor Rehmann Robson on 6-25-18, and fundraising consultant Keith Hopkins for the Fall Board Retreat on 10-30-18.

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

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

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

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

7. **Fail to deal with the Library Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.**

**RESPONSE:** Proper attention has been given to the position of all Library Board members and in particular to the Board Chair and Vice Chair when communicating with the Library Board.

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

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

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

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

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

**RESPONSE:** This document serves as a “Communications and Support Monitoring Report” for Fiscal Year 2018, to assure the Library Board that all communications with the board have been handled appropriately and was included in the October 22, 2018 board meeting agenda packet.
POLICY: The Library Director may not enter into any grant or contract arrangements that fail to emphasize primarily the production of Ends and, secondarily, the avoidance of unacceptable means. Accordingly, the Library Director shall not:

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

**RESPONSE:** All appropriate methods and activities were followed to ensure that any grant funds awarded to the Portage District Library, as grantee of funds, from granting agencies were used in prudent, lawful and ethical ways. The grant applications that were submitted in FY 2018 were:

<table>
<thead>
<tr>
<th>Granting Agencies or Partners</th>
<th>Amount</th>
<th>Purpose of Grant or Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kalamazoo Community Foundation Leverage and Charitable Sponsorship</td>
<td>$750</td>
<td>2018 CommuniTeen Read event featuring author Elizabeth Wein and her historical fiction novel <em>Code Name Verity</em></td>
</tr>
<tr>
<td>Irving S. Gilmore Foundation</td>
<td>$2,500</td>
<td>2018 CommuniTeen Read event featuring author Elizabeth Wein and her historical fiction novel <em>Code Name Verity</em></td>
</tr>
<tr>
<td>Grandmother &amp; CIG Endowment Fund</td>
<td>$1,200</td>
<td>2018 CommuniTeen Read event featuring author Elizabeth Wein and her historical fiction novel <em>Code Name Verity</em></td>
</tr>
<tr>
<td>Michigan Humanities Council</td>
<td>$500</td>
<td>Portage District Library requested and was awarded a Great Michigan Read Quick Grant in April to support programming related to the title <em>X: A Novel</em> by Ilyasah Shabazz and Kekla Magoon</td>
</tr>
<tr>
<td>SMLC (Southwest Michigan Library Cooperative)</td>
<td>$1,000</td>
<td>Portage District Library requested and was awarded an SMLC Collection Development &amp; Technology Grant in July 2018 in the amount of $1,000 to purchase e-materials for the library’s OverDrive collection.</td>
</tr>
<tr>
<td>Friends of the Portage District Library</td>
<td>$12,500</td>
<td>2018 Summer Reading Program</td>
</tr>
<tr>
<td></td>
<td>$600</td>
<td>2018 GeekFest</td>
</tr>
<tr>
<td></td>
<td>$2,000</td>
<td>2018 Festival in the Flats</td>
</tr>
<tr>
<td>Kalamazoo Community Foundation - Nancy Haner Memorial Fund</td>
<td>$640.61</td>
<td>Portage District Library was awarded this grant to be used for “achieving library goals and purposes”.</td>
</tr>
</tbody>
</table>
2. Fail to assess and consider an applicant’s capability to produce appropriately targeted, efficient results.

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

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

**RESPONSE:** The Library Director has not funded any specific methods that fall into this category.
Administrative Activities:
During the months of September/October 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.
- Visited the Wellfield Botanical Garden to conduct research for the tiered garden project on September 21.
- Met with the PDL’s Professional Development Committee on September 25 and October 9.
- Met with the Directors of Kalamazoo Public Library and Willard Library on September 25.
- Attended the Portage Community Center Board Meeting on September 26.
- Attended the Rose Street Advisors Fall Seminar on September 27.
- Coordinated and attended the Portage District Library Staff Development Day on September 28.
- Kicked off the PDL United Way Campaign on October 2.
- Attended a PDL Harwood Committee meeting on October 3.
- Met with Jill Austin and Laura Wright to discuss the Student Card Project on October 8.
- Met with Rob Foti and Library’s labor lawyer to discuss plans to offer sick and vacation benefits to part-time staff on October 10.
- Met with the City Manager and Director of Parks and Recreation to discuss the Senior Center project on October 16.
- Attended the Michigan Library Association’s 2018 Annual Conference in Novi, MI on October 17.

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

Personnel Information:
The library undertook the following Human Resource and Financial activities since the September 24, 2018 Board meeting:

- The Library conducted interviews for the two vacant Library Aide positions in Youth Services. Offers were made to Aubrey Schieber and Nicholas Meyle. Aubrey is currently attending KVCC and started on October 12, 2018. Nick is a junior at Portage Central High School and started work on October 10, 2018.
- The Library’s Staff Development Day took place on September 28, 2018. Library staff were greeted by Library Board Chair Michele Behr and heard presentations on Library Emergency Procedures, Mindfulness, Diet and Exercise, Sexual Harassment and took part in a team building exercise in which they worked in groups to propose improvements to current Library conditions.
- The Library will be interviewing a candidate to work in a temporary capacity until the end of February 2019 in the Adult Serves Department. This individual will work 20 hours per week to fill in for Katie Brinker during her leave of absence.
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:

Create programming that promotes interactive learning
Youth Staff hosted a second annual Goodbye to Summer interactive storytime at Celery Flats. Families brought picnics and enjoyed dancing, playing, and listening to stories told by staff.

Youth Staff is collaborating with the Portage Middle School Media Specialists to provide a ten-week Girls Who Code Club. During this time, the girls will complete code-based projects, learn about different female role models in the tech field, and work together to solve community issues with technology.

Living History Program, September 15, 115 attendees. It was hotter than expected but this was a successful program. The patrons learned about the 1800’s including the life of lumberjacks, art, music, weaving, the Civil War and more. Those providing their expertise seemed pleased with the high level of engagement our patrons were showing.

From Jerry Berg, Head of the Corvus Cohort aka our Michigan Lumberjack Encampment:
“For all of the events that we participated in this year, the attendants of your event were some of the most intrigued visitors we have had! They asked questions, started conversations, and just had a genuine interest in what we were doing! We also had a very productive event; all of my members were educating or crafting or demonstrating almost the entire time! The location was phenomenal and the "L" shape was a great setup, allowing the little part of the L to act as our woodcutting area. The crafts that we had were: Blacksmithing, Carpentry and Woodworking, Fabric Dying, Weaving, and Wool Spinning, and Traditional Cooking. In addition, we also did lumberjack demonstrations using the cutting axes, two-man saws, froes, and broad axes thanks to the logs provided by the library. We immensely appreciate the efforts you put in to the event.”

GO VR: Learn, September 18, 3 attendees. The beginning of PDL’s new VR series was small yet positive! As the result of the Friends of the Library’s donation of $2,500 earlier this year for a VR programs series, three enthusiastic individuals of varying ages and backgrounds experienced VR for the first time at this event. One patron enjoyed her experience so much that she raved about it to other staff saying that it was, “Wonderful! I never could have experienced some of those things any other way.” We have also already received invitations to present VR to small community groups. These questions of community involvement will be addressed as the library develops procedures for the future of our generous donation from the Friends. Seven more VR introductions that are free with open registration will take place this fall.

How to Make Burlap Wreaths with Accent Ribbon - September 20, 14 attendees. Participants of this class did a great job. Everyone took home a beautiful wreath they made themselves. Staff showed them how to exchange the ribbon for another to continually update their wreath for the time of year.
GeekFest 2018 – September 29, 1357 Attendees, a 270% increase from 2017. 205 attendees were from Portage, which was 15% of attendance, up from 56 and 11% in 2017.

We had 13 responses to our attendee survey. Enjoyment of the cosplay activity received the most mentions (5 mentions). The biggest request for improvement was more vendors (5 mentions). Comments included:

“I'm glad GeekFest moved to a larger space. It felt easier to move around and to really be able to interact with the artists and vendors.”

“It's a great concept. Please keep up the good work!”

“I've been to GeekFest since 2016 and this was by far the best one yet.”

“This was my first convention, and it was amazing. Thank you for all the hard work.”

“Liked how we signed in with the raffle and zip codes. I was nervous about the gun show next store. Daughter liked the octopus artist!”

The guest line up included local illustrators, fan groups, and businesses:

- **Ruth McNally Barshaw**, author/illustrator of the Ellie McDoodle series
- **Paul Sizer**, graphic novelist, author/illustrator of *Little White Mouse* and *Moped Army*
- **Kenji Jumanne-Marshall**, graphic novelist/cartoonist/caricaturist, free caricatures for visitors
- **Glitch Gaming Lounge**, running a Super Smash Brother’s tournament.
- **Nova VR**, demonstrating cool virtual reality experiences
- **Kalamazoo Ghostbusters**, demonstrating equipment and slimecraft (hands-on)
- **Chaotic Neutral Cosplay** and **Sew Excited Cosplay**
- This year we had several local robotics teams, including **Portage Huskies Robotics from Portage Northern High and Middle Schools, Mattawan RoboKats, and Gull Lake Robotics.**
- **L’Arte D’Armizare**, historical European martial arts with super cool weapons (periodic outside demos too)
- Three tables of crafts

Four PDL staff participated, including Christina Doane, who ran the gaming room. She recruited 8 businesses and fan groups to man tables and provide prizes: Fanfare, Rocket Comics, Dragon Knight Publishing LLC, SLD READ Center, TASC, Slugfest Games, Western Michigan Gamer’s Guild, Michigan Pathfinder Society. Ruth Cowles and Lawrence Kapture, acted as support staff. Katheryn Jones ran the table-top card RPG game *Marrying Mr. Darcy*. 15 attendees played the game and many others asked questions about where to acquire it.

