NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on March 28, 2016 beginning at 6:00 p.m. at the Portage District Library in the Lower Level Long Lake & Gourdneck Lake Meeting Rooms for the purpose of conducting library business
PORTAGE DISTRICT LIBRARY BOARD
Regular Board Meeting to be held on
March 28, 2016
In the Lower Level Long Lake & Gourdneck Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

I. Start of Meeting
II. Roll Call
III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)
IV. Adoption of the Agenda for the Regular Meeting of March 28, 2016 (1 minute) (Vote)

V. Consent Agenda (10 minutes) (Vote)
   A. Minutes of the regular meeting held on February 22, 2016. Pg.I-4
   B. Special Guests – Youth Staff (Info) Pg.5
   C. Report on Financial Condition for February 2016. (Info) Pg.6-8
   D. Library Board Linkage (Info) Pg.9
   E. Marketing Update for February 2016. (Info) Pg.10
   F. Narrative Report for February 2016. (Info) Pg.11-15
   G. Statistical Report for February 2016. (Info) Pg.16-17
   H. Legislative Update for February 2016. (Info) Pg.18-20
   I. Memo Youth Staffing Change (Info) Pg.21
   J. Memo 2015 Annual Campaign Report (Info) Pg.22

VI. Ends Development (15 minutes total)
   A. Zinio Tutorial (Info) Pg.23

VII. Monitoring to Assure Compliance with Executive Limitations (15 minutes)
   A. Monitoring Report on Executive Limitation: Asset Protection. (Info) Pg.24-27

VIII. Library Director’s Reports (15 minutes total)
   A. Final remarks by Library Director for the March 28, 2016 Library Board Meeting.

IX. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the April 25, 2016 Board Meeting
      2. Review of Art Exhibit Gift Policy.
      4. Report from Trustee Martha Pacheco, Board Liaison to the Friends of the Library.
      5. Scheduling of mid-year meeting with the Library Director.
      6. Progress Report on End Statement #1
   B. Assessment of this meeting
   C. Miscellaneous Items

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

February 22, 2016

In the lower level meeting rooms of the Portage District Library, 300 Library Lane – Portage, MI 49002

I. Start of Meeting - Board members and staff gathered at 5:30 PM for dinner catered by Erbelli’s and the board meeting started at 6:00 PM

II. Roll Call

Board Members Present: Michele Behr, Stephanie Brown, Betty Lee Ongley, Martha Pacheco, Alisha Siebers, Donna VanderVries (6:10 PM)

Board Members Absent: Joe Yantis (excused)

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

Library Staff Absent:  Jill Austin

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

Board Chair Siebers began the meeting by asking for a minute of silence in remembrance of the victims of the shootings in Kalamazoo on Saturday, February 20, 2016.

Trustee Siebers welcomed everyone to the meeting and noted for the record that Trustee Yantis would not be attending due to his yearly visit to Florida. Library Director Klien commented that Trustee VanderVries had contacted her to let her know that she would be arriving late. Trustee Siebers then opened the meeting for any comments from the public, board members, or library staff.

A. Comment from Library Director Klien- Library Director Klien spoke about the reception at City Hall for Betty Lee Ongley on February 9th on the occasion of her 90th Birthday for those who weren’t able to be present. She mentioned the library’s proclamation and read the inscription on a plaque that will be placed in an outdoor seating area to be coming this spring.

B. Comment from Trustee Siebers- Trustee Siebers commented on the Essential Oils program presented by Sonja Staples noting that it was a big success. Head of Adult Services, Lawrence Kapture commented that it was a program that really exceeded their expectations in terms of program attendees and that he was very pleased with the outcome.

C. Comment from Trustee Ongley- Trustee Ongley mentioned some books that she had either finished reading or had been recommended to her recently. Titles included The Strange Library by Haruki Murakami, The Storied Life of A.J. Fickry by Gabrielle Zevin, and The Book Thief by Markus Zusak.

D. Comment from Trustee Siebers- Trustee Siebers took a moment to mention that after 11 years of working part-time, she has been offered a full-time position with the United Way that she was very pleased about.

DISPOSITION: The Library Board acknowledged the comments made by Library Director Klien and Trustees Ongley and Siebers.

