

NOTICE of REGULAR MEETING

**The Portage District Library
Board Meeting**

will be held on

December 12, 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

December 12, 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 December 12, 2011. (Vote)

V. Consent Agenda (5 minutes total) (Vote)

A. Minutes of the Regular Meeting of October 24, 2011. Pgs. 1-8

B. Approval of Annual Calendar of Library Board Activities for FY 2012. Pgs. 9-11

VI. Governance (45 minutes)

A. Official Action to be Taken on Library Director's 2011 Evaluation & Personnel Committee's Recommendation for Library Director's Compensation in Fiscal Year 2012. Pgs. 12 (Vote)

B. Strategic Planning Work Pgs. 13-16 (Info)

C. Information about HB 4005 and the change in school/library election schedules. Pg. 17-25 (Info)

D. Follow-up to 2011 Library Board Annual Retreat (Attendance at 2011 MLA Annual Conference) Pg. 26 (Info)

E. Report from Library Board Liaison to the Friends of the Portage District Library

F. Final Form of Library Board Letter about PPT – written by Trustee Alisha Siebers. Pg. 28 (Info)

G. Discussion about guests to be invited to Library Board meetings in 2012. Pg. 29 (Info)

VII. Ends Development (45 minutes)

A. Consideration of Technology Enhancements for the Library. (Wireless Controller & Firewall Upgrades and Utilization of a Mobile Library Application) Pg. 30-36 (Vote)

B. Library Director's Accomplishment of Personal Goals for Fiscal Year 2011. Pgs. 37-44 (Info)

C. End-of-Year Report on Accomplishment of All Ends. Pgs. 45 (Info)

VIII. Monitoring to Assure Compliance with Executive Limitations (10 minutes total)

A. Report on Financial Condition for October. Pgs. 46-47 (Info)

B. Report on Financial Condition for November. Pgs. 48-49 (Info)

IX. Library Director's Reports (20 minutes total)

A. Marketing Updates for October & November 2011. Pgs. 50-51 (Info)

B. Narrative Reports for October & November 2011. Pgs. 52-54 (Info)

C. Statistical Report for October 2011. Pgs. 55-56 (Info)

D. Statistical Report for November 2011. Pgs. 57-58 (Info)

E. Legislative Update for November 2011. Pg. 59-64 (Info)

X. Process Evaluation (5 minutes total)

A. Suggestions for Agenda Items to be included on the January 23, 2012 Board Meeting

1. Minutes of the Regular Meeting held on December 12, 2011.
2. Review of Community Meeting Room Policy.
3. Review of Library Privacy & Search Warrant Policy.
4. Request to Approve a Budget Amendment to Increase Expense Lines in the FY 2012 Budget to Offset Unpaid Encumbrances.
5. Request to Approve a Budget Amendment to Adjust Reserve Accounts as Required.
6. Request to Approve a Budget Amendment to adjust the FY 2012 Budget with \$10,000 Friends' Donation to Fund the Library's 2012 Summer Reading Program.
7. Endorsement of Library Director's Personal Goals for 2012.
8. Endorsement of Library Director's Interpretation of End Statements & related projects for 2012.
9. 4th Quarter Financial Report for Fiscal Year 2011 & Comments on Year-End Results.
10. Monitoring Report on Executive Limitation: Global Executive Constraint.

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B. Assessment of this meeting

C. Miscellaneous Items

XI. Adjournment

PORTAGE DISTRICT LIBRARY

Minutes of the Regular Library Board Meeting held on October 24, 2011

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 October 24, 2011 at 5:30 pm for dinner (*Provided by Schlotzsky's*) and the board meeting commenced at 6:00 p.m.
- II. Roll Call:
- Board Members Present: Stephanie Brown, Michele Behr, Annee Dunn, Betty Lee Ongley, Martha Pacheco, Alisha Seibers and Joe Yantis.
- Library Staff Present: Library Director Christine Berro, Jill Austin, Rolfe Behrje, Diane Delach, Rob Foti, Lawrence Kapture and Christy Klien.
- Library Staff Absent: Chris Walker
- Guests: Gary Goscenski and Kasey Mc Gill of Perspectives Consulting Group (Library Strategic Planning Facilitators)

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

Library Board Chair Betty Lee Ongley asked if there were any comments from the public, trustees or staff.

- A. Comment about front vista of the Library – Board Chair Ongley remarked that all the flowers were gone now down Library Lane in front of the library building, and she appreciated the volunteers who helped with them. Library Director Berro commented that at least the trees looked great in their autumn colors.

DISPOSITION: The Library Board received the comment about the appearance of Library Lane in front of the library building.

IV. Adoption of the Agenda for the Regular Meeting of October 24, 2011

Library Board Chair Ongley asked if there were any changes needed to the agenda for October 24, 2011 and there were none, so she asked for a motion to adopt the agenda.

MOTION: It was moved by Behr, and seconded by Brown that the Agenda for the Regular Meeting of October 24, 2011 be adopted as presented. Vote: 7-Yes, 0-No. Motion carried.

V. Consent Agenda

Library Board Chair Ongley asked if there were any exceptions to the October 24, 2011 Consent Agenda and Trustee Michele Behr asked that Items B, C & D be taken off the Consent Agenda for further discussion.

- A. Minutes of the Regular Meeting of September 26, 2011
B. Review of Audio-Visual Policy
C. Review of Donations Policy
D. Review of Fines & Fees Policy
E. Review of Investment Policy
F. Review of Resident Non-Resident Policy
G. Approval of Non-Resident Fee Amount for 2012
H. Adoption of Schedule of Board Meetings for 2012
I. Approval of Holiday Schedule for Library Hours of Operation in 2012

MOTION: It was moved by Siebers, and seconded by Dunn that the Consent Agenda for October 24, 2011 be approved as presented with the removal of Items B, C & D for further discussion. Vote: 7-Yes, 0-No. Motion carried.

Library Board Chair Ongley asked what Trustee Behr's questions were on the items removed from the Consent Agenda. Behr asked the following questions:

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Item B – Audio-Visual Policy: Trustee Behr asked if the library was replacing any AV formats. Library Director Berro answered that audio cassettes are now gone. Christy Klien, Head of Youth Services, added that there was a small collection of audio-cassettes still in the children's area.

Item C – Donations Policy: Trustee Behr asked if a donor made a specific request to purchase something with his/her donation or if a specific titled was donated, does the library have to buy it or accept it. Library Director Berro replied that the library reserves the right to not accept a donation.

Item D – Fines & Fees Usage Policy: Trustee Behr referred to #10-E on the Fines & Fees Usage Policy (Hot Picks collections are limited to use by resident and paying non-resident members) and asked if this was still the policy. Library Director Berro answered yes. Jill Austin, Circulation Supervisor, stated that the library's Hot Picks collection was not included in MeL (Michigan Electronic Library) and was not available to reciprocal borrowers.

Trustee Yantis posed another question about the seating capacity of the library's meeting rooms and was told that the library provides patrons with information sheets about the meeting rooms for rent and the seating capacity for each room is indicated on those sheets. Christy Klien noted that this information was on the library's website too and the capacity for each of the meeting rooms is established by the Fire Marshall.

Library Board Chair Ongley said if there was no further discussion, a motion to accept the three policies should be made.

MOTION: It was moved by Yantis, and seconded by Dunn that the Audio-Visual Policy, the Donations Policy and the Fines & Fees Usage Policy be approved as presented. Vote: 7-Yes, 0-No. Motion carried.

VI. Governance

- A. Strategic Planning Work (Finalize surveys with Facilitators) – Gary Goscenski and Kasey Mc Gill of Perspectives Consulting Group were welcomed to the meeting. Goscenski said they were pleased to be back there with board members and that they had the first draft of the board, community and staff surveys to go over with board members to make sure all the suggestions had been incorporated and finalize. He thanked trustees for their efforts and said that these would be better surveys if all eyes see them prior to their being conducted.

Board Survey Discussion:

One of the first things to be clarified was comments from a respondent about the need to look at information contained in a document that was shared at the American Libraries Association Annual Conference in New Orleans back in June 2011. Goscenski asked how they could access that information. Library Director Berro said that it had been a special presentation of: "*Confronting the Future – Strategic Visions for the 21st Century Public Library*" by Roger E. Levien and she suggested that they all get a copy of it and read it because there was great insight contained in it about the future of public libraries and how they will need to change. Library Board Secretary Diane Delach said that she could make copies and distribute them to the facilitators, trustees and management team members so everyone could review it. Goscenski asked if there was anything that needed to be changed on the Board Survey and there were no further changes.

Community Survey Discussion:

Facilitator Gary Goscenski led a discussion about the content of the community survey and indicated that this was Draft #2 and that it had taken 7 minutes and 40 seconds to conduct when they did a trial questioning session, so some of the questions probably need to be combined or deleted. Goscenski and Mc Gill went over the entire community survey, question by question getting feedback from trustees about the content and which ones were the priority questions to be asked. There were comments about the need to get an idea of demographics with the questions asked, as well as what the public preferred in the way of programming, etc. Library Director Berro pointed out that some information that they were trying to get they don't necessarily need from this particular survey and that there could be other ways to get that information aside from the Community Survey.

A discussion focused on what kind of mobile devices people are using since that is a direction that the library is

Minutes of the Regular Library Board Meeting held on October 24, 2011

heading in the near future. Library Systems Administrator Rolfe Behrje said it was more important to know what types of devices they are using in order to be able to have the library plan for how to communicate with the various types. So, instead of asking people what they do on their mobile devices... just ask them if they own a mobile device. More discussion followed about changes to specific wording in questions, such as instead of "What have you been able to get at the library" ask... "What have you NOT been able to get at the library? Berro suggested asking: "If you come to the library and can't find what you are looking for, do you ask for help or not?"

There was a lengthy discussion about including question about millage on the survey or not. Some thought it sounded like a "money grab" and might turn people off to the entire survey. Others thought it might give us some valuable insight into public sentiment about potentially paying more taxes to support the library. Goscenski emphasized that what you would be looking for through this type of question is a "feeling" of the public about the issue. Including the millage question would possibly show a trend in the community for either support or lack of support for an increase in library millage and could be a good indicator of things to come. There was a push to include the question because it would be a way to let the public know that the library may NEED more tax support in the future. It was decided to delete the wording in the first part of the question but to leave the millage question on the survey. Suggesting wording was: "Would you be willing to support..."

DISPOSITION: The discussion ended after a lengthy period of very good back and forth dialogue among trustees and library personnel, and Facilitator Gary Goscenski said that he and Kasey Mc Gill would take the (12) questions that had been identified as priorities to ask and re-word question #41 about the millage. He said he felt that they had kept the really important questions and they will be very helpful when conducting this Community Survey. Library Board Chair Ongley asked for a motion to accept these surveys as revised so that the facilitators would have official Library Board action to proceed.

MOTION: It was moved by Behr, and seconded by Brown that the Library board officially approve the revised Board, Community and Staff surveys and authorize Facilitators Gary Goscenski and Kasey Mc Gill to proceed with conducting them. Vote: 7-Yes, 0-No. Motion carried.

[NOTE: A recording of this complete discussion is on tape in the Library Office.]

B. Initiation of Library Director's 2011 Evaluation Process & Deliberation of Board Personnel Committee on Recommendation to be Made for Library Director's Compensation in Fiscal Year 2012 – Library Board Chair Ongley said it was time to conduct the Library Director's evaluation and asked Board Secretary Diane Delach to email the evaluation form, along with instructions and deadline for completion, to all trustees and then return the completed evaluations to the Library Business & Human Resources Manager Rob Foti. A review of the evaluation process was given to new trustees. The Library Board Personnel Committee circulates the evaluation form; compiles the results and develops a plan for compensation; consults with the Library Business Manager about salary & benefit information and any other questions trustees may have; consults with the Library Board Attorney if there are any legal issues that need to be addressed; meets with the Library Director to discuss the evaluation results (either the Personnel Committee or the Library Board Chair) and then makes a formal report back to the whole board at the next board meeting giving the overall rating of the Library Director's performance and a making formal recommendation for the Library Director's compensation for the following year.

Business Manager Rob Foti asked trustees to not email the completed evaluations to him (due to confidentiality) but rather to print the forms and place them in a sealed envelope and either mail them directly to him or drop them off to him at the library. Trustee Yantis asked who was Chair of the Personnel Committee and Trustee Annee Dunn said it was a small collective group so there was no Chairperson.

DISPOSITION: Library Board members received the information about the process to evaluate the Library Director and Board Secretary Delach will email the evaluation forms to trustees for them to complete and return in a confidential, sealed envelope to Business & Human Resources Manager Rob Foti.

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- C. Report from Martha Pacheco, Board Liaison to the Friends of the Library – Trustee Martha Pacheco, Library Board Liaison to the Friends of the Library, reported that the Friends made \$4,400 on their October Book Sale. At this time, the Friends have \$20,000 in their treasury. She also reported that the Friends are setting aside money for next year and are trying to get job descriptions written for Friends Board Members, and they decided to combine the offices of Vice President and Secretary. A date of December 5, 2011 is the election date for this post. Trustee Pacheco stated that the Friends also decided not to give away free books any more. She indicated that Goodwill Industries are now picking up and recycling books that have not sold at the Friends' Book Sale. She noted that the Friends are considering a possible presence of the Friends at the library's Summer Reading Kick-Off event and that they will continue to hold a Halloween Pizza Party for library employees.

In terms of membership, Trustee Pacheco reported that there are currently 108 Friends members and 46 that have not renewed their Friends memberships. The Friends will be sending out letters and bookmarks (with Book Sale dates on them) and will advertise for new members in their newsletter and on their Facebook page which is linked through the library's website. The next Friends' Book Sale will be held on December 3, 2011. Jill Austin, Staff Liaison to the Friends, interjected that because the first weekend in April 2012 was Easter, the Friends decided to move that Book Sale out a week and hold it on April 14, 2012 instead. They also changed the June Book Sale date from June 2nd to June 9th. Library Board Chair Ongley thanked Trustee Pacheco for her Friends of the Library report.

DISPOSITION: Library Board Members received the report from Liaison to the Friends, Martha Pacheco, and noted the Friends' Book Sale dates for 2012.

- D. Confirmation of Library Board 2011 Annual Retreat – Attendance at 2011 MLA Annual Conference on October 26th – 28th, 2011 – Library Board Chair Ongley noted for the record that all trustees were planning on attending the Michigan Library Association 2011 Annual Conference on October 27, 2011 and would be sharing lunch together at noon at the State Librarian's Luncheon. Library Director Berro also mentioned that the MLA Annual meeting was scheduled for that day as well and recommended that trustees attend it because there would be an update given on the status of legislative deliberations about Michigan's Personal Property Tax. Trustee Stephanie Brown asked if Berro had any other recommendations about which sessions to attend at the MLA Annual Conference and Berro replied that she would be happy to meet wither to suggest some sessions. Trustee Joe Yantis said he was just going to attend the sessions with topics that he likes, such as advocacy and marketing. Trustee Siebers expressed her gratitude that the library was paying for trustees' conference registrations and lunches. Other trustees echoed her comments.

DISPOSITION: Library Board Members confirmed plans for attending the 2011 MLA Annual Conference on October 27, 2011 and using it as their annual Board Retreat.