In the game room, with we counted 1,150 people who either played, asked questions or otherwise had significant interest in the gaming areas. This includes the Glitch players and those interested in the Live Action Role Playing Group Amtgard. Interest was very high. Both bridges of Artemis were full at least 80% of the time, and both main open gaming GM’s (and their volunteers) at the highest point were watching 4-5 tables each. Those RG’s geared for 1 hour slots or were fast moving were able to run a few games each. There was high interest in the Amtgard RPG Padded Weapons Combat Fighters. All Game Masters indicated a willingness to participant again next year.

Our total expenses were $2,450 out of a $6,600 budget, or approximately $12.00 per patron. $600 came from the Friends, $300 from a community donation, and $1,550 from the programming and marketing budgets. The entire convention spent $2,000 more than last year. This includes a brand new expenditure for renting the Kalamazoo Expo Center, $2,000 paid for by Kalamazoo Public Library. Portage spend $850 more than last year, and the cost per patron in 2017 was $21. In addition, in 2018 PDL raised $50 in gift certificates for cosplay contest prizes, and through Rocket Comics and other in-kind donations provided $3,620 in door prizes.
Create videos to educate our patrons about our resources and how to use them
- Marketing Manager Colin Whitehurst created a follow-up Festival in the Flats video which was posted on the Library’s Facebook page and has been viewed over 1,700 times.

Build programming and services that will reach groups at diverse levels
- Youth Staff resumed recurring programs as well. This fall, there are 8 weekly recurring events and 11 events that we host monthly. These serve a variety of ages birth to 18. At each age level there are programs structured to meet the needs of different types of participants – from those who need structure and guidance to those who prefer self-directed activities.

**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
  - 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.

**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
  - Youth Staff began our annual Kindergarten Card visits this month, educating kindergarteners and young 5’s students about library services and encouraging them to sign up for library cards.

  - Sarah Drumm from Great Start spoke to Youth Staff about county-wide services for infants, toddlers, and preschoolers. She brainstormed with staff on ways to provide information to library visitors who may need information or guidance about developmental questions, reading assistance, preschool registration, or parenting support.

- Improve service access to Portage Public School Students though a collaborative student registration process
  - The annual Kindergarten Library Card signup initiative has begun. Membership registrations will be completed as forms are returned to us from each school. All memberships established through this initiative will be tagged for an accurate count of new memberships added.

- Update the Library Website
  - Staff are working on an updated database list for the new website.
**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:

Displays and use of space to showcase local arts and organizations

- Historical related DVD Display.
- Fiction End Caps – Espionage and Spy Novels
- SF/GN End Cap – Alien Invasion

Cases – Steve Ellis – Antique Lunch Boxes – August 3rd – September 24th.

Solo Gallery – Sep 6th – October 31st: Linda Isakson: watercolor/acrylic/collage


Completed the August art survey asking the community how they liked our art displays and display cases. All responses were favorable and many positive comments were made.

“Future History Project: South Westnedge Avenue Documentation”
- 2018 photographic portion of the area between Milham and Mall Drive has been completed by Local Historian Steve Rossio.

Heritage Room Book Expansion Project
- September saw a very rare and special donation come to the Heritage Room. The Kalamazoo Public Library discovered the original bound school board minutes book from the Portage Prairie Edge School (District Number 8) that once stood near Shaver and Oakland Drive. The record book begins in 1848 and ends in the late 1800’s. What makes this book even more special is that the Prairie Edge School is the building that now resides in Celery Flats.

World War I 100th Anniversary Commemorative Walking Trail 2018
- Completed. World War I indoor exhibit currently underway.

Initiate Harwood Community Conversations
- We have conducted all six Harwood Community Conversations. The Harwood Committee met on October 2, 2018 to discuss the themes of the conversations and to make initial plans for reporting out.

**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
- On October 16, 2018 Rob Foti and Christy Klien met with City personnel to discuss their tentative plans and timelines for the Senior Center Project. In November, we will reconvene our Facilities Master Plan Committee to discuss the direction of the library facilities’ master plan.
Professional Development (Develop a schedule, conduct employee training and certification in topics such as employee benefits, emergency procedures, safety/first aid, equipment use)
- The Staff Development Day was held on Friday, September 28, 2018, and included emergency preparedness activities, sexual harassment training, health and wellness presentations, and a PDL Shark Tank team building activity.
- The Professional Development Committee is continuing to meet twice a month to plan other trainings for staff. Our next priority will be to focus on developing the training on our PDL Staff Niche Academy.
- The second staff active shooter training will be held on November 1, 2018. Members of the Library Board, Friends Board, and library volunteers have been invited to attend the training.
- We are continuing to arrange First Aid, CPR, and AED training for interested staff.

Maintain Symphony database of item and user records
- Staff from the Technical and Circulation Services Departments are working together to investigate and solicit staff input for establishing appropriate criteria for removal of disused item and bibliographic records. Additionally, inventory processes have commenced as part of an effort to improve catalog and item availability records.

Sponsor annual community support initiatives
- The 2018 Food for Fines program has been scheduled and marketing materials produced. This year’s program will run October 22-28, 2018.

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 continues to test live data in August/September/October 2018. The library is currently working to schedule migration dates.

Document Management – PaperSave –
[IN PROCESS] The Library continues to test live data in August/September/October 2018. The library is currently working to schedule migration dates.

AntiVirus & Security: Sophos Central Endpoint Advanced –
[COMPLETE] for Staff and Public operations. Temporary server licensing will be applied as the transition to SaaS services continues.
Integrated Library System: SirsiDynix Symphony, Web Services, and 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.

Fundraising – Little Green Light
[IN PROCESS] The library is mapping DonorPerfect fields to LGL fields to assure a complete and accurate migration. The SaaS migration is expected to occur in November 2018.

Productivity Software – Microsoft Office 365
[IN PROCESS] The library will be running in hybrid mode until the second week of November 2018. At which time mailboxes will be moved and mounted on Office 365. STMP relays will continue to use our existing Exchange server until a new SMTP server can be deployed. This cloud hosted server will be configured to supply the following services: SMTP, DCHP, DNS, File, Print, Ninite Proxy.

Directory Services – Azure AD and Secant Cloud Hosted – In Process
[COMPLETE] The library has completed its setup of Active Directory syncing between Office 365 and local Active Directory. Local AD services will be installed on the library’s cloud hosted server at Secant Technologies in the first week of November 2018 along with the migrations of file and print services, SMTP, DNS DCHP and Ninite Proxy services.

Web Server: Secant Hosted WordPress
[IN PROCESS] The library is building a Cpanel WordPress server for testing the new website. This service will be available to staff beginning the first week of November 2018.

Public Access Computers: Envisionware PC Res / LPTOne / Library Document Station
[IN PROCESS] The library has tested a prototype and will be migrating Envisionware to a cloud hosted server at Secant Technologies in the first week of November 2018.

[COMPLETE] The library has elected to implement a cloud hosted iteration of Deepfreeze and not implement their SaaS version of Deepfreeze. The library is currently building a cloud-hosted server at Secant Technologies in the first week of November 2018.

Database Proxy: OCLC EzProxy –
[IN PROGRESS] The library will be migrating its EZPROXY service to be cloud hosted at Secant Technologies and will begin testing this host in the second week of November 2018.

Local History Archives – OCLC ContentDM – Not Started
Access Control System – Schlage SMS – Not Started
HVAC Control System – Solidyne ICMS – Not Started
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>8/31/2018</th>
<th>Changes</th>
<th>9/30/2018</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</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.
Director’s Response: An external audit of the library is conducted each year and results presented to the library board.

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

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

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

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

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

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

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

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

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

Director’s Response: A list of all cash disbursements has been provided to the Board Chair for review.
## Library Statistical Report - September 2018

### Circulation/Collections

<table>
<thead>
<tr>
<th></th>
<th>Sep-18</th>
<th>Sep-17</th>
<th>CHANGE</th>
<th>2018</th>
<th>2017</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Library Circulation</strong></td>
<td>59,658</td>
<td>67,239</td>
<td>-11.27%</td>
<td>615,159</td>
<td>648,954</td>
<td>-5.21%</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>15,279</td>
<td>16,898</td>
<td>-9.58%</td>
<td>154,186</td>
<td>163,713</td>
<td>-5.82%</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>5,485</td>
<td>7,273</td>
<td>-24.58%</td>
<td>60,666</td>
<td>71,308</td>
<td>-14.92%</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>21,414</td>
<td>24,048</td>
<td>-10.35%</td>
<td>226,069</td>
<td>226,685</td>
<td>-0.27%</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>3,003</td>
<td>3,778</td>
<td>-20.51%</td>
<td>34,115</td>
<td>37,165</td>
<td>-8.21%</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>2,898</td>
<td>4,082</td>
<td>-29.01%</td>
<td>32,326</td>
<td>40,712</td>
<td>-20.60%</td>
</tr>
<tr>
<td>E-Material</td>
<td>9,648</td>
<td>8,150</td>
<td>18.38%</td>
<td>86,048</td>
<td>88,910</td>
<td>-3.22%</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,175</td>
<td>1,143</td>
<td>2.80%</td>
<td>10,899</td>
<td>10,842</td>
<td>0.47%</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>756</td>
<td>1,867</td>
<td>-59.51%</td>
<td>10,660</td>
<td>10,377</td>
<td>2.73%</td>
</tr>
</tbody>
</table>

