NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on March 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
March 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 (10 minutes total)
IV. Adoption of the Agenda for the Regular Meeting of March 25, 2019 (1 minute) (Vote)

V. Consent Agenda (10 minutes) (Vote)
   A. Minutes of the regular meeting held on February 25, 2019.  Pg. 1-4
   B. Narrative Report for February 2019.  (Info) Pg. 5-9
   D. Budget Amendment for $1,000 Teen Donation.  (Info) Pg. 13
   E. Marketing Update for February 2019.  (Info) Pg. 14-15
   F. Statistical Report for February 2019.  (Info) Pg. 16-17
   G. Legislative Update for February 2019.  (Info) Pg. 18-19
   H. Library Board Linkage (Info) Pg. 20

VI. Guests (30 minutes total)
   A. Marketing Report by Marketing Manager Colin Whitehurst.  (Info) Pg. 21

VII. Ends Development (15 minutes total)
   A. Memo 2018 Annual Campaign Report (Info) Pg. 22

VIII. Monitoring to Assure Compliance with Executive Limitations (15 minutes)
   A. Monitoring Report on Executive Limitation: Asset Protection.  (Info) Pg. 23-26

IX. Library Director’s Reports (15 minutes total)
   A. Final remarks by Library Director for the March 25, 2019 Library Board Meeting.

X. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the April 22, 2019 Board Meeting
      1. Minutes of the Regular Meeting held on March 25, 2019.
      2. Review of Art Exhibit Gift Policy.
      4. Report from Board Liaison to the Friends of the Library.
      5. Scheduling of mid-year meeting with the Library Director.
      6. First Quarter Strategic Plan Statistics
      9. Invitation to Library Board members to the Volunteer Recognition Luncheon
   B. Assessment of this meeting
   C. Miscellaneous Items

XI. Adjournment
PORTAGE DISTRICT LIBRARY BOARD  
Minutes of the Board Meeting held on  
February 25, 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 Rykse’s Market & Eatery and the board meeting started at 6:00 PM  

II. Roll Call -  

Board Members Present: Carol Bale, Michele Behr, Jeanne Friedman, Cara Terry, Donna Vander Vries, Ted Vliek, and Tom Welsh  

Board Members Absent: None  

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

Library Staff Absent: Colin Whitehurst  

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

Board Chair Behr welcomed everyone and then opened the meeting for any comments from the public, board members, or library staff. No comments were made.  

DISPOSITION: The Library Board acknowledged the opportunity for the public, staff, and trustees to make comments.  

IV. Adoption of the Agenda for the Regular Meeting of February 25, 2019  

Library Board Chair Welsh asked if there were any changes needed to the agenda for the February 25, 2019 board meeting before its adoption, and there were no changes requested by trustees. Welsh asked for a motion to adopt the agenda.  

MOTION: It was moved by Trustee Vliek and supported by Trustee Behr that the Library Board adopt the agenda for the regular meeting of February 25, 2019. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.  

V. Consent Agenda  

Library Board Chair Welsh asked if there were any changes needed to the consent agenda for the February 25, 2019 board meeting before its adoption. Trustee VanderVries requested to remove Item G – Legislative Update for January 2019 and Library Board Chair Welsh asked for date corrections to be made to Item F – Statistical Report for January 2019.  

MOTION: It was moved by Trustee Vliek and supported by Trustee Behr, to approve the amended consent agenda as presented. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.  

A. Minutes of the regular meeting held on February 4, 2019.  
D. Budget Amendment for Friends Donation to Fund “Wish List” Items.  
H. Library Board Linkage  

MOTION: It was moved by Trustee Behr and supported by Trustee Vliek, to approve the amended consent agenda as presented. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.
Item G – Trustee VanderVries said that Michigan lawmakers have proposed a new bipartisan bill regarding Dark Store legislation. At this point, it is hard to tell what will happen. Vliek said that legislators have been working on this issue for years. We will continue to monitor the progress of this legislation.

MOTION: It was moved by Trustee VanderVries and supported by Trustee Behr, to approve Item G – Legislative update for January 2019. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.

VI. Governance

A. Library Board Roster for 2019 -
Library Director Klien asked trustees to check the contact information on the 2019 Library Board Roster. Trustees confirmed that their information is correct.

DISPOSITION: The Library Board acknowledged the 2019 Library Board Roster.

B. Review and Approval of Library Board Bylaws –
Library Director Klien said that the Library Board Bylaws are reviewed each year so that trustees are aware of and refreshed on the guidelines set forth for governance and that there is an opportunity to discuss questions or concerns. Library Board Chair Welsh asked if there were any comments from trustees and there were none.

MOTION: It was moved by Trustee Behr and supported by Trustee VanderVries, to endorse the Library Board Bylaws in 2019. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.

C. Report on the Friends of the Library -
Staff Liaison to the Friends Jill Austin gave the report from the February 11, 2019 Friends of the Library Board Meeting. Their February Book Sale raised $3,900 and members were not surprised as February is usually a lower volume sale and is always weather dependent. The Friends have some organizational goals they will be working towards in 2019 beginning with offering their members email notifications prior to sales. They will also be working with Marketing Manager Colin Whitehurst on a new Friends of the Library website which will go hand in hand with the library’s new website and logos. They also have plans to work on a new mission statement, review their bylaws, and include more named board positions with back-ups. The Friends are looking to formalize volunteer activities including the times there will be volunteers sorting and consistent responses to outside organizations who are requesting books leftover from sales.

Trustee Behr referred to the Budget Amendment regarding the Friends $20,000 donation and asked if this amount was larger than usual. Austin responded that library staff did not present wish list requests last year, so the Friends had larger than usual funds to draw from this year.

Klien said she wanted trustees to be aware that the Friends have reserved some money to fund a campaign if/when the library might need it. This is something that the Friends are mindful of.

Trustee Bale asked how many members the Friends have and Austin responded that last year they had 137 members and so far this year there have been 76 renewal memberships.

Trustee Vliek asked if the Friends have all the volunteers they need? Austin responded that sorting and moving books and other materials around is a lot of work and that the Friends are always looking for more people to be involved. She included that organizations in the community that make requests for remaining books at the end of a sale will be included in a more formalized that process that will also encourage them to volunteer. Vliek followed up with what happens to books that aren’t sold. Austin responded that items that aren’t sold within 3 sales are distributed among requested organizations such as schools or juvenile homes and the remainder are boxed and picked up by the Salvation Army.

