

NOTICE of REGULAR MEETING

**The Portage District Library
Board Meeting**

will be held on

July 25, 2011 at 6:00 p.m.

at the

Portage District Library

in the Lower Level

**Long Lake & Gourdneck Lake
Meeting Rooms**

*for the purpose of
discussing library business.*

PORTAGE DISTRICT LIBRARY

July 25, 2011

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

AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff. (3 minutes total)
- IV. Adoption of the Agenda for the Regular Meeting of July 25, 2011. (Vote)
- V. Consent Agenda (2 minutes total) (Vote)
 - A. Minutes of the Regular Meeting held on June 27, 2011. Pgs. 1-13
 - B. Approval of Date and Time for a Public Hearing on the Library's FY 2012 Budget. Pg. 14
- VI. Governance (15 minutes total)
 - A. Swearing-In of Newly Elected Library Board Member, Stephanie Brown. Pg. 15 (Info)
 - B. Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends, and Library Board Secretary for 2011-12. Pg. 16 (Info)
- VII. Ends Development (1 hr. total)
 - A. Final Review and Approval of Proposed Fiscal Year 2012 Budget and Millage Rate for public inspection prior to Public Hearing at August board meeting. [Note: The FY 2012 Budget is included in the agenda packet as a separately numbered document.] Pg. 17 (Vote)
 - B. Presentation by Rolfe Behrje and Laura Wright of 3-Year Technology Plan 2012-2014 and Commentary on the Impact of Declining Revenue on Technology for the Library in Upcoming Years. [Note: The 3-Year Technology Plan is included in the agenda packet as a separately numbered document] Pgs. 18-20 (Info)
 - C. Informational Presentation about the Library's 2011 "Food for Fines" Campaign. Pg. 21-22 (Info)
- VIII. Monitoring to Assure Compliance with Executive Limitations (10 minutes total)
 - A. Report on Financial Condition for June 2011. Pgs. 23-24 (Info)
 - B. 2nd Quarter Report for Fiscal Year 2011. Pgs. 25-27 (Info)
 - C. Monitoring Report on Executive Limitation for Minutes/Records Retention. Pgs. 28-29 (Info)
- IX. Library Director's Reports (10 minutes total)
 - A. Marketing Update for June 2011. Pgs. 30 (Info)
 - B. Narrative Report for June 2011. Pgs. 31-32 (Info)
 - C. Statistical Report for June 2011. Pgs. 33-34 (Info)
 - D. Legislative Update. Pg. 35-37 (Info)
- X. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the August 22, 2011 Board Meeting
 1. Minutes of the Regular Meeting of July 25, 2011.
 2. Public Hearing on the Proposed FY 2012 Budget and Formal Resolution to Adopt the FY 2012 Budget and Set the Amount of Millage Rate to be Levied for the Library.
 3. Monitoring Report for Executive Limitation on Compensation and Benefits for Library Employees.
 4. Monitoring Report on Executive Limitation for Treatment of Staff.
 5. Progress Report on Ends Statement #3 (The library will be an active participant in building community.)
 6. Presentation about Adult Services.
 7. Information about bid process for the library's Roof Replacement Project.
 - B. Assessment of this meeting
 - C. Miscellaneous Items
- XI. Adjournment

PORTAGE DISTRICT LIBRARY

Minutes of the Regular Library Board Meeting held on

June 27, 2011

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

I. Start of Meeting Board members and staff gathered on June 27, 2011 at 5:30 pm for dinner (*Provided by Joy Fong*) and the board meeting commenced at 6:00 p.m.

II. Roll Call:

Board Members Present: Laurie DeHaven, Annee Dunn, Betty Lee Ongley, Martha Pacheco, Scott Pierangeli Alisha Siebers and Joe Yantis.

Library Staff Present: Library Director Christine Berro, Jill Austin, Rolfe Behrje, Diane Delach, Rob Foti, Lawrence Kapture, Christy Klien and Chris Walker.

Guests Present: Newly elected trustees Michele Behr and Stephanie Brown

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

Library Board Chair Scott Pierangeli asked if there were any comments from the public, trustees or staff and the following comments were made:

A. Comment from Trustee about a Family Member's Achievement – Library Board Vice Chair Betty Lee Ongley said she was pleased to announce that her granddaughter Olivia Russell, a student at Maple Street Middle School in Kalamazoo, placed 14th in the nation at 2011 National History Day (out of over 77 contestants in her category) for her exhibit, "Idlewild, 'The Resort Segregation Built.'"

DISPOSITION: The Library Board acknowledged the comment from Library Board Vice Chair Ongley and extended congratulations to her granddaughter Olivia.

B. Comment from Trustee about Ladies Library Association Grant – Library Board Vice Chair Ongley said that the Ladies Library Association (of which she is a member) had received a compelling essay from Olivia Russell at Maple Street Magnet School about their school library's need for books and resources. A \$1,000 grant was subsequently awarded to them by the Ladies Library Association and the school librarian, Laura Warren-Gross was very pleased. (This librarian had worked for Betty Lee's son at the library in Barrow, Alaska for 5 years).

DISPOSITION: The Library Board acknowledged the comment from Library Board Vice Chair Ongley about the \$1,000 grant awarded to the library at the Maple Street Magnet School by the Ladies Library Association.

IV. Adoption of the Agenda for the Regular Meeting of June 27, 2011

Library Board Chair Pierangeli asked if there were any changes needed to the agenda for June 27, 2011 and there were none.

MOTION: It was moved by Yantis, and seconded by DeHaven that the Agenda for the Regular Meeting of June 27, 2011 be adopted as presented. Vote: 7-Yes, 0- No. Motion carried.

V. Consent Items for Library Board Approval

Library Board Chair Pierangeli asked if there were any exceptions to the June 27, 2011 Consent Agenda and there were none.

A. Minutes of the Regular Meeting held on May 23, 2011.

B. Review of Heritage Room Policy.

C. Staff Development Day 2011 - Library Board approval to close the library.

D. Budget Amendment to adjust FY 2011 Budget for Friends \$13,000 Donation to Fund the Library's 2011 "Wish List."

MOTION: It was moved by Ongley, and seconded by Dunn, that the Consent Agenda for June 27, 2011 be approved as presented. Vote: 7-Yes, 0- No. Motion carried.

VI. Governance

A. Welcome & congratulations to new trustees observing at the June 27, 2011 board meeting – Library Board Chair Scott Pierangeli welcomed the two newly elected trustees, Michele Behr and Stephanie Brown, who had come to observe the board meeting this evening. He encouraged them to ask questions or make comments during the meeting if they chose to do so.

DISPOSITION: Library Board members welcomed new trustees Michele Behr and Stephanie Brown and said they looked forward to having them join the Portage District Library Board. Both ladies responded with appreciation for the invitation to observe the board meeting and said they too were pleased to be coming on the Library Board. [Note: The new trustees' terms will begin July 1, 2011 and they will be sworn into office at the next upcoming board meeting on July 25, 2011.]

B. Farewell & thanks to departing Library Board trustees - Library Director Christine Berro announced that this was the last board meeting for Trustees Laurie DeHaven and Scott Pierangeli and said, on behalf of the Library Administration and staff, that she wanted to thank them for their fine service on the Portage District Library Board. She noted that Trustee DeHaven had served for two terms (8 years) and Scott for 4 years. Berro acknowledged their contributions and said they had both been through very pivotal years for the library. She assured them that she would be calling on them for their expertise in the future.

Library Director Berro presented DeHaven and Pierangeli with letters of appreciation and gifts of the book: "This Place Called Portage," produced by Michigan historians Larry and Priscilla Massie. Trustees DeHaven and Pierangeli accepted the books that had labels inside indicating that they were given to them in appreciation for their service on the Portage District Library Board.

DISPOSITION: Library Board members expressed well wishes to Trustees DeHaven and Pierangeli and thanked them for the time they had devoted to the library through their service on the Library Board.

C. Follow up to mid-year meeting with the Library Director – Library Board Chair Pierangeli stated that he had contacted Library Director Berro on June 16, 2011 and conducted a phone meeting with her in which he shared the feedback that he had received from trustees (anonymously). He said that the general consensus among trustees was that she was doing an unbelievable job, particularly with her extra duties as Michigan Library Association President, and dealing with serious economic issues for the library too. Pierangeli said he was most impressed that Berro had never hesitated to give library personnel plenty of notice of what was coming with revenue shortfall so that they would know and be better prepared. He then thanked Berro for a very good job and remarked that she had received a compilation of trustee responses (without names) so she could see what board members thought about how things were going at the library in mid-year.

Trustee Yantis asked how library staff had responded to the "Worst Case Scenario" Budget. Berro replied that she had been talking to staff all along the way and they had been given a lot of information leading up to that point, so there were no surprises. Everyone is sad about the prospect of having to cut back of course.

DISPOSITION: Library Board members received the information about the mid-year meeting with the Library Director and concurred that Library Director Berro has been doing an excellent job, especially in light of the economic downturn.

D. Election of Library Board Officers for 2011-2012 – Library Board Chair Pierangeli stated that he had asked Trustee Joe Yantis to serve as Chair of the Nominating Committee and Yantis had contacted all trustees to assess their interest in a Library Board office. Pierangeli said Yantis had determined that there were (3) trustees interested in holding an office on the board. Trustee Alisha Siebers interjected that she had decided to not place her name in the running for Library Board Chair because she felt that Trustee Betty Lee Ongley had four more years experience on the Library Board than she had, and was already Library Board Vice Chair, so

Minutes of the Regular Library Board Meeting held on June 27, 2011

she Siebers said she wanted to concede the Chair position to Ongley, and would place her name in consideration for Library Board Vice Chair. Pierangeli accepted Siebers' decision, and then said that meant there were two trustees to consider for the Library Board Chair position, Annee Dunn and Betty Lee Ongley.

Trustee Annee Dunn spoke up and said she was more than comfortable either way and that she may even be leaving, and also noted that Trustee Ongley was well practiced because she had already been serving as Library Board Vice Chair as well as having a lot of experience serving on other boards.

Library Board Chair Pierangeli called for two separate votes – one to choose a trustee to be Library Board Chair and another vote to choose a trustee to be Library Board Vice Chair.

MOTION: It was moved by Yantis, and seconded by Dunn, that Trustee Betty Lee Ongley be elected as the new Library Board Chair. Vote: 7-Yes, 0-No. Motion carried unanimously.

Library Board Chair Pierangeli asked trustees to vote secret ballot for the Vice Chair position. Ballots were passed to Library Director Berro and when all was tallied, she announced that Trustee Alisha Siebers had received the majority of votes.

DISPOSITION: Library Board members concluded the selection process for Library Board officers for 2011-2012 and it was announced that the new officers would be as follows:

Library Board Chair	-	Betty Lee Ongley
Library Board Vice Chair	-	Alisha Siebers

Trustee Pierangeli said the library was lucky to have both Betty Lee Ongley and Alisha Siebers heading the Library Board now.

