NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on

April 22, 2019 beginning at 6:00 PM

at the

Portage District Library

in the Lower Level
Long and Gourdneck Lake Meeting Rooms

for the purpose of conducting library business

Doors open at 5:30 PM.
PORTAGE DISTRICT LIBRARY BOARD
Regular Board Meeting to be held on
April 22, 2019
In the Lower Austin Lake & Sugarloaf 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 April 22, 2019 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular meeting held on March 25, 2019 Pg. 1-4
   B. Narrative Report for March 2019 (Info) Pg. 5-11
   C. Financial Condition for March 2019 (Info) Pg. 12-14
   D. Statistical Report for March 2019 (Info) Pg. 15-16
   E. Marketing Update for March 2019 (Info) Pg. 17-18
   F. Legislative Update for March 2019 (Info) Pg. 19-20
   G. Library Board Linkage (Info) Pg. 21
   H. Review of Programming Policy (Info) Pg. 22
   I. Review of Art Exhibit Policy (Info) Pg. 23-24
   J. Invitation to Library Board members to the Volunteer Appreciation Event on May 8, 2019 (Info) Pg. 25
   K. Memo: Request to Use Patron Data and Trustee Signatures (Info) Pg. 26

VI. Governance (10 minutes)
   A. Scheduling of mid-year meeting with the Library Director (Info) Pg. 27
   B. Resolution for Amended 2018 Budget (VOTE) Pg. 28-31

VII. Ends Development (30 minutes)
   A. Report from Co-Board Liaisons to the Friends of the Library (Info) Pg. 32
   B. First Quarter Strategic Planning Statistics and Recommended Changes (VOTE) Pg. 33-39

VIII. Monitoring to Assure Compliance with Executive Limitations (15 minutes)
   A. 1st Quarter Financial Report for FY 2019 (Info) Pg. 40-42
   B. Monitoring Report on Executive Limitation: Fundraising Activity (Info) Pg. 43-44

IX. Library Director’s Reports (15 minutes)
   A. Final remarks by Library Director for the April 22, 2019 Library Board Meeting

X. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the May 20, 2019 Board Meeting
      1. Minutes of the Regular Meeting held on April 22, 2019
      2. Review of Patron Behavior Policy
      3. Presentation of Audit Report for Fiscal Year 2018 by Rehmann Robson staff
      4. Follow-Up on mid-year meeting with Library Director
      5. Plans for participation in the City of Portage’s 2019 Memorial Day Parade
      6. Plans for 2019 Summer Reading Kick-Off in June
   B. Assessment of this meeting
   C. Miscellaneous Items

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

March 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 Erbellis and the board meeting started at 6:00 PM

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

   Library Staff Present: Library Director Christy Klien, Rolfe Behrje, Rob Foti, Lawrence Kapture, Quyen Edwards, Laura Wright,

   Library Staff Absent: Jill Austin and Abby Pylar

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

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

   A. Comment from Board Chair Welsh - Board Chair Welsh said that he was able to attend two library events in the last 2 weeks. The first was a Japanese Folklore/Mythology program on March 12th, with guest speaker Dr. Stephen Covell which was very interesting. The second was the CommuniTeen event on March 20 featuring author Joelle Charbonneau at Portage Central High School. Trustee Welsh highly recommended that trustees attend library programs to find out more about what we are doing!

   DISPOSITION: The Library Board acknowledged the comments made by Board Chair Welsh.

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

   Library Board Chair Welsh asked if there were any changes needed to the agenda for the March 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 VanderVries and supported by Trustee VanderVries that the Library Board adopt the agenda for the regular meeting of March 25, 2019. Vote: 7-Yes, 0-No. Motion carried.

V. Consent Agenda

   Library Board Chair Welsh asked if there were any changes requested to the consent agenda for the March 25, 2019 board meeting before its adoption. Trustee VanderVries asked to remove Item G, and Library Director Christy Klien took the opportunity to give a quick update on Item H – Linkage. She said that due to the positive community response, the Reading Together author Angie Thomas has had her presentation moved from Chenery Auditorium to Miller Auditorium to accommodate a larger crowd. It will still take place on Wednesday, April 17th at 7:00 PM.

   A. Minutes of the regular meeting held on February 25, 2019.
   D. Budget Amendment for $1,000 Teen Donation.
   E. Marketing Update for February 2019.
   G. Legislative Update for February 2019.
   H. Library Board Linkage
MOTION: It was moved by Trustee Vliek and supported by Trustee Bale, that the Consent Agenda for the regular board meeting of March 25, 2019 be approved with Item G removed. Vote: 7-Yes, 0-No. Motion carried.

Item G: Legislative Update for February 2019 – Trustee VanderVries reminded the other trustees that dark store legislation is an issue to continue to watch in the Michigan Legislature. VanderVries also expressed concern for exemption bills because as the exemptions continue to expand there is less revenue generated and the financial burden is shifted. Trustee Bale asked if the increase VanderVries was referring to was in regards to the number of people filing for exemptions or the amount of exemptions and VanderVries replied both. Trustee Welsh expressed his appreciation for VanderVries keeping the board’s attention focused on this topic. This led to a discussion about the Crossroads Mall and how changes there can affect Portage. There are some new stores, but some are going out of business or are already empty store fronts. Trustee Behr also reported that the carousel in the food court was recently removed per an article on MLive. Trustee VanderVries said that we will have to wait and see what happens. The next hearing for a pivotal case that may set precedent on this issue in Michigan, Menards vs Escanaba, is on May 13.

MOTION: It was moved by Trustee Behr and supported by Trustee VanderVries to approve Item G. Vote: 7-Yes, 0-No. Motion carried.

VI. Guests

A. Marketing Report by Marketing Manager Colin Whitehurst – Marketing Manager Colin Whitehurst began his presentation by reminding trustees that all marketing initiatives that happen at the library stems from the goals put forward by our mission and Ends Statements. Our Marketing Team is comprised of the entire library staff and trustees who take the opportunity to let the community know about our services and what is happening at PDL. Whitehurst gave an overview of Marketing Plan Strategies and then focused the remainder of the presentation on new initiatives for 2019.

The first new initiative is story capturing which has begun with requests through social media. Whitehurst said that he is pleased to report that we have received some excellent responses already. He said he will be working with staff to also begin to capture stories and positive interactions that happen with the public. These will be used to create a video that highlights some of those testimonials.

Whitehurst then spoke about the library’s Facebook page statistics which have an overall upward trend. He said that the Social Media Team is comprised of Adult Services Associate Jessica Holmes, Adult Services Clerk Jennifer Schatz, Youth Services Librarian Andrea Smalley, Local Historian Steve Rossio and Assistant to the Director Quyen Edwards. Each of the team members are responsible for posting on certain days of the week and bring ideas forward on various types of content. Whitehurst said that the library’s Facebook page received excellent engagement even compared to libraries that have larger followings. He continued that the library’s Twitter feed is less active, but continues to be important to pay attention to as the library will occasionally be tagged in other users posts. Trustee Behr asked if there was any consideration made to creating an Instagram account for the library, and Whitehurst said that he has considered it, but is not ready to make the time investment in that arena yet. He spoke of ways to use social media content for non-social media users including ideas to create a physical presence for our social media content in the library via signage, a kiosk, our website, or embedded in the e-Newsletter. He said that it is important to get more use of the content we are creating for social media which requires a significant amount of staff time.

Whitehurst spoke about his contributions to the library’s two main fundraising campaigns – Spring Appeal which includes a follow-up mailer and the Annual Campaign. Whitehurst said that story sharing will tie into the fundraising message in the future.

The next topic Whitehurst spoke about was Niche Academy which is a new tool selected by the professional development committee and made specifically for libraries. It includes pre-made training videos for library specific software and apps such as Hoopla, Libby, and Lynda as well as how to use them on various types of devices. Whitehurst said that the other advantage of this tool is that it can also be used to disseminate PDL specific training for both staff and patrons. The goal is to launch the product by summer for staff, in advance of a fall release to patrons.
Whitehurst gave a website update. The hierarchy has been completed and staff have analyzed 3rd party vendors which will be incorporated into the new website. We are currently in the design phase which will be followed by development this summer. Whitehurst said that we are on track for a 2020 website launch.

Whitehurst concluded his presentation with a highlight reel of some of the videos that have been created. Trustee Behr commented that the videos the library has been putting out are high quality. He also showed the board some of the ‘fun stuff’ he has been able to do in the Marketing Department over the last year including the design for the 1,000 Books Before Kindergarten program and final prize t-shirt, Preschool Room early literacy wall graphics, the Christmas movie bracket on Facebook, a recent Portage Police and Fire collaboration, and fun library swag, Whitehurst asked if trustees had any questions for him and there were none.

DISPOSITION: The Library Board received the information from Marketing Manager Colin Whitehurst and thanked him for his presentation.