Austin concluded her remarks by saying that the next Friends Board meeting will be Monday, April 16th.

DISPOSITION: The Library Board acknowledged the report about the Friends of the Library.
D. FOIA Policy Update -
Library Director Klien said that 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 FOIA Act (Public Act 523) the library is bringing an amended policy and forms to the February 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. Trustee Vliek asked if the library has had to use this policy often. Library Director Klien said that it has been used twice in the past couple years.

MOTION: It was moved by Trustee Vliek and supported by Trustee Bale, to approve the resolution updating the Library’s FOIA Policy. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.

VII. Ends Development

A. Donations Report for Funds Received in 2018 and Budget Amendment -
Library Director Klien presented the Donations Report for Funds Received in 2018. Klien said that after some additional staff discussion, she would bring back a recommendation to the board for allocations of the donation money to specific projects. The budget amendment that was included in the board packet is for donations that were requested to be spent on specific lines by the donors. Trustees had a discussion about what they would like to see done with the remaining money. For the last two years, trustees have voted to hold the undesignated donation funds in reserve.

MOTION: It was moved by Trustee Vliek and supported by Trustee VanderVries, to approve the Budget Amendment regarding the 2018 Donations. Vote: 7-Yes, 0-No, 0-Absent. Motion carried.

VIII. Monitoring to Assure Compliance with Executive Limitations

A. Monitoring Report: Emergency Library Director Succession -
Library Director Klien explained that according to the Library Board Annual Calendar, February is the month when the Emergency Library Director Succession is reviewed. She said that when she is out for vacation, she will notify the Library Board Chair. When this occurs, both Head of Adult Services Lawrence Kapture and Head of Youth Services Laura Wright are in charge of the building to share responsibility. If an emergency occurred, they would contact the board chair.

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

B. Monitoring Report: Treatment of Consumers -
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 25, 2019 Library Board Meeting -

Klien said that she wanted to personally invite trustees to the 2019 CommuniTEEN event on March 20th at 6:00 PM at the Portage Central High School. This is the 4th year for our collaborative CommuniTEEN event and will feature author Joelle Charbonneau and her book The Testing. CommuniTEEN is a collaboration with the Portage Public Schools and Bookbug Bookstore.

We have an opportunity for several of our staff to go to Catalyst University’s all day event on June 20th. This is an event sponsored by Southwest Michigan First and features speakers on leadership and
inspirational topics. Klien said that there was one extra ticket available for an interested board member and Trustee Friedman said that she was interested in going.

Klien led a final discussion about guests to invite to Board Meetings in 2019. Senator Sean McCann (20th District – Michigan Senate) and State Representative Brandt Iden (District 61 – Michigan House) were added to the list of possible speakers along with WE Upjohn speaking about local trends and demographics, Portage School Media Specialists, Clare Membriela Library Law Consultant at the Library of Michigan, and Friends President Toni Yanni. After some discussion, the Board identified priority areas and asked Klien to try to arrange guests based on those.

As a group, the Library’s Administrative Team looked at Strategic Plan and changes they wanted to suggest moving into 2019. As the Board is already aware, the Library will not be holding any more Harwood Conversations and that future work on this initiative will include follow through on projects identified by the conversations held in 2018. The other suggested change is one of the Heritage Room Projects – the cemetery project. Local Historian Steve Rossio has had some difficulty coordinating his availability to work on this outdoor, time-intensive project with the weather and the business of the Youth Staff’s summer schedule and at the same time another important project focus as come to light. Portage Public Schools will be celebrating their 100th anniversary in a few years and the library holds a number of important archives on this topic. Rossio has made a suggestion to remove cemetery project for now, and develop collections for the PPS anniversary. Klien said that she is hoping to bring Rossio to a future board meeting to give more background on his plans.

Klien concluded her remarks by asking Head of Adult Services Lawrence Kapture to give a brief overview of which of our Adult Programs are the most popular according to attendance statistics and programming surveys. Kapture concluded that How-To and craft programs were generally more popular than discussion group programs.

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

X. Process Evaluation

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 – There was agreement among trustees that it was a good, quick meeting.

C. Miscellaneous Items – None.

XI. Adjournment –

Library Board Chair Welsh said if there was no further business to be considered, that he would adjourn the regular board meeting of February 25, 2019.

**DISPOSITION:** The regular board meeting of February 25, 2019 was adjourned at 6:55 PM.

Recorded and Transcribed by,

[Signature]

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

Administrative Activities:
During the months of February/March, Library Director Christy Klien engaged in the following activities:

- Participated in weekly Administrative Team meetings on Thursday mornings.
- Participated in regular library-wide staff meetings on Tuesday mornings for all library employees.
- Attended PDL Library Board Meeting on February 25.
- Met with PDL Professional Development Committee on February 26 and March 12.
- Met with Business Manager Rob Foti to discuss staff benefits on February 27.
- Attended the Portage Community Center Board meeting on February 27.
- Held a conference call with library’s labor law attorney to discuss staff benefits and employee handbook on March 1.
- Attended WMU’s RaceTalk Panel on the evening of March 4.
- Attended Portage Rotary Club’s lunch meetings and took club meeting notes on Wednesdays through the month of March.
- Attended the Portage Community Center’s Executive Committee meeting on March 13.
- Facilitated PDL’s internal staff Master Planning Committee meeting on March 14.

Maintenance and Building Services
- All preventative maintenance activities were performed as scheduled.
- All cleaning and maintenance services were performed as scheduled.
- Worked with ServiceMaster to establish floor and upholstery cleaning schedule for 2019.
- Reset boilers and water pumps that were adjusted for the extreme cold spells and began adjustments for spring building temperatures.

