NOTICE of PUBLIC MEETING

The Portage District Library Board
will meet in regular session
on
February 25, 2019 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 
February 25, 2019  
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 February 25, 2019 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular meeting held on February 4, 2019. Pg.1-6
   B. Narrative Report for January 2019. (Info) Pg.7-12
   D. Budget Amendment for Friends Donation to Fund “Wish List” Items. (Info) Pg.16-17
   E. Marketing Update for January 2019. (Info) Pg. 18-19
   G. Legislative Update for January 2019. (Info) Pg. 22-23
   H. Library Board Linkage (Info) Pg. 24

VI. Governance (40 minutes)
   A. Library Board Roster for 2019. (Info) Pg. 25
   B. Review and Approval of Library Board Bylaws. (Vote) Pg. 26-28
   C. Report from Board Liaison to the Friends of the Library. (Info) Pg. 29
   D. FOIA Policy Update (Vote) Pg.30-60

VII. Ends Development (20 minutes total)
   A. Donations Report for Funds Received in 2018 and Budget Amendment. (Vote) Pg. 61-62

VIII. Monitoring to Assure Compliance with Executive Limitations (10 minutes)
   A. Monitoring Report: Emergency Library Director Succession. (Info) Pg. 63-65
   B. Monitoring Report: Treatment of Consumers. (Info)Pg. 66-69

IX. Library Director’s Reports (5 minutes total)
   A. Final remarks by Library Director for the February 25, 2019 Library Board Meeting.

X. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the March 25, 2019 Board Meeting
      1. Minutes of the Regular Meeting held on February 25, 2019.
   B. Assessment of this meeting
   C. Miscellaneous Items

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

February 4, 2019

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 Grand Traverse Pie Company and the board meeting started at 6:00 PM

II. Roll Call -
Board Members Present: Carol Bale, Michele Behr, Jeanne Friedman, Donna VanderVries, Ted Vliek, and Tom Welsh

Board Members Absent: Cara Terry (excused)

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

Library Staff Absent: Rolfe Behrje

III. Comments or Requests from the Public, Board Members, or Library Staff
Board Chair Behr wished everyone a Happy New Year and then opened the meeting for any comments from the public, board members, or library staff.

A. Comment from Library Director Christy Klien – Klien introduced former Cataloging Librarian and new Head of Technical Services Abby Pylar. In addition to her new duties, she will also be attending the weekly Admin Team meetings on Thursday mornings and the monthly board meetings. Board Chair Behr asked Pylar to briefly explain what her responsibilities include. Pylar responded that she is the Head Cataloger and it is her department’s responsibility to process all new materials and keep the library’s catalog up to date with efficient searching. Pylar is also working with the library’s new product, CollectionHQ, to schedule reports for the librarians which allows them to have more detailed information about their collections in order to make better decisions regarding what to order and what to weed.

B. Comment from Trustee Vliek – Trustee Vliek took the opportunity to welcome Jeanne Friedman and Carol Bale to their first official board meeting as trustees.

DISPOSITION: The Library Board acknowledged the comments made by Klien, Pylar, and Vliek.

IV. Adoption of the Agenda for the Regular Meeting of February 4, 2019.
Library Board Chair Behr asked if there were any changes needed to the agenda for the February 4, 2019 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 Vliek and supported by Trustee Welsh that the Library Board adopt the agenda for the regular meeting of February 4, 2019. Vote: 5-Yes, 0-No, 2-Absent. Motion carried.

V. Consent Agenda
Library Board Chair Behr asked if there were any changes needed to the consent agenda for the February 4, 2019 board meeting before its adoption. Welsh asked to remove Item D and Behr asked to remove Item E.

A. Minutes of the Regular Meeting held on December 17, 2018.
B. Review of Community Meeting Room Policy.
C. Review of Library Privacy & Search Warrant Policy.
D. Budget Amendment Request to Increase Expense Lines in the FY 2019 Budget to Offset Unpaid Encumbrances.
E. Budget Amendment to Reserve Funds Received in Excess of Budget to the Personal Property Tax Reserve Fund.
F. Request to Approve 2019 Budget Amendment for Friends of the Library Donation.
G. Budget Amendment to Transfer Funds Budgeted for Building Cleaning to Salaries & Wages.
L. Marketing Update for December 2018.
M. Legislative Update for December 2018.
N. Library Board Linkage.

MOTION: It was moved by Trustee Welsh and supported by Trustee Vliek, to approve the amended consent agenda with Item D and E removed. Vote: 5-Yes, 0-No, 2-Absent. Motion carried.

Item D. – Trustee Welsh asked if the open PO’s were for specific items. Business Manager Foti said yes and then went into detail about the purchase order process for the benefit of the new trustees. Foti reviews and approves purchase orders before purchases are made. After PO’s are approved, items are ordered and that reserves the money within the budget. At the end of every year, Foti comes to the Board for approval to move money forward into the subsequent year to pay for items ordered and not received by the end of the prior year.

Item E. – (Welcome Trustee VanderVries at 6:09 PM) Trustee Behr asked to discuss the Personal Property Tax Reserve Fund in more detail. Business Manager Foti said that the original way Personal Property Tax was collected and distributed has been eliminated. Over the past couple of years, the state has reimbursed organizations that received Personal Property taxes from other funding sources and that in the last two years the amount the library received was approximately 2.5 times the amount budgeted for. The State of Michigan is changing the way they will distribute the money again next year, which is why Library Director Klien and Business Manager Foti have recommended putting the overages from 2018 into a Personal Property Tax Reserve Fund just like it was approved in 2017 to help ease the financial strain in future years if the amount the library receives were to dramatically decrease or be eliminated entirely. Foti talked about the various reserve lines and why we put the money there. He said that money in reserves cannot be spent without board approval and it is there in case major unplanned financial circumstances occur as a protection for the library. The money in reserves is pooled with other investments that are coming back at staggered times.

MOTION: It was moved by Trustee Welsh and supported by Trustee VanderVries, to approve Items D and E following discussion. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

VI. Governance

A. Election of Library Board Officers for 2019 –
Board Chair Behr informed the group of what she had learned while surveying trustee’s interest in serving as a board officer, on the Personnel Committee, or as a Liaison to the Friends of the Library. Trustee Behr said Trustee Welsh expressed a willingness to serve as chair and Trustee VanderVries expressed a willingness to serve as vice chair. Trustees Vliek and Friedman were willing to serve on the Personnel Committee. Trustees Terry and Bale said that they were willing to serve as Liaisons to the Friends of the Library. After discussion, the consensus of the group was for Welsh to serve as Board Chair and VanderVries to serve as Vice Chair.

MOTION: It was moved by Trustee Vliek and supported by Trustee Bale, to nominate Tom Welsh to serve as Board Chair and Donna VanderVries to serve as Vice Chair in 2019. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

B. Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends, and Library Board Secretary for 2019.
Taking into account those who expressed willingness to serve as well as those who have had the opportunity to serve in the past, Board Chair Behr made the following appointments for 2019:

Personnel Committee - Jeanne Friedman and Ted Vliek
Co-Liaisons to the Friends of the Library - Carol Bale and Cara Terry
Library Board Secretary - Quyen Edwards

DISPOSITION: The Library Board acknowledged the appointments for Personnel Committee, Liaisons to the Friends of the Library, and Library Board Secretary for 2019.

At this time, Former Library Board Chair Behr relinquished her role to Library Board Chair Welsh.

C. Annual Signing of “Conflict of Interest” Statements by Trustees – Trustees were provided with a blank Conflict of Interest form at the start of the meeting. All trustees present signed the form and returned it to Library Board Secretary Edwards to file in the Library Office. Edwards has been in touch with Trustee Terry who signed and returned a scanned copy of her form.

DISPOSITION: Conflict of Interest statements for 2019 were issued and signed for all Portage District Library Board members and will be kept on file in the Library Office.

D. Consideration of Guests/Presenters to be invited to Board Meetings in 2019 - Board Chair Welsh said that trustees could begin offering their preferences and suggestions for potential guests at 2019 board meetings. Trustee Bale asked how guests are determined and Trustee Behr responded that guests are determined depending on the library’s goals for the year and the preferences of the trustees. Behr said that she would be interested in hearing from Clare Membiela, Library Law Consultant from Library of Michigan who could speak about current legal issues in libraries. Trustee Friedman said that she would be interested in hearing from the Friends of the Library President to learn more about what they do and how the Library Board could help. Circulation Supervisor Jill Austin, who is also the Library Staff Liaison to the Friends, said that Friends President Toni Yannie and the Friends Board will be going through Strategic Planning for their organization this year and that following the completion of their plan, they could come to a Library Board meeting to share it. Trustee VanderVries suggested a guest from the W.E. Upjohn Institute to speak about the economic forecast and impacts on our tax base.

DISPOSITION: The Library Board concluded their discussion of Guests/Presenters to be invited to Board Meetings in 2019.

E. Virtual Attendance Policy Review – Library Board Director Christy Klien said that this policy was on the agenda for review as it has been in place for a year now. She also wanted to be sure that the new trustees understood the policy and how they could request to participate virtually, if necessary. Trustee Vleik raised the question about whether the official Library Board minutes should reflect whether a trustee is participating virtually, and Klien responded that it was the advice of the Library’s attorney not to differentiate. Klien reminded trustees that they should let the Library Board Chair know that they would like to participate remotely and to let Library staff know with as much advance notice as possible so that the conference call equipment can be set up. Library Board Secretary Edwards said she would send out an updated board roster with contact information.

DISPOSITION: The Library Board reviewed the Virtual Attendance Policy.

F. 4th Quarter Financial Report for Fiscal Year 2018 & Variance Report – Business Manager Foti said that due to the rescheduling of the Library Board Meeting, he had time to adjust the original 4th Quarter Financial report for additional 2018 invoices that were received. For the benefit of the new trustees, he explained that the variance report included those budget categories which have over a 20% variance. Foti then addressed several of the key reasons for the variances. A significant portion of the unspent balance included the overage received in the 2018 Personal Property Tax disbursement, all monies received in donations (which is not budgeted for), and a refund of premiums paid for building insurance. Foti explained the philosophy the Library currently uses for budgeting – aggressive to budget for the expenses and conservative on the revenue. Foti explained that budget discussions for 2020 will begin soon and the next fiscal year budget
draft is presented in June. Things can change between June and January of the following year and the Library should be prepared for that. There was a discussion about the public perception of the amount of money in reserves especially if the Library is going to consider going out for a bond issue or larger millage.


VII. Ends Development

A. Library Director 3 Year Contract – A recommendation was presented by the Library Board Chair to renew Library Director Christy Klien’s contract for three years. The Library Director is only the contract employee and her contract would cover 2019-2021.

MOTION: It was moved by Trustee Behr and supported by Trustee VanderVries, to renew Library Director Christy Klien’s contract from 2019-2021. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

B. Endorsement of Library Director’s Personal Goals for 2018
Klien said that she listened to the advice of trustees and has fewer goals than in previous years. The first two goals are related to building projects including a Master Plan and investigating other types of funding to pay for it. Goal three involves making connections with the community. Klien said she is still looking at different trainings and will bring ideas to the board if/when she find something that would be a benefit. While on the subject of building plans, Trustee VanderVries discussed her opinions on the appraisal of the Senior Center building from the city. Klien said that the staff building committee took a tour of the Senior Center building at the end of January, but have not yet had additional discussions for potential uses of the building since that meeting was scheduled for one of the days we were closed for weather. Klien said that she would also like to speak with the City Manager regarding timeframes. Vlek said that he would like to confirm that the purchase would include the property all the way to Brown Street. Klien said that she will work on scheduling Master Planning Committee Meetings.

Klien asked if trustees had any concerns or suggestions. Trustee Behr suggested a small change in wording on Goal 1C “determine” instead of “create” a funding plan and the trustees agreed that Klien’s goals for the year were realistic.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Behr, to endorse the Library Director’s Goals as amended for 2019. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

C. 4th Quarter 2018 Strategic Plan Statistics –
Klien asked if there were any questions or comments about the presented statistics. Trustee VanderVries noted the statistics of program satisfaction rising and falling over the course of the year. Head of Adult Services Lawrence Kapture said that there are not a large number of responses received after programs so only a few responses can vary the percentage of satisfaction. There was discussion regarding the goal for reduction in physical collection size. Circulation Supervisor Jill Austin reminded trustees where the 20% number came from and questioned whether that was the right amount to reach for. She said that the number reflected shows that collection development librarians are discarding at least as many items as we purchase which is significant. Staff also explained how the Collection HQ product is going to adjust purchasing and weeding. The library is in year one of a three year contract with the product which will help us make better and more informed decisions regarding materials. Collection managers will have numbers and other data to back up choices and decisions. Trustee Friedman asked if the percentage of middle school and high school students who have access to PDL electronic services includes homeschool students and Austin responded that it doesn’t since there is no data on numbers of local homeschool students. Austin said that there is discussion about developing a service at PDL in which students could use their student ID as a library card. Klien followed that up by saying that there are some policies to look at before we can have more discussion/agreement with the Portage Public Schools. The Media Specialists have asked for access for all students to the electronic services and the library would like to be able to offer that.

D. Strategic Plan and Ends Reporting –
Klien asked if trustees had questions or concerns regarding renewal of the Ends Statements for 2019. Klien read the four Ends Statements for the group prior to the vote.
End Statement #1 for 2018: Optimize access to resources for information, education, and entertainment.
End Statement #2 for 2018: Be a safe, welcoming, inclusive destination for families and individuals.
End Statement #3 for 2018: Be a leader in strengthening our community.
End Statement #4 for 2018: Be a community center to experience and explore local arts and culture.

MOTION: It was moved by Trustee Vliek and supported by Trustee Behr, to approve the library’s Ends Statements in 2019. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

VIII. Monitoring to Assure Compliance with Executive Limitations

A. Monitoring Report on Executive Limitation: Global Executive Constraint. Library Director Klien said that the Library was in full compliance with the provisions of the Executive Limitation and that all federal, state, and district laws were being followed, as well as Library Board policies. She asked if there were any questions or comments from the Board on this topic, and there were none.

