NOTICE of PUBLIC HEARING
and REGULAR MEETING

The Portage District Library Board

will hold a Public Hearing on the
FY 2016 Library Operating Budget
and will Conduct a Regular Board Meeting

on

August 24, 2015 at 6:00 p.m.

at the

Portage District Library
in the Lower Level Meeting Rooms

for the

for the purpose of hearing any
public comments on the proposed
FY 2016 Library Operating Budget, and for discussing
and taking action on other library business.
PORTAGE DISTRICT LIBRARY BOARD

Public Hearing on the Proposed FY 2016 & FY 2017 Budgets and Regular Board Meeting to be held on
August 24, 2015
In the Lower Level Long Lake & Gourndneck 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 August 24, 2015

V. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on July 27, 2015. Pgs. 1-12
   B. Request for approval of a proposed change to the library’s Solicitation Policy. Pg. 13-14
   C. Request for approval to use the library’s patron data base to conduct demographic analysis. Pg. 15
   D. Update on process to fill the Library Executive Assistant position. Pg. 16
   E. Library Board linkage opportunities for August/September 2015. Pg. 17
   G. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees. Pgs. 21-22
   H. Monitoring Report for Executive Limitation for Treatment of Staff. Pgs. 23-26
   I. Marketing Update for July 2015. Pg. 27
   L. Legislative Update for July 2015. Pg. 32-33

VI. Public Hearing (5 minutes)
   A. Public Hearing on the proposed FY 2016 & FY 2017 Budgets and Formal Resolution to Adopt the FY 2016 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2016. Pg. 34-35 (Vote)

VII. Governance (15 minutes)
   A. Final decision on date, time, place & topic(s) for 2015 Library Board Retreat. Pg. 36 (Info)
   B. Next step in preparing for Strategic Planning in 2016. Pg. 37 (Info)
   C. Report from Trustee Martha Pacheco, Library Board Liaison to the Friends, on the Friends’ August 8, 2015 Book Sale and the August 17, 2015 Friends’ Board Meeting. Pg. 38 (Info)

VIII. Ends Development (20 minutes)
   A. Request for Library Board authorization to sign a contract with Hall Builders for the library’s Book Drop Project. Pg. 39 (Vote)
   B. Request to approve a Budget Amendment related to the library’s Book Drop Project. Pg. 40
   C. Progress Report on Ends Statement #3 (The library will be a leader in strengthening our community.) Pgs. 41-44 (Info)

IX. Library Director’s Comments (5 minutes total)
   A. Final remarks by Library Director for the August 24, 2015 Library Board Meeting. Pg. 45 (Info)

X. Process Evaluation (10 minutes total)
   A. Suggestions for Agenda Items to be included on the September 28, 2015 board meeting
      1. Minutes of the Public Hearing and Regular Meeting held on August 24, 2015.
      2. Request for Library Board Approval for Restricted Use of Library Patron Data Base for Year-End Direct Mail Fundraising Initiative in October 2015.
      3. Review of Capitalization Policy
      4. Review of Internet Policy
      5. Review of Materials Selection Policy
      6. Special Guest: Karen Bankston, 2nd Grade Teacher at Portage Central Elementary School
      7. Discussion about 2015 Library Board Retreat
      8. Report on 2015 Summer Reading Program
     10. Report on 2015 “Stuff the Bus” School Supplies Collection Drive
     11. Update on Book Drop Project
12. Initiation of Library Director’s 2015 Evaluation Process
13. Introduction of new Library Executive Assistant/Library Board Secretary
14. Farewell to retiring Assistant to Director/Library Board Secretary

B. Assessment of this meeting

C. Miscellaneous Items

XI. Adjournment
I. Start of Meeting
Board members and staff gathered on June 22, 2015 at 5:30 pm for dinner, *(Food from Panera Bread)* and the board meeting started at 6:05 pm.

II. Roll Call:
Board Members Present: Stephanie Brown, Betty Lee Ongley, Martha Pacheco, Donna VanderVries and Joe Yantis

Board Members Absent: Michele Behr and Alisha Siebers (excused)

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

Staff Absent: Chris Walker

Special Guest: Greg Farrer from TMP Architecture

III. Comments or Requests from the Public, Board Members, or Library Staff
Trustee Betty Lee Ongley welcomed everyone and noted for the record that Library Board Chair Alisha Siebers and Trustee Michele Behr had excused absences from this board meeting and that she had been asked by Siebers to chair this board meeting and would be doing so. Ongley then opened the meeting for any comments from the public, board members or library staff.

A. Comment about Library Event – Trustee Martha Pacheco commented that the library’s Big Truck event, held on July 20th in the library’s front parking lots was a very successful event that attracted a lot of people and it was fun to see all the children wearing pink and yellow plastic “hard hats.” Laura Wright, Head of Youth Services, said that this was the best Big Truck program to date and that they estimated there were about 963 attendees! Library Director Klien added that it helped that it was a beautiful day for the event.

B. Comment about Library Lane – Trustee Betty Lee Ongley said the flowers along Lovers Lane were beautiful and make the drive up to the library look so nice.

**DISPOSITION:** The Library Board acknowledged the comments made by Trustees Pacheco and Ongley.

IV. Adoption of the Agenda for the Regular Meeting of July 27, 2015
Trustee Ongley asked if there were any changes needed to the agenda for the July 27, 2015 board meeting before its adoption, and there were no changes requested by trustees. Ongley asked for a motion to adopt the agenda.

**MOTION:** It was moved by Yantis and seconded by VanderVries, that the agenda for the regular board meeting of July 27, 2015 be adopted as presented. Vote: 5-Yes, 0-No, 2-Absent (Behr and Siebers). Motion carried.

V. Consent Agenda
Trustee Ongley asked if there were any changes needed to the agenda for the July 27, 2015 board meeting before its adoption, and there were no changes requested by trustees. Ongley asked for a motion to adopt the agenda.

A. Minutes of the regular board meeting held on June 22, 2015.
B. Request to obtain a $2,000 grant distribution from the Grandmother & CIG Endowment Fund for a special “Community Reads” collaboration with the Portage Public Schools.
C. Approval of date and time for a Public Hearing on the Library’s FY 2016 Budget.
D. Information about job posting for Library Executive Assistant position.
E. Feedback on reaction to the changes made to the library’s Non-Resident Fee for 2015.
F. Library Board linkage opportunities for July/August 2015.
I. Marketing Update for June 2015.
MOTION: It was moved by Brown and seconded by Pacheco, that the Consent Agenda for the regular board meeting of July 27, 2015 be approved as presented. Vote: 5-Yes, 0-No, 2-Absent. Motion carried.

VI. Special Guest
Trustee Ongley said that she thought it would be better to move their special guest up on the agenda so that he could make his presentation and to consider Item A under Ends Development as well. Ongley then invited Greg Farrer of TMP Architecture to address the board.

A. Presentation about Outcome of Bids for the Library’s Book Drop Project - Library Director Klien distributed a letter from TMP Architecture and invited Greg Farrer to speak about its contents. Mr. Farrer gave trustees highlights from the letter, noting that TMP had conducted a standard bid process and had advertised the library’s project in the Kalamazoo Gazette and had provided bid documents to several construction services plan rooms. He said they had conducted a pre-bid meeting resulting in two addenda to clarify and answer contractors’ questions, and that subsequently (3) companies had submitted bids. Out of that process, the low bidder was identified as Hall Builders with a base bid of $192,000, which was $51,200 over budget. Mr. Farrer explained that one of the reasons that bids had come in higher was due to City code requirements which will require a water and sewer line to be moved in order to stay in compliance. He also noted that there were upgrades needed to existing systems, such as the fire protection line and backflow preventer. In addition, the library had asked for more data and power connections, along with a new door at the southeast entrance of the library building, and there would be extra cost for ADA automatic door openers and a washer/dryer hook-up. Mr. Farrer said that the fewer bids received was really an “industry” issue and that it was likely that contractors were either too business to prepare a bid or to take on another project at this time. He assured trustees that all three companies that had submitted bids were good contractors.

Options for Possible Reductions in Low Bid Amount:
Mr. Farrer said that he had talked to people at Hall Builders about ways to reduce their bid amount, such as eliminating the washer/dryer hook-up and the new door at the southeast entrance and they had indicated it would probably reduce their bid by about $10,000.

A question was asked about the possibility of eliminating Alternate #2 (Coiling Door) in the amount of $5,836. Rolfe Behrje, Systems Administrator, said that there is a constant problem of moving things in and out of the two double doors at the back of the library. The doors need to be propped and large items are difficult to transport through those double doors with a divider between them. A coiled roll-up door would be very beneficial for receiving deliveries and rolling trash bins, book carts, etc. over the threshold.

A question was asked about the possibility of eliminating Alternate #1 (Canopy) in the amount of $41,561 and Mr. Farrer responded that the canopy would provide protection for both people and library materials in bad weather. He said that other libraries that don’t have a canopy over their book drops get patron complaints. He explained that the cost factor with the canopy is that it must have its own drain to the storm sewer. That would mean that in winter weather, they would not have to worry about ice build-up in that area. He also told trustees that the canopy would be equipped with photo sensor lighting and would be positioned high enough to allow for all size vehicles and delivery trucks to clear the top. Library Director Klien commented that a semi-truck would even be able to drive under the canopy.

Library Director Klien asked Mr. Farrer to explain Alternate #3 (Footings) in the amount of $11,915, because that alternate was really not one that could be eliminated. Mr. Farrer said that an existing retaining wall would be used as a wall for part of the covered walk leading to the new book drop and that it would need to connect properly to footings and must be at the same compaction level.

Trustees posed questions to Mr. Farrer about various aspects of the Book Drop Project and how everything would be handled. He told trustees that Hall Builders had worked on a lot of school building projects and the
company was very good at setting up a project appropriately (fencing off areas; no smoking allowed, etc.) and that they worked on the basis of “on time delivery” of materials to avoid construction site congestion. Mr. Farrer also emphasized that Hall Builders told him they were very careful in screening the work crew they hired and that they had rules about work crew behavior while on the job site.

Questions were asked about when the Book Drop Project could begin and how long it was likely to take. Mr. Farrer answered that the project would probably begin after Labor Day (maybe sooner) and that the target completion date was November 15th. Mr. Farrer stated that TMP Architecture would have meetings every (2) weeks with Hall Builders during the project and then every week as they near the end of the project.

Trustee Ongley asked staff to give their opinions about the Book Drop Project.

**Staff Input on the Book Drop Project**

*Jill Austin*  
There have been a lot of patron complaints and concerns about the book drop over the years and this is what the public really wants – an actual drive-up book drop that would be covered so they wouldn’t get wet. Also, the roll-up door in the shipping/receiving area at the back of the library building is really needed.

*Rolfe Behrje*  
The current book drop is not only inconvenient for patrons since they have to get out of their vehicles to put items in the book drop, but it also poses safety issues with pedestrians and vehicles and also causes potential damage to library materials when they are stuffed into the book drop or left on the ground outside when the book drop is full. A canopy would not only provide protection, but would help direct traffic if there is a sign placed on it.

*Diane Delach*  
There has been immeasurable time spent on the book drop issues for many years and this project really needs to be done. There is public expectation and if we want to be responsive to our patrons, then this is what they truly want… an accessible, safe & problem free book return. The library is positioned right now to fulfill this need; we have the funds; a viable bid has been submitted, so let’s do it.

*Rob Foti*  
He and Library Director Klien are concerned about the high cost for the Book Drop Project but as they plan for the future and consider what may be needed (such as an automated RFID book sorting system) as well as more storage space, then we probably should proceed. It is a one-time expense and the library has been saving up for this for a long time.

*Christy Klien*  
Library patrons will really appreciate an improved book drop with protective canopy, and the project has involved a great deal of time and effort up to this point, so there are good reasons to proceed.

**DISPOSITION:** The Library Board received the information presented by Greg Farrer of TMP Architecture and thanked him for explaining the outcome of the bids on the library’s Book Drop Project.

Trustee Ongley suggested that they follow-up this presentation with the next item pertaining to the award of contract for the library’s Book Drop Project.

**B. Recommendation for award of contract for the Library’s Book Drop Project** – Library Director Klien stated that with all the information provided by Greg Farrer of TMP Architecture, and the discussion just conducted with trustees about various aspects of the library’s Book Drop Project, she was recommending that the Library Board approve the award of contract to Hall Builders for a base bid of $196,200. She then asked for direction from trustees as to the (3) alternate bids for the canopy, the coiled door and footings. Klien and Foti reminded trustees that there was a need to provide for a 5% contingency amount, as well as for architectural fees. A discussion followed and then Trustee Ongley asked for a motion.
MOTION: It was moved by VanderVries, and seconded by Pacheco that the Library Board approve the award of contract to Hall Builders with a base bid of $196,200 plus all the alternates added into the base bid, plus the contingency amount, plus the architect’s fee. Vote: 5-Yes, 0-No, 2-Absent

Greg Farrer of TMP Architecture will said that he would recalculate a new total and provide it to the Library Board and administration as soon as possible. Trustee Ongley said that they need to do this project right and that 2015 would be a marker year because of the Book Drop Project!