IV. Adoption of the Agenda for the Regular Meeting of February 22, 2016

Library Board Chair Siebers asked if there were any changes needed to the agenda for the February 22, 2016 board meeting before its adoption, and there were no changes requested by trustees. Siebers asked for a motion to adopt the agenda.
MOTION: It was moved by Trustee Behr and seconded by Trustee Ongley that the Library Board adopt the agenda for the regular meeting of February 22, 2016. Vote: 5-Yes, 0-No, 2-Absent (VanderVries, Yantis). Motion carried.

V. Consent Agenda

Library Board Chair Siebers asked Trustee Brown to read the consent agenda aloud. Trustee Siebers asked if there were any changes needed to the consent agenda for the February 22, 2016 board meeting before its adoption. No changes were requested.

A. Minutes of the regular meeting held on January 25, 2016.
C. Budget Amendment to Use Benefit Reserve Funds for Retiring Employee
D. Library Board Linkage
E. Marketing Update for January 2016.
H. Legislative Update for January 2016.

MOTION: It was moved by Trustee Ongley and seconded by Trustee Behr, that the Consent Agenda for the regular board meeting of February 22, 2016 be approved. Vote: 5-Yes, 0-No, 2-Absent (VanderVries, Yantis). Motion carried.

VI. Governance

A. Final Library Board Roster for 2016: Trustee Siebers thanked Library Board Secretary Le for putting the document together. Siebers asked all trustees to review their contact information and let Le know if any corrections were needed. No changes were requested.

DISPOSITION: The Board acknowledged the Roster and will refer to it when necessary during 2016.

B. Review of the Library Board Bylaws: Trustee Siebers reminded the board that over the past few years, the Bylaws have been modified due to the changing election schedule, but that this year, the document has remained the same.

DISPOSITION: The Library Board acknowledged the review of the Bylaws.

C. Report from Board Liaison to the Friends of the Library: The Friends had another good turnout for the book sale with revenue over four thousand dollars. Trustee Pacheco noted that while there were not as many items donated this time, the donations that were received were “quality” items in that they can be sold for a higher dollar amount. The Craigslist ad seems to be helping to boost traffic through book sales. Trustee Pacheco also mentioned that she had heard many positive comments about the new book drop and the area for deliveries behind the library which was also modified to include a garage door.

DISPOSITION: The Library Board acknowledged the comments from Library Board Liaison to the Friends of the Library, Martha Pacheco.

D. Strategic Planning 2016: Library Director Klien handed out a letter of agreement for Strategic Planning sent to her by Gary Kushner of Kushner & Company on February 18, 2016. The agreement covers all items and services that the Strategic Planning Sub-Committee had identified. The board was pleased with the estimated fee for his services.

DISPOSITION: Following the positive response from the board, Library Director Klien will sign the agreement with Mr. Kushner. The Strategic Planning Sub-Committee will have a meeting scheduled with Mr. Kushner to determine the timeline for the next steps in the process.
VII. Ends Development

A. Endorsement of Library Director’s Personal Goals and Library Director’s Interpretation of End Statements & Related Projects for 2016 - Library Board Chair Siebers noted that while these reports were in the January 25, 2016 board packet and discussed at that board meeting, there was no official vote for endorsement. She wanted to give trustees one more opportunity to ask questions or make comments on the year’s goals and projects.

**MOTION**: It was moved by Trustee Vander Vries and seconded by Trustee Pacheco, that the Library Director’s Personal Goals and Library Director’s Interpretation of End Statements & Related Projects for 2016 be approved. Vote: 6-Yes, 0-No, 1-Absent (Yantis). Motion carried.

B. Donations Report for Funds Received in 2015 - Library Board Chair Siebers began the discussion by noting how pleased she was with the amount in the report. Library Director Klien said that a large portion of the amount was due to a legacy gift. It was previously decided $50,000 of the legacy gift would go into the endowment fund, $25,000 is reflected in the donations report, and another $19,000 is expected in 2016. Library Board Chair Siebers asked what the final amount received was on the Annual Campaign. Library Director Klien responded that the amount has not yet been tallied as donations were still coming in and that the audit had not yet been completed. It was mentioned that it would be interesting to know if the board thank you notes had any effect on repeat donations.

