NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on
June 22, 2015 beginning at 6:00 p.m.
at the
Portage District Library in the Lower Level
Long Lake & Gourdneck Lake Meeting Rooms

for the purpose of conducting library business
PORTAGE DISTRICT LIBRARY BOARD MEETING
June 22, 2015
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

IV. Adoption of the Agenda for the Regular Meeting of June 22, 2015

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on May 18, 2015. Pgs.1-14
   B. Review of Heritage Room Policy. Pgs.15-16
   C. Review of Reciprocal Borrowing Policy. Pgs.17
   D. Budget Amendment to move Funds from the Debt Reserve Line in the FY 2015 Budget to a Debt Retirement Expense Line to Prepare for the Library’s Final Bond Payment. Pg.18-21

VI. Governance (50 minutes)
   A. Library Board linkage opportunities for June/July 2015. Pg. 22 (Info)
   B. Report from Trustee Martha Pacheco, Library Board Liaison to the Friends. Pg.23 (Info)
   C. Assessment of Interest by Trustees to Serve on a Strategic Planning Committee. Pg. 24(Info)
   D. Discussion about Library Board Members’ Job Description. Pg. 25-27(Info)
   E. Discussion about Library Board’s role in Fundraising for the Library. Pg. 28(Info)
   F. Initial Discussion about Plans for 2015 Library Board Retreat. Pg. 29(Info)

VII. Ends Development (60 minutes)
   A. Presentation of Proposed FY 2016 Budget for Portage District Library. Pg.30 (Info)
      (NOTE: The proposed FY 2016 Budget is separately numbered and included at the end of this agenda packet.)
   B. Progress Report on Ends Statement #2 Pgs. 31-34 (Info)
      (The library will be a safe, welcoming, inclusive destination for families and individuals.)
   C. Update on the library’s Book Drop Project. Pg.35-37 (Info)
   D. Information about a collaboration with the Portage Public Schools for “Community Reads.” Pg.38 (Info)
   E. Demonstration of hoopla by Laura Wright. Pg. ___ (Info)

VIII. Monitoring to Assure Compliance with Executive Limitations (5 minutes)

IX. Library Director’s Reports (10 minutes total)
   A. Marketing Update for May 2015. Pg. 42 (Info)
   D. Legislative Update for May 2015. Pg. 53 (Info)

X. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the July 27, 2015 board meeting
      1. Minutes of the Regular Meeting held on June 22,, 2015.
      2. Budget Amendment request related to the Book Drop Project.
      3. Request to obtain a grant distribution from the Grandmother & CIG Endowment Fund.
      4. Proposed change to the library’s Solicitation Policy.
      5. Final Review and Approval of Proposed Fiscal Year 2016 Budget and Millage Rate for public inspection prior to Public Hearing at the August 24, 2015 board meeting [Note: The FY 2016 Budget will be included in the agenda packet as a separate document.]
      6. Approval of date and time for a Public Hearing on the Library’s FY 2016 Budget.
      7. 2nd Quarter Report for Fiscal Year 2015.
      8. Presentation by Behrje and Wright of the library’s 3-Year Technology Plan (FY 2016-2018)
PORTAGE DISTRICT LIBRARY
Agenda for the Regular Library Board Meeting of June 22, 2015

B. Assessment of this meeting
C. Miscellaneous Items

XI. Adjournment
I. Start of Meeting

Board members and staff gathered on May 18, 2015 at 5:30 pm for dinner, (Food from C & M Catering) and the board meeting started at 6:00 pm.

II. Roll Call:

Board Members Present: Michele Behr, Betty Lee Ongley, Martha Pacheco, Alisha Siebers, Donna Vander Vries and Joe Yantis

Board Members Absent: Stephanie Brown (excused)

Staff Present: Library Director Christy Klien, Diane Delach, Rob Foti, Lawrence Kapture, Chris Walker and Laura Wright

Staff Absent: Jill Austin and Rolfe Behrje

Special Guests: State Senator Margaret O’Brien and District #20 Director Megan Hicks, Nate Baldermann, auditor from Rehmann Robson

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

Library Board Chair Alisha Siebers welcomed everyone and acknowledged the special guests. She noted that Trustee Stephanie Brown was not able to attend this board meeting because she was giving a presentation to her school board and said she was sorry that she would miss Senator O’Brien. Library Board Chair Siebers asked if any trustees or others present had comments they would like to make, and the following comments were made:

A. Comment about Floral Landscaping in Front of the Library – Trustee Martha Pacheco said she thought the new plants and topiary animal figures that were planted along Library Lane in front of the library were very nice. Library Director Klien agreed and said they could thank "Kalamazoo in Bloom" for the lovely flowers and landscaping. Library Board Chair Siebers added that her kids were happy that the topiary with the two men in a canoe was back again by City Hall.

DISPOSITION: The Library Board acknowledged the comment made by Trustee Pacheco about the attractive flowers, plants and topiary animals on Library Lane and other trustees agreed it looks beautiful.

B. Comments about Interesting Book – Trustee Betty Lee Ongley said that her son had recommended a book to her that was very good entitled: “Mistakes were Made – But Not by Me” by authors Carol Tavris and Elliot Aronson. [The book offers a fascinating explanation of self-deception—how it works, the harm it can cause, and how we can overcome it.] Trustee Ongley also said she was also pleased to share that her granddaughter Olivia Russell had been accepted at Barnard College and received a scholarship as well.

DISPOSITION: Library Board members acknowledged the comments made by Trustee Ongley, and trustees expressed their congratulations to her granddaughter Olivia for her academic achievement.

C. Comment about a Special Conference – Trustee Donna VanderVries said that she had attended a wonderful credit union “THINK” Conference in Colorado Springs that had featured speakers such as Nir Eyal (Writer for Forbes) and J.B. Straubel (Chief Technical Officer for Tesla Motors). She said the presentations were interesting and a lot of what she heard she felt could be adapted to the Library Board’s strategic planning. She passed around conference materials for trustees to look at and said she thought it was quite relevant.

DISPOSITION: Library Board members acknowledged the comments made by Trustee VanderVries about the Credit Union THINK Conference she had recently attended and Library Board Chair Siebers thanked her for sharing that conference information.
D. Comment about the Library’s Document Station – Trustee Michele Behr commented that she loves sending printouts remotely to the library’s document print station. She said it is easy to do and she just comes to the library and enters her information and prints everything out. She said she especially wants Rolfe Behrje, Systems Administrator, to know that she really appreciates this service.

DISPOSITION: Library Board members acknowledged Trustee Behr’s comment about appreciating the remote printing service that the library offers now and Library Director Klien said she would make sure that Rolfe Behrje hears the comment.

IV. Adoption of the Agenda for the Regular Meeting of May 18, 2015
Library Board Chair Siebers asked if there were any changes needed to the agenda for the May 18, 2015 board meeting before its adoption, and there were no changes requested by trustees. Siebers asked for a motion to adopt the agenda.

MOTION: It was moved by VanderVries, and seconded by Yantis, that the agenda for the regular board meeting of May 18, 2015 be adopted as presented. Vote: 6-Yes, 0-No, 1-Absent (Brown). Motion carried.

V. Special Guests
Library Board Chair Siebers welcomed State Senator Margaret O’Brien and District 20 Director Megan Hicks, as well as Nate Baldermann, auditor for Rehmann Robson. Siebers noted that Senator O’Brien had to leave for another commitment, so she invited her to speak first.

STATE SENATOR MARGARET O’BRIEN
Senator O’Brien thanked board members for the warm welcome and said she was glad to be at Portage District Library. She noted that she was going to the Kalamazoo Adult Education graduation tonight, so she would have to leave right after her remarks. Senator O’Brien said she would share some mid-year news about state activities with them and proceeded as follows:

Town Hall Meeting
Senator O’Brien said there will be a special public session held at KVCC in the Valley Grove Center on June 15, 2015 from 9 – 11am. The purpose of this session will be to provide state budget updates and discuss the personal property tax issue. There will be State fiscal agents present to answer questions about the state’s budget, as well as PPT experts. Senator O’Brien invited Library Director Klien and interested trustees to attend.

Current Book She’s Reading
Senator O’Brien said she is an avid reader and was currently reading *Ashley’s War* by Gayle Tzemach Lemmon, which is about women in the military who are in special operations in Afghanistan. She said it was very interesting.

State of the State
Senator O’Brien said that the State of Michigan has come a long way since 2010, but there is still a long way to go. She provided the following information to convey the condition of the state:

- Housing prices have increased 25% on average (the state fell further than other states, but is recovering faster)
- The entrepreneur environment now ranks 6th in the nation
- Previously, Michigan ranked 49th in the nation for tax climate, but now is in the top ten
- Michigan is leading the nation in manufacturing jobs, and has exceeded the national average for job growth
- Michigan is not stable, but is stabilizing; it is trending well but still has a long way to go
- Michigan now has a lower unemployment rate, but still doesn’t have the same number of jobs as it has in 2006
- At one time, Michigan had been the only state in the nation losing population, but last year, it was stable.
- In a survey done by United Van Lines Moving Company, Michigan had – for 13 years - sent more moving trucks out of the state than into the state until last year when there was an even number of move-ins and move-outs.
- In 2014, Michigan had – for the first time in a decade – a gain in population.
**State Budget**

Senator O’Brien shared the following fiscal picture for the State of Michigan:

- The state budget is currently $54 billion
- $ 9.7 billion is in the state’s general fund
- $45.0 billion is either constitutionally restricted or is federal funds that are already dictated when given to the state. [An example of federally directed funds is the $9.7 billion earmarked for digital signs to be placed on highways to indicate to drivers the distance to specific destinations. The federal funds given to the state for this purpose could only be used in that way.]
- $12.3 billion is designated for schools (constitutionally restricted)
- 76% is for schools, health and human services.
- Over half of the state’s budget is directed to corrections, matching funds, Medicaid and Social Service programs

Senator O’Brien said she was cautious about the state’s budget and noted that there were two sides to it:

- The federal side of the state budget (which is increasing)
- The state side of the budget (which is flat with no increase)

**Education**

Senator O’Brien said that the State of Michigan’s “Great Start Readiness” program is striving to help kids get ready for school and that schools overall are seeing an increase in funding. Last year, the state’s budget for education was $130 million, up from $65 million in 2013.

- Higher Education is getting a 1.5% increase
- Municipalities are getting $243 million overall with $23.8 of that being constitutionally restricted.
- The House wants no “categoricals” and wants to use a formula so everyone get the same funding
- The Senate wants to give small grants to high poverty areas to maintain smaller size classes (under 22 students)

Senator O’Brien noted that some schools in the Kalamazoo Public School District have 90% free or reduced lunch for students who are eligible.

**Finances**

Senator O’Brien said that the State of Michigan’s finances are better, but she is still cautious because with the current financial path that the state is on, it would be 2038 before the state was debt free. She then outlined the financial picture of the state as follows:

- There is less than 15 minutes of revenue to run the government in the state treasury right now.
- There is $611 million in savings for 2016, but we need to do better and must have a healthy “rainy day” fund.
- There is a $64 billion debt and pre-payments are down to $46 billion (because of unfunded retiree healthcare).
- Early “buy outs” programs for retirees were not funded (because state didn’t want to cut other programs to fund it)
- It was a bi-partisan decision to have an underfunded pension system
- O’Brien’s legislature is the first one to pre-fund healthcare benefits so no one can take that money away (it was put into an internal revenue service Health Savings Account.)
- In some years, the state didn’t even make minimum debt payments and didn’t even pay the interest.
- The State of Michigan has very short-term budgeting going on

Senator O’Brien said that because she is term limited, she wanted to ask trustees to please hold incoming legislators accountable for the future of the state. It is important for them to know how the decisions made in Lansing have an impact on them.

**Roads**

Senator O’Brien said that the state was still paying on bonds for roads from back in the 1990’s in the amount of about $100 million a year in debt payment. She said she thinks they need to do (3) things:
1. Need to answer the question: WHAT is the current funding structure for roads and is it appropriate? 
   (O’Brien said she does not think so)

2. Need to answer the question: WHO are the users of the state roads who don’t pay and make them pay into the system (O’Brien said she thinks if those users were made to pay their fair share, it would give the state an additional $45-50 million for roads. Hybrid cars or high energy vehicles may not use gas or diesel but are still wear and tear on the state’s roads)

3. Need to answer the question: HOW can roads be funded appropriately?

   O’Brien said that the House plan that had been introduced will attempt to provide road funding by:
   
   ŷ Budget cuts (although O’Brien said she was not sure what would be cut)
   ŷ Capturing all future growth (O’Brien noted that many funds are federally restricted and what if there would be no growth; they would still need to fund roads somehow.)

Senator O’Brien said that people say to her: “We want roads like the City of Portage has” and she says back to them: “Then do you want to pay my property taxes?” She noted that Portage citizens pay up to 3 mils in any given year for roads in Portage. So, whether you like it or not, the roads get done. Not every community has done that. Instead, many communities either have a special road assessment or increase their millage to get more funds to use for roads. She also pointed out that Portage builds roads that work for neighborhoods. For example, they may build a trail instead of sidewalks. Senator O’Brien emphasized that local funds don’t have federal restrictions.

**Debt Liability**

Senator O’Brien said that the state legislators discovered a mega debt liability with the Business Incentive Program that had been initiated by Governor Granholm, and it has no time limit. The current liability is $10 billion and translates to a debt payment of $400 million to $500 million this year for the state which all comes out of the general fund. Senator O’Brien said this is not a good, sound business practice and they need to at least have a cap on reimbursement each year.

Senator O’Brien urged them to keep communications going with new legislators, and said that she loved that they invited her to come to a board meeting at least once a year. She said she is an avid reader and is always stopping at the Portage District Library to get books. She then asked trustees if they had any questions.

**QUESTIONS for SENATOR MARGARET O’BRIEN:**

Q. Trustee Yantis asked how safe penal fine revenue would be for libraries.
A. Senator O’Brien said that she had not heard anything about penal fines and hadn’t read the House Plan so she wasn’t sure if it contained anything about penal fines.

Q. Trustee Yantis asked about the state’s failing infrastructure
A. Senator O’Brien said that roads, bridges, and other infrastructure in the state have been around since the 1960’s and have not been maintained. She pointed out that the City of Portage updates its 10-Year Plan every year and the state needs to do better.

**DISPOSITION:** Library Board Chair Siebers and Library Director Klien thanked Senator Margaret O’Brien for coming and trustees and others joined in expressing appreciation to her for the information and observations that she shared with them.

Senator Margaret O’Brien left the board meeting at 6:30 pm. Megan Hicks, District Director for District #20, remained at the meeting.
**QUESTIONS for DISTRICT DIRECTOR MEGAN HICKS:**
Library Board Chair Siebers invited District Director Megan Hicks to stay as long as she cared to at the board meeting and asked if trustees had any questions for her.

Q. Trustee Pacheco asked Ms. Hicks what she did for Senator O’Brien.
A. Ms. Hicks said that she handles operation for Senator O’Brien in Kalamazoo County, and also does individual casework.

Q. Trustee Ongley asked Ms. Hicks where her office is in Kalamazoo.
A. Ms. Hicks answered that she is in a renovated office that had previously been Senator Tonya Schuitmaker’s office. She said that she is the only one in the office, so if she is out with Senator O’Brien, the office door would be locked, but they could just call or email her and she would get back to them.

Trustee Yantis said he could attest to that because Megan had helped him get in touch with the State Treasury Department when no one was returning his calls.