VII. Ends Development

A. Memo 2018 Annual Campaign Report – Library Director Klien said that she felt this year’s Annual Campaign was successful. She thanked Marketing Manager Whitehurst and Assistant to the Director Edwards for their work on the campaign. She was pleased to report that donations were up from last year. Klien highlighted the difference between the Spring Appeal (which is for existing donors) and the Annual Campaign (which goes out to all households with activity on their library cards in the last two years). Trustee Bale asked if the donors provide any information on how they would like their money spent and Klien replied that the general feedback she has received from long time donors is that they are individuals who believe in the importance of the library and want to see it prosper.

DISPOSITION: The Library Board received the information about the 2018 Annual Campaign.

VIII. Monitoring to Assure Compliance with Executive Limitations

   A. Library Director Klien reminded trustees that the three monitoring reports presented in the March packet are annual reports that are reviewed yearly. Klien said that the only thing of note regarding asset protection was that they library is currently exploring new security gate options.


Business Manager Rob Foti was invited to speak about the two financial monitoring reports. He said that the bank is now up to date with the current Board Chair’s information. He said that the auditors were working in the building today and tomorrow (March 25-26). They are performing some transaction testing including looking at purchase orders, invoices and credit cards as well as ensuring certain procedures are performed such as second signatures on high value checks, etc. In April, staff will start the budgeting process. There will be some training for collection managers regarding information Collection HQ can provide in regards to budgeting. The new tool runs reports on things that haven’t circled well to make suggestions on what to weed as well as number of copies/authors/subjects to buy.

IX. Library Director’s Comments

A. Final remarks by Library Director for the March 25, 2019 Library Board Meeting –

Library Director Klien began her final remarks by saying that she and Head of Youth Services Laura Wright will be off next week and Head of Adult Services Lawrence Kapture will be in charge.

Klien wished Trustees Behr and Friedman a happy birthday. They were each presented with a card and a token of appreciation for their service from the library staff.
X. Process Evaluation
   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 and Suggested Changes
      9. Invitation to Library Board members to the Volunteer Recognition Luncheon

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

   C. Miscellaneous Items – Klien said that the Master Planning Committee had met last week to narrow down
   potential uses for the Senior Center building if the library were to purchase it as well as concerns. Klien
   said the discussion would continue Thursday, March 28th when the architect is coming to be included in the
   conversation.

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 March 25, 2019.

DISPOSITION: The regular board meeting of March 25, 2019 was adjourned at 7:00 PM.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
Library Director’s Narrative Report for April 22, 2019  
(Activity at the end of March and beginning April 2019)

Administrative Activities:
During the months of March and April 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 library’s Festival in the Flats organizers on March 22.
- Attended PDL Library Board Meeting on March 25.
- Participated in the Portage Rotary Club’s Scholarship Interviews on March 25 and March 27.
- Met with PDL Professional Development Committee on March 26 and April 9.
- Facilitated PDL’s Master Planning Committee meeting on March 28.
- Chaired the Portage Community Center’s Nomination Committee meeting on April 9.
- Attended a webinar on developing collection budget plans using Collection HQ on April 9.
- Met with the library’s account executive for Midwest Tape on April 9.
- Met with Kevin Brozovich of HRM Innovations and Business Manager Rob Foti to review potential candidates for the Facilities Manager on April 11.
- Met with the Library Director of Willard Library on April 12.

Maintenance and Building Services

- All preventative maintenance activities were performed as scheduled.
- All cleaning and maintenance services were performed as scheduled.
- Completed the semi-annual library carpet cleaning.
- Completed and passed annual fire inspection and will be implementing additional recommendations from them.
- Completed front entry doors operators and button signals.
- Completed meeting room lighting controls and wall plate upgrade.
- In Progress: West Lake exit doors hinge replacement and door closers.

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

- Kevin Brozovich, of HRM Innovations, met with the Library Director and Business Manager to present candidates for the Library’s open Facilities Manager position. After reviewing their information and discussion with Mr. Brozovich, the Library has decided to interview two candidates. The first interview occurred on Wednesday April 17, 2019 and the other candidate will be interviewed on Monday, April 22, 2019. Upon completion of those interviews, discussions and next steps in the process will be determined.
- The Professional Development Team has met to begin working on this year’s Staff Development Day agenda. The Library’s Staff Development Day is held on the last Friday of September each year and focuses on bringing staff together for team building and education on a series of topics.
- The Library has accepted the resignation of Katrina Slater. Katrina is a Library Assistant in the Circulation Department and has worked for the Library for almost 12 years. She will be leaving the Library for a full-time job.
The Library had its annual financial audit, conducted by Rehmann, on March 25 and 26th. Work is ongoing to complete the Library financial statements.

**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:

Develop more instructional programming for adult patrons

The Testing: An Escape Room Experience - March 6th - 30 people attended

A variety of teens and adults, families and individual registrations came to test their wits at The Testing Escape Room. Around 50% of attendees had read the book and the other half came solely for the escape room part. We received a lot of positive verbal feedback for this event. In the future, we might require three staff members to run an event of this scale.

Japanese Mythology - March 12th - 42 people attended

Dr. Stephen Covell was here to discuss Japanese Folklore/Mythology. Dr. Covell is chair of the Department of Comparative Religion and director of the study abroad Japanese Religion and Culture Seminar. His ten years’ experience of living and researching in Japan, came through as he related religion and mythology as explaining how you can learn about the current culture in Japan. This program was sponsored by the Science Fiction and Fantasy Discussion Group.

Patron comments:

It was both educational and creative.
I got story ideas while listening to Dr. Covell
I appreciate you brought in a local professor on the topic

Brookdale Book Talk - March 14th - 8 people attended.

We had a delightful conversation about the American Revolutionary War stemmed from a book review by one of the residents. I received two specific requests for books, and the resident who received music CDs is very grateful that we have books on CDs as well. She says we have opened a new world to her.

Open for Discussion: The Hate U Give - March 19th - 13 people attended

We received two guests from the Kalamazoo Public Library, Karen Trout head of Reading Together and Library Assistant/Diversity Council member Jermaine Jackson. The discussion started with a question of assumptions. How do we get past our assumptions about people to avoid unfair judgement? This one question lasted 15 minutes with everyone in attendance adding excellent ideas and concerns. As other topics arose, the discussion remained intelligent and respectful. Overall, it was a great morning.

Leona Carter: How to Talk to Your Teens in Difficult Times - March 19th - 7 people attended

International empowerment speaker, and best-selling author of "Because I Said SO!", Leona Carter spoke about relating to teens and then transitioned to “The Hate U Give” talking about race relations and code switching. To start, Ms. Carter gave us six things we as adults can do to help our teens become more independent and a functioning member of society. She opened up the floor to questions and a mother and teacher had a few specific things in which they were needing help. The second half of the night was eye-opening as she talked about being a black woman in today’s society. The assumptions being made on her and what people of color need to do to protect themselves. This lead to more discussion from the audience with some excellent questions and experiences shared.
Patron comments:
Ms. Carter’s energy and knowledge was the best thing about the program tonight.
Thank you for open, free programs. Great tax dollars at work.

Create programming that promotes interactive learning
- Teens and their families participated in an “Escape Room” themed for the CommuniTEEN Read this year, The Testing, by Joelle Charbaneau. Teams pieced together clues in order to escape the room within a certain time.
- The 4th annual CommuniTEEN Read author, Joelle Charbaneau, visited Portage Public high schools and spoke at an evening community event. Prior to her visit, students read and discussed her book in classes, and area art students created jewelry and art related to the themes of the book.
- This month, we recognized our first 1000 Books Before Kindergarten reader to reach 1000!
- During Spring Break Youth Staff provided both drop-in and sign-up activities for elementary-age students, including monster pillow making workshops and bird food crafts.

Build programming and services that will reach groups at diverse levels
- Youth staff applied for and were awarded our 2nd Annual Braille Storywalk from the Library of Michigan
- The library collaborated with the John Ball Zoo to host family “Put Me in the Zoo” events. Youth Staff read a story and then the presenter introduced the attendees to several of the zoo’s animals. The two events drew over 370 preschoolers and their families.
- For the second year, Portage Central IB students hosted a “Celebrate Dr. Seuss” event at the library. Over 250 children and their families played games, made Oobleck, decorated cupcakes, and listened to stories read by Cat in the Hat.

**Ends Statement #2**

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

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

Project Updates:

Offer, programming, services, and collections that will better meet the needs of our immigrant population
- Youth Staff provided materials to ESL of SWMI (English as a Second Language of Southwest Michigan) for a presentation by WMU professors on reading with your child.
- The Youth Department hosted Teresa Forton’s (PPS Title III English Language Coach) Family Reading Night, introducing 80-100 English Language Learner families and students to the library.