- E. *Orientation of New Trustees & Policy Governance Training for Library Board* – Library Director Berro said she would be contacting new trustees Michele Behr and Stephanie Brown to set up a time to do an overall orientation for them to the Portage District Library Board. She indicated that it would be done prior to them assuming their seats on the board, and that they would be given informational materials to help them get oriented to their duties and responsibilities as trustees.

Berro stated that trustees had previously expressed interest in going through Policy Governance training, so she had contacted Policy Governance facilitator Erv Brinker and had determined that he would be available to conduct a training session. A discussion followed on when the training might be scheduled and trustees talked about dates and times they would be available. Trustee Yantis suggested July 11, 2011 and there was general consensus that this date might work. Berro said she would call Erv Brinker and find out if he would be able to do the training on July 11th

DISPOSITION: Library Board members heard that new trustees Michele Behr and Stephanie Behr would be given an orientation by Library Director Berro prior to being sworn into office, and they agreed to participate in Policy Governance training on July 11, 2011 if it could be arranged with Facilitator Erv Brinker.

- F. *Discussion about Plans for 2011 Library Board Retreat (MLA 2011 Annual Conference)* – Library Director Berro gave some background information to trustees on the types of retreats that Library Board members had done in previous years. She told trustees that the Michigan Library Association Annual Conference was going to be held in Kalamazoo on October 26-28, 2011 and that they might want to consider attending this event as their retreat. Berro noted that the last time the MLA Annual Conference was in Kalamazoo, all PDL trustees had attended it and found it to be very worthwhile. Berro commented that involvement in the MLA Annual Conference would give them a good look into the library profession and current issues facing libraries. Berro stated that if trustees were interested, that “Early Bird” registration would need to be done prior to the deadline of August 19, 2011. A straw vote was taken of trustees to determine if they would like to have attendance at the MLA 2011 Conference serve as their Annual Retreat this year. The results were as follows:

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Trustee Ongley	Yes	(She said she enjoyed the MLA Conference the last time it was in town)
Trustee DeHaven	Yes	(She said there was a lot to be learned at the MLA Conference)
Trustee Siebers	Yes	(She suggested that Berro enter their names in the Early Bird drawing!)
Trustee Dunn	Yes	(She said that she had already planned to attend the MLA Conference)
Trustee Pacheco	Yes	
Trustee Yantis	Yes	
Trustee Behr	Yes	(She said as a WMU employee, her MLA conference fee was paid for her)
Trustee Brown	Yes	

DISPOSITION: Library Board members agreed that they will all attend the Michigan Library Association 2011 Annual Conference as their Library Board Annual Retreat this year. Library Director Berro and Board Secretary Delach will handle the “Early Bird” registrations for PDL trustees.

G. Report from Martha Pacheco, Board Liaison to the Friends of the Library – Trustee Martha Pacheco gave a report on the activities of the Friends of Portage District Library as follows:

- Friends funded the library’s 2011 “Wish List” with a \$13,000 donation
- Friends’ treasury had \$17,000 in December, then they donated \$10,000 to the library for the 2011 Summer Reading Program, leaving a balance of \$7,000.
- Friends decided that new shelving in the “Hot Picks” collection would be purchased in memory of long time Friend Jeanne Long who passed away last December 2010.
- The Friends’ arranged with Goodwill to pick up unsold materials from book sales to be recycled which will eliminate the need for scheduling an extra dumpster at a cost of \$50.
- Friends’ membership is 2/3 paid at this time.
- Friends’ President Toni Yanni has agreed to extend her role as Friends President for one more year to avoid all officer positions standing open at the same time.
- Friends’ Vice President & Treasurer terms are up and new people are needed.

Library Director Berro mentioned that the library had recently asked the Friends to consider a possible new initiative for the Friends in FY 2013 – donating a lump sum to the library to help pay for library programming. Berro said that the Friends are in favor of this and will consider it later in that timeframe.

Trustee DeHaven commended Trustee Pacheco for her persistence in finding a way to recycle unsold books from the Friends’ book sales so they weren’t just discarded into the dumpster.

DISPOSITION: Library Board members received the report by Library Board Liaison to the Friends, Pacheco, and thanked her for her participation with the Friends and the information that she shared with them.

VII. Ends Development

- A. Presentation of proposed Regular Operating Budget for Fiscal Year 2012 – Library Director Berro began her presentation by saying that the Fiscal Year 2012 Budget contained our best projections for tax revenue, state aid income and expected other revenue, along with allocations for anticipated expenditures and budgetary needs next year. She said that a list of assumptions was included as background information to help trustees understand the basis for various budget decisions and sections of commentary that refer to our best estimates for FY 2013. Berro noted that the FY 2012 was built on the premise of a projected 3% drop in revenue and that another drop of \$90,000 was anticipated for FY 2013. She pointed out that the library’s final bond payments would amount to an additional \$30,000 for each of the last two years. She also stated that monies in the library’s “Undesignated Fund” would be used for one-time-only major expenditures that we will not be able to do in the future. Berro said we won’t know if FY 2013 will bottom out or not and it depends on what happens with the economy and with residential and commercial properties and taxes on them.

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Berro explained what was “on the plate” for the library in FY 2012 and went over a list of “big ticket” expenditure items that the library must budget for, which included the following:

- Replacement of an aging roof (*16 yrs old, out of warranty*)
- Replacement of the library’s oldest boiler
- Retirement Pay-Offs (*unused vacation & sick leave credit up to 1,000 hrs. for grandfathered in employees*)

New trustee Michele Behr asked if the retirement pay-off was all paid at the time of retirement and Business Manager Rob Foti replied that the library was obligated to pay 50% of remaining sick leave credit and 100% of unused vacation. Foti mentioned that (5) employees were now eligible for this retirement payoff and the library’s obligation for their retirement payoff would be \$110,000.

Library Director Berro stated that the library had reserve funds set up for specific purposes but assured trustees that the Library Board would always be asked for prior approval before this money was spent out of Reserve Funds. She stated that the General Reserve was 13% of the total budget; the Building Reserve was 8%, the Benefits Reserve was 3%; the Debt Reserve was 3%; the Technology Reserve was 1% and the Undesignated Fund Balance was 11%.

Trustee Martha Pacheco asked if any of the five employees eligible for retirement were actually ready to retire and Berro replied that she couldn’t demand that they tell her that (against the law), and Business Manager Foti said that they do know that four out of five of them are eligible in terms of age. Berro also noted that the library’s Debt Reserve Fund was 3% of the total budget. Foti stated that the bond payment would conclude in FY 2015 and said the amounts due were \$233,000 in FY 2014 and \$263,000 in FY 2015. New trustee Michele Behr inquired if this was debt on the library building and Foti answered yes.

Library Director Berro next gave trustees an overview of the library’s anticipated revenue. She stated that the library was not making money on investments even though they had switched to various banks. She said that the library didn’t get a lot of state aid and that penal fine income had been dropping too.

Berro told trustees that the FY 2012 Budget for Salaries and Wages included no raises for anyone (which would be the first year this happened) and she said that the full-time librarian position vacated by Gary Sparbel in Adult Reference this year would be left unfilled. Berro indicated that the budget line for Fringe Benefits had to be increased 30% due to rising insurance costs (the library’s contracts were up in November 2011). She pointed out that the laws for public employees followed those for government employees and that things were changing in Michigan and that government employees were now having an 80/20 percentage shared premium payment (80% employer paid and 20% employee paid). Trustee Alisha Siebers commented that 30% was a huge spike in insurance premium costs. Berro agreed and said that it would be very difficult and that it could mean changing physicians. Foti remarked that if the library switched back and forth between insurance providers that we wouldn’t be able to get the same policy anymore. Berro pointed out that sharing insurance premium payments was not the only consideration, and that it was also going to be necessary to freeze wages in FY 2012 and FY 2013. Foti said they anticipate a 32% increase in health insurance costs in FY 2013 and there’s no reason to not expect that it won’t be the same in FY 2013, although there are no solid figures. Foti stated that when developing the library’s budget, he assumes greater expenses and less revenue.

New trustee Michele Behr asked what was included in “Other Revenue” and Berro answered that it included income from meeting room rental fees, overdue fees, local fines and fees, copier and printout fees. Berro noted that the library also gets donations through the Annual Campaign, unsolicited donations and memorial donations. Foti stated that they have established a practice of saving any unrestricted donations and using that money in subsequent years to subsidize the library’s materials budget. Berro emphasized that they were really trying to keep the library’s collections solid especially since the library’s usage statistics are so high. Berro stated that the core library services to be funded in priority order are: Collections, Reference and Programming. She noted that the Friends of the Library will help pay for library programming in FY 2013.

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Trustee Siebers noticed that the FY 2011 Materials Budget was at 13% and the proposed FY 2012 included a higher amount of 17%. Berro said that was true but noted that inflation would make it feel like a cutback.

Berro next went over the budget lines for supplies and administrative services. Trustee DeHaven asked if the library was still getting more patrons signing up for e-mail communications and Berro said yes and that the library was really pushing that to get away from costly print format. Berro pointed out a correction in the explanation of the \$25,000 in the budget under Administrative Services and said that amount was not intended for the study about wrapping the library's return bins, but was meant to be a placeholder to leave that option open if the library decided to go in that direction. If we did, Berro said that \$25,000 would be needed for technology devices, more Library Aide time and Reference Desk iPads.

Trustees next heard about budget provisions for Utilities (no option other than to pay costs as needed); Building & Grounds (Facilities Coordinator will start doing more in-house and eliminate as many outsourced services as possible); Equipment & Furnishings (re-upholstery of furniture in Youth Services area); Other Charges (training) and Capital Improvements (bond payment; technology; capital maintenance, etc.) Trustee Pacheco asked what kind of things would be included in capital maintenance and Berro answered that it would be network costs (refresh of staff & public computers; may be moving to Cloud computer and off-site host option)

New trustee Stephanie Brown suggested that the library make sure that whatever technology used, that it be able to handle the switch to non-print. Berro assured trustees that would be considered and reminded them that they would be hearing a presentation by Library Systems Administrator Rolfe Behrje and Web Manager Laura Wright in July on the library's 3-Year Technology Plan for 2012-2014, and that they would be presenting two budget scenarios for technology as well.