C. Approval of Allocation of Gifts & Donations for Expenditure in 2016 - Trustee Behr asked if there were any specific projects or items staff was considering spending donations on. Library Director Klien said that furniture for public areas is on that list, as well as funding the Bike-Mobile project. Klien also commented that since this year is a planning year, that consideration has also been made to save donation monies towards future as-yet-undetermined projects that may be identified during Strategic Planning.

Trustee Siebers asked if the Adult Services Department was still considering a mascot, either a robot or dinosaur and Head of Adult Services Kapture said that they might be. Trustee Behr mentioned that the library at WMU is currently experimenting with a “telepresence” in the library that she thought they would be willing to show if there is any interest.

**MOTION**: It was moved by Trustee Vander Vries and seconded by Trustee Behr, that the recommendations for Allocation of Gifts & Donations for Expenditure in 2016 be approved. Vote: 6-Yes, 0-No, 1-Absent (Yantis). Motion carried.

VIII. Monitoring to Assure Compliance with Executive Limitations–

A. Monitoring Report: Emergency Library Director Succession: Board Chair Siebers noted that there are no changes. The document is made available yearly to keep trustees informed and give them an opportunity to ask questions. Board Chair Siebers said that a document like this makes everyone feel secure because there is a plan of action in case of an emergency.

**DISPOSITION**: The Library Board received the Monitoring Report on Executive Limitation: Global Executive Constraint and trustees found the library to be in full compliance.

B. Monitoring Report: Treatment of Consumers: Board Chair Siebers commented that she was glad to see in writing all the steps the library takes to safeguard patron’s privacy. There was a question from Trustee Behr about the website being accessible to the visually impaired. Wright responded that there are some features built into the website, such as the ability to increase text size and descriptions of images. Kapture commented that there is a magnifier available in Adult Services as well as an ADA compliant computer which is rarely used. Behrje commented that personal devices and electronic formats provide excellent accessibility to the visually impaired because the type settings are so easily customized. Library Director Klien said that she had made a note to include some of that information in the Treatment of Consumers document in future years.

**DISPOSITION**: The Library Board received the Monitoring Report on Treatment of Consumers and trustees found the library to be in full compliance.
IX. Library Director’s Comments
   A. Final remarks by Library Director for the February 22, 2016 Library Board Meeting – Trustee Pacheco asked how the process was coming along for the Marketing position which has been posted in various locations. Library Director Klien indicated that as many as 15 applications have already been received, with a deadline of March 4th, and that a number of them looked promising.

   Trustee Ongley asked about the current news regarding the pressure Apple is receiving from the government regarding access to personal information and whether or not this was a concern to the library. Library Director Klien indicated that privacy is always a professional concern and that the library does everything they can to protect information with firewalls and “unconnected data”.

   Trustee Ongley also commented on the excellent job Local Historian Steve Rossio did speaking at the Portage Rotary meeting. She said that the room was “silent and spell-bound” while he spoke and that she was so pleased that the library has him on staff to represent us well in the community. Library Director Klien agreed with these statements and trustees agreed he is a “local treasure”.

   Library Director Klien also took the opportunity to discuss some of the current library employment opportunities. The library’s website lists open positions for Library Aide I and II, a part-time Adult Services Library Associate, and the Marketing Manager position. Klien also briefed trustees on some scenarios that have been discussed to fill recent vacancies in Youth Services. Currently there is a vacancy in the part-time library associate position which has been filled temporarily and an opening for a part-time clerk. One of the considerations to fill that position includes combining the two into one full-time position either as a Library Associate or Librarian. Library Director Klien asked for feedback from the trustees. There was discussion about the benefits of having a full-time employee including schedule flexibility and the cost and long-term commitment that would be associated with this decision. Trustee Ongley raised the question of whether or not there would be enough qualified candidates, and Library Director Klien responded that she did not foresee any issue receiving enough qualified applicants as it has not been a problem in the most recent searches.

X. Process Evaluation
   A. Suggestions for agenda items to be included on the March 28, 2016 board meeting.

   A. Assessment of this meeting – There was agreement among trustees that, while quite brief, this had been a full and productive meeting.

   B. Miscellaneous Items: Trustee Vander Vries wanted to wish Trustee Ongley a happy birthday again and said that the presentations at City Hall were wonderful. Trustee Ongley thanked everyone who had been in attendance that evening.