DISPOSITION: The Library Board received the Monitoring Report on Executive Limitation: Global Executive Constraint and found the Library to be in full compliance.

IX. Library Director’s Reports

A. Final remarks by Library Director for the February 4, 2019 Library Board Meeting -

Klien said that since the last board meeting when service animals and emotional support animals and the library’s policy regarding them was discussed, we have had four dogs and a parrot in the library.

Klien said for the benefit of the new trustees that as a Board Member, your borrowing privileges are the same as a staff card and you will not be charged overdue fines. Klien encouraged trustees (as she does staff) not to abuse those privileges. She also joked that if they loose or damage materials they will still have to pay for them, as she did for a water damaged book earlier in the month!

Klien said that Library Board Secretary Edwards would be sending out a brief guide on Roberts Rules.

Klien said that earlier in the day she received an email from the Library’s Attorney, saying that there have been some recent changes to the FOIA (Freedom of Information Act) and that we would be bringing back the FOIA forms to the next board meeting for some changes to make sure that our policy is up to date.

Klien said that she wanted the Board to be aware that the library received a written request for the Board to consider offering library cards to children for free regardless of their residency.

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

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the February 25, 2019 Board Meeting

1. Minutes of the Regular Meeting held on February 4, 2019.
2. Review of Library Board Bylaws.
3. Donations Report for Funds Received in 2018.
5. Finalization of Guests to be Invited to Board Meetings in 2019.
6. Presentation of 2019 Marketing Plan
9. FOIA Policy

B. Assessment of this meeting – There was agreement among trustees that it was a good meeting. Trustee Friedman offered one more suggestion for a possible board meeting guest, PPS High School Media
Specialist Jeanna Walker.

C. Miscellaneous Items – Circulation Supervisor Jill Austin said that she wanted trustees to be aware that the library is doing their annual February Personal Care Item Drive. Items collection all go to the Portage Community Center.

Austin also said that last week when the library had closures, we moved the due dates out for patrons on materials and no fines were accrued for the days that we were closed.

Klien said that she also wanted to point out that Austin is testing out new equipment - an ear piece radio. Right now we have three units which have been tested in various departments. After hearing comments from staff, Klien would like to move forward with purchasing more units and implementing them so that communication between public service staff improves.

XI. Adjournment –
Library Board Chair Welsh said if there was no further business to be considered, he would adjourn the rescheduled regular board meeting of February 4, 2019.

DISPOSITION: The rescheduled regular board meeting of February 4, 2019 was adjourned at 7:40 PM.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
Library Director’s Narrative Report for February 25, 2019
(Activities at the end of January and beginning of February 2019)

Administrative Activities:
During late January 2019 and February 2019, 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.
- Met with Kevin Brozovich of HRM to discuss the hiring of a Facilities Manager in early 2019 on January 25.
- Met with Quyen Edwards, Michele Behr, and Jeanne Friedman to conduct a library trustee orientation on January 26.
- Virtually participated in the Portage Community Center Board meeting on January 30.
- Helped set-up the Friends of the Library Book Sale on February 1.
- Attended PDL Library Board Meeting on February 4.
- Met with Library Board Chair Tom Welsh on February 6.
- Corresponded with Kevin Brozovich of HRM to discuss the job description for a new Facilities Manager on February 6.
- Corresponded with Library Law attorney regarding FOIA policy on February 4 and February 11.
- Attended the Friends of the Library Board meeting on February 11.
- Attended the SMLC Board Meeting on February 14.
- Met with Rob Foti and Jill Austin to discuss open Circulation Assistant Supervisor position on February 14.
- Set-up meeting rooms for KMUG meeting on February 16.

Maintenance and Building Services
- All preventative maintenance activities were performed as scheduled.
- All cleaning and maintenance services were performed as scheduled.
- Worked with Pleune to identify boiler and Trane heating issues.
- Removed ice buildup on vent stacks and added regular visual inspections of vent stacks in extreme cold.
- Temporarily adjusted boilers and water pumps to maintain building temperatures during the extreme cold.

Personnel Information:
The library undertook the following Human Resource and Financial activities since the February 4, 2018 Board meeting:

- Business Services Clerk, Vicki Dumler, retired after more than 19 years of service to the Library. Her last day of work was December 21, 2018 and her last day of employment was January 26, 2019. Kathy Morris has transferred from her role as Assistant Circulation Supervisor in the Circulation Department to this role. She was splitting her time between both positions until the end of January. The Library Director, Business Manager and Circulation Supervisor are discussing how to best fill the vacant position in the Circulation Department.
- Katie Brinker has returned from maternity leave beginning Monday, February 18, 2019.
- The Library has begun working with HRM Associates to find qualified candidates for the Facilities Coordinator position. This position is currently being handled by Rolfe Behrje, along with his other duties.
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:

Build a creation station to allow patrons to use software for creation of art and technical design
- Hardware and software have been ordered for use as a lab until go-live date this fall.

Develop more instructional programming for adult patrons

SF/Fantasy Discussion: Batman - January 8th at 7:00 PM - 16 people attended
Batman has captured the imagination of people of all ages and our attendees reflected this. We had teens through seniors discussing as much as we had time for starting with his first appearance in Detective Comics in 1939 to the present with the anticipation of the new Joker movie starring Joaquin Phoenix. We covered the comics, movies, video games, and especially Adam West in the 1960s TV series. We did make time to talk about some of our favorite villains as well.

Quilling 101 - January 19th at 2:00 PM - 9 people attended
For such a horrible weather day, library staff was pleased with the attendance. Marrisa Blough from Marrisa’s Crafty Creations came in to teach our community the art of quilling. She started with a couple of basic techniques and then allowed the crafters to start asking questions as they worked. Everyone loved the class and stayed a half an hour later than the scheduled stopping time.

MI Pride Author Series—The Cowleys and Unspun - January 24 at 7:00 PM – 28 people attended
Our first MI Pride Author Series event was a great success despite less than ideal weather. Local author duo Katherine and Scott Cowley talked to attendees about how to write their own fairy tale retelling and then read excerpts from their work and provided Q&A and an author signing after the talk. A range of ages was in attendance for this event.

Excerpts from patron reactions:
What did you like best about today’s program?
“The community authors/storytelling”
“How the presenters involved the audience”
“Brainstorming”
“Great, interesting complex book”

Create programming that promotes interactive learning
Youth Services - Big Box Build – 12 Families built animals, forts, vehicles, and costumes out of boxes.
Feed Your Feathered Friends – Children dropped in to create hanging edible bird feeder ornaments.

Create videos to educate our patrons about our resources and how to use them
- Marketing Manager Colin Whitehurst created a script for a 1000 Books Before Kindergarten FAQ video which will be filmed in mid-February.
Build programming and services that will reach groups at diverse levels
- Caldecott Club members attended their final meeting of the season to review and select their final titles. They will meet for a “reveal party” at the end of the month when the winners are chosen. This was tailored to introduce children to book clubs and to help them learn how to evaluate and appreciate books.

**Ends Statement #2**

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

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

Project Updates:

Improve the accessibility and visibility of existing physical and electronic collections
- This January, Youth Staff started work on simplifying the organization of Parent/Teacher and DVD collections. This will improve discovery make browsing these collections easier.

Create tools to measure the needs of the community
- Marketing Manager Colin Whitehurst discussed the 2019 Annual Survey at a weekly Administrative Team Meeting. Survey writing is now in progress.

**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 continued to visit the Makerspaces at the Portage Middle Schools.
- Portage High School students were able to pick up Exam Care Packages again this year. They learn about this option through school announcements and Portage District Library publications.

Improve service access to Portage Public School Students though a collaborative student registration process
- Library staff have been in contact with the Media Specialist from Portage Middle Schools to finish their 6th grade library card registration process. A total of 32 new memberships were registered and 13 replacement cards were issued.

Update the Library Website
- A preliminary layout of the homepage was created by a company we have contracted to design our new website. Marketing Manager Colin Whitehurst responded with feedback for the first round of revisions and is awaiting a second round of updates.

**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
- The area public schools from elementary through high school will be showing the art of their very talented students. The art will be displayed through the end of February.
- Local History and Culture Display: Woodcarvings by Jack Neal - Portage artisan Jack Neal will display a collection of intricately carved birds and fish in January and February.
- Solo Gallery: Dan Hook - Dan will hang a variety of media for the community to enjoy January 7 - February 25, 2019. A price list will be available at the Adult Information Desk.

Initiate Harwood Community Conversations
- In 2018, we have conducted all six Harwood Community Conversations. A project report document has been drafted and will be distributed to our conversation participants and to our community. The committee met to discuss potential programming ideas that the library could implement based on feedback during the conversations. Going forward, the library will not be conducting the community conversations, but will focus on actions we can take to help address feedback from the previously held conversations.

**Operational**

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

Projects:
Facilities Master Plan
- We have received the appraisal of the Senior Center and on January 23 the internal building committee toured the center to visually see the building. The committee was scheduled to meet again on January 30 to discuss potential uses of the building if the library purchased the property in the future, but had to conduct a brainstorming session via email because of a weather related closure.

Professional Development (Develop a schedule, conduct employee training and certification in topics such as employee benefits, emergency procedures, safety/first aid, equipment use)
- The Professional Development Committee met on January 8 and February 12 to discuss general plans for staff training in 2019. The committee is currently working on developing tutorials on the web-based product and will continue that focus throughout the year.
- We are continuing to arrange First Aid, CPR, and AED training for interested staff.

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 in 2019. 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:

Accounting: Financial Edge –The Library continues to test live data and is currently working to schedule migration dates.

Document Management – PaperSave – The Library continues to test live data and is currently working to schedule migration dates.
DNS and Filtering: OpenDNS Umbrella – The library has added OpenDNS agent to all workstations for increased granularity, but has switched it off because it needs further testing.

Integrated Library System: SirsiDynix Symphony - The library is working on the best ways to identify its test system. The library will use its test system to try new processes and test changes before making the changes live. The library is currently reviewing the next upgrade 3.5.3 or 3.6 in April 2019. The library will begin testing BlueCloud modules after this upgrade.

Integrated Library System: SirsiDynix BlueCloud Analytics - The library is beginning to work with documents and dossiers in Analytics.

Integrated Library System: SirsiDynix Web Services - The library will upgrade its Dependent Web Services when it plans its April Symphony Upgrade. Discussions have begun regarding adding an SSL (secure https) layer to web services.

Integrated Library System: SirsiDynix SIP Services - All SIP systems are configured and operational. The library will upgrade its Dependent Web Services when it plans its April Symphony Upgrade. Discussions have begun regarding adding an SSL layer to web services.

Integrated Library System: CollectionHQ - All reports are now regularly running and staff is actively using CollectionHQ. Head of Technical Services Abby Pylar is currently the service leader on this project and has actively integrated reports with the library’s collection maintenance scanners.

Productivity Software – Microsoft Office 365 - The library completed auditing its SMTP relays and Active Directory dependent services. The library’s secure SMTP servers are now relaying mail from internal devices and external services. The library is now planning its transition to Exchange Online (hosted email services). The library completed this auditing February 15, 2019 and will begin migrating mailboxes in early March. By April 1, 2019, the library will be operating its Email system on Office 365.

Directory Services – Azure AD and Secant Cloud Hosted - The library has completed its setup of Active Directory syncing between Office 365 and local Active Directory. Local AD, File Services, DCHP, DNS, SMTP, Ninite, Print Services, public access services have been deployed on the library’s cloud hosted server at Secant Technologies.

Telephone Service and Appliances: Cisco Call Manager and Related Products - The library has upgrades scheduled for year-end for Cisco Call Manager, Unity, Emergency Responder, Informacast and Infortel. These upgrades will provide more reliable VoIP services, add new dynamics to paging and alerts. The library is also experimenting with two-way radio devices for staff safety and mobile communication between public service desks.

Web Server: Secant Hosted WordPress - The library has built a Cpanel Wordpress server for testing the new website. This service is now available to staff.

Public Access Computers: Envisionware PC Res / LPTOne / Library Document Station [COMPLETE] The library has migrated Envisionware to a cloud hosted server at Secant Technologies. In 2019, the
library will be replacing public access computers and will be upgrading its PCRes/LPTOne/Mobile Print software.

Public Access Security: Faronics DeepFreeze - The library has implemented a cloud hosted iteration of Deepfreeze and merged WSUS (Windows Software Update Services).

Help Ticketing: Spiceworks Online - The library is actively testing the new ticketing portal. Migration to the new ticketing system will occur when the library moves to Office 365.

Database Proxy: OCLC EzProxy – The library has built an EZPROXY server for authenticating patrons for database access. Moving to the EZPROXY server into production/live status will occur in early 2019.

Local History Archives: OCLC ContentDM – The library completed its upload and indexing of all remaining records. The library is working with OCLC to test its transition plan. Upon finalization, the library will migrate this service and update DNS pointers for this system.

Digital Signage – SaaS - The library added cabling for wired network connections for its digital signage products. These wired connections provide a more reliable and consistent viewer experience.

Library Statistics and Reporting – DeskTracker – Statistical collection forms are currently being upgraded to better capture data for its State Aid Statistical report and Strategic Plan. DeskTracker is used for statistical reporting of public service desk questions and programming and attendance.