- E. Discussion & decision about Draft Letter to the Editor prepared by Trustee Alisha Siebers – Trustee Alisha Siebers said that she felt the need for a "Call to Action" by the Library Board and had composed a letter that would send a message of advocacy and she wanted trustees' opinions on it. Library Board Chair Ongley asked to whom the letter was going and Siebers responded that it was a Letter to the Editor that would go into the Portage Gazette on Monday. Library Director Berro noted that they would be hearing about MLA's talking points regarding the Personal Property Tax elimination issue at the MLA Annual Conference and that they might have more direction after getting that information at the conference. Trustee Siebers suggested that a sentence could be added to her letter that reads: "Go to the MLA website for more information about PPT." Trustee Brown commented that she wondered if people might be put off by the tax talk at the beginning of the letter. Trustee Pacheco said she liked the idea of putting in the websites to go to for more information. Trustee Yantis remarked that the MLA Annual Conference will be covered by the media, so PPT will be a "hot topic" and newsworthy information at that point, and he suggested that it would be good timing for the letter at that point. Trustee Siebers said that she needed some help with statistics that she wants to include in the letter and Business Manager Foti said they should be significant statistics like 89% of all Portage residents have library cards. Both Behrje and Foti said they could assist Trustee Siebers with those types of statistics. Trustee Behr suggesting including circulation or gate count figures. Library Board Chair Ongley thanked Trustee Siebers for taking the initiative to write this letter. Trustee Siebers asked if trustees would please vote on the letter and the following motion was made.

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MOTION: It was moved by Behr, and seconded by Brown that the Library Board endorse a “Call to Action” letter to be written by Trustee Alisha Siebers, that will provide information to the public (via placement in the Letter to the Editor section of the Portage Gazette) about the negative impact that elimination of Michigan’s Personal Property Tax (with no revenue replacement) will have on the Portage District Library, and that once final edits are made, all trustees will sign the letter and it will be sent out. Vote: 7 Yes, 0-No. Motion carried.

Trustee Dunn said she thought the letter needs to be dramatic and Trustee Yantis agreed and suggested the wording: *“It would mean the end of our library as we know it today!”*

VII. Ends Development

A. Recommendation for the Library’s Compliance with the new Health Insurance Law – Business & Human Resources Manager Rob Foti gave a Power Point presentation to the Library Board about the options that the library had to choose from in order to be in compliance with the new Health Insurance Law. Library Director Berro stated that this matter was being brought up to them because any downward shift in employee benefits must be approved by the Library Board. Foti indicated that he had met with the library’s insurance consultants, John Schumann and Michelle Miller and had obtained information from them about the requirements of the new law as it pertains to employers’ contributions toward employees’ health insurance. It came down to a choice between an 80/20 split for health insurance premium costs and a “hard cap” amount. Foti described the options and compared amounts that the library and staff members would pay out for health insurance premiums and deductibles.

Library Director Berro told trustees that they were recommending Option #1 because it was more of a “co-insurance” type plan where there would be a set deductible (\$4,000 for family) and then 100% paid after that deductible is met, and the biggest advantage was prescription coverage. Foti noted that Option #2 had very high prescription amounts and remarked that the library had never been over a 30% payout level in deductibles. Trustee Siebers said she was excited that the total cost was going to be under the amount budgeted in the Fiscal Year 2012 Budget. Library Director Berro said they were choosing Option #1 because it would mean less prescription costs for employees and the potential of limited deductibles too.

Trustee Brown asked how long the money for health insurance could roll over and Berro replied that it was the employee’s money and they could “save” ahead for possible healthcare costs in a “reserve fund.” Trustee Yantis asked for clarification if the money was set aside by the library and Business Manager Foti replied no – that it was the employees’ own money and it was not the library’s choice of how they managed their money for healthcare.

Business & Human Resources Manager Rob Foti told trustees that there would be a library staff meeting the following morning to share this information with staff and that there would also be an AFLAC representative there to give a presentation about how employees could use AFLAC to help with their deductibles. Trustee Yantis asked if the employees would pay for AFLAC and Foti said yes, but it was completely optional and noted that out of 20 employees, there are about 8 or 10 staff members who have AFLAC. Library Director Berro said that a vote of the Library board was needed on this matter.

Trustee Behr commented that Option #1 didn’t sound as bad to her as she had thought it might be. Library Director Berro clarified that going forward, if there was an adjustment in the hard cap by the state, then any increase in insurance premiums would then get passed on directly to employees. Foti said that was a 24% increase in health insurance premium costs already so he couldn’t imagine an upward adjustment of the hard cap any time soon. Trustee Yantis asked if the health insurance was an annual renewal and Foti answered yes. Trustee Siebers thanked Foti and Berro for this information and acknowledged that it had entailed a lot of research. Trustee Brown agreed and said that they had helped trustees make sense out of the complicated topic of health insurance. Business Manager Foti remarked that the changes in health insurance costs had been a several years journey and that at first there had been no health insurance premium cost to staff at all, and then a Health Reimbursement Account (HRA) had been established and now we’ve arrived at the stage of shared health insurance premium costs. Library Board Chair Ongley called for a motion on the health insurance option.

MOTION: It was moved by Yantis, and seconded by Pacheco that the Library Board endorse the selection of Option #1 with no HRA for shared payment of health insurance premiums for library employees. Vote: 7-Yes, 0- No. Motion carried.

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Library Board Chair thanked Business & Human Resources Manager Rob Foti for his informative presentation.

- B. Progress Report on End Statement #4 (Responding to the changing needs of our community.) - Library Director Berro referred to pages 34-36 in the board meeting agenda packet and said that in the interest of times she would just answer any questions that trustees might have about progress made on End Statement #4. Trustee Behr referred to the topic of the library's Disaster Plan and asked if there was a water line break if the library had a plan to deal with it. Library Director Berro replied that the library has excellent building insurance through the Michigan Municipal Risk Management Authority (MMRMA) and that our plan would cover a water line break and the related remedial action required. We would need to do comparative costs with other companies to see which one would be the most cost beneficial for that type of clean up. Trustee Siebers asked if that needed to be done beforehand and Berro said that because things change so much, it was better to just have general ideas about what we would do in those circumstances. Trustee Behr asked if the library's building insurance covered the collections and Trustee Brown commented that they would probably need to see what happened first to determine how to deal with it. Trustee Behr remarked that it would probably be replacement of items for the most part. Business Manager Foti stated that they will target any special collections such as the Heritage Room's local history collection, and art work around the library, and outline steps to try to salvage and restore those collections, and that it would be likely that other collections if damaged would just be replaced.

Business Manager Foti told trustees that the library's Disaster Plan would also include other important things such as building information (location of water shut off valves, etc); and numbers of library contractors and regularly used vendors; emergency numbers; employee numbers and other relevant information.

DISPOSITION: The Library Board received the Progress Report on End Statement #4 and thanked Foti and Austin for the work they have done to develop a Disaster Plan for the library.

- B. Library Director's Areas of Focus for the Library in 2012 - Library Director Berro explained that the Strategic Plan being developed now and finalized in spring 2012 will be implemented in 2013, so the "Areas of Focus" that she was sharing with trustees now will be used in 2012. She referred to pages 37-39 in the board meeting agenda packet and went over the main points with trustees. Berro commented that there might be an opportunity to bring a speaker on autism to the library and that the Friends might possibly contribute toward that initiative.

DISPOSITION: The Library Board received the Library Director's Areas of Focus for the Library in 2012 and agreed with the targeted areas that were identified as priorities.

VIII. Monitoring to Assure Compliance with Executive Limitations

- A. Report on Financial Condition for September - Business Manager Foti made general comments about the library's financial condition. He said that we were 45 days away from Christmas and that meant a new tax collection period would be coming up. He pointed out that most lines in the library's budget were under a 75% level of being spent out. He noted that because of an unfilled F/T librarian position, the salaries and benefits line would be under expended. Library Board Chair Ongley asked how the reallocation of duties for the vacant position was going and Library Director Berro responded that it has worked out but it is not an optimal situation. She stated that if the library lost another person, they would not be able to replace that position either and that would be even more challenging to our service.

Trustee Martha Pacheco asked how the library's Roof Replacement Project was going and Berro replied that it was scheduled to be completed that very next day. Berro said that overall, the project went fairly well, although there were some leaks after a recent strong rain storm, but they are being corrected.

DISPOSITION: The Library Board received the Report on Financial Condition for September 2011.

- B. 3rd Quarter Financial Report for FY 2011 - Business Manager Foti referred to pages 42-44 of the board meeting agenda packet and asked if there were any questions and there were none.

DISPOSITION: The Library Board received the 3rd Quarter Financial Report for FY 2011 with no challenges.

- B. Monitoring Report - Communication and support to the Library Board - Library Director Berro referred to pages 45-48 of the board meeting agenda packet and asked if there were any questions or concerns and there were none. Library Board Chair Ongley quipped that trustees were getting plenty of communication from the Library Director and staff and Trustee Siebers added that it was the strength of this place.

DISPOSITION: The Library Board received the Monitoring Report - Communication and Support to the Library Board and found the library to be in full compliance.

- C. Monitoring Report - Ends Focus of Grants/Contracts - - Library Director Berro referred to pages 49-50 of the board meeting agenda packet and asked if there were any questions or concerns and there were none.

DISPOSITION: The Library Board received the Monitoring Report - Ends Focus of Grants/Contracts and found the library to be in full compliance.

IX. Library Director's Reports

- A. Marketing Update for September 2011 - Library Director Berro indicated that Marketing Manager Chris Walker was not able to attend the meeting tonight but that the Marketing Update found on page 51 of the board meeting agenda packet was fairly self explanatory. Berro told trustees that the new Digital Viewer was up and running on the library's website if they wanted to use it and that Walker would do a demonstration for them at a future board meeting. Trustee Yantis said that it was very good. Library Board Chair Ongley complimented the October Gazette newspaper article and Trustee Siebers said that she likes the big posters on display in the library right now.

DISPOSITION: The Library Board received the Marketing Update for September 2011.

- B. Narrative Report for September 2011 - Library Director Berro referred to pages 52-53 of the board meeting agenda packet and said she was really looking forward to seeing trustees at the Michigan Library Association Conference on Thursday, October 27, 2011. She commented that it would be very special to have the entire Library Board in attendance at this professional conference - especially as she has just completed her 3-year cycle through the MLA Presidency.

Library Systems Administrator Rolfe Behrje informed board members that the library's phone system was hacked into this morning. It was a robotic auto attack through the public switch network. He said that that was the first time for him of having this happen and it was most unexpected and nasty, so now this was something else that he will have to monitor for security purposes. Behrje theorized that whoever did it was probably looking for a VOIP connection to make international calls. He assured trustees that there would be no charges to the library and that password protection has been added to the phone system now. Library Board Chair Ongley asked if there were any more question on the Narrative Report and there were none.

DISPOSITION: The Library Board received the Narrative Report for September 2011.

- C. Statistical Report for September 2011 - Library Director Berro referred to pages 54-55 of the board meeting agenda packet and asked if there were any questions. Trustee Behr asked about the "Adult Ready Reference" statistic and said that +688.72% seemed like an odd number. Lawrence Kapture, Head of Adult Services, explained that when they lost a full-time librarian, they changed to an online form through a service, and as a result, the statistics for "Ready Reference" and "Reference": were flipped. Christy Klien, Head of Youth Services, commented that reference statistics are usually estimated too. Kapture stated that in terms of total statistics for this year compared to last year, the number was down about 800. Jill Austin, Circulation Supervisor, reminded everyone that some reference statistics were now being captured by the Circulation "roaming" staff person. Library Systems Administrator Behrje commented that reference statistics usually spike or fall with other influences.

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DISPOSITION: The Library Board received the Statistical Report for September 2011.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the December 12, 2011 Board Meeting

1. Minutes of the Regular Meeting of October 24, 2011.
2. Approval of Annual Calendar of Library Board Activities for FY 2012.
3. Strategic Planning Work – (Prepare summary of library industry information for Facilitator)
4. Follow-up to the 2011 Library Board Annual Retreat (Attendance at 2011 MLA Annual Conference)
5. Evaluation of Library Director and official action to set compensation for 2012.
6. Library Director's Accomplishment of Personal Goals for Fiscal Year 2011.
7. End-of-Year Report on Accomplishment of All Ends.
8. Discussion about guests to be invited to Library Board meetings in 2012.

B. Assessment of this meeting - Library Board Chair Ongley asked for comments about this meeting. Trustee Siebers said she thought it was great how the whole group worked well together discussing the surveys and others agreed.

C. Miscellaneous Items - Trustee Yantis commented that he had watched 20/20 on television the previous night and the program had been about the positive results being obtained when autistic children use iPads. He said it was very interesting and pertinent since the library is focusing on individual with special needs next year.

XI. Adjournment

Library Board Chair Betty Lee Ongley said if there was no further business to come before the Library Board, that they would stand adjourned. The next board meeting will be on December 12, 2011.

DISPOSITION: There was no further business, and the meeting was adjourned at 9:00 p.m.

Recorded and transcribed by:

Diane Delach, Secretary
Portage District Library Board

PORTAGE DISTRICT LIBRARY BOARD
Library Board Annual Calendar for 2012

MONTH	Board Governance Activities	Board Policy Review	Monitoring of Executive Limitations	Monitoring Reports on Ends Statements	DEADLINE Reminders
January	<ul style="list-style-type: none"> • Approve any necessary budget amendments for the <u>previous</u> fiscal year. • Approve any budget amendments needed for Ends projects in the <u>new</u> fiscal year. • Approve Library Director's personal goals for the new year. • Approve Library Director's interpretation of Ends Statements and projects for the new year. • Plan community linkage activities. • Examine timeline for Election in current year. 	<ul style="list-style-type: none"> • Community Meeting Room Policy • Library Privacy & Search Warrant Policy 	<ul style="list-style-type: none"> • Global Executive Constraint • 4th Quarter Financial Report on previous fiscal year and report and comments on Year End Results. 		<ul style="list-style-type: none"> • Authorize first half of bond payment to the City of Portage. • Prepare and submit annual State Aid Report to Library of Michigan. • Propose budget amendments to adjust previous year's budget. • Do budget amendments as needed to fund Ends projects in new year. • Library Director's interpretation of Ends Statements for new year. • Library Director's Personal Goals for due to Library Board. • Review contracts with <u>all other</u> insurance providers. • Work on Cost Analysis Report. • <i>Obtain election timeline from library attorney for election.</i> • 4th Qtr. Financial Report • <i>In Election year, remind board candidates of deadline for submission of their nominating petitions to be placed on ballot.</i>
February	<ul style="list-style-type: none"> • Review of Library Board by-laws. • Approve allocation of Gifts & Donations funds for the new year. • Determine deadline for nominating petitions and for placing board candidates' names on ballot. 		<ul style="list-style-type: none"> • Emergency Library Director Succession • Treatment of Consumers 		<ul style="list-style-type: none"> • Allocate gifts and donations funds. • Engage firm for financial audit of the library's previous fiscal year. • Marketing Plan for new year. • Work on Cost Analysis Report. • <i>Start election year activities.</i>
March	<ul style="list-style-type: none"> • Receive Cost Analysis Report. 		<ul style="list-style-type: none"> • Asset Protection • Financial Planning & Budgeting • Financial Condition and Activities 		<ul style="list-style-type: none"> • Cost Analysis Report due to Library Board. • Review contract with <u>liability</u> insurance provider and make recommendation to Board. • <i>Post official election notice in newspaper.</i> • Begin audit process at the library.