Berro asked for comments from trustees about the proposed FY 2012 Budget. Library Board Chair Pierangeli said that it sounded like a responsible budget and that Berro was showing them what could happen with the library's revenue and budgeting accordingly. Trustee Pacheco said that at least it was not as bad as the "Worst Case Scenario" Budget that would have included a reduction of 3 FTE's. Berro asked if trustees wanted any changes made to the proposed FY 2012 Budget. Trustee Pierangeli said he wished they didn't have to keep taking money out of the library's Capital Reserve Fund but understood that the roof and the boiler had to be replaced. Business Manager Foti commented that the library up to this point had been able to build up its Undesignated Fund Balance by being frugal all the time so that there was always money left over at the end of the fiscal years to roll over. In past years, he said there had been \$150,000 at year end but now the library is in a situation of "Use it or Lose it." Trustee DeHaven pointed out that the good news was that the library was not in debt! Foti agreed and said that the library does not take out loans. Trustee Pierangeli said he was very impressed with that. Trustee Yantis asked about the "assumed" 1.5 mill levy and asked if that was a sure thing. Berro answered that the library was authorized to levy that amount and that the Library Board could vote to set the levy at 1.5 mills at the public hearing in August.

Trustee Siebers said she was still bothered by employees being required to pay 20% of their health insurance benefit. Berro said it was now a legal issue because public employees have to do what government employees do and they are doing an 80% employer paid and 20% employee paid split for health insurance. Siebers said she thought that if they gave a small % raise to library staff that it would help balance out the expense to employee for health insurance. She pointed out that once you take away a benefit, you never get it back and said she felt that the staff was the library's best asset. Siebers stated that giving no raise to employees; being understaffed so they are doing more work and then requiring them to pay more for health insurance was not what she wanted to see happen and asked what could possibly be done differently. Trustee Pacheco commented that an increase in wages would also cause benefits to go up too. New trustee Michele Behr suggested that maybe a one-time bonus might be done to help offset the other declines.

Library Director Berro said that she had heard clear direction from the Library Board at the last board meeting that staff should share in the sacrifice and that the percentage of the budget for Salaries/Wages/Benefits should not go to a higher percentage of the total budget. Trustees Pierangeli and DeHaven agreed and said

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that they would not change the proposed FY 2012 Budget that Berro had presented. Trustee Ongley asked if staff was aware that these changes were coming and Berro said absolutely – that she had been warning staff for the last couple of years that sharing the cost of health insurance premiums was coming and this year is when that will begin with an 80/20 shared premium. Trustee Ongley asked what percentage staff was paying for now and Berro answered that they have not been paying anything for health insurance.

Trustee Siebers asserted that “The rest of the World” (vs.) What we should do is the issue at hand. She said she thought we should be a leader. For \$25,000 we could resolve the issue. She said she felt the combination of no raise, paying for insurance and being short staffed and doing more work was a huge cut and that we don’t have to do it; we have a choice. Trustee Yantis pointed out that any person on social security had to absorb no cost of living allowance, and that it was the economic times driving this. Trustee DeHaven also pointed out that library employees have jobs in this bad economy too. Siebers responded that library employees could also choose to go elsewhere. Pierangeli remarked that if it was possible to offset the costs for health insurance they would do it but it’s not. Siebers said they could make FY 2013 the year then. Trustee Pacheco said she was glad that at least they didn’t have to cut 3 positions.

Library Board Chair Pierangeli said he was sure that Library Director Berro and Business Manager Foti would do all that was possible to make these budget decisions as less painful as possible for library staff. Siebers said staff could even clean offices instead of paying for health insurance premiums. Trustee Pacheco pointed out that the money has to come from somewhere and Trustee Siebers said that \$20,000 was a small amount to save for a really negative impact. She said it is a slap in the face to staff even if they are prepared for it. Trustee Ongley emphasized that staff have been paying nothing for health insurance up to now, and maybe if we all think about this and acknowledge that it is hard and that staff are lucky to have jobs and that everyone knows that time have changed and it’s necessary to pay a share now.

Library Director Berro asked the two new trustees to share their views on this matter.

New trustee Michele Behr commented that she had been paying over 20% for health insurance at WMU for a long time and while she was sympathetic, it’s an economic reality and the way the world is going. She acknowledged that it is demoralizing but no one is going without pay cuts and there are many that are jobless.

New trustee Stephanie Brown said she understood and was unhappy with the economic conditions and pointed out how much teachers have lost recently. She said that everyone is “hunkering down” and trying to get by with less. During these tough times, more people are coming into the library and it is really important to the community to maintain a solid library for them. Trustee DeHaven agreed and reminded everyone that the Portage Public School District was cutting its school media centers so students would be relying on the public library too.

Library Director Berro asked trustees if they wanted any changes made to the proposed FY 2012 Budget. New trustee Behr said if expenses couldn’t be reduced any more than they are, then it sounded to her like they needed to increase revenue and asked what might possibly be done in that regard, perhaps more user fees or increase in rental rates for library meeting rooms.

Berro responded that the philosophy at the library for meeting rooms is that the library is a tax supported community asset and that we shouldn’t make a profit. She said she would not be in favor of raising rental fees because the public already pays with their taxes. Trustee Pacheco strongly concurred and said that patrons need to be able to use their library without extra fees attached. Trustee DeHaven also pointed out that the library was used by the public for entertainment. Behr suggested that maybe they could at least charge for premium services. Trustee Yantis remarked that now that the library had a 501 (c) 3 non-profit designation, it should help the library get more matching gifts. Business Manager Foti interjected that the library had just received a \$750 check as a matching gift from the Pfizer Foundation. Trustee Pierangeli said that was a good idea to let the public know the library now had 501 (c) 3 non-profit status. Foti commented that former board member Cliff Sacks had always said: “You can’t cut your way out of a recession!” Foti told trustees that 3 years ago, the library had earned \$100,000 in interest income (with a 5% rate) and now the library only earned

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\$20,000 in interest income (with a .15% rate). Foti also said room rental rates could be reviewed but an adjustment in rates probably wouldn't yield a big return. Systems Administrator Rolfe Behrje interjected that the library needed to be cautious about fees because nothing kills a service more than user fees. He illustrated with the library's experience back when the library was a Department of the City of Portage and the City Manager had put a 50 cent charge on rental DVDs and in 6 months circulation of that collection had been cut in half. New trustee Behr suggested that fees would be appropriate for classes taught at the library or special business services. Foti agreed and said he could also see charging "out of district" patrons for premium library programs.

Library Director Berro said that her overall philosophy with regard to the library was that we provide a public service paid for by citizen taxes and that we are here for the "have's and have not's" and are the great equalizer in our society, so that was why we try not to charge extra fees. We don't want to exclude people and don't want to keep people from accessing a service that they already pay for with their taxes. Berro reminded trustees that the Fines and Fees Policy is reviewed annually by the Library Board and that they might want to consider changes when they review that policy this year.

Berro thanked new trustees Michele Behr and Stephanie Brown for their participation in the board meeting discussions and said that new trustees bring new perspectives so she was glad to have their input.

Library Board Chair Pierangeli asked if there was any further discussion on the proposed FY 2012 Budget and if not, he said it would stand as presented.

DISPOSITION: Library Board members received information about the proposed FY 2012 Budget and accepted it as presented with no changes made to the budget. A public hearing on the proposed FY 2012 would be held on August 22, 2011 at which time the Library Board would vote to officially adopt this budget and set the millage.

- B. Budget Amendment for FY 2011 Budget for Repair of Library Roof - Library Director Berro told trustees that because the library's roof is 16 years old (installed in 1995 & off warranty in 2005), that there are some spots of concern and areas needing attention. She said she had contacted TMP Architecture, Inc., the firm that does the library's building audits every 5 years, and arranged for Mark Reile to come examine the library's roof and provide an assessment of its condition. Berro asserted that with future revenue so uncertain, she felt it would be more prudent to use whatever resources were currently available to get the library's roof into the best possible condition at a price that could be more affordable now rather than later. She also said that the cost to implement a green roof was beyond the library's reach but could be investigating in the future. A discussion followed about the three options that the library could consider for the roof at this time.

Option #2: The existing roof membrane would be secured, thoroughly cleaned and then covered by a new fully-adhered, EPDM (ethylene propylene diene Monomer (M-class) rubber) or TPO (thermoplastic polyolefin) membrane, including new flashings at all roof penetrations. This should maintain the roof for 15 years and a 15-year warranty is typically included with this system. The budget range for this option for the 20,000 sq. ft. roof would be \$48,000 to \$56,000.

Library Director Berro made the following recommendations:

Recommendation #1: I recommend that the Library Board authorize the Library Director to proceed to engage TMP Architecture, Inc. to be the library's "Project Administrator" for the library's Roofing Project at an approximate fee of \$3,500 to \$5,000 depending on the roof option selected.

Recommendation #2: I recommend that the Library Board approve the selection of Option #2 for the library's roof remediation, as described in the attached letter from TMP Architecture, Inc. at a cost of approximately \$48,000 to \$56,000, and with a 15-year manufacturer's warranty. This option would buy significant time for the library's roof at a cost that could be managed now, and perhaps not in the next few years, and would allow a longer period for research into green roof alternatives.

BUDGET AMENDMENT REQUEST:

Library Director Berro said that if the Library Board accepted those two recommendations, then she would request Library Board approval of the following budget amendment:

I request that the Library Board approve a budget amendment to the FY 2011 Budget to move \$65,000 out of the Undesignated Fund Balance, and place it into the Roof Replacement Project line, to cover the cost of hiring TMP Architecture, Inc. as "Project Administrator" for the library's Roof Replacement Project and to pay for the entire roof work to be done, the cost to be determined following a competitive bid process but not to exceed \$65,000.

MOTION: It was moved by DeHaven, and seconded by Yantis, that the Budget Amendment Request to move \$65,000 out of the Undesignated Fund Balance in the Fiscal Year 2011 Budget and place it into the Roof Replacement Project line be approved as presented. Vote: 7-Yes, 0- No. Motion carried.

Trustee Yantis pointed out that this action would have an impact on the FY 2012 Budget too and that any money in that budget's Undesignated Fund Balance should be adjusted accordingly. Library Director Berro said that she would make sure that the adjustment was made and that a supplementary sheet would be developed to explain the change to the FY 2012 Budget due to the Roof Replacement Project being done in FY 2011 instead of FY 2012.

- C. **Progress Report on End Statement #2** - Library Director Berro explained, for the benefit of the new trustees observing at the meeting, that under Policy Governance operations, the Library Board established Ends Statements for the library each year which defines what the library's purposes are and the outcomes to be achieved. Then, the Library Director interprets the Ends for the year and provides detailed descriptions of the activities and projects that will be undertaken to accomplish the Ends (outcomes) that year. Over the course of the year, trustees are given progress reports on each of the End Statements to indicate how the library is doing and then at the end of the year in December, trustees are given a final progress report on all of the Ends to illustrate the outcomes that were achieved. Berro said that at this meeting she would be giving board members a progress report on End Statement #2 – *The Library will be a desired destination for our community* and then proceeded to go over highlights of the progress report.

Library Director Berro pointed out the following information in the Progress Report on End Statement #2:

- The library's "Hot Picks" collection is only available to Portage District Library card holders (and not reciprocal borrowers).
- Efforts are under way to make the book return wall slot in the front Checkout area more visible to the public.