Technical Services will efficiently help acquire, process, and deliver accurate complete materials in a timely manner that will aide in borrowers search and retrieval of the information that they desire.
- Technical Services is continually working on getting items out to the public in an efficient and timely manner. With this in mind, they are always looking into ways to expedite this process.
- In order to get the most out of the Collection HQ purchase, Head of Technical Services Abby Pylar has set up schedules for reports that will run monthly. Collection managers will then need to take action upon these reports.
- The first month of reports from Collection HQ has been run and is available to collection managers.
- Head of Technical Services Abby Pylar will continue to monitor the reports on Collection HQ to see their completion by collection managers.
- Head of Technical Services Abby Pylar will continue to work on the organization and uniformity of items in the catalog throughout the year.
- Head of Technical Services Abby Pylar is working with Circulation Supervisor Jill Austin to continue the process of clearing discarded materials from the catalog.
- Head of Technical Services Abby Pylar is also working with Local Historian Steve Rossio in the Heritage Room to complete a through inventory, identify which items are not in the catalog, and then add those items in.
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>12/31/2018</th>
<th>Changes</th>
<th>1/31/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Reserve (13%)</td>
<td>$492,690</td>
<td>$27,533</td>
<td>$520,223</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>456,060</td>
<td>805,946</td>
</tr>
<tr>
<td>Reserve for Encumbrances</td>
<td>475,064</td>
<td>(475,064)</td>
<td>-</td>
</tr>
<tr>
<td>Unassigned Fund Balance</td>
<td>4,620,932</td>
<td>-</td>
<td>4,620,932</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 2\textsuperscript{nd} signature on all checks issued by the Portage District Library in an amount of $20,000 or more by one of the three designated individuals on the library’s bank signature card, which would be one of the following: (1) the Library Board Chair, or (2) the Head of Adult Services, or (3) the Head of Youth Services.

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

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

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

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

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

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

**Director’s Response:** A list of all cash disbursements has been provided to the Board Chair for review.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: February 19, 2019  
Subject: Budget Amendment to adjust the FY 2019 Budget for the Friends Donation to Fund "Wish List" Items and Programming Grants for the Library.

BACKGROUND:
The Friends of the Portage District Library continue to hold extremely successful book sales, and are seeing greater numbers of donated books all the time, so their treasury has grown. For this reason, Friends board members decided that some of that revenue should be passed on to the library and asked library staff to submit a “Wish List” to the Friends Board for funding consideration.

At the recent Friends’ Board meeting held on February 11, 2019, the library’s 2019 “Wish List”, developed by the Library Administrative Team and staff, was reviewed and voted on. Subsequently, the Friends presented the library with a check for $20,000.00 to cover the cost of the items shown on the list below. Also at that meeting, the Friends were presented with three requests for programming grants which they chose to support in full for a total of $4,290.00. We are most grateful to the Friends for their generous gift that will enable the library to purchase important "Wish List" items and support exciting programming that will benefit library users.

Since the 2019 Fiscal Year Budget is already in place, it is necessary to bring a budget amendment to the Library Board to adjust the budget for the Friends' $24,290.00 donation in order to use these funds for their designated purposes in this budget year.

RECOMMENDATION:
I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2019 Budget to increase designated expenditure lines by a total of $24,290.00 as shown below:

<table>
<thead>
<tr>
<th>“Wish List” Item Description</th>
<th>Amount</th>
<th>Expenditure Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room Tables</td>
<td>$2,414.60</td>
<td>Non-Cap New Furnishings</td>
</tr>
<tr>
<td>Organization Cart</td>
<td>1,071.86</td>
<td>Non-Cap New Furnishings</td>
</tr>
<tr>
<td>8 Cubby Storage</td>
<td>265.00</td>
<td>Non-Cap New Furnishings</td>
</tr>
<tr>
<td>End Cap materials display</td>
<td>1,050.00</td>
<td>Non-Cap New Furnishings</td>
</tr>
<tr>
<td>Stand-alone materials display</td>
<td>808.00</td>
<td>Non-Cap New Furnishings</td>
</tr>
<tr>
<td>Wire Shelving</td>
<td>427.00</td>
<td>Non-Cap New Furnishings</td>
</tr>
<tr>
<td>DVD Shelving</td>
<td>9,966.00</td>
<td>Capital Outlay</td>
</tr>
<tr>
<td>Grubby Titles</td>
<td>3,765.54</td>
<td>Non-Cap New Furnishings</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20,000.00</strong></td>
<td></td>
</tr>
<tr>
<td>Programming Description</td>
<td>Amount</td>
<td>Expenditure Line</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>1000 Books Before Kindergarten (Youth)</td>
<td>$1,550.00</td>
<td>Programming – Youth Restricted</td>
</tr>
<tr>
<td>Festival in the Flats (Youth)</td>
<td>$1,740.00</td>
<td>Programming – Youth Restricted</td>
</tr>
<tr>
<td>Geek Fest (Adult)</td>
<td>$1,000.00</td>
<td>Programming – Adult Restricted</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 4,290.00</strong></td>
<td></td>
</tr>
</tbody>
</table>
Marketing Update

Recurring Monthly Projects:

- The January 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.

January Marketing Highlights:

- Designed a final prize t-shirt for the 1000 Books Before Kindergarten program
- Created a brochure for the Friends of the Library
- Designed a flyer for all of the Teen Spring programs
- Updated our Art / Display contracts
- Designed closing graphics for all Holidays in 2019

January Social Media Highlights:

Facebook
57 New Page Likes | 199 Post Shares | 1,404 Post Likes | 99 Comments | 389,140 Total Reach

Twitter
6,968 Tweet Impressions | 115 Profile Visits | 4 Mentions | 2 New Followers
### Circulation/Collections

<table>
<thead>
<tr>
<th></th>
<th>Jan-18</th>
<th>Jan-17</th>
<th>CHANGE 2018</th>
<th>Jan-17</th>
<th>Jan-17</th>
<th>CHANGE 2017</th>
<th>Jan-17</th>
<th>Jan-17</th>
<th>CHANGE 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Library Circulation</strong></td>
<td>63,787</td>
<td>70,249</td>
<td>-9.20%</td>
<td>63,787</td>
<td>70,249</td>
<td>-9.20%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult - Books</td>
<td>15,698</td>
<td>18,059</td>
<td>-13.07%</td>
<td>15,698</td>
<td>18,059</td>
<td>-13.07%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>5,636</td>
<td>7,942</td>
<td>-29.04%</td>
<td>5,636</td>
<td>7,942</td>
<td>-29.04%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth - Books</td>
<td>22,041</td>
<td>23,296</td>
<td>-5.39%</td>
<td>22,041</td>
<td>23,296</td>
<td>-5.39%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot Picks</td>
<td>3,185</td>
<td>4,141</td>
<td>-23.09%</td>
<td>3,185</td>
<td>4,141</td>
<td>-23.09%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-Material</td>
<td>11,570</td>
<td>10,571</td>
<td>9.45%</td>
<td>11,570</td>
<td>10,571</td>
<td>9.45%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,288</td>
<td>1,217</td>
<td>5.83%</td>
<td>1,288</td>
<td>1,217</td>
<td>5.83%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>957</td>
<td>1,268</td>
<td>-24.53%</td>
<td>957</td>
<td>1,268</td>
<td>-24.53%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Self-Checkout Percentage</strong></td>
<td>61.00%</td>
<td>59.11%</td>
<td></td>
<td>61.00%</td>
<td>59.11%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Library Collection</strong></td>
<td>198,815</td>
<td>199,431</td>
<td>-0.31%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult - Books</td>
<td>91,258</td>
<td>92,729</td>
<td>-1.59%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>17,528</td>
<td>17,701</td>
<td>-0.98%</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Youth - Books</td>
<td>75,820</td>
<td>73,425</td>
<td>3.26%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>10,519</td>
<td>11,023</td>
<td>-4.57%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot Picks</td>
<td>3,690</td>
<td>4,553</td>
<td>-18.95%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Acquisitions</strong></td>
<td>345</td>
<td>(987)</td>
<td>-134.95%</td>
<td>345</td>
<td>(987)</td>
<td>-134.95%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchased - Books</td>
<td>1,822</td>
<td>1,287</td>
<td>41.57%</td>
<td>1,822</td>
<td>1,287</td>
<td>41.57%</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Purchased - A/V</td>
<td>352</td>
<td>332</td>
<td>6.02%</td>
<td>352</td>
<td>332</td>
<td>6.02%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donated - Books</td>
<td>4</td>
<td>2</td>
<td>0.00%</td>
<td>4</td>
<td>2</td>
<td>0.00%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>4</td>
<td>3</td>
<td>0.00%</td>
<td>4</td>
<td>3</td>
<td>0.00%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(1,837)</td>
<td>(2,611)</td>
<td>-29.64%</td>
<td>(1,837)</td>
<td>(2,611)</td>
<td>-29.64%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total In-House Usage</strong></td>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-House Book Usage</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Patrons

<table>
<thead>
<tr>
<th></th>
<th>Jan-18</th>
<th>Jan-17</th>
<th>CHANGE 2018</th>
<th>Jan-17</th>
<th>Jan-17</th>
<th>CHANGE 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Patrons</strong></td>
<td>39,703</td>
<td>40,254</td>
<td>-1.37%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>26,032</td>
<td>26,212</td>
<td>-0.69%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td>6,471</td>
<td>6,737</td>
<td>-3.95%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Resident</td>
<td>393</td>
<td>372</td>
<td>5.65%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reciprocal</td>
<td>6,077</td>
<td>6,038</td>
<td>0.65%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet User</td>
<td>664</td>
<td>828</td>
<td>-19.81%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td>66</td>
<td>67</td>
<td>-1.49%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Patrons</strong></td>
<td>26</td>
<td>42</td>
<td>-38.10%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>129</td>
<td>164</td>
<td>-21.34%</td>
<td>129</td>
<td>164</td>
<td>-21.34%</td>
</tr>
<tr>
<td>Youth</td>
<td>41</td>
<td>57</td>
<td>-28.07%</td>
<td>41</td>
<td>57</td>
<td>-28.07%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>2</td>
<td>2</td>
<td>0.00%</td>
<td>2</td>
<td>2</td>
<td>0.00%</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>31</td>
<td>48</td>
<td>-35.42%</td>
<td>31</td>
<td>48</td>
<td>-35.42%</td>
</tr>
<tr>
<td>Internet User</td>
<td>47</td>
<td>64</td>
<td>-26.56%</td>
<td>47</td>
<td>64</td>
<td>-26.56%</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>1</td>
<td>-100.00%</td>
<td>0</td>
<td>1</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Patrons Removed</strong></td>
<td>(224)</td>
<td>(294)</td>
<td></td>
<td>(224)</td>
<td>(294)</td>
<td></td>
</tr>
</tbody>
</table>
# Library Statistical Report - January 2019

<table>
<thead>
<tr>
<th>Library Building Usage</th>
<th>Jan-18</th>
<th>Jan-17</th>
<th>CHANGE</th>
<th>2018</th>
<th>2017</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td>140</td>
<td>156</td>
<td>-10.26%</td>
<td>140</td>
<td>156</td>
<td>-10.26%</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>78</td>
<td>85</td>
<td>-8.24%</td>
<td>78</td>
<td>85</td>
<td>-8.24%</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>62</td>
<td>71</td>
<td>-12.68%</td>
<td>62</td>
<td>71</td>
<td>-12.68%</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>1,928</td>
<td>1,405</td>
<td>37.22%</td>
<td>1,928</td>
<td>1,405</td>
<td>37.22%</td>
</tr>
<tr>
<td>Adult</td>
<td>232</td>
<td>208</td>
<td>11.54%</td>
<td>232</td>
<td>208</td>
<td>11.54%</td>
</tr>
<tr>
<td>Youth</td>
<td>1,554</td>
<td>989</td>
<td>57.13%</td>
<td>1,554</td>
<td>989</td>
<td>57.13%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>142</td>
<td>208</td>
<td>-31.73%</td>
<td>142</td>
<td>208</td>
<td>-31.73%</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td>54</td>
<td>47</td>
<td>14.89%</td>
<td>54</td>
<td>47</td>
<td>14.89%</td>
</tr>
<tr>
<td>Adult</td>
<td>12</td>
<td>15</td>
<td>-20.00%</td>
<td>12</td>
<td>15</td>
<td>-20.00%</td>
</tr>
<tr>
<td>Youth</td>
<td>40</td>
<td>29</td>
<td>37.93%</td>
<td>40</td>
<td>29</td>
<td>37.93%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>2</td>
<td>3</td>
<td>-33.33%</td>
<td>2</td>
<td>3</td>
<td>-33.33%</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>298</td>
<td>398</td>
<td>-25.13%</td>
<td>298</td>
<td>398</td>
<td>-25.13%</td>
</tr>
<tr>
<td>Adult</td>
<td>108</td>
<td>137</td>
<td>-21.17%</td>
<td>108</td>
<td>137</td>
<td>-21.17%</td>
</tr>
<tr>
<td>Youth</td>
<td>27</td>
<td>54</td>
<td>-50.00%</td>
<td>27</td>
<td>54</td>
<td>-50.00%</td>
</tr>
<tr>
<td>Technical</td>
<td>53</td>
<td>66</td>
<td>-19.70%</td>
<td>53</td>
<td>66</td>
<td>-19.70%</td>
</tr>
<tr>
<td>Circulation</td>
<td>92</td>
<td>109</td>
<td>-15.60%</td>
<td>92</td>
<td>109</td>
<td>-15.60%</td>
</tr>
<tr>
<td>Administration</td>
<td>0</td>
<td>19</td>
<td>-100.00%</td>
<td>0</td>
<td>19</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Community Service</td>
<td>18</td>
<td>13</td>
<td>100.00%</td>
<td>18</td>
<td>13</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>47,889</td>
<td>54,324</td>
<td>-11.85%</td>
<td>47,889</td>
<td>54,324</td>
<td>-11.85%</td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>29,003</td>
<td>32,787</td>
<td>-11.54%</td>
<td>29,003</td>
<td>32,787</td>
<td>-11.54%</td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>2,329</td>
<td>3,109</td>
<td>-25.09%</td>
<td>2,329</td>
<td>3,109</td>
<td>-25.09%</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>8,602</td>
<td>9,312</td>
<td>-7.62%</td>
<td>8,602</td>
<td>9,312</td>
<td>-7.62%</td>
</tr>
<tr>
<td>Adult Phone</td>
<td>375</td>
<td>448</td>
<td>-16.29%</td>
<td>375</td>
<td>448</td>
<td>-16.29%</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>2,300</td>
<td>2,781</td>
<td>-17.30%</td>
<td>2,300</td>
<td>2,781</td>
<td>-17.30%</td>
</tr>
<tr>
<td>Adult Reference</td>
<td>373</td>
<td>261</td>
<td>42.91%</td>
<td>373</td>
<td>261</td>
<td>42.91%</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>119</td>
<td>118</td>
<td>0.85%</td>
<td>119</td>
<td>118</td>
<td>0.85%</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>3,381</td>
<td>3,195</td>
<td>5.82%</td>
<td>3,381</td>
<td>3,195</td>
<td>5.82%</td>
</tr>
<tr>
<td>Youth Reference</td>
<td>497</td>
<td>513</td>
<td>-3.12%</td>
<td>497</td>
<td>513</td>
<td>-3.12%</td>
</tr>
<tr>
<td>HR Phone</td>
<td>9</td>
<td>20</td>
<td>-55.00%</td>
<td>9</td>
<td>20</td>
<td>-55.00%</td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>347</td>
<td>351</td>
<td>-1.14%</td>
<td>347</td>
<td>351</td>
<td>-1.14%</td>
</tr>
<tr>
<td>HR Reference</td>
<td>30</td>
<td>25</td>
<td>20.00%</td>
<td>30</td>
<td>25</td>
<td>20.00%</td>
</tr>
<tr>
<td>Circ Phone</td>
<td>575</td>
<td>649</td>
<td>-11.40%</td>
<td>575</td>
<td>649</td>
<td>-11.40%</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>391</td>
<td>593</td>
<td>-34.06%</td>
<td>391</td>
<td>593</td>
<td>-34.06%</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>205</td>
<td>358</td>
<td>-42.74%</td>
<td>205</td>
<td>358</td>
<td>-42.74%</td>
</tr>
<tr>
<td><strong>Total Edutainment LAN Use</strong></td>
<td>379</td>
<td>466</td>
<td>-18.67%</td>
<td>379</td>
<td>466</td>
<td>-18.67%</td>
</tr>
<tr>
<td><strong>Total Internet Computer Use</strong></td>
<td>2,096</td>
<td>2,752</td>
<td>-23.84%</td>
<td>2,096</td>
<td>2,752</td>
<td>-23.84%</td>
</tr>
<tr>
<td>Youth Computers</td>
<td>321</td>
<td>158</td>
<td>103.16%</td>
<td>321</td>
<td>158</td>
<td>103.16%</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>1,692</td>
<td>2,510</td>
<td>-32.59%</td>
<td>1,692</td>
<td>2,510</td>
<td>-32.59%</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>83</td>
<td>84</td>
<td>-1.19%</td>
<td>83</td>
<td>84</td>
<td>-1.19%</td>
</tr>
<tr>
<td><strong>Total Electronic Transactions</strong></td>
<td>51,208</td>
<td>48,094</td>
<td>6.47%</td>
<td>51,208</td>
<td>48,094</td>
<td>6.47%</td>
</tr>
<tr>
<td>WebSite Hits</td>
<td>36,323</td>
<td>33,536</td>
<td>8.31%</td>
<td>36,323</td>
<td>33,536</td>
<td>8.31%</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>11,008</td>
<td>10,656</td>
<td>3.30%</td>
<td>11,008</td>
<td>10,656</td>
<td>3.30%</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>3,877</td>
<td>3,902</td>
<td>-0.64%</td>
<td>3,877</td>
<td>3,902</td>
<td>-0.64%</td>
</tr>
</tbody>
</table>