MONTH	Board Governance Activities	Board Policy Review	Monitoring of Executive Limitations	Monitoring Reports on Ends Statements	DEADLINE Reminders
April	<ul style="list-style-type: none"> Select board members to serve on Board Personnel Committee for Library Director's evaluation. Schedule mid-year review with the Library Director. 	<ul style="list-style-type: none"> Art Exhibit Gift Policy Programming Policy 	<ul style="list-style-type: none"> 1st Quarter Report for the current fiscal year. Fundraising Executive Limitation 	END STATEMENT #1 Optimize patron access to library popular & informational resources.	<ul style="list-style-type: none"> Post notice of board candidates or ballot issue for 2007 election. Spring Appeal Campaign Continue audit process. Fundraising Plan
May	<ul style="list-style-type: none"> Planning and budgeting. Receive financial audit for previous fiscal year. ELECTION DAY 	<ul style="list-style-type: none"> Disruptive Patron Policy Juvenile Patron Policy Reciprocal Borrowing Policy Smoking & Tobacco Products Policy 			<ul style="list-style-type: none"> ELECTION DAY follow-up activities. Audit presentation to Board. New or renewal contracts for outsourced services. Work on budget projections for next fiscal year.
June	<ul style="list-style-type: none"> Planning and budgeting (First review of proposed budget.) Pick Nominating Committee for Chair and Vice Chair of Board. Orientation for any new trustees 	<ul style="list-style-type: none"> Heritage Room Policy 		END STATEMENT #2 The library will be a desired destination for our community.	<ul style="list-style-type: none"> First budget presentation to Board. Conduct RFP for periodical (magazine) contract.
July	<ul style="list-style-type: none"> Election of new Library Board Officers and appointment of committees. Approval of <u>final</u> schedule of Library Board meetings (if Election year) Approval of final budget and consideration of the millage rate. Plan annual Board Retreat. 		<ul style="list-style-type: none"> Minutes/Records Retention Policy 2nd Quarter Report for the current fiscal year. 		<ul style="list-style-type: none"> Final look at budget for next fiscal year (prior to public hearing). Plan for Library Board Annual Retreat in September. 2nd Quarter Annual Campaign Report.
August	<ul style="list-style-type: none"> PUBLIC HEARING on BUDGET Pass a formal resolution to adopt the Library Budget and set the millage rate to be levied in December for the next fiscal year. Look at national public library trends and comparisons. 		<ul style="list-style-type: none"> Compensation and Benefits Treatment of Staff 	END STATEMENT #3 The library will be an active participant in building community.	<ul style="list-style-type: none"> Public hearing on the proposed library budget for next fiscal year. Plan for Staff Development Day in October. Present information to Board on national public library trends.

MONTH	Board Governance Activities	Board Policy Review	Monitoring of Executive Limitations	Monitoring Reports on Ends Statements	DEADLINE Reminders
September	<ul style="list-style-type: none"> • ANNUAL BOARD RETREAT <i>[The board retreat provides an opportunity for board members to review, change or endorse the library's End Statements.]</i> • Select Library Board Personnel Committee & forms for Library Director's evaluation. 	<ul style="list-style-type: none"> • Capitalization Policy • Internet Policy • Materials Selection Policy 		NOTE: New or Revised Ends Statements for the next fiscal year will be developed at the Library Board's Annual Retreat.	<ul style="list-style-type: none"> • File budget documents with authorities for next fiscal year. • Contact City of Portage to arrange for tax collection in December. • Participate in Board Retreat and work on Ends interpretations.
October	<ul style="list-style-type: none"> • Finalize Long-Range Strategic Goals for the Library. • Conduct Library Director's Evaluation & prepare recommendation for compensation for following year. • Follow-up Discussion about Library Board Annual Retreat • Adopt schedule of board meetings for the following year. • Adopt annual calendar of Library Board activities for following year. • Approve holiday schedule for library hours of operation in the following year. • Set Non-Resident Fee amount for the new year. 	<ul style="list-style-type: none"> • Audio/Visual Policy • Donation Policy • Fines and Fees Policy • Investment Policy • Resident Non-Resident Policy 	<ul style="list-style-type: none"> • Communication and support to the Library Board • Ends Focus of Grants/Contracts • 3rd Quarter Report for the current fiscal year. 	END STATEMENT #4 The library will reflect the changing needs of our community.	<ul style="list-style-type: none"> • STAFF DEVELOPMENT DAY (Identify library projects for accomplishing the library's Ends) • 3rd Quarter Annual Campaign Report. • Holiday Schedule for the Library's Hours of Operation for the new year. • Initiate process for the library's Annual Campaign.
November	NO MEETING SCHEDULED for NOVEMBER	None	None	None	<ul style="list-style-type: none"> • Conduct Annual Campaign • Initiate activities with attorney, if necessary, for May election <i>(establish timeline and determine ballot language.)</i>
December	<ul style="list-style-type: none"> • Consider any ballot issues, if necessary, <i>(in Election year only)</i> • Convey results of Library Director's Evaluation, set compensation level for the following year and decide on length of time for contract renewal. 			END of YEAR REPORT On ALL END STATEMENTS For current year	<ul style="list-style-type: none"> • <i>Continue activities with attorney, if necessary, if Election year coming.</i> • Give Library Board information on new or renewal contracts for outsourced winter services.

To:	Portage District Library Board Members
From:	Betty Lee Ongley, Library Board Chair
Date:	December 5, 2011
Subject:	Library Director's 2011 Evaluation & Recommendation for Compensation in 2012

The Library Board Personnel Committee, composed of Betty Lee Ongley, Annee Dunn, Alisha Siebers and Joe Yantis, conducted the annual evaluation of the Library Director this year.

Individual board members completed evaluation forms based on their own assessments of the Library Director's performance in relation to Executive Limitations, as well as accomplishment of personal goals set at the beginning of the year.

The Library Board Personnel Committee has developed a recommendation for the Library Director's compensation in 2011 that will be presented to the Library Board for their consideration and vote at the next board meeting on December 12, 2011.

To: Portage District Library Board
From: Christine Berro, Library Director
Date: December 5, 2011
Subject: Strategic Planning Work

The Portage District Library Strategic Planning Process is moving along on schedule. Facilitators Gary Goscenski and Kasey Mc Gill of Perspectives Consulting Group have completed the surveys of the community, board and staff, and also conducted a Focus Group of community leaders at the library on November 7, 2011.

We are moving along on schedule and between November 28th and December 30th, the facilitators will be doing statistical analysis and report development for the surveys and we will also be preparing a summary of library industry information.

Project Updates have been emailed to trustees by our facilitators and the November project updates are included in the agenda packet for the December 12, 2011 board meeting. Strategic Planning Work is an item on the agenda for this meeting so that a discussion can be held on progress to date and what can be expected in the upcoming months.



Project Update

November 23, 2011

To: Christine Berro

Project: Strategic Planning

This Week: We received the last board survey and have received a total of 16 staff surveys. We will check the mail on Monday for any additional staff surveys.

Next Week: We will begin statistical analysis and report development for the community survey, board survey, and staff survey next week.

Next Activity on Schedule: Statistical analysis and report development for community survey, board survey, and staff survey by Perspectives from November 28 – December 30, 2011.

Status: On schedule

***** Happy Thanksgiving! Due to the Thanksgiving holiday, our offices will be closed Thursday and Friday this week. *****

Feel free to give me a call if you have any questions. You can reach me at (269) 657-5400.

Thanks,
Kasey



Project Update

November 11, 2011

To: Christine Berro

Project: Strategic Planning

This Week: We conducted the focus group on Monday, with a total of 17 participants, and finished telephone interviewing for the community survey, with a total of 400 completed surveys, this week. We have received a total of five staff surveys, as of Wednesday, and one board survey so far. We sent a reminder e-mail to the board members on Friday.

Next Week: We will await the return of completed board and staff surveys next week.

Next Activity on Schedule: Cut-off date to return completed board survey to Perspectives is November 15, 2011/Cut-off date to return completed staff survey to Perspectives is November 23, 2011.

Status: On schedule

Feel free to give me a call if you have any questions. You can reach me at (269) 657-5400.

Thanks,
Kasey



Project Update

November 4, 2011

To: Christine Berro

Project: Strategic Planning

This Week: We began telephone interviewing for the community survey and e-mailed the board survey this week. We have completed 223 community surveys, and have received one completed board survey. Portage District Library distributed the staff survey this week, but we have not received any completed staff surveys yet.

Next Week: We will continue telephone interviewing for the community survey and will await the return of completed board and staff surveys next week.

Next Activity on Schedule: Perspectives to conduct community survey telephone interviewing from November 1 to November 23, 2011/Cut-off date to return completed board survey to Perspectives is November 15, 2011/Cut-off date to return completed staff survey to Perspectives is November 23, 2011.

Status: On schedule

Feel free to give me a call if you have any questions. You can reach me at (269) 657-5400.

Thanks,
Kasey

**MESSAGE from KALAMAZOO COUNTY CLERK TIM SNOW ABOUT
CHANGE IN SCHOOL (LIBRARY) ELECTION SCHEDULE**

From: Timothy A. Snow tasnow@kalcounty.com

Date: Thu, 10 Nov 2011 11:29:49 -0500

Good Morning School & Library Officials,

In case you have not heard yet, the State House of Representatives passed HB 4005 yesterday, which sent it to the Governor's desk for his signature. As you probably know, HB 4005 moves school board elections from the current May date to the November even year election starting next year. I have attached the approved legislation to this e-mail for you to review. The final copy is not yet available, but I will be glad to send it to you when it is on line.

The Bureau of Elections will be sending out information about what this new legislation means, but I can provide a little information as I understand it.

- This legislation affects school board members elections only. The May election date is still available for proposals if absolutely needed.
- Library Boards (Kalamazoo, Parchment & Portage) who elect their members in May currently will also move to November, as their current legislation indicates that those elections use the appropriate school board election date.
- A resolution will need to be passed by the school board or library board which extends current terms and states if terms will remain at 4 years, or be extended to 6 years. Terms of school board members will commence on January 1 following the election.
- There should be little cost to school & library districts when school boards go on the November ballot as the County is primarily responsible for paying for ballots for the election. There could be some cost for programming, but it should be minimal.
- Local clerks will be looking at current precincts to determine if lines can be redrawn to eliminate splits as much as possible. This will make it easier for election inspectors to hand out the correct ballot to voters. In addition, by next August, I anticipate that all cities and townships in Kalamazoo County will be using the Electronic Poll Book, which will also assist election inspectors with making sure voters receive the correct ballot.
- Those of you (Comstock and KVCC) who are already on November even should not be affected by this change.
- More legislation is pending that will clarify the order of offices on the ballot and other things regarding the move of schools to the November election. I will do my best to keep you informed of what I am able to find out. I'm sure the Bureau of Elections and your associations will also be sharing information as it becomes available.

I am aware that this move is a major change in the way school boards have operated over many years and I stand ready to assist you in any way I can to make this transition as painless as possible. Please contact me if you have any questions and I will do my best to answer them.

HOUSE BILL No. 4005

January 13, 2011, Introduced by Rep. Heise and referred to the Committee on Redistricting and Elections.

<<A bill to amend 1954 PA 116, entitled "Michigan election law," by amending sections 302, 642, 642a, and 644g (MCL 168.302, 168.642, 168.642a, and 168.644g), section 302 as amended by 2005 PA 71, section 642 as amended by 2004 PA 292, section 642a as amended by 2010 PA 222, and section 644g as amended by 2004 PA 293, and by adding section 642c.>>

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

1 Sec. 302. An individual is eligible for election as a school
2 board member if the individual is a citizen of the United States
3 and is a qualified and registered elector of the school district
4 the individual seeks to represent by the filing deadline. At least
5 1 school board member for a school district shall be elected at
6 each of the school district's regular elections held as provided in
7 section ~~642 or 642a~~ **642C**. Except as otherwise provided in this
8 section or section 310 or 644g, a school board member's term of

1 office is prescribed by the applicable provision of section 11a,
2 617, 701, or 703 of the revised school code, 1976 PA 451, MCL
3 380.11a, 380.617, 380.701, and 380.703, or section 34, 34a, 41, 54,
4 or 83 of the community college act of 1966, 1966 PA 331, MCL
5 389.34, 389.34a, 389.41, 389.54, and 389.83. Except as provided in
6 section 302a, if a ballot question changing the number of school
7 board members or changing the terms of office for school board
8 members pursuant to section 11a of the revised school code, 1976 PA
9 451, MCL 380.11a, is proposed and a school district needs a
10 temporary variance from the terms of office provisions in this act
11 and the revised school code, 1976 PA 451, MCL 380.1 to 380.1852, to
12 phase in or out school board members' terms of office, the school
13 board shall submit the proposed ballot question language and a
14 proposed transition plan to the secretary of state at least 30 days
15 before the school board submits the ballot question language to the
16 school district election coordinator pursuant to section 312. The
17 secretary of state shall approve or reject the proposed transition
18 plan within 10 business days of receipt of the proposed transition
19 plan. The secretary of state shall approve the proposed transition
20 plan if the plan provides only temporary relief to the school
21 district from the terms of office provisions in this act and the
22 revised school code, 1976 PA 451, MCL 380.1 to 380.1852, until such
23 time that the terms of office for school board members can be made
24 to comply with this act and the revised school code, 1976 PA 451,
25 MCL 380.1 to 380.1852. The school board shall not submit the
26 proposed ballot question language to the school district election
27 coordinator pursuant to section 312 until the proposed transition

1 plan is approved by the secretary of state. A school board member's
 2 term begins on ~~1 of the following dates:~~

3 ~~—— (a) If elected at an election held on a November regular~~
 4 ~~election date, January 1 immediately following the election.~~

5 ~~—— (b) If elected at an election held on a May regular election~~
 6 ~~date, July 1 immediately following the election.~~

<<Sec. 642. (1) Except as otherwise provided in this section and section 642a, on the effective date of this act, a city shall hold its regular election or regular primary election as follows:

(a) A city shall hold its regular election for a city office at the odd year general election.

(b) A city shall hold its regular election primary at the odd year primary election.

(c) A city that holds its regular election for a city office annually or in the even year on the November regular election date shall continue holding elections on that schedule.

(d) A city that holds its regular election primary for a city office annually or in the even year on the August regular primary election date shall continue holding primary elections on that schedule.

(2) If, on September 1, 2004, a city holds its regular election at other than a regular November election date, the city council may choose to hold the regular election on the May regular election date by adopting a resolution in compliance with this section. Except as provided in section 642a, if a city council adopts the resolution in compliance with this section to hold its regular election on the May regular election date, after December 31, 2004, the city's regular election is on the May regular election date. If a city's regular election is held on the May regular election date, the city's regular election primary shall be held on the February regular election date immediately before its regular election.

(3) If, on September 1, 2004, a city holds its regular election annually or in the even year on the November regular election date, the city council may choose to hold the regular election at the odd year general election by adopting a resolution in compliance with this section. Except as provided in section 642a, if a city council adopts the resolution in compliance with this section to hold its regular election at the odd year general election, after December 31, 2004, the city's regular election is at the odd year election. If a city's regular election is held at the odd year general election, the city's regular election primary shall be held at the odd year primary election.

(4) If, on September 1, 2004, a city holds its regular election annually on the November regular election date, the city council may choose to hold the regular election at the even year general election by adopting a resolution in compliance with this section. Except as

provided in section 642a, if a city council adopts the resolution in compliance with this section to hold its regular election at the even year general election, after December 31, 2004, the city's regular election is at the even year election. If a city's regular election is held at the even year general election, the city's regular election primary shall be held at the even year primary election.

(5) If, on September 1, 2004, a city holds its regular election primary at the September primary election, the city council may choose to continue holding its regular election primary at the September primary election by adopting a resolution in compliance with this section. Except as provided in section 642a(2), if a city council adopts the resolution in compliance with this section to hold its regular election primary at the September primary election, after December 31, 2004, the city's regular election primary is at the September primary election.