Improve the accessibility and visibility of existing physical and electronic collections
- Youth staff is in the process of combining the Easy and Juvenile Biographies into one collection. This will make browsing easier, and allow patrons to decide the level of the information they wish to have.
- Youth Staff began the process of creating a “Beginner Chapter Book” collection. After a small display of these books remained popular for the past year, staff decided to expand this into a larger permanent collection.
**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 debuted our circulating storywalks at Haverhill Elementary’s Literacy Night, while also providing library information and a bookmark craft for between 200 and 300 Haverhill children and caregivers.

- Youth Staff also participated in Amberly’s Literacy Night, providing activities and library information to the participating families.

- Youth staff participated in the City of Portage’s Annual Martin Luther King Jr. celebration at the Air Zoo, featuring a member of the Tuskegee Airmen. Staff created and disseminated booklists on Dr. King and African-Americans in American Military History.

**Update the Library Website**

- The home page design for the new website is finished and we have moved on to designing the pages for the interior. This is the last step before we start building out the rest of the website.

**Ends Statement #4**

**Be a community center to experience and explore local arts and culture.**

We will accomplish this by being a resource of Local Information, History, and Culture. (2)

Projects:

**Adult Services Display Highlights:**

- International Musical Day CD Display (Posted March 1) – Highlighted Women’s History Month with a display of books about past leaders and the challenges that currently face women in society and some appropriate fiction.

- Created booklists about resources relating to Black History Month and the Tuskegee Airman for our outreach event at the Air Zoo.

- National Craft Month

- March United Kingdom DVD Display

- Poetry Month Display

- Teen display to advertise Leona Carter – books about raising and talking to teens

- We featured movie/television show mystery books in the mystery section this month.

- Reading Together Display featuring titles to read after The Hate You Give

- Fiction End Caps – Escape to Ireland/ New York City/Scotland/Russia/France/Mexico/Italy

- SF/GN End Cap – Deadpool

Adult Services Librarian Katharyn Jones wrote one Spark review highlighting a new resource PDL purchased.
Displays and use of space to showcase local arts and organizations
Community Art Gallery - The Plein Air Artists of West Michigan is a friendly association of artists who seek inspiration and artistic growth through painting directly from nature. A variety of their most interesting pieces are on display in our Community Gallery for the months of March and April. An art reception hosted by the Plein Air Artists of West Michigan took place in the library atrium on Sunday, March 24 from 2-4pm with approximately 80 people attending.

Solo Gallery - Ranja Friedman is sharing her acrylic on canvas art during the months of March and April.

Lower Level Gallery - The Shamrock Montessori Center proudly presents paintings inspired by Disney Piano Classics. They hosted a reception for young artists on Sunday, March 17 from 2:00-4:30 pm.

Local History and Culture Gallery - Portage District Library staff members art and handicrafts are on display in our Local History and Culture Gallery for the months of March and April.

The Heritage Room will initiate a long-term CONTENTdm Scanning Project - Local Historian Steve Rossio has processed one-hundred and thirty-four John Todd photographs and scanned ninety-five John Todd negatives.

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 committee met with our architect on March 28 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 with the architect will be on April 18.

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 March 26 and April 9 to discuss general plans for staff training in 2019 and met in small work groups to plan for Staff Development Day. We are also starting to have staff who are interested in receiving CPR and First Aid training work with their direct supervisors to get scheduled for a training through the American Red Cross.

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:

Integrated Library System: SirsiDynix Symphony- Operating as designed. Adjustments to Saas for MobileCirc complete. 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
also reviewing the next upgrade 3.5.3 or 3.6 in April 2019. The library is reviewing the release notes and updated bug reports. The library expects to begin testing BlueCloud modules (Circulation, Cataloging, Acquisitions) after this upgrade.

Integrated Library System: SirsiDynix BlueCloud Analytics - The library worked with SirsiDynix to fix a lingering issue that require manual transaction updating. 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 SIP Services - Operating as designed. SIP services are currently being configured for EZProxy upgrades. These changes include securing authentication with SSL and adding IP addresses & ports in our firewall and our hosted firewall at SirsiDynix.

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 leader on this project and has actively integrated reports with the library’s collection maintenance scanners.

Productivity Software – Microsoft Office 365 - Email has been completely transitioned to Office 365. Local Exchange Server has been decommissioned and powered down. Currently, researching licensing for Firstline workers. The library will begin implementation Multifactor Authentication and enhanced Mailbox backup soon.

Auditing Completed for SMTP relays and Active Directory dependent services.

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, Ninete, 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 - Upgrades of Cisco Call Manager, Unity, Emergency Responder and Informacast are complete. The library finished reconfiguration of its Elevator Emergency Phone to include calls to 24X7 McNally Answering and Monitoring Services and 911.

The library is also experimenting with two 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 - 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 services on that instance.

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.

Technical Services will efficiently help acquire, process, and deliver accurate complete materials in a timely manner that will aid in borrowers search and retrieval of the information that they desire
- 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.
- Technical Services is working on getting the complete names of authors into the call number for all of the fiction materials. This will help the volunteers search for items more efficiently when they are using the scanners or helping the librarians with weeding projects.
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.