Personnel Information:
The library undertook the following Human Resource and Financial activities since the February 25, 2019 Board meeting:

- The Facilities Manager position is posted on the HRM Innovations website. Additionally, HRM is actively recruiting individuals that they believe would be qualified for the position.
- The Professional Development Team has met and begun working on this year’s Staff Development Day agenda. The Library’s Staff Development Day is traditionally held on the last Friday in September and focuses on bringing staff together for team building and education on a series of topics.
- Angel Caranna’s last day of employment with the Library was March 2, 2019. Angel has been working 16 hours per week since November as a substitute for Katie Brinker, who has been on leave. Angel worked as a Library Associate in the Adult Services Area.
- The Library has its annual financial audit, conducted by Rehmann, scheduled for March 25-26.
**Ends Statement #1**

**Optimize access to resources for information, education, and entertainment.**

We will accomplish this by providing a collection of tools to facilitate creating and learning (1a) and by reaching the community at their diverse literacy needs. (1b)

Project Updates:

**Adult Services Programming Highlights**
- Mark Your World with Kindness - February 17, 2019 - Number of On-Site Attendees: 16. Number of Off-Site Attendees: 10. To celebrate Random Acts of Kindness Day, we gave patrons the opportunity to make bookmarks in order to brighten the day of someone who needs encouragement. We also provided a kit for Brookdale Seniors to be able to participate, even though the mobility of some of their residents is low. Patrons enjoyed making bookmarks for people in their lives as well as leaving bookmarks for us to donate to those in need. We donated around 25 encouraging bookmarks and books (ARCs) to the Portage Community Center to provide cheer to those who are currently facing a rough patch.

**Youth Services Programming Highlights**
- Kalamazoo Symphony Orchestra presented two musical programs based on the children’s book, “They All Saw a Cat”. Preschoolers and their caregivers listened to the story, heard a musical version, and completed a simple craft.

Develop more instructional programming for adult patrons
- Bubble Pendants - February 21st, 2019. Number of Attendees: 21. A full class of excited patrons arrived ready to learn. This craft was simple, easy and took about 40 minutes. A few arrived with pictures they wanted to use but most choose images from magazines and printed backgrounds. By the end of the class, everyone had a beautiful pendant they could keep or give as a gift.

Comments: “I liked the opportunity to do something new and open my crafting repertoire.” “This is great for creativity and getting to know others in the community.”

Create programming that promotes interactive learning
- Teens expressed their creative sides during a Cupcake Wars event, a popular annual decorating competition.

Create videos to educate our patrons about our resources and how to use them
- Marketing Manager Colin Whitehurst and Youth Services Librarian Kristy Zeluff filmed a video answering frequently asked questions for the 1,000 Books Before Kindergarten program.
- Marketing Manager Colin Whitehurst created a script for a video educating patrons about our PDL2Go app.

Build programming and services that will reach groups at diverse levels
- The young Caldecott Club participants had their final Reveal Party, where they talked about their choices vs. the actual winners.
- The Portage Middle School Battle of the Books Final was held here. Competitors from all three middle schools came together to test their knowledge.
- A group of teens with learning differences visited the library for a tour, presentation, and activities.
Ends Statement #2

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

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

Project Updates:

- Youth Staff began work on monthly collection checks using Collection HQ. Although this process will be ongoing, it has already begun to impact material selection choices and weeding procedures.

Create tools to measure the needs of the community
- Survey writing for 2019 initiatives is currently 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 worked with the Marketing Manager to create an “FAQ” video to assist caregivers in participating in 1000 Books Before Kindergarten.
- Mark Your World With Kindness program with Brookdale Seniors as described above.

Portage District Library was among three area resources highlighted at this event—along with the Air Zoo and Kalamazoo Public Library. Youth Services Librarian Andrea Smalley and Adult Services Librarian Katharyn Jones spoke with approximately 40 members of the attending audience, around 30 adults. They gave handouts to approximately 25 audience members attending. They also gave additional resource recommendations to approximately 10 community members. Most adults they spoke with were looking for reading recommendations for themselves or others. They also asked about Lt. Col. Jefferson’s book, which is on order for the library. PDL staff was the first organization table to arrive, so we received a lot of visibility.

Update the Library Website
- The library has received several revisions on the new website’s home page and key illustrations. We are currently awaiting internal page designs from our third party vendor.

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
- Highlighted Black History Month with a “How Long until Black Future Month” display highlighting resources inspired by the short story collection of the same name.
- Created a display entitled “Add a little more Mosley to your Mysteries” featuring the work of Walter Mosley, a talented African-American mystery writer.
- SF/GN End Cap – Black Science Fiction and Fantasy Authors You Should Read
- Changed the Books & More website to History Makers and Future Changers (also inspired by Black History Month).
- Set up a display for The Testing, an event held in March.
- Hot and Screamy: titles featuring love gone wrong.
- Fiction End Caps – Romance.
- Adult Services Librarian Katharyn Jones wrote three Spark reviews highlighting new resources PDL purchased that were featured in the March magazine.

Initiate Harwood Community Conversations
- A written report from last year’s Community Conversations has been created. We are awaiting feedback from all the Harwood trained staff before distribution.

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
- The Facilities Master Plan internal staff committee met on March 14 to discuss the process, review our building priorities and needs, and potential library uses for the Senior Center building if the library were to purchase the property. The next meeting will be held on March 28.

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 February 26 and March 12 to discuss general plans for staff training in 2019 and brainstorm themes for Staff Development Day.

Sponsor annual community support initiatives
- Throughout the month of February, the Circulation Department collected personal care items from the public and staff. In total, we were able to collect 580 items, which included laundry soap, paper towels, toilet paper, diapers, soap, shampoo, deodorant, toothbrushes and toothpaste. The items were delivered to Portage Community Center on March 1, 2019. Many thanks to Julie Somers for using her couponing prowess to provide the much needed laundry supplies and family sized soaps and shampoos.

Deploy server and virtualization technology, storage consolidation, Software as a Service (SaaS) and will eliminate single points of failure to provide patron and staff access to computing resources, and to ensure that these resources are available to the maximum extent possible while addressing new technology needs as they may arise.

The Portage District Library is continuing its movement to Software as a Service model. Moving to Software as a Service model will help maintain public service continuity and expand public services beyond the walls of the library. The following is the current status of SaaS migrations that have updates:
- AntiVirus & Security: Sophos Central Endpoint Advanced – for Staff and Public operations. All licensing has been completed.
- Integrated Library System: SirsiDynix Symphony - The library recently completed adjustments to its SaaS environment to allow MobileCirc to resume working.
- Integrated Library System: SirsiDynix BlueCloud Analytics - The library has been working with Sirsi to begin work with documents and dossiers in Analytics. The library has replicated and enhanced some of its daily reports and is experimenting with email delivery of various formats. As we continue to develop our knowledge and abilities, the library will develop dashboards for staff to stay informed and make data justified decisions.