(6) Except as otherwise provided in this section and section 642a, on September 1, 2004, a village shall hold its regular election as follows:

(a) A village shall hold its regular election for a village office at the general election and the appropriate township clerk shall conduct the election.

(b) A village shall not hold a regular primary election.

(7) A village council may make a 1-time choice to hold the regular election at the September primary election by adopting a resolution in compliance with this section. Except as provided in section 642a, if a village council adopts the resolution in compliance with this section to hold its regular election at the September primary election, after December 31, 2004, the village's regular election is at the September primary election and the village clerk shall conduct the election. The resolution may provide for the terms of office and for staggered terms. If a village's regular or special election is held in conjunction with another election conducted by a township, the village shall pay the township a proportionate share of the election expenses. If a village's regular or special election is not held in conjunction with another election conducted by a township, the village shall pay the township 100% of the actual costs of conducting the village's regular or special election. The township shall make voting equipment available to a village if the village conducts an election. If the village is located in more than 1 township, the township with the largest number of village electors shall furnish the voting equipment.

~~——(8) Except as otherwise provided in this section and section 642a, on September 1, 2004, a school district shall hold its regular election for the office of school board member at the odd year general election.~~

~~——(9) If, on September 1, 2004, a school district holds its regular election at other than the odd year general election, the school district's school board may choose to hold its regular election on 1 of the following by adopting a resolution in compliance with this section:~~

~~——(a) The odd year May regular election date.~~

~~_____ (b) The November regular election date in both even and odd years.~~

~~_____ (c) The May regular election date in both even and odd years.~~

~~(8) (10)~~ A resolution permitted under this section or section 642a is valid only if a city council ~~, OR~~ village council ~~, or school board~~ adopts the resolution in compliance with all of the following:

(a) The resolution is adopted before 1 of the following:

(i) If the resolution is permitted under subsection (2), (3), (4), (5), ~~OR (7), or (9) of this section,~~ January 1, 2005.

(ii) If the resolution is permitted under section 642a(1) ~~, OR (2), or (3),~~ January 1 of the year in which the change in the date of the election takes effect.

(b) Before adopting the resolution, the council ~~or school board~~ holds at least 1 public hearing on the resolution. The public hearing may be held on the same day and immediately before considering the adoption of the resolution.

(c) The council ~~or school board~~ gives notice of each public hearing on the resolution in a manner designed to reach the largest number of the jurisdiction's qualified electors in a timely fashion.

~~, and the notice states at least the following, as applicable:~~

~~_____ (i) That the hearing is being held on the issue of whether to schedule the city's regular election on the May regular election date and that, if the resolution is not adopted, the city's regular election will be held at the odd year general election.~~

~~_____ (ii) That the hearing is being held on the issue of whether to schedule the city's regular election primary at the September primary election and that, if the resolution is not adopted, the city's regular election primary will be held on the odd year primary election.~~

~~_____ (iii) That the hearing is being held on the issue of whether to schedule the village's regular election at the September primary election and that, if the resolution is not adopted, the village's regular election will be held at the general election.~~

~~_____ (iv) That the hearing is being held on the issue of whether to schedule the school district's regular election at other than the odd year general election and that, if the resolution is not adopted, the school district's regular election will be held at the odd year general election. The notice shall specifically state the regular election date permitted under subsection (8) on which the school board is proposing that the school district's regular election be held.~~

~~_____ (v) That the hearing is being held on the issue of whether to schedule the school district's regular election at the odd year general election and that, if the resolution is not adopted, the school district's regular election will continue to be held on the date on which it is currently being held.~~

(d) The council ~~or school board~~ votes on the resolution and, on a record roll call vote, a majority of the council's ~~or school board's~~ members, elected or appointed, and serving, adopt the

resolution.

(e) The council ~~or school board~~ files the resolution with the secretary of state.

~~(11) This section takes effect September 1, 2004.~~

Sec. 642a. (1) After December 31, 2004, a city council that adopted a resolution so that its regular election is held on the May regular election date may change its regular election to the odd year general election by adopting a resolution in compliance with section 642. If a city council adopts the resolution in compliance with section 642 to hold its regular election at the odd year general election, after December 31 of the year in which the resolution is adopted, the city's regular election is at the odd year general election.

(2) After December 31, 2004, a city council that holds its regular election for city offices annually or in the even year on the November regular election date may change its regular election schedule to the odd year general election and the odd year primary election by adopting a resolution in compliance with section 642. If a city council adopts the resolution in compliance with section 642, the city's regular election is at the odd year general election and its primary is at the odd year primary election.

(3) After December 31, 2010, a city that adopted a resolution so that its regular election primary is held at the September election shall hold its regular election primary at the odd year primary election.

~~(4) After December 31, 2004, a school district's school board that adopted a resolution so that its regular election is held on a date other than at the odd year general election may change its regular election to the odd year general election, the general November election, the November regular election date in both even and odd years, or the odd year May regular election date by adopting a resolution in compliance with section 642. If a school board adopts the resolution in compliance with section 642 to hold its regular election at the odd year general election, the general November election, the November regular election date in both even and odd years, or the odd year May regular election date, after December 31 of the year in which the resolution is adopted, the school board's school district shall hold its regular election on the election date adopted in the resolution.~~

~~(5) After December 31, 2009, a school district's school board that holds its regular election for the office of school board member at the odd year general election may change its regular election to the general November election by adopting a resolution in compliance with section 642. If a school board adopts the resolution in compliance with section 642 to hold its regular election at the general November election, after December 31 of the year in which the resolution is adopted, the school board's school district shall hold its regular election at the general November election.~~

(4) ~~(6)~~ After December 31, 2004, a village council that adopted

a resolution so that its regular election is held on the September election date may change its regular election to the November regular election date by adopting a resolution in compliance with section 642. If a village council adopts the resolution in compliance with section 642 to hold its regular election at the November regular election date, after December 31 of the year in which the resolution is adopted, the village's regular election is at the November regular election date.>>

7 **SEC. 642C. BEGINNING JANUARY 1, 2012, A SCHOOL DISTRICT SHALL**
 8 **HOLD ITS REGULAR ELECTION FOR THE OFFICE OF SCHOOL BOARD MEMBER AT**
 9 **THE GENERAL NOVEMBER ELECTION.**

10 Sec. 644g. (1) A term of office shall not be shortened by the
 11 provisions of sections 641 to 644i. An officer scheduled by prior
 12 law to be elected at a time other than the odd year general
 13 election shall not be elected on the date scheduled but shall
 14 continue in office until a successor takes office after being
 15 elected in the first odd year general election following that date.
 16 If the regular election date for holding a jurisdiction's regular
 17 election is changed under section 642, ~~or 642a~~, **OR 642C**, the term
 18 of an official who was elected before the effective date of the
 19 change continues until a successor is elected and qualified at the
 20 next regular election.

21 (2) Notwithstanding a law or charter provision to the
 22 contrary, an officer required to be elected at the odd year general
 23 election, who by law or charter is elected for a term of an odd
 24 number of years shall, after September 1, 2004, be elected for a
 25 term of 1 year longer than provided by law or charter.

26 (3) In home rule cities where the charter provides for the
 27 election of city officers at a time other than at the odd year

House Bill No. 4005 as amended November 3, 2011

1 general election and provides that members of the governing body
2 are not all to be elected in the same year, the governing body by
3 ordinance adopted prior to April 1, 1971 may alter the length of
4 terms now provided by charter to provide that the city may continue
5 to elect part of the governing body at each election. A term shall
6 not be extended beyond January 1 following the first odd year
7 general election at which the officer would be elected as provided
8 by charter. A term shall not be for more than 4 years.

9 Enacting section 1. This amendatory act takes effect January
10 1, 2012.

<<Enacting section 2. This amendatory act does not take effect
unless Senate Bill No. 427 of the 96th Legislature is enacted into
law.>>

To: Portage District Library Board
From: Christine Berro, Library Director
Date: December 5, 2011
Subject: Follow Up to Library Board 2011 Annual Retreat (2011 MLA Annual Conference)

Portage District Library Board members had decided to make the 2011 Michigan Library Association Annual Conference their “Annual Board Retreat” this year and all trustees attended the conference on Thursday, October 27, 2011 at the Radisson Hotel in downtown Kalamazoo.

Library Board members attended various program sessions that day and all PDL trustees joined Library Director Christine Berro and Library Board Secretary Diane Delach at the State Librarian’s luncheon as well.

An opportunity for follow-up comments about the Library Board’s Annual Retreat this year will be provided at the December 12, 2011 board meeting.

To: Portage District Library Board
From: Christine Berro, Library Director
Date: December 5, 2011
Subject: Report from Library Board Liaison to the Friends of the Portage District Library

Portage District Library Board Member Martha Pacheco is the Board Liaison to the Friends of the Library, and as such, attends Friends' board meetings and shares information about Friends' activities.

Trustee Pacheco indicated that she would like to have an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a book sale on October 8th, there will be an item on the agenda for the December 12, 2011 board meeting so that Trustee Pacheco can give a report.

Replace, Don't Erase the Personal Property Tax

October 2011

Dear Library Patrons:

As your elected representatives of your Portage District Library, we are taking the unusual step of writing to you in to inform you that a significant portion of your library's funding is in jeopardy.

We want to assure you that despite a steady decline of revenue over these last few years, we have been wise stewards with your tax dollars, working to make the most with what we receive. Like everyone else, we have tightened our belts and have done the best we can with less. During times of economic difficulties, libraries become a community refuge. We know that Portage residents need our services more than ever because our usage statistics show that the number of patrons entering our doors has more than doubled since 2001. In 2001, 363,000 items were checked out; that number grew to 775,000 in 2010. 75% of the people in our district actively use the library. Patrons come to us for computer access, for resume and job search assistance, for information about starting a small business, for workshops on investing, and for materials to supplement our school libraries. Our preschool literacy classes are the alternative for families who cannot afford books or preschool to teach their children.

We are concerned because legislators are currently working in committees discussing how to eliminate the Michigan Personal Property Tax (PPT), which is a tax on equipment and machinery paid by businesses, not by individual taxpayers. If the PPT is not replaced, local government will lose 1.2 billion dollars. This loss follows the 2 billion dollars in revenue cut in 2010 when the Michigan Business Tax was eliminated to provide relief for small businesses.

We are writing to you to let you know that our library will stand to lose \$545,000 each year if this tax is eliminated and not replaced with some other form of income. To put this loss in perspective, that *amount is about what we spend each year on all of our library materials combined*, including books, audio visual materials, periodicals, and electronic media. The loss of this funding would mean drastic cuts in services and materials right at the time when Portage needs them the most.

Our community needs the library and this funding now, more than ever, so we will be contacting our state representatives and senator to advocate that if the Personal Property Tax is eliminated, it needs to be fully replaced with a guaranteed, stable source of funding for libraries throughout Michigan. In particular, we are concerned that when the tax is replaced with some other source of income, part of it needs to be earmarked specifically for libraries. We urge you also to let our state representative and senator know that the Personal Property tax needs to be replaced, not erased. If you would like more information about this issue, you can google "Replace, Don't Erase" or, of course, ask at your local library! It is our hope that together we can maintain the funding Portage District Library requires to provide vital services that our community needs.

Sincerely,
The Portage District Library Board

Betty Lee Ongley, President
Alisha Siebers, Vice-President
Michele Behr
Stephanie Brown

Annee Dunn
Martha Pacheco
Joe Yantis

To:	Portage District Library Board Members
From:	Christine Berro, Library Director
Date:	December 5, 2011
Subject:	Discussion about Guests to be invited to Library Board Meetings in 2012

Typically, at the Library Board meeting in December, trustees develop a list of guests they would like to invite to board meetings for the subsequent year for information sharing and educational purposes.

Since Portage District Library is currently going through a Strategic Planning process and we will be working through various steps of that process in the coming months until the final Strategic Plan has been finalized in April 2012, it may be prudent to wait until this important work is accomplished before developing the list of guests to be invited to board meetings.

Once we have gone through the S.W.O.T Analysis and our facilitators have gathered and analyzed all the information gleaned from the surveys that were done, as well as reviewing library industry information, we will know more about the library's direction and where emphasis is going to be placed. It would be advantageous, when the library's Strategic Plan is ready to be formally adopted, to consider at that point what resources – including guests – would be helpful to as we begin to implement our Strategic Plan.

This topic has been placed on the December 12, 2011 board meeting agenda for discussion.

To: Portage District Library Board
From: Christine Berro, Library Director
Date: December 6, 2011
Subject: Consideration of Technology Enhancements for the Library

Back at the July 25, 2011 Library Board meeting, trustees heard a detailed presentation about the library's 3-Year Technology Plan 2012–2014. Included in that presentation was information about the status of systems at the library and plans for essential upgrades to the library's server and network infrastructure in 2011 and beyond.

In the July 2011 Technology Presentation, board members heard about how the library was able to compress two years of technology investments into a single fiscal year (FY 2010) of capital expenditures, leaving FY 2011 technology capital largely untouched. At the present time, the library has two technology related issues that need to be addressed – one relates to protecting existing systems and assuring continued optimal operations – and the other relates to taking advantage of a new opportunity that could greatly enhance library services and electronic communications with our library users.

In the following documents, explanations are given about these two technology issues, along with information about how they will benefit the library and those we serve and why a recommendation is being made to proceed with these technology enhancements.

Please read the following two documents and then these discussion items will be placed on the agenda for board members' consideration at the December 12, 2011 board meeting.

PORTAGE DISTRICT LIBRARY

Recommendation for Upgrading Bluesocket Wireless Controller and Fortinet Firewall UTM (Unified Threat Management)

December 7, 2011

BACKGROUND:

The Portage District Library began offering public access wireless Internet connection in 2005. At that time, the library made a decision to offer its patrons a unique choice – to be able to select their levels of wireless Internet filtering. A Bluesocket wireless controller and a Fortinet Firewall UTM provided this capability, and over the last several years, this method of authenticated wireless access has offered patrons the level of service and protection they have come to expect from the library.

Since then, the library has leveraged the flexibility of these two devices by routing more and more of our library network traffic through them. By taking advantage of the Fortinet Firewall UTM capabilities, the library has been able to provide a safe online environment, not only for library-owned devices, but also for patron-owned devices. The Fortinet Firewall UTM has given us three benefits: (1) it protects the library and its patrons from computer viruses and malware typically found in unmanaged hotspots and free wireless environments; (2) it enables the library to offer various levels of wireless Internet filtering to library patrons who choose to use it; and (3) it protects the library's online resources from unauthorized intrusions.

TECHNOLOGY ISSUES:

Bluesocket Wireless Controller Issue:

In 2010, Bluesocket designated their Series 1100 Wireless Controller to be at “end-of-life” but because of the reliability and availability in the spare parts market, the library was able to maintain its Bluesocket Wireless Controller device for a longer period of time. However, this wireless controller has now definitely reached its end-of-life point and has no warranties or support offerings. At the same time, it has become increasingly apparent that there is a significant problem with both the 100 user limit and the 10/100 MB network interfaces because they are creating bottlenecks in this growing service. Every attempt has been made to extend the useful life of these devices but we can no longer be assured of their day-to-day operation.

Furthermore, in 2011, Internet security companies began offering SSL (Secure Sockets Layer) certificates that established a 2,048 bit minimum security encryption standard. In March 2011, it was discovered that the library's Bluesocket Wireless Controller device could only handle a maximum level of 1,024 bit security encryption and the Bluesocket controller firmware would not support 2,048 bit certificates (which are the only level certificates available from SSL vendors today.) Without 2,048 bit certificates, every library patron logging onto the Internet via the library's wireless Internet connection would be required to make a security “exception” for the library. This process would be burdensome to patrons and virtually impossible to support as every patron attempted to complete that process.