- A new informational display unit is being ordered and will be the library's new "Program Central" spot for promotional materials and information about library events and programs.
- Consideration is being given to relocating one self-checkout station from the front lobby down to the Youth Services area because the machine in the lower level is doing the same amount of check-outs as the ones upstairs and needs to be more reliable.
- Self-checkout transactions have now reached a level of 62% of all checkouts at the library. *[Trustee Ongley said that she always talks to patrons who are using the self-checkout machines to see how they are doing with it and their responses have indicated to her that they really like it.]*
- New window blinds will be installed in the large front window overlooking the Checkout area for better sun screening and to reduce glare in that area.
- Library Administration, the Systems Administrator and the Circulation Supervisor are working with 3M Company to try to find a way to improve self-checkout of audio-visual materials and eliminate problems with AV items that are not going through the self-checkout stations as they should.
- The library's Orientation Packet that has been given to newly registered library borrowers is undergoing a transformation and will now be a Services Brochure that will be available to all patrons and will provide brief descriptions of the library's resources and services and a link to the library's website for more detailed information.
- The library is planning a Roof Replacement Project that will likely be done in Fall 2011.
- The library will also need to replace its boiler soon.
- The library now has fiber optic connection to increase Internet speed and reliability *[Berro commended Library Systems Administrator Rolfe Behrje for the excellent work he has done to accomplish this, indicating that he had spent many hours on the fiber optic project and all the other technology initiatives underway now.]*

Library Director Berro referred to page 36 of the board meeting agenda packet and went over the list of prioritized Capital expenditures, saying that these were possible due to monies saved through 2010 technology efficiencies. She commented that she was very pleased with the way circulation was going and felt that the library was where it should be six months into the year. Library Board Chair Pierangeli remarked that it was an excellent report.

DISPOSITION: The Library Board received the Progress Report on End Statement #2 and trustees made favorable remarks about the various initiatives underway at the library.

[Note: Trustee Alisha Siebers had to leave the board meeting at 7:54 pm]

VIII. Monitoring to Assure Compliance with Executive Limitations

A. Report on Financial Condition for May 2011 – Library Business Manager Rob Foti gave an overview explanation of the monthly financial reporting process for the benefit of the two new trustees who were observing at the board meeting. He stated that the monthly Report on Financial Condition is a status report on the library's finances, and that Quarterly Reports are summaries of the revenue and expenditures for the specific quarters in the fiscal year.

New trustee Michele Behr asked what was meant by "Inter Category Shifting" and Business Manager Foti explained that the library is only authorized to move money between lines in the same budget category, but cannot move money between budget categories – known as "Inter Category Shifting." This is a protective measure to assure that large scale trade-offs between budget categories are not being done. [Note: If a shift of funds is needed between categories, it is presented to the Library Board as a Budget Amendment request and required board members' approval.]

Business Manager Foti said that there were no concerns about the library FY 2011 Budget and that he was expecting to get a penal fine payment in the month of July. He noted that \$80,000 had been budgeted and they were hoping that it would come in at that level. He mentioned to the two new trustees that the library budgets very conservatively so there will be no big surprises.

DISPOSITION: Library Board members received the Report on Financial Condition for May 2011 and thanked Business Manager Foti for his explanations and careful monitoring of library funds.

IX. Library Director's Reports

- A. Marketing Update for May 2011 – Marketing Manager Chris Walker told trustees that a new initiative was underway to replace printed promotions with online information. She said that moving to an online format could save the library as much as \$33,000. A new online promotional tool was being considered that would enable the public to go online to get library program information. Walker indicated that she had checked with the Portage Public Schools Director of Communications, Tom Vance, and that he told her that they were also planning on making similar changes and would be going online with the PPS newsletter.

Walker also informed board members that the Friends had funded her request submitted with the library's 2011 "Wish List" and had given the library \$1,500 to be used to purchase new display units that will be part of a new Program Central promotion concept. Walker said she was meeting with programming staff now and talking about how best to reach out to people with library information. She said that she would keep board members up-to-date on this initiative. Trustee Ongley asked Walker to provide an evaluation later on of how patrons are using the displays and if the Program Central idea was working.

Trustee Martha Pacheco suggested that it would be better not to place too much "quick info" in front of the book return in the main lobby, because if patrons stopped to read the information, they would block the book drop.

New trustee Stephanie Brown inquired if library programming information would possibly be able to pop up on smart phones and Walker replied that they were definitely looking at that potential. Library Director Berro said that Lawrence Kapture, Head of Adult Services, had just returned from the 2011 American Library Association Conference and told her that the Evanced program (which the library already uses) has an application that enables a web presence on smart phones.

Trustee Laurie DeHaven said that she would still like to see a Calendar of Events for the library made available to people online via the library's e-newsletter. Trustee Ongley noted that the library was conducting a Style Show program in October and asked if there would be any cost for attendees. She remarked that the Ladies Library Association was doing a Style Show too and they were selling tickets for it.

DISPOSITION: Library Board members received the Marketing Update for May 2011 and thanked Marketing Manager Walker for her presentation of new marketing initiatives that would save money for the library.

- B. Narrative Report for May 2011 – Library Director Berro told trustees that May and June 2011 had been extremely busy months at the library. She referred to pages 44-45 of the board meeting agenda packet and went over highlights of activities for these months. She mentioned the Volunteer Recognition Luncheon had been held in May and that Adult Services Librarian Nicolette Sosulski's had received the Gale Cengage Award for Excellence in Business Librarianship at the 2011 American Library Association Annual Conference in New Orleans on June 23-26, 2011.

Berro also reported that she had invited Denise Bresson, Portage Public Schools Director of Curriculum to come to the library to speak to staff about upcoming curriculum changes and how we might plan ahead to help students and teachers with these changes. Berro said that Bresson did an excellent job and that it was a very informative presentation that was well received by library staff.

Finally, Berro mentioned that the library's 2011 Summer Reading Program Kick Off had been conducted on Friday, June 4, 2011 and that the library's Lego Block Party program held on June 16, 2011 had 200 attendees. She commented that since many people had cancelled extra services at home (Internet, Cable TV, etc) they were depending more on the library to help make up for those services and entertainment.

DISPOSITION: Library Board members received the Narrative Report for May 2011 and acknowledged that there

Minutes of the Regular Library Board Meeting held on June 27, 2011

had been many things going on at the library in May and June 2011.

- C. Statistical Report for May 2011 – Library Director Berro said that there was nothing unusual about the statistics at this point and that the library was going along at a normal pace for this time of year. She pointed out that the library's service population is now 49,835 and that out of that number, we currently have about 45,000 registered library borrowers which is a huge percentage of our service population. In terms of usage statistics, Berro said that the front door traffic and youth services usage figures keep escalating and that overall, the numbers are looking good. She noted that e-transactions were up; database usage had increased and website hits were up. Trustee Yantis asked if website hits included Facebook visits and Systems Administrator Rolfe Behrje replied that it did not because the library was using Google Analytics to collect statistics and Google does not track Facebook hits. New trustee Stephanie Brown remarked that if people linked to Facebook from the library's website that it would provide a statistic for people going into Facebook from the PDL website, and Behrje agreed. Berro said that the only declining statistic was volunteer hours and commented that the numbers had gone down in part because of aging volunteers and that a couple who had actually died recently. New trustee Michele Behr asked what "Edutainment" was and Berro responded that it was educational video games.

DISPOSITION: Library Board members received the Statistical Report for May 2011 and expressed approval for the increasing usage statistics for the library.

- D. Legislative Update – Library Director Berro referred to pages 48-54 of the board meeting agenda packet and gave a brief overview of some of the legislative activities. She said that the percentage split for government employees for health insurance would likely be decided soon, and that the next topic for legislative debate would probably be the Personal Property Tax issue. She reminded trustees that if the PPT is eliminated with no replacement, then the library could lose \$600,000 or more in revenue. Berro stated that she thought the matter would probably be decided in September 2011. She remarked that Governor Rick Snyder was not in favor of eliminating the Personal Property Tax without a replacement of some kind.

DISPOSITION: Library Board members received the Legislative Update and thanked Berro for closely monitoring the Personal Property Tax issue and other legislative activities.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the July 25, 2011 Board Meeting

Library Board Chair Pierangeli asked if there were any additions to the suggested agenda for the next board meeting to be held on July 25, 2011, and there were none.

- 1) *Minutes of the Regular Meeting of June 27, 2011.*
- 2) *Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends, and Library Board Secretary for 2011-12.*
- 3) *Approval of date and time for a Public Hearing on the Library's FY 2012 Budget.*
- 4) *Approval of proposed FY 2012 Budget and Millage Rate to be Levied and voted on at August meeting.*
- 5) *Presentation of 3-Year Technology Plan for the Library by Behrje and Wright. FY 2012-2014.*
- 6) *2nd Quarter Report for Fiscal Year 2011.*
- 7) *Monitoring Report on Executive Limitation for Minutes/Records Retention.*

- B. Assessment of this meeting – Trustees agreed that it had been a good meeting – especially the presentation on the FY 2012 Budget and the Progress Report on End Statement #2.

- C. Miscellaneous Items - Trustee Scott Pierangeli commented that he did not run again for the PDL Board because of his job obligations. However, he wanted to state that it had been a wonderful experience for him and that he had learned a lot, especially from Trustees DeHaven and Ongley. He complimented Library Director Berro and library personnel on their professionalism and told the two new trustees that they would be very glad they had chosen to run for the Portage District Library Board.

XI. Adjournment

Library Board Chair Pierangeli said if there was no more business, he would accept a motion to adjourn.

MOTION: It was moved by DeHaven, and seconded by Yantis, that the Library Board meeting of June 27, 2011 be adjourned. Vote: 6-Yes, 0- No, 1-Absent (Siebers). Motion carried and the meeting was adjourned at 8:20 p.m.

To: Portage District Library Board
From: Christine Berro, Library Director
Date: July 18, 2011
Subject: Approval of Date and Time for a Public Hearing on the Library's FY 2012 Budget

The sequence of steps required to approve a budget for the Portage District Library includes a public hearing on the proposed library budget for the subsequent fiscal year. A decision will need to be made so that a "Notice of Public Hearing on the Portage District Library's Proposed Fiscal Year 2012 Budget" can be placed in the *Kalamazoo Gazette* at least (10) working days prior to the date of the public hearing.

For this reason, at the next board meeting to be held on July 25, 2011, it will be necessary for the Library Board to approve a date and time for a public hearing on the Library's FY 2011 Budget. The usual date that has been established in previous years is the fourth Monday in August, and the public hearing has typically been held at the very beginning of the regular library board meeting scheduled for that 4th Monday, at 6:00 p.m. This year, the date would fall on August 22, 2011.

If the Library Board approves this date and time, then a public notice will be placed in the newspaper to appear on Sunday, August 7, 2011.