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<td>Unassigned Fund Balance</td>
<td>4,896,702</td>
<td>-</td>
<td>4,896,702</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Director’s Response: A list of all cash disbursements has been provided to the Board Chair for review.
<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mar-19</td>
<td>Mar-18</td>
</tr>
<tr>
<td><strong>Total Library Circulation</strong></td>
<td>72,571</td>
<td>72,914</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>18,549</td>
<td>17,898</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>5,933</td>
<td>7,280</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>27,267</td>
<td>26,809</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>3,557</td>
<td>3,781</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>3,223</td>
<td>4,012</td>
</tr>
<tr>
<td>E-Material</td>
<td>11,687</td>
<td>10,688</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,326</td>
<td>1,255</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>1,029</td>
<td>1,191</td>
</tr>
<tr>
<td><strong>Self-Checkout Percentage</strong></td>
<td>58.63%</td>
<td>58.89%</td>
</tr>
<tr>
<td><strong>Total Library Collection</strong></td>
<td>193,378</td>
<td>199,054</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>87,894</td>
<td>91,707</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>17,843</td>
<td>17,689</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>73,713</td>
<td>73,989</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>10,365</td>
<td>10,900</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>3,563</td>
<td>4,769</td>
</tr>
<tr>
<td><strong>Net Acquisitions</strong></td>
<td>(2,050)</td>
<td>329</td>
</tr>
<tr>
<td>Purchased - Books</td>
<td>1,531</td>
<td>1,575</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>202</td>
<td>313</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(3,790)</td>
<td>(1,563)</td>
</tr>
<tr>
<td><strong>Total In-House Usage</strong></td>
<td>1,016</td>
<td>1,036</td>
</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>125</td>
<td>133</td>
</tr>
<tr>
<td>In-House Book Usage</td>
<td>891</td>
<td>903</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Patrons</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Patrons</strong></td>
<td>39,706</td>
<td>40,072</td>
</tr>
<tr>
<td>Adult</td>
<td>26,078</td>
<td>26,182</td>
</tr>
<tr>
<td>Youth</td>
<td>6,416</td>
<td>6,676</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>397</td>
<td>379</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>6,078</td>
<td>6,039</td>
</tr>
<tr>
<td>Internet User</td>
<td>671</td>
<td>727</td>
</tr>
<tr>
<td>Professional</td>
<td>66</td>
<td>69</td>
</tr>
<tr>
<td><strong>Net Patrons</strong></td>
<td>46</td>
<td>(162)</td>
</tr>
<tr>
<td>Adult</td>
<td>160</td>
<td>146</td>
</tr>
<tr>
<td>Youth</td>
<td>48</td>
<td>5</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>31</td>
<td>39</td>
</tr>
<tr>
<td>Internet User</td>
<td>49</td>
<td>56</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Patrons Removed</strong></td>
<td>(244)</td>
<td>(414)</td>
</tr>
</tbody>
</table>
TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: April 16, 2019
SUBJECT: Library Statistical Report - March 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>Mar-19</td>
<td>Mar-18</td>
<td>CHANGE</td>
<td>2019</td>
</tr>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td>200</td>
<td>201</td>
<td>-0.50%</td>
<td>520</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>97</td>
<td>99</td>
<td>-2.02%</td>
<td>267</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>103</td>
<td>102</td>
<td>0.98%</td>
<td>253</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>4,380</td>
<td>3,452</td>
<td>26.88%</td>
<td>8,484</td>
</tr>
<tr>
<td>Adult</td>
<td>192</td>
<td>353</td>
<td>-45.61%</td>
<td>786</td>
</tr>
<tr>
<td>Youth</td>
<td>3,940</td>
<td>2,772</td>
<td>42.14%</td>
<td>7,166</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>248</td>
<td>327</td>
<td>-24.16%</td>
<td>532</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td>55</td>
<td>72</td>
<td>-23.61%</td>
<td>174</td>
</tr>
<tr>
<td>Adult</td>
<td>10</td>
<td>22</td>
<td>-54.55%</td>
<td>43</td>
</tr>
<tr>
<td>Youth</td>
<td>41</td>
<td>43</td>
<td>-4.65%</td>
<td>123</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>4</td>
<td>7</td>
<td>-42.86%</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>392</td>
<td>414</td>
<td>-5.31%</td>
<td>1,056</td>
</tr>
<tr>
<td>Adult</td>
<td>119</td>
<td>108</td>
<td>10.19%</td>
<td>341</td>
</tr>
<tr>
<td>Youth</td>
<td>58</td>
<td>81</td>
<td>-28.40%</td>
<td>109</td>
</tr>
<tr>
<td>Technical</td>
<td>74</td>
<td>51</td>
<td>45.10%</td>
<td>202</td>
</tr>
<tr>
<td>Circulation</td>
<td>104</td>
<td>126</td>
<td>-17.46%</td>
<td>302</td>
</tr>
<tr>
<td>Administration</td>
<td>32</td>
<td>22</td>
<td>45.45%</td>
<td>78</td>
</tr>
<tr>
<td>Community Service</td>
<td>5</td>
<td>26</td>
<td>-80.77%</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>52,223</td>
<td>52,311</td>
<td>-0.17%</td>
<td>150,108</td>
</tr>
<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>32,543</td>
<td>32,117</td>
<td>1.33%</td>
<td>97,324</td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>2,699</td>
<td>2,712</td>
<td>-0.48%</td>
<td>8,026</td>
</tr>
<tr>
<td><strong>Information Access/Reference/Research</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Reference Transactions</strong></td>
<td>8,464</td>
<td>9,227</td>
<td>-8.27%</td>
<td>25,804</td>
</tr>
<tr>
<td>Adult Phone</td>
<td>317</td>
<td>362</td>
<td>-12.43%</td>
<td>1,145</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>2,718</td>
<td>2,545</td>
<td>6.80%</td>
<td>7,198</td>
</tr>
<tr>
<td>Adult Reference</td>
<td>270</td>
<td>204</td>
<td>32.35%</td>
<td>994</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>105</td>
<td>127</td>
<td>-17.32%</td>
<td>359</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>2,854</td>
<td>3,496</td>
<td>-18.36%</td>
<td>9,691</td>
</tr>
<tr>
<td>Youth Reference</td>
<td>584</td>
<td>635</td>
<td>-8.27%</td>
<td>1,630</td>
</tr>
<tr>
<td>HR Phone</td>
<td>6</td>
<td>11</td>
<td>-45.45%</td>
<td>27</td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>391</td>
<td>382</td>
<td>2.36%</td>
<td>1,057</td>
</tr>
<tr>
<td>HR Reference</td>
<td>29</td>
<td>22</td>
<td>31.82%</td>
<td>69</td>
</tr>
<tr>
<td>Circ Phone</td>
<td>543</td>
<td>634</td>
<td>-14.35%</td>
<td>1,766</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>426</td>
<td>544</td>
<td>-21.69%</td>
<td>1,237</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>221</td>
<td>247</td>
<td>-10.53%</td>
<td>631</td>
</tr>
<tr>
<td><strong>Total Edutainment LAN Use</strong></td>
<td>390</td>
<td>380</td>
<td>2.63%</td>
<td>1,210</td>
</tr>
<tr>
<td><strong>Total Internet Computer Use</strong></td>
<td>2,864</td>
<td>2,842</td>
<td>0.77%</td>
<td>7,290</td>
</tr>
<tr>
<td>Youth Computers</td>
<td>276</td>
<td>312</td>
<td>-11.54%</td>
<td>742</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,501</td>
<td>2,422</td>
<td>3.26%</td>
<td>6,264</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>87</td>
<td>108</td>
<td>-19.44%</td>
<td>284</td>
</tr>
<tr>
<td><strong>Total Electronic Transactions</strong></td>
<td>49,627</td>
<td>46,534</td>
<td>6.65%</td>
<td>150,536</td>
</tr>
<tr>
<td>WebSite Hits</td>
<td>36,182</td>
<td>32,941</td>
<td>9.84%</td>
<td>108,093</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>10,792</td>
<td>10,161</td>
<td>6.21%</td>
<td>31,681</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>2,653</td>
<td>3,432</td>
<td>-22.70%</td>
<td>10,762</td>
</tr>
</tbody>
</table>

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

Recurring Monthly Projects:
- The March 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.

March Marketing Highlights:
- Created a welcome brochure with information about PDL’s services to hand out to new card members.
- Wrote a tutorial for our PDL2GO app to upload to Niche Academy, our online training site.
- Began to create images for a vinyl wrap to go on our self checkout machines to label the various interactive elements.
- Initiated the process of creating new signage for the youth area. This project is ongoing, and will be completed by the end of the year.

March Social Media Highlights:

Facebook
124 New Page Likes | 290 Post Shares | 2,067 Post Likes | 495 Comments | 362,501 Total Reach

Twitter
7,738 Tweet Impressions | Likes 74 | Re-tweets 11 | 265 Profile Visits | 5 Mentions | 5 New Followers
MLA Advocacy – March 28, 2019

House Passes Library Protection for Narcan Use

On a 106 to 0 vote the Michigan House of Representatives passed HB 4366 and 4367 which would provide liability protection for libraries when providing the life-saving opioid antidote naloxone, common brand name Narcan, to an overdosing patron. The bills are now headed for the Senate.

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

Library of Michigan, the Michigan Department of Education and MLA have been working together to see this protection added for our libraries. In the United States, it is reported that a person dies of an opioid overdose every thirteen minutes. While they happen everywhere, it's been impossible to miss the stories of overdoses happening in the restrooms and parking lots of public libraries especially in New York, Philadelphia and Denver. There, librarians have administered life-saving Narcan on a weekly and sometimes daily basis.

Unfortunately, libraries across the country have become a common site for opioid and heroin overdoses. Libraries throughout Michigan have been the sites of overdoses in recent years. Luckily in those cases, law enforcement officers responded quickly enough to administer Narcan before it was too late. Those libraries now train staff and stock the Narcan kits as do many libraries across the state.

Libraries, however, do not have immunity for any liability situations that could arise from providing this life-saving treatment. As a result, library attorneys are often recommending that libraries not stock the treatment. These bills would allow libraries and library employees or agents to purchase, possess, distribute or administer in good faith an opioid antagonist without possible subject to criminal prosecution. The law would provide immunity to libraries similar to that provided to public schools.
MLA Supports Coalition for Michigan School Libraries and HB 4392 4393 and 4394

State Reps. and former teachers Darrin Camilleri (D-Brownstown Township) and Matt Koleszar (D-Plymouth), along with Rep. Kristy Pagan (D-Canton) introduced a package of bills aimed at addressing the state's ongoing literacy crisis by requiring staffed libraries in every public school in the state. The three bill package would ensure every student access not only to a school library, but to a certified librarian or media specialist trained to improve literacy, foster a love of learning, and help identify and correct problems before they become significant obstacles to reading.

MLA supports HB 4392 4393 and 4394 and the coalition for Michigan school libraries. Please send a letter to your Michigan Representative. EveryLibrary has made it easy to do so at this link: https://www.saveschoollibrarians.org/3billsmichigan

The Budget Process Unfolds

Governor Gretchen Whitmer proposed her 2020 budget. Library funding remains pretty much unchanged from 2019. This is step one in the budget process. Both the House and Senate will make their own recommendations. Any differences between the chambers are decided in conference committee. The proposed budget then heads back to the governor for her signature.

The budget process gives us an opportunity to educate the new representatives about how libraries are funded. In the next few weeks MLA and GCSI begin a series of meeting with legislators. Recall that last year ago, we saw a $1 million boost in state aid to libraries. We hope to try to increase state aid again this year. Presentations to the House and Senate subcommittees overseeing our budgets will be scheduled soon. We will explain libraries' value to their communities, Michigan residents and their positive economic impact throughout the state.

With dozens of new lawmakers in Lansing, it's important they learn about their local libraries from you now. Contact your representatives, invite them to the library for a tour, offer a space for their coffee hour. Explain to them how you help their constituency on a daily basis. There will be many organizations clambering for their time and attention. The sooner you can educate your representative about your library, the more likely they will support funding and other library specific initiatives. If you need contact information visit MLA's advocacy page.