Fortinet Firewall (Unified Threat Management) Issue:

The Fortinet Firewall (Unified Threat Management) is also nearing end-of-life and will soon have no warranties and/or support either. If the library upgraded to the new Fortinet Firewall model, it would support a larger number of wireless Internet sessions; it would offer higher throughput to match up with the library's fiber optic connection; and it would continue to be supported. New technologies that allow flow-based antivirus/malware inspection would dramatically increase throughput and quell user questions about whether or not downloads have actually started.

Recommendation for Upgrading Bluesocket Wireless Controller and Fortinet Firewall UTM (Unified Threat Management)

The library purchased both of these devices back in 2005 and while they were adequate at the time, network speeds and user volume are now testing their limits. These devices have been extraordinarily reliable and have served the library and its patrons well over the past 7 years.

PROBLEM-SOLVING ACTIONS TAKEN:

During the spring/summer of 2011, the Library Systems Administrator investigated and tested some other possible solutions to the library's wireless Internet access bottleneck problem as follows:

1. Attempts were made to replicate the current devices using other products, but to those efforts had either very little success or would have been at a much higher cost.
2. Other devices, ranging from open source Vyatta routers to Cisco ASA router/firewalls were tried but none were able to provide the same level of service
3. Tests were done to try virtual solutions of the Bluesocket controller and Fortinet firewall and might have worked if the library did not have SAM (Smart Access Manager) as its computer management system and if the library didn't have wired devices using the authentication.

FINDINGS:

Much of what was tested failed to meet the same security and offerings of the library's current wireless controller and firewall devices. This means that while some of these other solutions exist, none of them have all of the features that the library currently offers: (1) authenticated access; (2) multiple levels of filtering; (3) bandwidth management; and (4) reporting capabilities.

CONSIDERATION of and BLUESOCKET/FORTINET ALTERNATE SOLUTION:

One other option that the library is seriously considering is a Bluesocket/Fortinet solution that would be made possible by working through the National LAN Exchange (NLE). The NLE is a network "Value Added Reseller" (VAR) and system integrator company serving small to medium size institutions offering "best value" products and partnerships with key technology vendors. The NLE was used originally to design the library's network topology and was initially involved in this highly customized project using various technologies (VLANs, designing firewall rule sets, customized routes based upon native and non-native VLAN tags, Library SIP authentication, protection profiles for Internet protocols, Filtering sets, etc.)

ADVANTAGES of USING NATIONAL LAN EXCHANGE:

Since both Bluesocket and Fortinet use preferred vendors for sales to end users, it would be possible for the library to designate the National LAN Exchange as our preferred provider in order to get the best possible pricing for our end product. Since the NLE designed the library's original wireless controller and firewall system, the library would be able to leverage their prior knowledge of the project to minimize labor expenses for implementing a Bluesocket/Fortinet solution.

CAPABILITIES of BLUESOCKET/FORTINET SOLUTION:

The Bluesocket/Fortinet solution made possible by using the National LAN Exchange would provide library patrons with the following:

- 1- Our authenticated wireless connectivity\
- 2- Our multiple levels of filtering
- 3- Internet access for library owned wired desktop computers
- 4- Internet access for library owned circulating and mobile lab laptops
- 5- Enabling Internet access for patron owned computers and mobile devices.

Recommendation for Upgrading Bluesocket Wireless Controller and Fortinet Firewall UTM (Unified Threat Management)

The Bluesocket/Fortinet devices are also the backbone for:

- 1- The library's SAM (Smart Access Manager) software that manages our public access computers, the print station and our staff management computers
- 2- The library's catalog searching computers
- 3- The library's research computers
- 4- The library's specialty stations (Job Search computers and OverDrive computer)

COST of SOLUTION:

Total Quoted cost: \$17,925.00 (including 3 Year warranties/ Filtering Updates/Malware (Antivirus) signatures /IDF (Intrusion Detection Formats).

This pricing was obtained utilizing our 501c3 status, upgrade of existing products and year-end promotional pricing and as such is only guaranteed through the end of the year.

RECOMMENDATION:

That the Library Board authorize the Portage District Library to proceed with the Bluesocket-Fortinet Solution, funded in the FY 2011 Budget CIP Technology Project line, and endorse the selection of the National LAN Exchange as the library's preferred sole source provider to upgrade the library's proprietary and unique wireless network controller and firewall solution so that library operations can be continued at acceptable levels and the library can continue to offer: (1) authenticated access; (2) multiple levels of filtering; (3) bandwidth management; and (4) reporting capabilities.

PORTAGE DISTRICT LIBRARY

Recommendation for Utilization of Mobile Applications at the Library

December 7, 2011

BACKGROUND:

Portage District Library has always stayed ahead of the curve in terms of applying technology to improve library services and operations. Nearly twenty years ago, PDL was one of the first libraries in Michigan to change from a physical card catalog to an electronic catalog, and over the last decade, the library has introduced many technology enhancements to the community including wireless Internet public access, RFID self checkout and a dynamic website. As new technology has evolved, we have carefully assessed needs, capabilities, costs and criteria for choosing various enhancements, always keeping in mind our mission of “*Helping you access the world of information in a friendly atmosphere*” and what our library users want and need from their library.

In 2011, the Portage District Library Board launched a Strategic Planning Process to develop a “Roadmap for the Future” that will serve as a guide for the library over the next 3-5 years. One of the main reasons for doing this is to prioritize library services in order to allocate resources appropriately. As part of this process, we will be examining trends and considering how the library will need to adapt to the changes that are already underway and that are coming in the future.

GROWTH in MOBILE TECHNOLOGY:

People are using mobile technology more every day. They use their Androids, iPhones, Blackberries and iPads for everything from gaming to mapping trips. There are general statistics showing huge increases in the number of smart phone sales, and by tracking library trends, it is also becoming much more prevalent for people to use their mobile devices to access library services. In fact, use of the Portage District Library’s website via mobile devices has grown 200% in 2011, to over 10,000 visits in the past year!

LIBRARY ADAPTATION to MOBILE TECHNOLOGY:

As use of mobile applications technology has grown, so has the library’s need to provide a service point to accommodate that use. Although mobile devices with web access can display the library’s website, navigation of any regular website is difficult on the small screens of mobile devices. Tools are now available that provide users with access to high use portions of the website such as borrower’s information, the library’s catalog, publisher reviews, and events calendars via smart phones. These tools are built specifically for smart phones, meaning navigation requires few keystrokes, pages are sized to fit on the small screens, and tools like OverDrive are easily integrated.

ADVANTAGES to UTILIZING MOBILE APPLICATIONS:

There are additional advantages to these types of mobile tools; you can do a camera scan of a book’s ISBN at a bookstore and then use that to see if the book is available at the library. Mobile applications can enable library users to get quick access to information about library events, search the library’s catalog, and there is even the potential of checking out library materials via a mobile device by scanning bar codes and many more possible advancements coming in the future. This concept of mobility could enable people to access and use the library ... wherever they are. It also opens up an entire new avenue for the library to communicate and connect with library users.

CONSIDERATION of ‘BOOPSIE’ MOBILE APPLICATION:

One mobile application provider that has come to the attention of PDL’s Technology Team is “Boopsie.” In a recent webinars demonstration, Tech Team members learned more about this multi-

platform mobile library application and how it can be successfully utilized by public libraries to enhance patron experiences. Boopsie provides a wide range of features that are advantageous to library patrons, including: GPS-aware library locator; Ask a Librarian; Reading Lists; Calendar & Events; and Integrated social networking tools. As more people rely on their smart phones for their information, this is an important need that should be met and we want Portage District Library to be there to provide the information they need in the way they want to receive it.

COST of UTILIZING MOBILE APPLICATIONS at the LIBRARY:

Because refresh rates for replacement technology have been lengthened from 4 to 5 years, there are funds in the CIP Technology Project line in the FY 2011 Budget available now to begin to build a mobile-accessible tool. An initial “Pilot Project” to test the appeal of mobile applications to library users would cost approximately \$5,000 per year and a two-year trial period would be recommended.

RECOMMENDATION:

The PDL Technology Team would like to research “Boopsie” and other available mobile application tools in the first quarter of 2012 and present some possible solutions to the Library Board at that time. *[Please see attached description of “Boopsie for Libraries.”]*

With the prospect of a “Pilot Project” potentially being approved by the Library Board in 2012, a recommendation is being made now to encumber \$10,000 from the library’s FY 2011 Budget CIP Technology Project line to hold the funds until ample research and solid pricing for a mobile application solution is identified and presented to the Library Board and officially approved for implementation.



Boopsie for Libraries

What is it? Why Do You Need It?

Boopsie for Libraries is a robust, multi-platform mobile library application designed for public and academic libraries. Already in use by many libraries and universities worldwide, Boopsie's one-stop solution *mobilizes* catalog and non-catalog services at a disruptively affordable price.

Boopsie is the only mobile application developer that can deliver customized world-class mobile applications in a matter of weeks and at a fraction of the cost of comparable solutions.

Boopsie applications work on all phones, all networks,

Real-time ILS Integration

Boopsie's proprietary AccessILS system integrates directly with any ILS database, and makes it easy for patrons to see their account information and update it by putting items on hold and renewing books or other materials. Additionally, only Boopsie applications include MobileFind™ search technology that enables fast catalog search with minimal keystrokes.

Support for Non-Catalog Content and Services

Library patrons want to do more than search for books via their mobile phone. In fact, Boopsie customers have found that more than 60% of their patrons use their mobile application to access non-catalog services such as locating the nearest branch, checking hours and event schedules and keeping up on the latest library news via the library blog or Twitter feed.

Boopsie provides a wide range of features important to library patrons:

- GPS-aware Library Locator
- Ask a Librarian
- Reading Lists
- Calendar & Events
- Integrated social networking tools.

Easy to Implement, Minimal Staff Resources Required

Full implementation of a Boopsie application requires minimal technical expertise and resources from library staff. Easy-to-use content management tools leverage Google Docs to populate and maintain information for Library Locator and Reading Lists. Google Docs built-in collaboration features make it simple for multiple staff members to contribute content and keep information up to date.

Fast and Affordable

A Boopsie application that includes native support for all internet-enabled phone platforms can be deployed in a matter of weeks and at a fraction of the cost of comparable solutions.

All Boopsie applications are fully hosted and compatible with all mobile devices.

PORTAGE DISTRICT LIBRARY

Library Director's Statement of Accomplishment of Personal Goals for Fiscal Year 2011

Goals Description	Measurement Criteria
<p><u>GOAL #1</u> To finish my term as current MLA Presidency through June 30, 2011, and to move into MLA Past President status effective July 1, 2011 and continue through June 30, 2012, undertaking all activities proscribed for this elected office.</p> <p>A. I will fulfill my role as MLA President by helping to implement all the changes in MLA’s infrastructure and membership program that were developed and agreed upon in 2010.</p> <p>B. I will work closely with the MLA Incoming President to ensure a seamless transition in MLA leadership over the next year and a half.</p> <p>C. I will participate in advocacy activities and MLA initiatives to help educate newly elected legislators about the essential needs of libraries in Michigan and the negative impact of tax capture on library funding.</p>	<ul style="list-style-type: none"> ü All MLA President's responsibilities and activities were fulfilled and work to enhance MLA’s infrastructure and to implement new MLA membership categories and dues spectrum was undertaken successfully. ✓ All MLA President tasks were accomplished and the new MLA membership infrastructure and revised dues structure was rolled out to MLA members. ü The transition from current MLA President to Past MLA President in July 2011 was successfully accomplished. ✓ Yes, this transition was successfully accomplished ü Interactions occurred with state legislators and advocacy activities were undertaken through the Michigan Library Association that imparted information to state lawmakers about the repercussions of legislative decisions (tax capture and funding decisions) on Michigan libraries. ✓ A great deal of work was done to interface with legislators; PDL hosted a Legislator visit; Meetings were held with Supt. of Education Flanagan & Deputy Superintendent Carol Wolenburg; Senator Tonya Schuitmaker held a town hall meeting at PDL; & testimony was given to the Senate Appo-priations Committee; Phone calls made; Letters written, etc.
<p><u>GOAL #2:</u> <u>To Take a Lead Role in Assisting the Library Board with all aspects of the 2011 Election, and to Facilitate the Orientation and Training of New Trustees, and Arrange for any Continuing Education for Current Trustees.</u></p> <p>A. I will consult with the Library’s attorney, and city, county and state officials to find out about all legal requirements and timeframe for the May 3, 2011 election.</p>	<ul style="list-style-type: none"> ü Contacts were made with the Library’s attorney and officials and all legal requirements were identified for the May 3, 2011 Election. ✓ Attorney was contacted and legal requirements identified, along with an outline of activities and specific deadlines. ü The information session held in January 2011 by county election officials

<p>B. I will attend information sessions held by the county election officials to learn details about the May 3, 2011 election and the protocol that candidates for the Library Board must follow with regard to the election, and will ensure that the library is in full compliance with election requirements.</p> <p>C. I will convey pertinent election details to current Library Board members and will provide prospective board candidates with information pertaining to the role of a trustee and overall duties and responsibilities.</p> <p>D. I will assist with the orientation of all newly elected Library Board Members and arrange for Carver Policy Governance training as well.</p> <p>E. I will assist the trustees who are remaining on the Library Board with any continuing education they may wish to pursue.</p> <p>F. I will ensure that all newly elected trustees are properly sworn into office, and any outgoing trustees are appropriately recognized for their service on the Library Board.</p>	<p>was attended and information was obtained to guide the library in the election process.</p> <p>✓ This meeting was attended and all necessary information obtained.</p> <p>ü Library Board members were informed about all election requirements and prospective board candidates were given information packets.</p> <p>✓ Trustees were informed and candidates were provided extensive information packets about the library.</p> <p>ü An orientation session was successfully conducted for all newly elected Library Board members and Carver Policy Governance training was undertaken by new trustees.\</p> <p>✓ An orientation session was conducted for new trustees on 7-11-11.</p> <p>ü Arrangements were made for continuing trustees to get appropriate training in preparation for their leadership roles on the Library Board.</p> <p>✓ A Policy Governance training session was held with Facilitator Erv Brinker on July 11, 2011.</p> <p>ü All outgoing trustees were recognized for their service on the Library Board at their last board meeting in June 2011.</p> <p>✓ Appropriate recognition was given to outgoing Trustees Laurie DeHaven and Scott Pierangeli at the June 27, 2011 board meeting.</p> <p>ü All newly elected trustees were properly sworn into office at the July 2011 board meeting.</p> <p>✓ New Trustee Stephanie Brown was officially sworn into office on 7-25-11 and New Trustee Michele Behr was officially sworn into office on 8-22-11 and CPA Larry Delach was present to notarize both.</p>
<p><u>GOAL #3: To Undertake the following Administrative Projects:</u></p> <p><u>A. Fiscal Management in Period of Declining Revenue</u></p> <p>1. I will work closely with the Library Business Manager to conduct an assessment of the Library's projected revenue and current resources and develop a plan for offsetting any potential losses that may be sustained</p>	<p>ü A thorough assessment of the library's projected revenue and current resources was made and a plan for offsetting losses was developed, based on income and essential expenditures.</p> <p>✓ Extensive work was done to identify & forecast the library's revenue and a "Worst Case Scenario" Budget for FY 2012 was developed and presented to trustees at the May 23, 2011 board meeting.</p>

due to State of Michigan funding reductions for libraries in 2011.

2. I will take action to revamp the library's budget to change it to a 2-year cycle.
3. I will oversee an evaluation of the library's electronic resources and licensed databases and work with Department Heads to identify priorities as well as cost-saving measures that could be implemented if the Michigan Electronic Library Catalog (MeLCat) is no longer funded.