PORTAGE DISTRICT LIBRARY

Swearing in of Newly Elected Library Board Members

as of
July 1, 2011

Following are the names of the two board candidates who ran for 4-year terms on the Portage District Library Board and were elected in the May 3, 2011 election:

Newly Elected Trustees	Term Expires on:
Michele Behr	June 30, 2015
Stephanie Brown	June 30, 2015

Stephanie Brown will be officially sworn into office at the July 25, 2011 Library Board meeting, and Michele Behr will be officially sworn in at a later date prior to the August board meeting.

STATE of MICHIGAN
COUNTY of KALAMAZOO

I _____ do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully perform the duties of trustee in and for the Portage District Library Board of the County of Kalamazoo and State of Michigan, according to the best of my ability, so help me God.

Subscribed and sworn to before me, this _____.

Signed by: _____
Rob Foti, Library Business Manager
Portage District Library
300 Library Lane
Portage, Michigan 49002 (Kalamazoo County, Michigan)

Notarized by:

To: Portage District Library Board
From: Christine Berro, Library Director
Date: July 18, 2011
Subject: Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends, and Library Board Secretary for 2011-12.

At the first board meeting in July 2011, Library Board Chair Betty Lee Ongley will announce her appointments of individuals to the following Library Board committees and positions for 2011-12:

- Library Board Liaison to the Friends of the Library
- Library Board Personnel Committee
- Library Board Secretary

To: Portage District Library Board
From: Christine Berro, Library Director
Date: July 18, 2011
Subject: Final Approval of the Fiscal Year 2012 Budget & Decision on Millage to be Levied

At the July 25, 2011 board meeting, board members will be asked to make a final decision on the budget for Fiscal Year 2012 and the millage amount to be levied. The year before last, due to strained economic conditions, the Portage District Library Board increased the millage levy for the library from 1.49 mills (\$1.49 per \$1,000) to 1.50 mills (\$1.50 per \$1,000) to be levied on real and personal property. Since we are still experiencing declining revenue, the Library Board is strongly advised to continue to levy the full authorized amount of 1.50 mills for FY 2012.

A formal public hearing will be held on August 22, 2011, (subject to Library Board action at the July 25, 2011 board meeting) at which time the Portage District Library Board, as the library's authorized governing body, with all the powers granted to such a district library board (per District Library Establishment Act, 1989 PA 24 (MCL 397.171 *et seq.*), will determine the amount of money necessary for the operation of the library and set the millage levy amount on the taxable property in the *Portage District Library* service area, by passing a resolution to formally adopt the Fiscal Year 2012 Budget and set the millage.

Budget documents will be re-issued to board members. Please note that the "FY 2012 Budget" will be printed separately and included at the end of the agenda packet for easier reference.

Please review this budget information for any changes that may be needed, and prepare to finalize the FY 2012 Budget with a vote at the July 25, 2011 board meeting.

Thank you.

To: Portage District Library Board
From: Christine Berro, Library Director
Date: July 17, 2011
Subject: Presentation of 3-Year Technology Plan for Portage District Library 2012-2014

At the July 25, 2011 Library Board meeting, trustees will hear a presentation by Library Systems Administrator Rolfe Behrje and Website Manager Laura Wright, about the library's 3-Year Technology Plan. This will provide an opportunity for board members to be given a broad brush overview of where the library is right now with its technology, what we will be trying to do in Fiscal Years 2012, 2013 and 2014, as well as our budgetary provisions for technology initiatives. It will also give trustees a chance to ask any questions you may have about the library's technology goals.

The 3-Year Technology Plan is a method that we use to forecast, prepare and plan for required technological maintenance, upgrades and enhancements at the library. By looking over a 3-year period, we can better assess the library's technology needs now and in the next couple of years; we can determine if there are new technologies that could possibly work better for the library and be more cost efficient and effective; and it gives us a better notion of what our technology budgetary needs will be, so that we can assess our potential for covering these technology expenses and making any necessary adjustments as may be required.

In terms of this "three-year" picture for technology, I would like to clarify that the information for the first year of the 3-Year period (FY 2012) will provide cost projections for technology that are relatively solid, based on specific planned expenditures related to technology initiatives that we know we are definitely going to do that year. For the second year (FY 2013), our cost projections for technology will be somewhat specific, in areas of continued funding for ongoing technology, and somewhat generalized - to allow for technological changes yet to be determined. For the third year (FY 2014), we take a broader approach and include projections that are much more speculative both in terms of technological capabilities and budgetary ability to fund them.

We are in a rather unique position at this point, of already knowing that the library has less revenue for its operation right now and will be facing even greater revenue shortfall in coming years. For that reason, we have already begun to scale back operational costs. In addition, in May 2011, the Library Board was presented with a "Worst Case Scenario" FY 2012 Budget which contained significant reductions in budget line items based on the potential loss of \$600,000 or more if the state's Personal Business Tax were to be eliminated with no replacement. This is still a major concern and something we may not be certain about for a few more months, but the point needs to be made that if the "Worst Case Scenario" FY 2012 Budget must be implemented, it will have a severely negative impact on the library's operation and will most definitely affect what the library is able to accomplish with its 3-Year Technology Plan. If that happens, it will be a matter of prioritizing expenditures across the entire library and very likely scaling back or eliminating some previously planned technology initiatives.

Please see attached "Technology Planning & Budgeting Process" for an explanation of the process followed at the library for technology initiatives.

PORTAGE DISTRICT LIBRARY

Technology Planning & Budgeting Process at the Library

July 2011

Below is an outline of the process entailed in planning, budgeting for and implementing technology at the Portage District Library.

NOTE: There are two aspects of technology at the library: the Network Side (Server & Network Infrastructure; Phone System; Internet & wireless network; RFID & Integrated Library System; computer hardware, software, etc.) and the Web Side (library website – content & web services.)

With regard to the “Network” side of technology, the library has teamed up with its technology partner, Secant Technologies to provide the library with a wide array of professional technology services such as: expertise, advice, systems back-up, maintenance and troubleshooting service. With regard to the “Web” side of technology, the library has a web partner, Fusionary, Inc. providing expertise in web content, features and services. Our arrangements with these technology partners are like the other professional service arrangements the library has with BDO Seidman (for financial & audit services); UBS Financial Services, Inc. (for investment service); and John Schumann of Rose Street Advisors (for healthcare insurance & other Human Resource benefits service).

Technology Planning & Budgeting Process at the Library

1. The library has a “Technology Team” (composed of the Library Director; the Systems Administrator; Web Manager; Circulation Supervisor, Technical Processes Cataloger and the Public Relations Manager) and a “Web Team” (composed of the Library Director; Website Manager; Public Relations Manager, Youth Services Librarian and Marketing Manager) that meets weekly to discuss technology issues and make recommendations regarding technology for the library.
2. The library’s Ends Statements are endorsed by the Library Board annually and technology activities and projects are detailed in the Library Director’s interpretation of Ends which are presented to the Library Board at the beginning of each year, for their review and endorsement.
3. The library’s budget process is conducted in spring with each Department Head submitting a budget request for funds for the following year to achieve Ends activities and projects. The Library System Administrator submits budget requests for technology initiatives according to the library’s 3-Year Technology Plan and deliberates with the Library Director and Business Manager to make choices.
4. The library’s Budget is developed through one-on-one meetings between the Library Director, Business Manager and Department Heads and a preliminary budget is taken to the Library Board in June, and a final budget with any changes is brought back in July to be finalized and officially adopted at a public hearing in August. The library’s budget includes provision for technology (based on the 3-Year Technology Plan) in three budget categories:
 - (a) Operating Budget Line: (for ongoing costs such as Sirsi Dynix contract fees; maintenance of hardware and software; Internet service (fiber optic connection) and other lump sum expenses). The money designated for technology in the Operating Budget line is approved for expenditure when the Library Board votes on the library budget in a public hearing in August, and after that it is automatically available to spend on technology.
 - (b) Capital Improvement Project Budget Line: (for replacement of public & staff computers, printers, meeting room audio-visual sound system; and other technology equipment) Note: Due to the library’s current economic circumstances, the refresh cycle for equipment will now be no sooner than every 5 years, and standard practice will be to keep equipment as long as it lasts.

Previously, when the library was on a 4-year refresh cycle, we were investing \$75,000/yr to accomplish that replacement interval. The money designated for technology in the Capital Improvement Project Budget line is approved for expenditure when the Library Board votes on the library budget in a public hearing in August and after that it is automatically available to spend on technology.

- (c) Technology Reserve Line: (for special technology projects that must be saved up for in order to accomplish. Examples in the past would be the library's Symphony Integrated Library System; WiFi; the RFID (Radio Frequency Identification) Project; Fiber Optic connection to increase Internet Bandwidth; and in the future would be the proposed replacement of the library's telephone system.) The money designated for technology in the Technology Reserve requires prior approval from the Library Board to move the money out of the Reserve Fund and into an Operating Budget line for expenditure.
5. A 3-Year Technology Plan is developed and presented to the Library Board in July every year, by Rolfe Behrje and Laura Wright, which outlines for trustees the specific direction the library is heading with technology on both its network side and the Web side. Details are provided about maintenance, upgrades and new technology for the library's network infrastructure and website.
 6. The Library Board is kept up-to-date on technology accomplishments at the library through Ends Statement Progress Reports; updates on technology activities that appear in monthly board meeting packets; marketing reports that reflect public education about new technology at the library, and any time that a budget adjustment must be brought to the Library Board for approval to move money out of the Technology Reserve Line and into an Operating Budget line for expenditures on technology.

To: Portage District Library Board
From: Christine Berro, Library Director
Date: July 18, 2011
Subject: 11th Annual Food for Fines Campaign at the Portage District Library

The 11th Annual *Food for Fines* campaign is scheduled to begin Saturday, August 13, 2011 and end Monday, August 22, 2011. For the benefit of new board members, I thought I would briefly explain the Food for Fines program and its purposes and also point out a proposed change that we are going to make to the *Food for Fines* campaign this year. Of course feedback from trustees is always welcome.

BACKGROUND:

The *Food for Fines* campaign was originally begun at the library as a “good neighbor” community support initiative with the goal of helping to restock the food pantry of the Portage Community Center and was also intended to be a way that library patrons could reduce or eliminate their overdue charges in return for donations of canned or packaged non-perishable food items. We established a rule that donations would be accepted on the basis of one canned or packaged food item or five packages of ramen noodles for each dollar of fines to be waived, and we stated that the exception would be that donations could not be applied to the replacement cost of lost or damaged library materials. This has been well accepted by library patrons.

Although we have experimented with holding the *Food for Fines* campaign at other times of year, we have determined that it is best to schedule it to coincide with the end of our Summer Reading Program because it allows for the greatest cross-section of participants among library users and it also generates the largest amount of donations for the Portage Community Center. In addition, we have been told by PCC that the summer months are a very needy time for their food pantry which serves many of our constituents.