### Self-Checkout Percentage

- 60.77% for 2018, 57.35% for 2017
- 60.64% for 2018, 59.10% for 2017

### Total Library Collection

- 198,807 for 2018, 204,202 for 2017
- -2.64%

### Net Acquisitions

<table>
<thead>
<tr>
<th></th>
<th>Sep-18</th>
<th>Sep-17</th>
<th>CHANGE</th>
<th>2018</th>
<th>2017</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchased - Books</td>
<td>927</td>
<td>1,658</td>
<td>-44.09%</td>
<td>12,242</td>
<td>13,575</td>
<td>-9.82%</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>271</td>
<td>291</td>
<td>-6.87%</td>
<td>2,560</td>
<td>2,849</td>
<td>-10.14%</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>4</td>
<td>3</td>
<td>33.33%</td>
<td>29</td>
<td>28</td>
<td>3.57%</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>4</td>
<td>2</td>
<td>100.00%</td>
<td>28</td>
<td>27</td>
<td>3.70%</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(1,019)</td>
<td>(2,820)</td>
<td>-63.87%</td>
<td>(14,834)</td>
<td>(17,621)</td>
<td>-15.82%</td>
</tr>
</tbody>
</table>

### Total In-House Usage*

- 961 for 2018, 1,008 for 2017
- -4.66%

### Patrons

<table>
<thead>
<tr>
<th></th>
<th>Sep-18</th>
<th>Sep-17</th>
<th>CHANGE</th>
<th>2018</th>
<th>2017</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Patrons</td>
<td>40,134</td>
<td>40,235</td>
<td>-0.25%</td>
<td>40,134</td>
<td>40,235</td>
<td>-0.25%</td>
</tr>
<tr>
<td>Adult</td>
<td>26,324</td>
<td>26,354</td>
<td>-0.11%</td>
<td>26,324</td>
<td>26,354</td>
<td>-0.11%</td>
</tr>
<tr>
<td>Youth</td>
<td>6,504</td>
<td>6,526</td>
<td>-0.34%</td>
<td>6,504</td>
<td>6,526</td>
<td>-0.34%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>390</td>
<td>368</td>
<td>5.98%</td>
<td>390</td>
<td>368</td>
<td>5.98%</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>6,123</td>
<td>6,018</td>
<td>1.74%</td>
<td>6,123</td>
<td>6,018</td>
<td>1.74%</td>
</tr>
<tr>
<td>Internet User</td>
<td>725</td>
<td>904</td>
<td>-19.80%</td>
<td>725</td>
<td>904</td>
<td>-19.80%</td>
</tr>
<tr>
<td>Professional</td>
<td>68</td>
<td>65</td>
<td>4.62%</td>
<td>68</td>
<td>65</td>
<td>4.62%</td>
</tr>
</tbody>
</table>

### Net Patrons

<table>
<thead>
<tr>
<th></th>
<th>Sep-18</th>
<th>Sep-17</th>
<th>CHANGE</th>
<th>2018</th>
<th>2017</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Patrons</td>
<td>(90)</td>
<td>(18)</td>
<td>400.00%</td>
<td>(87)</td>
<td>(11,438)</td>
<td>-99.24%</td>
</tr>
<tr>
<td>Adult</td>
<td>131</td>
<td>156</td>
<td>-16.03%</td>
<td>1,441</td>
<td>1,545</td>
<td>-6.73%</td>
</tr>
<tr>
<td>Youth</td>
<td>6</td>
<td>6</td>
<td>0.00%</td>
<td>142</td>
<td>133</td>
<td>6.77%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>2</td>
<td>2</td>
<td>0.00%</td>
<td>29</td>
<td>31</td>
<td>-6.45%</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>31</td>
<td>30</td>
<td>3.33%</td>
<td>329</td>
<td>359</td>
<td>-8.36%</td>
</tr>
<tr>
<td>Internet User</td>
<td>47</td>
<td>58</td>
<td>-18.97%</td>
<td>496</td>
<td>605</td>
<td>-18.02%</td>
</tr>
<tr>
<td>Professional</td>
<td>1</td>
<td>0</td>
<td>0.00%</td>
<td>3</td>
<td>2</td>
<td>50.00%</td>
</tr>
</tbody>
</table>

### Patrons Removed

<table>
<thead>
<tr>
<th></th>
<th>Sep-18</th>
<th>Sep-17</th>
<th>CHANGE</th>
<th>2018</th>
<th>2017</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Patrons</td>
<td>(308)</td>
<td>(270)</td>
<td>-100.00%</td>
<td>(2527)</td>
<td>(14,113)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Library Building Usage</td>
<td>Month Statistics</td>
<td>YTD Statistics</td>
<td>CHANGE</td>
<td>2018</td>
<td>2017</td>
<td>CHANGE</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------</td>
<td>------------------</td>
<td>----------------</td>
<td>--------</td>
<td>------</td>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td>193</td>
<td>194</td>
<td>-0.52%</td>
<td>1,723</td>
<td>1,725</td>
<td>-0.12%</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>104</td>
<td>107</td>
<td>-2.80%</td>
<td>896</td>
<td>897</td>
<td>-0.11%</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>89</td>
<td>87</td>
<td>2.30%</td>
<td>827</td>
<td>828</td>
<td>-0.12%</td>
</tr>
<tr>
<td><strong>Total Program Outside Usage</strong></td>
<td>2,761</td>
<td>1,651</td>
<td>67.23%</td>
<td>23,986</td>
<td>27,922</td>
<td>-14.10%</td>
</tr>
<tr>
<td>Adult</td>
<td>1,491</td>
<td>398</td>
<td>274.62%</td>
<td>3,169</td>
<td>2,724</td>
<td>16.34%</td>
</tr>
<tr>
<td>Youth</td>
<td>1,135</td>
<td>956</td>
<td>18.72%</td>
<td>18,635</td>
<td>22,664</td>
<td>-17.78%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>135</td>
<td>297</td>
<td>-54.55%</td>
<td>2,182</td>
<td>2,534</td>
<td>-13.89%</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td>53</td>
<td>62</td>
<td>-14.52%</td>
<td>465</td>
<td>440</td>
<td>5.68%</td>
</tr>
<tr>
<td>Adult</td>
<td>14</td>
<td>30</td>
<td>-53.33%</td>
<td>144</td>
<td>162</td>
<td>-11.11%</td>
</tr>
<tr>
<td>Youth</td>
<td>36</td>
<td>28</td>
<td>28.57%</td>
<td>293</td>
<td>249</td>
<td>17.67%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>3</td>
<td>4</td>
<td>-25.00%</td>
<td>28</td>
<td>29</td>
<td>-3.45%</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>346</td>
<td>398</td>
<td>-13.07%</td>
<td>4,605</td>
<td>5,057</td>
<td>-8.94%</td>
</tr>
<tr>
<td>Adult</td>
<td>94</td>
<td>103</td>
<td>-8.74%</td>
<td>999</td>
<td>1,107</td>
<td>-9.76%</td>
</tr>
<tr>
<td>Youth</td>
<td>4</td>
<td>44</td>
<td>-90.91%</td>
<td>1,405</td>
<td>1,527</td>
<td>-7.99%</td>
</tr>
<tr>
<td>Technical</td>
<td>79</td>
<td>54</td>
<td>46.30%</td>
<td>611</td>
<td>669</td>
<td>-8.67%</td>
</tr>
<tr>
<td>Circulation</td>
<td>126</td>
<td>153</td>
<td>-17.65%</td>
<td>1,145</td>
<td>1,287</td>
<td>-11.03%</td>
</tr>
<tr>
<td>Administration</td>
<td>24</td>
<td>21</td>
<td>14.29%</td>
<td>223</td>
<td>316</td>
<td>-29.43%</td>
</tr>
<tr>
<td>Community Service</td>
<td>19</td>
<td>23</td>
<td>-17.39%</td>
<td>222</td>
<td>151</td>
<td>47.02%</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>52,987</td>
<td>54,003</td>
<td>-1.88%</td>
<td>534,508</td>
<td>546,519</td>
<td>-2.20%</td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>38,004</td>
<td>38,124</td>
<td>-0.31%</td>
<td>390,168</td>
<td>394,348</td>
<td>-1.06%</td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>2,245</td>
<td>2,354</td>
<td>-4.63%</td>
<td>25,758</td>
<td>26,319</td>
<td>-2.13%</td>
</tr>
<tr>
<td><strong>Information Access/Reference/Research</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Reference Transactions</strong></td>
<td>8,421</td>
<td>7,840</td>
<td>7.41%</td>
<td>82,717</td>
<td>80,545</td>
<td>2.70%</td>
</tr>
<tr>
<td>Adult Phone</td>
<td>357</td>
<td>385</td>
<td>-7.27%</td>
<td>3,369</td>
<td>4,094</td>
<td>-17.71%</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>2,770</td>
<td>2,204</td>
<td>25.68%</td>
<td>25,011</td>
<td>23,389</td>
<td>6.93%</td>
</tr>
<tr>
<td>Adult Reference</td>
<td>284</td>
<td>149</td>
<td>90.60%</td>
<td>2,402</td>
<td>1,588</td>
<td>51.26%</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>71</td>
<td>86</td>
<td>-17.44%</td>
<td>1,122</td>
<td>1,260</td>
<td>-10.95%</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>2,986</td>
<td>2,723</td>
<td>9.66%</td>
<td>29,332</td>
<td>26,566</td>
<td>10.41%</td>
</tr>
<tr>
<td>Youth Reference</td>
<td>397</td>
<td>499</td>
<td>-20.44%</td>
<td>4,957</td>
<td>4,591</td>
<td>7.97%</td>
</tr>
<tr>
<td>HR Phone</td>
<td>6</td>
<td>17</td>
<td>-64.71%</td>
<td>118</td>
<td>138</td>
<td>-14.49%</td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>445</td>
<td>420</td>
<td>5.95%</td>
<td>3,981</td>
<td>4,130</td>
<td>-3.61%</td>
</tr>
<tr>
<td>HR Reference</td>
<td>25</td>
<td>16</td>
<td>56.25%</td>
<td>253</td>
<td>234</td>
<td>8.12%</td>
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<tr>
<td>Circ Phone</td>
<td>484</td>
<td>556</td>
<td>-12.95%</td>
<td>5,216</td>
<td>5,851</td>
<td>-10.85%</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>429</td>
<td>537</td>
<td>-20.11%</td>
<td>4,682</td>
<td>5,903</td>
<td>-20.68%</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>167</td>
<td>248</td>
<td>-32.66%</td>
<td>2,274</td>
<td>2,801</td>
<td>-18.81%</td>
</tr>
<tr>
<td><strong>Total Entertainment LAN Use</strong></td>
<td>477</td>
<td>482</td>
<td>-1.04%</td>
<td>4,361</td>
<td>4,406</td>
<td>-0.97%</td>
</tr>
<tr>
<td><strong>Total Internet Computer Use</strong></td>
<td>2,483</td>
<td>3,011</td>
<td>-17.54%</td>
<td>24,040</td>
<td>26,905</td>
<td>-10.65%</td>
</tr>
<tr>
<td>Youth Computers</td>
<td>211</td>
<td>279</td>
<td>-24.37%</td>
<td>2,660</td>
<td>3,063</td>
<td>-13.16%</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,172</td>
<td>2,599</td>
<td>-16.43%</td>
<td>20,513</td>
<td>22,721</td>
<td>-9.72%</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>100</td>
<td>133</td>
<td>-24.81%</td>
<td>867</td>
<td>1,121</td>
<td>-22.66%</td>
</tr>
<tr>
<td><strong>Total Electronic Transactions</strong></td>
<td>40,665</td>
<td>44,798</td>
<td>-9.23%</td>
<td>405,099</td>
<td>417,099</td>
<td>-2.88%</td>
</tr>
<tr>
<td>WebSite Hits</td>
<td>27,687</td>
<td>32,049</td>
<td>-13.61%</td>
<td>282,891</td>
<td>297,913</td>
<td>-5.04%</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>9,437</td>
<td>9,395</td>
<td>0.45%</td>
<td>89,481</td>
<td>85,410</td>
<td>4.77%</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>3,541</td>
<td>3,354</td>
<td>5.58%</td>
<td>32,727</td>
<td>33,776</td>
<td>-3.11%</td>
</tr>
</tbody>
</table>