VII. Governance

A. Follow-up to the first meeting of the Library Board’s Strategic Planning Committee – Library Director Klien referred to the memo that had been distributed to trustees this evening at their seats at the table. She said that it was a transcription that Library Board Secretary Diane Delach had done of an email that Library Board Chair Siebers had sent out earlier to trustees summarizing what had happened at the first meeting of the Strategic Planning Committee. Since Trustee Martha Pacheco is on that Committee too, she was asked to provide a recap to trustees of the Strategic Planning Committee’s first meeting.

Trustee Pacheco shared the following information with trustees:

The Strategic Planning Committee:

- Was in favor of using the Library Board retreat this year to prepare for Strategic Planning in 2016.
- Talked about the library’s budget requirements in the future and the need to get information from different perspectives, such as the City, the schools, the Senior Center, etc.
- Agreed that the Library Board and administration should go through a SWOT Analysis to assess the library’s strengths, weaknesses, opportunities and threats.
- Felt that there was a need to find out more about our community through focus groups and by analyzing GIS (global information system) mapping.
- Concurred that a facilitator should be used to guide the Strategic Planning process, but also felt that it was important to define exactly what they would want a facilitator to do, such as: (1) setting up and running community focus groups; (2) assembling and analyzing data (if it is complex); and (3) assisting the Library Board and administration in pulling ideas together for Ends Statements.
- Suggested that as much information as possible be gathered from numerous sources for utilization during the Strategic Planning process.
- Will develop an RFP (Request for Proposal) to be used in engaging a Strategic Planning facilitator and would like ideas from board members and library administration about what should be included in the RFP (i.e., what do we want the facilitator to do for us?) PLEASE EMAIL YOUR IDEAS TO LIBRARY DIRECTOR KLIEN.

Trustee Feedback about Strategic Planning Committee’s Suggestions:

Comments from trustees included the following:

- Invitations to be involved in strategic planning focus groups should go out to everyone in the community to be able to have an open dialogue about the future of the library.
- We should do electronic polling in addition to gathering input from focus groups. This could be done through the library’s website, e-newsletter, via social media, etc.
- Consider utilizing PDL patron profiles to conduct demographic analysis with a new tool offered by Gale Cengage that would help us determine where our patrons are coming from in the community and how they are interacting with the library’s resources which would help us get an idea about non-users. [Klien said she would come back in August with more information about this tool for demographic analysis.]
- It will be important for all trustees and administrative personnel to be able to participate fully in a SWOT Analysis, so an outside person should be selected to lead that effort.
- Development of new Ends for the library will evolve from the strategic planning process as we engage in data and demographic analysis, conduct focus groups and get input from various sources to help us better understand who to target as our users and what services we should strive to provide them.
- Look for a professional facilitator who will be able to guide our strategic planning process appropriately. [Klien said she could put together a list of some possible facilitators for board members’ consideration.]
Library Director Klien concluded the discussion by stating that the target date for the Strategic Planning process would begin would be in January 2016 and that it would likely take about (120) days. She said they would want to have the Strategic Planning process culminate by the end of 2016 so that implementation of any resulting initiatives could begin in January 2017. She said that the Library Board would lead visioning activities and the library administration would follow up with action plan activities.

**DISPOSITION:** The Library Board received the follow-up report from Trustee Pacheco about the Strategic Planning Committee’s first meeting and their list of recommendations. Trustee Ongley thanked Trustee Pacheco for her thorough report and indicated that Strategic Planning would be a topic for discussion on the agendas for all subsequent board meetings.

**B. Initial discussion about identifying some potential future candidates for the Library Board** - Library Director Klien reminded trustees that the next library board election would be conducted in November 2016. Interested individuals would need to file nominating petitions sometime in mid-August that year. Simultaneously, the terms of (4) current PDL trustees would be ending December 31, 2016, and depending on who would run for the board again or not, there would likely be a board vacancy to fill. Klien said it would probably be advantageous for current trustees to consider recruiting good potential candidates for the Library Board. Trustee VanderVries commented that Board succession planning is common on other boards she is on and she thought it was good to do. Trustee Pacheco suggested putting something up around the library for the public to see about how to run for the Library Board and what the requirements would be. Trustee Ongley suggested that they all be on the lookout for good potential candidates for November 2016.

**DISPOSITION:** The Library Board acknowledged the need to engage in Board succession planning and to consider encouraging good people to run for the PDL Board in 2016.

**C. Follow-up on trustee involvement in fundraising activities for the library** – Library Director Klien said that at the June 22rd board meeting, there had been a discussion about possible trustee involvement in thanking donors who give to the library. She noted that the library’s Spring Appeal was mostly over but said that she could give trustees a list of donors and they could either write thank-you notes or make calls to thank the donors personally. She asked if trustees would like that information following the board meeting. Trustee Ongley suggested that they wait and do something in August and commented that it was never too late to express thanks.

**DISPOSITION:** The Library Board acknowledged the suggestions made about trustee involvement in thanking donors and this will be brought up again at the August board meeting.

**D. Consideration of date, time, place & topics for 2015 Library Board Retreat** – Library Director Klien stated that if the Library Board Retreat was going to be held in fall 2015, the following decisions should probably be made as soon as possible:

- When to conduct the Retreat and at what time (September? Daytime? Evening? Weekend?)
- Where to hold the Retreat? (on-site or elsewhere?)
- How should the Retreat be conducted? (Using an outside facilitator? Presentations? Info materials?)
- What should be the format for the Board Retreat? (Brainstorming, break-out sessions; discuss/vote?)
- What outcomes are desired from the Board Retreat? (Specific tasks & timeline for Strategic Planning in 2016? Other?)

A question was raised about when the Library Board Retreats have been held in the past and Klien responded that they were typically held in September or October and they have been all different times, including on weekends and two consecutive nights.

It was suggested that the whole Board should be involved in making decisions about this year’s annual Board Retreat, and since two trustees were absent, the decision should be postponed to the next board meeting.
DISPOSITION: This item was tabled until the next board meeting on August 24, 2015, due to trustees’ preference to have the whole board present when choices are made about the Library Board Retreat.

VIII. Ends Development

A. **Recommendation for award of contract for the Library’s Book Drop Project.**

   [Note: This item was handled in conjunction with the previous presentation made at the beginning of the board meeting by Greg Farrer of TMP Architecture.]

B. **Proposed changes to the Library’s Fines & Fees Usage Policy** - Library Director Klien told trustees that, as promised in this year’s End Statements, efforts are underway to make acceptable adjustments to the library’s Fines & Fees Usage Policy that would improve public access to collections while still providing adequate protection to library resources and budgets. Klien asked Jill Austin, Circulation Supervisor, to brief trustees on the adjustments being proposed.

   Austin began by telling trustees that 5 years ago when the library implemented RFID technology and self-checkout service, there had been limits set so that a small number of users would not be able to monopolize a great number of popular materials. She explained that the most reasonable choice at the time had been to institute limits on how many items from certain categories could be checked out at one time on a single membership card and what category of library membership could utilize which services and collections. Now, five years later, after many discussions across all levels of staff, input from Library Board members, comments from library users, and comparisons with policies from other public libraries, we have come to some conclusions about our existing Fines &Fees/Usage Policy. We are prepared to recommend some changes that will improve user access to collections by:

   - changing the number of renewals allowed
   - allowing more movies to be checked out per user
   - increasing the number of holds allowed by reciprocal borrowers
   - reducing the overdue fine rate for older movies

**RECOMMENDATIONS:**

   It is recommended that the Library Board approve the following changes to the library’s current Fines & Fees/Usage Policy in order to improve access to collections and that these changes would become effective on September 1, 2015.

   1. Total of (2) renewals will be allowed on items that do not have a hold list.
   2. Juvenile DVD collections will have their own limit of (5) movies, in addition to (5) movies from other non-Hot Pick collections, and 5 rated “R” movies for those over 18 years of age.
   3. Reciprocal Borrowers will be allowed to place holds on up to (5) items.
   4. Reduce overdue fines for non-Hot Pick movies to $0.50 per day with a $5.00 maximum.

   While reviewing the Fines & Fees/Usage Policy to accurately reflect these proposed changes, the following clarifications or alterations are also being recommended:

<table>
<thead>
<tr>
<th>Section 8 &amp; 9</th>
<th>Headings for Laptop Computers and Telescope were more accurately labeled “Usage and Fees” in place of “Fees.”</th>
</tr>
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<tbody>
<tr>
<td>Section 8 &amp; 9</td>
<td>Additional language in Laptop Computers and Telescope was added to reflect the maximum overdue fine for a single checkout of a laptop or telescope kit.</td>
</tr>
<tr>
<td>Section 8, Part E</td>
<td>Added language to reflect expectation of replacement for damaged or lost equipment.</td>
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<tr>
<td>Section 10, Part B</td>
<td>Separated the non-Hot Pick music cd limits from the non-Hot Pick movie limits.</td>
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<tr>
<td>Section 10, Part D</td>
<td>Clarified language about limiting renewals to high demand and special collection items.</td>
</tr>
<tr>
<td>Section 10, Part E</td>
<td>Clarified language about limits related to Hot Pick item categories.</td>
</tr>
</tbody>
</table>
A discussion followed about reciprocal borrowers’ use of PDL’s collections and the impact on our service. Trustees asked questions and expressed opinions about the level of fines and the limits on use of resources being proposed. Austin indicated that the proposed changes would mean a loss of about $8,000 to $9,000 in fines and fees revenue; however the new limits and change in fees would be advantageous to PDL patrons, paying non-residents and reciprocal borrowers as well. A question was asked about how changes in the Fines & Fees Usage Policy would be conveyed and Austin responded that there would be a special newsletter sent out in mid-August about these changes. Library Director Klien said they would also be notifying the public about the Book Drop Project too. A question was raised about how patrons would return materials during that time and Klien answered that they were looking at various options. It could be that patrons would need to come into the library to return items, and the due dates would be extended during this timeframe to accommodate the “challenge” of returning materials.

Trustee Ongley asked how many years the library had self-checkout and Austin responded that the first self-checkout was implemented about 11 years ago, and that the RFID self-checkout stations were installed in 2010. Ongley then called for a motion.

**MOTION:** It was moved by Yantis, and seconded by VanderVries that the Library Board approve the changes to the library’s Fines & Fees Usage Policy as recommended with an effective date of September 1, 2015. Vote: 5-Yes, 0-No, 2-Absent

**C. Proposed change to the library’s Resident/Non-Resident Policy (related to non-resident Portage Educators)**

Library Director Klien told trustees that over the years, there had been consideration given to offering free non-resident memberships to educators working within the Portage District Library service area who do not reside in our service area or otherwise have access to our collections through reciprocal borrowing. She said that this matter was recently addressed again and we came to the conclusion that we need to offer educators who work at educational institutions in the Portage District Library service area, but may not live in an area where they can attain a free membership, a better option. For that reason, the concept of an “Educator” card was developed that would give free non-resident library memberships to educators in the Portage Public Schools.

Jill Austin, Circulation Supervisor, told trustees that she had researched this issue and had not found any libraries in Kalamazoo County who had free memberships for non-resident educators. If PDL implemented such a plan, it would be a relatively small number of teachers would be in that circumstance and able to benefit from it. However, it would be good public relations for the library. Klien said it would be a small start, but consideration could be given in the future to possibly expanding that to other educational arenas like day care centers and preschools. Klien emphasized that there would still be overdue fines and lost/damage fees on materials, and that the non-resident educator card would have privileges and conditions placed on it similar to a reciprocal borrower card. Following discussion, the following recommendation was made:

**Recommendation:**
It is recommended that the Library Board approve the addition of a section to the Resident/Non-Resident Policy to accommodate for a free, limited use non-resident membership to be offered to educators who do not reside in the library district or qualify for another free membership type, and can document that they are employed as an educator at an educational institution within the Portage District Library service area. This is not intended to create a special membership type that is tied to any special privileges that would unduly impact services or access to collections for our resident tax payers. Instead, the borrowing and service privileges of this free, non-resident educator membership would mirror the types of limitations currently set for reciprocal borrowing memberships.

With Library Board approval, the recommended changes to the Resident/Non-Resident Membership Policy would be effective September 1, 2015. Trustee Ongley called for a motion.

**MOTION:** It was moved by VanderVries, and seconded by Brown that the Library Board approve the changes to the Resident/Non-Resident Policy as recommended to add a section to the policy to accommodate for a free, limited use non-resident membership to be offered to educators who do not reside in the library district or qualify for another free membership type, and can document that they are employed as an educator at an educational institution within the Portage District Library service area. Vote: 5-Yes, 0-No, 2-Absent
Trustee Brown thanked Klien and staff for taking the time and making the effort to do this for educators and that she was sure they would appreciate having a PDL membership.

D. Final review and approval of proposed Fiscal Year 2016 Budget and Millage Rate for public inspection prior to Public Hearing at August 24, 2015 board meeting – Library Director Klien asked Business Manager Rob Foti to address the Library Board about the final look at the proposed FY 2016 Budget.