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

Note: Inclement Weather Closed the library 3 days and 2 evenings.
MLA Advocacy – January 24, 2019

Practice Advocacy Every Day

The new legislature is getting settled and our new Governor is gearing up for her first State of the State on February 5. We’re busy figuring out the new committee members and who could have a big impact on state aid to libraries this year. We’ll be meeting with new legislators soon and recommend that you reach out to your new elected officials and invite them into the library for a tour, coffee hour, or any community event.

We need to practice advocacy every day in our libraries, in our communities and in our personal lives. As much as we might dislike some of the politics we read about every day, it's important to realize that politics and advocacy are two different things. As you know, public libraries depend on millages, penal fines, state aid and myriad other sources of funding. What you may not realize is that for every dollar funneled into your library budget, someone advocated to see that funding was not taken away.

You can help MLA advocate for our libraries by meeting your elected officials and educating them about your place in the community. Local and state elected officials and community leaders need to be educated and reminded of the good work you do every single day. That's why advocacy is everyone's responsibility. Develop a relationship with your community leaders and elected officials and educate them. That is imperative. But don't stop there, tell your neighbor, your barista and the person who changes the oil in your car. It's all about community advocacy. What type of advocacy are you doing in your community?

NARCAN Legislation Being Drafted

Our NARCAN legislation is currently being drafted and we expect it to be introduced in House. We do not anticipate opposition and hope to move it quickly through the process. The bills offer liability protection for libraries when providing the life-saving opioid antidote naloxone, common brand name Narcan, to an overdosing patron.

Dark Store Legislation Back in Play

Legislation addressing the dark store issue has been introduced by Rep. LaFave (R-Menominee). The bill HB 4025 addresses The Michigan Tax Tribunal practice to reduce tax obligations allowing thriving big box stores to be taxed at the same rate as closed-down, abandoned stores. This is sure to garner debate as it moves along. The Daily Press in Escanaba covered the details, read more: www.dailypress.net/news/local-news/2019/01/dark-store-fight-moves-to-legislature/
Changes to Freedom of Information Act

Effective December 28, 2018, the Legislature approved two important amendments to the Michigan Freedom of Information Act. Public Act 523 added a new requirement to Section 3 regarding the information that must be included in a FOIA request. In addition, Act 523 amended Section 4 to address what happens when a requester does not pay a deposit in a timely manner. Anne Seurynck of Foster Swift Collins & Smith PC Attorneys has more on this on their website: www.fosterswift.com/communications-admendment-FOIA-PublicAct523.html

Support Michigan Candidates

Michigan libraries have the opportunity to be represented at a national level. Please support our Michigan candidates for ALA President, AASL President-elect and ALA Council.

ALA President

Lance Werner, Executive Director at Kent District Library, is on the slate for 2020-2021 ALA President. Werner has held numerous positions in the Michigan library community, including chairing the Michigan Library Association Legislative Committee (2015-2016), serving as president of the Lakeland Library Cooperative (2015-2016), and president of the Michigan Library Association (2012-2013).

"Having found success fighting for libraries on a local and state level, I'm eager to be a mentor and champion for library systems nationwide. I've always believed that the success of one library depends on the success of all libraries. My ultimate personal goal is to ensure that success by acting as a legislative champion for the libraries, the people who work for them and the patrons they serve. The accomplishment of this depends on helping libraries to deliver exceptional value to taxpayers and serving under-served audiences. During my 20 years as a librarian, I've witnessed libraries help people to become the absolute best versions of themselves - and to me, that's something worth fighting for." - Lance Werner

View Werner's candidate website here and check out his blog posts on the importance of empathy and kindness in the library profession and in life.

AASL President-elect

Lisa Brakel, District Library Media Specialist at Airport Community Schools, is in the running for American Association of School Librarians (AASL) President-elect. Learn more about Lisa Brakel on her campaign website.

ALA Council

Holly Hibner, Adult and Teen Services Coordinator, Plymouth District Library is a candidate for a position on the ALA Council. Biographical information is available on the ALA Elections webpage.

ALA elections will be held March 11 through April 3, 2019. Please support our Michigan candidates! To be eligible to vote, individuals must be members in good standing of ALA as well as applicable divisions and round tables as of January 31, 2019. To learn more and make sure your vote counts, visit: http://www.ala.org/aboutala/governance/alaelection
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 December 2018 and January 2019:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/26</td>
<td>6:30 PM</td>
<td>Teen Cupcake Wars</td>
</tr>
<tr>
<td>2/27</td>
<td>7:00 PM</td>
<td>Teen Volunteer Training Meeting (Rescheduled)</td>
</tr>
<tr>
<td>3/1</td>
<td>10:00 &amp; 11:00 AM</td>
<td>Put Me in the Zoo w/ John Ball Zoo</td>
</tr>
<tr>
<td>3/2</td>
<td>11:00 AM</td>
<td>Celebrate Seuss</td>
</tr>
<tr>
<td>3/6</td>
<td>5:00 PM</td>
<td>The Testing: An Escape Room Experience</td>
</tr>
<tr>
<td>3/8</td>
<td>10:00 AM</td>
<td>Family Fun : Just Move</td>
</tr>
<tr>
<td>3/12</td>
<td>6:30 PM</td>
<td>Agents of Kindness 6-12th Grade</td>
</tr>
<tr>
<td>3/12</td>
<td>7:00 PM</td>
<td>Japanese Folklore/Mythology</td>
</tr>
<tr>
<td>3/14</td>
<td>7:00 PM</td>
<td>International Mystery Book Discussion: Modern Ireland</td>
</tr>
<tr>
<td>3/19</td>
<td>10:30 AM</td>
<td>Open for Discussion – The Hate You Give</td>
</tr>
<tr>
<td>3/19</td>
<td>7:00 PM</td>
<td>Leona Carter: How to Talk to Your Teens in Difficult Times</td>
</tr>
<tr>
<td>3/20</td>
<td>6:30 PM</td>
<td>Portage CommuniTeen Presents: Joelle Charbonneau Author of The Testing</td>
</tr>
</tbody>
</table>
## LIBRARY BOARD 2019 ROSTER
Revised: February 5, 2019

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>CONTACTS</th>
<th>TERM EXPIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Bale</td>
<td>3112 Fleetwood Drive Portage, MI 49024</td>
<td>(269) 599-8522 <a href="mailto:bcarolann@chartermi.net">bcarolann@chartermi.net</a></td>
<td>December 31, 2022</td>
</tr>
<tr>
<td>Michele Behr</td>
<td>6526 Robinswood Street Portage, MI 49024</td>
<td>(269) 365-0094 (Home #) (269) 365-5387 (Cell #) <a href="mailto:mdbehr@yahoo.com">mdbehr@yahoo.com</a></td>
<td>December 31, 2020</td>
</tr>
<tr>
<td>Jeanne Friedman</td>
<td>3045 Kalarama Portage, Michigan 49024</td>
<td>(269) 323-8991 (Home #) (269) 569-6777 (Cell #) <a href="mailto:jfriedman@portageps.org">jfriedman@portageps.org</a></td>
<td>December 31, 2022</td>
</tr>
<tr>
<td>Cara Terry</td>
<td>9895 Fort Myers Parkway Portage, MI 49002</td>
<td>(269) 598-8878 <a href="mailto:cara730@charter.net">cara730@charter.net</a></td>
<td>December 31, 2020</td>
</tr>
<tr>
<td>Donna Vander Vries</td>
<td>7160 Venice Drive Portage, MI 49024</td>
<td>(616) 802-0044 (Cell #1) (231) 750-6750 (Cell #2) <a href="mailto:osulawyer@hotmail.com">osulawyer@hotmail.com</a></td>
<td>December 31, 2022</td>
</tr>
<tr>
<td>Ted Vliek</td>
<td>1551 Palmetto Dr. Apt 6 Portage, MI 49002</td>
<td>(269) 324-0031 <a href="mailto:tvliek@gmail.com">tvliek@gmail.com</a></td>
<td>December 31, 2020</td>
</tr>
<tr>
<td>Tom Welsh</td>
<td>2380 Tangle Oak Court Portage, MI 49024</td>
<td>(269) 365-0726 (Home #) (269) 491-0768 (Cell #) <a href="mailto:thomasgwelsh@msn.com">thomasgwelsh@msn.com</a></td>
<td>December 31, 2020</td>
</tr>
</tbody>
</table>

**Christy Klien (Library Director)**
(269) 585-8721 (Office #)
(269) 216-1953 (Cell #)
cklien@portagelibrary.info

**Quyen Edwards (Assistant to the Director & Library Board Secretary)**
(269) 585-8701 (Office #)
(269) 455-9004 (Cell #)
quedwards@portagelibrary.info
PORTAGE DISTRICT LIBRARY
Library Board By-Laws

Article I
**Incorporation and Name:**
The Portage District Library was formed under the Michigan District Library Establishment Act, May 22, 1989 PA 24 (MCL 397.171, et seq.) (the “Act”), through an agreement entered into on January 27, 1998, by and between the School District of the City of Portage, the County of Kalamazoo Michigan, and the City of Portage to provide library services to their combined populations. The Library of Michigan formally approved the agreement to form the Portage District Library and officially recognized the Portage District Library as a legally established district library on March 22, 1998 and approved an amendment to the agreement on June 1, 1998. The address of the main office is as follows:

Portage District Library
300 Library Lane
Portage, Michigan  49002

Article II
**Membership:**
In accordance with the provisions of the Portage District Library agreement, the Portage District Library shall consist of seven members who shall be elected by the electors of the District Library at the regularly scheduled school elections in the month of November in even-numbered years. Terms are for four years and commence on the January 1st following the November election. Members are elected on a rotating basis with four members elected to four year terms at one school election and three members elected to four year terms at the succeeding school election.

Before assuming the office of Library Board Member, each person elected shall take the oath of office prescribed for public officers by the Constitution and shall file the oath with the staff Board Secretary.

The expectation is that no elected board member shall be unexcused for more than (1) meeting per fiscal year.

The office of a Library Board member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor pursuant to Section 10, Article V of the State Constitution of 1963, or ceases to be a resident of the district. In the event that a Library Board member cannot fulfill the length of his term, the Portage District Library Board shall appoint a replacement who will be a qualified elector of a participating municipality. The appointed Library Board member’s term will come up for election at the next Portage District Library Board election and shall be for the length of the remaining term.

Article III
**Officers**
Officers of the Portage District Library Board shall be a Chairperson, and a Vice-Chairperson, who shall be elected at the January Board Meeting, for a term of one year commencing at the first board meeting in January.
The Library Board Chairperson may appoint a board member as official Secretary when needed, such as to take minutes for a closed session. The staff Library Board Secretary shall record minutes at meetings, maintain official Library Board files and records and produce Library Board correspondence as required. The staff Library Board Secretary shall, in collaboration with the Chairperson and Library Director, prepare the agenda. The agenda-planning meeting shall be two weeks prior to the Library Board meeting. It is the responsibility of the staff Board Secretary to provide the Library Board with the agenda and supporting materials 96 hours (4 days) prior to the Library Board meeting.