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

Christy Klien, Library Director

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Marketing Update

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

September Marketing Highlights:
- Met with the Harwood Team to prepare to report our findings
- Designed a Geek Fest Game Guide & Poster
- Created a Spring Appeal Follow-up Postcard to communicate with our donors
- Created a Visitors Guide for our Living History Program
- Designed an informational flyer about our Library Board Candidates
- Created advertisements for our apps, databases, and digital services

September Social Media Highlights:
Facebook
37 New Page Likes | 77 Post Shares | 897 Post Likes | 90 Comments | 27,726 Total Reach

Twitter
4,957 Tweet Impressions | 100 Profile Visits | 7 Mentions | 6 New Followers
Geek Fest Game Guide & Poster, Spring Appeal Follow-up Postcard
Living History Visitors Guide, Library Board Candidates Informational Flyer

Borrow eBooks & audiobooks
Read anytime, anywhere on your phone, tablet or computer
OverDrive

Lessons You Need on Demand Anytime.
Learn new skills online for free. Just login with your Library card number and pin: http://library.mpl.org
93+ Animation | Audio | Music | Business | G2O | Design | Education | Photography | Video | Kids | Leadership | Food | Marketing

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- See upcoming events
- Renew materials
- Find my items
- Sign up for library card

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SIGN UP FOR OUR ENEWSLETTER

Database & Services Advertisements
Lame Duck Session Officially Starts After Elections

We'll be watching closely for any legislation that could impact library funding. After the November elections Michigan's lame duck session could bring unexpected and unwelcome surprises.

In politics, a lame duck is an elected official whose successor has already been elected. That will encompass all of Michigan's political leadership from the Governor to both legislative chambers. This means lawmakers are free to make decisions with little fear of consequence. Lame duck politicians result from term limits, planned retirement, or electoral losses. We will be reminding these legislators of the importance of continued library support throughout this session.

Libraries' NARCAN Legislation Takes on Greater Importance

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

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

Library of Michigan, the Michigan Department of Education and MLA have been working together to see this protection added for our libraries.

SB 828 and 829 would allow libraries and library employees or agents to purchase, possess, distribute or administer in good faith an opioid antagonist without possible subject to criminal prosecution. The law would provide immunity to libraries like that provided to public schools.

For a recent NPR Stateside interview about public libraries' response to the opioid crisis with Kalamazoo Public Librarian Kevin King and MLA Executive Director Gail Madziar visit the Stateside page of the MichiganRadio.org website.
These are the ballot proposals Michiganders will vote on this November

By EMMA WINOWIECKI - SEP 10, 2018

This article has been reprinted from the Sept 10, 2018 Michigan Radio website: http://www.michiganradio.org/post/these-are-ballot-proposals-michiganders-will-vote-november

In early September, the Michigan legislature adopted the minimum wage increase initiative, officially taking it off the November ballot. The legislature had previously adopted two other initiatives, paid sick leave and repealing the prevailing wage.

Now, only three proposals will appear on the November ballot, and the state elections board has finalized the language for all three.

Here's what the proposals will look like when voters head to the polls in November:

Proposal 1: Legalize recreational marijuana

A proposed initiated law to authorize and legalize possession, use and cultivation of marijuana products by individuals who are at least 21 years of age and older, and commercial sales of marijuana through state-licensed retailers.

This proposal would:

- Allow individuals 21 and older to purchase, possess and use marijuana and marijuana-infused edibles, and grow up to 12 marijuana plants for personal consumption.
- Impose a 10-ounce limit for marijuana kept at residences and require amounts over 2.5 ounces to be secured in locked containers.
- Create a state licensing system for marijuana businesses and allow municipalities to ban or restrict them.
- Permit retail sales of marijuana and edibles subject to a 10% excise tax, dedicated to implementation costs, clinical trials, schools, roads, and municipalities where marijuana businesses are located.
- Change several current violations from crimes to civil infractions.

If passed, Proposal 1 would make Michigan the 10th state to legalize recreational marijuana.

The proposal is lead by the group Coalition to Regulate Marijuana Like Alcohol, and it's opposed by the group Healthy and Productive Michigan, which is backed by the Michigan Chamber of Commerce.

Two of Michigan's three gubernatorial candidates support the ballot: Democrat Gretchen Whitmer and Libertarian Bill Gelineau. Republican candidate Bill Schuette disapproves of legalizing recreational marijuana, but says if the proposal passes, he will "respect the will of the voters."

Proposal 2: Establish an independent citizens redistricting commission

Two of Michigan's three gubernatorial candidates support the ballot: Democrat Gretchen Whitmer and Libertarian Bill Gelineau. Republican candidate Bill Schuette disapproves of legalizing recreational marijuana, but says if the proposal passes, he will "respect the will of the voters."
A proposal to amend the Michigan Constitution to create an Independent Citizens Redistricting Commission. If adopted, this amendment would transfer the authority to draw Congressional and State Legislative district lines from the Legislature and Governor to the Independent Commission. The selection process will be administered by the Secretary of State. Thirteen commissioners will be randomly selected from a pool of registered voters, and consist of four members who self-identify with each of the two major political parties, and five non-affiliated, independent members. Current and former partisan elected officials, lobbyists, party officers and their employees are not eligible to serve. The proposal is to be voted in the November 6, 2018 General Election.

Proposal 2 would amend Sections 1, 2, 3, 4, 5, and 6 of Article IV, Sections 1, 2, and 4 of Article V, and Sections 1 and 4 of Article VI of the Michigan Constitution.

The lead-up to the proposal’s inclusion on the ballot was not without controversy. A group funded by the Michigan Chamber of Commerce called Citizens Protecting Michigan’s Constitution filed a lawsuit claiming the proposal was unconstitutional. That legal challenge was rejected by the state Court of Appeals and later by the state Supreme Court.

Proposal 3: Voting Rights Policies Initiative

A proposal to amend the Michigan Constitution of 1963 by amending Article II, Section 4. If adopted the proposal would provide citizens qualified to vote in Michigan with the following rights: to vote a secret ballot; for military and overseas voters to be sent a ballot 45 days before an election; to vote straight party on all partisan general election ballots; to be automatically registered to vote when obtaining a driver’s license or personal identification card from the Secretary of State, unless the person declines; to register to vote by mail on or before the 15th day before an election; to register to vote in person at any time with proof of residency; to vote an absentee ballot, by mail or in person, without giving a reason; and to have election results audited to ensure the accuracy of elections. This proposal is to be voted on at the November 6, 2018 general election.