PROPOSED CHANGE:

In the past, we have scheduled the *Food for Fines* campaign to run for a period of (12) business days. However, we found out last year during the renovation of the front lobby Checkout area, that it is no longer feasible to accept donated food items at the front Checkout Desk because it gets much too congested and library personnel at that service desk need to be focused entirely on regular patron transactions. Instead, last year we set up a separate *Food for Fines* donations table in the Atrium with designated staff assigned to it to accept donations, waive fines and do the necessary counting, inspecting, and packing of donated food items. Even though this worked out well last year, it did pose a significant problem with Circulation staff scheduling because it required staffing another service point for an additional 130 hours.

Since we usually experience a lull during weekdays of the 2nd week of the *Food for Fines* campaign, **we are now opting to shorten this year’s donation period to (8) business days** which will equate to a savings of 36 hours of staff time. It will still allow for ample donation opportunity for the public without creating such a lengthy diversion of staff away from regular library duties. During the two to three week period prior to the start of the *Food for Fines* campaign, we will begin our marketing efforts to raise awareness and advertise the dates for food donations at the library in exchange for waived fines to encourage donations during the 8-day food collection period.

Because the library is in a period of declining revenue, there may be a question about why the library is foregoing revenue by waiving fines during the *Food for Fines* campaign. On average we waive about \$6,150 in fines and collect approximately 6,640 food items each campaign. The thing we have noticed over the years is that many borrowers who take advantage of fines being waived during the *Food for Fines* campaign would not have been able to pay their overdue charges otherwise. In fact, this program allows some library borrowers to finally regain access to our collections after months or years of having fines that were too high to allow them to check-out materials. Allowing these borrowers access to checking out library materials again is a way for us to fulfill our End Statement #1 to: "*Optimize patron access to popular and informational resources.*"

OTHER BENEFITS:

In evaluating the pros and cons of the library's *Food for Fines* campaign, some other benefits of this program need to be taken in to consideration. First, it is a very popular program with the public, and we have always had very good participation and get a lot of positive feedback about it from library users. Second, it helps us fulfill the library's End Statement #2 to: "*Be an active participant in building community*" as well as Ends Statement #3 to: "*Respond to the changing needs of our community.*" Third, it makes everyone more aware of the ever increasing need for assistance throughout our community and how people are being helped by the Portage Community Center, particularly through access to a fully stocked food pantry which the library helps to fill.

SUMMARY:

Portage District Library's annual *Food for Fines* campaign has been a worthwhile initiative that we have conducted for over a decade, and it has been a highly successful humanitarian effort that has been fully supported by library users for the benefit of the Portage community. It has been a win/win situation for Portage District Library patrons, Portage Community Center aid recipients and the whole community. Nevertheless, it is important for us to be cognizant of the costs to the library in terms of staff time and waived fines, to run the *Food for Fines* campaign. By shortening the food collection period to (8) business days this year, we believe that the library can continue the *Food for Fines* campaign at this time. If the experience this year indicates otherwise, we will reassess the program for future years.

A final report with comparisons to previous years' collections will be made to the Library Board in September 2011 to share the outcome of the 11th annual *Food for Fines* campaign, as well as communicate the impact of reducing the number of days of food collection.

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
June 2011

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

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

Director's Response:

Revenue	\$ 3,458,085
Expenditures	\$ 1,940,373

Risk reserve (13% of operating budget)	\$ 465,348
Building Reserve	\$ 50,000
Technology Reserve	\$ 44,289
Debt Reserve	\$ 9,483
Donation Reserve	\$ 9,825
Benefits Reserve	\$ 18,991

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.

Library Director's Report on Financial Condition for June 2011.

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 ADP, Inc. (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.

Portage District Library
2nd Quarter Report
June 30, 2011

Revenue		Percent of Year Gone -->				50%		
General Ledger Category	2nd Qtr. Budget	2nd Qtr. Actual	2nd Qtr. % Received	2011 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received	
Total Tax Revenue	\$ 178,716	\$ 111,891	63%	\$ 3,365,328	\$ 3,338,016	\$ 3,338,016	99%	
Other Revenue	39,238	45,304	115%	216,320	105,791	105,791	49%	
State Aid Revenue	7,750	9,383	121%	15,500	14,278	14,278	92%	
Total Revenue	\$ 225,704	\$ 166,578	74%	\$ 3,597,148	\$ 3,458,085	\$ 3,458,085	96%	

Expenses								
General Ledger Category	2nd Qtr. Budget	2nd Qtr. Actual	2nd Qtr. % Spent	2011 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent	
Total Salaries & Wages	\$353,879	\$353,879	100%	\$1,392,603	\$654,128	\$654,128	47%	
Total Fringes & Benefits	119,141	119,141	100%	540,033	234,010	234,010	43%	
Total Library Materials	104,022	104,022	100%	602,841	243,429	324,436	54%	
Total Utilities	28,797	28,797	100%	131,675	48,831	49,881	38%	
Total Buildings	35,170	35,170	100%	139,939	63,981	97,283	70%	
Total Furnishings & Equipment	0	0	#DIV/0!	10,949	1,735	1,735	16%	
Total Supplies	22,576	22,576	100%	131,734	45,421	57,246	43%	
Total Professional Services	61,226	61,226	100%	256,322	98,704	120,138	47%	
Total Other Charges	48,000	48,000	100%	277,784	104,938	104,134	37%	
TOTAL OPER. EXPENSES	\$ 772,811	\$ 772,811	100%	\$ 3,483,880	\$ 1,495,177	\$ 1,642,991	47%	
TOTAL CAPITAL PROJECTS	\$ 218,051	\$ 218,051	100%	\$ 485,547	\$ 293,012	\$ 297,382	61%	
TOTAL EXPENSES	\$ 990,862	\$ 990,862	100%	\$ 3,969,427	\$ 1,788,189	\$ 1,940,373	45%	

EFFECT ON FUND BALANCE *	\$ (765,158)	\$ (824,284)		\$ (372,279)	\$ 1,669,896	\$ 1,517,712
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Cash Flow Analysis of 2011 money only		Cash Flow Analysis of all money including prior year(s)	
2011 cash as of 3/31/2011	\$ 2,494,176	12/31/10 Audited Total cash (Fund Equity*) minus liabilities	\$ 1,670,379
+Second Quarter Revenues	166,578	+ 2011 Revenues	3,458,085
- Second Quarter Operating Expenses	772,811	- 2011 Operating Expenses	1,495,177
- Second Quarter Capital Projects	218,051	- Capital Projects	293,012
		- General Reserves	465,348
		- Building Reserves	50,000
		- Donation Reserves	9,825
		- Debt Reserves	9,483
		- Benefits Reserve	18,991
		- Technology Reserve	44,289
		- Encumbrances	152,184
2011 cash as of 6/30/2011	\$ 1,669,892	Total available cash as of 6/30/2011 (Fund Balance*)	\$ 2,590,155

* 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 \$27,000 of outstanding property taxes as of June 30, 2011. All delinquent real property taxes were paid by the county in June. There has typically been approximately \$25,00 a year that is not collected in the current year and is received in subsequent years.

State Aid Revenue - The library has received its State Aid payments for FY2011.

Other Revenue - Other Revenue appears to be on budget for this time of year. The majority (69.74%) of this category's budget is comprised of Fines and Fees (32.36%) and Penal Fines (36.98%). Fines and Fees is 30.59% over budget at this time of year. Penal Fines are not expected to be collected until July. Investment income is slightly below budget at this time. The library is continuing to invest available funds where possible to achieve the highest income it can without compromising risk.

Salaries & Wages - Salaries & Wages are slightly under pace for this time of year. This is partially due to the timing of the last payroll period in June. There are 4 days of June payroll that were paid in the 3rd Qtr and therefore, not recorded until July. Given this factor, Salaries & Wages would be approximately 48.80% spent for the year to date. This category is approximately \$25,500 further under budget after adjusting for the days paid in July. The library has a full-time position that has been unfilled since January 8, 2011. The \$25,500 is directly attributable to this vacancy. As the year progresses, the library will see this amount grow.

Fringes & Benefits - Fringes & Benefits are less than the 50% expended as of June 30, 2011. There are several reasons for this. First, the library had an employee retire in January of 2011 for which a full year of premiums were budgeted. Second, the HRA reimburses employees for medical claims against their deductible as incurred. The library budgets a certain amount for deductibles each year based on maximum exposure and prior history. Therefore, when claims are down it will result in saving to the library. It appears that as of the end of the 2nd Qtr, both of these factors are helping to reduce the library's health care costs.

Library Materials - This category is slightly higher than the target % due to encumbrances from the prior year. The encumbered material is typically received in the first quarter and into the second quarter. This means that a higher percentage of goods are received in the first and second quarters and thus a higher percentage of expenses. There were approximately \$76,000 of encumbrances brought forward into the first quarter of FY2011. Per a review of the individual lines within this category, the majority are between 40% to 60% expended. This is normal for this time of year.

Utilities - Utilities are under budget for this time of year. As of the end of the 2nd qtr, only five (5) invoices have been received for Gas & Electric. The sixth payment was received and paid (\$9,817) in the 3rd qtr. With this amount added to the total Actual & Encumbrance, this category would be 45.34% expended.

Building - Year-to-date actual and encumbrances are greater than the 50% target due to the Purchase Orders being set up for the entire year for the building cleaning service, window cleaning, elevator service, etc. The largest of these services is the building cleaning service.

Furnishings & Equipment - This category is under its target for this time of year due to budgeted expenditures being for individual projects. This category has two (2) main projects that comprise 63.02% of the entire budget. The projects for FY2011 consist of re-upholstering chairs in the Youth area and a new office door for the Heritage Room. The re-upholstering will occur in the 3rd Qtr as quotes are currently being obtained. The Heritage Room door is finished but was paid for out of Building Repair & Maintenance. The \$1,200 budgeted for in this line will remain unspent for the remainder of the year, barring a future pressing need. An additional \$2,000 was added to this line as a gift from the Friends of the Portage District Library for new Hot Pick shelving. This project was just approved and will be completed in the second half of 2011.

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

Portage District Library
2nd Quarter Report
June 30, 2011

Professional Services - This category is slightly lower than the 50% target. A review of the lines within this category reveal that three (3) are over 50% expended. The Public Relations line is 80.48 expended due to an encumbrance for the entire years worth of Kalamazoo Gazette advertising being created early in the year. The financial audit is 100% expended as the audit was completed in the 2nd qtr. The Legal Services line is 73.16% expended. All other lines are 35% to 50% expended and within an acceptable range for this point in the year.

Other Charges - This category is under the 50% target. The majority of accounts within this category are between 30% to 40% expended. The accounts that vary from this amount have small yearly budgets and are not effecting the overall percentage. The Computer Repair & Maintenance line is 61.18% of this category's budget. It is currently 39.27% expended. This has the effect of lowering the entire categories expended budget % substantially. Computer Repair & Maintenance has several contracts and agreements that are paid for in the 4th qtr. and therefore, this category will remain under budget until that time.