Foti told trustees that he had talked with City of Portage Finance Director Bill Furry, and City Assessor Jim Bush, to discuss the City’s financial outlook for the next 5 years and what is being projected in terms of taxable values. Foti said they indicated that homes were selling quickly, but we’re not necessarily getting more taxable revenue. He expressed that a key number to watch in the final months of 2015 is the Consumer Price Index. This number will have an impact on any increases in tax revenue that the Library may recognize. For that reason, they are estimating maybe 2% for 2016 for residential properties but not for commercial - maybe only 1% or less. Trustee VanderVries said that in Muskegon County (where she works as Equalization Director) they are estimating lower than that, at about .3%

[NOTE: Taxable Value is the value to which the millage rate is applied. Taxable Value is subject to a “cap” and can be increased only by the amount of the Consumer Price Index (CPI) or 5%, whichever is lower. This results in another value called Capped Value. Taxable Value must be the lower of the SEV or Capped Value which is computed as: (Prior Year's Taxable Value - Losses) x (the lower of 1.05 or the INFLATION RATE Multiplier) + Additions.]

Foti also led trustees through a discussion of the Personal Property Tax issue and what to expect and not expect with potential reimbursement payment from the State of Michigan. He shared what he had heard at a session with state officials held at KVCC recently and said that it had been extremely confusing and that there was no real certainty about PPT reimbursement and that there was no solid plan in place. Library Director Klien said they felt it would be wise for them to assume for the FY 2017 Budget that we would not be getting that reimbursement.

Trustee Yantis asked if the figures included in the projected FY 2016 Budget for the library would still fly, even with the uncertainty of PPT reimbursement and Foti answered yes, but also noted that those figures were only solid for 2016.

Trustee VanderVries asked if the loss of the Fines & Fees due to changes just made in the policy had been factored into the FY 2016 Budget and Foti answered yes, and noted that they usually take a middle of the road approach when estimating Penal Fine revenue. He also pointed out that there was constitutional provision for penal fines going to libraries.

Trustee Yantis asserted that the Library Board should put the consideration of a millage increase for the library into their Strategic Planning process next year. Trustee Ongley called for a motion.

MOTION: It was moved by Yantis, and seconded by Pacheco that the Library Board approve the proposed FY 2016 Budget for it to be presented at a Public Hearing on August 24, 2015 where a final vote will be taken. Vote: 5-Yes, 0-No, 2-Absent

E. Presentation of the library’s 3-Year Technology Plan (2016-2018) by Behrje and Wright – Library Director Klien stated that every year trustees are given a presentation by Library Systems Administrator Rolfe Behrje and Website Manager Laura Wright, on the library’s 3-Year Technology Plan. She said that this gives board members an opportunity to hear an overview of where the library is right now with its technology, what we will be trying to do in upcoming years, as well as our budgetary provisions for technology initiatives. It will also give trustees a chance to ask any questions about the library’s technology goals. Klien then invited Behrje and Wright to come forward and give their presentation.
Behrje made introductory remarks and began a slide presentation that highlighted points as follows:

- **Overview of Technology at the library**
  - Established network partnerships with Secant Technology and Fusionary, Inc.
  - Technology decisions made in response to public demand and what is required for staff productivity
  - Since 2011, PDL has a 5-yr (or longer) technology refresh cycle (on a replace as needed basis)

- **Technology Trends**
  - Virtualization and cloud computing
  - E-materials and E-resources
  - API connected services
  - New access devices and operating systems

- **Reviews of 2015 Technology Activities**
  **Network Upgrades**
  - Infrastructure upgrades (such as: wireless access points; firewall/router; staff printers & copiers)
  - Replacement of (4) self-checkout stations
  - Launch of E-Resource Central (bringing physical & electronic catalogs together)
  - Development of mobile circulation (remote registration/circulation for PDL outreach & offline services)
  **Web Upgrades**
  - Reorganization of front page of PDL website to reflect use of digital resources
  - Create a more responsive website

- **Previews of Technology Initiatives for 2016, 2017 & 2018**
  **2016 Technology Outlook:**
  **Network Upgrades**
  - Servers & SAN will be replaced & hosted at Secant Technology
  - Fiber contract for Internet bandwidth & dedicated remote infrastructure bandwidth
  - Public wireless access replacement
  **Web Upgrades**
  - Content re-evaluation (more reliance on mobile devices & digital services; need to streamline)

  **2017 Technology Outlook:**
  **Network Upgrades**
  - RFID Circulation technology (RFID book drops & DLA handheld scanners)
  - Meeting Room technology refresh (replacing & upgrading existing equipment)
  - Wireless Door Card Access Expansion (Grand master key system for door cylinders)
  **Web Upgrades**
  - Big update planned (changes to PDL’s website organization & design may be required)

  **2018 Technology Outlook:**
  **Network Upgrades**
  - Staff computer/printer/device replacement
  - Meeting room collaboration (technology & furnishings for collaborative meetings)
  - RFID Security gates (command center; better scanning & SIP integration
  **Web Upgrades**
  - Re-evaluate current trends in devices & usage and change web site as needed

- **Technology Budget**
  Technology is funded by:
  1. Operating Budget (maintenance contracts; supplies & support)
  2. Capital Improvement Budget (used to refresh and expand hardware)
  3. Library Technology Reserve Fund (used to fund special technology projects)
Technology Replacement Costs

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Core</td>
<td>$185,000</td>
</tr>
<tr>
<td>Public Service</td>
<td>$165,000</td>
</tr>
<tr>
<td>Public Access</td>
<td>$105,000</td>
</tr>
<tr>
<td>Staff</td>
<td>$ 85,000</td>
</tr>
<tr>
<td>Peripherals</td>
<td>$ 60,000</td>
</tr>
</tbody>
</table>

Technology Research Projects

- Virtual technologies
- RFID/Self-Service Solutions
- API/Connected Technology
- Communication Technology
- Web/Search Interfaces
- Social Networking
- Maker Spaces

Discussion followed the technology presentation, including information shared by Behrje about a statewide purchase of products opportunity and information shared by Wright about “HootSuite” – a one stop social media management system providing access to all social media such as Twitter, Facebook, LinkedIn, Google+, Foursquare, MySpace, etc. that provides digital reports on clicks.

DISPOSITION: The Library Board thanked Behrje & Wright for their presentation on the library’s 3-Year Technology Plan 2016-2018 and trustees expressed enthusiasm about the technology plans for the library.

F. Preliminary plans for the library’s 2015 Staff Development Day – Library Director Klien told trustees that the plans for this year’s Staff Development Day, to be held on Friday, September 25th, were coming together well. Some of the scheduled activities will include:

- A presentation and interactive session on “upselling” library services
- Unveiling of the new Employee Handbook
- Review of emergency procedures
- Taking a group staff photo

A librarian from Ohio by the name of Crystal Feyerchak will be coming to do the presentation for us on “upselling” library services, so that should be an interesting and informative session.

DISPOSITION: The Library Board received information about preliminary plans for the library’s 2015 Staff Development Day and trustees commented that the presentation on “upselling” should be interesting.

G. Information about Portage District Library’s 2015 “Food for Fines” Campaign – Library Director Klien said that the library would once again be conducting its annual “Food for Fines’ campaign this year, but that there were a few changes that were going to be made this time. She asked Jill Austin, Circulation Supervisor, to speak about this year’s campaign and what will be different.

Austin told trustees that this would be the 15th year for conducting a “Food for Fines” campaign at the library and she emphasized that it has been a very popular program that always generates significant food donations for PCC, along with positive feedback from library users. Austin noted that the library had established a rule that donations would be accepted on the basis of one canned or packaged food item or five packages of ramen noodles for each dollar of fines to be waived, with the only exception being that donations could not be applied to the replacement cost of lost or damaged library materials. Austin said that this rule had always been well accepted by library patrons.

Austin said that she had spoken recently to Chris Buckley, Executive Director of the Portage Community Center, about the library’s food collection that helps fill PCC’s food pantry. She has asked him about the timing of the drive in relation to their needs, and also about the type of food collected. Austin said that Mr. Buckley had responded that an August collection was actually not as ideal a time for filling the food pantry.
as it would be in the fall, leading up to the holidays. He had also indicated that they were trying to improve the items going into their holiday food baskets that go out to people in need in the community. For that reason, they were requesting specific food items such as: canned vegetables, boxed potatoes, gravy mixes, bread, etc. that would be more appropriate items for holiday type meals.

In an effort to be more responsive to the needs of the Portage Community Center in terms of the timing for donations as well as the type of food items donated (to be used for holiday food baskets), the library would be changing its 2015 “Food for Fines” campaign as follows:

- The “Food for Fines” campaign will be held in mid-September this year (instead of August)
- Specific food item donations will be encouraged to help fill PCC’s pantry with targeted holiday food basket items

Library board members were assured that a few weeks prior to the start of the “Food for Fines” campaign, there would be publicity sent out to raise awareness and advertise the dates for food donations at the library in exchange for waived fines to encourage donations during the food collection period. Austin said that a final report on the library’s 15th annual “Food for Fines” campaign with comparisons to previous years’ collections and recommendations for next year will be provided to the Library Board at their October 27th board meeting.

**DISPOSITION:** The Library Board acknowledged the library’s plans for the 15th annual “Food for Fines” campaign and trustees expressed approval for continuing this good neighbor initiative that also benefits library users.

**IX. Monitoring to Assure Compliance with Executive Limitations**

A. 2nd Quarter Financial Report for FY 2015 Budget – Business Manager Rob Foti referred to pages 51-53 of the board meeting agenda packet and went over highlights in the 2nd Quarter Report. He noted that all tax revenue had been received and that other revenue, such as fines and fees, was at an appropriate level for this time of year.

Foti gave updates to on personnel activities as well, commenting that vacancies had been filled which included: (3) hourly Library Aide positions in Circulation and (1) half-time Technical Processing Clerk position. He also indicated that the Executive Assistant position had been posted both internally and externally (via MLive and ONEplace at KPL) with an application deadline of August 12th. He said that their intent is to interview the last week in August and make an offer to a candidate the first week in September.

Library Director Klien commented that the hope is that a new person would be able to job shadow Assistant to Director Diane Delach for (3) weeks prior to her retirement.

**DISPOSITION:** The Library Board received the 2nd Quarter Financial Report for FY 2015 and Trustee Ongley thanked Business Manager Rob Foti for his financial report, as well as personnel activities.

**X. Library Director’s Comments**

A. Final remarks by Library Director for the July 27, 2015 Library Board Meeting – Library Director Klien said she had been asked to give a brief report on her attendance at the American Library Association’s 2015 Annual Conference “Transforming our Libraries, Ourselves” that was held in San Francisco June 25th – 30th. Klien said that it had been an amazing (5) days and that she had enjoyed it very much. She provided trustees with an overview as follows:

- Attended all day training on “Planning for Design Tools for Customizing Service for Patrons”
- Heard opening Keynote Speaker Roberta Kaplan (Attorney & Adjunct Professor, Columbia Law School who had presented arguments to the Supreme Court against the “Defense of Marriage” Act. [There was a “PRIDE” Parade in San Francisco during the time of the ALA Conference]
- Heard a presentation by the librarians who were in Ferguson during the riots and what their library did to help their community (Their library had been the ONLY place open in the community during that time
- Attended sessions that focused on data utilization and knowing patrons.
- Visited vendor booths such as Gale Cengage and talked about use of library space
Library Director Klien thanked the Library Board for providing her the opportunity to attend the 2015 American Library Association Annual Conference and said it was well worth it!

**DISPOSITION:** The Library Board acknowledged Library Director Klien’s remarks about her attendance at the 2015 American Library Association Annual Conference.

**XI. Process Evaluation**

**A. Suggestions for Agenda Items to be included on the August 24, 2015 board meeting**

2. Public Hearing on the Proposed FY 2016 Budget and Formal Resolution to Adopt the FY 2016 Budget and Set the Amount of Millage Rate to be Levied for the Library.
3. Special Guest (Preschool Teacher – To be announced)
4. Budget Amendment request related to the Book Drop Project
5. Update on changes being considered for the library’s Solicitation Policy.
6. Request for approval to use Library Patron Data Base to conduct demographic analysis. *Pg. ___*
8. Follow-Up to First Strategic Planning Committee meeting.
9. Progress Report on Ends Statement #3 (*The library will be a leader in strengthening our community.*)

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

**C. Miscellaneous Items** - The following information was conveyed:

- Trustee Yantis said he would like them to have a discussion about where the rest of the money would be coming from to cover the shortfall for the library’s Book Drop Project.
- The next meeting of the Friends of the Portage District Library will be focused on Strategic Planning for them.
- Lawrence Kapture noted that the library was hosting an After Hours adult program that night which would involve board games and pizza.

**XII. Adjournment**

Trustee Betty Lee Ongley said if there was no further business to come before the board, that the meeting would stand adjourned. There was no further business and the meeting ended at 8:40 pm.

Recorded and Transcribed by,

Diane Delach,
Library Board Secretary
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: August 36, 2015  
Subject: Request for Approval of Proposed Change to the Library’s Solicitation Policy

BACKGROUND:
The Library Board’s annual calendar serves as a month-to-month schedule for actions that need to be taken and policies that need to be reviewed by trustees. In the month of June, the Solicitation Policy is scheduled for review, however this year the review of that policy was delayed because library administration were deliberating on the matter of public use of the library’s Community Bulletin Board and have been considering a change to the Solicitation Policy for clarification purposes. As a result, some proposed language has been developed and is ready for Library Board consideration.