The Voting Rights Policies Initiative would amend Section 4 of Article II of the state constitution.

The initiative is lead by the group Promote the Vote, and backed by the ACLU and the League of Women Voters of Michigan.

The 2018 election is Tuesday, November 6.

MLA Annual Conference October 17-19 in Novi
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 October 2018:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
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<tbody>
<tr>
<td>10/24</td>
<td>6:30 PM</td>
<td>Leaf Art and Science (Registration Required)</td>
</tr>
<tr>
<td>10/26</td>
<td>7:00 PM</td>
<td>Teen After Hours Ghost Hunt (Registration Required)</td>
</tr>
<tr>
<td>10/27</td>
<td>2:00 PM</td>
<td>Classic Movie: His Girl Friday</td>
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<tr>
<td>10/31</td>
<td>6:30 PM</td>
<td>All Hallow’s Read Book Exchange (Registration Req.)</td>
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<tr>
<td>11/6</td>
<td>6:30 PM</td>
<td>GoVR: Storytelling (Registration Required)</td>
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<tr>
<td>11/8</td>
<td>7:00 PM</td>
<td>International Mystery Book Discussion</td>
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<tr>
<td>11/9</td>
<td>10:00 AM</td>
<td>Second Time Around Caregivers Storytime</td>
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<tr>
<td>11/14</td>
<td>4:30 PM</td>
<td>Caldecott Club</td>
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<tr>
<td>11/14</td>
<td>4:30 PM</td>
<td>Great Gift Books for Kids!</td>
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<tr>
<td>11/16</td>
<td>1:00 PM</td>
<td>Yoga Storytime</td>
</tr>
<tr>
<td>11/20</td>
<td>6:30 PM</td>
<td>LGBTQ+ Meet-Up</td>
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<tr>
<td>11/28</td>
<td>6:00 PM</td>
<td>Gift Wrapping and Bow Basics (Registration Req.)</td>
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<tr>
<td>12/1</td>
<td>9:00 AM</td>
<td>Friends of the Library Book Sale</td>
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<tr>
<td>12/4</td>
<td>6:00 PM</td>
<td>Build a Candy Cottage (Registration Required)</td>
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<tr>
<td>12/11</td>
<td>7:00 PM</td>
<td>SciFi/Fantasy: 3rd Annual Trivia Contest</td>
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To: Portage District Library Board

From: Michele Behr, Library Board Chair

Date: October 16, 2018

Subject: Update on the Library Director’s 2018 Evaluation Process

Following a discussion at the September 24, 2018 board meeting, it was decided that the same form from previous years would be used for the 2018 Library Director’s evaluation. An additional questionnaire will also be provided. Library Board Secretary Quyen Edwards will provide each trustee with a form and all of the Library’s Director’s Goals and End Statements with updates for reference. Each trustee should complete the evaluation form based on their own assessment of the Library Director’s accomplishments and performance in relation to her personal goals and the 2018 Ends Statements. The completed forms will need to be returned to Library Board Chair Michele Behr electronically or in paper form at or before the Fall Library Board Retreat scheduled for Tuesday, October 30. She will bring them to the Library Board Personnel Committee (composed of Behr, VanderVries, and Vliek). The individual evaluations will then be compiled into a composite document that will be shared in a meeting with the Library Director.

The Board Personnel Committee will develop a recommendation to the Library Board for the Library Director's compensation in 2019 and present a recommendation to the whole board at the December 17, 2018 board meeting, at which time a vote will be taken.

The Library Board Personnel Committee reminds all trustees that we must conduct this evaluation process in compliance with the Open Meetings Act and in accordance with Carver Policy Governance guidelines as indicated below.

The Library Director’s performance evaluation entails the following assessments:

1. Has there been progress on achieving Board endorsed Ends Statements in 2018?
2. Has there been progress on accomplishing Board endorsed personal goals in 2018?
3. Has the Library Director been in compliance with the Board’s Executive Limitation in 2018?
4. Consider that the success of the library is the evaluation of the Library Director.
Portage District Library Board Members Martha Pacheco and Cara Terry are co-Board Liaison to the Friends of the Library, and as such, attend Friends’ board meetings and share information about Friends’ book sales and activities. Trustee Pacheco and/or Trustee Terry will give a report at the October 22nd Library board meeting regarding the Friends of the Library book sale which took place on October 5th and 6th and the Friends board meeting which took place on Monday, October 15th.
Background:
Upon review of the Internet Policy by Library Attorney Anne Seurynck, changes were recommended to adopt the Violations Procedures standardized in the Patron Behavior Policy that was approved in May 2017. Following this memo is the proposed new Internet Policy which includes specific adjustments to reflect how the Portage District Library handles filtering, time limits, printing and chat/instant messaging.

Recommendation:
Upon review, the Library Director and Administrative Staff are comfortable with the changes proposed by Library Attorney Anne Seurynck. At the Monday, October 22, 2018 Board Meeting, we recommend that the Patron Behavior Policy be approved.
Portage District Library
COMPUTER AND INTERNET USE POLICY

I. General Statements Regarding Internet.

A. Internet Access. The Portage District Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the Library to expand its information services significantly. This Policy applies to both the Library owned computers and wireless access available at the Library.

B. Validity of Information. The Internet offers access to a wealth of information and Internet sites including useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Internet Users will need to evaluate for themselves the validity of the information found.

C. Library Does Not Endorse Information on Internet. Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library’s mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.

D. View Internet at Own Risk. The Internet may contain information that is controversial, sexually explicit or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child’s use of the Internet through the Library’s connection as stated more fully below.

E. No Liability. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. Patrons shall use Library computer hardware and software at their own risk. The Library is not responsible for equipment malfunction, loss of data, any damages to the User’s disks, data, or electronic transactions of any type. The Library is not responsible for the loss of any portable media.

II. Nature of the Public Library Setting.

A. Respect Others. Because Library Users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to other’s values and beliefs when accessing potentially controversial information and images.
B. **Use with Caution of Risks.** Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

III. **Internet Filtering; Children Under 18**

A. **Internet Filtering – General.**

1. *Filtered Access.* In order to comply with the requirements of the Children's Internet Protection Act ("CIPA") and Michigan's Public Act 212 of 2000 ("PA 212"), all computer terminals are filtered. Further, the Library's wireless access is also filtered. Filtered access means the computer or wireless system has a program installed that is designed to restrict minors\(^1\) from receiving obscene material or sexually explicit material that is harmful to minors as defined by PA 212 and visual depictions that are obscene, child pornography or harmful to minors as defined by CIPA. This filtering method is designed to prevent access by minors to inappropriate matter on the Internet. Children under the age of 18 shall only use the Library computers designated and posted for use by minors.

2. *Safety of Minors Regarding E-Mail.* The Library does not filter e-mail or other direct electronic communications. It is the responsibility of the parent or guardian to educate the minor on safety and security and monitor the use of these communications.

3. *Internet Access.* Patrons wishing to access the Library's workstations must possess a valid library card or internet user card. If a patron doesn't have either then he/she must register for a card at the Checkout desk. Then, the patron must read and accept the Library's Internet Use Policy. All patrons should be able to show proof of identification if requested by a staff member.

B. **Internet Filtering – Patrons 18 Years of Age or Older.**

1. *Disable Filters.* Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes. The Library’s wireless access cannot be disabled, so any patron who desires to have the filters disabled must use the Library’s computers.

2. *Unblock Sites.* Individuals 18 years of age or older who believe an Internet site has been improperly blocked can request that the site be “unblocked.” A decision on the site’s status will be made by the Director or his or her designee, who will prepare a written reply to the individual submitting the form.

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\(^1\) Under Michigan Law, "adults" are 18 years of age or older. CIPA defines an adult as 17 years of age or older. As required by CIPA, 17 year olds may have the filter disabled, but only as specifically described in Section C.3 below.
C. Internet Filtering – Patrons Under 18 years of Age.

1. Responsibility of Parents and Legal Guardians. As with other materials in the Library's collection, it is the Library's Policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool. Parents and youth patrons are encouraged to talk to the Librarian regarding both the benefits and pitfalls inherent in its use.

2. Un-filtering Terminals. Minors who are 17 years old may only have the filters (filters used to filter visual depictions of obscenity, child pornography and material that is deemed harmful to minors as prohibited by CIPA) disabled on a computer used by that patron for (1) bona fide research or other lawful purposes and (2) only if a parent or legal guardian has accompanied them to the Library and is sitting at the computer station or terminal at all times. Patrons under the age of 17 may not ask for the workstation to be unfiltered pursuant to the requirements of CIPA.

3. Unblocking Websites. Patrons under the age of 18 may request in writing that a particular site be unblocked, but only if the site does not include obscene or sexually explicit material deemed harmful to minors or other material prohibited by law. The Library Director shall make that determination.

IV. Procedure for Use.

A. Reservation/Time Limits.

1. If a User wishes to use the Internet station, the User may use a computer if he/she has a valid library card or internet user card. Internet computers are available on a first come first served basis. There are no waiting lists and time extensions are not granted when library computers are at capacity.

2. Patrons are required to sign in using their valid barcode and pin.

3. The Patron must possess a valid (not expired) library card or internet user card.

4. The User may sign up to use the Internet station for periods of only one (1) hour at a time for one time per day. Use of the Internet stations is available on a first come, first served basis. If no one is waiting, the User may use the terminal for additional 30 minute increments until another User signs up to use the terminal.
5. Patrons must sign out by clicking the “End Session” button. Upon clicking the button the computer will reboot and reset the computer for the next patron.