Trustee Ongley said that she had worked with Ms. Hicks previously when she was in Congressman Upton’s office and had gone there on the first Saturday of every December for the Service Academy Board meeting.

**DISPOSITION:** Library Board Chair Siebers and Library Director Klien thanked District Director Megan Hicks for coming to the board meeting and trustees wished her well in her support role for Senator Margaret O’Brien.

**VI. Audit Presentation**

**A. Presentation of Audit Report for Fiscal Year 2014 by Rehmann Robson staff** – Library Board Chair Siebers invited the library’s auditor Nate Baldermann to proceed with his report of the library’s Fiscal Year 2014 audit.

Mr. Baldermann thanked Siebers and began by saying that the firm of Rehmann Robson assists in preparing the audit financial statements and provides a “clean opinion” that the library’s financial records and statements are fairly and appropriately presented in accordance with Generally Accepted Accounting Principles (GAAP). He distributed the audit report to trustees and referred to the following pages, highlighting certain financial statements and commenting about them:

Page 3 - **Management’s Discussion & Analysis:** This provides an overview of the library’s financial activities for FY 2014 and is presented with two focus points - the modified accrual basis of accounting (short-term view) that shows expenditures during the current period and what resources are available for future spending – and the full accrual view which shows long-lived resources and obligations, and represents full costing of current services and on the total resource picture of the library.

Page 6 - **Statement of Net Position:** This shows the library’s General Fund assets, liabilities, deferred inflows of resources, fund balance, and total net position.

Page 7 – **Reconciliation of Fund Balance to Net Position:** This shows the net position of governmental activities (Note: capital assets used in governmental activities are not considered financial resources.)

Page 8 - **Statement of Activities:** This shows General Fund expenditures for library services, debt services, capital outlay, depreciation, technology, library programming and other services. It also shows program revenues, general revenues and the Fund Balance/Net Position, at end of year.

Page 10 **Statement of Revenues, Expenditures & Changes in Fund Balance** - This shows the library’s Original Budget, Final Budget, Actual and Variance with Final Budget, and a fund balance at the beginning of the year of $2,719,919 and at the end of the year of $2,974,413.

Trustee VanderVries asked about how much should be kept in the library’s Fund Balance and Mr. Baldermann responded that generally it was good to have at least enough money in the Fund Balance to operate for two months.
Trustee Yantis asked if there were any red flags, and Mr. Baldermann answered no.

Mr. Baldermann then referred to a separate document that he had distributed to trustees entitled: “Independent Auditors’ Communications with Those Charged with Governance.” He said that this was Rehmann Robson’s explanation of their responsibility in relation to the Financial Statement Audit; the ethics requirements; the qualitative aspects of the library’s significant account practices; any significant difficulties encountered during their audit; any uncorrected and corrected misstatements; any disagreements with management; any other significant matters, findings or issues; and an announcement of upcoming changes in accounting standards.

In terms of findings, Mr. Baldermann said that an accrual was missed (accounts payable balances that were applicable to FY 2014 but were recorded in FY 2015). A recommendation was made to management that the library’s year-end procedures include a thorough review of the expenditures for the year being audited and that they record them in the proper accounting period. Mr. Baldermann also indicated that recommendations were made to management about ensuring segregation of duties, such as review of bank reconciliations. He said they acknowledge that this is a small organization with limited resources, and he emphasized that nothing was wrong, but procedures just needed to be improved. He went over Attachments A and B with trustees and asked if there were any questions.

Trustee Behr asked if further explanation could be given about the recommendation pertaining to the missed accrual. Mr. Baldermann responded that the accounts payables had not been allocated to the year in which they occurred, but to the following year. Library Director Klien said that they used to record end-of-year payables in the next year, but since had been advised by the auditor that they must be recorded in the actual year they were generated. Business Manager Foti commented that it was a timing issue of when invoices were received. Typically, he said he had recorded the liability when goods and services had been received. Klien and Foti indicated that any accruals that occurred at the end of the year would now be recorded in that year and not in the subsequent year.

Trustee Ongley asked if the library had to handle the final bond payment any special way and Mr. Baldermann replied that it would just be handled as an expenditure and did not require any special accounting procedures.

Trustee Behr noted that a comment had been made that the library has a “healthy” fund balance and asked what Mr. Baldermann thought about it. He replied that the library was dependent on property tax revenue and limited in ways it could fund capital projects, so having a “healthy” fund balance was likely the best way to save for those big ticket projects.

Library Board Chair Siebers asked trustees if they had any more questions about the library’s FY 2014 audit and there were none.

DISPOSITION: The Library Board received the audit report for the library for Fiscal Year 2014 and Library Board Chair Siebers expressed appreciation to Nate Baldermann for coming to the board meeting to present the library’s audit report. Siebers also thanked Business Manager Rob Foti for all his work entailed with the library’s audit.

[Note: Special Guests Nate Baldermann and Megan Hicks both left the board meeting at 6:45 pm]

VII. Consent Agenda

Library Board Chair Siebers read aloud the list of items on the Consent Agenda for May 18, 2015 and asked if anything needed to be removed for further discussion. There were no requests from trustees for items to be removed and Siebers requested a motion to approve the Consent Agenda.

A. Minutes of the regular board meeting held on April 27, 2015
B. Review of Disruptive Patron Policy
C. Review of Juvenile Patron Policy
D. Review of Smoking & Tobacco Products Policy
E. Request for approval of a Budget Amendment to adjust the library’s FY 2015 Budget to accommodate for receipt of a $360 donation for the library’s Teen Advisory Group program.
MOTION: It was moved by Ongley, and seconded by VanderVries, that the Consent agenda for the regular board meeting of May 18, 2015 be approved as presented. Vote: 6-Yes, 0-No, 1-Absent (Brown). Motion carried.

VIII. Governance

A. Library Board linkage opportunities for May/June 2015 - Library Director Klien told trustees that the list of upcoming library activities and events for May/June was intended to just be suggestions of possible linkage opportunities for trustees in the event they chose to take advantage of them.

DISPOSITION: Library Board members received the list of possible linkage opportunities for May and June and thanked Library Director Klien for that information.

B. Follow Up to mid-year meeting with the Library Director - Library Board Chair Siebers said that she had held a mid-year meeting with Library Director Klien on May 4th and had told her that the Library Board was more than satisfied with the library’s condition and Klien’s performance. Siebers said that all trustees urged Klien to take care of herself and do some activities that focused on personal care and professional development.

Library Board Chair Siebers also said that she had some great news to share and announced that Library Director Klien has been accepted into the American Library Association’s 2015 Library Leadership Program. Siebers said that Klien was 1 of 40 candidates nationwide who were invited to participate. This will be one-week training in August. Library Director Klien said she was pleased to be chosen and was looking forward to participating in this leadership program.

DISPOSITION: Library Board members received the information about the mid-year meeting with Library Director Klien and congratulated her on being accepted into the ALA 2015 Library Leadership Program.

Additional Comment about Staff Reaction to Personal Wellbeing Benefit – Library Board Chair Siebers said that feedback has been received from library employees that they were enjoying the new Personal Wellbeing Benefit that was initiated this year on a trial basis. Siebers then referred to a thank you letter to the Library Board that was received from Ruth Cowles, Adult Services Library Associate, in which Cowles described how she had used the benefit and that she was pleased to have had the opportunity to use it to share a special time with her daughter for her 10th birthday. Library Director Klien said that HMM Innovations, the human services firm that the library has been working with, had recommended the Personal Wellbeing Benefit as an alternative to tuition reimbursement. Klien said that several staff members had already used the benefit for such things as: a 5K walk, gym membership, fencing lessons, roller derby admission fee and a painting class.

C. Follow-up information related to preparing for Strategic Planning – Library Director Klien said that at the last board meeting held on March 23, 2015, the following decisions had been made:

1. Library Board members agreed that they would engage in Strategic Planning in 2016.
2. They would develop a full-scale Strategic Plan in 2016 and then it could be reviewed by trustees after the November 2016 election.
3. Library Director Klien would get cost estimates for an outside facilitator and bring that information back to the Library Board at their May 18, 2015 board meeting.
4. Library Director Klien would outline a Strategic Planning Committee concept and share that with trustees at the May 18th board meeting.

Library Director Klien said that since the last board meeting, she had contacted a librarian in Illinois who does strategic planning to get an idea of what she might charge to facilitate strategic planning for PDL. Klien said she was told that to get a quality Strategic Plan, it would probably cost between $10,000 and $15,000 and it would include facilitated planning sessions with board members and staff and focus groups. Klien also was told that it would cost more if a community survey was to be done. When asked what the cost was for the library’s last strategic planning process, Klien replied that it was in the range of $25,000 to $30,000.

Trustee VanderVries asked trustees if they had been pleased with that process. The response was – not entirely because it felt like there had been a disconnection at the end of the planning process. Trustee Yantis reminded everyone that there had been a lot that was done “behind the scenes” by the facilitators last time that they didn’t
see and that the phone survey that had been conducted had been costly. He said that they should be asking: “What do we want to come out of our strategic planning process?”

Library Board Chair Siebers referred to the Strategic Planning Committee concept (page 29 of the agenda packet) and said that the list of tasks to be done by such a committee was a good one. She stated that if any trustee was interested in being on a Strategic Planning Committee, he/she should let her know. Siebers said that she would send out an email to trustees soon to assess their interest in serving on such a Committee.

Trustee Behr asked about a timeframe for the Strategic Planning Process. Library Director Klien responded that if the Library Board wished to begin the process in January 2016, then they need to have everything ready by this fall because arrangements would need to be made with a facilitator. Klien said that trustees should expect the strategic planning process to take anywhere from 90 to 120 days. She said they would plan on conducting their strategic planning process in 2016 and put the Ends and any resulting initiatives in place in 2017.

Library Director Klien said that she and Business Manager Rob Foti would be including the same amount of money in the FY 2016 Budget for strategic planning purposes, as was budgeted the last time strategic planning was done.

**DISPOSITION**: Library Board members received the follow-up information on the Strategic Planning process.

D. Discussion about upcoming changes in FOIA (PA 563) effective July 1, 2015 - Library Director Klien told trustees that she had been informed by the library’s attorney, Dick Butler, that there would be significant changes to the Freedom of Information Act (FOIA) effective July 1, 2015. She said that she was told that all public bodies, including public libraries, would need to take action by July 1, 2015 to establish, make publicly available, and implement certain procedures and guidelines required by PA 563. When asked about why this had come about, Klien gave trustees some background information about some incidents where Freedom of Information requests had been handled by a Detroit newspaper and variable amounts had been charged for duplication of public information. This resulted in complaints and now the changes being made in the FOIA law are meant to guide the FOIA process more consistently, particularly with what fees can be charged. Klien said that they can evidently charge the hourly rate of the lowest paid staff for making photocopies to fulfill a FOIA request. Klien said that if a public body did not comply by July 1, 2015, the public body would still be required to respond to FOIA requests but would be prohibited from charging fees for their responses until it complied with PA 563. For this reason, Klien said that she was making the following recommendations:

**RECOMMENDATIONS**:
I recommend that the Library Board pass a resolution to approve and adopt the Freedom of Information Procedures & Guidelines (attached as Exhibit A in the FOIA documents included in the May 18, 2015 board meeting packet) effective as of July 1, 2015, as advised by the library’s attorney, Dick Butler.

I also recommend that the Library Board authorize the Library Director to post the Freedom of Information Procedures & Guidelines on the Library’s website as of July 1, 2015, and to take all other steps required by law in order that the Portage District Library may continue to seek reimbursement for its costs in the provision of public records.

Library Board Chair Siebers asked what the Library Board needed to do to comply with the FOIA legal requirements. Library Director Klien answered that a formal resolution of the Library Board needed to be voted on, passed and signed by the Library Board Secretary. [It was noted that the library’s attorney had clarified that the resolution did not need to be read aloud at the board meeting prior to taking a vote on it, as long as all trustees had read the resolution prior to voting on it.] Library Board Chair Siebers asked trustees if they had all read the FOIA resolution and all trustees present at the meeting indicated they had read it.

For the record, the following “Freedom of Information Act Policy Resolution has been included in these board meeting minutes:
FREEDOM OF INFORMATION ACT POLICY RESOLUTION
May 18, 2015

At a Regular Meeting of the Portage District Library Board (“Library Board”) held on Monday, May 18, 2015, the following Resolution was offered:

WHEREAS, the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. (the “Act”), provides for public access to certain public records of public bodies and prescribes the powers and duties of certain public officers and public bodies; and

WHEREAS, it is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, and that the people shall be informed so that they may fully participate in the democratic process; and

WHEREAS, as a result of amendments to the Act, the Library Board must adopt procedures and guidelines and a written public summary thereof, effective as of July 1, 2015, in order to continue to charge costs and fees for the provision of copies.

NOW, THEREFORE, IT IS RESOLVED that the Library Board approves and adopts the Freedom of Information Procedures & Guidelines (“Procedures & Guidelines”) attached as Exhibit A, effective as of July 1, 2015 and directs the Library Director to post the Procedures & Guidelines on the Library’s website as of July 1, 2015 and to take all other steps required by law in order that the Library may continue to seek reimbursement for its costs in the provision of public records.

BE IT FURTHER RESOLVED that the Library Board hereby approves and adopts the Written Public Summary of the Procedures & Guidelines (“Summary”) attached as Exhibit B effective as of July 1, 2015 and directs the Library Director to post the Summary on the Library’s website as of July 1, 2015.

BE IT FURTHER RESOLVED that as provided in the Procedures & Guidelines, the Library Board designates the Library Director as the Library’s FOIA Coordinator and authorizes the FOIA Coordinator to designate other Library employees to act on his or her behalf in accepting and processing requests for the Library’s public records and in approving a denial under Section 5 of the Act.

BE IT FURTHER RESOLVED that, effective as of July 1, 2015, the Library Board hereby adopts the following fees and charges:

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<td>All other permitted fees and charges permitted by the Act as provided in the</td>
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BE IT FURTHER RESOLVED that the Library’s current FOIA Policy dated December 9, 2013 shall remain in effect through June 30, 2015 but is hereby repealed and replaced in its entirety by the Procedures & Guidelines attached as Exhibit A, effective as of July 1, 2015.
BE IT FURTHER RESOLVED that resolutions or portions of resolutions inconsistent with this Resolution are hereby rescinded to the extent of any such conflict.

Library Board Chair Siebers asked for a motion.

MOTION on FOIA RESOLUTION: It was moved by Yantis, and seconded by VanderVries, that the Portage District Library Board pass the Freedom of Information Act Policy Resolution and adopt the Freedom of Information Procedures & Guidelines effective as of July 1, 2015, and that the Library Board authorize the Library Director to post the Freedom of Information Procedures & Guidelines on the Portage District Library’s website as of July 1, 2015, and to take all other steps required by law in order that the Portage District Library may continue to seek reimbursement for its costs in the provision of public records.

Vote Outcome for Motion on FOIA Resolution:

| (6) AYES: | Library Board Chair Alisha Siebers, Library Board Vice Chair Michele Behr, and Trustees: Betty Lee Ongley, Martha Pacheco, Donna VanderVries and Joe Yantis |
| (0) NAYS: |  |
| (1) ABSENT: | Trustee Stephanie Brown |

RESOLUTION DECLARED ADOPTED on MAY 18, 2015

Library Board Chair Siebers asked that Library Board Secretary Diane Delach sign the Freedom of Information Act Policy Resolution to certify that it was adopted by the Portage District Library Board on Monday, May 18, 2015. Delach replied that she would finalize the document as requested.