XI. Adjournment –
   Library Board Chair Siebers said if there was no further business to be considered, that she would adjourn the regular board meeting of February 22, 2016.

DISPOSITION: The regular board meeting of February 22, 2016 was adjourned at 6:45 pm.

Recorded and Transcribed by,

Quyen Le
Library Board Secretary
Our special guests at the March 28, 2016 board meeting will be Teen Services Librarian, Olivia Pennebaker and Youth Services Librarian, Kristy Zeluff.

Olivia has been on the Portage District Library staff since August 2013. Among her many responsibilities as Teen Librarian, she has coordinated excellent teen programming and provides engaging book talks to the Portage Middle Schools and High Schools. Olivia is originally from Plymouth, Michigan. In her spare time, she plays roller derby with the Killamazoo Derby Darlings as "Makillda Wormwood" and dotes on her dog, Neeko, a Shar Pei mix.

Kristy Zeluff has been on the Portage District Library staff since November 2016. She was a Sunday sub with us for many years, and since then had functioned as a contract storytime performer. Most recently, Kristy was an Adult Services Librarian and Outreach Coordinator for Parchment Community Library. Prior to that, she was a Children’s Librarian at Vicksburg District Library.

We will welcome Olivia and Kristy at dinner at 5:30 PM prior to the start of our board meeting and introduce them to all of the board members before they are excused for the evening.
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>$3,881,471</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>$855,996</td>
</tr>
<tr>
<td>Risk reserve (13% of operating budget)</td>
<td>$472,043</td>
</tr>
<tr>
<td>Building Reserve</td>
<td>$50,000</td>
</tr>
<tr>
<td>Technology Reserve</td>
<td>$32,305</td>
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<tr>
<td>Benefits Reserve</td>
<td>$47,572</td>
</tr>
<tr>
<td>HVAC Control Reserve</td>
<td>$15,000</td>
</tr>
<tr>
<td>Patio Feasibility Reserve</td>
<td>$7,500</td>
</tr>
<tr>
<td>Lobby Feasibility Reserve</td>
<td>$7,500</td>
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</tbody>
</table>

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

*Director’s Response:*

No new money has been borrowed that cannot be repaid within 60 days.

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

*Director’s Response:*

No reserves have been used.

**POLICY:** 4. Conduct inter-category shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days.

*Director’s Response:*

No Inter-category shifting has taken place.
POLICY: 5. Fail to settle payroll and debts in a timely manner.

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

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

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

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

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

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

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

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

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

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

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

POLICY: 11. Fail to arrange for an external financial audit of the library services.

Director’s Response: An external audit of the library is conducted each year and results presented to the library board.

POLICY: 12. Fail to have appropriate authorized signatures on bank documents: Library Director, Library Business Manager and Library Board Chair.
**Director’s Response:** Appropriate authorized signatures are on all bank documents.

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

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

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

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

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

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

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

**Director’s Response:** A list of all cash disbursements has been provided to the Board Chair for review.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: March 15, 2016
Subject: Upcoming Library Board linkage opportunities in March & April 2016 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 March & April 2016:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/31</td>
<td>10:00 AM</td>
<td>Portage Computer Users’ Group</td>
</tr>
<tr>
<td>4/2</td>
<td>9:00 AM</td>
<td>Friends of the Library Book Sale</td>
</tr>
<tr>
<td>4/4</td>
<td>7:00 PM</td>
<td>Science Fiction &amp; Fantasy Discussion Group: Humor</td>
</tr>
<tr>
<td>4/7, 4/21</td>
<td>9:00 AM</td>
<td>Muffins and the Market</td>
</tr>
<tr>
<td>4/10, 4/24</td>
<td>2:00 PM</td>
<td>Great Books Reading Group</td>
</tr>
<tr>
<td>4/11</td>
<td>7:00 PM</td>
<td>Top Shelf Reads: Geek Love</td>
</tr>
<tr>
<td>4/14</td>
<td>6:00 PM</td>
<td>PDL Writer’s Group</td>
</tr>
<tr>
<td>4/14</td>
<td>7:00 PM</td>
<td>International Mystery Book Group: The Broken Shore</td>
</tr>
<tr>
<td>4/16</td>
<td>9:00 AM</td>
<td>Kalamazoo Macintosh User Group</td>
</tr>
<tr>
<td>4/19</td>
<td>10:30 AM</td>
<td>Open for Discussion: Station Eleven</td>
</tr>
<tr>
<td>4/23</td>
<td>2:00 PM</td>
<td>Zentangle: Meditation Through Drawing (Registration required.)</td>
</tr>
</tbody>
</table>
The following marketing activities were conducted at the library during the months of February and March:

**e-Newsletter:**
The March e-Newsletters was sent out the first week of the month to over 12,000 library patrons. The newsletter contained articles about library closings, upcoming programs and our digital library that is open 24 hours a day.