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. We will monitor and assist where we can.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 10, 2019
Subject: Upcoming Library Board linkage opportunities in April & May 2019 for consideration

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 & May 2019:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/26</td>
<td>7:00 PM</td>
<td>5th Annual Bad Poetry Night</td>
</tr>
<tr>
<td>5/3</td>
<td>2:00 PM</td>
<td>Kalamazoo Symphony Orchestra Family Fun Chamber Series</td>
</tr>
<tr>
<td>5/4</td>
<td>10:00 AM</td>
<td>Sense of Place: A Tour of Michigan’s Natural Diversity @ Kalamazoo Nature Center *Registration Required</td>
</tr>
<tr>
<td>5/6</td>
<td>6:30 PM</td>
<td>Kalamazoo County Historical Society Meeting</td>
</tr>
<tr>
<td>5/9</td>
<td>7:00 PM</td>
<td>International Mystery Book Discussion: Readers’ Choice</td>
</tr>
<tr>
<td>5/13</td>
<td>6:30 PM</td>
<td>Crazy Horse: The Lakota Warrior’s Life &amp; Legacy</td>
</tr>
<tr>
<td>5/14</td>
<td>7:00 PM</td>
<td>SciFi/Fantasy Discussion: 5th Annual Summer Movie Preview</td>
</tr>
<tr>
<td>5/17</td>
<td>10:00 AM</td>
<td>Second Time Around Caregivers and Kids Song and Storytime</td>
</tr>
<tr>
<td>5/27</td>
<td>ALL DAY</td>
<td>Library CLOSED for Memorial Day – Portage Memorial Day Parade 8 AM – 11 AM</td>
</tr>
</tbody>
</table>
A. POLICY STATEMENT

It is the policy of the Portage District Library to encourage library staff to continue their efforts in both youth and adult programming in order to develop new and evaluate existing programs which are consistent with the library’s Mission Statement and Ends Statements.

B. SCOPE of POLICY

This Programming Policy applies to all types of programs whether conducted directly by or indirectly, through co-sponsorship, with the Portage District Library.

C. POLICY OBJECTIVES

Programming is a method by which the library provides life-long learning experiences for library patrons. Programs provide a forum for public discussion and self-expression while sharing ideas, skills, knowledge and experiences. Programming is also a way for the library to promote community resources. The library may use donations, co-sponsorships, grants and fees to recover some library costs for special programs.

D. POLICY RESTRICTIONS

During a library-sponsored presentation, the presenter may display his products, or books for purchase. No library personnel will be involved in the sale of said items. However, when a presenter rents space to do a public demonstration, books, products, or services may not be displayed for purchase. The program presenter may display his or her name, company name, and pertinent contact information. All contacts regarding said books, products or services must take place off library property.
Art exhibits in different formats are welcome at Portage District Library. Exhibits stimulate interest in a variety of library materials, provide information, develop aesthetic appreciation, and offer an opportunity for individual and/or groups to display artistic and educational materials. The Portage District Library provides space for exhibits and displays of a civic, educational, cultural, or recreational nature. Display areas may also be used for Library purposes such as to display materials from the Library’s collection, or to publicize Library services, collections, or activities. Thus, this policy does not apply to the Library’s use or co-sponsored use and the Library’s use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits and displays pursuant to this Policy.

I. General Principles

A. It is not the goal of the Portage District Library to build an art collection.

B. Exhibit and display areas are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

C. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays.

D. Display space is limited.

II. Temporary Exhibits

A. Acceptance and placement of an art exhibit will be determined by the Library Director or designee. Those who wish to display their artwork at the Portage District Library must read and sign the “Art Where You Are Artist Contract”. Permission for hosting an art reception, and for conducting any activities or mounting displays during an art reception, will be granted at the discretion of the Library Director or designee.

B. The Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of exhibit and display spaces. Applications for exhibits or displays will be reviewed in light of the Library’s educational, cultural, intellectual, or recreational purpose and community interest. The limitations on space will also be taken into consideration.

C. Length of time for each display will be determined by the Library Director or designee. Set-up and removal dates will be determined in advance.

D. Sales transactions may occur on the library premises during gallery hops or special art receptions. However, artists must delay delivery of any purchased artwork to buyers until the agreed upon exhibit schedule at the library had concluded. No price tags may be affixed to any artwork on exhibit at the library, but price lists will be made available to the public at the Adult Information Desk for the duration of the art exhibit. Subject to the approval of the
Library Director, artists may display their names, addresses, and telephone numbers on their artwork.

E. The Library must be provided with a license to use images of the artwork for Library uses, including but not limited to advertising, brochures, posters, catalogs, the Library’s website or similar uses.

F. The Exhibitor may be identified by name within the exhibit or display.

G. The library’s Curator is responsible for installing and labeling the exhibit or display on the agreed upon date.

H. All exhibits or displays must be set up and removed with as little interference as possible to the daily operations of the Library. Once the exhibit or display is installed, changes may be made only with Library approval.

I. The library’s Curator shall remove the exhibit or display promptly on the agreed upon date at the end of the scheduled period. Exhibits or displays will be considered for exhibit for longer than the scheduled period with written approval of the Library Director or his/her designee.

J. The Library has the right to remove exhibit or display materials if they are not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within sixty (60) days after the scheduled display period.

K. Exhibitors may not charge an admission fee or request donations.

L. Damages to the premises, equipment or furnishings as a result of the Exhibitor’s use will be charged to the Exhibitor.

III. Decision and Appeal

A. The Library Director or his/her designee shall make the determination regarding the use of exhibit and display spaces. The Library Director or his/her designee has the right to review the materials, including promotion or publicity materials, in advance. The Library Director’s decision shall be final.

B. Any person or organization aggrieved by the Director or designee’s decision may appeal that decision to the Library Board. Such appeal shall be made within ten (10) business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director.

C. The Library reserves the right to remove any item from an exhibition or display on the above grounds or if the exhibition is a possible safety hazard, is too large for the display space, creates a maintenance problem, exceeds acceptable noise and light levels, interferes with the public service or other activities in adjacent Library areas or has been displayed without authorization.
Join us for the Volunteer Appreciation Event  
Honoring all our hard working volunteers  
May 8, 2019  
2:00 – 4:00 PM  
Portage District Library Meeting Rooms  
300 Library Lane, Portage, MI 49002  

RSVP to Ruth Cowles as (269)585-8719 or rcowles@portagelibrary.info  

Please join us for pie, fair games, and square dancing!
To: Portage District Library Board
From: Christy Klien, Library Director
Date: April 16, 2019
Subject: Request for Library Board Approval for Restricted Use of Trustees Signatures and Library Patron Data Base for Spring and Year-End Direct Mail Fundraising Initiatives

2019 Spring Appeal and Annual Campaign Direct Mailing
The Portage District Library Fundraising Plan includes a Spring Appeal that is carried out in May/June and an Annual Campaign direct mailing initiative that is carried out in October/November each year. We send the Spring Appeal to current and active donors and the Annual Campaign to all active library users requesting financial assistance to further enhance the library's special initiatives. In order to do this, we need to use the library patron data base for these twice a year direct mailings.

REQUEST:
We request that the Library Board pass a motion at the April 22, 2019 board meeting to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library’s patron database for the restricted, confidential and sole purpose of sending a direct mailing to previous donors for the Spring Appeal and to active library users for the Annual Campaign. The contract with our regular printing vendor stipulates that the printer or any associate or partner of the printer will not use the library’s patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.

We also request permission to use trustees signatures on these mailings, following prior review of the document. Marketing Manager Colin Whitehurst will get sample signatures from our new trustees to use and keep on file.
April is the month that a mid-year meeting with the Library Director is scheduled in order for the Library Board to assess current activities and to make sure that things are progressing appropriately and everything is on track with activities to accomplish the Ends and Strategic Plan.

This will be an agenda item for the April 22, 2019 board meeting and we can discuss the mid-year meeting with the Library Director at that time.
During the annual financial audit, conducted by Rehmann on March 25th and 26th, it came to our attention that there was a mistake made at the August 28, 2017 Board Meeting during the public hearing portion of the meeting. The version of the Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2018 Library Budget that was placed in the board packet, printed and signed by the Board Chair was not correct. It has been the Library’s practice to use previous years documents as a template and while the names and dates of the document were updated, the budget numbers were not. The document on record includes budget numbers from Fiscal Year 2017. The numbers on the Preliminary and Proposed Budget documents reviewed by the Library Board and available for public review were correct. The Library has sought legal advice from our attorney, Anne Seurynck, who has drafted the attached Budget Amendment Resolution.