UPDATE:
The Library Administrative Team and key library personnel have thoroughly discussed the matter of public use of the library’s Community Bulletin Board and have agreed on how postings should be handled. A procedure has been established for library staff to follow and an explanatory paragraph has been written for inclusion in the library’s Solicitation Policy which is ready for Library Board review. [See attached Solicitation Policy].

REQUEST:
I request that the Library Board approve a proposed change to the library’s Solicitation Policy for the purpose of clarifying public use of the library’s Community Bulletin Board. The following paragraph would be added to the Solicitation Policy:

The library provides the opportunity for educational, governmental, and local non-profit organizations to have an event posted on our community bulletin board or a brochure available for community information. Priority will be given to local educational or cultural events and performances, free community events, charitable events, and to educational opportunities. No commercial, political, religious services or for-profit postings allowed. All postings and brochures must be approved and posted by library administration and may be removed as necessary to accommodate other postings or brochures.
PORTAGE DISTRICT LIBRARY

Solicitation Policy

S Solicitation of any kind (including, but not limited to, solicitations for petition signatures, money, donations, or goods or services of any kind) and the distribution of any written materials or literature are prohibited inside the Portage District Library building.

Groups or individuals may engage in solicitation or the distribution of materials or literature (as described above) only on library parking lots, walkways, or other library grounds outside the library building provided that they:

1. Remain at least (fifteen (15) feet from any entrance to the library building;
2. Do not block or impede the use of library walkways, or otherwise impede access to the library building, by the public or Library staff;
3. Do not interfere with the use of the library building (such as by excessive noise or other disturbance);
4. Do not engage in littering; and
5. Do not violate any local, state, or federal laws, rules, regulations, or ordinances.

The library provides the opportunity for educational, governmental, and local non-profit organizations to have an event posted on our community bulletin board or a brochure available for community information. Priority will be given to local educational or cultural events and performances, free community events, charitable events, and to educational opportunities. No commercial, political, religious services or for-profit postings allowed. All postings and brochures must be approved and posted by library administration and may be removed as necessary to accommodate other postings or brochures.

This policy shall not be construed to prohibit library-related activities such as fundraising sponsored by the Friends of the Library or other library-related activities.

Violators of this Solicitation Policy may be evicted from the library premises and may be subject to suspension of their privileges to return to the library premises. Violations of this Solicitation Policy will be addressed pursuant to the procedures set forth in the Disruptive Patron Policy - Sections B and C. Violators of local, state, or federal laws, rules, regulations, or ordinances will be subject to prosecution.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: August 4, 2015  
Subject: Request for Approval to Use Library Patron Data Base to Conduct Demographic Analysis

**BACKGROUND:**
At the beginning of the year, the Library Board approved activities and projects that would be undertaken in 2015 to help the library achieve the desired outcomes defined in its Ends Statements. The first End Statement #1 indicated that we would be striving to: “Optimize access to resources for information, education, and entertainment.” One of the initiatives to accomplish this goal is shown below:

Prepare Symphony database of users and items for potential use with future analytic or data mapping products or services.

This means that we will be investigating available analytic or data mapping products and services in order to select a provider to assist us with demographic analysis of our patrons. We will then conduct an environmental scan to see WHO we serve and WHAT we could do to serve them better.

Trustees agreed at the June 22, 2015 board meeting, that it would make sense to look over census data demographics to get a mindset of where the community is at this point before initiating Strategic Planning in 2016. The questions we will want answered are:

- Who are we striving to serve?
- What are the needs going to be?
- What is lacking in our community?
- How can we get an idea of what the library should be doing in the future?

**Update:**
Over the first half of 2015, we have been investigating various options and have discovered that we can get the assistance we need to evaluate our community with an analytics tool available from Gale Cengage Learning. It is called *Analytics on Demand* and it is an innovative data analysis tool that helps libraries discover key insights about their library community—who is and isn’t using their resources—to better inform strategic planning and to measure the impact of day-to-day decision making. Library administrative staff recently observed a demonstration of this analytics tool and we feel that it would be useful to help us analyze our patron data and develop important demographic information about our users to improve our services.

In order to utilize *Analytics on Demand*, the library would need to temporarily transmit select information from our patron database (not including names) to Gale Cengage’s secure cloud computing network. After the analytics session is completed, we would be able to quickly and easily customize a comprehensive report. This data transmission is conducted in a private and secure analytics session and the library would maintain control of its data. After each analytic session, the data is removed so there is no concern about breach of privacy. The analytical output will be a beneficial tool for us as we move through our strategic planning next year.

**REQUEST:**
I request that the Library Board approve the confidential and secure transmission of samplings from the library’s patron database to Gale Cengage Learning for the purpose of applying its analytics tool so that we are able to generate valuable demographic information that will help the library know its users better and tailor resources and services accordingly.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: August 4, 2015  
Subject: Update on process to fill the library’s Executive Assistant position

BACKGROUND  
At the July 27, 2015 board meeting, trustees were reminded that Assistant to Director and Library Board Secretary Diane Delach would be retiring on October 1st and that a job posting was going to be released prior to the end of July to solicit both internal and external applicants.

UPDATE  
A job posting and job description for the library’s Executive Assistant position was finalized and released as follows:

- Emailed to all library staff
- Posted online with ONEPlace at Kalamazoo Public Library
- Posted online with Mlive
- Included in the August PDL e-newsletter
- Placed on the PDL website

The deadline for applications for the Executive Assistant position is August 12, 2015. Due to schedule commitments for the Library Director and Business Manager in mid-August, the interviewing process for this position will be conducted the last week in August. The intent is to interview applicants that week and make a selection of a successful candidate the first week in September, with a start date in mid-September. Our goal is to have a training period during preparation of the board packet for the September 28th board meeting, and to have the new person attend that board meeting as an observer with Diane to go through the board meeting process together.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: August 3, 2015
Subject: Upcoming Library Board linkage opportunities in August-Sept 2015 for consideration

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 AUGUST 2015:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-24</td>
<td>9:00 pm</td>
<td>After Hours Game Night</td>
</tr>
<tr>
<td>8-25</td>
<td>9:00 am</td>
<td>Business Book Club (SBDC)</td>
</tr>
<tr>
<td>8-27</td>
<td>6:00 pm</td>
<td>PDL Writers’ Group</td>
</tr>
<tr>
<td>8-29</td>
<td>10:00 am</td>
<td>Fall Fashion Show</td>
</tr>
<tr>
<td>7-10</td>
<td>7:00 pm</td>
<td>International Mystery Bok Group</td>
</tr>
<tr>
<td>7-13</td>
<td>2:00 pm</td>
<td>Great Books Discussion: Immigrant Voices</td>
</tr>
<tr>
<td>7-18</td>
<td>7:00 pm</td>
<td>Ways of Wine – After Hour Taste &amp; Pair Program</td>
</tr>
<tr>
<td>7-22</td>
<td>9:00 am</td>
<td>Business Bok Club SBDC</td>
</tr>
<tr>
<td>7-23</td>
<td>6:30 pm</td>
<td>Rooted: A Reading &amp; Discussion by WMUK’ Zinta Aistars</td>
</tr>
<tr>
<td>7-24</td>
<td>6:00 pm</td>
<td>PDL Writers’ Group</td>
</tr>
<tr>
<td>7-24</td>
<td>7:00 pm</td>
<td>Panel Discussion on the book “The Martian”</td>
</tr>
<tr>
<td>7-26</td>
<td>10:00 am</td>
<td>Exhibit &amp; Demonstrators: From Min to Matter – World of Miniatures</td>
</tr>
<tr>
<td>7-27</td>
<td>2:00 pm</td>
<td>Great Books Discussion: Immigrant Voices</td>
</tr>
</tbody>
</table>


**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>Revenue</th>
<th>$ 4,104,615</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>$ 2,246,219</td>
</tr>
</tbody>
</table>

| Risk reserve (13% of operating budget) | $ 458,948 |
| Building Reserve          | $ 50,000  |
| Technology Reserve        | $ 32,305  |
| Benefits Reserve          | $ 68,392  |
| Book Drop Reserve         | $ 134,254 |
| HVAC Control Reserve      | $ 15,000  |
| Patio Feasibility Reserve | $ 7,500   |
| Lobby Feasibility Reserve | $ 7,500   |

**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.
PORTAGE DISTRICT LIBRARY
Monitoring Report for
Executive Limitation Policy: Compensation and Benefits
August 24, 2015

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Library Director shall not cause or allow jeopardy to fiscal integrity or public image. Accordingly, she may not:

POLICY ITEM #1: Change his/her own compensation and benefits.
Director’s Response: The Library Director’s salary and benefits are set by contract approved by the Portage District Library Board. Her compensation, or benefit package may change only as a direct result of the Portage District Library Board’s action. A Board Personnel Committee gathers input from individual trustees about their assessment of the Library Director’s compliance with Executive Limitations and fulfillment of the library’s Ends, and based on Policy Governance guidelines, an overall evaluation is compiled and used to determine compensation.

POLICY ITEM #2: Promise or imply permanent or guaranteed employment.
Director’s Response: The Portage District Library Employee Handbook states that Portage District Library is an “at-will” employer, which means that the employer and employee are under no contract to continue employment, and each party may sever the relationship at any time, as long as it does not violate any state or federal law.

POLICY ITEM #3: Establish current compensation and benefits, which deviate materially from the geographic or professional market for the skills employed.
Director’s Response: The Library has conducted a salary survey of similar size libraries with the assistance of HRM Innovations. Salary range information was received from surveyed libraries and compared to the Library’s existing salary ranges. The Library has used this information in the preparation of the Fiscal Year 2016 budget as a possible change to be implemented. A final decision on this change has not been made at this time. The Library will continue to participate in the Detroit Suburban Librarian Roundtable survey each year and use the information to assist in the setting salary ranges.

Library employees’ benefit package includes: shared premium paid Health, 100% Dental, Life, and Vision insurance; Short and Long Term Disability insurance; Sec 125 flexible benefit plan; sick leave; vacation; paid holidays; employee assistance program; tuition reimbursement; training & development opportunities; and a retirement plan package. The library’s retirement package includes a 457 employee funded retirement plan option and a 401(a) employer funded plan. Currently the 401(a) funding equals 4 quarterly payments of 2.5% of the employee’s salary. The employee contribution limit for the 457 Plan was increased to $17,500 for 2015. The Library Director’s retirement contribution level is authorized by the Library Board.

POLICY ITEM #4: Create obligations over a longer term than revenues can be safely projected, in no event longer that one-year and in all events subject to losses in revenue.
Director’s Response: All employee benefits have been specifically placed in the current budget, and all benefits can be supported for FY 2016. The library reviews the current policy each year against other policies available to insure that the process of bidding out health insurance is maintained and costs are kept at a reasonable level for the library, while providing comparable coverage to employees. In September 2015 the Library will obtain quotes from health insurance companies for premiums for the plan year beginning December 1, 2015. The library will continue to use Rose Street Advisors to complete the bidding and advise the library on the merits of each bid. The library will make a choice on health insurance plans to be offered to employees that will offer the best coverage at the best price that can be afforded by the library and its employees.
Beginning December 1, 2011, the library switched its health insurance plan to a shared premium plan. The Portage District Library previously paid 100% of full-time employee’s health insurance premiums. With the passing of legislation by the Michigan Legislature, a hard cap limit was established that regulated the maximum amount that public employers were allowed to contribute towards employees’ health insurance premiums. Therefore, all premium costs above that hard cap limit have had to be passed on to employees and deducted from their paychecks on a bi-weekly basis.

Additionally, the library switched over from its Health Reimbursement Account (HRA) plan for a more traditional healthcare plan where deductibles are paid by employees. For the plan year beginning December 1, 2014, the library offered two (2) health insurance plan options. The first plan had an out-of-pocket maximum that did not include co-insurance and the second plan included a higher out-of-pocket maximum for employees with a level of co-insurance above the standard deductible. Each plan had a different cost for premiums to the employees and they were allowed to choose which plan they wanted to enroll in. Each year at open enrollment, employees will be given the opportunity to choose a different plan offered by the library. The library will continue to monitor the effects of the Affordable Care Act (ACA) in order to comply with all regulations and also to determine which health plan will be both affordable for the library and its employees, as well as providing top notch health care coverage.

**POLICY ITEM 5:** Establish or change pension benefits so as to cause unpredictable or inequitable situations, including those that:

**Director’s Response:**

A. **Incur unfounded liabilities.**

No unfounded liabilities have been incurred.

B. **Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.**

A benefit package has been offered and accepted by all full time employees. Although some benefits increase with longevity, i.e. vacation accrual, no additional benefits have been offered as a negotiation tool to encourage longevity.

C. **Allow any employee to lose benefits already accrued from any foregoing plan.**

No employee has lost benefits already accrued from any foregoing plan.

**POLICY ITEM #6:** Fail to provide the Library Board a Compensation and Benefits Monitoring Report once a year and any exception reports as needed.

**Director’s Response:**

Compensation and Benefits Monitoring Reports are provided to the Library Board once a year, on a frequency set forth on the Annual Calendar of Library Board Activities. The last time this report was presented to the board, prior to this report, was at the board meeting held on August 25, 2014.
PORTAGE DISTRICT LIBRARY
Monitoring Report
for
Executive Limitation Policy: Treatment of Staff
August 24, 2015

With respect to the treatment of paid and volunteer staff, the Library Director may not cause or allow conditions, which are unfair, undignified, disorganized, or unclear. Accordingly, the Library Director shall not:

POLICY ITEM #1: Operate without written personnel policies, which clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.