In the event an office becomes vacant, the office shall be filled by a Library Board election at the next regular meeting. However, in the case of the Chairperson the current Vice-Chairperson shall fill the vacancy and a new Vice-Chairperson shall be elected.

**Article IV**

**Meetings**

The Library Board shall meet at times and dates approved by the Library Board at the December Library Board meeting. Special meetings may be called by the Chairperson, or upon written request of two members, for the transaction of business as stated in the call. Written notice stating the time and the place of any special meeting and the purpose for which it is called shall be given to each member of the Library Board 18 hours in advance, and posted for the public in accordance with the Michigan Open Meetings Act.

The meeting will commence as soon after the hour of the meeting as there shall be a quorum present. In the absence of the Chairperson, the Vice-Chairperson shall call the meeting to order. If neither the Chairperson nor the Vice-Chairperson is present, then board members may elect a temporary Chair for the limited purpose of moderating the meeting.

A quorum for the transaction of business shall consist of a simple majority. Members of the Library Board who are unable to attend a meeting will notify the staff Board Secretary (24) hours prior to the meeting. In the absence of a quorum the Library Board shall meet as a committee of the whole, however no binding decisions may be made.

Roberts Rules of Order, the latest revised edition, shall govern the parliamentary procedure of the Library Board.

Sufficient time will be provided at the beginning of the meeting for any person, not a member of the Library Board, to address the Library Board on any matter within the scope of the provision of District Library Law.
Article V  Committees
The Chairperson of the Library Board may nominate members to special committees, with Library Board approval, as the need arises.

The Personnel Committee will consist of the Chairperson of the Library Board and two members of the Library Board nominated by the Chairperson and elected by the full Library Board at the next regular board meeting. The purpose of the Personnel Committee is to conduct the annual evaluation of the Library Director.

Article VI  Powers and Duties of the Library Board
The powers and duties of the Portage District Library Board are set forth in the District Library Law, PA 24 (MCL 397.171, et seq.) (the “Act”), and include the following:

Section 1:  The Library Board may exercise any and all of the powers granted to it in the Act. The Library Board may delegate such powers to the Officers of the Library Board and/or the Library Director, as it deems necessary.

Section 2:  The fiscal year of the Portage District Library shall be the annual period commencing January 1st and ending December 31st.

Section 3:  The Library Board shall adopt and publish an annual operating budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, as amended (“UBAA”).

Section 4:  The Library Board shall have exclusive control of the budget of the Portage District Library except as provided by delegation to the Library Director in accordance with the Uniform Budgeting and Accounting Act.

Section 5:  The Library Board shall adopt Policies, Rules and Regulations for the operations of the library, not inconsistent with law or with these by-laws.

Article VII  Conflict of Interest
Members of the Library Board shall disclose any conflict of interest in accordance with legal requirements. (Current conflict of interest statute, MCLA 15.323, states that 7 days is required.) Conflict of Interest statements will be completed and signed annually by Library Board members at January board meeting.

Article VIII  Amendments
These bylaws may be amended at any regular meeting of the Library Board with a quorum present by a majority vote of the members present providing the amendment was stated in the call for the meeting and that it is done in accordance with legal requirements.

NOTE:  These by-laws were adopted by the Portage District Library Board at its regular meeting on December 14, 2000, and last revised and reviewed and approved on February 26, 2018. All prior bylaws are hereby repealed.
Portage District Library Board Trustees Carol Bale and Cara Terry are the Board Co-Liaisons to the Friends of the Library in 2019, and as such, one of them will attend Friends’ board meetings and share information about Friends’ activities.

There will be an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a book sale on February 1-2, 2019 and their February board meeting on February 11th, there will be an item on the agenda for the February 25, 2019 Library Board meeting. Since neither of them were able to attend the Friends Board Meeting Library Director Christy Klien or Staff Liaison to the Friends Jill Austin will give the report.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: February 20, 2019  
Subject: FOIA Amendments and Changes to FOIA Policy and Summary

**Background:**  
The library reapproved the FOIA Policy on December 17, 2018 as required on the Library Board’s Annual Calendar. Due to changes effective December 28, 2018 which include two amendments to the Michigan FIOA Act (Public Act 523) the library is bringing an amended policy and forms to the February 25, 2019 Board Meeting upon the recommendation of the library’s attorney Anne Seurynck. Public Act 523 added a new requirement to Section 3 regarding the contact information that must be included in a FOIA request. In addition, Act 523 amended Section 4 to address what happens when a requester does not pay a deposit in a timely manner.

**Recommendation:**  
Following any discussion, I request a motion to be made to approve the resolution which will update the Library’s FOIA Policy and comply with the new amendments.
RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES, A WRITTEN PUBLIC SUMMARY AND DETAILED ITEMIZATION

At a regular meeting of the Library Board of the Portage District Library (“Library”), Kalamazoo County, Michigan, held at the Library on the 25th day of February, 2019 at 6:00 p.m.

PRESENT: ____________________________________________________________

____________________________________________________________

ABSENT:    ____________________________________________________________

____________________________________________________________

The following Resolution was offered by _______________________________ and seconded by __________________________________.

WHEREAS, the Library is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, as amended (“FOIA”);

WHEREAS, in the performance of its function as trustees for the Library, it is necessary and appropriate for the Library Board to establish and adopt policies for the operation of the Library;

WHEREAS, pursuant to Section 4(4) of the FOIA, the Library shall establish procedures and guidelines to implement the FOIA and shall create a written public summary regarding how to submit written requests to the Library and explaining how to understand the Library’s written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

WHEREAS, the Library adopted Procedures and Guidelines, a Written Public Summary and a detailed itemization;

WHEREAS, pursuant to 2018 PA 523 (“Act 523”), the Legislature amended the FOIA to require certain contact information from the requester and to clarify when a FOIA is considered abandoned if a requester has not paid a deposit;

WHEREAS, since Act 523 changes the requirement for submitting written requests and the deposit notice and payment requirements, the Library will be required to amend its Procedures and Guidelines and Written Public Summary; and

WHEREAS, in the interests of the health, safety and welfare of the Library, the Library Board desires to repeal and replace the Procedures and Guidelines, Written Public Summary and Detailed Itemization so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA.

NOW THEREFORE, the Library Board of the Portage District Library, Kalamazoo County, resolves as follows:
1. The Library hereby adopts and approves the Library Procedures and Guidelines (attached as Exhibit A to this Resolution) in compliance with the FOIA. The Procedures and Guidelines attached as Exhibit A shall repeal and replace any previous version of the Procedures and Guidelines that have been approved by the Library.

2. The Library also adopts and approves the amended Written Public Summary (attached as Exhibit B to this Resolution). The Written Public Summary attached as Exhibit B shall repeal and replace any previous version of the Written Public Summary that has been approved by the Library.

3. The Library also adopts and approves the amended Detailed Itemization Sheet (attached as Exhibit C to this Resolution). The Detailed Itemization Sheet attached as Exhibit C shall repeal and replace any previous version of the Detailed Itemization Sheet that has been approved by the Library. The Library also authorizes the FOIA Coordinator to modify the Detailed Itemization if such modifications are in the best interest of the Library and do not conflict with the FOIA.

4. The Library shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in the Library’s response to a written request (or may include the website link to the documents in lieu of providing paper copies in its response to a written request) and upon request by visitors at the Library.

5. The Library shall post and maintain the Procedures and Guidelines and Written Public Summary on its website.

6. All resolutions, motions, policies, including any Freedom of Information Act policies, or any parts thereof that are in conflict with this Resolution are hereby repealed to the extent of such conflict.

YEAS: ____________________________

NAYS: ____________________________

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN )
 ) ss.
COUNTY OF KALAMAZOO )

I, the undersigned, the duly qualified and acting Secretary of the Portage District Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on the _____ day of __________, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

_____________________________
Quyen Edwards, Library Board Secretary
Exhibit A

FOIA – Procedures and Guidelines
PORTAGE DISTRICT LIBRARY
FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

I. PURPOSE.

The Portage District Library ("Library") adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 ("FOIA"), that all persons, except those persons incarcerated in state, county or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process. These Procedures and Guidelines are enacted in compliance with the requirements set forth in Section 4(4) of the FOIA.

II. FOIA COORDINATOR.

The Library Director shall be the FOIA Coordinator. The FOIA Coordinator will respond to requests in accordance with the FOIA. An employee of the Library who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing and approving a denial of a request and signing the written notice of denial. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the Library’s public records, and in approving a denial.

III. REQUEST REQUIRED.

A. Requestor; Public Record. An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity, except those persons incarcerated in state, county or federal correctional facilities, may request public records from the Library. “Public Record” has the meaning as defined in Section 2(e) of the FOIA.

B. Verbal Requests. The Library may, but is not required to, provide public records in response to a verbal request, unless such verbal request is for information that the Library believes is available on its website. In such case, an employee, where practicable and to the best of his or her knowledge, shall inform the requestor about the pertinent website where the information is available.

C. Written Requests. Except as provided in Section III.B above, a person desiring to inspect, copy or receive a copy of a public record shall make a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission.

1. Where to Send the Request. Whenever possible, requests for public records should be directed to the following recipients so that the information can reach the FOIA Coordinator:
a. By mail or in person:

Portage District Library
Attn: FOIA Coordinator
300 Library Lane
Portage, MI 49002

b. By e-mail: foia@portagelibrary.info

c. By fax: (269) 324-9222

2. Sufficient Description. Requests in writing must identify the public record sufficiently to allow the Library to find the requested record. If not, the request may be denied on that basis.

3. Requester Contact Information Required. A request from a person must include the following (unless the request is from an individual who qualifies as indigent under Section 4(2)(a) of the FOIA):

a. the requesting person’s complete name, address, and contact information, and

b. if the request is made by a person other than an individual, the complete name, address, and contact information of the person’s agent who is an individual.

An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

4. Electronic Transmissions. For requests sent by electronic transmission, the following shall apply:

a. Electronic Transmissions. A written request made by facsimile, electronic mail, or other electronic transmission is not received by the Library’s FOIA coordinator until 1 business day after the electronic transmission is made.

b. Spam or Junk Mail Folder. If a written request is sent by electronic mail and delivered to the Library’s spam or junk mail folder, the request is not received until 1 day after the Library first becomes aware of the written request. The Library shall note in its records both the time a written request is delivered to its spam or junk mail folder and the time the Library first becomes aware of that request. The FOIA Coordinator shall
be responsible for routinely monitoring the spam and junk mail folders in order to determine whether they contain any FOIA requests.

5. **Specify Format.** The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. The Library is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.

6. **Subscription.** A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

### IV. PROCEDURES FOR RESPONDING TO WRITTEN FOIA REQUESTS.

A. **Response.** Unless otherwise agreed to in writing by the person making the request, the Library shall respond to a request within 5 business days after it receives the request by:

1. Granting the request (which would include notifying the requestor that all or a portion of the public records requested are available on the website, if applicable);

2. Issuing a written notice to the requesting person denying the request;

3. Granting the request in part and issuing a written notice to the requesting person denying the request in part (which would include notifying the requestor that all or a portion of the public records requested are available on the website if applicable); or

4. Issuing a notice extending for not more than 10 business days the period during which the Library shall respond to the request.

The Library’s written response shall be considered the final determination regarding the FOIA request.

B. **Understanding the Library’s Response.** The Library has an obligation to respond as required under the FOIA. If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted. However, if the request is denied or denied in part, the Library shall provide the following information:

1. Pursuant to Section 13 of the FOIA, the Library may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request
assistance from the Library’s Attorney regarding the application of exemptions. If exempt, the Library shall provide an explanation of the basis under this act or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.

2. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library, if that is the reason for denying the request or a portion of the request. The denial letter may indicate that the letter serves as the certificate as required by the FOIA.

3. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA, if a separation or deletion is made.

4. A full explanation of the requesting person’s right to do either of the following:
   a. Submit to the Library Board a written appeal that specifically states the word “appeal” and identifies the reason or reasons for reversal of the disclosure denial; or
   b. Seek judicial review of the denial under Section 10 of the FOIA.

5. Notice of the right to receive attorneys’ fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that the Library has not complied and orders disclosure of all or a portion of a public record.

C. No Obligation to Create Records. The FOIA does not require the Library to make a compilation, summary, or report of information. Further, the Library is not required to create a new public record in order to respond to a request.

D. Documents Available on Website. If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Library shall notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format. On the detailed itemization, the Library shall separate the requested public records that are available on its website from those that are not available on the website and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.
V. FEES.

The Library may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record because it has established, made publicly available, and follows these Procedures and Guidelines and the FOIA. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication or publication including labor; the cost of search, examination and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a detailed itemization of costs on a standard form, as required under Section 4(4) of the FOIA (“Detailed Itemization”). The total fee shall not exceed the sum of the following components:

A. Labor Costs:

1. Searching for, Locating and Examining.
   
a. The Library may charge for searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

2. Separating and Deleting Exempt from Non-Exempt:
   
a. For services performed by an employee of the Library, the Library shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from non-exempt information in the particular instance, regardless of whether that person is available or who actually performs the labor. All references in these Procedures and Guidelines to separating and deleting exempt information from non-exempt information shall refer to the separation and deletion requirements set forth in Section 14 of the FOIA, MCL 15.244.

b. If the Library does not employ a person capable of separating and deleting exempt information from non-exempt information in the particular instance, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information in the same manner as employee labor costs when calculating charges under this subdivision if all of the following occur:
1) The Library's FOIA Coordinator determines on a case-by-case basis that the Library does not employ a person capable of separating and deleting exempt information from non-exempt information.

2) The Library clearly notes the name of the contracted person or firm on the Detailed Itemization.

3) Total labor costs calculated for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

d. The Library shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the Library's possession.

f. If the Library directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from this labor charge.

3. Duplication or Publication Labor Charges.

a. The Library may charge labor costs for duplication and publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor.

c. Labor costs shall be estimated and charged in increments of one (1) minute, with all partial time increments rounded down.

4. Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits in the Detailed Itemization. Subject to the 50% limitation, the Library shall not
charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format but may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

5. **Overtime Wages.** Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.

6. **Itemization.** All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

7. **Unreasonably High Costs.** The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of the deletion and separation of exempt information from non-exempt information, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has authority to determine when the costs are unreasonably high in a particular instance, including, but not limited to, instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. In doing so, the FOIA Coordinator may take into account considerations such as the volume and complexity of the FOIA request as well as the Library’s particular fiscal condition at the time of the request or any other conditions authorized by law.

B. **Other Costs.**

1. **Nonpaper Physical Media.** Costs for providing records on nonpaper physical media.

   a. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. The Library is not required to provide the documents on nonpaper physical media if it lacks the technological capability necessary to provide records on the requested particular nonpaper physical media.

   b. For public records provided to the requestor on nonpaper physical media, the Library may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar
media. The Library may use (but is not required to) a computer disc, thumb drive or other nonphysical media provided by the requestor but only if it is provided in its original packaging. Because the safety and security of the Library’s computers and network is of important public interest, the Library may take that security interest into account when determining the means of providing the documents on nonpaper physical media.

2. Costs for Providing Paper Copies.

a. For paper copies of public records provided to the requestor, the Library may charge the actual total incremental cost of necessary duplication or publication, not including labor.

b. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided.

c. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8½ by 11 inch paper or 8½ by 14 inch paper. For all other paper sizes, the Library may charge the actual total incremental cost of duplication or publication, not including labor.

d. The Library shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

3. Mailing Costs.

a. The Library shall charge the actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.

b. The Library shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.

C. Statutory Fees. The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.
D. **Fees Paid Before Providing Documents.** The Library shall require that all fees be paid in full before providing records in response to granted or granted in part written requests.

VI. **DEPOSIT.**

A. **Deposit.** In either the Library’s initial response or subsequent response as described under Section 5(2)(d), the Library may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds $50.00, based on a good-faith calculation of the total. The deposit shall not exceed ½ of the total estimated fee, and the Library’s request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by the Library regarding the time frame it will take the Library to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon the Library, but the Library shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state’s public policy under Section 1 and the nature of the request in the particular instance. If the Library does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses. Providing an estimated time frame does not relieve the Library from any of the other requirements of this act.

B. **Increased Deposit For Prior Unpaid Requests.** After the Library has granted and fulfilled a written request from an individual under this act, if the Library has not been paid in full the total amount for the copies of public records that the Library made available to the individual as a result of that written request, the Library may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

1. The final fee for the prior written request was not more than 105% of the estimated fee.

2. The public records made available contained the information being sought in the prior written request and are still in the Library’s possession.

3. The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.

4. Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.

5. The individual is unable to show proof of prior payment to the Library.

6. The Library calculates a Detailed Itemization that is the basis for the current written request’s increased estimated fee deposit.
The Library shall no longer require an increased estimated fee deposit from an individual described above if any of the following apply:

1. The individual is able to show proof of prior payment in full to the Library;

2. The Library is subsequently paid in full for the applicable prior written request; or

3. Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.

C. Payment of Deposit; Abandonment of Request. If a deposit that is required under Subsection 4(8) or 4(11) of the FOIA (as described in Subsections VI.A and B above) is not received by the Library within 45 days from receipt by the requesting person of the notice that a deposit is required, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the public body is no longer required to fulfill the request. This notice of a deposit requirement is considered received 3 days after it is sent, regardless of the means of transmission. Notice of a deposit requirement will include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

VII. WAIVER OR REDUCTION OF FEES.

A. Waiver of Fees of First $20.00. A public record search shall be made and a copy of a public record shall be furnished without charge for the first $20.00 of the fee for each request by either of the following:

1. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

   a. If the requestor is eligible for a requested discount, the Library shall fully note the discount on the Detailed Itemization.

   b. If a requestor is ineligible for the discount, the Library shall inform the requestor specifically of the reason for ineligibility in the Library’s written response. An individual is ineligible for this fee reduction if any of the following apply:

       1) The individual has previously received discounted copies of public records from the Library twice during that calendar year.

       2) The individual requests the information in conjunction with outside parties who are offering or providing payment or
other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

2. **Certain Non-Profit Organizations.** A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

   a. Is made directly on behalf of the organization or its clients.

   b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.

   c. Is accompanied by documentation of its designation by the state, if requested by the Library.

B. **Public Interest Reduction or Waiver.** The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

C. **Reduction for Late Responses.** If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall do the following:

1. Reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:

   a. The late response was willful and intentional.

   b. The written request:

      (i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or

      (ii) specifically included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy”, or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.
2. If a charge reduction is required, the Library shall fully note the charge reduction on the Detailed Itemization.

IX. INSPECTION.

Upon request, the Library must furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and must furnish reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. Pursuant to Section 4(1) of the FOIA, the Library may charge a fee for the public record search, for the necessary copying of a public record for inspection or for providing a copy of the public record after inspection.

The FOIA permits the Library to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. The Library must protect public records from loss, unauthorized alteration, mutilation, or destruction. As such, the Library authorizes the FOIA Coordinator to determine whether in a particular circumstance an employee or agent of the Library must be present at any inspection of documents to protect the public records, and in such cases may assess charges as appropriate under law.

X. CERTIFIED COPIES.

The Library must, upon written request, furnish a requesting person a certified copy of the public record disclosed in whole or in part by the Library.

XI. APPEALS.

A. Appeal of a Final Determination to Deny All or a Portion of the Request.

1. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request, the requestor must submit to the Portage District Library Board ("Library Board") a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response to Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

   a. Reverse the disclosure denial.

   b. Issue a written notice to the requesting person upholding the disclosure denial.
c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Library Board shall respond to the written appeal. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

B. Appeals of Fees (Including Deposits).

1. Submit an Appeal. If the Library requires a fee that exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA, the requesting person may submit to the Library Board a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal under until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response of Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

   a. Waive the fee.

   b. Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available Procedures and Guidelines and Section 4 of the FOIA.

   c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.

   d. Issue a notice extending for not more than 10 business days the period during which the Library Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.
XII. CIVIL ACTION.

A. Civil Action for Non-Disclosure or Denial of Public Records.

1. Civil Action After Appeal: If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library's final determination to deny a request.

2. Civil Action Directly After Denial. A requestor may also commence a civil action in the circuit court to compel the Library’s disclosure of the public records within 180 days after the Library’s final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.

3. Remedies: Fines. If the court determines a public record is not exempt from disclosure, it shall order the Library to cease withholding or to produce all or a portion of a public record wrongfully withheld. If the person prevails, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Library prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys’ fees, costs, and disbursements. If the court determines that the Library has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Library to pay a civil fine of $1,000.00 and shall award, in addition to any actual or compensatory damages, punitive damages in the amount of $1,000.00.

B. Civil Action Regarding Fees.

1. Civil Action After Appeal. A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) made a determination on a written appeal. A requestor must submit an appeal to the Library Board for a fee reduction before commencing a civil action. If a civil action is commenced against the Library, the Library is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board.

2. Remedies: Fines. If the requesting person prevails by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys’ fees, costs, and disbursements. If the court determines the Library has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the Library to pay a civil fine of $500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or
compensatory damages, punitive damages in the amount of $500.00 to the person seeking the fee reduction.

XIII. FOIA RECORD RETENTION.

The FOIA Coordinator must keep a copy of all written requests and documents sent in response to the request for public records on file for no less than 1 year, unless a longer retention time has been specified in a record retention policy applicable to the Library.

XIV. PUBLICATION AND NOTIFICATION OF PROCEDURE AND GUIDELINES.

Because the Library maintains a website, these Procedures and Guidelines and the summary shall be posted and maintained on the website. The Library shall make these Procedures and Guidelines and summary publicly available by providing free copies both in the response to a written request and upon request by visitors at the Library. However, the Library may include the website link instead of providing paper copies in its response to a written request.

XV. SEVERABILITY; ENFORCEABILITY.

If any clause, provision or section of these Procedures and Guidelines shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections. If any of the Procedures and Guidelines is determined by the FOIA Coordinator to be in conflict with the FOIA or other law after adoption, the FOIA Coordinator has the authority to process FOIA requests in conformance with the FOIA and shall seek to amend these Procedures and Guidelines as soon as possible.

XVI. EFFECTIVE DATE.

These Procedures and Guidelines shall become effective upon approval.
Exhibit B

FOIA – Written Public Summary
PORTAGE DISTRICT LIBRARY

WRITTEN PUBLIC SUMMARY OF THE
FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

The Portage District Library ("Library") adopts this written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act, 1976 PA 442 ("FOIA") so that the public will understand the Library’s Procedures and Guidelines for processing FOIA requests. This is a summary of the Procedures and Guidelines. A complete copy of the Procedures and Guidelines is available at the Library located at 300 Library Lane, Portage, Michigan 49002 or on the website at http://www.portagelibrary.info/about/policies_guidelines/.

A. How Can I Request a Public Record?

- A person (except those persons incarcerated in state, county or federal correctional facilities), may request public records.
- The requestor must send a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission. The requests should be directed to the FOIA Coordinator. The contact information is as follows: Portage District Library, Attn: FOIA Coordinator, 300 Library Lane, Portage, Michigan 49002; E-mail – foia@portagelibrary.info; Fax – (269) 324-9222.
- A request from a person must include (unless the request is from an individual who qualifies as indigent) the person’s complete name, address (in compliance with United State Postal Service standards), and contact information, and if made by a person other than an individual, the complete name, address, and contact information of the person’s agent who is an individual. Contact information must include a valid telephone number or electronic mail address.
- The requestor will not be required to use a specific form or format, but requests must identify the public record sufficiently to allow the Library to find the requested record.
- The Library may, but is not required to, respond to a verbal request. However, if the Library believes the information is available on its website, the Library will inform the requestor of the website location where practicable and to the best of his or her knowledge.

B. When Can I Expect a Response?

- Unless otherwise agreed to in writing, the Library will respond or seek a deposit within 5 business days after it receives the request. However, the Library may extend that time period by 10 business days.
- Please keep in mind that a request sent by e-mail or other electronic means is not considered received until 1 business day after it is transmitted. If the request is sent to a spam or junk mail folder, it is not considered received until 1 day after it is discovered.
C. How Can I Understand the Response?

- If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted.
- However, if the request is denied or denied in part, the Library shall provide any or all the following information, depending upon the reason for the denial:
  
  o An explanation of the basis that the public record, or portion of that public record, is exempt from disclosure, including a description of the information that is separated or deleted.
  
  o A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library.
  
  o A full explanation of the requesting person’s right to (1) submit to the Library Board a written appeal; or (2) seek judicial review of the denial under Section 10 of the FOIA. (See below for more details).
  
  o Notice of the right to receive attorneys’ fees and damages if a court determines that the Library has not complied and orders disclosure of all or a portion of a public record.

- If a request is granted in part or granted in full, the Library will require payment before providing documents.

D. What if I Request Documents Available on the Website?

- If documents are available on the website, to the degree practicable, the response will include a specific webpage address where the requested information is available.
- The Library will inform the requestor of the additional charge to receive copies of the public records that are available on its website.

E. What Fees Will the Library Charge?

- The FOIA Coordinator will provide a detailed itemization of costs.
- For labor costs, the fee shall not exceed the sum of the following components:
  
  o **Hourly Wage.** The Library will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records; separating and deleting exempt information from non-exempt information; and for duplication and publication regardless of whether that person is available or who actually performs the labor, except if the Library does not employ a person capable of separating and deleting exempt information from non-exempt information, it may treat necessary contracted labor costs for that purpose in the same manner as employee labor costs but may not exceed 6 times the State minimum hourly wage.
  
  o **Time Increments:** The fee will be charged in fifteen (15) minute increments, with all partial time rounded down, except the labor fee for duplication and publication, which shall be charged in one (1) minute increments.
o **Determination of Unreasonably High Labor Costs.** The fee for searching for, locating and examining public records and separating exempt information from non-exempt information (including redacting) will not be charged, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs.

o **Overtime.** Overtime wages shall not be included unless agreed to by the requestor.

o **Description of Charge.** The detailed itemization will include both the hourly wage and the number of hours charged.

o **Fringe Benefit Costs.** The Library may also add up to 50% to the applicable labor charge amount (but may not exceed actual costs) to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits, unless a requestor wants records that are available on the website. In which case, the fringe benefit multiplier can be greater than the 50% limitation.

- For public records provided to the requestor on nonpaper physical media (discs, flash drives, e-mails), the Library may charge the actual and most reasonably economical cost of the media.

- For paper copies, the Library may charge the actual total incremental cost of necessary duplication or publication not to exceed $0.10 per page (single or double sided) for 8½ by 11 inch paper or 8½ by 14 inch paper. The Library will charge the actual cost of copies made on paper of a different size. The Library will use double-sided printing, if cost saving and available.

- The Library may charge the actual cost of mailing and the least expensive form of postal delivery confirmation.

**F. Will a Deposit be Required? When do I have to Pay the Deposit?**

- The Library may require a good-faith deposit of ½ of the estimated fee if the entire fee estimate or charge authorized under the FOIA exceeds $50.00, based on a good-faith calculation of the total estimated fee.

- The Library will also provide a best efforts, nonbinding estimate of the time frame it will take the Library to provide the public records to the requestor.

- If the Library has granted a prior request but has not been paid in full, the Library may require a deposit of up to 100% of the estimated fee if all of the following apply:

  o The final fee for the prior written request was not more than 105% of the estimated fee.

  o The public records made available contained the information being sought in the prior written request and are still in the Library’s possession.

  o The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.

  o Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.

  o The individual is unable to show proof of prior payment to the Library.
The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit if any of the following apply:

- The individual is able to show proof of prior payment in full to the Library;
- The Library is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.

- If a deposit is not received within 45 days from receipt of the deposit notice letter (it is considered received 3 days after it is sent), and no appeal of the deposit amount is filed, the request is abandoned. The notice of a deposit will include the date by which the deposit must be received (48 days after notice is sent).