B. Disaster Plan Finalization and Implementation

1. I will guide the process to complete the final segments of the library's Disaster Plan and educate library staff in its implementation.
2. I will do a presentation to the Library Board, along with the Business Manager, Circulation Supervisor and Head of Adult & Youth Services to explain the key elements of the library's Disaster Plan.

C. Hiring of a New Adult Services Librarian

1. I will oversee activities to advertise, interview and hire a new Adult Services Librarian. (Position vacated by retiree).
2. I will work closely with the Head of Adult Services to provide orientation to the new Adult Services Librarian who is hired.
3. I will keep the Library Board informed of the hiring activities and will introduce the new Adult Services Librarian to trustees once on the job.

D. Fundraising Initiative in 2011

1. I will oversee the initiative to develop and implement a 2011 Spring Appeal with the Fund Development Manager & Assistant to the Director.
2. I will conduct an interactive donor event to share information about the library's use of donor contributions and to obtain feedback from key donors.
3. I will work closely with the Library Fund Development Manager and

ü The library's budget was converted to a 2-year cycle, to be effective in Fiscal Year 2012.

✓ **The library's budget was presented to trustees with information & projections covering a 2-year time period.**

ü The library's electronic resources and licensed databases were scrutinized and prioritized and reductions were made to eliminate the least used ones or those that provided information that could be obtained from other free sources.

✓ **The Michigan Electronic Library (MeL) was funded, after much pressure libraries across the state (and a protest on the capitol steps in Lansing), however there is a plan in place at PDL for prioritized selection of electronic databases if it needs to be implemented if MeL were to ever goes away.**

ü The final segments of the library's Disaster Plan have been completed and library staff has been educated about its provisions.

✓ **See End #4 Progress Report**

- Ø **In July 2009, we established an account with dplan, a free online disaster planning tool specifically designed for cultural and civic institutions. We established a team to oversee the collection of information required to collect and enter the beginning outline of the plan, and determine how much of the package was critical for the library to complete immediately versus add to over time. The dplan tool is structured to be used in whatever way benefits the organization as a living tool, not a printed document that lives on a shelf. We have chosen to utilize it to consolidate critical information that would be necessary to access away from our facility in an emergency situation. That information is updated as needed, while we continue to determine other areas that may need more detail.**
- Ø **Additionally, we identified procedures that were either not formally codified or had never been established that would help us address emergency evacuations that may be necessary while the library is open to the public, such as fire, weather emergencies, or health**

Assistant to the Director to promote the library's "Grandmother and CIG Endowment Fund" in 2011.

4. I will oversee the initiative to develop and implement a 2011 Annual Campaign with the Fund Development Manager & Assistant to the Director.
5. I will direct activities to properly recognize library donors.

hazards. These procedures are now reviewed with the staff twice per year, with practices planned as a portion of Staff Development Day training.

- Ø **This year, we took the opportunity to work with local police agencies to craft a lock-down procedure that could be utilized in a coordinated effort to handle situations with gun violence in the library. A representative from Portage Police spoke at length on September 16, 2011 during Staff Development Day to help prepare the staff for this type of situation, while we presented our procedure for evacuation or lock-down of the library. This new procedure will be added to our list for review and practice twice each year.**
- Ø **During our review of the dplan software, we determined that it would be helpful to have a basic outline of how to handle and preserve the special resources in the Heritage Room if they were compromised by water. Our local historian will be providing that information for inclusion into the dplan software by the end of the year.**
- Ø **From now until the end of the year, the team responsible for updating the dplan tool will be auditing the current plan and working to identify and gather any additional information that may be useful to have during an emergency. The focus will be on procedures for handling public relations and media notifications during emergency situations. Audit results and public relations will be discussed by the full administrative team by the end of the year.**

Ü The Adult Services librarian position was advertised, interviews conducted and a new person hired to fill the vacancy.

✓ DUE TO LOSS OF REVENUE DID NOT FILL POSITION

Ü The new Adult Services librarian received an appropriate orientation to the library. **(See Above)**

Ü The Library Board was kept informed of the hiring activities and the new Adult Services Librarian was introduced to trustees at a board meeting. **(See Above)**

	<ul style="list-style-type: none"> ü A Spring Appeal was successfully conducted in 2011. DONE ü A donor event was held to share information with library donors and feedback was obtained from them. DEFERRED UNTIL SPRING 2012 ü The “Grandmother and CIG Endowment Fund” was appropriately promoted in 2011 through various means and donations were encouraged. WORK WILL BE DONE IN DECEMBER TO PROMOTE END OF YEAR GIVING ü All work was completed and an Annual Campaign was successfully launched in the 4th Quarter of 2011. THIS IS IN PROCESS AND WILL BE DONE THIS WEEK. ü Library donors were thanked and recognized appropriately. YES
<p><u>GOAL #4: To Oversee New Public Service Initiatives at the Library in 2011.</u></p> <p><u>A. Change in Delivery of Library Service with use of “Roaming” Staff</u></p> <ol style="list-style-type: none"> 1. I will direct activities to develop a new public service protocol that will utilize “roaming” library staff in a new way – assisting library patrons wherever they might be in the library, rather than just at a public service desk. 2. I will work closely with the Circulation Supervisor to set benchmarks for public assistance behavior for the new “roaming” library staff, and will ensure that appropriate ongoing training is done. 3. I will examine the new “roaming” staff public service protocol after 6 months to determine its effectiveness and assess any changes that may be needed. 4. Updates will be given to the Library Board on this initiative. 	<ul style="list-style-type: none"> ü The new public service “roaming” library staff protocol was successfully launched and patrons were assisted all throughout the library and not just at public service desks. YES, THIS HAS BEEN DONE. ü Benchmarks were established for public assistance behavior for the new “roaming” library staff and an ongoing training program was set up. . YES ü An assessment was made of the library’s new public service “roaming” library staff protocol and indicators were reviewed to determine the effectiveness of this change in service delivery mode. . YES, in fact a different roamer schedule was implemented for Adult & Youth Services. ü Updates were given to the Library Board about this public service delivery initiative. . YES

<p>B. <u>Management of Library Social Networking Activities</u></p> <ol style="list-style-type: none"> 1. I will carry out administrative tasks and interact with the Library Board to develop a “Social Networking Policy” for the Library. 2. I will work closely with the Library Business Manager and interact with the Library Board to develop a “Whistleblower” Policy for the library. 3. I will conduct information sessions with library employees to educate them about the new policies when implemented, 	<ul style="list-style-type: none"> ü A Social Networking Policy was developed for the library. YES ü A Whistleblower Policy was developed for the library. DONE ü Information sessions were conducted with library employees to educate them about the new policies when they were implemented. YES
<p><u>GOAL #5: To Oversee the Following Facilities Projects</u></p> <p>A. <u>Initiation of Study for Library to “Go Green” in the Future</u></p> <ol style="list-style-type: none"> 1. I will begin the investigative process to gather facts about green (environmentally friendly) operations at the library and what kind of things might be done to move the library in that direction. 2. I will consult legal counsel, technical experts and other organizations that have successfully undertaken “green” initiatives. 3. I will compile facts and information that I obtain and prepare a feasibility report for the Library Board’s consideration. <p>B. <u>Roof Replacement</u></p> <ol style="list-style-type: none"> 1. I will consult with the library’s Facilities Auditor to assess the condition of the library’s roof and when it should be replaced. 2. I will make a recommendation to the Library Board about roof replacement, along with proposed budgetary provision and a timeline for the project. <p>C. <u>Boiler Replacement</u></p> <ol style="list-style-type: none"> 1. I will consult with the library’s Facilities Auditor to assess the 	<ul style="list-style-type: none"> ü A study was initiated to investigate what would be entailed for the library to “go green” in the future including engaging an expert consultant. ADVISED TO GO IMMEDIATELY AHEAD WITH NEEDED ROOF REPLACEMENT & WILL INVESTIGATE GREEN IN FUTURE ü Legal, technical and financial aspects of a “green” project were explored. Will proceed with this in the future when revenue picture improves. ü Fact-finding contacts were made with other organizations that have gone “green” to gather useful information and obtain helpful advice. Will proceed with this in the future when revenue picture improves. ü Information that was obtained was compiled in a report and presented to the Library Board for future consideration. Roof Replacement Project updates have been provided to the Library Board. ü All information relevant to the replacement of the library’s roof was compiled, along with cost estimates, and a plan was developed with a proposed timeframe and budget recommendation. BOILER WAS ASSESSED & WE WERE TOLD THAT IT IS GOOD FOR ANOTHER 5 YEARS

<p>condition of the library's boiler and when it should be replaced.</p> <p>2. I will make a recommendation to the Library Board about boiler replacement, along with proposed budgetary provision and a timeline for the project.</p> <p>D. <u>Security in the Library Building</u></p> <p>1. I will oversee the work that needs to be done to add keyless entry security locks on designated doors throughout the library building, to safeguard library staff and control access to specific areas.</p> <p>2. I will provide updates to the Library Board on the progress of this security project.</p>	<p>ü All information relevant to the replacement of the library's boiler was compiled, along with cost estimates, and a plan was developed with a proposed timeframe and budget recommendation. N/A</p> <p>ü Work was completed on door security inside the library building to safeguard library employees and to ensure that only authorized personnel have access to staff areas anywhere in the library facility.</p> <p>✓ KEYLESS ENTRY COMPLETED</p> <p>✓ VOLUNTEER PROCEDURES IN PLACE – ASSIGNED KEYS FOR THE DAY – CLOSELY MONITORED</p> <p>✓ VENDORS PROCEDURES IMPLEMENTED TOO</p> <p>ü The Library Board was apprised of progress on the security work in the library building. YES</p>
<p><u>GOAL #6: To be involved in a leadership role in community and professional organizations, representing the Portage District Library.</u></p> <p>A. <u>Community Involvement</u> I will continue my direct community involvement as follows:</p> <p>1. <u>Portage Public School District</u> ü I will continue as a member of the Curriculum Instruction Committee.</p> <p>2. <u>Portage Rotary Club</u> ü I will Chair the Portage Rotary Club's 2011 Community Service Award Committee ü I will Chair the Portage Rotary Club's 2011 Scholarship Committee</p> <p>3. <u>Southwest Michigan Black Heritage Society</u> ü I will participate as a board member to help preserve the black history of southwest Michigan.</p>	<p>ü Participation as a member of the PPS Curriculum Instruction Council was continued throughout the school year. YES</p> <p>ü Chairperson role and responsibilities for the Portage Rotary Club 2011 Scholarship Committee were successfully accomplished. YES</p> <p>ü Chairperson role and responsibilities for the Portage Rotary Club 2011 Community Service Award Committee were successfully accomplished. YES</p> <p>ü Participation in the Southwest Michigan Black Heritage Society was successfully accomplished in 2011. YES</p> <p>ü Participation in the Public Library Directors Group was accomplished. YES</p>

B. Professional Involvement

I will continue my professional involvement as follows:

1. Public Library Directors Group
 ü I will attend meetings with public library directors when possible.
2. Public Library Association
 ü I will continue my PLA membership in 2011
3. Michigan Library Association
 ü I will continue my MLA membership in 2011

ü Membership in PLA was continued in 2011. **YES**

ü Membership in the Michigan Library Association was continued in 2011.
YES

✓ Extensive work was done on the Personal Property Tax Issue & its impact on funding for libraries. Presentations were given to the Library Board, the library staff, and via MLA to various libraries and other organizations to impart the latest updates and to urge advocacy.

To:	Portage District Library Board Members
From:	Christine Berro, Library Director
Date:	December 7, 2011
Subject:	End-of-Year Final Progress Report on All Ends Statements for FY 2011

Back in January 2011, I presented my interpretation of “End Statements” to the Library Board, with a detailed description of the activities and projects that would be undertaken over the course of this year to accomplish these “Ends” and the measurement criteria that trustees could use to determine if the desired outcomes had been achieved.

At the December 12, 2011 board meeting, I will be presenting an End-of-Year Final Progress Reports on all End Statements for trustees to see everything that has been accomplished at the library in 2011. These reports will be included in the board meeting agenda packet as a separate document for easier reference.

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
October 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	\$ 3,623,594
Expenditures	\$ 2,901,585

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 October 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
Library Director's Report on the Financial Condition
for
November 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	\$ 3,632,024
Expenditures	\$ 3,120,830

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

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PORTAGE DISTRICT LIBRARY

Marketing Update

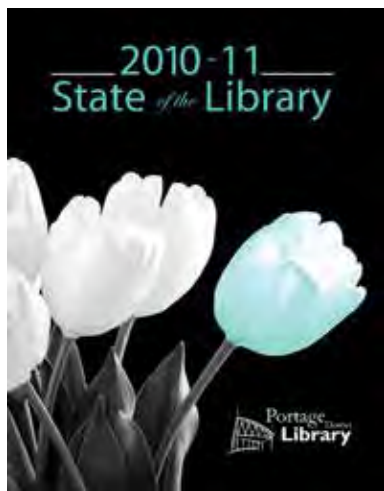
November/December 2011

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

A large banner has been designed to promote the "Going Digital Campaign". The banner will be displayed in the checkout area. Signage has been placed on the digital TV's also promoting awareness that the library will no longer be printing the library's calendar of events.



A flyer was designed for the Open for Discussion programming in the library. The promotional piece covers a full year of book discussions for patrons. It is distributed within the library as well at the programs.



A "State of the Library" Annual Report has been written. It includes; a library director's statement, a look back at 2010, what the library has planned for 2011-12, a satisfied library patron's testimonial, stats for the last 5 years on the library circulation and total front door traffic, the library's finances and general items of interest statistics. The report was distributed through the Portage Gazette and will be displayed within the library and used for local relations relocation packets.

PORTAGE DISTRICT LIBRARY
Library Director's Narrative Report for December 12, 2011
Activities in October, November 2011

Administrative Activities:

During the months of October, November and the first part of December 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.
- ✓ Held monthly meetings with Heads of Adult and Youth Services and Circulation Supervisor.
- ✓ 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.
- ✓ Did a presentation at the MLA 2011 Directors' Summit on October 25, 2011 as part of the MLA Annual Conference, on Measuring Library Outcomes through Storytelling (an MLA & Gale Cengage Project).
- ✓ Attended the Michigan Library Association 2011 Annual Conference – all session – October 25th through 28th
- ✓ Observed a demonstration on 11-02-11 of the library's new Elmo digital presentation device with multimedia cart that enables anything put in its camera's view to be projected. This was a "Wish List" item that the Friends of the Library funded for Youth Services in 2011.
- ✓ Assisted with the set-up and greeted attendees for the Community Leaders Focus Group for Strategic Planning that was conducted by Facilitators Gary Goscenski and Kasey Mc Gill on 11-07-11.
- ✓ Held a conference call with MLA Executive Director Gretchen Couraud on 11-10-11 pertaining to legislative issues and MLA's official position on pending legislation.
- ✓ An article was submitted to the Portage Gazette for publication on 11-19-11 entitled: "*Why We're All So Thankful at the Portage District Library*"
- ✓ Participated in a Michigan Library Association Executive Committee meeting in Lansing, MI on 11-11-11.
- ✓ Wrote annual evaluations for (8) Administrative Team members to be conducted at year end.
- ✓ Participated in a board meeting of the Black Heritage Society of Southwest Michigan on 11-15-11.
- ✓ Met with contractors on 11-15-11 to go over the final roof inspection at the conclusion of the library's Roof Replacement Project.
- ✓ Observed a webinar presentation on Boopsie mobile applications on 11-16-11.
- ✓ Participated in an MLA Legislative Committee meeting in Lansing on 11-21-11.
- ✓ Held a conference call with Larry Neal on 11-28-11 to plan our presentation for the Library Journal's Directors Summit in Columbus, OH on 12-06-11.
- ✓ Hosted Allison Hammond from The Arcadia Institute and a visiting group from Georgia on 11-29-11 to give them a tour of PDL, and to discuss library services to special needs individuals at a lunch meeting.
- ✓ Held a special Tech Team meeting on 11-30-11 to discuss the possibility of utilizing Boopsie mobile apps to enable patrons to utilize their mobile devices to communicate with and connect to the library.
- ✓ Participated in a Portage Public Schools Curriculum Instruction Council meeting on 11-30-11.
- ✓ Attended a meeting with Youth Services staff on 12-01-11 to discuss youth programming.
- ✓ Participated in a Michigan Library Association Board meeting in Lansing, MI on 12-02-11.
- ✓ Went to Columbus, OH on 12-05 and 12-06 to attend the Library Journal's Directors' Summit to give two presentations on "Measuring Library Outcomes through Storytelling" – done with Larry Neal.