Director’s Response: The library maintains an up-to-date Employee Handbook that is distributed to all regular full-time and part-time staff and new hires. This handbook clearly set forth all conditions of employment, expectations for employee conduct and procedures for problem resolution. These personnel policies are intended to be administrative tools for human resource management, and are reviewed on an ongoing basis by the Library Business Manager for any revisions that may be needed.

The library issues the Employee Handbook to all regular full-time and part-time employees when they are hired as part of their initial orientation, and they are asked to review the handbook and then ask any questions about its content that may arise.

The Library worked with HRM Innovations to review and make corrections and updates to the employee handbook during the 2015 Fiscal Year. Those changes were discussed with the Library’s Administrative Team. The next step in the process is for comments, remarks and suggestions from Administrative Team members to be reviewed by HRM Innovations. Once that step is complete, the employee handbook will be put into an electronic form that will be rolled out at the Staff Development Day in September.

POLICY ITEM #2: Discriminate against any staff member for expressing an ethical dissent.

Director’s Response: The Portage District Library Employee Handbook includes non-discrimination language all throughout the manual. Specific references to employee relations, business ethics, employee conduct, and problem resolution can be found on pages 7, 9, 60 and 72. An open door policy, regular library-wide staff meetings and weekly administrative team meetings all help to encourage interactive communications with staff members.

POLICY ITEM #3: Fail to evaluate staff on expected performance once a year, and produce an internal report.

Director’s Response: All library employees are given performance evaluations by their supervisors once a year, along with a mid-year meeting to adjust goals and objectives and to discuss any issues. The procedures in place require employees to provide written accomplishments of goals and submit them to their supervisors at specified times. The supervisors then use that information, along with their own records and direct observations to rate employee performance and write comments on the evaluation form, which are shared with employees in a personal, one-on-one evaluation session. The evaluation process is intended to be an assessment tool for determining employees’ progress on goals and objectives related to the library’s ends statements, and to guide employees in their personal growth and development. Evaluations are conducted to provide both supervisors and employees the opportunity to discuss job
tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The evaluation documents are written internal reports that become part of the employee’s personnel file.

The Library worked with HRM Innovations in late 2014 to design a new performance evaluation form. Employees were shown the new form at their FY2014 performance evaluation meeting with their supervisor. The new process was explained to the employee and the new forms will be used for all staff FY2015 evaluations. Supervisors will be given a refresher on the evaluation forms in October, prior to completion for the 2015 Fiscal Year.

**POLICY ITEM #4:** Fail to acquaint staff with the Library Director’s interpretation of their protections under this policy.

*Director’s Response:* There are weekly library-wide staff meetings and Administrative Team meetings that provide a time for these policies and any personnel issues to be clarified and/or discussed. All new employees are given Employee Handbooks and told of their protections under these employment policies. Supervisors are provided direct guidance by the Library Business and Human Resource Manager and the Library Director, (and sometimes through advice from legal counsel), in all personnel matters. They are advised of any legal requirements in order to ensure that the library stays in compliance with state and federal labor laws, and to fulfill the intent of the Executive Limitation Policy on Treatment of Staff. Careful attention is given to upholding this policy and there have been no infractions at all.

**POLICY ITEM #5:** Fail to have current human resource policies, and report on them once a year, and an occasional audit done of human resource practices.

*Director’s Response:* Human Resource policies are included in the Portage District Library Employee Handbook, which was originally scrutinized by legal counsel and is reviewed and updated on an annual basis. The Library Director and Business and Human Resource Manager stay informed about current employment laws and practices, and are in regular contact with the library’s labor attorney. Whenever there are employee related issues that need to be specifically addressed, the library’s legal counsel is available to make certain that the library’s human resource practices are appropriate and meet all legal requirements. This is equivalent to an “ongoing audit” of our human resource practices. There have been no occasions when the library has failed to have appropriate human resource practices and procedures in place.

CONTINUED on NEXT PAGE
ADDITIONAL DOCUMENTATION for TREATMENT of STAFF

In addition to the responses in the Monitoring Report for the Executive Limitation Policy on Treatment of Staff shown above, the following information is offered as additional documentation about the appropriate treatment of staff at the library:

<table>
<thead>
<tr>
<th>Conditions of the workplace for staff:</th>
<th>The Portage District Library is an exceptional physical environment that gives employees a safe, clean, comfortable and attractive place to work. A regular preventive maintenance program, monitored by the System’s Administrator, keeps all of the building’s systems running smoothly for maximum comfort.</th>
</tr>
</thead>
<tbody>
<tr>
<td>This year, the following improvements to the facility &amp; furnishings were made:</td>
<td>This year, the following improvements to the facility &amp; furnishings were made:</td>
</tr>
<tr>
<td>(1) Steam Cleaning of carpet throughout the Library to maintain its appearance while providing a clean atmosphere.</td>
<td>(1) Steam Cleaning of carpet throughout the Library to maintain its appearance while providing a clean atmosphere.</td>
</tr>
<tr>
<td>(2) Remodeling of the Staff Lounge to provide staff a more usable space to relax and decompress from work duties.</td>
<td>(2) Remodeling of the Staff Lounge to provide staff a more usable space to relax and decompress from work duties.</td>
</tr>
<tr>
<td>(3) Replacement of Air Conditioner Compressor to maintain comfortable temperature within the library.</td>
<td>(3) Replacement of Air Conditioner Compressor to maintain comfortable temperature within the library.</td>
</tr>
<tr>
<td>(4) Continuation of re-upholstering and cleaning of furniture in the Youth Services area and Adult Services area to extend its life and provide an appealing atmosphere.</td>
<td>(4) Continuation of re-upholstering and cleaning of furniture in the Youth Services area and Adult Services area to extend its life and provide an appealing atmosphere.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Development</th>
<th>The library administration encourages staff development in numerous ways:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Allocations:</td>
<td>Budget Allocations: Staff needs are addressed through the budget process by allocating funds to line items that support staff training &amp; development, as well as to purchase equipment and supplies that benefit employees.</td>
</tr>
<tr>
<td>Staff Development Day:</td>
<td>Staff Development Day: Every year the library closes for a day and all regular full-time and part-time employees take part in a daylong event that includes some sort of enrichment program, lunch and fellowship. This year, it will be held on Friday, September 25, 2015. The Library has several areas of training that it intends to provide for staff including: a speaker, Crystal Feyerchak, who will discuss and train staff on how to upsell services to library patrons; roll out of the new Employee Handbook; staff photo; and review of e-Resources, such as, Freegal, Hoopla, and Overdrive.</td>
</tr>
<tr>
<td>Staff Training:</td>
<td>Staff Training: There are various types of training and professional enrichment opportunities provided for library employees on a continuous basis throughout the year, as budgetary provisions allow. These are job-related classes, conferences, seminars &amp; training sessions that can have a positive impact on employees’ jobs.</td>
</tr>
<tr>
<td>Examples of staff training &amp; professional development include:</td>
<td>Examples of staff training &amp; professional development include:</td>
</tr>
<tr>
<td>➢ “Event Planning” through OnePlace – attended by Marsha Meyer, Adult Services Librarian.</td>
<td>➢ “Event Planning” through OnePlace – attended by Marsha Meyer, Adult Services Librarian.</td>
</tr>
<tr>
<td>➢ MLA Spring Institute – attended by Laura Wright, Head of Youth Services.</td>
<td>➢ MLA Spring Institute – attended by Laura Wright, Head of Youth Services.</td>
</tr>
<tr>
<td>➢ Young Adult Library Services Association Symposium – attended by Olivia Pennebaker, Youth Services Librarian.</td>
<td>➢ Young Adult Library Services Association Symposium – attended by Olivia Pennebaker, Youth Services Librarian.</td>
</tr>
<tr>
<td>➢ Michigan Government Finance Officers Association (MGFOA) Fall Training</td>
<td>➢ Michigan Government Finance Officers Association (MGFOA) Fall Training</td>
</tr>
</tbody>
</table>
Institute – attended by Rob Foti, Business Manager.

- “Tumblr Talk: Creating & Curating Your Tumblr” – attended by Jessica Enget, Adult Librarian.
- MLA Fall Conference – attended by: Laura Wright, Head of Youth Services; Lawrence Kapture, Head of Adult Services; Christy Klien, Library Director; Nicolette Sosulski and Jessica Enget, Adult Services Librarians; Ruth Cowles and Christina Doane, Library Associates; Steve Rossio, Local Historian; and Olivia Pennebaker, Youth Services Librarian.
- “Couching, Counseling & Discipline” – attended by: Christy Klien, Library Director; Lawrence Kapture, Head of Adult Services, Rolfe Behrje, Systems Administrator; Laura Wright, Head of Youth Services; Rob Foti, Business Manager.
- “The Power of Play – An Introduction to Designing Early Learning Spaces” – attended by Quyen Le, Youth Services Librarian.
- PLA “Results Boot Camp – An Immersion program” – attended by Christy Klien, Library Director.
- “Michigan History Conference” – attended by Steve Rossio, Local Historian.
- PLA Annual Conference – attended by Christy Klien, Library Director, Nicolette Sosulski, Business Librarian.
- Title 360 for Baker Taylor – attended by Various Youth Department Staff.
- MLA Library Executive Summit attended by Christy Klien, Library Director
- FOIA Policy Change – attended by Christy Klien, Library Director.

**Workload Issues:**

Distribution of work across the library organization is addressed on many levels. Library administration considers workload issues in terms of:

1. The best use of human resources to accomplish the library’s Ends.
2. Public service needs.
3. Budget constraints
4. Staff expertise and experience in specific areas.
5. Availability of acceptable candidates to fill position vacancies.
PORTAGE DISTRICT LIBRARY

Marketing Update

August 2015

The following marketing activities were conducted at the library during the months of July and the beginning of August 2015.

An August library e-Newsletter was sent out the first week of August to over 15,000 library patrons. Contents included: library programming; dates for the end of Summer Reading, information on the 15th Annual Food for Fines, information on the 2015 “Stuff the Bus” campaign, the job opening for the Executive Assistant position opening, a big thank you to all our Summer Reading Sponsors, information regarding the public hearing on the library’s FY 2016 Budget and library closings.

A City of Portage “Portager” insert was created and was distributed to Portage residents the first week of August. Content in the “Portager” included programs for the month of August. An additional 2,000 have been printed to be distributed to the Texas Township District Residents and copies are available within the library. During the month of October the Portage Public Schools will be utilizing both sides of the City of Portage Portager to inform the public on the upcoming bond vote. We will be printing October programs in a similar format to be distributed throughout the library during the month. In the month of November, the library will be utilizing both sides of the Portager insert for the library’s Annual Report and November programming.

August event posters were designed and printed this month to promote programming in August. A Youth, Teen and Adult poster were placed in the display units within the library. Comments from patrons have been favorable on the display units that provide information about library programming.
PORTAGE DISTRICT LIBRARY
Library Director’s Narrative Report for August 24, 2015
(Activity in July 2015 and part of August 2015)

Administrative Activities:
During the months of July 2015 and the first part of August 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.
- Attended the Portage Rotary Club lunch meetings on Wednesdays in July and August.
- Attended the Portage Rotary Club Board meeting on 7-24-15.
- Conducted mid-year meetings with all Administrative Team members throughout July and first part of August.
- Participated in the July 24, 2015 Library Board meeting and followed up with action items as requested by the board.
- Conducted New Employee Tour and Orientation for Circulation Library Aide, Pat Burgwald.
- Met with City of Portage City Manager, Larry Shaffer and city personnel to review plans for the library’s external book drop and a possible new City of Portage Park’s project on July 30 and July 31, 2015.
- Reviewed applications for the FT Executive Assistant position and selected interview candidates on Thursday, August 13.
- Attended the 2015 ALA Library Leadership Institute from August 9-August 13, 2015 in Itasca, IL.

General Facilities Work:
Facilities work during the last part of July 2015 and the first part of Aug 2015, included:

A. Maintenance:
   - The library’s front entrance door was adjusted to slow down the opening and closing speed, and reduce the operating resistance in order to better accommodate patrons with mobility issues.
   - All scheduled preventative maintenance activities occurred as expected for July 2015.

B. IT Services
   - Systems Administrator Rolfe Behrje and Web Manager Laura Wright presented the library’s prepared 3-Year Technology Plan to trustees at the July 27, 2015 board meeting.
   - In August, an initiative will be undertaken to wire the library building for a planned large expansion of its Wireless Access points. This expansion will provide patrons and staff with a more consistent, reliable and robust wireless spectrum in the library.
   - A planning process has also been initiated for a hosted network at Secant Technologies. Data is currently being gathered and a plan is being formulated for this change in public access wireless services and will be presented to the library board for their approval in an upcoming board meeting...
   - The library selected a new copier vendor for its staff copiers, Konica Minolta, and is scheduled to have the new equipment installed in August.
   - In August, Microsoft has dropped support for Windows Server 2003, so the library will begin its build-out of server migrations to Windows 2012 public access computing.