G. Am I Entitled to a Wavier or Reduction of Fees?

- A reduction of the fee by $20.00 is available to certain individuals who submit an affidavit stating they are indigent and receiving public assistance, or if not receiving public assistance, stating facts showing in ability to pay because of indigency. For this reduction to apply, the individual may not have received discounted fees twice during that calendar year and the person may not be requesting on behalf of parties who are paying to make the request.
- A reduction of the fee by $20.00 is also available to certain non-profit organizations formally carrying out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act, provided that the request is made on behalf of the organization or its clients, is made for a reason consistent with the laws under Section 931 of the mental health code and is accompanied by documentation of its designation by the state.
- The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.
- If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if the late response was willful and intentional or the written request included specific language as set forth more fully in the Procedures and Guidelines.

H. How Can I Appeal a Decision to Deny All or Part of My Request?

- If a requestor desires to appeal all or part of a decision to deny a request, the requestor must submit to the Portage District Library Board ("Library Board") a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.
• The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
• The Library will respond within 10 business days by reversing the disclosure denial, upholding the denial, revising in part and upholding in part the denial or issuing a 10 business day extension.

I. How Can I Appeal a Determination of the Fee or Deposit Amount?

• The requestor may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under the Procedures and Guidelines or Section 4 of the FOIA.
• The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
• The Library will respond within 10 business days by waiving the fee, reducing the fee and explaining the basis for the remaining fee, upholding the fee or issuing a 10 business day extension.

J. Can I File a Lawsuit Regarding the Denial of a FOIA Request?

• If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requestor may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library’s final determination to deny a request. A requestor may also commence a civil action in the circuit court to compel the Library’s disclosure of the public records within 180 days after the Library’s final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.
• If a person prevails in an action regarding the denial of a request, the court shall award reasonable attorneys fees, costs and disbursements. If the person prevails in part, the court may award all or a portion of the attorneys’ fees, costs and disbursements. If the court determines the FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of $1,000.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

K. Can I File a Lawsuit Regarding the Fee Charged For a FOIA Request?

• A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) issued a determination of a written appeal. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board. The requester must file an appeal for a fee reduction before commencing a circuit court action.
• If a person prevails in an action by receiving a reduction of 50% or more of the total fee, the court may award all or a portion of the reasonable attorneys’ fees. If the court determines FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of $500.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.
Exhibit C

FOIA – Detailed Itemization Sheet
# Labor Charges

## A. Cost for Searching for, Locating and Examining of Public Records in Conjunction with Receiving and Fulfilling a Granted Written Request.

1. **Determination of the Hourly wage:**

   The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. $__________

   - This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of ________% (hourly wage x percentage multiplier = $_______)
   - This hourly wage is an overtime rate that was agreed to by the requestor in the amount of $__________ per hour.

2. **Determination of total time using increments of 15 minutes with partial time rounded down.** 
   (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours; for 45 minutes use .75 hours). ________ hours.

   - The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to Library because of the nature of the request in the particular instance because of the following reasons:

## B. Cost for Separating Exempt Information from Non-Exempt, including Redaction of Documents.

1. **For Employee Labor Costs:**
   a. **Determination of the Hourly wage:**

   The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. $__________

   - This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of ________% (hourly wage x percentage multiplier = $__________)
   - This fee is an overtime rate that was agreed to by the requestor in the amount of $__________ per hour.

   b. **Determination of total time using increments of 15 minutes with partial time rounded down.** 
   (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours). ________ hours.

   - 1.a Hourly wage for employees: $__________

   - 1.b Total time for employees: ________ hours

   - 1.c Total Employee labor charge (hourly wage x hours): $_______
2. **For Contracted Labor Costs:**

- The FOIA Coordinator has determined that the Library does not employ a person capable of deleting exempt information from non-exempt information in the particular instance and the work is being performed by the following person or firm:
  
  __________________________

  a. Determination of the Hourly wage:

  The hourly wage of the contracted labor (not to exceed 6 times the State of Michigan minimum hourly wage): $__________
  
  - This hourly wage is an overtime rate that **was agreed to by the requestor** in the amount of $__________ per hour.

  b. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours; 45 minutes use .75 hours). _______ hours.

  - The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons:
    
    __________________________

  __________________________

2.a Contracted labor hourly wage: $__________

2.b Contracted labor hours: ________ hours

2.c Total Fee for contracted labor (hourly wage x hours): $__________

---

C. **Cost for Duplication and Publication.**

1. Determination of the Hourly wage:

   The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. $__________

   - This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _______% (hourly wage x percentage multiplier = $__________)

   - This hourly wage is an overtime rate that **was agreed to by the requestor** in the amount of $__________ per hour.

2. Determination of total time using increments of one (1) minute with partial time rounded down. ________ hours.

   Hourly wage: $__________

   Total time: ________ hours

C. Total Fee (hourly wage x hours) $__________
**Other Actual Costs**

**D. Costs for Paper Copies.**

The actual total incremental cost of necessary duplication and publication using the most economical means available:

1. Not to exceed $.10 per sheet for 8 1/2 by 11 or 8 1/2 by 14 in paper:
   $ \_\_\_\_\_\_ per sheet \times \_\_\_\_\_\_\_\_\_\_ number of sheets = $ \_\_\_\_\_\_\_\_\_\_.

2. Other paper sizes:
   $ \_\_\_\_\_\_ per sheet \times \_\_\_\_\_\_\_\_\_\_ number of sheets = $ \_\_\_\_\_\_\_\_\_\_.

**E. Costs for Nonpaper Physical Media.**

The actual and most reasonably economical cost of the computer disc, flash drives, computer tape or other similar media:

$\_\_\_\_\_\_\_ per item \times \_\_\_\_\_\_\_\_\_ number of items.

**F. Cost of Mailing:**

1. The actual cost of mailing: $\_\_\_\_\_\_\_.
2. Fee for the least expensive postal delivery confirmation: $\_\_\_\_\_\_\_\_\_\_.
3. Costs for the envelope or box for mailing $\_\_\_\_\_\_\_\_\_\_\_\_\_.

☐ The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.

**E. Total Fee:** $\_\_\_\_\_\_\_\_\_\_.

**F. Total Fee:** (add all 3 costs): $\_\_\_\_\_\_\_\_\_\_.

---

**Costs for Providing Documents Available on the Website**

**G.☐** The Library has notified the requestor in its written response that all or a portion of the requested information is available on its website. The following is a detailed itemization of cost of the information that is available on the website:

1. **Labor Costs – Searching for, locating and examining:**
   a. Determination of Hourly wage:

   The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. $\_\_\_\_\_\_\_\_\_.

   ☐ This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a multiplier of ________% (hourly wage \(x\) percentage multiplier = $\_\_\_\_\_\_\_\_\_)\)

   ☐ This fee is an overtime rate that was agreed to by the requestor in the amount of $\_\_\_\_\_\_\_\_\_\_ per hour.

   b. Determination of total time using increments of 15 minutes with partial time rounded down ________ hours.

   1. Total fee (hourly wage \(x\) hours): $\_\_\_\_\_\_\_\_\_.

---

**Page 58**
2. **Labor Costs: Copying or Duplication:**
   a. Determination of Hourly wage:

   The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. $_____________
   □ This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a multiplier of __________% (hourly wage x percentage multiplier = $__________)
   □ This hourly wage is an overtime rate that was agreed to by the requestor in the amount of $__________ per hour.

   b. Determination of total time using increments of ___ minutes with partial time rounded down. _________ hours.

3. The actual total incremental cost of necessary duplication and publication:
   a. Not to exceed $.10 per sheet for 8 1/2 by 11 or 8 1/2 by 14 in paper:
      $__________ per sheet x _________ number of sheets = $__________.
   b. Other paper sizes:
      $__________ per sheet x _________ number of sheets = _________.

4. Costs for Nonpaper Physical Media
   $__________ per item x _________ number of items.

5. Cost of Mailing:
   a. The actual cost of mailing in a reasonably commercial and justifiable manner: $__________
   b. The charge for the least expensive postal delivery confirmation: $__________
   c. Costs for the envelope or box for mailing: $__________

   □ The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.

| 1. **Subtotal Charges: Add Items A – F Above:** | 2. Total fee (hourly wage x hours):
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$__________</td>
</tr>
</tbody>
</table>
| 2. **Subtotal with Website Document Charges from G above if applicable** | 3. Total cost for paper copies:
|                                              | $__________          |
|                                              | 4. Total cost for nonpaper physical media:
|                                              | $__________          |
|                                              | G. Total Cost for Providing Documents:
|                                              | $__________          |
| Total Fee:                                  | $__________          |
| Total Fee with website records included if applicable | $__________          |
## Waivers or Reductions

### Public Interest Reduction or Waiver.
The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. □ Fee waiver granted or granted in part for a reduction of $________

### Waiver of Fees of First $20.00.
A public record search shall be made and a copy of a public record shall be furnished without charge for the first $20.00 of the fee for each request by either of the following:

1. **Indigency:** Certain individuals who submit an affidavit stating that the individual is indigent or receiving public assistance as stated more fully in the FOIA and the Library’s Procedures and Guidelines. □ FOIA Coordinator Approves the Waiver.

2. **Certain Non-Profit Organizations:** A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act as stated more fully in FOIA and the Library’s Procedures and Guidelines. □ FOIA Coordinator Approves the Waiver.

### Reduction for Late Response:
If the Library does not respond to a written request in a timely manner, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction. However, this reduction only applies if the late response was willful and intentional or if the request contained the language required by the FOIA for such reduction (See Procedures and Guidelines). _____ number of days x 5% of labor costs = $________

### Final Total After Any Applicable Reductions or Waivers:
$________

### Deposit:

☐ The Library requires a deposit of $________ (1/2 of the estimated fee) and this total estimated fee exceeds $50.00.

☐ The Library requires a deposit of $________ (100% of the estimated fee) because this request meets the statutory requirements for failing to pay for prior requests under Section 4(11) of the FOIA.

The deposit must be received on or before ______________. If the deposit is not received by this date, the request will be considered abandoned.

<table>
<thead>
<tr>
<th>Total Fee</th>
<th>$________</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Deposit Amount</td>
<td>$________</td>
</tr>
<tr>
<td>= Remaining Fee Due of</td>
<td>$________</td>
</tr>
</tbody>
</table>

☐ Fee Paid on ______________

$________
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: February 20, 2019  
Subject: Allocation of FY 2018 Gifts and Donations Revenue  

BACKGROUND:  
It has been our usual practice to ask the Library Board to consider endorsing the expenditure of a certain amount of gifts and donations revenue that had been received in the previous fiscal year. These monies come to the library as unsolicited and unrestricted donations for discretionary use for library purposes.

In the past, gifts and donation funds have been used to bolster purchases of library materials or to acquire needed equipment or furnishings, or to supplement adult and youth programming budgets. Year by year, we have identified targeted needs and allocated gifts and donations revenue accordingly.

A review of donations received by the library in FY 2018 has determined that there is $53,384.99 in gifts and donation funds available for allocation in FY 2019.

RECOMMENDATION for USE of FY 2018 GIFTS & DONATIONS REVENUE:  
We recommend that a portion of the $53,384.99 received in 2018 be allocated (per donor request) as follows: $325.00 to Adult Services; $425.00 to the Heritage Room; $10,000 to the World Language and Immigrant Interest Collections; and $2,050.00 to Youth Services for programming and collections. The balance of $40,584.99 that was not restricted by donor request will be evaluated by staff and a recommendation for its use will be brought to the Library Board at a future time.
# Portage District Library

## Donations Report for Funds Received in Fiscal Year 2018

**February 2019**

### DONATIONS RECEIVED in 2018

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants:</td>
<td>$4,390.61</td>
</tr>
<tr>
<td>Support for Programming:</td>
<td>$17,486.53</td>
</tr>
<tr>
<td>Restricted Materials:</td>
<td>$22,742.85</td>
</tr>
<tr>
<td>Memorials:</td>
<td>$1,213.00</td>
</tr>
<tr>
<td>Unrestricted:</td>
<td>$38,803.38</td>
</tr>
<tr>
<td><strong>TOTAL: (without in-kind donations included)</strong></td>
<td><strong>$84,636.37</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In Kind Gifts: (estimated value of donated items - not money)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL: (with &quot;In Kind&quot; Donations Included @ Estimated Value)</strong></td>
<td><strong>$88,164.87</strong></td>
</tr>
</tbody>
</table>

### DONATIONS RECEIVED in 2018 – (Previously Allocated)

*Note: The following designated donations were previously allocated through Budget Amendments approved by the Library Board during 2018.*

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friends’ Donation for 2018 Summer Reading</td>
<td>$12,500.00</td>
</tr>
<tr>
<td>Grants &amp; Donations for Adult Programming in 2018</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>Grants &amp; Donations for Youth Programming in 2018</td>
<td>$3,200.00</td>
</tr>
<tr>
<td>Friend’s Donation for Library Wish List</td>
<td>$10,417.85</td>
</tr>
<tr>
<td>Donation Received for Volunteer Luncheon</td>
<td>$783.53</td>
</tr>
<tr>
<td>Grants &amp; Donations for CommuniTeen Program</td>
<td>$3,250.00</td>
</tr>
<tr>
<td><strong>TOTAL: (donations designated for specific purposes)</strong></td>
<td><strong>$31,251.38</strong></td>
</tr>
</tbody>
</table>

### TOTAL DONATIONS to be ALLOCATED in FISCAL YEAR 2019

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Donations (without &quot;In-Kind&quot; donations)</td>
<td>$84,636.37</td>
</tr>
<tr>
<td>Less Donations (previously allocated in 2018)</td>
<td>$31,251.38</td>
</tr>
<tr>
<td>Donations from 2018 to be Allocated:</td>
<td>$53,384.99</td>
</tr>
<tr>
<td>(Per Donors’ Request):</td>
<td></td>
</tr>
<tr>
<td>Adult Services</td>
<td>$325.00</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>$425.00</td>
</tr>
<tr>
<td>World Language Collections and Immigrant Interest</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Youth Services</td>
<td>$2,050.00</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>$40,584.99</td>
</tr>
<tr>
<td><strong>TOTAL Donations from 2018 to be Allocated:</strong></td>
<td><strong>$53,384.99</strong></td>
</tr>
</tbody>
</table>
PORTAGE DISTRICT LIBRARY