This will be an item for the April 22, 2019 board meeting for discussion and to be put to a vote.
PORTAGE DISTRICT LIBRARY
COUNTY of KALAMAZOO, MICHIGAN

Public Hearing on Fiscal Year 2018 Budget Held on August 28, 2017

CORRECTED RESOLUTION to SET the MILLAGE LEVY for the PORTAGE DISTRICT LIBRARY
and ADOPT the FISCAL YEAR 2018 LIBRARY BUDGET

WHEREAS, in compliance with the requirements of the Michigan Uniform Accounting and Budgeting Act, a balanced budget has been set up for the Portage District Library for the Fiscal Year January 2018 through December 2018; and

WHEREAS, a public hearing was held on August 28, 2017 on the proposed Fiscal Year 2018; Portage District Library Budget, in compliance with all applicable laws;

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

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

WHEREAS, at the public hearing held on August 28, 2017, the Library Board considered the proposed budget that is identified in this Corrected Resolution; and

WHEREAS, the original budget resolution contained typographical errors and did not contain the budget numbers actually considered and reviewed by the Board at the August 28, 2017 budget hearing; and

WHEREAS, the Library desires to correct the typographical errors in original budget resolution and approve this Corrected Resolution with the correct budget numbers that were actually considered by the Board at the August 28, 2017 public hearing and that were used as the official budget for the 2018 fiscal year; and
WHEREAS, the Portage District Library Board has determined that the levy of a district-wide property tax in an amount not to exceed 1.5 mills is necessary to generate revenue which, combined with other income derived from Industrial Facility Tax Income $13,814, State Aid Income $30,000, Local Community Stabilization Share Appropriation $266,217, County Penal Fines $80,000, Local Fines and Fees Income $70,000, Interest Income $20,000, Rental Income $3,000, and Vending Services $12,000, and transfers to reserve funds of $15,035, will result in adequate funding to provide library services to the residents of the Portage District Library district; and

WHEREAS, the Portage District Library’s original millage proposition was passed by a majority of voters in the Portage Public Schools election on June 8, 1998, authorizing the Portage District Library Board to levy a tax annually upon all property subject to ad valorem taxation within the district in an amount not to exceed 1.5 mills on the taxable value of such property;

NOW, THEREFORE, BE IT RESOLVED by the Portage District Library Board that the following sums are appropriated for the 2018; Fiscal Year of the Portage District Library for the purposes set forth below:

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>$1,348,461</td>
</tr>
<tr>
<td>Fringes &amp; Benefits</td>
<td>$551,042</td>
</tr>
<tr>
<td>Library Materials</td>
<td>$618,795</td>
</tr>
<tr>
<td>Library Supplies</td>
<td>$154,045</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>$243,651</td>
</tr>
<tr>
<td>Buildings &amp; Utilities</td>
<td>$313,600</td>
</tr>
<tr>
<td>Furnishings &amp; Equipment</td>
<td>$2,882</td>
</tr>
<tr>
<td>Other Charges</td>
<td>$277,885</td>
</tr>
<tr>
<td><strong>Total Operating Expenses:</strong></td>
<td><strong>$3,510,361</strong></td>
</tr>
<tr>
<td><strong>Capital Projects Expenses:</strong></td>
<td><strong>$264,529</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTAL EXPENSES:</strong></td>
<td><strong>$3,774,890</strong></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the total budget for the Portage District Library for Fiscal Year 2018; in the amount of $3,774,890; presented by the Library Director, is hereby approved and adopted by the Portage District Library Board; and

BE IT HEREBY RESOLVED, that the Portage District Library Board sets the millage levy for the Portage District Library at 1.50 mills ($1.50 per $1,000) to be levied on real and personal property in the district on December 1, 2017; in compliance with applicable law.
BE IT HEREBY RESOLVED, that this Corrected Resolution amends the Resolution approved by the Board on August 28, 2017 only to the extent necessary to correct the typographical errors; all other provisions of the Resolution approved on August 28, 2017, including but not limited to the approval of the millage levy on December 1, 2017, remain in full force and effect.

DATE: ________________________

PORTAGE DISTRICT LIBRARY BOARD
COUNTY OF KALAMAZOO, MICHIGAN

By: ____________________________

Thomas Welsh, Chair

By: ____________________________

Quyen Edwards, Secretary
Portage District Library Board Members Cara Terry and Carol Bale 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 April 5-6, 2019 and their April board meeting on April 15th, there will be an item on the agenda for the April 22, 2019 Library Board meeting so that one of them can give a report.
To: Portage District Library Board Members
From: Christy Klien
Date: April 18, 2019
Subject: Suggested Changes to the 2018-2020 Strategic Plan

The library staff have been working on goals and projects set forth by the Strategic Plan for one year now. At the beginning of 2019, the Administrative Team began discussions regarding projects that might require some adjustments due to shifting priorities and feasibility.

The following are projects with suggested changes:

Ends Statement #3, Project #2 - Realign budgets from other materials lines in Adult Services to boost electronic material needs and to fill holds

Head of Adult Services Lawrence Kapture, who also does the collection development on our OverDrive eMaterials, reports that because eBooks and eAudiobooks are expensive and popular, it has been hard for our OverDrive Consortium, Midwest Collaborative for Library Services (MCLS), to keep wait times down for these materials when they are put on hold. This is the reason this project was included in the Strategic Plan. Portage District Library is now seeing shorter wait times than the Consortium at large, and the average wait time is 17 days shorter. In addition, we have managed to cap the oldest active holds at 6 months.

80% eBook and eAudiobook holds filled within 2 months is not an appropriate metric because we cannot get the data from OverDrive at this point. Kapture recommends an adjusted metric: to keep active OverDrive holds older than three months to less than 200 titles as a measure instead. Kapture also wrote a 6 page detailed report expanding on his reasoning for the adjusted measurement which can be made available upon request.

Ends Statement #4, Project #6 - Portage Cemetery Documentation Project

A plan was created to document each headstone in the four Portage Cemeteries: Dry Prairie, Indian Fields, Central and South Cemeteries. Local Historian Steve Rossio has made the decision to discontinue this project due to a number of reasons. The first is that he determined that the project would require an unexpectedly large amount of time outside of the building during the summer months to complete. Due to the fact that he splits his time between the Heritage Room and Youth Services (which is extremely busy at that time of year because of the Summer Reading Program), scheduling was difficult. The other problem was that this project relies heavily on good weather. Later year (2018), saw eight of the twelve scheduled days he had to work on this project were discontinued due to inclement weather. This project will be placed on hold until such a time as it can be pursued.

In its place, Local Historian Steve Rossio recommends adding the Portage School project. This project entails the organization of the Portage School Collection; the scanning of pertinent information and the creation of a finding aid. The reason for choosing this project to replace the cemetery project is two-fold. First, this project can be worked on year round and is not bound by the weather or the need to be out of the building. Second, the Portage Schools will be celebrating their 100th Anniversary of Consolidation in two years (1922 to 2022). This project will help bring the collection in-line for future use by researchers involved in the 100th Anniversary Celebration.
Ends Statement #4, Project #8 – Initiate Hardwood Community Conversations
Staff was identified and trained to facilitate community conversations. Six community conversations were held in 2018 to gauge the perspectives of the community and what it wants. An annual summery report of community conversations was presented.

Library Director Klien reported that Portage District Library will no longer be continuing with conversations, but will work to implement activities to address feedback received during conversations in 2018.
# Quarterly Statistics for Strategic Plan 2018-2020

**Ends Statement #1**

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

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

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

<table>
<thead>
<tr>
<th>Target</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
<th>2019 Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 % patrons responded that they learned something in a guided learning event</td>
<td>77.5%</td>
<td></td>
<td></td>
<td></td>
<td>77.5%</td>
<td>75%</td>
<td>103%</td>
</tr>
</tbody>
</table>
| 50% of programs offered will provide guided learning activities (Adult/Youth) | A 69%  
Y 53% |             |             |             |             | A 69%  
Y 53% | A 50%  
Y 50% | A 138%  
Y 106% |
| 20% increase of hits of online learning tools                          | 32%         |             |             |             | 32%          | 20%         | 160%        |
| Implement 12 software/devices that allow people to create and learn    | 0           |             |             |             | 0            | 12          | 0%          |
| 12 videos are created                                                  | 1           |             |             |             | 1            | 12          | 8%          |
- Create a literacy liaison who will make connections and give tours to ESL and Adult Literacy groups
- Create methods to expand the reach of our Digital Literacy (computer education) programs
- Build programming and services that will reach groups at diverse levels

<table>
<thead>
<tr>
<th>Target</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
<th>2019 Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Services will provide 3 programs annually targeting each literacy level (Beginner, Intermediate, Expert)</td>
<td>B 5</td>
<td>I 3</td>
<td>E 2</td>
<td>B 5</td>
<td>B 3</td>
<td>166%</td>
<td></td>
</tr>
<tr>
<td>Help 150 patrons become more info-literate *</td>
<td>161</td>
<td></td>
<td></td>
<td>40</td>
<td>150</td>
<td>Target Met</td>
<td></td>
</tr>
<tr>
<td>Have 50 people in the library for ESL tours *</td>
<td>32</td>
<td></td>
<td></td>
<td>0</td>
<td>50</td>
<td>64%</td>
<td></td>
</tr>
</tbody>
</table>
**Ends Statement #2**

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

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

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

<table>
<thead>
<tr>
<th>Target</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
<th>2019 Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>80% of user satisfaction with collections and instructional events</td>
<td>96%</td>
<td></td>
<td></td>
<td></td>
<td>96%</td>
<td>80%</td>
<td>120%</td>
</tr>
<tr>
<td>Active holds older than 3 month less than 200 titles</td>
<td>208</td>
<td></td>
<td></td>
<td></td>
<td>208</td>
<td>Less than 200</td>
<td>Target Not Met</td>
</tr>
<tr>
<td>21 Special programs will target groups representing different perspectives or cultures *</td>
<td>7</td>
<td></td>
<td></td>
<td>1</td>
<td>21</td>
<td>25%</td>
<td>33%</td>
</tr>
<tr>
<td>25% of kits will change annually to reflect changing needs of the community</td>
<td>0</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>25%</td>
<td>0%</td>
</tr>
<tr>
<td>20% reduction in total physical collection size</td>
<td>3.44%</td>
<td></td>
<td></td>
<td>3.44%</td>
<td>3.44%</td>
<td>20%</td>
<td>17.19%</td>
</tr>
</tbody>
</table>
**Ends Statement #3**  
Be a leader in strengthening our community.