**February & March Portagers:**

**February Posters:**

**March Posters:**
Library Director’s Narrative Report for March 28, 2016
(Activity in February and part of March 2016)

Administrative Activities:
During the months of February and the first part of March 2016, 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 Board meeting on 2/26.
- Attended the Portage Community Center Board meeting on 2/24.
- Participated in a special Admin Meeting to discuss departmental and library-wide “gaps” on 2/26.
- Met to discuss potential changes in the Youth Position on 2/26.
- Was Admin on duty the night of 2/29 from 5:00-9:00 PM.
- Participated in the monthly Tech meeting.
- Participated in the Volunteer Luncheon planning meeting.
- Reviewed Marketing Manager interview questions on 3/4.
- Oversaw Meeting Room Chair Delivery on 3/4.
- Participated in admin team field trip to Custer Inc. to view office furniture and ideas for the public area on 3/10.

General Facilities Work:
Facilities work during the last part of February 2016 and the first part of March 2016, included:

A. Maintenance:
All schedule preventative maintenance activities occurred as expected for February 2016. We spent all of February shoveling and salting, at least it felt that way. The entrance rug was excellent addition. Working with Hall Builders, TMP and library administrators, final adjustments were made to doors and mechanicals in the new BookDrop space.

B. IT Services
Upgraded SirsiDynix web services to comply with new BookMyne app (Mobile Catalog Search) and PayPal payment system. Reworked updating scripts for PDL2GO (Boopsie Library Mobile App) for more reliable and frequent use. Added phone to the Bookdrop Checkin station. Planning system upgrades (now scheduled for April 15, 2016 after hours) to phone system. The subsystems include the VoIP core system, Emergency Responder (E911), Informacast paging system, Jabber Messaging and system redundancy. I am planning (expect installation in May) with Secant Cisco engineers the firewall replacement project with enhanced IPS (Intrusion Protection) and AMP (Advanced Malware Protection) services now required credit card processing rules (PCI-DSS).

C. Technical Services
Midwest Tape ordering is now in production mode with Adult Services beginning to order Music, DVDs and AudioBooks. The processing has been outstanding and it is making our in-house processing more efficient and quick. Minor adjustments were made to the electronic ordering and MARC cataloging
processes. Abigail Dame, our Technical Services Clerk, and Ken Fischer, Cataloging and Acquisitions Librarian, are handling both the order creation and copy cataloging for Midwest Tape. Worked with Adult Services and Library Volunteers to establish an ongoing scanning and weeding procedure.

**Personnel Information:**
The library undertook the following human resource activities since the February 22, 2016 Board meeting:

- Interviewed five candidates for the two open Library Aide II positions in Circulation and one open Aide I position in Youth Services.
- Made job offers to three individuals for the open Aide positions, two of which have accepted.
- Advertised the open Youth Librarian position through ALA, MLA, OnePlace, the University of Michigan, Wayne State University, Indiana University and the Library’s website.
- Conducted nine interviews for the open Marketing Manager position. It is anticipated that an offer will be extended before April 1, 2016.
- Advertised, selected candidates, and scheduled interviews with four individuals for the open Library Associate position in Adult Services. Interviews will take place from March 28 – 30.