- Integrated Library System: SirsiDynix Web Services - The library has updated/ixed web services for MobileCirc usage. There were some errors that were preventing MobileCirc from operating properly. These changes included both errors in setup and optimization for use.

- 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.

- Productivity Software – Microsoft Office 365 - On March 20, 2019, the library transitioned all of its email services from locally hosted to Office 365. When the library has fully transitioned from its hybrid mode to a dedicated Office 365 hosted mode, the library will enable the new extended outlook features available through Office 365.

- The library is currently testing Microsoft Teams as a potential team, project and information management tool for library staff.

- Help Ticketing: Spiceworks Online - The library is adding a secondary test for ticketing through Office365. 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 is currently replicating its old environment and testing these configurations in its new environment. EZPROXY is a server for authenticating patrons for database access. Moving to the EZPROXY server into production/live status will occur early 2019.

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 the process.

- 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 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 thorough inventory, identify which items are not in the catalog, and then add those items in.

- Head of Technical Services Abby Pylar and Processing Clerk Fran Cooper are working with the Youth Department to create uniformity within certain categories of their collections. They are creating labels and fixing the catalog records for the books in groups such as Disney, Superheroes, and Lego.

- Technical Services is working with both Adult and Youth Services to discard items that have been weeded based on the reports from Collection HQ. Because of the influx of discarded materials, Tech Services and their volunteers are helping in the process by stamping the books and disabling the RFID tags.
PORTAGE DISTRICT LIBRARY
Library Director’s Report on the Financial Condition
for
February 2019

Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

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

**Director’s Response:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Director’s Response: A list of all cash disbursements has been provided to the Board Chair for review.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: March 18, 2019
Subject: Request for approval of a Budget Amendment to adjust the library’s FY 2019 Budget to accommodate for a special donation of $1,000 directed to the library’s Teen Programs

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

Budget Amendment Request:
I request that the Library Board approve a budget amendment to the Fiscal Year 2019 Budget to increase revenue by $1,000 and also increase the Youth Services programming expenditure line by that same amount for the purpose of supporting special activities and refreshments for the library’s Teen Programs.
Marketing Update

Recurring Monthly Projects:

- The February 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.

February Marketing Highlights:

- We started a focused effort to collect testimonials through our E-Newsletter and Social Media channels. In-library collection for stories coming soon.

- We began to highlight the Five Literacy Practices to teach children to read by creating vinyl clouds to place on the walls of the Preschool room, as well as posters that will go up throughout the Youth Services Department.

- Advertised our Personal Item Care drive.
- Created new bookmarks to show our hours and highlight our digital resources.
- Began work on creating more cohesive signage in the Youth Services Department.

February Social Media Highlights:

Facebook

42 New Page Likes | 111 Post Shares | 829 Post Likes | 95 Comments | 164,995 Total Reach

Twitter

3,112 Tweet Impressions | Likes 9 | Re-tweets 1 | 125 Profile Visits | 1 Mentions | 1 New Followers
The image contains information about early literacy practices to get your child ready to read. It showcases different activities such as reading, talking, singing, playing, and writing, each accompanied by illustrations and brief descriptions. The text is arranged in a visually appealing format with colorful graphics and motivational quotes.

Below is a brief summary of the activities described:

**Read**
Read or recite a rhyme aloud to your baby. Your baby learns words from the rich language.

**Talk**
Ask your baby lots of questions and respond to the answers. The more words you use, the more words your child will learn.

**Sing**
Singing to your baby during every diaper change will help your baby learn individual sounds and prepare your child for reading.

**Play**
Dance around with your little one. Singing and dancing to a familiar tune is a great way to bond with your child, plus it’s a lot of fun!

The text also mentions a personal care item drive by the Portage Community Center, encouraging donations of items needed by children in the community.

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**FIVE PRACTICES WALL VINYL DECALS FOR PRESCHOOL ROOM & FIVE PRACTICES POSTERS**

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**Love our Community**
Personal Care Item Drive

Help us show love to our community by donating new and unopened personal care items! We will have a collection box in the lobby near the checkout desk all throughout the month of February. Donations will be given to the Portage Community Center to be distributed within the Portage community.

**Items Needed:**
Diapers (size 5, 6 and pull-ups), q-tips, body wash, her conditioner, paper towel, incontinence supplies (adult briefs: all sizes but mostly medium and large), sanitary napkins, panty liners, laundry detergent, toothbrushes, toothpaste, floss, deodorant, shaving cream, and razors.

For more information visit the Portage Community Center Website: http://www.portagecommunitycenter.org

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**Check Out Our Digital Library**
The library is open 24/7 with extensive collections of e-books, audio books, and periodicals. Many online services require your library card number and PIN. For more information, visit our website or call 1-800-966-6777.

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**Portage Library**
Portage, MI 49024
Phone: (269) 771-5770
Website: www.portagelibrary.org

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**Library Hours**
Mon. 9:00 AM - 9:00 PM
Tues. 9:30 AM - 9:30 PM
Wed. 9:00 AM - 9:00 PM
Thurs. 9:00 AM - 9:00 PM
Fri. 9:00 AM - 6:00 PM
Sat. 9:00 AM - 5:00 PM
Sun. 1:00 PM - 5:00 PM

(Open Sundays Memorial Day through Labor Day)

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**Portage Library**
Portage, MI 49024
Phone: (269) 771-5770
Website: www.portagelibrary.org

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**CARE DRIVE ADVERTISEMENTS & NEW PDL BOOKMARKS**

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Page 15
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: March 15, 2019  
SUBJECT: Library Statistical Report - February 2019