Facilities Management Activities:

During the months of October and November 2011, facilities work included: (1) overseeing the library's roof replacement project and assisting with the final stages of the work; (2) meeting with site supervisor on updates and participating in any other activities related to the project (such as generating purchase orders for the installation of drain inserts, etc. that were not figured in to the original bid; (3) having another metal halide light fixture converted over to induction lighting in the Atrium; (4) repainting the lower level exterior wall leading into the boys and girls restrooms, and (5) painting the elevator exterior walls and surrounding areas.

Final Update on Library's Roof Replacement Project

- Ø The library's Roof Replacement Project was essentially completed in October 2011.
- Ø Great Lakes Systems, Inc. returned after a torrential rain storm to resolve a leak that turned out to be due to drains that needed to be flushed out.
- Ø The library's overhead ceiling drainage system was flushed out and any back-up resolved.
- Ø A final post project roof inspection was conducted on 11-15-11 and the vendor invoice has been received.

Merchandising

- Ø A Thanksgiving Holiday: "*Eat Mor Turki*" display of humor nonfiction with a flashy feathered cement chicken with an additional display tower of face-out books nearby was very popular, as well as the Thanksgiving cookbook display. We also continued the leaf motif on the shelving end caps for a fall seasonal theme.
- Ø Holiday displays were created and put up in the Atrium. Adult Services staff staged materials to go up the Monday after Thanksgiving. This year's display featured silver flocked wrapping and refreshed ribbons and ornaments used in previous years, along with oversized ornaments over the new books.
- Ø Another nutrition holiday display "Eat Fresh, Eat Healthy" coordinated with December program "Food: One Family at a Time" with a carrot-nosed snowman and carrot theme.
- Ø Holiday displays were also created and put up in the Adult Services area. Staff "built" a snowman with a hat and carrot nose out of our display units and featured holiday fiction.
- Ø Shelving endcaps featured: Snowman READ signs
- Ø Large stocking and poinsettias dot displays were placed around the print stations

Networking & Outreach:

- Ø Portage Public Schools' Curious Kids and Portage Head Start classes visited the library in November for special storytimes and library visits.
- Ø As a member of the Arcadia Institute's Network group, the library hosted a tour group from Georgia that is looking at how Kalamazoo County is working with agencies to be inclusive. The tour was held on Tuesday, November 29, 2011. Christine Berro and Christy Klien had a luncheon meeting with this group to share our experiences.
- Ø KRESA's Woods Edge school visited the library on November 29, 2011 for a library visit, storytime, and craft.
- Ø Business Librarian Nicolette Sosulski completed a year of MLA's Leadership Academy Training, which will prove very helpful. She served as co-chair and Master of Ceremonies for the *Night at the Races* fundraiser during the 2011 MLA Annual Conference. She also did two presentations at that conference, one on Lessons Learned from Virtual Reference and the other in partnership with Laura Wright on Public Library/School Library Collaborations. She also met with Steve Assarian at Kettering who is putting together an Entrepreneurship Support Program.
- Ø Adult Services Programming Librarian Marsha Meyer presented a session at the 2011 MLA Annual Conference on: Building Community: Partnering with Your Neighbors; co-chaired the Night at the Races fundraiser; and served on the MLA Awards Committee.
- Ø A videotaped interview with a satisfied library patron who had used the library's career database resources was showcased in the MLA Directors' Summit, a Library of Michigan program on services to jobseekers and featured in the opening session. The Library of Michigan session on services to jobseekers also called attention to PDL's Job and Career Accelerator workshop and Resume Hacks programs .
- Ø Staff represented the library at Kalamazoo Public Library's "2011 Great Grown Up Spelling Bee" (a fundraiser for their Ready-to-Read Literacy Program) and won best costumes. Our sponsor, Nicholas & Barbara Andreadis were pleased with our efforts.
- Ø Staff attended meetings for Reading Together, an MLA presentation, and SMLC board. Staff continue posts every day or two on Business Information Center Facebook Page. Staff updated content on Business Information Center web page.

OverDrive Service

- Ø On December 2, 2011, our new PDL OverDrive library went live. OverDrive is a media console used to download e-books and audiobooks to patrons. We currently belong to an OverDrive library with MCLS (Midwest Collaborative for Library Services), which we share with many other libraries in the state. We have signed a contract to purchase and develop an OverDrive library at PDL that we will own and that can be used exclusively by PDL patrons.
- Ø Currently we have 207 e-books alone and about 30 audio-book titles. During 2012, the library will spend at least \$300/mo on purchases from the bestseller list, and \$200/mo buying duplicates. This will amount to a 5-6 K content. For the 2012 Budget, we will include a line item for digital spending over and above our \$10,000 commitment to OverDrive. This should get us up to more than 550 titles by the end of 2012.
- Ø On Monday Dec 5, 2011, our total patrons on waiting lists were 63. We have begun to look at procedures for requests and filling holds.
- Ø The Youth Department will be adding to the OverDrive collection as well.

Programming:

- Ø December programming is in full swing with storytimes and holiday celebrations for all age groups. We were not able to hold "*Breakfast with Santa*" this year due to increases in service and space costs at the site that has hosted this event in the past, as well as library staffing limitations and costs. Instead, we are hosting a "*Holiday Family Fun Day*" on December 19, 2011 and will offer crafts and fun activities to celebrate the season as a replacement.
- Ø Adult Programming for October and November included two full-to-capacity *Meet the Chef* demonstrations: one at Bravo Restaurant and Café; and one at the library which included a book signing by the presenter. The library offered two writing workshops series: *Combat Veterans' Writing Group*; and *Memoir Writing*.
- Ø The library offered three book discussion series: a biweekly Great Books reading and discussion group and monthly *Open for Discussion* featuring local award winning author Bonnie Jo Campbell's *Once Upon a River* and *Dressmaker of Khair Khana*. Library book discussions often feature special speakers who discuss the culture or topic of the title discussed as well as theme snacks. The library also offers a bimonthly book discussion at Crossroads Village for their senior residents.
- Ø The library also hosted two author visits a *Michigan Notable Mystery author, William Whitbeck* and kicked off the Kalamazoo area Russian Festival with Marie Stoline, the author of *The Fire and the Gold, Russian Elders Share Their Life Stories with Chernobyl Journal*.
- Ø The library hosted five art exhibits featuring work from over twenty artists. How-to programming included our on-going weekly Portage Computer Users Group and a de-clutter workshop with former staff member Rachel Baker.
- Ø *Muffins and the Market* continues to draw 30 or more participants at each meeting, and its participants are expressing interest in making this program self-sustaining. They are also giving money to support the library's Business Information Center collections. The *Personal Finance for Teens* program drew 10 participants. The *Resume Hacks* workshops are drawing a small but steady number of participants each time. SBTDC hosted 3 programs that drew 44 attendees.

Staff Efficiencies & Professional Development

- Ø Library staff attended the Michigan Library Association's Annual Conference that was held in downtown Kalamazoo on October 26th – 28th, 2011.
- Ø Youth Services Teen Librarian Laura Wright and Adult Services Business Librarian Nicolette Sosulski did a presentation on collaborating with schools to meet students' needs at the MLA 2011 Annual Conference.
- Ø Adult Services Librarians Marsha Meyer and Nicolette Sosulski conducted the "*Night at the Races*" fundraiser at the MLA Conference.
- Ø Adult Services Librarian Shirley Newberry taught 1 genealogy session for adult staff and guests.

TO: Portage District Library Board
FROM: Christine Berro, Library Director
DATE: December 5, 2011
SUBJECT: Library Statistical Report - October 2011

	Month Statistics			YTD Statistics		
	Oct-11	Oct-10	CHANGE	2011	2010	CHANGE
Circulation/Collections						
Total Library Circulation	64,103	63,696	0.64%	694,000	696,746	-0.39%
Adult - Books	21,978	22,540	-2.49%	233,617	250,788	-6.85%
Adult - A/V	6,842	6,651	2.87%	70,033	78,304	-10.56%
Youth - Books	21,051	19,204	9.62%	231,645	217,343	6.58%
Youth - A/V	6,420	6,971	-7.90%	71,535	95,727	-25.27%
Hot Picks	6,028	6,954	-13.32%	72,063	41,689	72.86%
ILL - PDL Requests	875	587	49.06%	7,281	6,295	15.66%
ILL - Other Lib. Requests	909	789	15.21%	7,826	6,600	18.58%
Total Library Collection	187,978	176,298	6.63%			
Adult - Books	95,068	88,464	7.47%			
Adult - A/V	15,040	12,964	16.01%			
Youth - Books	61,643	59,088	4.32%			
Youth - A/V	12,183	12,219	-0.29%			
Hot Picks	4,044	3,563	13.50%			
Net Acquisitions	2,101	(2,263)	-192.84%	(29)	(4,798)	-99.40%
Purchased - Books	1,857	1,499	23.88%	15,903	15,586	2.03%
Purchased - A/V	236	296	-20.27%	3,592	4,895	-26.62%
Donated - Books	6	3	100.00%	63	62	1.61%
Donated - A/V	2	4	-50.00%	35	24	45.83%
Material Discarded	0	(4,065)	100.00%	(19,622)	(25,365)	-22.64%
Total In-House Usage*	n/a	n/a	n/a	4,070	3,805	6.96%
In-House Periodical Usage	n/a	n/a	n/a	684	532	28.57%
In-House Book Usage	n/a	n/a	n/a	3,386	3,273	3.45%
Patrons						
Total Patrons	46,633	46,567	0.14%			
Adult	28,940	28,154	2.79%			
Youth	8,018	8,730	-8.16%			
Non-Resident	354	267	32.58%			
Reciprocal	6,123	6,229	-1.70%			
Internet User	3,128	3,117	0.35%			
Professional	70	70	0.00%			
Total Patrons Added	349	432	-19.21%	3,734	3,961	-5.73%
Adult	190	197	-3.55%	2,043	2,179	-6.24%
Youth	37	88	-57.95%	296	310	-4.52%
Non-Resident	3	1	100.00%	37	41	-9.76%
Reciprocal	45	77	-41.56%	598	703	-14.94%
Internet User	74	69	7.25%	758	723	4.84%
Professional	0	0	0.00%	2	5	-60.00%
Library Building Usage						
Total Meeting Room Usage	205	212	-3.30%	2,072	2,089	-0.81%

Internal/Collaboration	108	113	-4.42%	1,083	1,105	-1.99%
External/Outside Usage	97	99	-2.02%	989	984	0.51%
Total Program Audience	2,476	2,521	-1.79%	24,196	22,446	7.80%
Adult	286	349	-18.05%	3,536	3,552	-0.45%
Youth	2,054	2,172	-5.43%	19,374	17,387	11.43%
Heritage Room	136	0	0.00%	1,286	1,507	-14.66%
Total Number of Programs	158	158	0.00%	598	502	19.12%
Adult	16	16	0.00%	160	150	6.67%
Youth	38	49	-22.45%	299	331	-9.67%
Heritage Room	2	3	-33.33%	139	21	561.90%
Total Volunteer Hours	396	411	-3.65%	4,628	4,395	5.30%
Adult	93	144	-35.42%	875	1,108	-21.03%
Youth	84	66	27.27%	1,679	1,577	6.47%
Technical	75	59	27.12%	866	545	58.90%
Circulation	48	23	108.70%	421	306	37.58%
Administration	40	40	0.00%	300	336	-10.71%
Community Service	56	79	-29.11%	487	523	-6.88%
Total Front Door Traffic	56,978	57,021	-0.08%	657,666	650,020	1.18%
Total Youth Services Traffic	46,232	47,002	-1.64%	473,413	469,299	0.88%
Total Business Center Traffic	3,320	3,209	3.46%	28,341	23,673	19.72%
Information Access/Reference/Research						
Total Reference Transactions	7,382	8,442	-12.56%	83,969	84,095	-0.15%
Adult Phone	337	476	-29.20%	4,325	4,817	-10.21%
Adult Ready Reference	2,411	265	809.81%	25,773	3,227	698.67%
Adult Reference	122	2,711	-95.50%	2,010	30,220	-93.35%
Youth Phone	176	409	-56.97%	2,820	4,332	-34.90%
Youth Ready Reference	2,176	2,689	-19.08%	26,490	26,801	-1.16%
Youth Reference	215	188	14.36%	2,403	1,874	28.23%
HR Phone	21	20	5.00%	321	187	71.66%
HR Ready Reference	521	663	-21.42%	4,850	4,705	3.08%
HR Reference	18	23	-21.74%	834	648	28.70%
Circ Phone	375	371	1.08%	3,791	3,163	19.85%
Circ Ready Reference	733	324	126.23%	6,241	2,046	205.03%
Circ Reference	277	303	-8.58%	4,111	2,075	98.12%
Total Edutainment LAN Use	422	399	5.76%	4,185	3,822	9.50%
Total Internet Computer Use	6,065	5,949	1.95%	62,510	63,001	-0.78%
Youth Computers	1,522	1,534	-0.78%	16,997	16,867	0.77%
Adult Computers	4,412	4,304	2.51%	43,552	43,644	-0.21%
Laptop Computer Circulated	131	111	18.02%	1,961	2,490	-21.24%
Total Electronic Transactions	39,944	39,529	1.05%	472,467	433,878	8.89%
WebSite Pageviews	31,221	30,336	2.92%	377,574	337,846	11.76%
WebCatalog Sessions	4,621	4,871	-5.13%	49,977	50,460	-0.96%
Licensed Database Hits	4,102	4,322	-5.09%	44,916	45,572	-1.44%

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

Christine Berro, Library Director

TO: Portage District Library Board
FROM: Christine Berro, Library Director
DATE: December 5, 2011
SUBJECT: Library Statistical Report - November 2011