**Programming & Events:**
The following programs and events were conducted at the library in the month of February:

**Adult Services Programs**

- **Must be 21+ Movieoke: Princess Bride** – (Sat 2/13) 23 in attendance for program. Huge hit! Suggestions for future movies were offered by enthusiastic attendees – hit the desired demographic of adults, ranging from 30’s on up; pretty evenly split between men and women. Many came as a pair or part of a group. Great fun!
- **Must be 21+ Canvases with Kara** – (Mon 2/22) 27 in attendance (30 registered with 19 on wait list). This program filled up before Feb 1st. Prior to the event, there have been multiple requests to have the program again. Was a huge hit, and everyone was asking about another date. In future the program will have a $5 door fee.
- **Fun With Felt: The Craft of Art with Felt** – (Sat 2/27) 27 in attendance. Join us to learn about felting, a fun and easy way to spruce up most any craft project. Centuries old, the practice of felting is an ancient and time honored one. So come join us as felting guru Dawn Edwards and other members of the Weavers Guild share their wide knowledge. Attendees will learn about felting basics, including use of wet and dry felting methods as well as make a few of their own projects they can take home.
➢ **One-on-One Assistance** – total of 6 appointments, including resume help, online job applications, iPhone & iTunes transfer, and OverDrive for Kindle.

**Adult Services Merchandising and Promotions**

**Booklist of the Month:** Black History Month Research Help by Nicolette Sosulski.

**Reading Together: Orphan Train** Reading Together related reads display featuring historical fiction, books on adoption/foster care, and American History. Documentary video also included. Requested purchase of 4 books to be added to Adult Nonfiction collection to fill a gap; when received they were added to display. Three have already been checked out.

**Programming Tie-In: Fun with Felt** – Adult Services displayed books to make them more visible leading up to an event, and also as a way to draw attention to event. We have found this works better than hoarding titles in back for availability only on the day of the program. Whatever is left over from pre-display was assembled on a cart and made available to Christina to put on display at her program. The display was very successful and went empty several times.

**Adult Services Networking**

Staff set up training for Zinio, the library’s new e-magazine database. One February 23th, 24th, and 25th, the entire adult department, youth department, and all but two of the circulation department were trained, and also go the chance to look at hand held devices and refresh themselves on their use.

The library hosted the February Board Meeting for the SMLC on February 11th.

Staff spoke to Water Street as a potential sponsor and vendor for the upcoming multi-library Comicon event. No other updates about that event at this time. No meeting of the group in February, next meeting in March here at PDL.

Ruth attended two classes at KPL about volunteers from the community. She will be implementing a couple of ideas gained from those classes. The volunteer newsletter is going strong and even staff has asked for copies. The newsletter will be sent out in an All Staff email. We trained two new volunteers and currently have three community service volunteers.

**Youth Services Program Highlights**

The Youth Staff is on schedule with plans for Summer 2016.

➢ **Preschool Art with Miss Inoka: Valentine’s Day Project** brought in 58 children and their families. They created a themed art piece to take home.

➢ **Teen Cupcake Wars** is a very popular annual event. 37 Teens decorated cupcakes and competed for the honor of being the best. This year’s winner designed a cupcake that looked like a bird’s nest!
The library hosted a Friday “**Family Late Night**” after hours from 5:30-8 and 46 children and their families attended. Participants built forts, made their own lanterns, and played “Hide and Glow Seek”.

50 Elementary-aged children and their families attended a “**Play with Your Food’** event, led by a local middle school science teacher. Participants could experiment with things commonly found in anyone’s kitchen. They found iron in cereal, discovered hidden colors in candy, and made ice cream in a bag.

“**Happy Birthday, Dr. Seuss**” was a very successful drop-in program on a no-school day. Over 350 people aged preschool-adult enjoyed crafts, a scavenger hunt, and other Seuss-related activities.

**Youth Services Outreach**
Staff hosted a booth at the **Kazoo Baby Family Expo** at the Radisson Plaza Hotel. Over 2000 people attended. The PDL booth showcased the youth department’s special materials and services, and provided child-friendly activities throughout the day.

A Youth Staff member attended the February **Friends of the Library** meeting to discuss collaboration at the Summer Kickoff again this year. The Friends will again participate.

**First Reformed Church** offered their free care during a no-school day, and the Youth Department provided activities for this group. 50 children and their caregivers participated in our building program, creating roller coasters, Lego towers, and Magnaform structures.

Book selection meetings have begun for a March 2017 **CommuniTEEN event**. The Portage Public Schools, Book Bug, and Portage District Library will again collaborate on this exciting event.