C. Technical Services
   - The library hired a new employee, Abigail Dame, as a Technical Services Clerk. Abigail has been trained for the various functions for this position and is already beginning to feel comfortable processing new materials.
   - Technical Services is currently working through the process of adding a new vendor for AV materials. Midwest Tape is expected to be available for ordering beginning in early October 2015.

Library Efficiencies:
   - Created a series of worksheets on the transition from PC user to Mac user and created a list of titles to update the collection for this group.
Created a list of Nonfiction Authors to Watch so that Baker and Taylor will send us reminder carts for these authors, similar to Favorite Authors.

**Merchandising:**
- Developed a special book display entitled: “And Here You Thought the Library was a Dry and Boring Place” featuring materials related to the library’s “Gatsby” cocktails and “Home Brewed Beer,” and “Wine and Kombucha” after hours programs.
- Recorded the first PDL Podcast: The editing process for this first round took far longer than anticipated, but a lot was learned and now we have strategies to help cut down the time needed to edit. Adult Services librarian Ruth Cowles’ husband, Eric, performed and provided us with some excellent musical arrangement recordings to be used for our podcasts to give them more flavor and dynamic sound! The first episode was assembled released Thursday, July 30th and posted to our PDL Facebook page. Our podcast homepage is located at: [http://portagelibrary.libsyn.com/](http://portagelibrary.libsyn.com/)

**Networking/Outreach:**
- KLOB – (Kalamazoo Libation Organization for Brewers) - Attended a monthly meeting on 7/20 to network with community interest, past/upcoming presenters for the library’s homebrew and wine programs.
- Water Street Coffee Joint Portage – Met with Director of Catering, Stacy to discuss ways WSCJ could further reach out into the Portage “neighborhood” and partner with the Portage District Library.

**Personnel Information:**
The following individuals were hired at the library in the month of July 2015:
- Patricia Vemich-Burgwald - hired as a part-time Library Aide in the Circulation Department.
- Abigail Dame – hired as a part-time Technical Processing Clerk
- Rachel Mc Guffin – hired as a part-time Library Aide in the Circulation Department.
- Liz Rasberry - hired as a part-time Library Aide in the Circulation Department.

**Programming & Events:**

### Adult Services
The following adult programs and events were conducted at the library in the month of July:
- **Supersize your Imagination: Comic Book Workshop with Paul Sizer:** (7/06) facilitated by Marsha Meyer, 32 attendees. Comic book artist Paul Sizer helped participants unleash their rich imaginations and creative thinking through fun, action-packed drawing exercises.
- **Home Brew 102: Create Kombucha** (7/11) with Kombucha Queen of Kalamazoo, Eva Lane, on Saturday, drew 17 attendees. Hosted by Jessica Enget. Handouts were provided to guests describing how-to, resources, and the benefits of Kombucha. While Eva has been doing many one-on-one tutorials, PDL was her first group presentation!
- **Must be 21+ After Hours Game Night** (7/27) Jessica Enget and Christina Doane had 10 participants for the library’s inaugural game night. The evening featured a variety of games and attendees were divided into two groups and enjoy lively games of “Apples to Apples” and “Yahtzee.” The program brought in some individuals who had never previously attended library programs and there was an age range from 40’s to 60’s.

### Youth Services
- The Youth Services Department hosted several displays from the Western Michigan LEGO Train Club during the month of July. The smaller scale of these displays allowed us to continue through the month, as opposed to last year’s larger, week-long exhibit. This year’s theme of “Super Heroes” was enthusiastically embraced by the LEGO Train Club and by the families that came to take a look.
- The library had 230 people attending its **Pups and a Picnic** event. There were sack races and Frisbee-throwing contests, Frisbee decorating, and space for picnicking. America’s Best Frisbee Dogs performed for a finale.
- The **Big Truck Petting Zoo**, the library’s annual cooperative effort with the City of Portage, drew over 900 people this year! Families came to explore big trucks and police, firefighting, and construction equipment.
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: August 12, 2015  

<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
<th>CHANGE</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jul-15</td>
<td>Jul-14</td>
<td>CHANGE</td>
<td>2015</td>
</tr>
<tr>
<td>Total Library Circulation</td>
<td>76,439</td>
<td>79,859</td>
<td>-4.28%</td>
<td>479,640</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>20,151</td>
<td>22,461</td>
<td>-10.28%</td>
<td>126,157</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>8,119</td>
<td>7,997</td>
<td>1.53%</td>
<td>53,900</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>29,708</td>
<td>31,596</td>
<td>-5.98%</td>
<td>170,619</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>5,210</td>
<td>6,379</td>
<td>-18.33%</td>
<td>30,214</td>
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<tr>
<td>Hot Picks</td>
<td>5,725</td>
<td>5,713</td>
<td>0.21%</td>
<td>36,731</td>
</tr>
<tr>
<td>E-Material</td>
<td>5,666</td>
<td>4,184</td>
<td>35.42%</td>
<td>48,473</td>
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<tr>
<td>ILL - PDL Requests</td>
<td>1,063</td>
<td>828</td>
<td>28.38%</td>
<td>7,476</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>797</td>
<td>701</td>
<td>13.69%</td>
<td>6,070</td>
</tr>
<tr>
<td>Self-Checkout Percentage</td>
<td>61.58%</td>
<td>62.52%</td>
<td>-0.94%</td>
<td>61.03%</td>
</tr>
<tr>
<td>Total Library Collection</td>
<td>204,034</td>
<td>198,663</td>
<td>2.70%</td>
<td>680</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>98,361</td>
<td>96,332</td>
<td>2.11%</td>
<td>11,040</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>17,628</td>
<td>17,103</td>
<td>3.07%</td>
<td>2,777</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>70,852</td>
<td>69,017</td>
<td>2.66%</td>
<td>18</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>12,281</td>
<td>11,501</td>
<td>6.78%</td>
<td>15</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>4,912</td>
<td>4,710</td>
<td>4.29%</td>
<td></td>
</tr>
<tr>
<td>Net Acquisitions</td>
<td>164</td>
<td>1,832</td>
<td>-91.05%</td>
<td>680</td>
</tr>
<tr>
<td>Purchased - Books</td>
<td>1,092</td>
<td>1,733</td>
<td>-36.99%</td>
<td>11,040</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>301</td>
<td>504</td>
<td>-40.28%</td>
<td>2,777</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>1</td>
<td>3</td>
<td>-66.67%</td>
<td>18</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>2</td>
<td>3</td>
<td>-33.33%</td>
<td>15</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(1,232)</td>
<td>(411)</td>
<td>100.00%</td>
<td>(13,170)</td>
</tr>
<tr>
<td>Total In-House Usage*</td>
<td>1,946</td>
<td>2,045</td>
<td>-4.84%</td>
<td>2,834</td>
</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>144</td>
<td>143</td>
<td>0.70%</td>
<td>243</td>
</tr>
<tr>
<td>In-House Book Usage</td>
<td>1,802</td>
<td>1,902</td>
<td>-5.26%</td>
<td>2,591</td>
</tr>
<tr>
<td>Patrons</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Patrons</td>
<td>49,923</td>
<td>47,640</td>
<td>4.79%</td>
<td>1,988</td>
</tr>
<tr>
<td>Adult</td>
<td>33,491</td>
<td>31,083</td>
<td>7.75%</td>
<td>1,076</td>
</tr>
<tr>
<td>Youth</td>
<td>7,676</td>
<td>7,678</td>
<td>-0.03%</td>
<td>144</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>351</td>
<td>302</td>
<td>16.23%</td>
<td>23</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>5,305</td>
<td>6,102</td>
<td>-13.06%</td>
<td>323</td>
</tr>
<tr>
<td>Internet User</td>
<td>3,038</td>
<td>2,414</td>
<td>25.85%</td>
<td>421</td>
</tr>
<tr>
<td>Professional</td>
<td>62</td>
<td>61</td>
<td>1.64%</td>
<td>1</td>
</tr>
<tr>
<td>Total Patrons Added</td>
<td>336</td>
<td>400</td>
<td>-16.00%</td>
<td>1,988</td>
</tr>
<tr>
<td>Adult</td>
<td>187</td>
<td>224</td>
<td>-16.52%</td>
<td>1,076</td>
</tr>
<tr>
<td>Youth</td>
<td>20</td>
<td>25</td>
<td>-20.00%</td>
<td>144</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>1</td>
<td>10</td>
<td>-90.00%</td>
<td>23</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>56</td>
<td>62</td>
<td>-9.68%</td>
<td>323</td>
</tr>
<tr>
<td>Internet User</td>
<td>71</td>
<td>79</td>
<td>-10.13%</td>
<td>421</td>
</tr>
<tr>
<td>Professional</td>
<td>1</td>
<td>0</td>
<td>0.00%</td>
<td>1</td>
</tr>
<tr>
<td>Library Building Usage</td>
<td>199</td>
<td>212</td>
<td>-6.13%</td>
<td>1,308</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----</td>
<td>-----</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>100</td>
<td>107</td>
<td>-6.54%</td>
<td>680</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>99</td>
<td>105</td>
<td>-5.71%</td>
<td>628</td>
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</table>

<table>
<thead>
<tr>
<th>Total Meeting Room Usage</th>
<th>2,754</th>
<th>6,574</th>
<th>-58.11%</th>
<th>19,138</th>
<th>20,020</th>
<th>-4.41%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>173</td>
<td>118</td>
<td>46.61%</td>
<td>1,669</td>
<td>1,561</td>
<td>6.92%</td>
</tr>
<tr>
<td>Youth</td>
<td>2,217</td>
<td>6,380</td>
<td>-65.25%</td>
<td>15,516</td>
<td>16,754</td>
<td>-7.39%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>364</td>
<td>76</td>
<td>100.00%</td>
<td>1,953</td>
<td>1,705</td>
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<table>
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<tr>
<th>Total Program Audience</th>
<th>40</th>
<th>49</th>
<th>-18.37%</th>
<th>307</th>
<th>282</th>
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</thead>
<tbody>
<tr>
<td>Adult</td>
<td>15</td>
<td>8</td>
<td>87.50%</td>
<td>97</td>
<td>72</td>
<td>34.72%</td>
</tr>
<tr>
<td>Youth</td>
<td>22</td>
<td>38</td>
<td>-42.11%</td>
<td>188</td>
<td>189</td>
<td>-0.53%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>3</td>
<td>3</td>
<td>100.00%</td>
<td>22</td>
<td>21</td>
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<th>912</th>
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<th>3,921</th>
<th>4,007</th>
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<tbody>
<tr>
<td>Adult</td>
<td>143</td>
<td>148</td>
<td>-3.38%</td>
<td>781</td>
<td>827</td>
<td>-5.56%</td>
</tr>
<tr>
<td>Youth</td>
<td>513</td>
<td>477</td>
<td>7.55%</td>
<td>1,363</td>
<td>1,374</td>
<td>-0.80%</td>
</tr>
<tr>
<td>Technical</td>
<td>100</td>
<td>118</td>
<td>-15.25%</td>
<td>639</td>
<td>667</td>
<td>-4.20%</td>
</tr>
<tr>
<td>Circulation</td>
<td>122</td>
<td>118</td>
<td>3.39%</td>
<td>842</td>
<td>791</td>
<td>6.45%</td>
</tr>
<tr>
<td>Administration</td>
<td>32</td>
<td>32</td>
<td>0.00%</td>
<td>224</td>
<td>216</td>
<td>3.70%</td>
</tr>
<tr>
<td>Community Service</td>
<td>2</td>
<td>44</td>
<td>-95.45%</td>
<td>72</td>
<td>132</td>
<td>-45.45%</td>
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<tbody>
<tr>
<td>Adult</td>
<td>143</td>
<td>148</td>
<td>-3.38%</td>
<td>781</td>
<td>827</td>
<td>-5.56%</td>
</tr>
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<td>Community Service</td>
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<td>-95.45%</td>
<td>72</td>
<td>132</td>
<td>-45.45%</td>
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<table>
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<tr>
<th>Total Front Door Traffic</th>
<th>62,321</th>
<th>63,421</th>
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<th>302,160</th>
<th>306,214</th>
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<tbody>
<tr>
<td>Adult</td>
<td>15</td>
<td>8</td>
<td>87.50%</td>
<td>97</td>
<td>72</td>
<td>34.72%</td>
</tr>
<tr>
<td>Youth</td>
<td>22</td>
<td>38</td>
<td>-42.11%</td>
<td>188</td>
<td>189</td>
<td>-0.53%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>3</td>
<td>3</td>
<td>100.00%</td>
<td>22</td>
<td>21</td>
<td>4.76%</td>
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<tr>
<th>Total Business Center Traffic</th>
<th>3,199</th>
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<th>21,414</th>
<th>22,039</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>143</td>
<td>148</td>
<td>-3.38%</td>
<td>781</td>
<td>827</td>
<td>-5.56%</td>
</tr>
<tr>
<td>Youth</td>
<td>513</td>
<td>477</td>
<td>7.55%</td>
<td>1,363</td>
<td>1,374</td>
<td>-0.80%</td>
</tr>
<tr>
<td>Technical</td>
<td>100</td>
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<td>Circulation</td>
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<td>Administration</td>
<td>32</td>
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<td>0.00%</td>
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<td>216</td>
<td>3.70%</td>
</tr>
<tr>
<td>Community Service</td>
<td>2</td>
<td>44</td>
<td>-95.45%</td>
<td>72</td>
<td>132</td>
<td>-45.45%</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Information Access/Reference/Research</th>
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<th>9,965</th>
<th>-2.01%</th>
<th>57,665</th>
<th>57,690</th>
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<td>2,943</td>
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<td>18,082</td>
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<td>8.10%</td>
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<tr>
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<td>551</td>
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<td>3,633</td>
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<tr>
<td>Circ Phone</td>
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<td>2,584</td>
<td>87.85%</td>
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<tr>
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<tr>
<td>Circ Reference</td>
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<td>244</td>
<td>61.48%</td>
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<tr>
<th>Total Electronic Transactions</th>
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<th>346,171</th>
<th>366,465</th>
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<tbody>
<tr>
<td>WebSite Hits</td>
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<td>40,397</td>
<td>-9.95%</td>
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<td>276,066</td>
<td>-6.68%</td>
</tr>
<tr>
<td>WebCatalog Sessions</td>
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<td>-0.17%</td>
<td>60,353</td>
<td>61,294</td>
<td>-1.54%</td>
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<tr>
<td>Licensed Database Hits</td>
<td>4,266</td>
<td>4,472</td>
<td>-4.61%</td>
<td>28,197</td>
<td>29,105</td>
<td>-3.12%</td>
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</table>

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

Christy Klien, Library Director
Road Fix Plan Stalled in Lansing
Road funding talks are continuing but a solution does not appear to be close. Democrats are concerned by the House and Senate GOP plans, both of which call for a sizable diversion in general fund revenue, which could force cuts in other budget areas. This is also of concern to libraries and potential appropriation of penal fine funding.