IX. Ends Development

A. Plans for participation in the City of Portage’s 2015 Memorial Day Parade – Library Director Klien said that Portage District Library would once again be represented in this year’s annual City of Portage Memorial Day Parade. She said that the theme this time goes along with the library’s Summer Reading Program “Super Heroes” – since those we honor on Memorial Day are the “super heroes” who died defending our country. Klien said that anyone who wished to participate with library staff should come to the library at 8:30 am on Memorial Day and carpool to Southland Mall. She also noted that there would be a potluck lunch at the library afterwards.

Trustee Ongley said she was concerned about library staff passing out sweet treats to the kids and thought it was a health and safety issue. Laura Wright, coordinator for the library’s parade group, clarified that they handed candy to children along the way and didn’t throw it, so children are not running up to get it. Trustee Pacheco said handing out sweet treats was part of the fun atmosphere of the parade. Library Board Chair Siebers said that kids were excited to get it and that it should be left up to parents to decide whether their children got the candy or not. Siebers then asked about how to get the red capes and Wright replied that they had about (20) red shiny capes and they could be picked up at the library at 8:30 am that morning. Chris Walker, Marketing Manager, said that the library’s new banner that will be carried is very nice, with red, white and blue colors and will be suspended from a pole that two people could walk and carry it in the parade. Siebers said that the banner will be a nice tradition for the library to continue using from year to year.

DISPOSITION: The Library Board received information about the library’s participation in the 2015 Memorial Day Parade in Portage and thanked Library Director Klien and staff for continuing this community involvement.

B. Plans for 2015 Summer Reading Kick-Off in June – Library Director Klien said that the library would be launching its 2015 Summer Reading Program with a special Kick-Off event on Saturday, June 13, 2015 from 10:00 am to 1:00 pm in the lower level meeting rooms of the library. She said that library staff and volunteers would be available all during the Kick-Off event to help register interested participants. The reading theme this
year is based on “Super Heroes” - “Escape the Ordinary.” In addition to children’s activities, (face painting, crafts, scavenger hunts, bubble fun, egg drop & robotics team demo), there will also be a Coffee Bar with coffee supplied by Water Street Coffee and scones by Panera Bread. The Friends of the Library will also be conducting a Mini-Book Sale during the day. Library Director Klien said that the library is grateful to the Friends for their generous donation of $11,500 as the major sponsor of this year’s Summer Reading Program.

**DISPOSITION:** The Library Board received information about the 2015 Summer Reading Kick-Off event to be held on June 13, 2015 and commended Library Director Klien and staff for all the promotional effort to help make the library’s Summer Reading Program a success.

IX. Monitoring to Assure Compliance with Executive Limitations

A. Report on Financial Condition for April 2015 - Business Manager Rob Foti referred to pages 33-35 of the board meeting agenda packet and went over some of the numbers. He said that the library had received a check from Kalamazoo County for delinquent taxes, and in May had received the first state aid payment which was slightly over the amount budgeted of $15,000. Foti also stated that the library had building insurance that was pooled with MMRMC (Michigan Municipal Risk Management Corporation) and had received reimbursements over the last four years. In addition, the library had received distributions back from Consumers Energy due to more efficient lighting being installed in the Atrium. This time, the library received $27,000 back and would use that return to help fund something else.

Business Manager Foti said he had received the Kalamazoo County tax values and the numbers were up $100,000 over 2014. Trustee Donna VanderVries commented that the Consumer Price Index was not looking good though. Foti said that he and Library Director Klien would be meeting with the Portage City Assessor soon to look at projections.

Trustee Pacheco commented that this would be the year that the library’s bond payment would be paid off so that should save the library money. Trustee Behr commented that since the library had a healthy reserve, she thought that consideration should be given to looking at staffing levels and maybe reinstating some full-time positions. Library Director Klien said that she and Foti were currently doing an analysis of staffing needs and salary ranges and would be assessing the library’s staffing level. Trustee Behr said that if the funding was good, they should consider full-time staffing. Klien reminded trustees that the matter of reimbursement for lost personal property tax revenue was still an uncertainty and would impact the library’s budget, so when the PPT issue is settled, and the library gets a reimbursement, then that would be a good time to look at full-time staffing. Business Manager Foti said they would be looking at salary ranges and taking into account upcoming retirements and considering different staffing scenarios. Trustee Ongley suggested that perhaps some of the part-time staff added recently could be extended to full-time. Foti said that was also on their agenda to discuss.

Business Manager Foti added that he and Library Director Klien would be meeting with Systems Administrator Rolfe Behrje to discuss facility needs. Foti said that the library has a lot of potential projects to plan for and fund, such as: re-carpeting the whole library, re-sealing the parking lot, HVAC controls, etc.) He said they would be mapping out where and when to do these projects and would be looking at the library’s fund balance to cover the cost of these projects. Foti pointed out that the library was not like the City and had no big bonds, but saves up in reserve funds to cover “big ticket” expenses.

**DISPOSITION:** The Library Board received the Report of Financial Condition for April 2015 and trustees thanked Business Manager Foti for his explanations.

[Note: At 7:25 pm, the meeting was paused so everyone could sing Happy Birthday to Trustee Martha Pacheco and enjoy a slice of Grand Traverse pie.]

X. Library Director’s Reports

A. Marketing Update for April 2015 – Marketing Manager Chris Walker told trustees that the distribution of the City of Portage’s publication: Portager was being increased by an additional 100 copies per month because there were more residents now. The publication goes to Portage schools and businesses as well.
Walker also told board members that the 2015 Spring Appeal was underway and letters would be going out soon to (800) people who had donated to the library in the past. Library Board Chair Siebers said that she would like to have an item placed on the agenda for the June board meeting to ask how trustees might help with fundraising. She said they might consider calling donors to personally thank them or signing thank you letters or finding other ways to recognize and thank them. [This was noted by the Library Board Secretary].

**DISPOSITION:** The Library Board received the Marketing Update for April-May 2015 and wished Walker and staff good luck with the 2015 Spring Appeal for the library.

B. **Narrative Report for April 2015** – Library Director Klien referred to pages 37-40 of the board meeting agenda packet and went over highlights of activities in April and the first part of May 2015. She remarked that the Donor Thank You lunch held on April 28, 2015 had gone well with (8) donors in attendance, as well as Library Board Chair Siebers. Klien said that information was shared with them about how the library used donor dollars and feedback was obtained from the guests. One suggestion made was that the library should indicate in fundraising materials that it is a non-profit 501 (C) 3 entity. Trustee Yantis also suggested indicating that it should be indicated that the library could handle matching gifts as well. Library Director Klien made note of all the suggestions.

Library Director Klien said that she would be assuming the role of Secretary for the Portage Rotary Club, effective July 1, 2015. She indicated that the current Secretary, Rotarian Mike Simon was training her.

Another new service was launched by the library recently, Klien informed trustees. It is called “hoopla” and it enables patrons to stream music, TV shows, audio books, e-books, and graphic novels. She said that all the librarians that they had talked to about hoopla really liked it, so we are hopeful our patrons will enjoy it too. Trustee Pacheco asked if a big sign could go up somewhere that the library has hoopla now. Klien responded that hoopla was already being promoted on the library’s digital signage and on posters throughout the library. Walker stated that it would also be promoted in the library’s e-newsletter and on the PDL website.

Library Director Klien told trustees that the library was looking for ways to provide space for new part-time employees and she and Foti were working with Custer Office Furniture to redesign the Adult Services office area to provide two more work stations for a total of (8) office spots for staff. Klien said, if possible, this might be done this year and that they would come back to the Library Board with a plan.

Klien told trustees that a new collaboration with Kalamazoo Public Library was being considered Klien told trustees. It entailed the library hosting KPL’s ONEplace training seminars and workshops. She said that more information would be shared when details were worked out.

In conclusion, Klien noted two items of interest. She said that she had contacted a facilitator about strategic planning to find out what it might cost and that the library had recently experienced a power outage that had been handled very well by library staff.

Klien invited comments from other administrative staff about their departments.

**Adult Services**

Lawrence Kapture, Head of Adult Services, said that Adult Services staff had been heavily involved in planning and helping to host the Nicolette Hahn Niman author visit (April 27th and 28th). On Tuesday, April 28th, Hahn Niman visited the People’s Food Co-op of Kalamazoo for a tour and discussion of sustainable meat and food marketing and then afterwards, she gave a book talk at Portage District Library with (75) five people in attendance. In addition, Adult Services staff collaborated with the Kalamazoo Poetry Festival for a Celebration of Community Poets held on April 16th at the Kalamazoo Institute of Arts which drew 210 attendees.

**Youth Services**

Laura Wright, Head of Youth Services, said that April is typically a slower month for them, but then they get very busy in the month of May. She said that Astronomy Days held on May 2nd and May 16th at the library had been very well received and were fun days. Trustee Yantis joked and asked if they would be using hard-boiled
eggs for the “Egg Drop” and Wright jokingly replied with an emphatic No! Trustee Behr asked if Youth Services staff do much outreach to middle schools and high schools. Wright replied that Teen Librarian Olivia Pennebaker was already scheduled to go on (10) school visits, divided up to reach the maximum number of students. In some cases, they would be doubling up classes to accommodate her visit. Wright said that Olivia would be there all day and would take books to show them. It was an excellent way for Olivia to introduce herself to teens and encourage them to come to the library.

Trustee Behr said she had received an email from her daughter’s teacher with a list of study resources and it had not referred to the library at all. Wright replied that it was harder for the library staff to get into high-schools because it is so curriculum based, and students are on their way out. Wright said they get in good with the teachers who then help give them access to the students. Chris Walker interjected that last year there were 3,098 online registrations for the library’s Summer Reading Program and that the library had collected 1,000 emails. So now, those patrons could be sent an email reminder about the library’s Summer Reading activities for this year. Trustee Pacheco asked if the registrations indicate what grade the participant is in and Walker replied yes.

**DISPOSITION:** The Library Board received the Narrative Report for April 2015 and complimented library staff on all that they were doing to promote the library and encourage youth to read during the summer.

C. **Statistical Report for April 2015** – Library Director Klien referred to pages 41-42 of the board meeting agenda packet and asked if trustees had any questions. Library Board Chair Siebers referred to the Youth Audio-Visual circulating statistic and noted the big downward change and asked why. Laura Wright, Head of Youth Services, responded that it was because of the library’s “Hot Picks” collection and said it really affected what they bought, and usage varied because it was open to everyone. She noted that teens are more typically using I-tunes or NetFlicks to get music and movies. Library Director Klien said that she expected to see that statistic decrease even more now that hoopla would make it possible for library patrons to stream music and movies rather than physically checking them out. Trustee Behr commented that DVDs were often a pain in the neck and have to be returned, so her family uses electronic formats. Trustee Yantis asked if items streamed on hoopla went off after a loan period ended and Klien answered that there were different loan periods for various formats, but yes, it would automatically go off at the end of a loan period. Right now, the library is setting a limit of (8) items. Trustee VanderVries asked if items were renewable. Klien responded that it wasn’t a renewal process, but rather, you would just check out the item again. She said that the library was getting charged variable fees for hoopla depending on the volume of usage.

**DISPOSITION:** The Library Board received the Statistical Report for April 2015 and noted the changing statistics for circulation due to the trend towards patrons using electronic formats.

XI. Process Evaluation

A. **Suggestions for Agenda Items to be included on the June 22, 2015 Board Meeting**

1. Minutes of the Regular Meeting held on May 18, 2015.
2. Review of Heritage Room Policy.
3. Review of Solicitation Policy.
5. Progress Report on End Statement #2 *(The library will be a safe, welcoming, inclusive destination for families and individuals.)*

Library Board Chair Siebers requested that an item be added to the June 22nd agenda pertaining to how trustees might get involved in fundraising for the library. She said she also wondered if the Library Board had a job description and if that should be reviewed. Trustee VanderVries said that when you are on any public board, you usually have similar duties. Library Board Secretary Delach said the trustee job description was part of the governance model materials given to trustees at the time of their orientation, and duties and responsibilities of trustees were also outlined in the Library of Michigan’s Trustee Manual.

**DISPOSITION:** An item was added to the June 22, 2015 board meeting agenda about trustees’ involvement in fundraising. Library Board Secretary Delach would send an email to trustees with the trustee job description.

B. **Assessment of this meeting** – The following comments were made about the May 18th board meeting:
Library Board Chair Siebers commented that she thought the presentation by Senator Margaret O’Brien had been interesting and informative and asked if anyone planned on attending Senator O’Brien’s public Town Hall meeting about state financial information and PPT to be held at KVCC on June 15th from 9 to 11 am. Library Director Klien indicated that Business Manager Rob Foti would be attending.

C. Miscellaneous Items – The following miscellaneous items were brought up:

- Trustee Betty Lee Ongley commented that she had heard kudos for the Portage District Library wherever she went, such as at the state convention for the League of Women Voters, with attendees from all over the state.

- Trustee Ongley referred to the article on author Loreen Niewenhuis in the ENCORE magazine that had been distributed to all trustees at the meeting, and pointed out that it was written by Robert Weir, who had gone with her on a trip to Russia. She said she had read all of Weir’s books and that his article about The “Other” Kellogg (John Harvey Kellogg) was also well done.

- Trustee Joe Yantis commented that the waste receptacle in front of the library was full and had a chunk of water-logged paper stuck in it. Library Director Klien thanked Yantis for letting her know and said she would take care of it.

- Trustee Donna VanderVries said that she would not be able to attend the next board meeting in June due to a prior business commitment.

- Library Director Klien said she wanted to thank Business Manager Foti for a great job on the library’s FY 2014 audit, and told trustees that the auditors always complimented Foti when they did audits at PDL.

XIII. Adjournment

Library Board Chair Siebers said if there was no further business to come before the board, she would adjourn the meeting.

**DISPOSITION:** There was no further business to come before the Library Board and the regular board meeting of May 18, 2015 was adjourned at 8:00 pm.

Recorded and Transcribed by,

Diane Delach,
Library Board Secretary
PORTAGE DISTRICT LIBRARY

Heritage Room Policy

1. Materials may be added to the Heritage Room Collection through gifts, purchases, or trades from individuals and institutions or by deposit from governmental bodies.

2. The Heritage Room Curator reserves the right to reject materials or refer them to other institutions if they are deemed to be unsuitable for the Heritage Room Collection by reason of subject or format.

3. A Deed of Gift Agreement must be signed by both the Heritage Room Curator and the Donor for every donation received by the Heritage Room. Any restrictions placed on the donation by the Donor must be clearly stated on this Deed of Gift Agreement. Items left without directions or information from the donor will be treated as a “gift” and fall under the guidance of Heritage Room Policy number two and number eight.

4. All collections in the Heritage Room shall include an accession number and, unless anonymity is requested, the donor’s name.

5. All Heritage Room “reference books and material” shall be catalogued in the same manner as other library materials and shall receive a distinguishing stamp of “H.R.” Special care shall be taken in cataloging Heritage Room “reference books and materials” deemed to be of a unique historical character or of great monetary value.

6. The Heritage Room staff shall cooperate with other institutions to provide information about their collections for patron referrals.

7. The use of rare or fragile materials by patrons shall be determined by the Heritage Room Curator and may be limited under certain circumstances. Copies will be provided in lieu of primary source materials when those original materials are determined to be too fragile for use.

8. Heritage Room Collection materials may not be loaned from the Portage District Library without the written permission of the Heritage Room Curator, and the prior approval of the Portage District Library Director.