Capital Projects - This category is over the 50% target because 88.36% of the Library's \$226,560 debt payment was paid in June. The Technology Project line is 55.35% expended but that amount are prior year encumbrances. The FY2011 Technology Project will not begin until the 4th qtr.

PORTAGE DISTRICT LIBRARY

Monitoring Report on the Executive Limitation Policy for
Minutes and Records Retention

July 20, 2011

As an elected, public governance body, the Library Board will generate and retain official board meeting minutes and other board records in a manner that complies with the Michigan Open Meetings Act (Public Act No. 267 of 1976, as amended.) Accordingly, the Library Director may not:

POLICY:	<p>1. Minutes will be produced for all library board meetings, and will contain:</p> <ul style="list-style-type: none"> <i>a. Information about the agenda topics, and the date, time and location of the board meeting.</i> <i>b. A list of all attendees/absentees.</i> <i>c. A brief summary of any public comments, staff presentations or discussions.</i> <i>d. A record of any decisions made at the meeting; motions made with the results (may include a very brief summary); and a record of all roll-call votes.</i> <i>e. A listing of other topics discussed (may include a very brief synopsis of the discussion.)</i> <i>f. A list of unresolved issues or other items to be carried forward to the next month (may include a brief discussion).</i> <i>g. References to any pertinent supporting documents, as deemed appropriate by the Library Director, Board Secretary or as requested by the Library Board.</i>
Director's Response:	<ul style="list-style-type: none"> ➤ The contents of the minutes produced for the Portage District Library Board include: (1) date, time, location and agenda topics for the meeting; (2) list of attendees and absentees; (3) summary of public comments and all other discussions; (4) a record of decisions and motions made and votes taken; (5) a list of other topics discussed; (6) a list of unresolved issues or other items to be handled at a future date; and (7) references to pertinent supporting documents. ➤ In addition, board meeting minutes are labeled "Board Approved on _____" after any changes or corrections are made and a vote taken to approve them. When the minutes are done after each meeting, they are posted on a public board in the library, and kept on file in the Library Office for easy access and referral. A list of any issues needing further consideration is maintained and used to generate agenda items for subsequent board meetings. ➤ Every effort is being made to produce professional, informational and accurate minutes of board meetings that will be retained in Library Archives as the only permanent record of Library Board activities and the chronological progress of the Portage District Library over the years.
POLICY:	<p>2. RETENTION of library board meeting official minutes and audiotapes will be as follows:</p> <ul style="list-style-type: none"> <i>a. For regular library board meetings, official minutes will be retained indefinitely.</i>

<p>POLICY:</p>	<p>b. For <u>regular</u> library board meetings, audiotapes will be retained for (90) days from the date of the meeting at which the minutes were approved, and then the audiotapes will subsequently be destroyed.</p> <p>c. For <u>regular</u> library board meetings, notes taken by the Library Board Secretary for the purpose of producing official board meeting minutes will be retained for one year (365 days) and then the secretary's notes will subsequently be destroyed.</p> <p>d. For <u>closed sessions</u> of library board meetings, official minutes will be recorded but will <u>not</u> be available for public inspection unless disclosure is required by a civil action. These closed session minutes may be destroyed one year (365) days and (1) day after approval of the minutes of the regular meeting at which the closed session was approved.</p> <p><i>NOTE: Except for minutes taken during a <u>closed session</u>, all minutes are considered public records, open for public inspection, and must be available for review as well as copying at the address designated on the public notice for the meeting.</i></p>
<p>Director's Response:</p>	<ul style="list-style-type: none"> ➤ The process for <u>retaining minutes</u> of Library Board meetings is followed according to this Executive Limitation Policy. The Board Secretary maintains all Library Board meeting files with attention to retention period requirements. Regular board meeting minutes <i>in print</i> are kept indefinitely, audiotapes are kept for (90) days following the date of the board meeting, and notes taken by the Board Secretary are kept for (1) year following the date of the board meeting. After each board meeting, minutes are filed by board meeting dates in both the Library Office and in library archives in the Heritage Room. These files are weeded at the end of the fiscal year and old board meeting files with minutes are rotated out of the active file into storage. ➤ Closed session minutes are kept separately from regular session minutes, and are not made available to the public. After a board meeting with a closed session, the date for discard of the closed session minutes is entered on an electronic calendar for one year forward, so that it will prompt action on the appropriate future date for discard.

PORTAGE DISTRICT LIBRARY

Marketing Update

July 2011

The following marketing activities were conducted at the library during the month of June and the first part of July 2011.



A flyer was designed to promote the upcoming Meet the Chef program series for the fall of 2011. Three separate programs are highlighted. The flyer will be made available in the library and on the library's webpage. This program is co-sponsored with Fair Food Matters.



Because the library will no longer be printing the Library Events Calendar a committee has been formed to address how the library will be promoting library programs and it's communication plan. What's happening at the library this week will be posted in the adult, teen and youth area utilizing stanchions purchased by the Friends of the Library. Three banners will be designed to promote ways that patrons can access the Library Events Calendar. The Events Calendar will be posted online utilizing a monthly publisher and posted on the library website as a PDF. Patrons can access the library programs several ways

such as the library's digital signage, and ad posted on the library website, published in the monthly library's e-Newsletter, on the library Facebook and posters over the circulation book drop. Other ways to promote the Library Events Calendar are also being investigated at this time. We will stop the printing of the Library Events Calendar in January 2011 but will begin the communications plan this fall.

PORTAGE DISTRICT LIBRARY

Library Director's Narrative Report for July 25, 2011

Activities in June/July 2011

Administrative Activities:

During the months of June 2011, and the first part of July 2011, the Library Director:

- ❖ Held weekly Administrative Team meetings on Thursday mornings.
- ❖ Held regular library-wide staff meetings on Tuesday mornings for all library employees.
- ❖ Participated in weekly Technology Team meetings.
- ❖ Participated in weekly Web Team meetings to make decisions for the Web Redesign Project.
- ❖ Participated in weekly Acquisition meetings.
- ❖ Participated in weekly Portage Rotary Club luncheon meetings.
- ❖ Held a meeting with Secant Technologies on 6-28-11 to discuss the library's technology budget options.
- ❖ Took part in a conference call with Sirsi Dynix on 6-29-11 to discuss next stage Symphony integrated library system capabilities.
- ❖ Had a conference call with Kalamazoo Public Library Director on 6-29-11 pertaining to KPL's experience with the "roaming staff" model.
- ❖ Participated in a board meeting of the Southwest Michigan Black Heritage Society on 6-30-11.
- ❖ Met with Marketing Manager Chris Walker on 7-06-11 to go over the 2011 Marketing Plan for the library.
- ❖ Attended a Michigan Library Association Executive Committee meeting in East Lansing on 7-08-11.
- ❖ Met with Library Systems Administrator Rolfe Behrje and Web Manager Laura Wright on 7-11-11 to discuss their preparations for the 3-Year Technology Plan 2012-2014 presentation to the Library Board on 7-25-11.
- ❖ Met with Mark Reile from TMP Architecture on 7-11-11 to discuss the library's Roof Replacement Project.
- ❖ Took part in a Policy Governance training session with the Library Board and Facilitator Erv Brinker on 7-11-11.
- ❖ Met with Assistant to the Director Diane Delach on 7-13-11 to go over details of the library's Disaster Plan.
- ❖ Attended the SMLC council meeting at Lincoln Township Library in Stevensville, MI on 7-14-11.
- ❖ Participated in a MCLS (Midwest Collaborative for Library Services) conference call on 7-15-11 to vote on MCLS bylaws.
- ❖ Met with Lawrence Kapture, Head of Adult Services and Christy Klien, Head of Youth Services on 7-18-11 to discuss various ways to promote library programs.
- ❖ Met with Allison Hammond, of Community Advocates of Kalamazoo on 7-19-11 to invite her to do a presentation to library staff as part of the 2011 Staff Development Day on September 16, 2011.
- ❖ Met with Library Directors Ann Rohrbaugh (KPL) and Rick Hulsey (Willard PL) on 7-20-11 to discuss library issues.
- ❖ Met with Christy Klien, Head of Youth Services on 7-20-11 to discuss the special needs aspect of the 2011 Staff Development Day program.

Facilities Management Activities:

During the month of June, facilities work included: (1) cleaning the large air-handler, medium air-handler, and main air-handler unit and rooftop units, and wiping down the coils, pan, blower area and all accessible interior areas; (2) cleaning out the fresh air intakes and return ductwork; (3) meeting with Mark Reile of TMP Architecture to inspect the condition of the library's roof and to discuss repairing or replacing it; and (4) touching up paint around the library building in needed areas.

Merchandising

Adult Summer Reading displays made use of last year's decorations in a new way and placed them in different areas in the library. In addition, staff designed and printed Adult Summer Reading brochures with reading lists in-house on color copier.

Networking & Outreach:

- Staff attended meetings for Fair Food Matters, and toured Hospice of Southwest Michigan where we are holding a program this fall.
- Staff participated in Michigan Library Association's Awards Committee meetings.

Library Director's Narrative Report for June and the first part of July 2011

- Business Librarian Nicolette Sosulski is hosting International Baccalaureate extended essay support sessions this summer while the Portage Central High School library is being moved.
- Lawrence Kapture, Head of Adult Services, went to the 2011 Annual Conference of the American Library Association in New Orleans and attended a presentation on: "Confronting the Future: Strategic Visions for the 21st Century Public Library, Policy Brief No. 4 from the ALA Office for Information Technology Policy." The session addressed alternate visions for public libraries in the future, and focused on questions of physical vs. virtual collections, individual vs. community focus, a "collection" based vs. "creation" based library, and service as a portal vs. an archive.
- Nicolette Sosulski, Business Librarian, attended the 2011 Annual Conference of the American Library Association in New Orleans and received the Gale Cengage Award for Excellence in Business Librarianship.