<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Feb-19</td>
<td>Feb-18</td>
</tr>
<tr>
<td><strong>Total Library Circulation</strong></td>
<td>69,651</td>
<td>63,090</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>17,984</td>
<td>16,286</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>5,867</td>
<td>6,455</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>26,369</td>
<td>22,771</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>3,354</td>
<td>3,100</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>3,148</td>
<td>3,601</td>
</tr>
<tr>
<td>E-Material</td>
<td>10,553</td>
<td>8,428</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,207</td>
<td>1,020</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>1,169</td>
<td>1,429</td>
</tr>
<tr>
<td><strong>Self-Checkout Percentage</strong></td>
<td>58.12%</td>
<td>56.50%</td>
</tr>
<tr>
<td><strong>Total Library Collection</strong></td>
<td>195,721</td>
<td>198,864</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>89,600</td>
<td>91,858</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>17,651</td>
<td>17,664</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>74,490</td>
<td>73,632</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>10,329</td>
<td>10,880</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>3,651</td>
<td>4,830</td>
</tr>
<tr>
<td><strong>Net Acquisitions</strong></td>
<td>(2,361)</td>
<td>(461)</td>
</tr>
<tr>
<td>Purchased - Books</td>
<td>2,032</td>
<td>1,528</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>225</td>
<td>329</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(4,622)</td>
<td>(2,323)</td>
</tr>
<tr>
<td><strong>Total In-House Usage</strong>*</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>In-House Book Usage</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Patrons</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YTD Statistics</td>
<td></td>
</tr>
<tr>
<td><strong>Total Patrons</strong></td>
<td>39,670</td>
<td>40,193</td>
</tr>
<tr>
<td>Adult</td>
<td>26,046</td>
<td>26,202</td>
</tr>
<tr>
<td>Youth</td>
<td>6,460</td>
<td>6,707</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>395</td>
<td>375</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>6,033</td>
<td>6,014</td>
</tr>
<tr>
<td>Internet User</td>
<td>670</td>
<td>828</td>
</tr>
<tr>
<td>Professional</td>
<td>66</td>
<td>67</td>
</tr>
<tr>
<td><strong>Net Patrons</strong></td>
<td>52</td>
<td>(6)</td>
</tr>
<tr>
<td>Adult</td>
<td>130</td>
<td>133</td>
</tr>
<tr>
<td>Youth</td>
<td>18</td>
<td>10</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>27</td>
<td>36</td>
</tr>
<tr>
<td>Internet User</td>
<td>65</td>
<td>56</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Patrons Removed</strong></td>
<td>(189)</td>
<td>(243)</td>
</tr>
</tbody>
</table>

*Total In-House Usage includes usage of in-house computers, Wi-Fi, and printing services.
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: March 15, 2019  
SUBJECT: Library Statistical Report - February 2019

<table>
<thead>
<tr>
<th>Library Building Usage</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
<th>CHANGE</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Feb-19</td>
<td>Feb-18</td>
<td>CHANGE</td>
<td>2019</td>
</tr>
<tr>
<td>Total Meeting Room Usage</td>
<td>180</td>
<td>186</td>
<td>-3.23%</td>
<td>320</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>92</td>
<td>96</td>
<td>-4.17%</td>
<td>170</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>88</td>
<td>90</td>
<td>-2.22%</td>
<td>150</td>
</tr>
<tr>
<td>Total Program Audience</td>
<td>2,176</td>
<td>1,625</td>
<td>33.91%</td>
<td>4,104</td>
</tr>
<tr>
<td>Adult</td>
<td>362</td>
<td>177</td>
<td>104.52%</td>
<td>594</td>
</tr>
<tr>
<td>Youth</td>
<td>1,672</td>
<td>1,316</td>
<td>27.05%</td>
<td>3,226</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>142</td>
<td>132</td>
<td>7.58%</td>
<td>284</td>
</tr>
<tr>
<td>Total Number of Programs</td>
<td>65</td>
<td>56</td>
<td>16.07%</td>
<td>119</td>
</tr>
<tr>
<td>Adult</td>
<td>21</td>
<td>19</td>
<td>10.53%</td>
<td>33</td>
</tr>
<tr>
<td>Youth</td>
<td>42</td>
<td>36</td>
<td>16.67%</td>
<td>82</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>2</td>
<td>1</td>
<td>100.00%</td>
<td>4</td>
</tr>
<tr>
<td>Total Volunteer Hours</td>
<td>366</td>
<td>384</td>
<td>-4.69%</td>
<td>664</td>
</tr>
<tr>
<td>Adult</td>
<td>114</td>
<td>86</td>
<td>32.56%</td>
<td>222</td>
</tr>
<tr>
<td>Youth</td>
<td>24</td>
<td>76</td>
<td>-68.42%</td>
<td>51</td>
</tr>
<tr>
<td>Technical</td>
<td>75</td>
<td>83</td>
<td>-9.64%</td>
<td>128</td>
</tr>
<tr>
<td>Circulation</td>
<td>106</td>
<td>114</td>
<td>-7.02%</td>
<td>198</td>
</tr>
<tr>
<td>Administration</td>
<td>46</td>
<td>25</td>
<td>84.00%</td>
<td>46</td>
</tr>
<tr>
<td>Community Service</td>
<td>1</td>
<td>0</td>
<td>100.00%</td>
<td>19</td>
</tr>
<tr>
<td>Total Front Door Traffic</td>
<td>49,996</td>
<td>49,987</td>
<td>0.02%</td>
<td>97,885</td>
</tr>
<tr>
<td>Total Youth Services Traffic</td>
<td>35,778</td>
<td>34,002</td>
<td>5.22%</td>
<td>64,781</td>
</tr>
<tr>
<td>Total Business Center Traffic</td>
<td>2,998</td>
<td>3,014</td>
<td>-0.53%</td>
<td>5,327</td>
</tr>
</tbody>
</table>