B. Availability. The public computers are only available for use by Users if they are not being used for Library purposes, such as classes, staff training or special programs. The Library reserves the right to have first priority of use for Library uses, sponsored events or co-sponsored events. Library patrons should be aware that there are some computers that are limited to only the online public access catalog and research databases and have been kiosked for the intended use. The online public access computers are available on a first come, first served basis.

C. Closing. All computers and printers are shut down ten (10) minutes before the Library closes.

D. Reimbursement for Printing. The library has a print vending system through which Patrons pay for printed materials. Currently the Library charges ten ($.10) cents a page for black and white printing and seventy-five ($.75) a page for color printing. Print jobs are retained for reprinting purposes until the end of the day at which time the print jobs are purged. The Patron shall be responsible for all printing costs, so Patrons are encouraged to use “print preview” so that they are aware of the number of copies.

V. Acceptable Use.

All Users of the Library’s Internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this Policy.

A. Lawful Use. The Library Internet connection and workstations shall be used in a lawful manner. The Library’s Internet and workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, state or local law, including, but not limited to, accessing material that can be classified as obscene or child pornography.

B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other laws or agreements lies with the User. The Library expressly disclaims any liability or responsibility resulting from such use.

C. Use Must Not be Harmful to Minors. Michigan law prohibits Users from allowing minors access to sexually explicit materials harmful to minors. Internet Users shall
also not permit any minor to view sexually explicit material or any other material
deemed harmful to minors.

D. **Compliance with Patron Behavior.** The same rules apply to the use of the Internet
as with the use of any other Library materials. The Library has adopted a Patron
Behavior Policy. All Internet Users must comply with the Library’s Patron
Behavior Policy, which shall be posted in the Library.

E. **Privacy: Unauthorized Access.** Users must respect the privacy of others by not
misrepresenting oneself as another User; by not attempting to modify or gain access
to files, passwords or data belonging to others; and by not hacking or seeking
disallowed access to any computer system via the Internet.

F. **Time Limit.** Failure to leave a computer terminal upon the expiration of the allotted
time is a violation of this Policy.

G. **Personal Software Prohibited.** The Users shall refrain from use of personal
software, the attachment of equipment to the Library’s computers or networks or
the modification of any operating system or network configuration. The User shall
also refrain from downloading/uploading files to/from the Library’s computers.

H. **System Modifications.** Users are not permitted to change the security setup,
operating systems, the network configuration or any other configuration of any
Library computer workstation without authorization. Users may not damage or
gain authorized access to the computer or network or repeatedly or intentionally
visit websites that introduce spyware, malware, virus or other damaging programs.

I. **Damage.** The User shall be responsible for repayment of any costs to the Library
for damage to the computer terminals or system.

J. **Terminal Use.**

1. Only two (2) people may use a workstation.

2. No person may stand behind another person.

3. Upon request, Library staff members may approve and allow additional
Users at a workstation.

K. **Personal Information; Unauthorized Release.** No patron, including minors, may
engage in the unauthorized disclosure, use and dissemination of personal
information of any person, including minors.

L. **Saving Files and Documents.** Patrons who wish to have a permanent record of their
work need to save files and documents on their own portable media. Library
computers do not allow Users to permanently save documents or personal files to the hard drive.

M. **Purposes; Prohibited Uses.** The Library’s Internet resources should be used for educational, informational and recreational purposes only. The Library’s Internet access shall not be used for personal profit or commercial activities, including the sale of goods and services or fund raising. The Library Internet is intended for information gathering only.

N. **Chat Rooms; Instant Messaging.** The use of chat rooms and instant messaging is prohibited.

VI. **Violations of Internet Use Policy.**

The Library Director or the Director’s designee may restrict access to Library facilities by (1) terminating or limiting computer, internet access or Library facilities; (2) immediately dismissing the patron from the premises; (3) suspending the patron’s access to Library facilities for a set period of time; or (4) by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

A. **Incident Reports.** Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. **Violation of the Policy – Suspension of Privileges.** Unless otherwise provided in this Policy (see Section C below), the Library shall handle violations as follows:

1. **Initial Violation.** Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.

2. **Subsequent Violations.** The Director or the Director’s authorized designee may further limit or revoke the patron’s Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. **Violations That Affect Safety and Security.** Violations involving violations of law (including child pornography and allowing minors to view sexually explicit or other material deemed harmful to minors), violence, threatening behaviors, sexual or other harassment, vandalism, theft or attempted theft, sexual misconduct or any
behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. **Initial Violation.** The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges. The Incident Report shall specify the nature of the violation.

2. **Subsequent Violations.** The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director’s authorized designee may further limit or revoke the patron’s Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. **Reinstatement.** The patron whose privileges have been limited or revoked shall attend a meeting with the Director or the Director’s designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Director or the Director’s designee may attach conditions to such reinstatement and shall provide written notification of those conditions and the duration of the conditions.

E. **Civil or Criminal Prosecution.** Illegal acts involving the Library’s Internet access service may be subject to civil or criminal prosecution.

**VII. Right of Appeal.**

Patrons may appeal a decision to (1) limit or revoke privileges or (2) attach conditions to reinstatement by sending a written appeal to the Library Board within ten (10) working days of the date the privileges were revoked or limited or the written statement of conditions was provided, whichever is applicable. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

**VIII. Staff Assistance.**

Staff may assist Library Users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist Users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application. Users who need training on Library software or digital collections should request an appointment.
When reviewing the Resident/Non-Resident Membership Policy, I noticed that the definition of our service boundaries leaves out the portions of the City of Portage that are not part of the Portage Public School District. This inadvertent oversite can be corrected with the following change to the first paragraph:

*The service area of the Portage District Library is property located within the City of Portage or the portions of the Portage Public School District located in Texas Township and Pavilion Township.*

Please consider and approve the requested correction to the Resident/Non-Resident Membership Policy.
PORTAGE DISTRICT LIBRARY

Resident / Non-Resident Membership Policy

I. Definition of the Portage District Library Service Area Boundaries

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

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

II. Who is able to get a free membership?

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

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

III. Non-Resident Memberships

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

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

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

IV. **Required Documentation for Establishing a Membership**

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

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

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

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

V. **Special Circumstances & Other Membership Types**

A. In the case of children under the age of 18 who are unable to show identification or proof of current residential address and are not accompanied by a parent or documented legal guardian, an alternative form of registration will be offered that will require the membership card to be mailed as proof of residence. The mailing also serves as notification to the responsible party that a membership card has been issued.
B. For those individuals seeking membership who may live in alternative living situations, such as shelters, temporary housing, group homes, transitional housing or care facilities, there may be other options for registration and/or proof of residence. Memberships may be limited in duration and/or limited in amount or type of material that can be checked out for those who are unable to provide the requested residency documentation.

C. Memberships are not available to those who are visiting the Portage District Library service area. However, internet guest passes are available to anyone who can show appropriate identification. See the Internet Usage Policy for additional information and restrictions.

D. Businesses or institutions within the Portage District Library service area that would like to take advantage of the opportunity for membership require additional proof of operation within the library district, proof of ownership, or documented authorization from the business or institution. These memberships can only be established by the business owner, institutional director or their documented designee. These types of memberships are only processed by specific library personnel, not through typical individual member registration processes. Due to the variety of business and institution types, contact the Library for specific information regarding the additional requirements.

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

VI. Membership Responsibilities and Privacy

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

B. In accordance with the Michigan Library Privacy Act, all library records must be kept confidential. Information contained within library records will only be divulged in person to the member showing valid identification, the card holder, the person liable for payment and return of library materials, or as required by law via a court order. See the Library Privacy & Search Warrant Policy for additional information.
To: Portage District Library Board
From: Christy Klien, Library Director and Rob Foti, Business Manager
Date: October 12, 2018
Subject: Proposed Non-Resident Fee for Fiscal Year 2019

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

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

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

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

CALCULATION:
Using this formula, we have determined that the library’s Non-Resident Fee for 2019 would be:

The current number of residential parcels in the Library’s jurisdiction is 18,646. The total taxable value for all residential property is $1,534,781,545. Therefore, the average taxable value of a residential parcel of property in the Library’s area would be $82,312. That means that tax revenue generated per average parcel in the coming year will be $123.47.

If we apply this calculation and round the dollar amount down to $123.00, it equates to a $4.00 increase in the library’s Non-Resident Fee for Fiscal Year 2019. In reviewing the Non-Resident Fees of other similar size libraries in Michigan, this would still place Portage District Library’s Non-Resident Fee at the lower end of the range. [Kalamazoo Public Library $190 (Household); Ann Arbor District Library $150; Willard Public Library $150; Herrick District Library $50 (Print only) and $100 (Print & AV).]

RECOMMENDATION:
It is recommended that the Library Board approve a 2019 Non-Resident Fee for the Portage District Library in the amount of $123.00.
Follow-Up Report on 2018 Staff Development Day

The Portage District Library 2018 Staff Development Day was held on Friday, September 28, 2018 from 8:30 am to 5:00 pm. All library employees were included in this training and information sharing day, and were encouraged to participate fully.

Library staff gathered for breakfast and Library Director Christy Klien and Board Chair Michele Behr welcomed staff as the day began. Library Staff received a review of emergency procedures and were notified of the Emergency Procedures Manual that has been created and will be available at every public service desk in a binder as well as in the Shared Drive. The staff then received a surprise fire drill, which was successfully executed. Before the morning speaker began, the annual PDL Staff photo was taken outdoors.