Programming:

- Adult Summer Reading commenced on June 3, 2011. The theme this year is "*Novel Destinations*" so the library is handing out a bibliography of world literature compiled by WMU English instructor Beth Amidon. Programming will encircle the globe with classic films shown at the library that feature settings in France and England. The City of Portage and library offered "Paris" and "Jane Austin" teas at Stuart Manor. In conjunction with the teas, the library hosted "Classic Thursdays at the Movies," a series of classic films including *American Dreamer* and Jane Austin's *Sense and Sensibility*.
- Business programs attracted 65 attendees, and on June 7, 2011 Business Research Essentials had 5 attendees.
- Every summer, the Portage District Library's Youth Department collaborates with the Portage Community Center to provide fun, safe, and inexpensive adventures for at-risk middle school students in the Portage community. Participating students come to the library every Tuesday from 2:00 p.m. until 4:00 p.m. and are able to take part in programs such as a hands-on animal program, craft projects, civil war presentation, gaming fun, and much more. Each summer participants are given a tour of the library and are also encouraged to get a library card and join our Summer Reading Program.
- The Portage District Library's Youth Department collaborated with the City of Portage's Parks and Recreation Department to bring musicians *Deep Fried Pickle Project* to the Portage community. The program was offered on Tuesday, June 15, 2011 at the Portage Historical Celery Flats Amphitheater. The program was a success with over 250 people attending the musical treat.
- The Portage District Library, the Portage Parks and Recreation Department, and the Kalamazoo Nature Center have once again collaborated to bring "*Portage Park Discovery Programs*" to children and families this summer. The series of five programs are set in different parks around Portage and focus on various themes. It is a wonderful opportunity for families to discover all the wonderful resources their city has to offer.
- The "*Landscape is an Open Book, Let's Read It!*" program was held at the Library on July 11, 2011.
- On June 23, 2011, thirty *Diary of a Wimpy Kid* fans had fun celebrating the book with crafts, inter-active activities, trivia, and much more! Participants ranged from 3rd to 5th graders.
- The *Lego Block Party* series has been a tremendous success! Participants can come to the library twice a month to design their own Lego creations.

Staff Efficiency:

Adult Services Programming Librarian Marsha Meyer reworked the contract for artists and the procedure for dropping off, storing and picking up artwork, making it easier for staff and artists to handle art related activities at the library.

TO: Portage District Library Board
FROM: Christine Berro, Library Director
DATE: July 19, 2011
SUBJECT: Library Statistical Report - June 2011

	Month Statistics			YTD Statistics		
	Jun-11	Jun-10	CHANGE	2011	2010	CHANGE
Circulation/Collections						
Total Library Circulation	86,130	85,086	1.23%	408,240	406,493	0.43%
Adult - Books	26,071	28,343	-8.02%	136,792	147,567	-7.30%
Adult - A/V	7,152	7,301	-2.04%	42,136	52,096	-19.12%
Youth - Books	34,813	32,015	8.74%	134,311	123,818	8.47%
Youth - A/V	8,625	8,021	7.53%	42,903	63,624	-32.57%
Hot Picks	8,052	8,167	-1.41%	43,753	11,491	280.76%
ILL - PDL Requests	660	632	4.43%	3,997	3,949	1.22%
ILL - Other Lib. Requests	757	607	24.71%	4,348	3,948	10.13%
Total Library Collection	187,612	181,477	3.38%			
Adult - Books	95,543	91,607	4.30%			
Adult - A/V	15,130	13,394	12.96%			
Youth - Books	60,032	59,584	0.75%			
Youth - A/V	13,014	13,025	-0.08%			
Hot Picks	3,893	3,867	0.67%			
Net Acquisitions	1,677	(5,467)	-130.67%	174	(1,176)	114.80%
Purchased - Books	1,674	1,914	-12.54%	9,255	9,783	-5.40%
Purchased - A/V	571	686	-16.76%	2,435	3,272	-25.58%
Donated - Books	7	4	75.00%	44	51	-13.73%
Donated - A/V	3	2	50.00%	27	15	80.00%
Material Discarded	(578)	(8,073)	100.00%	(11,587)	(14,297)	100.00%
Total In-House Usage*	n/a	n/a	n/a	863	897	-3.79%
In-House Periodical Usage	n/a	n/a	n/a	131	121	8.26%
In-House Book Usage	n/a	n/a	n/a	732	776	-5.67%
Patrons						
Total Patrons	44,742	44,328	0.93%			
Adult	27,244	26,902	1.27%			
Youth	8,163	8,299	-1.64%			
Non-Resident	338	258	31.01%			
Reciprocal	5,914	5,933	-0.32%			
Internet User	3,012	2,861	5.28%			
Professional	71	75	-5.33%			
Total Patrons Added	444	456	-2.63%	2,259	2,318	-2.55%
Adult	228	246	-7.32%	1,184	1,297	-8.71%
Youth	37	52	-28.85%	204	165	23.64%
Non-Resident	8	6	33.33%	28	26	7.69%
Reciprocal	72	82	-12.20%	385	409	-5.87%
Internet User	99	69	43.48%	456	417	9.35%
Professional	0	1	0.00%	2	4	-50.00%
Library Building Usage						
Total Meeting Room Usage	216	221	-2.26%	1,199	1,205	-0.50%

Internal/Collaboration	118	119	-0.84%	639	644	-0.78%
External/Outside Usage	98	102	-3.92%	560	561	-0.18%
Total Program Audience	1,642	2,034	-19.27%	16,420	15,293	7.37%
Adult	161	307	-47.56%	2,073	1,935	7.13%
Youth	1,481	1,372	7.94%	13,518	11,884	13.75%
Heritage Room	0	355	-100.00%	829	1,474	-43.76%
Total Number of Programs	39	35	11.43%	330	287	14.98%
Adult	16	6	166.67%	115	84	36.90%
Youth	23	26	-11.54%	203	186	9.14%
Heritage Room	0	3	-100.00%	12	17	-29.41%
Total Volunteer Hours	850	701	21.26%	2,561	2,584	-0.89%
Adult	92	103	-10.68%	562	631	-10.94%
Youth	583	460	26.74%	855	837	2.15%
Technical	79	56	41.07%	489	336	45.54%
Circulation	36	26	38.46%	243	184	32.07%
Administration	32	32	0.00%	166	192	-13.54%
Community Service	28	24	16.67%	246	404	-39.11%
Total Front Door Traffic	74,532	73,988	0.74%	390,836	381,774	2.37%
Total Youth Services Traffic	65,765	61,002	7.81%	259,656	254,508	2.02%
Total Business Center Traffic	2,234	1,876	19.08%	17,366	13,420	29.40%
Information Access/Reference/Research						
Total Reference Transactions	11,401	9,651	18.13%	52,148	48,896	6.65%
Adult Phone	304	423	-28.13%	2,778	2,914	-4.67%
Adult Ready Reference	2,480	306	710.46%	15,470	2,000	673.50%
Adult Reference	113	2,883	-96.08%	1,451	18,385	-92.11%
Youth Phone	356	412	-13.59%	1,986	2,634	-24.60%
Youth Ready Reference	5,495	3,567	54.05%	17,390	15,406	12.88%
Youth Reference	365	249	46.59%	1,557	1,095	42.19%
HR Phone	32	14	128.57%	213	116	83.62%
HR Ready Reference	589	764	-22.91%	3,306	3,228	2.42%
HR Reference	28	9	211.11%	163	69	136.23%
Circ Phone	408	389	4.88%	2,302	1,611	42.89%
Circ Ready Reference	767	317	141.96%	3,179	645	392.87%
Circ Reference	464	318	45.91%	2,353	793	196.72%
Total Edutainment LAN Use	567	554	2.35%	2,581	2,302	12.12%
Total Internet Computer Use	6,376	6,203	2.79%	37,039	37,713	-1.79%
Youth Computers	1,877	1,876	0.05%	10,146	10,014	1.32%
Adult Computers	4,312	4,209	2.45%	25,550	25,734	-0.72%
Laptop Computer Circulated	187	118	58.47%	1,343	1,965	-31.65%
Total Electronic Transactions	52,143	46,624	11.84%	287,783	262,671	9.56%
WebSite Hits	41,835	36,206	15.55%	229,599	204,069	12.51%
WebCatalog Sessions	5,877	5,876	0.02%	29,655	29,841	-0.62%
Licensed Database Hits	4,431	4,542	-2.44%	28,529	28,761	-0.81%

* In-house Use Statistics will be done for one week each quarter. (Apr, Jul, Oct, Dec)

Christine Berro, Library Director



President's Update



Richard Cochran

Measuring Library Outcomes

Gale Cengage and MLA are partnering to develop an innovative research study that will feature libraries in Michigan and which could serve as a model for outcomes measurement across the nation. This project is also intended to teach other libraries new skills and techniques. Through a screening process four institutions (two public libraries, two academic libraries) will be selected to conduct a thorough analysis of how any individual library can approach researching, identifying, quantifying, and reporting outcomes relevant to their specific constituents. This model will be set up to mimic Steve Denning's *The Springboard*. Those selected will be announced in August. The project results will be rolled out at MLA's Director's Summit, October 25 and MLA's Annual Conference October 26 in Kalamazoo.

[Read More...](#)

Advocacy News



Gretchen Couraud

[Governor signs budget, libraries win: what you can do this summer](#)

[Legislature to take up personal property tax elimination this Fall: know your library's data!](#)

Professional Development and Networking

- [Annual Conference keynotes](#)
- [Annual Conference program descriptions](#)
- [Annual Conference session schedule](#)
- [Call for Poster Showcase presenters and Lunch 'N' Learn](#)

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ALA Councilor's Report



Mary Rzepczynski

As always, I would like to start by saying thank you to my colleagues for allowing me the opportunity to serve as Michigan Chapter Councilor.

Final attendance at this year's Annual Conference was 20,186 -- this was about 6,033 less than the total for

- [facilitators](#)
- [2011 Night at the Races scholarship fundraiser](#)
 - [All conference reception at Kalamazoo Art Institute](#)
 - [Historic and architectural tour of downtown Kalamazoo](#)
 - [Academic Libraries 2011 wrap-up](#)
 - [Spring Institute call for programs](#)

MLA News

Please join us in congratulating this year's [MLA award winners](#):

- Steve Bowers, Award of Excellence
- Cathleen Russ, Loleta D. Fyan Award
- Tera Moon, Walter H. Kaiser Award
- Edward Surovell, Trustee Citation of Merit
- Linda Masselink, Librarian of the Year

News Around the State

Follow stories here about library trends and hot topics around the state.

- [Grand Rapids Press features summer reading programs throughout West Michigan](#)
- [Ann Arbor District Library earns top circ per capita](#)
- [Mott Community College celebrates renovated library reopening](#)
- [Government mergers: will libraries be next?](#)
- [Esper and Bryant branches, Dearborn, face possible closings](#)
- [Libraries adapt to the Internet age](#)
- [Government document resources \(UM\) have moved](#)

Member News

Follow stories here about MLA individual and organizational members. Help us build community by sharing your news with us. Email member news to MLA Update editor [Julianne Smith](#).



Margaret Auer

Margaret Auer recently celebrated her 50th year with the [University of Detroit - Mercy](#) and her 30th year as Dean. For this monumental achievement, we say: *Congratulations, Margaret!*

Washington DC in 2010.

During the Annual Conference, there are two Chapter Relations Committee meetings, three Council sessions ...

[read more ...](#)

Quick Links

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Lisa Hoenig

Hoenig appointed Director of [Redford Township District Library](#)

[Save Troy web site launched](#)

[Notes from famous people could help save Troy Public Library](#)