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

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

<table>
<thead>
<tr>
<th>Target</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
<th>2019 Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% more items available for circulation will be digital</td>
<td>19%</td>
<td></td>
<td></td>
<td></td>
<td>19%</td>
<td>20%</td>
<td>95%</td>
</tr>
<tr>
<td>15% of our programs annually will be outreach (Adult/Youth)</td>
<td>A 2% Y 33%</td>
<td></td>
<td></td>
<td></td>
<td>A 2% Y 33%</td>
<td>A 15% Y 15%</td>
<td>A 13% Y 202%</td>
</tr>
<tr>
<td>70% of patrons who completed an exit survey were satisfied that the program met their needs</td>
<td>96%</td>
<td></td>
<td></td>
<td></td>
<td>96%</td>
<td>70%</td>
<td>137%</td>
</tr>
<tr>
<td>100% of PPS middle school and high school students have access to PDL electronic services</td>
<td>79%</td>
<td></td>
<td></td>
<td></td>
<td>79%</td>
<td>100%</td>
<td>79%</td>
</tr>
<tr>
<td>12 events or table events will be held outside the Library by the Adult Department</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>12</td>
<td>8%</td>
</tr>
</tbody>
</table>
**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:
- Track the use of space used to showcase local arts and organizations
- Provide information and services for users new to the area or new to the U.S.
- The Heritage Room will initiate a long-term CONTENTdm Scanning Project
- Heritage Room Book Expansion Project
- “Future History Project: South Westnedge Avenue Documentation”
- Portage Schools Project
- World War 1 100th Anniversary Commemorative Walking Trail 2018 - COMPLETE
- Initiate Harwood Community Conversations

<table>
<thead>
<tr>
<th>Target</th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year to Date</th>
<th>2019 Target</th>
<th>% of Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% of display space used for local artists and organizations</td>
<td>100%</td>
<td></td>
<td></td>
<td>100%</td>
<td>90%</td>
<td>111%</td>
<td></td>
</tr>
<tr>
<td>5 large projects completed in the Local History Rooms *</td>
<td>1</td>
<td>1</td>
<td>5</td>
<td></td>
<td></td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>90% of patron responses say displays are meaningful</td>
<td>100%</td>
<td></td>
<td></td>
<td>100%</td>
<td>90%</td>
<td>111%</td>
<td></td>
</tr>
<tr>
<td>4 new resources for information will be added each year</td>
<td>0</td>
<td></td>
<td>0</td>
<td>4</td>
<td></td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

* Target number over the course of the 3 year plan
### Revenue

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>1st Qtr. Budget</th>
<th>1st Qtr. Actual</th>
<th>1st Qtr. % Received</th>
<th>2019 Annual Budget</th>
<th>YTD Actual</th>
<th>YTD Actual+Enc.</th>
<th>% Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tax Revenue</td>
<td>$3,449,368</td>
<td>$3,387,678</td>
<td>98%</td>
<td>$3,443,119</td>
<td>$3,387,678</td>
<td>$3,387,678</td>
<td>98%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>75,540</td>
<td>93,740</td>
<td>124%</td>
<td>261,790</td>
<td>93,740</td>
<td>93,740</td>
<td>36%</td>
</tr>
<tr>
<td>Revenue from Reserves</td>
<td>487,864</td>
<td>487,864</td>
<td>100%</td>
<td>487,864</td>
<td>487,864</td>
<td>487,864</td>
<td>100%</td>
</tr>
<tr>
<td>State Aid Revenue</td>
<td>316,095</td>
<td>296,952</td>
<td>94%</td>
<td>333,595</td>
<td>296,952</td>
<td>296,952</td>
<td>90%</td>
</tr>
</tbody>
</table>

**Total Revenue** $4,328,867  $4,266,234  99%  $4,526,368  $4,266,234  $4,266,234  94%

### Expenses

<table>
<thead>
<tr>
<th>General Ledger Category</th>
<th>1st Qtr. Budget</th>
<th>1st Qtr. Actual</th>
<th>1st Qtr. % Spent</th>
<th>2019 Annual Budget</th>
<th>YTD Actual</th>
<th>YTD Actual+Enc.</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Salaries &amp; Wages</td>
<td>$373,965</td>
<td>$326,574</td>
<td>87%</td>
<td>$1,495,860</td>
<td>$326,574</td>
<td>$326,574</td>
<td>22%</td>
</tr>
<tr>
<td>Total Fringes &amp; Benefits</td>
<td>180,737</td>
<td>136,078</td>
<td>75%</td>
<td>608,080</td>
<td>136,078</td>
<td>138,634</td>
<td>23%</td>
</tr>
<tr>
<td>Total Library Materials</td>
<td>316,547</td>
<td>207,653</td>
<td>66%</td>
<td>688,311</td>
<td>207,653</td>
<td>252,893</td>
<td>37%</td>
</tr>
<tr>
<td>Total Utilities</td>
<td>32,825</td>
<td>25,535</td>
<td>78%</td>
<td>131,301</td>
<td>25,535</td>
<td>25,535</td>
<td>19%</td>
</tr>
<tr>
<td>Total Buildings</td>
<td>108,158</td>
<td>42,895</td>
<td>40%</td>
<td>254,085</td>
<td>42,895</td>
<td>92,661</td>
<td>37%</td>
</tr>
<tr>
<td>Total Furnishings &amp; Equipment</td>
<td>33,731</td>
<td>1,381</td>
<td>4%</td>
<td>43,697</td>
<td>1,381</td>
<td>24,464</td>
<td>56%</td>
</tr>
<tr>
<td>Total Supplies</td>
<td>64,014</td>
<td>22,134</td>
<td>35%</td>
<td>170,512</td>
<td>22,134</td>
<td>50,918</td>
<td>30%</td>
</tr>
<tr>
<td>Total Professional Services</td>
<td>179,762</td>
<td>78,736</td>
<td>44%</td>
<td>344,441</td>
<td>78,736</td>
<td>124,726</td>
<td>36%</td>
</tr>
<tr>
<td>Total Other Charges</td>
<td>151,952</td>
<td>131,211</td>
<td>86%</td>
<td>301,819</td>
<td>131,211</td>
<td>169,691</td>
<td>56%</td>
</tr>
</tbody>
</table>

**TOTAL OPER. EXPENSES** $1,441,691  $972,197  67%  $4,038,105  $972,197  $1,206,096  30%

**TOTAL CAPITAL PROJECTS** $300,730  $29,057  10%  $460,730  $29,057  $198,977  43%

**TOTAL EXPENSES** $1,742,421  $1,001,254  57%  $4,498,835  $1,001,254  $1,405,073  22%

**EFFECT ON FUND BALANCE** $2,586,446  $3,264,980  $27,533  $3,264,980  $2,861,161

### Cash Flow Analysis

#### Cash Flow Analysis of 2019 money only

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</tr>
</thead>
<tbody>
<tr>
<td>+First Quarter Revenues</td>
<td>$4,266,234</td>
<td>+ $3,449,368</td>
<td>4,266,234</td>
<td>1,495,860</td>
<td>326,574</td>
<td>136,078</td>
<td>688,311</td>
<td>131,301</td>
<td>207,653</td>
<td>254,085</td>
<td>326,574</td>
<td>252,893</td>
<td>25,535</td>
</tr>
</tbody>
</table>

**2019 cash as of 3/31/2019** $3,264,980  **Total available cash as of 3/31/2019 (Fund Balance*)** $6,384,744

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

* Fund Equity is defined as the excess of fund assets and resources over fund liabilities. The Fund Balance is the Fund Equity minus any reserves.
Property Taxes - Property Tax collections are on pace for this time of year. The library has approximately $55,000 of outstanding property taxes as of March 31, 2019. This is comparable to last year's balance at this time of approximately $44,000, of which the Library received a payment of approximately $59,000 from Kalamazoo County. All delinquent real property taxes are paid by the county in July. The Library estimates the uncollectible portion of personal property taxes that will be delinquent and paid in future years and budgets for that amount. The library has received its IFT tax payment for this year and it was $667 over budget.