9. Items which are accepted into the Heritage Room Collection become the sole property of the Portage District Library. Any item determined to be outside the scope of the Heritage Room Collection may be separated according to the terms of the Material Disposition Form, which accompanies the Deed of Gift. Separation will take place only after review by both the Heritage Room Curator and the Portage District Library Director.

10. Materials placed in the Heritage Room Collection prior to January 1st, 1997, which do not meet the guidelines set forth in this policy, will be reviewed by the Heritage Room Curator as to relevance. Removal of material will need to be approved by both the Heritage Room Curator and the Portage District Library Director.
11. Items loaned to the Heritage Room shall be classified in the following manner:

- On loan for short term display not to exceed six weeks
- On loan for long term display beyond six weeks
- On loan for copying purposes, for a pre-determined time period.
- On loan for research purposes, for a pre-determined time period.

Each item will be documented in writing with a copy given to the loaner, a copy accompanying the item while in the possession of the Heritage Room and a copy placed in the Heritage Room’s master loan file.
Reciprocal Borrowing Policy

Since the mission of the Portage District Library is: Helping you access the world of information, in a friendly atmosphere; and because the library operates on the premise that libraries should be accessible to people regardless of their location, economic status, educational level, race, color, creed, religion, or any other factor which may be divisive and inhibitive; it has been deemed appropriate and advantageous for the library to enter into reciprocal borrowing agreements with other institutions for the purpose of providing access to library materials for the benefit of their respective library patrons.

For this reason, the Portage District Library will enter into a Reciprocal Borrowing Agreement with another entity of similar size and funding level, on behalf of the people in their area, so that:

“Any person holding a valid resident borrower’s card from either participating entity will have access to both institutions.”

Criteria for Institutions in Reciprocal Borrowing Agreements with the Portage District Library:

The participating institution must:

1. Be in reasonable geographic proximity to the Portage District Library.
2. Have a funding level equivalent to at least a one-mill tax levy, and be of a similar size with a comparable collection.
3. Obtain the approval of its governing body and have an officer sign a Reciprocal Borrowing Agreement with the Portage District Library.
4. Agree to assist the Portage District Library, if necessary, (and if requested) in recovering library materials from a reciprocal borrower.
5. Comply with the rules and practices of the Portage District Library, including any limitations placed on the borrowing of specific classes of materials.
6. Recognize the effective date of a Reciprocal Borrowing Agreement with the Portage District Library as the latest date appearing on the signed agreement.
7. Honor the provisions of a Reciprocal Borrowing Agreement with the Portage District Library, unless modified or cancelled at the request of either institution in writing, with a 90-day notice.

Expectations for Reciprocal Borrowing Patrons Accessing the Portage District Library:

Reciprocal borrowers are expected to:

1. Conform to all of the rules and regulations of both participating institutions, including the payment of any fines and fees, which may be accrued.
2. Present a valid resident borrower’s card from their “home” institution.
3. Present one other piece of identification as specified in the library’s Resident/Non-Resident Policy.
4. Return library materials promptly and in satisfactory condition.
To: Portage District Library Board
From: Christy Klien Library Director
Date: June 11, 2015
Subject: Budget Amendment to move Funds from the Debt Reserve Line in the FY 2015 Budget to a Debt Retirement Expense Line to Prepare for the Library’s Final Bond Payment.

BACKGROUND:

History of the Library’s Bond Payment:
In 1995, when the Library was still a City library, the City of Portage Building Authority issued $3.3 million in bonds to finance several projects. These projects included the remodeling and expansion of the library building to utilize both floors for library service and to incorporate roof replacement and related equipment for the expanded library building. As part of the financing for these projects, the City of Portage entered into a Contract of Lease with the Building Authority under which the City transferred title to the projects, including the library, to the Building Authority, and the Building Authority leased them back to the City for a term ending on December 31, 2015, (or such earlier or later date as the bonds would be paid in full). These were 20-year bonds with the final debt service payment scheduled for 2015.

Creation of the Portage District Library:
In January, 1998, the City of Portage and the Portage Public Schools entered into the District Library Agreement, and on February 3, 1998, notification was received from State Librarian George Needham that he had approved and signed the agreement to establish the Portage District Library with an official effective date of March 22, 1998. (See attached letter)

Bond Payment Arrangement:
Following the announcement of the new Portage District Library, action was taken to appoint a new 7-member District Library Provisional Board to handle all necessary actions to be taken to transition the library from a Department of the City of Portage to an independent, self-governed District Library. Of the many transitional actions to be undertaken, one very important task was to set up a payment schedule for the library to pay off a bond payment to the City of Portage. (See attached letter & schedule). An arrangement was made for the library to make its bond payments annually in two payments each, one in January and one in July, beginning in July 1998, to be concluded in July 2015. The amount of the annual bond payment has fluctuated from year to year as shown on the attached schedule, but prudent planning and budgeting has enabled the library to fulfill its debt retirement obligations over the last 17 years.

Conclusion of Bond Payment:
It is good news that the Portage District Library has successfully worked through its debt obligation and is preparing to make its final bond payment on July 1, 2015 in the amount of $265,871.64. This will not only demonstrate the library’s credibility and reliability, but will also free up funds in all subsequent budget years that would have otherwise been earmarked for a bond payment. As the Library Board and administration move into strategic planning mode in 2016, it will be advantageous to examine and reallocate the funds previously set aside for the bond payment.

RECOMMENDATION:
I recommend that the Library Board approve a Budget Amendment and authorize the Library Director and Library Business Manager to move $265,871.64 from the Debt Reserve line in the FY 2015 Budget to a Debt Retirement Expense line in the FY 2015 Budget to enable payment of the library’s final bond payment to the City of Portage on July 1, 2015.
February 3, 1998

Christine Berro, City Librarian
Portage Public Library
300 Library Lane
Portage, MI 49002

Re: Portage District Library

Dear Ms. Berro:

The Portage District Library is recognized by the Library of Michigan as a legally established district library pursuant to the District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.).

The District Library Agreement, effective March 22, 1998, and the resolutions are hereby approved as follows:

1. The participating municipalities include the City of Portage and the Portage Public Schools.

2. The district library board is a seven-member elected board, elected by the regularly scheduled school election of June 1999. A seven member provisional board will be appointed by the participating municipalities will serve until such election.

Congratulations on the establishment of the new district library. If you have any questions regarding district library law, please feel free to contact Ellen J. Richardson, Library Law Specialist, at the Library of Michigan.

Yours truly,

[Signature]

George M. Needham
State Librarian

GMN/tld

cc: The Honorable Dale Shugars, State Senator
Gary P. Brown, Mayor of Portage
Kevin M. Hollenbeck, Board of Education President
James Rikkers, Superintendent of Schools
Randall L. Brown, Kneas & Brown
June 30, 1998

Ms. Lorna Nenciarini  
Deputy Director of Finance  
City of Portage  
7900 S. Westnedge  
Portage, Michigan 49002

RE: Portage District Library Building Authority Bond Payment

Dear Lorna:

As a follow up to our conversation today pertaining to the Portage District Library’s bond payment to the City of Portage, I am writing to confirm the arrangements we decided upon to fulfill this obligation. It is my understanding that we will handle this payment simultaneously at the time that the transfer of library funds is made from the City of Portage to the library’s new account at Comerica Bank. When this transaction occurs, the total amount of the library fund will be reduced by $156,331.06, which is equivalent to the amount due the City for our building authority bond payment. Following that action, the City of Portage Finance Department will issue an invoice to the library for that same amount and mark it “Paid” to indicate that our liability for this year’s bond payment has been cleared. Subsequently, the City of Portage will issue an invoice to the Portage District Library each July 1st for the bond payments due until the debt is completely retired, per attached schedule.

Thank you for your assistance, Lorna, in all aspects of the transition process as it pertained to the library’s finances. We appreciate the time and effort you have given to make the separation go as smoothly as possible. I am very grateful for the advice and support you have given us over the last two years, and hope that we will continue our contacts in the future.

Sincerely,

Christine Berro  
Library Director

Attachment

C: Portage District Library Board  
   Richard Butler, Attorney for the Portage District Library (VRS & H)
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sum POA 940 $2,844,930.00 $1,898,141.25 $4,743,071.25 $4,743,071.25
The following upcoming dates and events are provided so trustees will be aware of them in the event you chose to participate:

**LINKAGE OPPORTUNITIES for JUNE/JULY 2015:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-20</td>
<td>1:00 pm</td>
<td>Homebrew 102: Demonstration in West Lake meeting room</td>
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<tr>
<td>6-25, 7-09, 7-23</td>
<td>6:00 pm</td>
<td>PDL Writers Group (Fiction &amp; Creative NF Writing) – Meet 2nd &amp; 4th Thursday of each month – West Lake meeting room</td>
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<tr>
<td>6-26</td>
<td>7:30 pm</td>
<td>After Hours Gatsby Mixer (Program on Prohibition) at PDL</td>
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<tr>
<td>6-27</td>
<td>2:00 pm</td>
<td>Flash to the Past – Superman Movie with George Reeves – lower level</td>
</tr>
<tr>
<td>7-08</td>
<td>6:30 pm</td>
<td>Comic Book Workshop with Comic Book Artist Paul Sizer – lower level</td>
</tr>
<tr>
<td>7-11</td>
<td>1:00 pm</td>
<td>Homebrew 102: Creating Kombucha tea with Eva Lane – West Lake</td>
</tr>
<tr>
<td>7-13</td>
<td>7:00 pm</td>
<td>Top Shelf Reads: Horror Genre Book Discussion – Latitude 42</td>
</tr>
<tr>
<td>7-20</td>
<td>10:00 am</td>
<td>BIG TRUCKS at PDL – A Community Favorite! Front parking lot of PDL</td>
</tr>
<tr>
<td>7-27</td>
<td>9-10:30 pm</td>
<td>After Hours Adult Game Night – lower level meeting rooms</td>
</tr>
<tr>
<td>7-28</td>
<td>9:00 am</td>
<td>Business Book Club for Entrepreneurs – Long Lake meeting room</td>
</tr>
</tbody>
</table>
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 June 6, 2015 and a board meeting on June 15, 2015, there will be an item on the agenda for the June 22, 2015 Library Board meeting so that Trustee Pacheco can give a report.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 11, 2015
Subject: Assessment of Interest by Trustees to Serve on a Strategic Planning Committee

BACKGROUND:
At the board meeting held on May 18, 2015, there was a discussion about how to begin preparing for a Strategic Planning process to be conducted in 2016. Trustees were provided information about what a facilitator would probably charge and the type of process that would likely be followed. It was also indicated that if the Library Board wished to begin the process in January 2016, then everything would need to be ready by this fall because arrangements would need to be made with a facilitator a couple of months ahead of time. Trustees were also told that they should expect the Strategic Planning process to take anywhere from 90 to 120 days, and that any decisions or new initiatives coming out of the Strategic Planning process would be budgeted for in 2016 and implemented in 2017.

Library Board Chair Siebers had referred to the Strategic Planning Committee concept which appeared on page 29 of the May 18th board meeting agenda packet, and had said that she thought the list of tasks to be done by such a Strategic Planning Committee was a good one. She then stated that if anyone was interested in being on a Strategic Planning Committee, that he/she should let her know.

UPDATE:
Following the last board meeting, Library Board Chair Siebers sent an email out to all trustees to assess board members’ interest in serving on a Strategic Planning Committee. She has since then requested that this be an item for discussion on the agenda for the June 22, 2015 board meeting, at which time she will share the results of her assessment of trustees’ interest.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: 9-09-15  
Subject: Discussion about Library Board Members’ Job Description.

**BACKGROUND**  
At the May 18, 2015 board meeting, a question was raised about whether there was a formal job description for PDL board members. Information was shared that a generic job description was in place as a result of the Library Board’s adoption of Policy Governance years ago, and that it was given to trustees during their orientation prior to assuming a seat on the PDL Board. In addition, the Library of Michigan’s Trustee Manual, also provided to incoming trustees, contains a list of rights and responsibilities and other guidelines for trustees.

**UPDATE:**  
The generic job description and trustee manual documents were emailed to trustees following the last board meeting. Library Board Chair Alisha Siebers has requested that this topic be added as an item on the agenda for the board meeting on June 22, 2015 for discussion.
Specific job outputs of the Library Board, as an informed agent of the ownership, are those that ensure appropriate organizational performance.

Accordingly:

1. The Library Board will produce the link between the organization and the ownership.

2. The Library Board will produce written governing policies which, at the broadest levels, address each category of organizational decision.
   
   A. Ends: Organizational products, impacts, benefits, outcomes, recipients, and their relative worth (what good for which recipients at what cost).
   
   B. Executive Limitations: Constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
   
   C. Governance Process: Specification of how the board conceives carries out and monitors its own task.
   
   D. Library Board-Library Director Linkage: How power is delegated and its proper use monitored; the Library Director’s role, authority and accountability.

3. The Library Board will produce assurance of the Library Director’s performance (against policies in 2A and 2B).
Michigan Public Library
Trustee Manual

Chapter 1:
Trustee Rights, Responsibilities and Orientation

A. Trustee Rights

Trustees are appointed or elected citizens representing the community who, together, constitute the body officially responsible for the operation of the library. Governing boards are policymaking boards. They can either be elected or appointed. Advisory boards act as an advisor to another governing board such as a school board or county commission. Advisory boards are always appointed.

Sometimes, advisory board trustees reading this section may wonder how it applies to their situation. It is good to remember that advisory library boards have the same concerns as governing boards, except that advisory boards must submit their recommendations to another board for approval. The governing board is relying on the advisory board to make the appropriate recommendations upon which they will act. Whether advisory or governing, library boards act with the same goal in mind: to provide the best possible library service possible to the citizens of the community.

While the statutory language authorizing various library boards may differ, the legal authority of all policymaking boards is similar. Governing boards are authorized to:

- Adopt bylaws and rules for the board’s governance;
- Maintain control over the building and grounds of the library;
- Control the expenditure of all funds credited to the library fund;
- Appoint, supervise, evaluate, discipline or remove a director;
- Approve an annual library budget; and
- Adopt policies, rules and regulations regarding use of the library.

For advisory boards, the duties are the same. For legal purposes, the recommendations made by an advisory board must be approved by a governing board, but the tasks are identical. Governing boards rely on the advisory board to competently oversee the library.

The library board acts as the public trustee of the library. The community entrusts the library’s welfare to the board and expects the board to keep the library running correctly. Boards also have the responsibility to see that adequate funding is provided.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: June 11, 2015  
Subject: Discussion about the Library Board’s Role in Fundraising for the Library

BACKGROUND:  
At the board meeting held on April 27, 2015, trustees heard a presentation by Chris Walker about the 2015 Fundraising Plan for the library. A discussion had followed about various aspects of the plan and what had been done previously and what new initiatives would be undertaken.

UPDATE:  
During a discussion at the next board meeting held on May 18, 2015, Library Board Chair Siebers had questioned how trustees might get involved in fundraising for the library and gave a couple of examples, such as signing acknowledgment letters being sent to donors or making phone calls to thank donors. Siebers then requested that an item be placed on the June 22, 2015 board meeting agenda pertaining to the Library Board’s role in fundraising for the library. Therefore, this topic has been placed on the June 22nd agenda as Item VI-E. under Ends Development.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 11, 2015
Subject: Initial Discussion about Plans for the 2015 Library Board Retreat

BACKGROUND:
The Portage District Library Board typically holds an Annual Retreat in the fall. Over the years, trustees have participated in many different activities for their retreat. It is usually a learning opportunity for trustees and library administrative staff to experience together. It has often involved some type of professional development activity, or an update on current issues, economic and social developments and library trend or popular initiatives in the library world. Some retreats were conducted out of the building or entailed site visits or conference attendance and other retreats were held at the library with a facilitator or speaker. The decision is entirely up to the Library Board and reflects what trustees feel is of primary importance to them at the time.