**Information Access/Reference/Research**

| Total Reference Transactions | 8,738 | 8,406 | 3.95% | 17,340 | 17,718 | -2.13% |
| Adult Phone                  | 453   | 401   | 12.97% | 828    | 849    | -2.47%  |
| Adult Ready Reference        | 2,180 | 2,397 | -9.05% | 4,480  | 5,178  | -13.46% |
| Adult Reference              | 351   | 224   | 56.70% | 724    | 485    | 49.28%  |
| Youth Phone                  | 135   | 133   | 1.50%  | 254    | 251    | 1.20%   |
| Youth Ready Reference        | 3,456 | 3,086 | 11.99% | 6,837  | 6,281  | 8.85%   |
| Youth Reference              | 549   | 494   | 11.13% | 1,046  | 1,007  | 3.87%   |
| HR Phone                     | 12    | 23    | -47.83%| 21     | 43     | -51.16% |
| HR Ready Reference           | 319   | 330   | -3.33% | 666    | 681    | -2.20%  |
| HR Reference                 | 10    | 18    | -44.44%| 40     | 43     | -6.98%  |
| Circ Phone                   | 648   | 591   | 9.64%  | 1,223  | 1,240  | -1.37%  |
| Circ Ready Reference         | 420   | 475   | -11.58%| 811    | 1,068  | -24.06% |
| Circ Reference               | 205   | 234   | -12.39%| 410    | 592    | -30.74% |
| Total Edutainment LAN Use    | 441   | 435   | 1.38%  | 820    | 901    | -8.99%  |
| Total Internet Computer Use  | 2,330 | 2,462 | -5.36% | 4,426  | 5,214  | -15.11% |
| Youth Computers              | 145   | 279   | -48.03%| 466    | 437    | 6.64%   |
| Adult Computers              | 2,071 | 2,100 | -1.38% | 3,763  | 4,610  | -18.37% |
| Laptop Computer Circulated   | 114   | 83    | 37.35% | 197    | 167    | 17.96%  |
| Total Electronic Transactions| 49,701| 44,239| 12.35% | 100,909| 92,333| 9.29%   |
| WebSite Hits                 | 35,588| 30,707| 15.90% | 71,911 | 64,243| 11.94%  |
| WebCatalog Sessions          | 9,881 | 9,420 | 4.89%  | 20,889 | 20,076| 4.05%   |
| Licensed Database Hits       | 4,232 | 4,112 | 2.92%  | 8,109  | 8,014 | 1.19%   |

*In-house Use Statistics will be done for one week each quarter.*
MLA Advocacy – February 28, 2019

State Budget Due March 5

The Governor’s budget will be proposed on March 5. At that time we will have an indication of the administration’s priorities. Once we are aware of the library support we can expect from the governor, we can begin building our support among the legislature. It is unlikely we will see a budget completed prior to the summer break.

HB 4119 Reestablishes PA 269 Charter Township Libraries

PA 164 Township Libraries NOT Included in Bill

HB 4119 allows Charter Township libraries that have been unestablished by the repeal of PA 269 years ago to reestablish as township libraries under the Township Act. Library of Michigan provided input on this bill to keep it very narrow. Because of that MLA has remained neutral on the bill. It is the consensus of MLA, the MLA Legislative Committee, MLA legal counsel and the Library of Michigan that there remains more than a sufficient number of methods for establishing a library.

The House Ways and Means committee analyst contacted MLA about HB 4119 and I explained why we were neutral on the bill. I also made it clear that we would step in if it or another bill expanded the impact.

NARCAN Bills in Process

The NARCAN bills have been drafted. They are exactly the same as last year’s bills. We are currently working to secure bi-partisan sponsors and the bills should be introduced in the house shortly. House Speaker Rep. Lee Chatfield (R-Levering) requested the bills for us and is very much in support of this legislation. We expect it to move quickly once introduced.

HB 4025 Tax Tribunal Bill Offers Relief

This Tax Tribunal bill would prevent tax tribunals from reducing the tax obligation of dark stores. This is similar to past bills that offer relief to local governmental entities suffering from an unfair reduction in taxes for big box stores. We don’t know how quickly it will move. It depends on the opposition. However, this governor is less likely to listen to concerns of the Chamber of Commerce and the business community. We will monitor and assist where we can.
Coalition for Michigan School Libraries

MLA Past President Steven Bowers is representing MLA at the Coalition for Michigan School Libraries. The Coalition held their first meeting last weekend. It intends to work toward new legislation that will require librarians/media specialists in schools throughout the state.

Groups involved include MLA, Mi-ALA, MCDA, Library of Michigan, Wayne State University SIS, Michigan Reading Association, Michigan Council of Teachers of English, Michigan Parent Teacher Association (PTA), and many others. Rep. Matt Koleszar (D-Plymouth), new to the Michigan House of Representatives, was at the meeting as well. He is part of the team of legislators who are interested in reintroducing last year’s school library bills that died in the Lame Duck session.

Personal Property Tax Update

The Michigan Department of Treasury wants to make sure that every Michigan Public Library has access to the following information:

In June 2018, the Local Community Stabilization Authority Act (LCSA Act) was amended to create a process for correcting errors in the 2016 personal property tax (PPT) adjustment payments, 2017 PPT reimbursements, and 2018 PPT reimbursements.

The Department of Treasury has developed forms for municipalities to use to notify the Department of Treasury of reporting errors or calculation errors made by the Department of Treasury. In addition to the form(s), municipalities must provide substantiating documentation to support an adjustment to the reported value or the calculated reimbursement amount.

To see a list of the correction forms that are available with the workflow for each form please visit: www.michigan.gov/documents/libraryofmichigan/PPT_Reimbursement_Correction_Forms_646357_7.pdf

Please direct any questions regarding the PPT reimbursement correction process to TreasORTAPPT@michigan.gov or (517) 373-2697.
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 April 2019:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/27</td>
<td>6:30 PM</td>
<td>Floral Arrangement 101 (Registration Required)</td>
</tr>
<tr>
<td>4/2</td>
<td>7:00 PM</td>
<td>Reading Together Book Talk: The Hate You Give</td>
</tr>
<tr>
<td>4/6</td>
<td>9:00 AM</td>
<td>Friends of the Library Book Sale</td>
</tr>
<tr>
<td>4/9</td>
<td>7:00 PM</td>
<td>SciFi/Fantasy Discussion: Reboots</td>
</tr>
<tr>
<td>4/10</td>
<td>4:00 PM</td>
<td>Reclaimed Roses (Registration Required)</td>
</tr>
<tr>
<td>4/11</td>
<td>7:00 PM</td>
<td>International Mystery Book Discussion: Israel and Italy</td>
</tr>
<tr>
<td>4/12</td>
<td>10:00 AM</td>
<td>Second Time Around Care Givers</td>
</tr>
<tr>
<td>4/13</td>
<td>2:00 PM</td>
<td>Classic Movie: Libeled Lady</td>
</tr>
<tr>
<td>4/17</td>
<td>7:00 PM</td>
<td>2019 Reading Together Event: Meet Angie Thomas – Author of “The Hate You Give” at Chenery Auditorium</td>
</tr>
<tr>
<td>4/19</td>
<td>10:00 AM</td>
<td>Family Fun – Jump, Turn, Dance, Learn</td>
</tr>
<tr>
<td>4/21</td>
<td>ALL DAY</td>
<td>Library CLOSED for the Easter Holiday</td>
</tr>
</tbody>
</table>
At the March 25, 2019 Board Meeting, Marketing Manager Colin Whitehurst will give a presentation on the Library's 2019 Marketing Plan. His presentation will outline the many activities and projects that will be undertaken at the Portage District Library in 2019 to fulfill the Library's four end statements, and to achieve the goals of the strategic plan.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: March 19, 2019
Subject: Update on 2018 Annual Campaign

The 2018 Annual Campaign was distributed the first week in December to approximately 14,000 households. The distribution list was pulled directly from our patron data and went to households with library card activity within the past 2 years. The Annual Campaign ran until the end of February 2019.