The topics and speakers for the 2018 Staff Development Day were:
Using Mindfulness to Manage Stress Presented by Casey Coker
Healthy Eating and Exercise Presented by YMCA Staff
Sexual Harassment Training Presented by Tiffany Snow of Varnum Law

Lunch was provided on site around 12:30 PM with salads and sandwiches from Panera.

Library staff were broken up into teams to present an idea for a product that makes PDL work better. The product could be “something that fixes a current problem in any department or something entirely new and creative that would contribute to PDL’s operations”.

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

On behalf of all Portage District Library employees, we thank the Library Board for realizing the importance of staff development and making it possible for the library to be closed one day so that all employees can participate. The time spent together on Staff Development Day is also an important relationship building experience for staff and helps everyone know and appreciate each other better.
<table>
<thead>
<tr>
<th>Goals Description</th>
<th>Measurement Criteria</th>
</tr>
</thead>
</table>
| **GOAL 1: Work with the library’s partnered Architect to develop a Facilities Master Plan and begin implementation.**  
  A. Conduct meetings with the architect and the Master Planning Committee to discuss floorplans.  
  B. Incorporate funding into FY 2019 Budget and create a funding plan to pay for the overall Facilities Master Plan. | ➢ FY 2019 Proposed Budget reflects improvements to facilities.  
  ➢ An overall funding plan is drafted and presented to the Board.  
  ➢ Meetings are held with the architect.  
  ➢ A Master Plan is presented to the Board for feedback and approval. |
| **Accomplishments**                                                              | ➢ Due to conversations with the City and possible opportunities with acquiring the Senior Center, the Plan was temporarily postponed until next year.  
  ➢ A fundraising consultant was brought in to discuss possible funding methods to accomplish a Facilities Master Plan and he will be doing a retreat with the Library Board at the end of October.  
  ➢ We have been working with architects from the architectural firm, C2AE. |
| **GOAL 2: Develop a formal employee training program**                            | ➢ The training schedule is reported to the Board in the Monitoring of Executive Limitations Treatment of Staff Report.  
  ➢ In addition to Staff Development Day, two pieces of training for staff will occur in 2018.  
  ➢ Staff training evaluations will be given to staff to get feedback. |
|  A. Identify employee training that would benefit the staff and library.  
  B. Schedule training to maximize the number of staff who can attend.            | ➢ Scheduled Active Shooter Training for staff, Board, volunteers, and Friends for July 2018 and November 2018.  
  ➢ Created an Emergency Procedures Manual that is housed at all public service desks.  
  ➢ Purchased an online training tool to assist with staff training, currently working with Professional Development Committee to develop additional training beyond the canned content.  
  ➢ Staff completed evaluations for the 2018 Staff Development Day and we will use that information for next year’s planning.  
  ➢ Staff were surveyed to determine where they feel they need additional training or information.  
  ➢ We are arranging First Aid, CPR, and AED training for any interested staff. |
A library wide training was held on the Summer Reading module so staff could assist patrons on recording their reading efforts.

**GOAL 3: Initiate Harwood Community Conversations in 2018.**

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

- Five Community Conversations are scheduled during the 1st and 2nd Quarters of 2018.
- A “Reporting Session” is scheduled to report findings back to conversation participants in 2nd and 3rd Quarters of 2018.
- Summary report of community conversations is provided to the Library Board annually.

**Accomplishments**

- We have held six conversations in 2018.
- We are currently working on the reporting tool and will provide a summary to the Board when complete.

**GOAL 4: To lead a library-wide initiative for a greater connection to and involvement in the Portage community.**

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

- **B. Library Director’s Encouragement of Staff Community Involvement**
  1. Library Director & staff will continue the joint marketing initiative with City of Portage & Portage Public Schools
  2. Library Director & staff will continue collaborations with The Arcadia Institute
  3. Library Director & staff will continue collaborations with the Portage Community Center

- Participation as a member of the PPS District Advisory Council is continued throughout the 2017-2018 school year.
- Actively engaged as a member of the Portage Rotary Club.
- Serving as Portage Community Center’s Board President until June 30, 2018.

All community involvement identified as initiatives in 2018 are fulfilled.

- Joint Marketing occurs with the City of Portage & the Portage Public Schools.
- Collaboration with The Arcadia Institute continues in 2018.
- Collaboration with the Portage Community Center continues in 2018.

**Accomplishments**

- I am currently serving as chair of Rotary Club’s Bulletin Committee.
- I finished my term as Board President of PCC in June and have one year left to serve as a Board member before my term limit.
- The Portage Public Schools DAC committee has been suspended for the 2018-2019 School Year.
- Laura Wright was selected to serve on the Portage Public School’s new elementary schools steering committee as a representative from the library.
- Laura Wright represents the library at the PPS Curriculum Council.
- The library continues to collaborate with the monthly Portager.
- We participated in KRESA’s Project Search program during the
first part of 2018, when a student intern worked in Tech Services. This partnership stems from our connection with Arcadia.

- In addition to Christy Klien serving on the PCC Board, the library continues to support PCC through various projects. Jill Austin coordinates a personal care item drive in February and a Food for Fines drive in October. Abby Pylar and Fran Cooper also coordinate the staff’s PCC Adopt a Family project.

<table>
<thead>
<tr>
<th>GOAL 5: To be involved in professional organizations representing the Library, and to engage in professional development in 2018.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Participation in Professional Organizations:</strong></td>
</tr>
<tr>
<td>I will continue my professional leadership involvement as follows:</td>
</tr>
<tr>
<td>1. Michigan Library Association</td>
</tr>
<tr>
<td>✓ I will continue my MLA membership in 2018.</td>
</tr>
<tr>
<td>2. Public Library Directors Group</td>
</tr>
<tr>
<td>✓ I will attend meetings with public library directors when possible.</td>
</tr>
<tr>
<td>3. American Library Association</td>
</tr>
<tr>
<td>✓ I will continue my ALA membership in 2018.</td>
</tr>
<tr>
<td><strong>B. Professional Development Activities:</strong></td>
</tr>
<tr>
<td>I will engage in the following professional development activities:</td>
</tr>
<tr>
<td>1. I will attend the 2018 Michigan Library Association</td>
</tr>
<tr>
<td>Conference.</td>
</tr>
<tr>
<td>2. I will participate in MLA’s 2018 Executive Summit.</td>
</tr>
<tr>
<td>3. I will participate in the Public Library Association’s 2018 Annual Conference.</td>
</tr>
<tr>
<td>4. I will attend 2018 Catalyst University.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ All professional memberships are current.</td>
</tr>
<tr>
<td>✓ Attended PLA in Philadelphia, PA in March.</td>
</tr>
<tr>
<td>✓ Attended Catalyst University in Kalamazoo during the month of January.</td>
</tr>
<tr>
<td>✓ Attended a Hard Conversations (HR) workshop through MLA in April.</td>
</tr>
<tr>
<td>✓ Attended a Rose Street Advisors Fall Seminar in Kalamazoo during the month of September.</td>
</tr>
<tr>
<td>✓ Attended the 2018 MLA Annual Conference in Novi, MI on Wednesday, October 17, 2018.</td>
</tr>
</tbody>
</table>
Quarterly Statistics for Strategic Plan 2018-2020

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

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

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

<table>
<thead>
<tr>
<th>Target</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
<th>2018 Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 % patrons responded that they learned something in a guided learning event</td>
<td>90%</td>
<td>88.5%</td>
<td>95%</td>
<td>91%</td>
<td>75%</td>
<td>121%</td>
<td></td>
</tr>
<tr>
<td>50% of programs offered will provide guided learning activities (Adult/Youth)</td>
<td>A 60% Y 34%</td>
<td>A 56% Y 44%</td>
<td>A 69% Y 56%</td>
<td>A 62% Y 45%</td>
<td>A 50% Y 50%</td>
<td>A 125% Y 90%</td>
<td></td>
</tr>
<tr>
<td>20% increase of hits of online learning tools</td>
<td>15%</td>
<td>29%</td>
<td>49%</td>
<td>49%</td>
<td>20%</td>
<td>Target Met</td>
<td></td>
</tr>
<tr>
<td>Implement 12 software/devices that allow people to create and learn</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>0</td>
<td>12</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>12 videos are created</td>
<td>2</td>
<td>3</td>
<td>8</td>
<td>13</td>
<td>12</td>
<td>Target Met</td>
<td></td>
</tr>
</tbody>
</table>

* This project will move forward in 2019, with the addition of the Creation Station.
- Create a literacy liaison who will make connections and give tours to ESL and Adult Literacy groups
- Create methods to expand the reach of our Digital Literacy (computer education) programs
- Build programming and services that will reach groups at diverse levels

<table>
<thead>
<tr>
<th>Target</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
<th>2018 Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Services will provide 3 programs annually targeting each literacy level (Beginner, Intermediate, Expert)</td>
<td>B 2</td>
<td>B 8</td>
<td>B 3</td>
<td></td>
<td>B 13</td>
<td>B 3</td>
<td>Target Met</td>
</tr>
<tr>
<td></td>
<td>I 4</td>
<td>I 3</td>
<td>I 5</td>
<td></td>
<td>I 12</td>
<td>I 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E 5</td>
<td>E 9</td>
<td>E 5</td>
<td></td>
<td>E 19</td>
<td>E 3</td>
<td></td>
</tr>
<tr>
<td>Help 150 patrons become more info-literate</td>
<td>33</td>
<td>52</td>
<td>83</td>
<td></td>
<td>168</td>
<td>150</td>
<td>Target Met</td>
</tr>
<tr>
<td>Have 50 people in the library for ESL tours</td>
<td>0</td>
<td>20</td>
<td>20</td>
<td></td>
<td>40</td>
<td>50</td>
<td>80%</td>
</tr>
</tbody>
</table>
**Ends Statement #2**