HISTORY of BOARD RETREATS:
Below are examples of Library Board Retreats that were held in the past.

<table>
<thead>
<tr>
<th>Year</th>
<th>Library Board Retreat Activity</th>
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<tbody>
<tr>
<td>2014</td>
<td>The Library Board Retreat in 2014 was a group site visit to the Grand Valley State University Mary Ipema Pew Library in Allendale, Michigan.</td>
</tr>
<tr>
<td>2013</td>
<td>The Library Board Retreat in 2013 was a group visit to the Kent District Library Grandville Branch to hear a presentation about their community outreach.</td>
</tr>
<tr>
<td>2012</td>
<td>In lieu of a specific Library Board Retreat Day in 2012, trustees agreed that they would instead consider the categories of services presented in the library’s new Strategic Plan and set aside time at each board meeting to discuss the activities listed under each one of the (6) categories and prioritize them.</td>
</tr>
<tr>
<td>2010</td>
<td>The Library Board Retreat in 2010 Annual Retreat was held on September 22, 2010 and served as the “Kick Off” for the library’s process for developing a 3-5 Year Strategic Plan.</td>
</tr>
<tr>
<td>2009</td>
<td>The Library Board Retreat in 2009 was held on November 16, 2009 and was an evening 3-hour session, facilitated by Larry Herman (Policy Governance Trainer) to deliberate on the Ends Statements for the Library and to make any changes that trustees felt were appropriate.</td>
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<tr>
<td>2008</td>
<td>The Library Board Retreat in 2008 consisted of trustees attending the 2008 Michigan Library Association’s Annual Conference that was held in Kalamazoo October 22nd through 24th. Board members registered for various conference sessions and attended the All Conference Reception.</td>
</tr>
<tr>
<td>2007</td>
<td>The Library Board Retreat in 2007 was held on September 7, 2007 from 5:30 to 9 pm and involved a presentation by Library Attorney Laurie Kelly from the law firm of Law, Weathers &amp; Richardson, P.C. who spoke about (1) The Trustee Role: responsibilities, accountability and liabilities, and (2) Privacy Issues: patron records, Internet usage and compliance with state and federal laws.</td>
</tr>
<tr>
<td>2006</td>
<td>The Library Board Retreat in 2006 was a day trip to the Ann Arbor District Library Malletts Creek and Pittsfield branches. Trustees and Library Administrators were given a general overview of the history of their library and its governance, the challenges they faced after a serious issue arose a few years ago staff handled things, the changes that they implemented at the branch libraries to better serve their public and how they built a new &quot;green&quot; branch library following a sustainable design.</td>
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UPDATE:
The topic of a 2015 Library Board Retreat has been placed on the agenda for the June 22, 2015 board meeting to allow time for planning and making any necessary arrangements for presenters and/or site visits. Since we will be undertaking Strategic Planning in 2016, one consideration might be to incorporate some preliminary brainstorming into the Library Board Retreat this fall to get into a mindset for visioning for the future next year. However, there are no pre-determined concepts for this year’s Library Board Retreat, so trustees are invited to come to the board meeting with their best ideas.
At the Library Board meeting on June 22, 2015, there will be a first presentation to trustees of the proposed Library Regular Operating Budget for Fiscal Year 2016. This budget will contain our best projections for tax revenue, state aid income and expected other revenue, along with allocations for anticipated expenditures and budgetary needs next year. A list of assumptions has been included as background information to help you understand the basis for various budget decisions and sections of commentary that refer to our best estimates for FY 2016.

The Preliminary FY 2016 Regular Operating Budget will be printed and numbered separately from the rest of the board meeting agenda packet. An Executive Summary for the Fiscal Year 2016 Budget is also included in the board meeting agenda packet for your consideration.

Please review the Preliminary Fiscal Year 2016 Budget that is included in the agenda packet for the June 22, 2015 board meeting and come to that meeting with any questions or comments you may have about this proposed budget.

Our usual budget process begins with this first presentation, followed by a final review of the proposed budget at the July board meeting, and then a formal public hearing will be held on the Preliminary FY 2016 Budget at the August 24, 2015 board meeting.
Library Director’s Interpretation:
In 2015, being a safe, welcoming and inclusive destination for families and individuals will be achieved by undertaking several facility enhancement projects as well as library staffing and human resource projects. The most high-profile project will be the implementation of a safer, easier-to-access book drop that will enable library users to return materials in a more convenient way without exiting their vehicles. This is a long-awaited and much needed improvement and we will be putting all our efforts into completing this important project this year. Besides this public service enhancement, we will also be working to complete some projects brought forward from 2014 which include improvements to the Front Lobby, the Atrium and a major overhaul to the Staff Lounge. We will also be looking at the overall use and configuration of public spaces throughout the whole library, as well as exploring more optimal use of the exterior south patio. Our “behind the scenes” initiatives that support all our public service will also be focal points for us this year. These include updating the Employee Handbook and Disaster Plan and evaluating workflow to consider best use of staff and work tools for optimal public service. Taken all together, these activities and projects will certainly go a long way to fulfilling the intent and purpose of End Statement #2.

Library Director’s Opinion on Progress Achieved to Date on End Statement #2
At the halfway point through the year, there is significant progress on several public service projects and a strong start on others. The Book Drop Project expanded from the original plans in order to maximize the long-term benefits. The revised plan is far better and is ready to go out for bids. Progress continues on that project and we expect construction to begin towards the end of summer. We successfully revamped the Staff Lounge with many enhancements, and our Youth Services Preschool Room improvements were also completed very well. Other projects are moving steadily forward, such as the Atrium Project. New larger, more visible signage was recently installed in the Atrium to make the collections in that area much more accessible to patrons, and a thorough assessment is being done of the space usage and functionality in the Front Lobby. This coming fall, we are preparing to launch some workflow studies and space usage observations to determine if we are working efficiently, and to understand how patrons are using current library spaces so we can adapt to their needs better. In terms of internal operation projects, we have successfully completed a total revision of the library’s Employee Handbook and will roll it out to library employees on Staff Development Day on September 25th. Plans are underway to develop a staff training video and to continue work on a Disaster Plan for the library. It is my opinion that there has been noteworthy progress on a good portion of End #2 initiatives, and that there is evidence of continued progress on many ongoing projects that are requiring more time to accomplish. I am confident that End #2 will have satisfactory results throughout 2015.

Documentation of Progress on End Statement #2

1. **Complete the library’s Book Drop Project**
   - The Book Drop Project moved ahead slowly during the months of April and May, as numerous conversations and meetings were held about moving the water line at the southeast end of the library building to prepare for the reconfiguration of the book drop.
   - TMP Architecture personnel were in regular contact with key City of Portage personnel to work through the steps that would need to happen and to get proper clearances in order to move the water line.
   - The next steps in the Book Drop Project will be:
     - Proceed to move the water line as needed
     - Develop an RFP (Request for Proposal) to solicit bids for the construction work
     - Work with TMP to establish an updated Book Drop Project construction timeline
When bids are received, consult with TMP to identify the best suited construction company for the project.
Award the project contract to the successful bidder, sign documents and announce the project start date.
Work with the Circulation Supervisor and key library personnel to develop plans for return of material while the book drop is closed down (i.e., an alternate return location and the most advantageous method for retrieval).
Work with the Marketing Manager to prepare publicity, signage and regular project updates to keep the public up-to-date on the progress of the Book Drop Project.
Plan with the Library Board and the Administrative management team a way to “celebrate” the completion of the Book Drop Project with the community.

2. **Conduct a Public Space Study to Evaluate Space Usage & Functionality & Complete Improvements to the Front Lobby & Atrium**
   - The Front Lobby & Atrium Committee reconvened to review the information previously collected through user and staff surveys and prioritized target improvements that could be accomplished within 2015. Assignments were made to move forward with appropriate purchases and complete these projects. New Atrium signage is scheduled to be installed on June 16, 2015 and new framed Mission Statements are ready to be hung.
   - A building repair related to the tall windows above the entry ramp needs to be completed before any painting projects can be scheduled in that area and the Committee members are reviewing samples of matting to replace the worn entry floor mat. Silk floral arrangements are being selected for approval by the Committee and some additional pamphlet and signage display options are being considered.
   - Additionally, the Committee has worked to prioritize a list of more in-depth projects related to the Front Lobby & Atrium areas that would need to be planned for in 2016 or may have significant expenses associated with them. These could include such things as the possibility of mural work, window graphics, Plexiglas etching, and other esthetic improvements.
   - Another key factor in the planning stages for the Front Lobby & Atrium areas revolves around the replacement and possible re-location of self-checkout stations that are budgeted for in 2015. After identifying the scope of changes up for consideration, a specialized committee with greater representation from the Circulation Department staff, will start looking at more specific solutions and planning regarding self-checkout and the location of the Checkout Desk. Visits to other libraries are being scheduled.
   - The Adult Services Department has scheduled two weeks in fall to study how patrons use various areas on the upper level based on a similar study performed by staff at the Grand Valley State University Library (which was shared with us when we visited on our Library Board Retreat Day in Oct 2014). The study will entail counting the number of people in various seating areas and observing what they are doing. These studies are tentatively scheduled for the weeks of September 13th and November 15th.
   - Using information from Grand Valley State University’s usage study process and the September 2014 PEW survey on younger Americans and public libraries, the Youth staff has designed a draft of a simple space usage study. After further discussion, the approved study will be conducted starting in July.

3. **Evaluate workflow in the Adult Services Department**
   - The following workflow evaluations are being undertaken at the Portage District Library in 2015:
     - Choose four weeks during the year to keep track of individual questions and subjects being handled at the Adult Information Desk.
     - Each Adult Services staff member will select a week to perform a time study of their individual workflow.
     - Choose specific time intervals during the year to perform a use study of the public spaces of the library.
     - Design observation tools for each of these evaluation initiatives.
• Report on the findings of each of these workflow and space usage evaluations.
• Four weeks will be scheduled from early 2014 to early 2015 to keep track of individual questions and subjects being handled at the Adult Information Desk.
• Each Adult Services staff member will select a week during 2015 to perform a time study of their individual workflow.
• Two weeks will be scheduled during 2015 to perform on how upper level public spaces are used.
• A reporting form will be designed for each of these three studies.
• Reports will be written after all sections of each of the three studies are completed.

All of our studies: for questions at the Adult Information Desk, individual staff work flows, and the space use study, have been scheduled.

A question study for the Adult Information Desk was scheduled for the week of April 12th and carried out. The remaining studies are set for July 12th, October 4th, and January 17th, 2015. Two Adult Services staff members have performed their personal studies, and the remainder are schedule from now until September. Space studies are scheduled for the weeks of September 13th and November 15th.

Reporting forms were created for the question studies and personal studies after discussion during the January 2015 Adult Services staff meeting. We do not yet have enough information to draw conclusions, but are looking forward to getting more question and staff data points.

4. **Complete reorganization projects in the Youth Area and lower level to better reflect use of the public spaces**
   - Preschool Room improvements, including signage, new furniture and layout, and added activity centers, have been completed.
   - A signage request was completed and submitted. Existing signs will be used with necessary changes made to reflect reorganization.
   - LLAMAS (Library Learning and Making Awesome Stuff) activities have been created and are available for patrons. After experimenting with locations and furniture, the LLAMAS activities are currently located by the Parent Teacher collection. Staff is utilizing existing furniture currently until a decision is made as to the best location and setup.
   - A Public Space Study of the Youth Services area is scheduled to begin in July 2015 (See #2 above).
   - The Local Historian is creating a collection development plan for the growth of a youth collection in the Heritage Room.

5. **Continue work on the library’s Disaster Plan**
   - This project is slated to begin in the 3rd quarter once the preliminary budget and book drop remodel project have moved on to their next stage.
   - A meeting was held between the Library Director, Assistant to the Director and Business Manager to discuss an outline for completing the project.
   - The Business Manager will take the lead on this project to prepare an outline and provide information to the entire group.

6. **Complete updating work on the Library Employee Handbook.**
   - The Employee handbook was reviewed by the Library Director, Business Manager and Business Services Clerk to access areas that need more clarification or change.
   - Changes were discussed with HRM Innovations and recommendations were input into the handbook. A new employee handbook was created with changes made by HRM Innovations.
   - The new Employee Handbook was reviewed with the Administrative Team and items were noted needed more discussion and additional clarification.
   - The list generated by the Administrative Team will be discussed with HRM Innovations and amendments made. This will occur in July with a target date of Staff Development Day in September as a rollout date for a completed handbook.
7. **Produce a training video for staff use demonstrating a library procedure.**
   - This project is slated to begin in the 3rd quarter.
   - Possible videos topics are currently being considered. Possible topics include: various payroll activities and emergency procedures such as fire drill and tornado drill.

8. **Complete the Staff Lounge Remodel Project**
   - Suggestions were sought from staff regarding wants for the staff lounge.
   - A professional from Abode Building Center was used to generate a plan for cabinet layout.
   - A general contractor was hired and appliances, cabinets, counters, and flooring were bought and installed.
   - New furniture was purchased and installed and the staff lounge was revealed to staff.
   - The project was completed under budget. With remaining funds, small decorative additions will be added over the next several months to finish off the project.

9. **Investigate alternative solutions for the patio space.**
   - A representative from Romence Gardens visited the library and met with the Library Director, Business Manager and Systems Administrator to discuss ways to make the patio area more appealing to patrons.
   - Suggestions were offered in ways to soften the area, including a pergola, tables with umbrellas, and option for landscaping in the tiered flower beds.
   - Additionally, the north side of the library was reviewed and it was pointed out that several of the pine trees around the building are either dead or dying. Suggestion was made to begin removing those trees as funds are available.
   - Additional work will be done in the 3rd and 4th quarters to put cost estimates together for these suggestions.

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**Assessment of End Statement #2 Accomplishments**

- A Progress Report will be given to the Library Board in June 2015 with details about the degree of accomplishment of End Statement #2
- A Final Report will be given to the Library Board in December 2015 with a summarization of all that was accomplished in 2015 to fulfill End Statement #2.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 12, 2015
Subject: Update on the Library’s Book Drop Project

BACKGROUND:
The Library Board approved a budget amendment at their March 23, 2015 board meeting to adjust the FY 2015 Budget to move an additional $5,000 from the Book Drop Project Reserve Fund into the Administrative Professional Services line to cover ongoing expenses for architectural services for this project.

Book Drop Design Modifications:
Trustees were given a Power Point presentation at the March 23rd board meeting to show them the re-configured design drawings that TMP Architecture had developed that would modify the southeast end of the library building to make the book drop solution more expansive and beneficial. It had become apparent to library management that there was a need to take into account future potential growth (such as the possible addition of an automated book sorter system at some point) and that the space around the book drop would need to be changed to allow for that evolution in function. Trustees were told that the revised design would utilize the southeast area of the library building where there was already a walkway leading out from a fire exit door because that walkway already had a natural grade to it and could be adapted to allow for book carts to be wheeled back and forth to a book drop at the end. They were also told that the design called for the walkway (over the south patio) to be glassed in, for the book drop room to be moved out an additional 5 feet and that there would be an island in the parking lot for cars to drive around with directional signs to guide the flow of traffic. One major issue with the Book Drop redesign that had been pointed out to trustees, was that it would necessitate moving a water line and would require footings which would be complicated, expensive and would need to have City of Portage approval and involvement in the project.