Michigan House Republicans are considering a number of road funding options but appear to be divided over the fuel tax portion of the plan approved by the Senate. The $1.5 billion Senate GOP plan would raise gasoline and diesel taxes to 34 cents by 2017 and eventually dedicate $700 million a year in general fund revenue to roads. Additional general fund growth in any given year would trigger a reduction in the personal income tax rate.

TIFAs Siphon Library Dollars - Are Your Dedicated Library Millages Being Tapped?
Recently, many of you responded to an MLA survey about your library and Tax Increment Financing Authority or TIFA often known as Downtown Development Authorities (DDA), Brownfield Redevelopment or Corridor Improvement among others. Many of your libraries are losing hundreds of thousands of dollars each year to these authorities who operate without oversight and often without input from the entities from whom they are funneling taxes.

These entities capture dedicated library millages, reducing library budgets and making it difficult to garner public support for library millage renewals. Michigan libraries lose Voters go to the polls and choose to support their libraries by approving a dedicated library millage. These locally dedicated taxes approved by voters for library funding are being captured against the libraries' choice without the locally voting taxpayer's knowledge or approval.

MLA has been working for years with legislators trying to arrive at an equitable solution. Last year MLA sat on a work group with other stake holders to look at issues surrounding the funding and use of TIFAs. We are not taking a position that any or all of these tax capture entities are good or bad. That is a question for our elected officials and in fact a number of DDAs do provide revenue or service to our libraries. Our concern is that these taxes are taken without authorization of the voters or the library. We think libraries' dedicated millage dollars should be kept at the library.

The MLA Legislative Committee and GCSI have been working to address this unfair situation with amendments to the TIFA acts. Soon you will be asked to contact your legislators and request their support of legislation that would ensure dedicated library millages go to the library, unless the library board decides differently. I will keep you informed of our progress.

MLA 2015 Offers More Advocacy This Year
MLA 2015 in Novi will have a special two-hour advocacy session. The update will cover the latest on budgets, Tax Increment Financing Authorities and road repair funding? GCSI lobbyists will provide updates on the exploits and achievements in Lansing; what to expect for next year and where we see library funding headed in the future. Join us and bring your questions and concerns.

Advocacy Training is also scheduled to help you learn to engage your local or state elected officials. This advocacy training session will cover the best steps for making constructive contact with your officials and how to express your thoughts on a topic. Plus you'll learn how to engage your library supporters in grassroots lobbying. To take advantage of these new opportunities, be sure to register for MLA 2015, October 28-30 in Novi. Early bird discounts expire September 11. Register now for maximum savings!
Victory for School Libraries as Senate Passes Education Bill
This article is reprinted from a post by Jessica McGilvray July 17, 2015 in the ALA District Dispatch, Legislation, and School Libraries

The Senate made great strides this week to ensure needed reform to the Elementary and Secondary Education Act (ESEA). After much debate and across the aisle discussion, yesterday the Senate overwhelmingly passed S. 1177, the Every Child Achieves Act, by a vote of 81-17. As we discussed in a previous post, the inclusion in the bill of the bi-partisan Reed-Cochran amendment, makes S. 1177 a monumental step forward for schools, their libraries and the millions of students they serve. Most fundamentally and importantly, the amendment (approved 98-0) makes explicit that ESEA funds may be used to support school libraries and “effective school library programs” in multiple ways.

As detailed in ALA’s recent press statement, “The Every Child Achieves Act of 2015 contains several provisions in support of libraries, including state and local planning requirements related to developing effective school library programs and digital literacy skills; professional development activities for school librarians; partnership opportunities for libraries; and competitive grants for developing and enhancing effective school library programs.”

Now that both the House (H.R. 5) and the Senate have completed their bills, the next step will be the appointment of members from both chambers to a conference committee to reconcile differences between the two pieces of legislation. That new bill then must be approved again by both the House and Senate.

Although we do not anticipate this happening before the fall, please do stay tuned and watch for legislative alerts! Your voices will be needed at that time to remind your members of congress about the importance of school libraries and how essential it is that the provisions supporting school libraries remain in the final bill.

Take Action for Libraries
From ALA Washington Office

In the coming weeks, we believe that the Senate Homeland Security and Governmental Affairs Committee will take up S. 779/H.R. 1477, the Fair Access to Science and Technology Research Act (FASTR). This bill would accelerate scientific discovery and fuel innovation by making articles reporting on publicly funded scientific research freely accessible online for anyone to read and build upon.

What does this bill mean for libraries and the public?
- Each year, U.S. taxpayers invest hundreds of millions of dollars in publicly-funded research and have a right to expect access to the resulting published data, analyses and articles;
- FASTR will assure that the tax-paying public—including students, teachers, journalists, scientists, entrepreneurs and established businesses alike—will have prompt access to this critical information without paying for it twice

If passed, the Fair Access to Science and Technology Research Act would:
- Extend the National Institutes of Health Public Access policy to 11 additional federal agencies and departments, thus requiring those with an annual extra-mural research budget of $100 million or more ultimately to mandate that all funded researchers provide the agency with an electronic copy of the final manuscript of any paper accepted for publication in a peer-reviewed journal;
- Ensure that all submitted manuscripts are preserved in a stable digital repository maintained by the funding agency or in another suitable repository that permits free public access, interoperability, and long-term preservation;
- Require that each taxpayer-funded manuscript be made available to the public, online and without cost, no later than six months after the article has been published in a peer-reviewed journal.

Right now, take a few minutes to call or email your Senator and ask him/her to support S. 79
The Portage District Library is required by law to conduct a public hearing on any budget under consideration. For this reason, a public hearing on the Proposed FY 2016 Budget will be held immediately before the regular board meeting on Monday, August 24, 2015. A special notice of this public hearing appeared in the Kalamazoo Gazette on Sunday, August 9, 2015.

The Library Board Chair will convene the meeting, announce that it is a public hearing on the budget and open the floor to any comments or questions from the public. After any member of the public has addressed the board and questions have been answered, the Library Board Chair or her designee, will then read a “Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2016 Library Budget” and will then call for a motion to close the public hearing. Once that motion is made, seconded and passed, then the Library Board Chair will request a motion to pass the Resolution and a roll call vote will be taken.

The official action taken by the Library Board to set the millage levy and adopt the FY 2016 Budget for the Portage District Library will finalize the budget for FY 2016 and allow the library to proceed to have taxes collected at that millage levy rate.
NOTICE of PUBLIC HEARING

PUBLIC HEARING
on the Adoption of the
FISCAL YEAR 2016 OPERATING BUDGET
for the
PORTAGE DISTRICT LIBRARY

PLEASE TAKE NOTICE that the Portage District Library Board will hold a public hearing on Monday, August 24, 2015 at 6:00 p.m., at the Portage District Library located at 300 Library Lane; Portage, Michigan 49002, in the lower level large meeting room, to consider the approval and adoption of the proposed Fiscal Year 2016 Operating Budget of the Portage District Library.

The Portage District Library Board may not adopt its proposed Fiscal Year 2016 Operating Budget until after the public hearing. A copy of the Portage District Library's proposed Fiscal Year 2016 Operating Budget, including the proposed property tax millage rate, is available for public inspection during regular business hours at all information desks at the Portage District Library. At the public hearing, all interested persons shall be afforded an opportunity to be heard in regard to the library's proposed Fiscal Year 2016 Operating Budget.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE LIBRARY'S PROPOSED FY 2016 OPERATING BUDGET WILL BE A SUBJECT OF THIS HEARING.

It is expected that the Portage District Library Board will take action to adopt the budget for Fiscal Year 2016 at the meeting immediately following this public hearing.

This notice is given by order of the Board of the Portage District Library.

Diane K. Delach
Secretary of the Portage District Library Board
(269) 585-8701
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: August 4, 2015  
Subject: Final Decision on Date, Time, Place & Topic(s) for 2015 Library Board Retreat.

BACKGROUND:
At the July 27, 2015 board meeting, a preliminary discussion was held by the (5) trustees in attendance about possible plans for this year’s Library Board Retreat. Previously, at the June board meeting, a Strategic Planning Committee had been established (composed of Michele Behr, Martha Pacheco and Alisha Siebers) and they later held their first meeting on July 15th to begin the process of identifying what elements should be included in the Library Board’s strategic planning process in 2016. After that first committee meeting, Library Board Chair Siebers had emailed trustees with a summary of the Committee’s suggestions, and these were included in the discussion at the July 27th board meeting.

In addition, the Library Director had presented the following ideas to trustees for their consideration:

Ø Looking over census data demographics and using a GIS (geographic information system) that would combine local demographic data with information from the library’s integrated library system to get an overview of information about our community so we can better know who we serve in order to serve them better.
Ø Conducting a SWOT Analysis (Strengths, Weaknesses, Opportunities & Threats) for the library to assess the library’s current condition and what it could potentially be in the future.

FACTORS to be CONSIDERED:
If a Library Board Retreat is going to be held in fall 2015, the following decisions should probably be made as soon as possible:

1. When to conduct the Retreat and at what time (September? Daytime/Evening/Weekend?)
2. Where to hold the Retreat (onsite or elsewhere?)
3. How should the Retreat be conducted? (Using an outside facilitator? Presentations? Info materials?)
4. What should be the format for the Board Retreat? (Brainstorming; break-out sessions; discuss/vote?)
5. What outcomes are desired from the Retreat? (Specific tasks & timeline for Strategic Planning? Other?)

UPDATE:
It was decided at the July 27th board meeting that the final decision on date, time, place & topic(s) for the 2015 Library Board Retreat would be tabled until the next board meeting on August 24, 2015, due to trustees’ preference to have the whole board present when choices were made about the Library Board Retreat.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: August 4, 2015
Subject: Next Step in Preparing for Strategic Planning in 2016

BACKGROUND:
At the July 27, 2015 board meeting, Trustee Martha Pacheco gave a follow-up report to trustees outlining what had occurred at the first meeting of the Strategic Planning Committee. She conveyed the following information:

- We will want to book a facilitator in the fall to help us with planning in January.
- We would like a facilitator to help us with the following:
  - community focus groups
  - possibly analyze or assemble data if it's complex
  - help us pull together ideas for ends statements
- We are planning to gather a lot of information on our own before the strategic planning begins.
- We want to find out about our spending requirements for the future so we have in mind a clearer idea of how much "extra" we'll really have now that the bond is paid off.
- We want to know more about our community - from the city and from school sources.
- We're investigating the cost of Gale mapping and Christy has met with them and has an idea of what they can do for us.
- We would also like to tap the Welcome Wagon folks for their data. We want to get an accurate snapshot of our community and to understand where we're going in the future.

Overall, the key question is: WHAT DATA DO WE NEED--WHAT DO YOU WANT TO KNOW TO HELP WITH PLANNING?

- Our thought is that we would present data at the next few board meetings so that we don't get it all dumped on our plate at once.
- Then, we suggest that at our retreat (which could be early November), we review the data and that a SWOT analysis be undertaken
- At this analysis we would BEGIN to identify our areas of focus and vision for the future.
- We want to make sure that after the process we have an action plan in place - but that will be mostly landing in the staff's hands, since they work out the details of our big vision.

UPDATE:
An item pertaining to Strategic Planning has been placed on the agenda for the August 24, 2015 board meeting to allow for any updates that might be coming from the Strategic Planning Committee and to also provide an opportunity for trustees to discuss the suggestions made by the Strategic Planning Committee, as described above.
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 August 8, 2015 and a board meeting on August 17, 2015, there will be an item on the agenda for the August 24, 2015 Library Board meeting so that Trustee Pacheco can give a report.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: August 5, 2015
Subject: Request for Library Board Authorization to Sign a Contract with Hall Builders for the Library’s Book Drop Project.