The library has received a total of 206 donations during the 2018 Annual Campaign in the amount of $16,322.00. This number of donors was higher than last year’s 173 donations and the amount received was higher than last year’s amount of $12,423.26. We are very pleased with the response to the Annual Campaign and will continue to work to make this an effective fundraiser for the library.
The Library Director shall not allow library assets to be unprotected, inadequately maintained or unnecessarily risked. Accordingly, the Library Director may not:

**Policy:** Fail to insure against theft and casualty losses to at least 100% replacement value and against liability losses to board members, staff and the organization itself in an amount greater than the average for comparable organizations.

**Director’s Response:** The Portage District Library is insured against theft and casualty losses and against liability losses to board members, staff and the organization itself through a policy with Michigan Municipal Risk Management Authority (MMRMA). According to the terms of our building insurance contract, under Section 1, Part B of the Property and Crime Coverage section, it states that:

“Under any circumstances or set of facts, the most MMRMA will pay for loss or damage to anyone or any combination of covered property in any one occurrence is the actual amount of loss, not to exceed the Limits of Coverage stated in the Coverage Overview. Unless otherwise stated herein, the loss must result from direct physical loss or damage by a covered cause of loss within the period of MMRMA membership as stated in the Coverage Overview.

**Policy:** Subject facilities, materials and equipment to improper wear and tear or insufficient maintenance.

**Director’s Response:** The library facility and all building equipment within the library facility are safeguarded against improper wear and tear by enforcement of rules of operation; by daily, weekly, monthly and annual inspections; by installation of monitoring devices, switches and alarms; and by regularly scheduled preventive maintenance. The library also has several contracts with outside vendors to keep large equipment running correctly (i.e., HVAC, electrical & fire alarm systems); as well as numerous agreements with service providers to do regular cleaning, inspection and repairs in and around the building and on various pieces of equipment. Contracts are reviewed and approved by the Library Director or the Business Manager, with the assistance of the legal firm of Foster Swift Collins & Smith P.C., depending on the complexity of the contract. The library uses its System Administrator to monitor its HVAC equipment and schedule repairs and service as needed. Additionally, the System Administrator is trained in the proper maintenance and protection of sensitive servers and computer equipment. Regular inspections are conducted to ensure proper operation of equipment.

Bookshelves are regularly checked for materials that are worn, torn or dirty and these items are removed and either cleaned, repaired or replaced. The library has a disk cleaning machine that cleans and removes scratches from the library’s CDs and DVDs and this has extended the life of AV items.

Finally, the Employee Handbook covers employee conduct and work rules on pg. 36 and indicates that: “Negligence or improper conduct [by an employee] leading to damage of employer-owned or customer-owned property, may result in disciplinary action, up to and including termination of employment.
**Policy:** Unnecessarily expose the organization, its board or staff to claims of liability.

**Director’s Response:** Claims of liability are avoided by having policies and procedures in place that make it clear what type of behavior and conduct is expected, as well as appropriate steps to be followed for handling patron complaints, accidents or incidents. There are specific forms used to report accidents, and an outlined process of steps to be followed in emergency situations. Library Board Governance Policies guide board members in proper conduct, and the Library Employee Handbook, which is revised biennially, and Library Procedures Manual guide library staff in codes of conduct and procedures to be followed in dealing with the public in a variety of situations. Regular training is provided to staff in areas of safety, security and in how to respond to potential criminal behavior or threats of bodily injury. Customer comment cards are made available to patrons so they can convey any concerns or requests to library staff. If there are larger, more significant issues or problems, patrons are then referred to the Library Director for resolution.

**Policy:** Make any purchase (a) wherein normally prudent protection has not been given against conflict of interest; (b) of over $5,000 without having obtained comparative prices and quality; (c) of over $20,000 without a stringent method of assuring the balance of long-term quality and cost.

**Director’s Response:** Procedures are always followed as stated in the Executive Limitations on Financial Condition and Asset Protection. The Library Director and Library Business Manager work closely to ensure that checks and balances are in place to safeguard against any conflict of interest. In August 2008, the Library Board endorsed a new “Asset Acquisition and Disposal Administrative Procedure” that thoroughly defines methods and standard operating procedures for purchasing. It covers many aspects of asset acquisition and disposal, including: (1) definition of goods, services and capital improvements; (2) designation of Purchasing Agent; procedure for execution of documents; prohibited purchases; (3) purchase arrangements; (4) purchases under $5,000; (5) purchases more than $5,000 and under $20,000; (6) purchases or contracts over $20,000; (7) exceptions to sealed bidding; (8) and sale of library property. In addition, a review of preferred vendors will be done regularly (every 3-5 years) in order to assess their contracts and determine if they were still financially advantageous to the library. It was stated that if the library did not choose a vendor with the lowest bid, the reason for doing so would be put into writing and kept on file with the contract. The Library Business Manager closely monitors purchase activities and approves all Purchase Orders so that he sees what is being ordered at all times. Whenever there is a purchase to be made over $5,000, comparative prices and quotations are obtained. In cases of purchases exceeding $20,000, the “Request For Proposal” (“RFP”) process is usually followed and proposals are solicited from various sources to obtain competitive sealed bids. In addition, for any contractual services provided to the library, such as building construction or enhancements, or purchase of large-scale equipment, there may be other assurances required from vendors such as: Labor and Material Bonds, Maintenance and Guarantee Bonds, Performance Bonds, and warranties.
Policy: **Fail to protect intellectual property, information and files from loss or significant damage.**

*Director’s Response:* All library administrative files are kept in locked file cabinets to protect confidential information and personnel files. Keys to these file cabinets are held in strict security accessible to a very limited number of people. Archival information is stored in Hollinger boxes in the Heritage Room that protect and preserve important or valuable documents and items. Patron records are kept online and privacy protected by password, and electronically backed up to Secant Technologies on a nightly basis. Art pieces, such as wall murals, and the outdoor sculptures and water wall are considered intellectual properties and these are protected by specific contracts with each artist. Valuable art objects are protected by Plexiglas cases for public display. Library board files and records are maintained and protected against loss and/or damage by storing them in a locked office. The public information, files and library collections are safeguarded against theft.