State Aid Revenue - The library has not received its 1st State Aid payment for FY2019. It is expected anytime. The 2nd payment is expected in late summer or early fall of 2019. The Library has received its distribution from the Local Community Stabilization Fund for eliminated personal property tax. The distribution was $1,643 less than anticipated. At the end of FY2017 and the beginning of FY2019, the Library moved all reimbursements received greater than budgeted for to a Personal Property Tax Reserve line to safeguard against a drop in reimbursements in future years.

Revenue from Reserves - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned funds. As part of the library's FY2019 budget, the library set aside 13% of its budget into a General Reserve. In doing so, the General Reserve from the prior year will be increased by $27,533 in FY2019. Funds have been added to the FY2019 budget for the following items: prior year encumbrances ($475,064); and miscellaneous donations from FY2018 ($12,800).

Other Revenue - Other Revenue is slightly ahead of pace for this time of year. The majority of this category is comprised of Fines and Fees, Penal Fines and Interest income. Fines and Fees are on pace, while Penal Fines are not expected to be collected until July. The Library does not budget for donations, but instead chooses to request budget amendments when they are received and needed for use. The Library has received $42,810 of donations and grants to date. The largest percentage ($36,790) was received from the Friend's of the Portage District Library. Interest Income is slightly ahead of pace for this time of year.

Salaries & Wages - Salaries & Wages are below pace for this time of year. The approximate $47,000 that the Library is under budget is from one employee being absent for health reasons, a retirement that caused another vacancy, and two positions that are in the budget, but vacant at the current time. One of those positions, Facilities Manager, will be filled soon, while the other will not be filled until later in the year.

Fringes & Benefits - Fringes & Benefits are less than the 25% expended as of March 31, 2019. This is due to one employee opting out of the Library's insurance plan and picking up a spouse's insurance plan, and the vacant positions noted above. Based on this scenario, there should be a surplus of funds at the end of the year.

Library Materials - This category shows that it is ahead pace for this time of year. This is not unexpected as approximately $60,000 of encumbrances were open at the end of FY2018 and brought into FY2019. The encumbered material is typically received in the first quarter and into the second quarter. This means that a higher percentage of goods should be received in the first quarter, as compared to later quarters, and thus a higher percentage of the yearly total. Additionally, the Periodical and Licensed Database lines are both approximately 92% expended. This is due to the nature of the content, as it is predominately yearly contracts for content that is recorded in the 1st Quarter.

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

Building - Year-to-date actual and encumbrances are greater than the 25% target due to the Purchase Orders being carried over from the prior year. The big projects carried over are as follows: roof leaks repair; and carpet cleaning equipment. Other expenses are trending at or below budget for this time of year. Snow Removal was below budget for the quarter.
Furnishings & Equipment - This category is over its target for this time of year. The original budget for this category is $2,882. There are $20,815 of encumbrances coming forward from 2018 and an additional $20,000 added to the budget from a Friend's of the Library donation. Therefore, the majority of the expenses either occurred or are encumbered in the 1st Quarter. Projects being carried over from the prior year are: outside water fountain; north side patio clean-up and landscaping; rear entrance awnings; new book bin; large print shelving.

Supplies - The supply category is slightly over budget for this time of year. The majority of accounts in this category are used on an as needed basis. The library has tried to adopt a very conservative approach to its spending for lines such as supplies. The majority of activity in this category is from encumbrances brought forward from 2018.

Professional Services - This category is higher than the 25% target for several reasons. Encumbrances coming forward from 2018 tend to skew expenditures to the 1st Quarter. Secondly, there were some Online Subscriptions treated as prepaids at the end of 2018 and therefore, their expense was moved to the 1st Quarter of 2019. Lastly, the expenses associated with the financial audit occur predominantly in the 1st Quarter.

Other Charges - This category is well above the 25% target. This is a new trend and is due to the treatment of prepaids at the end of 2018. The Computer Repair and Maintenance line had a large number of support agreements that were treated as prepaids and thus their expense moved to the 1st Quarter of 2019. Typically this line has a large portion of its expenses occur in the 3rd and 4th Quarters, but this has shifted with the more aggressive treatment of prepaids.

Capital Projects - This category is slightly over budget for this time of year. This is due to $215,730 of encumbrance coming forward from the prior year. The FY2019 Technology Project will not begin until the 4th Quarter. Additionally, the Capital Maintenance line will not be used unless a major building repair needs to be completed that can not be covered in the Library's Building Repair & Maintenance line. Otherwise, funds in the Capital Maintenance line will be saved and used for a large building project.
The Library Director shall not allow library assets to be unprotected, inadequately maintained or unnecessarily risked. Accordingly, the Library Director shall not:

**Policy:** Utilize programs within the realm of normal library operation as fundraising vehicles.

*Director’s Response:* There have been no instances of any library programs being used as fundraising vehicles within the realm of normal library operations. In the case of library programs that require extraordinary supplies, a nominal fee may be charged to program registrants to recover the cost of the program provisions.

**Policy:** Allow library facilities to be used by outside agencies for the purpose of fundraising, unless the funds being raised are going to be used for library purposes.

*Director’s Response:* The library adheres to a strict rule about no outside agencies using the library facilities for the purpose of fundraising. The library’s Community Meeting Room Policy states that: "Approved use of the library’s community meeting rooms does not include selling or moneymaking enterprises except those that may be sponsored by the Portage District Library itself, or the Friends of the Portage District Library."

**Policy:** Permit the presentation of any fundraising program at the library without the approval of the Library Director.

*Director’s Response:* There have been no instances of any fundraising programs being conducted at the library. The fundraising conducted by the library is done via the Annual Campaign mailing to donors, the Spring Appeal, and grant writing.

**Policy:** Allow donor lists to be shared with any other entity or charitable agency.

*Director’s Response:* The library is in complete compliance with the rule to never share donor lists with any other entity or charitable agency. The Portage District Library fundraising activities include an Annual Campaign direct mailing initiative that is carried out at the end of each year. We send this solicitation to all of our previous donors and to all active library users requesting financial assistance to further enhance the library's special initiatives. Annually, a request is made to the Library Board to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library’s patron database for the restricted, confidential and sole purpose of sending a direct mailing to previous donors and to active library users in October or November. The contract with our regular printer stipulates that the printer or any associate or partner of the printer will not use the library’s patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.

**Policy:** Enter into any fundraising agreement that requires the library to permanently endorse a product or [promote an individual or business], without prior knowledge and approval of the Library Board.
Director’s Response: There have been no instances of the library entering into any fundraising agreement that requires the library to permanently endorse a product or promote an individual or business.

Policy: Enter into any fundraising agreement that requires the library to take on responsibility, financial or otherwise, that would be above and beyond the provisions in the current budget or that would necessitate an increase in staffing level, without prior knowledge and approval of the Library Director.

Director’s Response: The library is in full compliance with this mandate and has not entered into any fund-raising agreement that would obligate or burden the library financially or otherwise.

Policy: Receive any funds for the library that have restrictions placed on their use, without prior knowledge and approval of the Library Director.

Director’s Response: The only instances of funds received by the library that have restrictions placed on their use are memorial donations made specifically in memory of someone with requests for the purchase of particular materials, directed gifts at the time of the donation, or in the case of contributions made to the library’s Grandmother & CIG Endowment fund which are restricted gifts used only to benefit youth.

Policy: Place the library in potential jeopardy by accepting any funds derived from questionable sources, or connected to any entity or program that might not be in the best interest of the library.

Director’s Response: The library is in complete compliance with this mandate and has not accepted any funds from questionable sources.

Policy: Utilize fundraising to supplement regular, day-to-day library operations.

Director’s Response: All donated funds are reported annually to the Library Board and a request is made to the board to approve the allocation of gifts and donations funds received in the previous year for specific purposes in the current year.

Policy: Fail to recognize donors, in some special manner, who contribute gifts to the library of $5,000 or more.

Director’s Response: All donors are properly recognized with a letter of thanks following their donation, and periodic donor recognition activities, including hand-written letters from the Library Board, have been planned in the past. The library has received several donations of $5,000 or more and all have been significantly recognized through letters and personal contacts.

Policy: Allow fundraising plan to be executed without board approval.

Director’s Response: The Library Director gives updates to the Library Board on the library’s future fundraising activities for the year and provides details of everything that will be done in relation to fundraising at the library. All plans are outlined clearly to the Library Board and executed only with board endorsement.