BACKGROUND:
At the July 27, 2015 board meeting, the Library Board approved the recommendation of the Library Director to award the Book Drop Project contract to the low bidder, Hall Builders. TMP representative Greg Farrer was present at that meeting and provided details about how the bid process had been conducted and what the base bid and alternates had included. He had indicated that he would recalculate a total project cost and submit that to library administration as soon as possible.

UPDATE:
Following the July 27th board meeting, the total project cost was confirmed by TMP Architecture and discussions were held about a project timeline and specific plans for starting the construction phase of the Book Drop Project. It is our hope to get underway with this project by the first week in September. In order to proceed, however, the contract with Hall Builders must be signed. For this reason, the following request is being made:

REQUEST:
I request that the Library Board authorize the Library Director to sign a contract with Hall Builders to do all work required for the library’s Book Drop Project, in accordance with the base bid plus alternate bids submitted by Hall Builders and accepted by the Portage District Library, and per all specifications for the project.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: August 4, 2015
Subject: Request to approve a Budget Amendment related to the library’s Book Drop Project

BACKGROUND:
At the July 27, 2015 board meeting, the Library Board voted to award the contract for the library’s Book Drop Project to Hall Builders for a base bid amount of $196,200 plus all three alternates. Greg Farrer from TMP Architecture had attended that board meeting to explain the bid that was chosen and other costs that would need to be added in, such as a 5% contingency and architectural fee. He had indicated that he would follow-up with a total project amount and convey that to library administration.

UPDATE:
Since the last board meeting, a revised Book Drop Project total has been calculated by TMP Architecture and that amount is $297,852 which includes:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$196,200</td>
</tr>
<tr>
<td>Alternate #1</td>
<td>$41,561</td>
</tr>
<tr>
<td>Alternate #2</td>
<td>$5,836</td>
</tr>
<tr>
<td>Alternate #3</td>
<td>$11,915</td>
</tr>
<tr>
<td>Testing (required)</td>
<td>$4,500</td>
</tr>
<tr>
<td>Contingency</td>
<td>$12,180</td>
</tr>
<tr>
<td>Architect Fee</td>
<td>$25,660</td>
</tr>
<tr>
<td>Contingency (required)</td>
<td>$12,180</td>
</tr>
<tr>
<td>Total</td>
<td>$297,852</td>
</tr>
</tbody>
</table>

At the August 24, 2015 board meeting, there will be a request made for the Library Board to authorize the Library Director to sign a contract with Hall Builders, and pending that approval, the construction phase of the Book Drop Project would begin. However, there is another essential step that must be taken and that is to move the money for the Book Drop Project from the Reserve line in the FY 2015 Budget into an Expense line. For this reason, the following recommendation is being made:

RECOMMENDATION:
I recommend that the Library Board approve a Budget Amendment to adjust the FY 2015 Budget to move $134,254 from the Book Drop Remodel Reserve Line and $163,598 from Unassigned Fund Balance into the Book Drop Project line to cover the anticipated cost related to the library’s Book Drop Project as described above.
Library Director’s Interpretation:
In an effort to be a leader in strengthening our community, the library will pursue opportunities and engage in activities that will connect us even further to the citizens we serve. Through various collaborations and direct participation in community activities, we will show our support for and commitment to Portage and the surrounding region. To demonstrate our “good neighbor” intentions, we will continue our joint efforts with the City of Portage and the Portage Public Schools to promote our city, our institutions and all of our resources. We will actively participate in local organizations and partner with area agencies, businesses and human service entities, such as the Portage Community Center, Portage Rotary Club, the Portage Senior Center and others for mutual benefit. By engaging in cooperative ventures and interacting with other local service agencies, we will strive to make the Portage District Library a true leader and key player in our community. We will be making exciting changes to our Summer Reading programs that meet our users’ needs as well as making plans for the direction of the library in 2016 and beyond. We understand how essential it is for the library to be a strong central hub for our community and we embrace this challenge and will strive to fulfill End Statement #3 in 2015.

Library Director’s Opinion on Progress Achieved to Date on End Statement #3
The library continues to make significant progress on being a leader in strengthening our community. The library has participated in numerous community activities including the Portage Memorial Day Parade, the Kzoo Baby and Family Expo, and the Kalamazoo Poetry Festival. We are continuously reaching out into the community and making a difference in people’s lives by hosting blood drives, participating in community needs supply drives. We are an active participant within our community.

Documentation of Progress on End Statement #3

| 1. The library will take a lead role in sponsoring community support activities and will be involved in community events in 2015 |

<table>
<thead>
<tr>
<th>Library-Wide Initiatives:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ý The Library Director serves as a board member on the Portage Community Center Board; the Portage Public Schools District Advisory Council; the Portage Public Schools Curriculum Instruction Council; and as Secretary for the Portage Rotary Club. Library leadership participates in meetings and activities generated by the joint marketing with the City of Portage and Portage Public Schools.</td>
</tr>
<tr>
<td>ý Library staff participated in local community events such as the Portage Memorial Day Parade; area schools' family ice cream socials; and Kalamazoo Baby &amp; Family Expo.</td>
</tr>
<tr>
<td>ý The library has served as a collection site for humanitarian relief in our community. So far in 2015, we sponsored a Personal Care Item collection for Portage Community Center in February. This is the second time we have sponsored such a collection. This year’s results far surpassed 2014 with 288 personal care items being collected for donation.</td>
</tr>
<tr>
<td>ý From July 27th through August 13th, the library is participating as a donation site for Hiemstra Optical’s annual “Stuff the Bus” campaign that collects school supplies for children in need from the Kalamazoo, Portage, Paw Paw, and Plainwell school districts. This too is the second year the library has taken the opportunity to be a drop-off site. [More information will be available about this drive in mid-August]</td>
</tr>
<tr>
<td>ý The 15th annual Food for Fines campaign has been scheduled for September 14th through 21st this year. The change from an August collection is in an effort to better support the needs of the Portage Community Center. This year, we are targeting the collection of specific food items to</td>
</tr>
</tbody>
</table>
support the Thanksgiving food baskets that PCC provides to families in need in our community. There will be a report to the Library Board in September to share the results of this special food drive.

Even though Christmas seems far away, we have already been in touch with the new Salvation Army Angel Tree coordinator, Andrea Meinema, and have pledged our continued support of this special holiday collection. This year, the Salvation Army is considering the additional option for Angel Tree participants to donate children’s books. We are excited to hear more about this new offering and look forward to setting up our Angel Tree in the library in November 2015.

Youth Services’ Initiatives:
The following list includes the Youth Department’s outreach and collaborative efforts to date:

- **Monthly/Ongoing**
  - Woods Edge – storytime and craft
  - Portage Public Schools – Community Teen Read (tentative: November 2015)
  - Portage Central Second Grade Classes – Meet Your Teacher at the Library (storytime, craft, scavenger hunt)
  - Portage Public Schools English Language Learners – Family Night

- **January 2015**
  - E² elementary student tours/research assistance (three weeks)
  - Monthly/Ongoing

- **February 2015**
  - Oakland Child Development Center – preschool storytime and craft
  - Kalamazoo Baby and Family Expo – booth
  - Monthly/Ongoing

- **March 2015**
  - Monthly/Ongoing (See list above)

- **April 2015**
  - Portage Central Middle School Book Club – presentation/visit
  - Monthly/Ongoing

- **May 2015**
  - Portage Central High School Wellness Fair – display/visit
  - Early Childhood Rocks Conference – presentation
  - Portage Twelfth Street Elementary Summer Resource Fair – booth
  - Kalamazoo Public Library Party in the Park – book reader/presenter
  - Summer Reading School visits – four middle school (full days), five elementary schools
June 2015
- Summer Reading School visits – three middle school (full days), three elementary schools
- Portage Central Elementary – young fives tour/story/craft

July 2015
- City of Portage Youth Advisory Committee – joint Late Night event with Portage District Library Teen Advisory Group

2. **The library will be involved in the 2015 Kalamazoo Poetry Festival**
   Adult Services Librarian Marsha Meyer is serving as Co-Chair of the 2015 Kalamazoo Poetry Festival, as well as participating as a member of the KPF Steering Committee. Below is a summary of the accomplishment of this special initiative:

Meyer helped to plan and implement the *2015 Celebration of Poetry Reading of Local Poets* on April 16, 2015 at the Kalamazoo Institute of Arts. The reading required contacting and meeting with the following organizations to provide arrange for representative poets to read or perform either their poetry or poetry written by someone that reflected their organization and were an inspiration to them (Shown in alphabetical order):

| Arcadia Institute | Kalamazoo Book Arts Center |
| Black Arts & Cultural Center | Kalamazoo Civic Theater |
| Combat Veteran’s Writing Group from PDL | Kalamazoo Gay and Lesbian Resource Center |
| Education for the Arts | Kalamazoo College |
| FIRE | Kalamazoo Valley Community College |
| Friends of Poetry | Peace Pizzazz |
| Hispanic American Council | Western Michigan University’s New Issues Press |

The event drew over 200 people and featured middle school, high school and college students, emerging poets who had never read in public, published poets and spoken word poets. The event was videotaped and televised over the local cable network. To help ensure inclusion, we provided an interpreter for the deaf.

3. **Organize an off-site program, partnering with Celebration Cinema, to have the library community attend a literary movie followed by guided discussion**
   This program has been set up for September 24, 2015. We had some trouble getting dates to match up, so the program was split into two parts. A panel discussion is planned about the book "The Martian," by Andy Weir. The featured discussion leaders will be Richard Bell, President of the Kalamazoo Astronomical Society, who will be our Mars expert and John Winger from Kazoo Books. Ruth Cowles, PDL Adult Services librarian, will join the panel of book experts. The first 40 people through the door will receive a ticket to see the upcoming film "The Martian" at Crossroads Cinema on Saturday, October 10 at 7:00 pm.
4. **Optimize and streamline the library’s fundraising efforts during the 2015 Annual Spring Appeal and Annual Campaign**
   - Much effort has been made to enhance the library’s fundraising efforts. Staff has attended fundraising trainings and sought advice from specialists to help streamline our process. A new endowment with the Kalamazoo Community Foundation has been established to ensure the long-term financial health of the library. (The Portage District Library Fund was created through a generous legacy gift of a patron.) A donor luncheon was held on April 28, 2015 to thank a small group of library donors and to get feedback about their experiences with the library.

5. **Adjust Summer Programs to better meet the needs of families in the Portage community.**
   - Re-evaluate timing and setup of Summer Reading outreach.
     In order to shorten the gap between students learning about our programs and sign-up, Youth Services staff experimented with a soft launch of the library’s Summer Reading Program to coincide with school visits. Elementary students were told at each school visit that they could sign up and begin to log their reading hours immediately. Teens were informed at school visits that they could submit one title prior to the official launch date of June 5th. However, on all of the library’s written promotional materials, the launch date for our Summer Reading Program was June 5th. This did produce some confusion, but there were around 200 participants who signed up early.
   
   - Change the library’s Summer Reading Program based on staff discussions and participant data.
     - An additional component was added to the Teen Summer Reading program. Teens who finish at least (10) books can enter a drawing for an “Above and Beyond” prize pack. These prize packs were themed, high-interest collections of books and other materials.
     - In response to demand, the family Quest program was continued for the second year. The system for accumulating points was removed to simplify the program. Participants just have to complete a Quest activity and then come to the library for a reward button.
     - The Baby/Toddler program was discontinued for this summer due to low participation last year.

   - Continue to develop a Youth programming plan that meets library user needs
     Additional drop-in activities and crafts were added this summer. Examples include the LEGO displays, simple crafts, and themed activities that promote upcoming larger events. Additional special guests were invited to the weekly Family Fun event to include art and creative movement.

6. **Prepare for a Strategic Planning Process that would be undertaken in 2016 to guide the library’s future direction**
   - Working with the Library Board, appropriate funding has been reserved in the library’s 2016 Fiscal Year Budget to properly conduct a Strategic Planning process that will help the library develop a guide for the future. The Library Board evaluated what had been done previously for the 2012-15 Strategic Planning process and then established a 2015 Strategic Planning Committee to determine the process and identify what assistance will be needed for the 2016 Strategic Planning process to help make it successful.

**Assessment of End Statement #3 Accomplishments**

- A Progress Report will be given to the Library Board in August 2015 with details about the degree of accomplishment of End Statement #3
- 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 #3.
REMINDER:
At the June 22, 2015 board meeting, a discussion was held about the length of board meetings and trustees agreed that more items should be placed on the Consent Agenda, such as the Narrative Report, Statistics Report and Legislative Update. Everyone agreed that it could be tried, and then if trustees had any concerns about any item, they could just ask for the item to be removed from the Consent Agenda for discussion.

The July 27, 2015 board meeting agenda had been re-formatted to place as many business items as possible on the Consent Agenda, with supporting materials provided to trustees ahead of time to allow for reading and understanding prior to the board meeting. This seemed to work out well and helped to make the board meeting more time efficient.

For the August 24, 2015 board meeting, please note that I have once again included a line under Item IX – Library Director’s Comments for “Final Remarks by the Library Director. This was done to allow an opportunity for a summary statement and any other brief remark or reminder that might be appropriate prior to the end of the board meeting. This will now be done on a regular basis at each board meeting.