	Month Statistics			YTD Statistics		
	Nov-11	Nov-10	CHANGE	2011	2010	CHANGE
Circulation/Collections						
Total Library Circulation	65,480	61,950	5.70%	759,480	758,696	0.10%
Adult - Books	21,411	21,432	-0.10%	255,028	272,220	-6.32%
Adult - A/V	6,945	6,651	4.42%	76,978	84,955	-9.39%
Youth - Books	21,166	18,986	11.48%	252,811	236,329	6.97%
Youth - A/V	7,251	6,971	4.02%	78,786	102,698	-23.28%
Hot Picks	6,705	6,584	1.84%	78,768	48,273	63.17%
ILL - PDL Requests	882	594	48.48%	8,163	6,889	18.49%
ILL - Other Lib. Requests	1,120	732	53.01%	8,946	7,332	22.01%
Total Library Collection	184,988	178,826	3.45%			
Adult - Books	92,756	89,247	3.93%			
Adult - A/V	15,161	12,967	16.92%			
Youth - Books	60,694	60,747	-0.09%			
Youth - A/V	12,285	12,267	0.15%			
Hot Picks	4,092	3,598	13.73%			
Net Acquisitions	1,023	(7)	-14714.29%	994	(4,805)	-120.69%
Purchased - Books	1,677	2,013	-16.69%	17,580	17,599	-0.11%
Purchased - A/V	303	288	5.21%	3,895	5,183	-24.85%
Donated - Books	3	2	100.00%	66	64	3.13%
Donated - A/V	2	1	100.00%	37	25	48.00%
Material Discarded	(962)	(2,311)	0.00%	(20,584)	(27,676)	-25.63%
Total In-House Usage*	n/a	n/a	n/a	4,070	3,805	6.96%
In-House Periodical Usage	n/a	n/a	n/a	684	532	28.57%
In-House Book Usage	n/a	n/a	n/a	3,386	3,273	3.45%
Patrons						
Total Patrons	46,849	47,070	-0.47%			
Adult	28,632	28,353	0.98%			
Youth	8,390	8,904	-5.77%			
Non-Resident	358	269	33.09%			
Reciprocal	6,189	6,278	-1.42%			
Internet User	3,211	3,192	0.60%			
Professional	69	74	-6.76%			
Total Patrons Added	681	494	37.85%	4,415	4,455	-0.90%
Adult	190	200	-5.00%	2,233	2,379	-6.14%
Youth	372	160	132.50%	668	470	42.13%
Non-Resident	3	3	100.00%	40	44	-9.09%
Reciprocal	58	44	31.82%	656	747	-12.18%
Internet User	58	85	-31.76%	816	808	0.99%
Professional	0	2	0.00%	2	7	-71.43%
Library Building Usage						
Total Meeting Room Usage	216	214	0.93%	2,288	2,303	-0.65%

Internal/Collaboration	113	115	-1.74%	1,196	1,220	-1.97%
External/Outside Usage	103	99	4.04%	1,092	1,083	0.83%
Total Program Audience	2,241	2,111	6.16%	26,437	24,557	7.66%
Adult	118	349	-66.19%	3,654	3,901	-6.33%
Youth	1,385	1,335	3.75%	20,759	18,722	10.88%
Heritage Room	738	427	72.83%	2,024	1,934	4.65%
Total Number of Programs	48	61	-21.31%	646	563	14.74%
Adult	5	25	-80.00%	165	175	-5.71%
Youth	36	31	16.13%	335	362	-7.46%
Heritage Room	7	5	40.00%	146	26	461.54%
Total Volunteer Hours	363	402	-9.70%	4,991	4,797	4.04%
Adult	69	144	-52.08%	944	1,252	-24.60%
Youth	92	46	100.00%	1,771	1,623	9.12%
Technical	77	134	-42.54%	943	679	38.88%
Circulation	49	26	88.46%	470	332	41.57%
Administration	20	10	100.00%	320	346	-7.51%
Community Service	56	42	33.33%	543	565	-3.89%
Total Front Door Traffic	56,998	58,002	-1.73%	714,664	708,022	0.94%
Total Youth Services Traffic	37,132	37,865	-1.94%	510,545	507,164	0.67%
Total Business Center Traffic	3,201	3,304	-3.12%	31,542	26,977	16.92%
Information Access/Reference/Research						
Total Reference Transactions	6,875	6,977	-1.46%	90,844	91,072	-0.25%
Adult Phone	317	351	-9.69%	4,642	5,168	-10.18%
Adult Ready Reference	2,181	238	816.39%	27,954	3,465	706.75%
Adult Reference	133	2,115	-93.71%	2,143	32,335	-93.37%
Youth Phone	181	347	-47.84%	3,001	4,679	-35.86%
Youth Ready Reference	1,871	2,101	-10.95%	28,361	28,902	-1.87%
Youth Reference	208	67	210.45%	2,611	1,941	34.52%
HR Phone	9	9	0.00%	330	196	68.37%
HR Ready Reference	603	717	-15.90%	5,453	5,422	0.57%
HR Reference	24	9	166.67%	858	657	30.59%
Circ Phone	375	373	0.54%	4,166	3,536	17.82%
Circ Ready Reference	715	323	121.36%	6,956	2,369	193.63%
Circ Reference	258	327	-21.10%	4,369	2,402	81.89%
Total Edutainment LAN Use	426	441	-3.40%	4,611	4,263	8.16%
Total Internet Computer Use	6,073	6,030	0.71%	68,583	69,031	-0.65%
Youth Computers	1,564	1,634	-4.28%	18,561	18,501	0.32%
Adult Computers	4,376	4,311	1.51%	47,928	47,955	-0.06%
Laptop Computer Circulated	133	85	56.47%	2,094	2,575	-18.68%
Total Electronic Transactions	48,986	40,334	21.45%	521,453	474,212	9.96%
WebSite Hits	39,863	31,199	27.77%	417,437	369,045	13.11%
WebCatalog Sessions	4,722	4,813	-1.89%	54,699	55,273	-1.04%
Licensed Database Hits	4,401	4,322	1.83%	49,317	49,894	-1.16%

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

Christine Berro, Library Director

From: Michigan Library Association <administrator@mia.lib.mi.us>
Reply-To: "administrator@mia.lib.mi.us" <administrator@mia.lib.mi.us>
Date: Wed, 9 Nov 2011 14:30:31 -0500
To: Christine Berro <cberro@portagelibrary.info>
Subject: MLA Update - November 9, 2011



MLA Update

November
9, 2011

President's Update



Richard Cochran

Announcing the MLA Member Spotlight

MLA is reaching out to engage and involve our members in a myriad of ways. In this issue of the **MLA Update**, the Membership Committee is introducing a Member Spotlight to introduce you to current MLA members. We'd like to show you the breadth and depth of activities that MLA members are a part of, and share with you the wide range of reasons that people participate in MLA and the many benefits they receive, as well as the many things they contribute. Join us in reading about our first spotlighted member, Karren Reish.

Advocacy News



Gretchen Couraud

Take Action Now - Replace, Don't Erase the Personal Property Tax

The Governor's plan to eliminate or phase out the personal property tax (PPT) is expected to be released in a few weeks. Elimination of the PPT is estimated to result in a \$1.2 billion cut to libraries, schools, community colleges, and more. This issue is likely to roll into next year, but it is important to gear up and take action now, prior to committee hearings in Lansing. It is time to adopt board resolutions and communicate with your state representatives and senators about the direct impact to library service for the patrons

In This Issue

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Member Spotlight



Karren Reish

Karren Reish is the Library Services and Technology Act Coordinator for the [Library of Michigan](#). That means that she oversees the federal dollars that come into the state. She's been working in the Library Development department at LM for six years and her other responsibilities include Youth Services (Michigan Reads! and the Summer Reading Program). She is also Chair of the [Michigan Center for the Book](#).

[Read more](#) about Karren's involvement in MLA and more.

of Michigan's libraries if the PPT is eliminated.

MLA is calling for a constitutional amendment to guarantee complete replacement of the personal property tax and, as part of the Replace, Don't Erase coalition, has developed a number of tools for your use. Tools available include: fact sheet and call to action (read first and follow the call to action), board resolution, sample library letter to lawmakers, sample phone script for calls with legislators, and sample letter to the editor. The Senate Fiscal Agency Report details estimated losses. It does not include a breakdown of public library losses, but MLA's Legislative Committee has developed an estimated breakdown for your use. You can link directly to the Replace, Don't Erase home page and to the resources page where library tools are listed. These tools are all available on MLA's website as well.

MLA will be scheduling district meetings with key state senators and representatives and their local libraries. ***But don't wait to communicate with your elected officials about the impact of these proposed cuts and your position.***

Professional Development and Networking

- **Register now for Summer Reading Workshop, December 2, 2011**

Sign up today for the 2012 Summer Reading Workshop. The day kicks off with an opening keynote by Anne Heidemann, Canton Public Library, on the Elements of Early Literacy. Other sessions include: Nuts & Bolts of Summer Reading, Programming for Tweens & Teens and Adults and Preschool/Elementary Programs.

- Congratulations 2011 Leadership Academy graduates!
- Academic libraries Call for Proposals due November 30, 2011
- Hold the date: Leadership Development: Don't Manage Your Project, Lead It! February 16, 2012

MLA News

Thank you to the Web Advisory Subcommittee, chaired by Josh Neds-Fox. Josh and his team recently updated MLA's Drupal website from 4.7.11 to 5.3. The Web Advisory Subcommittee serves as MLA's tech support team. They spend hours behind the scenes for MLA. Without their dedication, our web presence would not be possible.

Call for ACRL Chapter Representative and Rep-elect candidates due December 2, 2011

Call for MLA Board of Directors candidates, ALA Councilor, and Treasurer due December 16, 2011

News Around the State and Beyond

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

Quick Links

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- [Majority oppose dropping personal property tax](#)
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- [Federal depository library program faces increasing criticism](#)
- [Q & A with Duke librarian: do libraries still matter?](#)
- [ACRL Board approves standards for libraries in higher education](#)
- [Saving libraries but not librarians](#)
- [Three Michigan libraries earn LJ "stars"](#)
- [Hackley Public Library named "literary landmark"](#)

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](#).

Capital Area District Library appoints Maureen Hirten as new director



Maureen Hirten

"I am excited to become CADL's new Director. Strong, vibrant public libraries are the cornerstone of communities, and CADL is no exception. We are the one place where knowledge and opportunity are available to all, regardless of means. It is our goal to find creative ways to deliver the value our patrons expect," stated Hirten.

Hirten has a long history of service in various communities. After earning her Masters from the University of Maryland-College Park, she worked in libraries in Maryland, New York, and Vermont. Newly relocated to the Lansing area in 2002, she was hired as a Public Services Librarian at CADL's Okemos branch and then was quickly promoted to Head of Public Services. Hirten moved into administration in 2005, becoming first the Associate Director of Public Services, and then Assistant Director. She has been CADL's interim director since April 1, 2011.

"I am delighted to welcome Maureen Hirten to her new position and look forward to working with her. Her commitment to public service and dedication to community involvement, along with her experience and familiarity with the Capital Area District Library system, are just a few of the factors that led to the Board's decision to extend the Library Director position to Maureen," stated Marge Bossenbery, Chair of the Library Board of Trustees. "We share her vision for the future of CADL and look forward to her leadership."

In Memoriam

Jule Fosbender, former MLA president (1990-1991), passed away on October 7, 2011. Jule was the director of the Adrian Public Library for 34 years and retired in 2006 from the City of Adrian. Prior to that, Jule was the head librarian for the Tecumseh Library from 1954-1967. She was very active in the Woodlands Library Cooperative and on both the state and national levels. Jule was named Michigan Librarian of the Year in 1994.

According to Adrian Public Library director Carol Souchock, "Jule held close friendships with many in Michigan's library community and will be greatly missed. Our community was fortunate to have the opportunity to celebrate Jule's life this past spring, along with her family and friends, when we dedicated our heritage room in her honor."



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Michigan's Independent Source of News & Information

MIRS, November 16, 2011

PPT Reform Waiting Until Next Year

Lt. Gov. Brian CALLEY and Sen. Jack BRANDENBURG (R-Harrison Twp.), chair of the Senate Finance Committee, said today there is no current plan to look at eliminating the Personal Property Tax (PPT) before the end of the year. In late October, Calley told *MIRS* the administration was eyeing a plan "in the next few weeks" to phase out PPT (See "[LG Eyes 'Substantial' Revenue Replacement For PPT](#)," 10/20/11).

Today, after a speaking engagement at the Lansing Center, Calley said the administration received a lot of input and feedback from different groups on the PPT, a tax mostly industrial businesses pay on their equipment. By and large, the proceeds go to local governments.

"There were really a lot of great ideas that were presented, a few that I hadn't thought of before, and so I guess I would describe it as tapping the brakes at the moment just so some of these new concepts or ideas could be considered," he said.

The legislature has just three more weeks, or nine session days, left before the end of the year. "The legislative schedule between now and the end of the year is so crowded, there are so many things going on, that I would anticipate the lion share of the work of a particular Personal Property Tax plan would come in January forward," Calley said.

That was confirmed by Brandenburg, who said they would probably be taking it up after the New Year. "It's going to be an issue that we're going to have to take some time with," Brandenburg said. "I think that's why it's been decided we'll take it up after the first of the year."

There have still been periodic discussions involving the administration, Calley, the House and Senate on the issue, Brandenburg said. "I'm fairly confident we are going to get this done," he said. As a business owner, PPT is a personal priority, he said. "I always knew in my heart that if you really want to jolt the economy, repeal the PPT," Brandenburg said.

If Gov. Rick SNYDER's administration has a blueprint for revamping PPT, the Michigan Municipal League (MML) has not seen it. The group has been holding out hope that there was no last-minute rush to get this through in 2011.

"We don't want to see something that's rushed through. We need time for a lot of debate and a few months of good discussions," said Summer MINNICK, director of state affairs for MML. While there is chatter about not restoring all of the millions in lost revenue if the PPT is totally repealed, the MML is

not budging on its opposition.

"That's unacceptable. Even though \$10,000, \$50,000 or \$100,000 might not be a lot to the state, it's a lot to a small community with a small budget," Minnick said. She said local governments have taken a \$4 billion hit over the last 10 years in revenue sharing losses, and those entities cannot take another if the PPT is revised without a 100 percent repayment plan in place. Asked to describe the anxiety level among the members, she reports it is high.

"They are extremely concerned about a pot of money that is collected locally and returned locally that does not go to Lansing being taken away and put through another appropriations process. We've been through this before," she said.

Meanwhile, the Anderson Economic Group released an independent report today concluding that doing away with the PPT in Michigan would make the state more economically competitive. The report authors were consultant Alex **ROSAEN**, senior analyst Jason **HORWITZ**, and analyst Greg **CHOJNACKI**.

The report found that the PPT's "high compliance costs add to the cost of doing business in Michigan in all sectors." Eliminating PPT would also eliminate some costs associated with implementing incentives offered by local and state economic development agencies to lower PPT liability and attract firms, according to the report.

The timing of PPT reform could also be important because some businesses will see their rates increase after losing the Michigan Business Tax (MBT), but rates will still be a bit lower than they were before the MBT, according to the report.

The study also found the PPT provides, in aggregate, 2.7 percent of total non-school local government revenue and just more than 1 percent of revenue for schools. However, certain local governments and school districts would be disproportionately affected by elimination of the PPT.

"There are a lot of communities that would find it quite challenging," Rosaen said. "It seems like replacing at least several years of lost revenues for these communities would be important in terms of reform." It would also be important in terms of coming to a political agreement, Rosaen said.

In hopes of raising some revenue to replace what could be lost from PPT, the report acknowledged some local governments may try to raise property taxes. "Communities can't just raise tax rates to whatever level they want, so some of them will probably be constrained," Rosaen said.

That constraint would come from the Headlee Amendment, which sets the calculations for a maximum allowable tax rate. Anything above that rate would have to be approved by a popular vote. Michigan Manufacturers Association (MMA) Vice President of Government Affairs Mike **JOHNSTON** said it is "critical" for Michigan's future to do away with PPT. "PPT affects manufacturers on a per company basis more than any other sector because of the very high value of equipment installed in Michigan to manufacture," he said. Johnston said he knows that means cities where manufacturers are concentrated will be hit especially hard. "Our hope is the revenue is replaced. How that gets done is really a decision by the administration," he said.