UPDATE:
The Book Drop Project moved ahead slowly in April and May, as numerous conversations and meetings had to occur related to moving the water line at the southeast end of the library building. TMP personnel have been in regular contact with key City of Portage personnel to work through the steps that need to happen and to get proper clearances to move the water line. Attached for your review is the budget that TMP Architecture has developed for this project. A discussion will be held on budget details at the June 22, 2015 board meeting.

NEXT STEPS:
With approval from the City of Portage, arrangements can now be made to do the following:

- Proceed to move the water line as needed
- Develop an RFP (Request for Proposal) to solicit bids for the construction work
- Work with TMP to establish an updated Book Drop Project construction timeline
- When bids are received, consult with TMP to identify the best suited construction company for the project
- Award the project contract to the successful bidder, sign documents and announce the project start date
- Work with the Circulation Supervisor and key library personnel to develop plans for return of material while the book drop is closed down (i.e., an alternate return location and the most advantageous method for retrieval)
- Work with the Marketing Manager to prepare publicity, signage and regular project updates to keep the public up-to-date on the progress of the Book Drop Project.
- Plan with the Library Board and the Administrative management team a way to “celebrate” the completion of the Book Drop Project with the community.

SEE ATTACHED BUDGET
## Site

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL</th>
<th>BASE</th>
<th>W/ALTERNATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolition</td>
<td>1300 sqft</td>
<td>$2,600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excavation</td>
<td>1300 sqft</td>
<td>$2,750.00</td>
<td>$3,575.00</td>
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<tr>
<td>Concrete curb + Island Surround</td>
<td>127 linft</td>
<td>$6.00</td>
<td>$762.00</td>
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<tr>
<td>Concrete sidewalk</td>
<td>324 sqft</td>
<td>$5.50</td>
<td>$1,782.00</td>
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<tr>
<td>Asphalt</td>
<td>1200 sqft</td>
<td>$7.00</td>
<td>$8,400.00</td>
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</tr>
<tr>
<td>Ballards</td>
<td>2 ea</td>
<td>$200.00</td>
<td>$400.00</td>
<td></td>
</tr>
</tbody>
</table>
| **Sub-total** | | | $17,519.00 | |}

## Footings

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL</th>
<th>BASE</th>
<th>W/ALTERNATES</th>
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</thead>
<tbody>
<tr>
<td>Strip footings</td>
<td>52 linft</td>
<td>$23.00</td>
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<tr>
<td>Foundation walls</td>
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<td>$70.00</td>
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<tr>
<td>Concrete floor + Seal</td>
<td>485 sqft</td>
<td>$11.50</td>
<td>$5,657.50</td>
<td></td>
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<tr>
<td>Concrete stairs</td>
<td>0 linft</td>
<td>$900.00</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Concrete ramp and landing</td>
<td>78 sqft</td>
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<td>$1,170.00</td>
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<tr>
<td>Railings</td>
<td>28 linft</td>
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<tr>
<td>Spread Footing</td>
<td>2 ea</td>
<td>$500.00</td>
<td>$1,000.00</td>
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</table>
| **Sub-total** | | | $11,418.50 | |}

## Walls

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL</th>
<th>BASE</th>
<th>W/ALTERNATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolition + Patching</td>
<td>10 sqft</td>
<td>$50.00</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>Demo for Structure</td>
<td>1 linft</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
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<tr>
<td>Masonry wall</td>
<td>754 sqft</td>
<td>$16.00</td>
<td>$12,064.00</td>
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<tr>
<td>Insulation</td>
<td>420.59 sqft</td>
<td>$1.50</td>
<td>$630.89</td>
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</tr>
<tr>
<td>Brick</td>
<td>420.59 sqft</td>
<td>$25.00</td>
<td>$10,514.75</td>
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<tr>
<td>EIFS + LGMF</td>
<td>333.41 sqft</td>
<td>$30.00</td>
<td>$10,022.30</td>
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</tr>
<tr>
<td>Steel Column</td>
<td>14 linft</td>
<td>$38.00</td>
<td>$532.00</td>
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</tr>
<tr>
<td>Steel Beam + Accessories</td>
<td>35 linft</td>
<td>$45.00</td>
<td>$1,575.00</td>
<td></td>
</tr>
<tr>
<td>Steel Lintels</td>
<td>25 linft</td>
<td>$12.00</td>
<td>$300.00</td>
<td></td>
</tr>
<tr>
<td>Aluminum storefront</td>
<td>144 sqft</td>
<td>$65.00</td>
<td>$9,360.00</td>
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</tr>
<tr>
<td>Conc. Sill Prep (cutting/sealer/alum.sill)</td>
<td>26 linft</td>
<td>$50.00</td>
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<tr>
<td>Book Drop</td>
<td>2 ea</td>
<td>$2,000.00</td>
<td>$4,000.00</td>
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</table>
| **Sub-total** | | | $53,778.94 | |}

## Doors

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL</th>
<th>BASE</th>
<th>W/ALTERNATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior door, hardware and opener</td>
<td>1 linft</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td></td>
</tr>
<tr>
<td>New Door, Hardware, + Security</td>
<td>1 linft</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
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</tr>
<tr>
<td>Hardware and opener</td>
<td>1 linft</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
<td></td>
</tr>
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</table>
| **Sub-total** | | | $6,000.00 | |}

## Roof

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL</th>
<th>BASE</th>
<th>W/ALTERNATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joist and deck</td>
<td>575 sqft</td>
<td>$4.50</td>
<td>$2,587.50</td>
<td></td>
</tr>
<tr>
<td>Roof Insulation</td>
<td>575 sqft</td>
<td>$4.00</td>
<td>$2,300.00</td>
<td></td>
</tr>
<tr>
<td>Roof Membrane</td>
<td>575 sqft</td>
<td>$3.50</td>
<td>$2,012.50</td>
<td></td>
</tr>
<tr>
<td>Copings</td>
<td>77 linft</td>
<td>$30.00</td>
<td>$2,310.00</td>
<td></td>
</tr>
<tr>
<td>Roof Drain + Plumbing</td>
<td>1 ea</td>
<td>$1,400.00</td>
<td>$1,400.00</td>
<td></td>
</tr>
</tbody>
</table>
| **Sub-total** | | | $10,810.00 | |}

## Paint

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL</th>
<th>BASE</th>
<th>W/ALTERNATES</th>
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</thead>
<tbody>
<tr>
<td>Walls</td>
<td>1060.5 sqft</td>
<td>$1.50</td>
<td>$1,590.75</td>
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<tr>
<td>Ceiling (exposed construction)</td>
<td>575 sqft</td>
<td>$2.50</td>
<td>$1,437.50</td>
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| **Sub-total** | | | $3,028.25 | |}

## Fire Protection

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL</th>
<th>BASE</th>
<th>W/ALTERNATES</th>
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<tbody>
<tr>
<td>System for addition</td>
<td>575 sqft</td>
<td>$5.00</td>
<td>$2,875.00</td>
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</table>
| **Sub-total** | | | $2,875.00 | |}

## Mechanical

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL</th>
<th>BASE</th>
<th>W/ALTERNATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Split system</td>
<td>1 linft</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>Wall mounted electric heater</td>
<td>1 linft</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td></td>
</tr>
</tbody>
</table>
| **Sub-total** | | | $6,000.00 | |}

## Electrical

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL</th>
<th>BASE</th>
<th>W/ALTERNATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lights and power</td>
<td>485 sqft</td>
<td>$7.00</td>
<td>$3,395.00</td>
<td></td>
</tr>
<tr>
<td>Data and miscellaneous conduits</td>
<td>1 linft</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
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</tbody>
</table>
| **Sub-total** | | | $12,270.00 | |}

## Water Service

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL</th>
<th>BASE</th>
<th>W/ALTERNATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trenching</td>
<td>85 linft</td>
<td>$35.00</td>
<td>$2,975.00</td>
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</tr>
<tr>
<td>Underground Pipe</td>
<td>85 linft</td>
<td>$60.00</td>
<td>$5,100.00</td>
<td></td>
</tr>
<tr>
<td>Rework interior piping</td>
<td>1 linft</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
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</table>
| **Sub-total** | | | $11,075.00 | |}

## Fire Protection

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT COST</th>
<th>TOTAL</th>
<th>BASE</th>
<th>W/ALTERNATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rework sevice</td>
<td>1 linft</td>
<td>$7,000.00</td>
<td>$7,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td></td>
<td></td>
<td>$7,000.00</td>
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</table>
### CANOPY - ALTERNATE

<table>
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<tr>
<th>Description</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation</td>
<td>2</td>
<td>ls</td>
<td>$500.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Steel Column</td>
<td>34</td>
<td>lnft</td>
<td>$38.00</td>
<td>$1,292.00</td>
</tr>
<tr>
<td>Steel Beam + Accessories</td>
<td>36</td>
<td>lnft</td>
<td>$45.00</td>
<td>$1,620.00</td>
</tr>
<tr>
<td>Joist and deck - 18 X 20</td>
<td>360</td>
<td>sqft</td>
<td>$4.00</td>
<td>$1,440.00</td>
</tr>
<tr>
<td>Roof Insulation</td>
<td>360</td>
<td>sqft</td>
<td>$3.50</td>
<td>$1,260.00</td>
</tr>
<tr>
<td>Roof Membrane</td>
<td>360</td>
<td>sqft</td>
<td>$4.00</td>
<td>$1,440.00</td>
</tr>
<tr>
<td>Copings</td>
<td>77</td>
<td>lnft</td>
<td>$40.00</td>
<td>$3,080.00</td>
</tr>
<tr>
<td>Roof Drain + Piping</td>
<td>2</td>
<td>ea.</td>
<td>$1,385.00</td>
<td>$2,770.00</td>
</tr>
<tr>
<td>Soffit</td>
<td>360</td>
<td>sqft</td>
<td>$20.00</td>
<td>$7,200.00</td>
</tr>
<tr>
<td>Lights and power</td>
<td>2</td>
<td>ea.</td>
<td>$500.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Paint</td>
<td>1</td>
<td>ls</td>
<td>$700.00</td>
<td>$700.00</td>
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</tbody>
</table>

Sub-total $21,802.00

### WASHER/DRYER - ALTERNATE

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<th>Description</th>
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<th>Units</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plumbing</td>
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<td>ls</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Electrical</td>
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<td>ls</td>
<td>$800.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>Venting</td>
<td>1</td>
<td>ls</td>
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Sub-total $3,700.00

### OVERHEAD DOOR - ALTERNATE

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<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removal of existing</td>
<td>1</td>
<td>ls</td>
<td>$800.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>Installation of new coiling exterior door</td>
<td>1</td>
<td>ls</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
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</table>

Sub-total $4,800.00

### SERVICE DOOR ON EAST SIDE

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Door, Hardware, + Security</td>
<td>1</td>
<td>ls</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

Sub-total $3,000.00

**SOFT COSTS:**

- Architect/Engineer Fee: $17,000 $19,242
- A/E Reimbursables - allowance: $250 $250
- Document printing - allowance: $500 $500
- Plan Review Fees & Permits - allowance: $550 $550

Sub-Total Soft Costs $18,300 $20,542

**Grand Total - Project Costs**

$172,261 $212,967

Does Not include:

- furniture and marker boards
- book return sorting equipment
- technology
- landscaping
To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 12, 2015
Subject: Information about a Collaboration with Portage Public Schools for “Community Reads”

BACKGROUND:
At the beginning of the year, the Library Board approved Ends for the library to achieve in 2015. One of these, End Statement #3, challenges the library to “Be a leader in strengthening our community.” It was indicated that the library would pursue collaborations with community leaders, businesses, organizations and institutions that would fulfill the purpose of strengthening our community. For this reason, the library is currently exploring a collaboration with the Portage Public Schools that would partner the library with Portage Central High School and Portage Northern High School on a joint initiative described below.

PROJECT DESCRIPTION:
In an effort to draw together the library, schools and the whole community in a special joint initiative that would benefit high-school age teens, as well as appeal to multi-generational audiences in the whole community, there is a collaboration developing to undertake a “Community Reads” event engaging youth and others in our community in reading the same book, that would be tied into school curricula. The proposed project is to have everyone read the book, Harlem Hellfighters and to bring the author, Max Brooks, to Portage for a speaking and book signing engagement. The plan would be to engage Mr. Brooks for a visit to both PCHS and PNHS and then to have him appear at an evening event for the community, held at the library. This would be an ambitious project, the first of its kind in our community!

PROJECT FUNDING:
Investigation into the cost of an author visit and related expenses for the proposed “Community Reads” initiative has determined that it would be in the realm of $10,000. The partners in funding this collaboration would likely be: Portage Central HS, Portage Northern HS, Portage Education Foundation, Parent Teacher Organization, the Portage District Library and the Kalamazoo Community Foundation, as well as other community/school supportive entities.

LIBRARY INVOLVEMENT:
Since the library is committed to being a leader in strengthening our community, and because we are striving to maintain a library connection to youth that spans teen years into adulthood, the “Community Reads” collaboration would offer an ideal opportunity to build and strengthen that library connection. If this initiative moves forward, the library would participate fully, both in terms of helping to fund it, and in staff time to conduct the events.

RECOMMENDATION:
It is recommended that the Library Board endorse the library’s participation in the “Community Reads” collaboration with the Portage Public Schools to undertake this joint venture to engage in a school/community wide book reading initiative and to bring author Max Brooks to our community. As meetings are conducted and other funding sources pursued, it will become clear if this venture will be possible or not. If it does move forward, then a recommendation would be brought to the Library Board at a future board meeting to request a grant distribution from the Grandmother & CIG Endowment Fund in the amount of $2,000.
Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

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

Director’s Response:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$3,890,499</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$1,482,886</td>
</tr>
<tr>
<td>Risk reserve (13% of operating budget)</td>
<td>$458,948</td>
</tr>
<tr>
<td>Building Reserve</td>
<td>$50,000</td>
</tr>
<tr>
<td>Technology Reserve</td>
<td>$32,305</td>
</tr>
<tr>
<td>Debt Reserve</td>
<td>$60,000</td>
</tr>
<tr>
<td>Benefits Reserve</td>
<td>$68,392</td>
</tr>
<tr>
<td>Book Drop Reserve</td>
<td>$134,254</td>
</tr>
<tr>
<td>HVAC Control Reserve</td>
<td>$15,000</td>
</tr>
<tr>
<td>Patio Feasibility Reserve</td>
<td>$7,500</td>
</tr>
<tr>
<td>Lobby Feasibility Reserve</td>
<td>$7,500</td>
</tr>
</tbody>
</table>

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

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

POLICY: 3. Use any long-term reserves.

Director’s Response: No reserves have been used.

POLICY: 4. Conduct inter-category shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days.
Director's Response: No Inter-category shifting has taken place.

POLICY: 5. Fail to settle payroll and debts in a timely manner.
Director's Response: Payroll is processed by Paylocity. (Payroll service) bi-weekly. Payables are also processed monthly or “as needed”.

POLICY: 6. Allow tax payments or other government-ordered payments for filings to be overdue or inaccurately filed.
Director's Response: All reports and tax payments are filed according to policy.