Policy: **Receive, process or disburse funds under controls, which are insufficient to meet the board-appointed auditor's standards.**

*Director’s Response:* Portage District Library operates under the “dual control” philosophy whereas all expenditures and actual cash disbursements are approved by opposite individuals. The individuals at the library are the Library Director and the Library Business Manager. All incoming funds are given to the Library Business Manager for verification before processing, and are deposited into the library’s account at the bank by two or three other authorized employees. The Library Business Manager reviews all expenditures before purchase orders are issued and invoices are processed. The Library Director then completes the process by reviewing all accounts payables and signing checks that go out as library payments for products and services.

The Library Director reviews all bank reconciliations, payroll reports and journal entries for improprieties and signs off with her electronic signature.

It should be stated that all library employees and board members are bonded against impropriety for up to $1,000,000 as a standard rider on our building liability insurance.

Policy: **Invest or hold operating capital in insecure instruments, in violation of state statutes for investments.**

*Director’s Response:* The Library Board has authorized the Library Director and Business Manager to proceed to enter into an agreement with UBS Financial Services and Multi-Bank Securities to assist with investment activities for the Portage District Library. The main goal is to diversify the library’s investments and to ensure that the library’s funds are placed in various financial institutions and that no deposit exceeds the FDIC maximum insured amount. Typically, library funds are invested in approved governmental cash investment funds consisting of bonds, securities, and other United States Treasury obligations, certificates of deposit, savings accounts, deposit accounts, commercial paper, repurchase agreements (Repo's) consisting of bonds, securities, and other United States Treasury obligations. All above investment vehicles are utilized in accordance with appropriate state statutes.

Policy: **Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.**
Director’s Response: Fulfilling the Portage District Library’s mission and purpose and promulgating the public’s goodwill toward the library is top priority for library administration and staff. The mission statement is posted in a large frame on both levels of the library and appears on all library correspondence, literature and business cards, so everyone is aware of our main purpose. Benchmarks for public service transactions and employee behavior appear in the Employee Handbook and other training documents and expectations are clearly conveyed to all employees.

Standards exist at public service desks for accuracy of information and prompt responses to patrons. The Marketing Manager handles all publicity and promotional information so that everything conforms to the public image we are striving to convey. Any collaboration entered into by the library with other entities is done carefully and with agreement about the appropriate nature of any activities and their positive impact on the library.

Any requests for collaborations with the library or for use of the library premises by outside organizations are considered in light of existing board approved policies and best practices for a public library.

Policy: **Fail to provide the Library Board with an asset protection monitoring report twice a year.**

Director’s Response: Procedures are always followed as stated. An Asset Protection Monitoring Report is scheduled on the Library Board’s annual calendar for presentation in the month of March, and then it may also be provided at any other time during the year at the Library Board’s request. The Monitoring Report on Asset Protection will be presented at the March 25, 2019 board meeting.
Executive Limitation Policy on Financial Planning and Budgeting: Financial planning/budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Library Board’s Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan. Accordingly, the Library Director shall not allow budgeting which:

POLICY: 1. Fails to include credible projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.

Director’s Response: During the months of April and May, the Library Director and Business Manager meet with department heads and other employees to plan for next year expenditures, both capital and operational items. These plans are then put in a comprehensive plan and allocated down to individual expenditure lines.

This proposed budget is presented to the Library Board in June for board members to review and return with any suggestions and changes in July.

In August, a public hearing on the Library’s budget is held and the budget is formally presented to the Library Board for final approval and adoption and a resolution is passed to set the millage levy for that budget year.

In 2019, the library will work to achieve initiatives stated in its Strategic Plan. Additionally, the Library will continue to work on a long-term plan to maintain and remodel areas of the Library in need of upgrade. This will require a long-range funding plan that must coexist with the Library’s need to maintain a sufficient staffing structure to maintain the building in its current state, as well as in any expanded capacity.

POLICY: 2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.

Director’s Response: A balanced budget is prepared which equates expenditures and any additional reserves with projected income. There will never be a time when the library’s planned expenditures will exceed revenue in hand.
POLICY: 3. Reduces the current assets at any time to less than twice current liabilities, allows cash to drop below a safety reserve of less than $520,223 at any time; reduces the reserve fund to a level less than 13%; or fails to provide for adequate reserves for building needs and technology.

Director’s Response: Current budgeting processes reflect this policy. ($520,223 in General Reserve, $50,000 in Building Reserve, $29,742 in Benefits Reserve, $111,305 in Technology Reserve, $15,000 in HVAC Control Reserve, $4,700 in Patio Feasibility Reserve, $7,500 in Lobby Feasibility Reserve, $15,000 in HVAC Control Reserve, $111,305 in Technology Reserve, $15,000 in HVAC Control Reserve, $4,700 in Patio Feasibility Reserve, $7,500 in Lobby Feasibility Reserve, $805,946 in PPT Reserve and $6,620,932 in Unassigned Fund Balance).

POLICY: 4. Provides less for board prerogatives during the year than is set forth in the Cost of Governance policy.

Director’s Response: As described above, the Library Board reviews and makes any changes to the proposed budget before it is presented in a public hearing, voted on by board members and officially adopted. Adequate funds are allocated for board prerogatives.
Executive Limitation Policy on Financial Condition & Activities: With respect to the actual, ongoing financial condition and activities, the Library Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies.

Accordingly, the Library Director shall not:

POLICY: 1. Expend more funds than have been received in the fiscal year to date.

Director’s Response: We have not spent more money than we brought in.

<table>
<thead>
<tr>
<th>Revenue</th>
<th>$3,753,271</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>$ 966,696</td>
</tr>
</tbody>
</table>

POLICY: 2. Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days, and may expend as long as items are approved in the budget.

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.


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 or 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 lease commitment of greater than $10,000 on items not already approved 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 appropriately 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 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 once a year.

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

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

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

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

Director’s Response: All checks received the appropriate amount of signatures.
POLICY: 13. Fail to consider approved budget when entering into financial agreements or collaborations with other entities.

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

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

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

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

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