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

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

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

<table>
<thead>
<tr>
<th>Target</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
<th>2018 Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% of user satisfaction with collections and instructional events</td>
<td>92%</td>
<td>88.5%</td>
<td>92%</td>
<td></td>
<td>91%</td>
<td>80%</td>
<td>114%</td>
</tr>
<tr>
<td>80% eBook and eAudiobook holds filled within 2 months</td>
<td>34%</td>
<td>36%</td>
<td>36%</td>
<td></td>
<td>35%</td>
<td>80%</td>
<td>43%</td>
</tr>
<tr>
<td>21 Special programs will target groups representing different perspectives or cultures</td>
<td>0</td>
<td>7</td>
<td>6</td>
<td></td>
<td>13</td>
<td>21</td>
<td>62%</td>
</tr>
<tr>
<td>25% of kits will change annually to reflect changing needs of the community</td>
<td>0</td>
<td>0</td>
<td>5%</td>
<td></td>
<td>5%</td>
<td>25%</td>
<td>20%</td>
</tr>
<tr>
<td>20% reduction in total physical collection size</td>
<td>0.60%</td>
<td>0.64%</td>
<td>-0.57%</td>
<td></td>
<td>0.67%</td>
<td>20%</td>
<td>3.37%</td>
</tr>
</tbody>
</table>
**Ends Statement #3**

**Be a leader in strengthening our community.**

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

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

<table>
<thead>
<tr>
<th>Target</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
<th>2018 Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% more items available for circulation will be digital</td>
<td>8%</td>
<td>12%</td>
<td>15%</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
<td>100%</td>
</tr>
<tr>
<td>15% of our programs annually will be outreach (Adult/Youth)</td>
<td>A 0</td>
<td>A *</td>
<td>A *</td>
<td>A 0</td>
<td>A 0</td>
<td>A 15%</td>
<td>A 0%</td>
</tr>
<tr>
<td></td>
<td>Y 31%</td>
<td>Y 44%</td>
<td>Y 12%</td>
<td>Y 37.5%</td>
<td>Y 15%</td>
<td>Y 250%</td>
<td></td>
</tr>
<tr>
<td>70% of patrons who completed an exit survey were satisfied that the program met their needs</td>
<td>92%</td>
<td>88.5%</td>
<td>92%</td>
<td>90.25%</td>
<td>70%</td>
<td>129%</td>
<td></td>
</tr>
<tr>
<td>100% of PPS middle school and high school students have access to PDL electronic services</td>
<td>81%</td>
<td>83%</td>
<td>83%</td>
<td>83%</td>
<td>100%</td>
<td>83%</td>
<td></td>
</tr>
<tr>
<td>12 events or table events will be held outside the Library by the Adult Department</td>
<td>0</td>
<td>*</td>
<td>*</td>
<td>0</td>
<td>12</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

* This project was spearheaded by N. Sosulski, and because of Medical leave will not move forward in 2018.
**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.

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

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

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>3rd Qtr. Budget</th>
<th>3rd Qtr. Actual</th>
<th>3rd Qtr. % Received</th>
<th>2018 Annual Budget</th>
<th>YTD Actual</th>
<th>YTD Actual+Enc.</th>
<th>YTD % Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tax Revenue</td>
<td>$3,308,708</td>
<td>$3,362,997</td>
<td>102%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Revenue</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue from Reserves</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Aid Revenue</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$4,169,487</td>
<td>$4,754,959</td>
<td>114%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Expenses

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>3rd Qtr. Budget</th>
<th>3rd Qtr. Actual</th>
<th>3rd Qtr. % Spent</th>
<th>2018 Annual Budget</th>
<th>YTD Actual</th>
<th>YTD Actual+Enc.</th>
<th>YTD % Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Salaries &amp; Wages</td>
<td>$3,308,708</td>
<td>$3,362,997</td>
<td>102%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Fringes &amp; Benefits</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Library Materials</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Utilities</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Buildings</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Furnishings &amp; Equipment</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Supplies</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Professional Services</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Other Charges</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL OPER. EXPENSES</strong></td>
<td>$4,169,487</td>
<td>$4,754,959</td>
<td>114%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL CAPITAL PROJECTS</td>
<td>$318,470</td>
<td>$349,294</td>
<td>107%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$4,487,957</td>
<td>$4,754,959</td>
<td>114%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFFECT ON FUND BALANCE *</td>
<td>$(1,496,492)</td>
<td>$(357,735)</td>
<td>24%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Flow Analysis of 2018 money only</td>
<td>$2,926,149</td>
<td>$2,926,149</td>
<td>100%</td>
<td>$2,926,149</td>
<td>$2,926,149</td>
<td>$2,926,149</td>
<td>100%</td>
</tr>
</tbody>
</table>

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

* Fund Equity is defined as the excess of fund assets and resources over fund liabilities. The Fund Balance is the Fund Equity minus any reserves.
**Property Taxes** - Property Taxes have been collected for the 2018 Fiscal Year. The Library has collected approximately $54,000 more than it budgeted. The Library received a $21,000 refund of back taxes paid to Texas Township for an error in its tax capture calculation from the previous years. These funds were received in July. The Library has received its IFT tax payment for this year and it was $445 below budget.

**State Aid Revenue** - The library has received its State Aid payments for FY2018 and they were $8,258 higher than budgeted. This was due to the Library conservatively estimating the payments for the year. The Library has received its distribution from the Local Community Stabilization Fund for personal property tax. The distribution was budgeted to be $266,217, and the Library received $722,277. Before year end, the Library will make a request for these funds to be moved to the Personal Property Tax Reserve.

**Revenue from Reserves** - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned Fund Balance. As part of the library’s FY2018 budget, the library set aside 13% of its budget into a General Reserve. In doing so, the General Reserve from the prior year was increased by $15,035. Funds have been added to the FY2018 budget for the following items: prior year encumbrances ($333,846); funds for the Master Building Project ($13,197); miscellaneous donations from FY2017 ($2,250).

**Other Revenue** - Other Revenue is ahead of pace for this time of year. The majority of this category is comprised of Fines and Fees and Penal Fines. Fines and Fees are on pace, while Penal Fines were received in an amount of $14,818 below budget. The Library does not budget for donations, but instead chooses to request budget amendments when they are needed for use. The Library has received $26,667 of donations and grants in excess of those that it has requested budget amendments. In June the Library received a distribution of $21,280 for excess premiums paid on its building insurance. Additionally, the Library is earning more in Investment Interest than it budgeted for.

**Salaries & Wages** - Salaries & Wages are on pace for this time of year. The Library is under budget due to part-time employees being absent for health or vacation reasons and those hours going unused. Additionally, the Library has a full-time employee out on short-term disability and is only paying a portion of her salary.

**Fringes & Benefits** - Fringes & Benefits are less than the 75% expended as of September 30, 2018. This is due to two employees opting out of the Library's insurance plan and picking up a spouse's insurance plan. Based on this scenario, there should be a surplus of funds at the end of the year.

**Library Materials** - This category shows that it is slightly behind pace for this time of year. This is not unexpected as the Youth Dept. orders less material in the summer and uses the 4th quarter to catch up. Additionally, due to an employee's long term absence in the Adult Department, some ordering is lagging behind. Other staff are working to pick the slack but that process takes time.

**Utilities** - Utilities are slightly under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures are right on budget for the year. Additionally, the Library has not received its third quarter water & sewage invoice for the year. This is typically small for this time frame and should not impact this category enough to put it over budget.

**Building** - Year-to-date actual and encumbrances are slightly less than the 75% target for this time of year. The majority of the lines in this category are close to the 75% target. Snow Removal finished the winter months $6,300 under budget. A portion of these funds will be spent in November and December as the weather necessitates.
Furnishings & Equipment - This category is slightly over its target for this time of year. The original budget for this category is $2,882. The vast majority of projects in this line are being carried over from the prior year. These projects include: outside water fountain; north side patio clean-up and landscaping; rear entrance awnings; new book bin; large print shelving. Additionally, there are new initiatives designated through a request from the Friend's of the Library. These include Virtual Reality goggles, 3-D printer, and preschool furniture.

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

Professional Services - This category is below the 75% target for several reasons. There were several Online Subscriptions treated as prepaids at the end of 2017 and therefore, their expense was moved to Fiscal Year 2018. This has meant that expense are more closely aligned with their actual use. Lastly, the Library planned to move to a hosted solution for its servers. That move was budgeted to take place in March but is now scheduled for November. There should be several months of unused budgeted funds associated with the transition unspent at year end.

Other Charges - This category is slightly below the 75% target. Typically this line is well under budget for this time of year. This has changed as the Library has shifted its treatment of annual contracts. At 69% expended it is more in line with where it should be for the year.

Capital Projects - This category is less than 75% spent for this time of year due to several reasons. The FY2018 Technology Project will not begin until the 4th qtr. Additionally, the Capital Maintenance line will not be used unless a major building repair needs to be completed and can not be covered in the Library’s Building Repair & Maintenance line. Otherwise, funds in the Capital Maintenance line will be saved and used for a large building project. There is $120,222 of encumbrance coming forward from the prior year. This amount accounts for the vast majority of activity for the year-to-date.