POLICY: 7. Make a single purchase or commitment of greater than $10,000 not already found in the budget. Splitting orders to avoid this limit is not acceptable.
Director's Response: No unbudgeted purchase that exceeds $10,000 has been made.

POLICY: 8. Acquire, encumber or dispose of real property.
Director's Response: No real property has been acquired, encumbered, or disposed.

POLICY: 9. Fail to aggressively pursue receivables after a reasonable grace period.
Director's Response: All receivables are being pursued according to policy.

POLICY: 10. Fail to provide the Library Board with a one page monthly financial indicator monitoring report and a quarterly background financial monitoring report.
Director's Response: A financial indicator monitoring report is provided each month and a quarterly background financial monitoring report is provided each quarter.

POLICY: 11. Fail to arrange for an external financial audit of the library services.
Director's Response: An external audit of the library is conducted each year and results presented to the library board.
POLICY: 12. Fail to have appropriate authorized signatures on bank documents: Library Director, Library Business Manager and Library Board Chair.

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

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

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

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

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

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

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

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

Director’s Response: A list of all cash disbursements has been provided to the Board Chair for review.
The following marketing activities were conducted at the library during the months of May and the beginning of June 2015

A June library e-Newsletter was sent out the first week of June to over 15,000 library patrons. Contents included: library programming; information on the Summer Reading Kick-Off event, as well as all the different Summer Reading Program activities being offered at the library in 2015; an article on the library’s Facebook page inviting patrons to “Like” us; information on the Michigan Activity Passes that are available at the library; an article on the library’s e-resources; dates and hours of the library’s next Friends’ book sale; and the library’s summer hours.

A poster thanking our Summer Reading Program sponsors has been created and is being displayed throughout the library. In July, the library’s e-newsletter will highlight and thank our sponsors and a thank you will also be placed on the library’s digital signage and on our website.

A favorite event of the library’s Summer Reading Program is the annual “Art Encounters” event which will be held this year on Saturday, August 15th starting at 1:00 pm. A special brochure has been created to highlight the activities for this festival of music, art demonstrations, and interactive arts and crafts for all ages. Several copies of the brochure have been delivered to the Portage Senior Center and an article will be featured in the July issue of the Portager, and the library’s e-Newsletter to publicize this very popular event that is always well attended!
Administrative Activities:
During the months of May 2015 and the first part of June 2015, Library Director Christy Klien engaged in the following activities:

- Participated in weekly Administrative Team meetings on Thursday mornings.
- Participated in regular library-wide staff meetings on Tuesday mornings for all library employees.
- Attended the Portage Rotary Club lunch meetings on Wednesdays.
- Worked extensively on FY 2016 Budget development throughout the end of May and into June. Met with Business Manager Rob Foti to do an initial review of budget requests received from Library Administrators and Supervisors for the Fiscal Year 2016 Budget and then initiated a schedule for one-on-one meetings with each requestor to go over their requests, set priorities and finalize budget numbers for 2016.
- Took part in Portage Community Center Board’s Strategic Planning sessions on 5-20 and 6-03.
- Held staffing level discussions with Heads of Adult & Youth Services Departments on 5-21.
- Participated in an Atrium/Front Lobby Committee meeting on 5-26 to discuss space utilization and ambiance issues.
- Met with Facilities Coordinator Rolfe Behrje on 5-26 to discuss library landscaping needs.
- Met with Head of Youth Services and Circulation Supervisor on 6-04 and 6-11 to discuss setting up Teacher borrower cards and how they would be handled.
- Conducted budget review sessions with individual Administrators the week of June 8th – 12th to review the allocations in the proposed FY 2016 Budget for their departments and areas of service.
- Held meetings with Business Manager Rob Foti and Systems Administrator Rolfe Behrje to discuss filling a part-time vacancy in the Technical Services Department and covering work in the interim period.
- Met with Assistant to the Director Diane Delach on 6-12 to prepare documents and reports for the agenda packet for the Library Board meeting to be held on 6-22.
- Attended Senator Margaret O’Brien’s special public session at KVCC on 6-15 pertaining to state budget updates and information about the personal property tax issue.
- Participated in final Rotary Board Meeting for 2014-2015 Rotary Year on 6-18

General Facilities Work:
Facilities work during the last part of May 2015 and the first part of June 2015, included:

A. Maintenance:
   Ÿ Spring Startup
      o Worked with Jay to startup Sprinklers and Waterwall
      o Worked with Zimmerman (plumbing) to repair and certify backflow preventer.
      o Fixed waterwall parts.
      o Rewired sprinkler controls that were moved during staff lounge re-modeling.
   Ÿ Coordinated Repairs
      o Contactor for Staff Kitchenette
      o Leaking pipes in sprinkler system
      o Elevator Repairs
   Ÿ Miscellaneous
      o Returned test LED troffers and purchased preferred LED troffer for ongoing testing.
      o Secured quotes for managed grounds services.
      o Secured quotes for dying pine trees.
      o Secured quotes for potential LED light replacement program.
      o Managed supplies for lighting and general maintenance Support Tickets
      o Responded to or Assisted on 11 User Tickets
B. Technology:

- Public Access Computing
  - Continued regular maintenance and added new server maintenance for Envisionware server.
  - Prepared technology for library annual summer reading program.
  - Building final MDM profile for public ipads and planning checkout/checkin procedures for public access ipads.
  - Beginning testing phase of eRC.
  - Met with Amanda from Willard Public Library to discuss eRC issues and recommendations.
  - Newly re-scripted Boopsie data upload is working more reliably.
  - Preparing for LDS upgrade. Researching Family Tree services.

- Staff Computing
  - Implementing limited scope Ninite application maintenance software.
  - Imaging iPADs for administrative team.
  - Maintained and updated EZPROXY server and quoted new maintenance plan.
  - Maintained and updated EXCHANGE server.
  - Quotes for upgrading INFORMACAST, redundant phone system data sources, software upgrades and outstanding issues.
  - Selected quotes for wireless access point deployment and firewall replacement projects.
  - Secured budgetary quotes for 2016 projects.

- Support Tickets
  - Responded to or Assisted on 12 User Tickets

Merchandising:

- Adult Services staff created an “Avengers” graphic novels display in the Atrium to compliment the newly released and highly popular new Avengers movie, *Age of Ultron* and to highlight the library’s Adult graphic novels collection.
- A special display entitled: “*May the 4th Be With You*” was put up in the Atrium featuring Star Wars Sci-Fi novels and graphic novels.
- A “*Farmers as Super Heroes*” display was created for the adult program conducted at the library on 6-10-14.
- Adult Services Librarian Jessica Enget had a lot of fun with Twitter during the month. On May 4th, to highlight the Star Wars holiday of “*May the 4th Be With You*,” she scheduled Star Wars pun tweets for every half-hour throughout the day, alternating between text jokes and puns, and picture puns and memes. A number of these tweets were favorited, re-shared, and PDL received mentions from other Twitter users happy to see us “participate” in the holiday.
- Our annual “*What Some Are Reading*” on May 7th was a perfect program for “live tweeting” as book recommendations flew throughout the room, and there were a lot of opportunities to connect with and promote our local bookstores Kazoo Books and Book Bug online, which they really appreciated by interacting and sharing our posts. We received some interaction from other Twitter followers suggesting their own favorite book titles as well, and shared (retweeted) some of the recommendations listed.
- Adult Services Librarian Jessica Enget also ‘live-tweeted’ during the “*Performance from the Page*” program on May 17th, highlighting humorous moments and pictures from the authors’ performances, and connected with the author accounts online.

Networking/Outreach:

**Adult Services**

- Adult Services Programming Librarian Marsha Meyer attended the Kalamazoo Poetry Festival programming meetings on May 20th and 29th and the Kalamazoo Poetry Festival Executive Committee meeting on May 18th.
- The Michigan Library Association accepted Adult Services Librarian Jessica Enget’s program proposal for this year’s Annual MLA Conference to be held in Novi, Michigan. Her program entitled: “*Must Be 21+*” is scheduled for presentation on Wednesday, October 28th at 4:15pm and will provide information about after hours programming for adults and having alcohol at library events. Lawrence Kapture, Head of Adult
Services, will co-present with Enget for this session.

Youth Services

May was a busy month for Youth Services in terms of outreach. The Youth staff, accompanied by Local Historian Steve Rossio as Professor Higglebottom, visited five of the Portage elementary schools in May to promote the library’s Summer Reading Program. (The other three elementary school visits occurred during the first week of June, as scheduling around the M-STEP testing pushed some visits closer to the end of the school year.) Our new Youth Services staff member, Alicia Hall, was able to jump right in and visited many of the schools. Youth Services Librarian Quyen Le also participated in the 12th Street Elementary Summer Resource Fair and Ice Cream Social. An information booth was set up in the school’s gymnasium to promote our upcoming Summer Reading Program.

Youth Services Librarian Quyen Le was a presenter at the “Early Childhood Rocks” Conference. Her breakout session, “Your Local Library – Connecting You with Great Resources & New Books,” was well attended. This conference is open to early childhood teachers, paraprofessionals, daycare providers, and parents throughout Kalamazoo County. Conference sponsors included: Kalamazoo County Great Start Collaborative; Kalamazoo County Head Start; and Kalamazoo Public Schools Early Childhood Education. Kalamazoo Community College provided the meeting space.

Quyen Le also participated in the Kalamazoo Public Library’s 18th annual Party in the Park. This was an amazing event attended by hundreds of preschoolers! A description of the event from KPL’s website is as follows: Kalamazoo County preschoolers, their parents, teachers, and child care providers are invited to Bronson Park to hear stories read by community leaders and costumed story book characters. Each child receives healthy snacks and juice and a gift book courtesy of Kalamazoo Public Library.

After contacting all Portage Public School middle school and high school media specialists, Teen Services Librarian Olivia Pennebaker visited North Middle School and Central Middle School to get students excited about Summer Reading. She spoke to almost 500 students about the great books, services, and programs they will find at the library this summer. In June, Olivia visited West Middle School and made a second trip to Central Middle School.

Laura Wright, Head of Youth Services, attended “The Library as Platform for Programming Workshop.” The workshop focused on rethinking public spaces, learning how to do an analysis of community resources, and how to propose partnerships that strengthen patron relationships and attract new users. This information will be used as Youth Services conducts space and usage studies.

Personnel News:

Kathleen Campbell left her Library Aide II hourly position in the Circulation Department for retirement as of June 5, 2015. Several candidates were interviewed in May and early June for the openings in the Circulation Department and are selections are in the process of being finalized pending reference/background checks, and extending job offers.

Franki Hand left her part-time Library Clerk position in Technical Processes to accept a full-time job elsewhere. The job vacancy has been posted and interviews will be conducted in mid-June. Adult Services personnel are assisting with work in Technical Processes until the position is filled.

Programming & Events:

Adult Services

What Some Are Reading – (5-07-15) Organized by Marsha Meyer; 46 in attendance. (Our 10th year for this!) Participants exchanged book titles with other book group members. Susan Ramsey and Beth Amidon shared their favorite titles. Gloria Tiller (Kazoo Books) and Joanna Parzakonis (Book Bug) talked about current and upcoming hot titles to grab.

Technology Table – (5-09-15) Hosted by Lawrence Kapture and Jessica Enget. 15 patrons spoken to. We set up our first technology demo table for two hours on a Saturday morning. We put out all six devices from the technology petting zoo, an additional iPad, and a laptop, and demonstrated to patrons how to use Overdrive services. We will continue to host the technology table at different times, roughly once a month, adding Hoopla, Boopsie, and other services as necessary.

A 1000-Mile Great Lakes Island Adventure (5-12-15). Organized by Marsha Meyer; 30 in attendance. Author Loreen Niewenhuis shared stories from her new book “A 1000-Mile Great Lakes Island Adventure.” She is

Performance from the Page – (5-17-15) Organized by Marsha Meyer; 19 in attendance. Monica McFawn and Lisa Lenzo performed scenes from their short works of fiction. Lenzo gave participants a humorous look at the awkwardness of dating later in life, while McFawn made everyone laugh with her sketch as “Dr. O’Hara” who explained why we “feel” art on a cellular level.

Open for Discussion – (5-19-15) Hosted by Jessica Enget; 12 in attendance. A discussion of The Romanov Sisters by Helen Rappaport. Betty Lee Ongley added great interest to the meeting by bringing in some books and items she had collected from her travels to Russia. Everyone enjoyed having something tangible to connect with the cultural backdrop of this reading selection. The fall 2015 - Spring 2016 book list was also presented to the group.

Youth Services

NOTE: Youth staff suspended all regular programming during the month of May. This gave Youth Services staff the time required to focus on outreach and preparation for summer, our busiest season.

SOCIAL MEDIA QUARTERLY UPDATE (1st & 2nd Quarters, 2015)

Report compiled by Jessica Enget

<table>
<thead>
<tr>
<th></th>
<th>Facebook</th>
<th>Twitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Qtr Jan</td>
<td>1,744</td>
<td>300</td>
</tr>
<tr>
<td>1st Qtr Feb</td>
<td>1,764</td>
<td>308</td>
</tr>
<tr>
<td>1st Qtr Mar</td>
<td>1,793</td>
<td>318</td>
</tr>
<tr>
<td>2nd Qtr Apr</td>
<td>1,779*</td>
<td>329</td>
</tr>
<tr>
<td>2nd Qtr May</td>
<td>1,788</td>
<td>332</td>
</tr>
<tr>
<td>2nd Qtr Jun</td>
<td>1,802</td>
<td>345</td>
</tr>
</tbody>
</table>

Taking in what we have learned from workshops and observing other libraries, we have learned that successful social media is less about self-promotion and more about engaging and interacting, focusing on the interest of online followers. This has shaped our goals for how we use Facebook and Twitter.

We have adjusted the way we post to these mediums by including more “fun” or engagement type posts (“building social capital”) that encourage followers to interact by “liking,” commenting, or sharing a post for their friends to see. Engagement posts consistently receive significantly more activity (views, likes, comments and shares) than posts self-promoting or announcing an upcoming program or service.

Though the library offers a wide variety and a multitude of programs, we have adapted HOW we post about them. While we still may announce an upcoming event, these types of posts are less frequent, and which are highlighted is selected based on what will have most appeal to the demographic audience on Facebook and Twitter.

What followers enjoy and engage with more are after-program posts that include pictures from an event. People enjoy seeing themselves and others they know; community organizations appreciate the exposure, and it SHOWS how interesting an event was, making people “want to be there” to experience themselves. To SEE evidence that the library is a fun, interesting and valuable place to be encourages people to make a greater effort to pay attention to upcoming events and attend.

We aim to post regularly on Facebook (at least 4x a week to daily) to remain visible to followers. We have found Twitter to be best used not as a daily posting, but as a “live” feed during a program or special event.
For example, on the Star Wars “holiday”, May 4th ("May the 4th be With You"), we utilized our Hootsuite tool to schedule ahead of time a post every half-hour throughout the day another Star Wars pun. At our events “What Some Are Reading” and “Performance from the Page”, we live-tweeted pictures, suggested book titles, news and updates from the participating book sellers, and humorous lines from our featured local authors. Many of these posts were favorited and “re-tweeted” by the two local bookstores and authors, making us visible to their unique sets of followers as well.