Monitoring Report
For Executive Limitation Policy: Emergency Library Director Succession
Temporary and Long-Term

In order to protect the Library Board from sudden loss of the Library Director’s services, the Library Director will identify two other public service professionals familiar with Library Board and Library Director issues and processes who would be able to successfully substitute during the Library Director’s absence on an emergency temporary or long-term basis. Accordingly, the Library Director shall not:

<table>
<thead>
<tr>
<th>POLICY ITEM #1:</th>
<th>Fail to have a plan in place for emergency Library Director succession, (temporary) which would utilize internal library public service professionals.</th>
</tr>
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<tr>
<td>Director’s Response to Item #1:</td>
<td>EMERGENCY (TEMPORARY) SUCCESSION (Short-Term absence up to 6 weeks)</td>
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<td>In the event that the Library Director must be absent from the Portage District Library on an emergency (temporary) basis for a period of more than (3) days and not exceeding (6) weeks, then the succession plan is as follows:</td>
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<td>A. Either the Head of Adult Services or the Head of Youth Services will be designated as a substitute for the Library Director during his/her emergency (temporary) absence from the library, with the support of the Library Administrative Team.</td>
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<td>B. The Library Director will notify the Library Board Chair in advance (if possible) about the need for an emergency (temporary) absence and the expected duration of the short-term leave.</td>
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<td>C. While substituting for the Library Director during his/her short-term absence, the Emergency (Temporary) Successor will communicate on a regular basis with the Library Board Chair and will keep him/her informed of any major issues facing the library or any board action needed.</td>
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<td>D. The Library Business Manager will oversee all financial transactions, during the Library Director’s short-term absence.</td>
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<td>E. During the Library Director’s short-term absence, the Emergency (Temporary) Successor will act on behalf of the Library Director in all aspects of library administration and operation, and will interact with the Library Board regularly, including preparing library board agenda materials and presenting that information at Library Board meetings.</td>
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<td>F. During the Library Director’s short-term absence, any personnel issues that may arise will be handled jointly by the Emergency (Temporary) Successor and the Library Business Manager.</td>
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<td>G. During the Library Director’s short-term absence, the Emergency (Temporary) Successor will comply with all Executive Limitations Policies and will consult with the Library Board Chair as necessary.</td>
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<td>H. The Emergency (Temporary) Successor’s substitution assignment will end when the Library Director returns from his/her short-term absence, or by a Library Board directive.</td>
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<tr>
<th>POLICY ITEM #2:</th>
<th>Cause a “conflict of interest” by designating the Library Business Manager as an emergency successor.</th>
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<tr>
<td>Director’s Response to Item #2</td>
<td>The Library Business Manager has not been designated as the Library Director’s Emergency (Temporary) Successor during any short-term absence. To avoid any conflict of interest, the roles and duties of the Library Business Manager and the</td>
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<td>Library Director are clearly defined and separated. For example, the Business Manager generates purchase orders and expends funds, and the Library Director monitors expenditures and signs checks to pay invoices, so there is always a check and balance system in operation.</td>
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**POLICY ITEM #3:**

**FAIL TO HAVE A PLAN IN PLACE FOR LIBRARY DIRECTOR SUCCESSION/REPLACEMENT THAT WOULD UTILIZE EITHER AN INTERNAL PUBLIC SERVICE PROFESSIONAL OR AN OUTSIDE PROFESSIONAL DESIGNATED BY THE LIBRARY DIRECTOR AND APPROVED BY THE LIBRARY BOARD.**

**Director’s Response to Item #3:**

**EMERGENCY (LONG-TERM) SUCCESSION** (Long-Term Absence 6 wks. to 1 Year)

In the event that the Library Director must be absent on an emergency (long-term) basis from the Portage District Library for a period of more than (6) weeks and up to (1) year, then the succession plan is as follows:

A. The Library Director (if possible), in consultation with the Library Board, will identify a professional either inside or outside of the library who will substitute for the Library Director during his/her long-term absence from the library.

B. The Library Director will notify the Library Board Chair in advance (if possible) about the expected length of his/her absence and make a recommendation for the person to serve as Emergency (Long-Term) Successor.

C. The Library Board will hold a special meeting to consider appointment of an individual as the Library Director’s Emergency (Long-Term) Successor, and will also identify the terms and conditions of the assignment as well as the probable duration. If the professional is from inside the library, an adjustment will be made to the individual’s compensation according to the length of substitution time for the Library Director. If the person is from outside the library, compensation for the substitution period covering the Library Director’s long-term absence will be negotiated with the Library Board.

D. During the Library Director’s long-term absence, the Emergency (Long-Term) Successor will communicate on a regular basis with the Library Board Chair and will keep him/her informed of any major issues facing the library or board action needed.

E. All financial transactions, during the Library Director’s long-term absence, will be reviewed by the Emergency (Long-Term) Successor in consultation with the Library Business Manager.

F. During the Library Director’s absence, the Emergency (Long-Term) Successor will act on behalf of the Library Director, with the support of the Library Administrative Team, in all aspects of library administration and operation, and will interact with the Library Board regularly, including preparing library board agenda materials and presenting that information at Library Board meetings.

G. During the Library Director’s long-term absence, any personnel issues will be handled by the Emergency (Long-Term) Successor in consultation with the Library Business Manager.

H. During the Library Director’s absence, the Emergency (Long-Term) Successor will comply with all Executive Limitations and Policies of the
Library Board and will consult with the Library Board Chair as necessary.

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<th>Policy Item #4:</th>
<th>Fail to produce a monitoring report about emergency Library Director succession to the Library Board on an annual basis.</th>
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<tr>
<td>Director’s Response:</td>
<td>The Library Board’s annual calendar is developed and ready at the beginning of each new fiscal year, with a list of all the required activities for that year, including due dates for written monitoring reports from the Library Director. The Monitoring Report for the Executive Limitation on Emergency Library Director Succession appears on the board’s annual calendar in the month of February. In compliance with that requirement, this report has been written and included in the board agenda packet for the board meeting of February 25, 2019.</td>
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PORTAGE DISTRICT LIBRARY

Monitoring Report

for

Executive Limitation Policy: Treatment of Consumers

February 25, 2019

With respect to interactions with consumers or those applying to be consumers, the Library Director shall not cause or allow conditions, procedures, or decisions, which are unsafe, undignified, which invade privacy, or are unnecessarily intrusive, and shall not:

POLICY ITEM #1: Use application forms that elicit information for which there is no clear necessity.

Director’s Response to Item #1: The application form used by the Portage District Library contains standardized language that is appropriate for a non-profit, tax-supported institution, and that has been examined by legal counsel for compliance with federal and state laws. In addition, there are no questions on the form that attempt to elicit information for which there is no clear necessity. The library has been using this application form since 1998 when it became a district library, and there have been no challenges by applicants or others to its content. To further ensure that all library forms and activities are in compliance with this Executive Limitation Policy, the Library Employee Handbook reinforces these requirements as follows:

“Portage District Library will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, and to refrain from any illegal, dishonest, or unethical conduct.”

POLICY ITEM #2: Use methods of collecting, reviewing, transmitting, or storing client information that fails to protect against improper access to the material elicited.

Director’s Response to Item #2: Currently, the library has the following procedures in place to protect the privacy of patron information.

PROTECTION of PRIVACY:

- Symphony (library automation system) updates with password protections.
- Measures have been taken to ensure the security of online e-mailing of overdue and reserve notices to patrons.
- Procedures are in place at all desks to guard against revealing private information.
- Patron data base is reviewed on a schedule to update old information.
- There is a regular schedule in place (quarterly) for deletion of unused patron accounts going forward. The purging process assures that we do not keep any unnecessary personal information in our patron database.
- Self-serve computer print stations with vending capability are available to patrons to print and retrieve their own personal print jobs without the assistance of library staff for more convenience and to ensure their privacy.
- Fax service (outgoing only) is also available to patrons to enable unassisted personal fax transmissions.
- The Library Privacy and Search Warrant Policy was last reviewed by the Library Board and Administration and approved at the February 4, 2019 board meeting. All employees are informed about the policy and trained to follow the specific
process for safe-guarding patron privacy.

- The library reapproved the FOIA Policy on December 17, 2018 as required on the Library Board’s Annual Calendar. Due to changes effective December 28, 2018 which include two amendments to the Michigan FIOA Act (Public Act 523) the library is bringing an amended policy and forms to the February 25, 2018 Board Meeting upon the recommendation of the library’s attorney Anne Seurynck.

**POLICY ITEM #3: Fail to provide appropriate accessibility and privacy in facilities.**

**Director’s Response to Item #3**

- The Portage District Library is ADA compliant with a wheelchair accessible entrance, elevators, computer stations and restroom facilities. There is also a wheelchair available for use on the premises, and an entrance ramp and elevators that provide barrier-free entrance & transport.
- More seating has been provided in areas near the entrance to afford those with special needs a place to sit upon arrival, in preparation for leaving, or while waiting for assistance.
- The upper level Atrium and Adult Services areas have improved accessibility and privacy with advantageous placement of furnishings, wider aisles and pathways, lower, easier-to-reach shelving with wide open sight lines and unobstructed seating space.
- The library offers circulating laptops with wireless access so that patrons can use them anywhere in the library and connect to the Internet - which provides a higher degree of privacy than the stationary computers in the Adult Reference Room.
- Privacy is also ensured for our patrons’ information by having an employee code of conduct at the library that requires staff to maintain confidentiality of all patron information.
- In the physical realm, privacy is offered to patrons by offering a Quiet Room, and by providing patrons access to an Adult Study Room, a Youth Study Room, a Youth Group Study Room and (5) other meeting rooms that are available for public use at a rental fee. There are numerous, individual study table & chair groupings throughout the library that provide places for people to read, study and work in an uninterrupted manner.
- Meeting room rentals are handled confidentially and are listed on the calendar only according to information that the renter provides to the library.
- More casual seating has been provided throughout the Atrium to present a friendlier more comfortable atmosphere for all visitors.
- The Teen Room has been furnished in an appealing way to make it more accessible and comfortable to that age group.
- Youth Room is arranged to make children’s browsing areas more accessible and to create less obstructed sight lines for staff to monitor activities in that area.
- The Preschool Room has age appropriate learning toys and the floor plan is safe for small children and enables parents and caregivers to easily observe them.
- There is a Staff Lounge on the first floor, away from the public area, for employees to take break periods so as not to interfere with patron activities and to provide privacy for staff.
POLICY ITEM #4: Fail to establish with consumers a clear understanding of what may be expected and what may not be expected from the service offered.

Director’s Response to Item #4: The library continues to handle its communications with library patrons in an excellent manner, using clear cut and easy-to-understand signage, flyers, posters, brochures, e-newsletters, and website information. All promotional materials are carefully developed to convey important messages to library users that will specifically describe new services (i.e., Hoopla, Lynda.com, new databases etc.) or changes in services (i.e., Changes in Non-Resident Fee; Library Closings, Friends’ Book Sale dates, etc.) Any enhancements to library services are conveyed to library users via the library’s monthly e-newsletter, inserts in The Portager, large posters placed throughout the library and with banner advertisements on the library’s website. The library also uses digital signage to advertise upcoming programs to patrons.

The library's e-newsletter transmits useful library related information to patrons. In addition, other methods are used to communicate, such as:

- The library's website content was updated recently so that content in several areas of the site is current and dynamic and visually pleasing when viewed on a mobile device.
- The library has a Social Media Committee that is focused on developing meaningful, engaging, and newsworthy content for the library’s Facebook and Twitter accounts.
- An annual report for the library is made available that conveys all that the public is getting from its library.
- Newsletters are sent via e-mail and are used to highlight library resources, programs, and services.
- Special phone and e-mail communications are directed to homebound patrons to make sure they are up-to-date on library events, resources and services.
- Recorded message on the library's phone system are used to direct callers to the appropriate service points in the library and advertises any new services.
- Special promotional campaigns are conducted to "get the word out" about any new services available at the library.
- Any time that library resources and services are changed in any way, there is a publicity initiative undertaken to get the message out, through news releases, radio announcements, newspaper articles, website alerts and flyers placed in materials being checked out.
- Public surveys (both online and paper) are conducted regularly to gather information and feedback from patrons and then responses are used to assess library operations and services and to make any necessary changes.

POLICY ITEM #5: Fail to inform consumers of this policy, or to provide a way for persons to be heard who believe they have not been accorded a reasonable interpretation of their protections under this policy.

Director’s Response to Item #5: Currently, the library has the following procedures in place to ensure that patrons are heard:
• All public service staff is trained to ask library patrons, during interactions with them, if they found what they were looking for at the library.
• An Annual Report is distributed and includes contact information for Library Board Members and the Library Director.
• Electronic comment cards are available on the Library’s website for users to submit online comments.
• Evaluation forms are regularly handed out to patrons after library programs to get input on current and future program offerings.
• Patron surveys are conducted at regular intervals, both paper & electronic.
• All Library Board meeting notices are posted in high traffic locations and on the library's website and Library Board meetings are held onsite and open to the public at any time.
• Comments from library patrons are prompted by postings on the library’s Facebook page and on Twitter.

**POLICY ITEM #6:** Fail to provide a written monitoring report to the Library Board once a year.

**Director’s Response to Item #6:**
The Library Board’s annual calendar is developed and ready at the beginning of each new fiscal year, with a list of all the required activities for that year, including due dates for written monitoring reports from the Library Director. The Monitoring Report for the Executive Limitation on Treatment of Consumers appears on the board’s annual calendar in the month of February.

In compliance with that requirement, this report has been written and included in the board agenda packet for the board meeting of February 25, 2019. In addition to the Library Board's annual calendar we have now also developed an annual calendar for the Library Administrative team to keep all work on track and ensure that marketing initiatives, special ends projects and public service events are conducted in a timely manner.