1st Quarter 2015 (Jan 1 – March 31)
2nd Quarter 2015 (to date) (Apr 1 – June 16)

Most Popular Posts

Engagement (Building Social Capital)
Promotional (Spending Social Capital)

It’s here! It’s here! Michigan Activity Passes are available NOW and guarantee a fun summer throughout the entire state! Library card holders can check out passes for free or discount admission, coupons good for discounts in gift shops, or other special offers, at participating area cultural attractions. Passes are on a first-come first-served basis and can’t be reserved, renewed or requested through interlibrary loan. One Michigan Activity Pass may be checked out per person, per loan period. The loan period is seven days.

Visit [http://www.michiganactivitypass.info](http://www.michiganactivitypass.info) for a listing of all cultural attractions, libraries, pass information and restrictions.

Be sure to check out Michigan Activity Pass - MAP here on Facebook, thank you The Library Network!
Note about the above promotional post: The reach on this is unusually high and to date stands alone as a significant outlier. It was the result of going out of our way to get in touch with other individuals and groups on Facebook and asking them to share the event on their respective pages. Typically, the reach of a promotional post ranges from 100-300 views.

Least Popular Posts

A note about “least popular”: All of these posts are dated for early February, which was right before we began implementing a strategic plan for how we post on Facebook (taking into consideration timing and balance of content).

Promotional (Spending Social Capital)
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: June 16, 2015  

<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>May-15</th>
<th>May-14</th>
<th>CHANGE</th>
<th>2015</th>
<th>2014</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Library Circulation</td>
<td>60,428</td>
<td>61,897</td>
<td>-2.37%</td>
<td>326,000</td>
<td>321,456</td>
<td>1.41%</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>16,763</td>
<td>18,380</td>
<td>-8.80%</td>
<td>87,146</td>
<td>95,486</td>
<td>-8.73%</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>6,978</td>
<td>7,042</td>
<td>-0.91%</td>
<td>37,912</td>
<td>36,379</td>
<td>4.21%</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>19,323</td>
<td>20,188</td>
<td>-4.28%</td>
<td>109,181</td>
<td>103,762</td>
<td>5.22%</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>3,451</td>
<td>4,329</td>
<td>-20.28%</td>
<td>19,621</td>
<td>23,740</td>
<td>-17.35%</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,746</td>
<td>4,760</td>
<td>-0.29%</td>
<td>25,177</td>
<td>26,841</td>
<td>-6.20%</td>
</tr>
<tr>
<td>E-Material</td>
<td>7,367</td>
<td>5,751</td>
<td>28.10%</td>
<td>37,118</td>
<td>27,112</td>
<td>36.91%</td>
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<tr>
<td>ILL - PDL Requests</td>
<td>1,049</td>
<td>772</td>
<td>35.88%</td>
<td>5,456</td>
<td>4,522</td>
<td>20.65%</td>
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<tr>
<td>ILL - Other Lib. Requests</td>
<td>751</td>
<td>675</td>
<td>11.26%</td>
<td>4,389</td>
<td>3,614</td>
<td>21.44%</td>
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<tr>
<td>Self-Checkout Percentage</td>
<td>60.48%</td>
<td>60.72%</td>
<td></td>
<td>60.14%</td>
<td>59.33%</td>
<td></td>
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<tr>
<td>Total Library Collection</td>
<td>202,292</td>
<td>196,975</td>
<td>2.70%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult - Books</td>
<td>97,715</td>
<td>96,778</td>
<td>0.97%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>17,511</td>
<td>16,557</td>
<td>5.76%</td>
<td></td>
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</tr>
<tr>
<td>Youth - Books</td>
<td>69,945</td>
<td>67,821</td>
<td>3.13%</td>
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<tr>
<td>Youth - A/V</td>
<td>12,135</td>
<td>10,997</td>
<td>10.35%</td>
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<tr>
<td>Hot Picks</td>
<td>4,896</td>
<td>4,822</td>
<td>100.00%</td>
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<td></td>
</tr>
<tr>
<td>Net Acquisitions</td>
<td>778</td>
<td>1,307</td>
<td>40.47%</td>
<td>(366)</td>
<td>5,514</td>
<td>-106.64%</td>
</tr>
<tr>
<td>Purchased - Books</td>
<td>1,488</td>
<td>1,815</td>
<td>-18.02%</td>
<td>8,987</td>
<td>8,976</td>
<td>0.12%</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>406</td>
<td>273</td>
<td>48.72%</td>
<td>2,078</td>
<td>2,111</td>
<td>-1.56%</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>4</td>
<td>2</td>
<td>100.00%</td>
<td>13</td>
<td>10</td>
<td>30.00%</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>3</td>
<td>3</td>
<td>0.00%</td>
<td>9</td>
<td>11</td>
<td>-18.18%</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(1,123)</td>
<td>(786)</td>
<td>100.00%</td>
<td>(11,453)</td>
<td>(5,594)</td>
<td>104.74%</td>
</tr>
<tr>
<td>Total In-House Usage*</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>888</td>
<td>879</td>
<td>1.02%</td>
</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>99</td>
<td>101</td>
<td>-1.98%</td>
</tr>
<tr>
<td>In-House Book Usage</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>789</td>
<td>778</td>
<td>1.41%</td>
</tr>
<tr>
<td>Patrons</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Patrons</td>
<td>49,007</td>
<td>46,844</td>
<td>4.62%</td>
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</tr>
<tr>
<td>Adult</td>
<td>32,857</td>
<td>30,568</td>
<td>7.49%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth</td>
<td>7,658</td>
<td>7,655</td>
<td>0.04%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Resident</td>
<td>345</td>
<td>289</td>
<td>19.38%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reciprocal</td>
<td>5,162</td>
<td>5,982</td>
<td>-13.71%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet User</td>
<td>2,924</td>
<td>2,287</td>
<td>27.85%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td>61</td>
<td>63</td>
<td>-3.17%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Patrons Added</td>
<td>239</td>
<td>263</td>
<td>-9.13%</td>
<td>1,308</td>
<td>1,404</td>
<td>-6.84%</td>
</tr>
<tr>
<td>Adult</td>
<td>124</td>
<td>144</td>
<td>-13.89%</td>
<td>699</td>
<td>782</td>
<td>-10.61%</td>
</tr>
<tr>
<td>Youth</td>
<td>11</td>
<td>11</td>
<td>0.00%</td>
<td>93</td>
<td>118</td>
<td>-21.19%</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>4</td>
<td>5</td>
<td>-20.00%</td>
<td>15</td>
<td>15</td>
<td>0.00%</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>35</td>
<td>37</td>
<td>-5.41%</td>
<td>209</td>
<td>205</td>
<td>1.95%</td>
</tr>
<tr>
<td>Internet User</td>
<td>65</td>
<td>66</td>
<td>-1.52%</td>
<td>292</td>
<td>284</td>
<td>2.82%</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
### Library Building Usage

**Total Meeting Room Usage**

<table>
<thead>
<tr>
<th>Usage Type</th>
<th>Jan-Feb</th>
<th>Mar-May</th>
<th>% Change</th>
<th>June-Aug</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Meeting Room Usage</td>
<td>174</td>
<td>183</td>
<td>-4.92%</td>
<td>904</td>
<td>-2.90%</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>90</td>
<td>95</td>
<td>-5.26%</td>
<td>473</td>
<td>-2.27%</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>84</td>
<td>88</td>
<td>-4.55%</td>
<td>431</td>
<td>-3.58%</td>
</tr>
</tbody>
</table>

**Total Program Audience**

<table>
<thead>
<tr>
<th>Audience Type</th>
<th>Jan-Feb</th>
<th>Mar-May</th>
<th>% Change</th>
<th>June-Aug</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>313</td>
<td>48</td>
<td>552.08%</td>
<td>1,375</td>
<td>10.00%</td>
</tr>
<tr>
<td>Youth</td>
<td>3,433</td>
<td>6,093</td>
<td>-43.66%</td>
<td>9,379</td>
<td>-0.22%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>531</td>
<td>844</td>
<td>0.00%</td>
<td>1,273</td>
<td>-17.44%</td>
</tr>
</tbody>
</table>

**Total Number of Programs**

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Jan-Feb</th>
<th>Mar-May</th>
<th>% Change</th>
<th>June-Aug</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>15</td>
<td>3</td>
<td>400.00%</td>
<td>77</td>
<td>42.59%</td>
</tr>
<tr>
<td>Youth</td>
<td>16</td>
<td>31</td>
<td>-48.39%</td>
<td>140</td>
<td>6.87%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>5</td>
<td>3</td>
<td>0.00%</td>
<td>15</td>
<td>-11.76%</td>
</tr>
</tbody>
</table>

**Total Volunteer Hours**

<table>
<thead>
<tr>
<th>Volunteer Type</th>
<th>Jan-Feb</th>
<th>Mar-May</th>
<th>% Change</th>
<th>June-Aug</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>114</td>
<td>117</td>
<td>-2.56%</td>
<td>547</td>
<td>-1.08%</td>
</tr>
<tr>
<td>Youth</td>
<td>20</td>
<td>82</td>
<td>-75.61%</td>
<td>371</td>
<td>-17.56%</td>
</tr>
<tr>
<td>Technical</td>
<td>64</td>
<td>71</td>
<td>-9.86%</td>
<td>439</td>
<td>-6.99%</td>
</tr>
<tr>
<td>Circulation</td>
<td>99</td>
<td>115</td>
<td>-13.91%</td>
<td>618</td>
<td>15.30%</td>
</tr>
<tr>
<td>Administration</td>
<td>32</td>
<td>24</td>
<td>33.33%</td>
<td>160</td>
<td>5.26%</td>
</tr>
<tr>
<td>Community Service</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>68</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

**Total Front Door Traffic**

<table>
<thead>
<tr>
<th>Traffic Type</th>
<th>Jan-Feb</th>
<th>Mar-May</th>
<th>% Change</th>
<th>June-Aug</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>3,902</td>
<td>4,142</td>
<td>-5.79%</td>
<td>16,081</td>
<td>-3.61%</td>
</tr>
<tr>
<td>Youth</td>
<td>37,009</td>
<td>37,901</td>
<td>-2.35%</td>
<td>177,841</td>
<td>-1.52%</td>
</tr>
</tbody>
</table>

### Information Access/Reference/Research

**Total Reference Transactions**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Jan-Feb</th>
<th>Mar-May</th>
<th>% Change</th>
<th>June-Aug</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Phone</td>
<td>405</td>
<td>329</td>
<td>23.10%</td>
<td>2,324</td>
<td>33.33%</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>2,227</td>
<td>2,186</td>
<td>1.88%</td>
<td>12,650</td>
<td>3.96%</td>
</tr>
<tr>
<td>Adult Reference</td>
<td>139</td>
<td>237</td>
<td>-41.35%</td>
<td>650</td>
<td>-42.22%</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>104</td>
<td>111</td>
<td>-6.31%</td>
<td>625</td>
<td>-26.12%</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>2,944</td>
<td>1,951</td>
<td>50.90%</td>
<td>11,339</td>
<td>-6.29%</td>
</tr>
<tr>
<td>Youth Reference</td>
<td>308</td>
<td>341</td>
<td>-9.68%</td>
<td>1,218</td>
<td>-36.00%</td>
</tr>
<tr>
<td>HR Phone</td>
<td>4</td>
<td>49</td>
<td>-91.84%</td>
<td>45</td>
<td>-79.17%</td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>430</td>
<td>590</td>
<td>-27.12%</td>
<td>1,649</td>
<td>-34.56%</td>
</tr>
<tr>
<td>HR Reference</td>
<td>23</td>
<td>62</td>
<td>-62.90%</td>
<td>85</td>
<td>-61.36%</td>
</tr>
<tr>
<td>Circ Phone</td>
<td>601</td>
<td>286</td>
<td>110.14%</td>
<td>3,575</td>
<td>131.99%</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>270</td>
<td>166</td>
<td>62.65%</td>
<td>1,099</td>
<td>-10.14%</td>
</tr>
</tbody>
</table>

**Total Edutainment LAN Use**

<table>
<thead>
<tr>
<th>LAN Use Type</th>
<th>Jan-Feb</th>
<th>Mar-May</th>
<th>% Change</th>
<th>June-Aug</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Edutainment LAN Use</td>
<td>601</td>
<td>650</td>
<td>-7.54%</td>
<td>2,129</td>
<td>1.62%</td>
</tr>
</tbody>
</table>

**Total Internet Computer Use**

<table>
<thead>
<tr>
<th>Computer Use Type</th>
<th>Jan-Feb</th>
<th>Mar-May</th>
<th>% Change</th>
<th>June-Aug</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Computers</td>
<td>393</td>
<td>1,588</td>
<td>-75.25%</td>
<td>2,031</td>
<td>-73.95%</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,678</td>
<td>4,221</td>
<td>-36.56%</td>
<td>14,068</td>
<td>-29.59%</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>58</td>
<td>251</td>
<td>-76.89%</td>
<td>457</td>
<td>1.046</td>
</tr>
</tbody>
</table>

**Total Electronic Transactions**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Jan-Feb</th>
<th>Mar-May</th>
<th>% Change</th>
<th>June-Aug</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>WebSite Hits</td>
<td>34,938</td>
<td>36,153</td>
<td>-3.36%</td>
<td>181,897</td>
<td>-2.99%</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
<td>7,968</td>
<td>8,284</td>
<td>-3.81%</td>
<td>42,192</td>
<td>-1.87%</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>3,902</td>
<td>4,110</td>
<td>-5.06%</td>
<td>19,944</td>
<td>-3.23%</td>
</tr>
</tbody>
</table>

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

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Christy Klien, Library Director
More Good News for Library Budgets

Good news! Our library budget increases have made it through conference committee intact. It took considerable effort to keep our increases as the budget made its way first through budget committees and then conference committee. As you know, Governor Snyder recommended a $1 million increase in State Aid to Libraries for fiscal year 2015/16 for a total of $9.9 million along with an additional $600,000 for Renaissance Zone Reimbursements and $2.2 million for MPSERS (retirement funding for participating libraries). Much of that is due to the work of Sen. Jim Stamas (R-Midland) who has advocated tirelessly on behalf of libraries. It is also due to the fact that MLA, GCSI and members have been educating legislators about libraries, their value to their communities and the thousands and thousands of pre-k children learning to love reading and learning at their local library. MLA members Asante Cain, Ray Arnett and Lance Werner testified very effectively in House and Senate committees on the importance of libraries to Michigan residents and the future of Michigan’s economy.

Seven years ago libraries were not on the minds of Michigan legislators. We are now front and center. It has taken great efforts on the part of librarians, MLA and our lobbyist GCSI. We cannot underestimate the work that goes into regularly achieving increases in the budget, getting a heads up on potential dangers and better yet directly impacting legislation that could be detrimental to libraries. Members should feel good about the progress we have made. Knowing that our legislators and their staffs have MLA and libraries on their radar means we often get a call or email from a potential bill sponsor when legislation is likely to impact our libraries. We managed to stop changes to penal fines, millage opportunities and assaults on professional librarianship. We secured the existence of district libraries during consolidations along with the ability to continue including school districts. Legislators, when contacted by constituents with library concerns, will reach out to MLA for input and guidance. This kind of impact is achieved with consistent and unwavering education, outreach and lobbying over the course of many years. Thank you to all our grassroots activists. Your voice makes a difference.

However, the fight for funding is not over. We can expect to see more efforts to corral our penal fines for road repair. Additionally, we are working to mitigate the impact of TIFAs on our dedicated library millages. Watch for more information on this initiative soon.

MLA’s new advocacy resource Engage is now available. We will keep you aware as we populate the pages with legislative news and information, talking points and issue briefs. Advocacy is important to all libraries and MLA is working hard as your voice in Lansing.