**Woods Edge** visited to share stories, complete a craft, and of course, participate in parachute play with our staff.
Heritage Room

The Heritage Room staff was involved in two new programs during the month of February. The first involved the debut of Local Historian Steven Rossio’s “Kalamazoo County in World War II” presentation. The program was presented to the Portage Rotary where it received positive reviews. It has since been scheduled to be delivered to the Kalamazoo County Historical Society, the Vicksburg Historical Society and the Portage Women’s Club.

The second was a co-sponsored program between the Heritage Room and Mr. Terry Tessari, in which a visitor from Cuba, Miss Diana Rosa Ramos Garcia, was invited to the library to dispel misconceptions about what it was like growing up in Cuba under Fidel Castro and what it is like living in Cuba today. Miss Ramos was an eloquent speaker and was able to bring a human face to the Cuban vs. United States issues that we see on the news almost every day. The program was both well attended and well received.
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: March 21, 2016  
SUBJECT: Library Statistical Report - February 2016

<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Feb-16</td>
<td>Feb-15</td>
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<tr>
<td><strong>Total Library Circulation</strong></td>
<td>69,297</td>
<td>62,023</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>18,016</td>
<td>15,718</td>
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<tr>
<td>Adult - A/V</td>
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<td>7,296</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>23,268</td>
<td>21,483</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>4,074</td>
<td>3,796</td>
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<tr>
<td>Hot Picks</td>
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<td>4,627</td>
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<tr>
<td>E-Material</td>
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<tr>
<td>ILL - PDL Requests</td>
<td>1,093</td>
<td>910</td>
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<tr>
<td>ILL - Other Lib. Requests</td>
<td>776</td>
<td>917</td>
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<tr>
<td><strong>Self-Checkout Percentage</strong></td>
<td></td>
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<tr>
<td><strong>Total Library Collection</strong></td>
<td>206,152</td>
<td>201,195</td>
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<tr>
<td>Adult - Books</td>
<td>98,547</td>
<td>97,794</td>
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<tr>
<td>Adult - A/V</td>
<td>17,981</td>
<td>17,083</td>
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<tr>
<td>Youth - Books</td>
<td>72,934</td>
<td>69,825</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>12,372</td>
<td>11,482</td>
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<tr>
<td>Hot Picks</td>
<td>4,318</td>
<td>5,011</td>
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<tr>
<td><strong>Net Acquisitions</strong></td>
<td>(479)</td>
<td>(1,750)</td>
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<tr>
<td>Purchased - Books</td>
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<td>2,157</td>
</tr>
<tr>
<td>Purchased - A/V</td>
<td>373</td>
<td>521</td>
</tr>
<tr>
<td>Donated - Books</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Donated - A/V</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Material Discarded</td>
<td>(2,126)</td>
<td>(4,432)</td>
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<td><strong>Total In-House Usage</strong>*</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>In-House Periodical Usage</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>In-House Book Usage</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Patrons</strong></td>
<td>52,258</td>
<td>48,321</td>
</tr>
<tr>
<td>Adult</td>
<td>34,865</td>
<td>32,396</td>
</tr>
<tr>
<td>Youth</td>
<td>7,889</td>
<td>7,768</td>
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<tr>
<td>Non-Resident</td>
<td>373</td>
<td>330</td>
</tr>
<tr>
<td>Reciprocal</td>
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<td>5,006</td>
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<td>2,763</td>
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<td>58</td>
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<tr>
<td><strong>Total Patrons Added</strong></td>
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<td>269</td>
</tr>
<tr>
<td>Adult</td>
<td>141</td>
<td>131</td>
</tr>
<tr>
<td>Youth</td>
<td>48</td>
<td>45</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>41</td>
<td>38</td>
</tr>
<tr>
<td>Internet User</td>
<td>51</td>
<td>54</td>
</tr>
<tr>
<td>Professional</td>
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<td>0</td>
</tr>
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</table>

March 21, 2016
<table>
<thead>
<tr>
<th>Library Building Usage</th>
<th>186</th>
<th>181</th>
<th>2.76%</th>
<th>347</th>
<th>344</th>
<th>0.87%</th>
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</thead>
<tbody>
<tr>
<td>Internal/Collaboration</td>
<td>95</td>
<td>92</td>
<td>3.26%</td>
<td>185</td>
<td>186</td>
<td>-0.54%</td>
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<tr>
<td>External/Outside Usage</td>
<td>91</td>
<td>89</td>
<td>2.25%</td>
<td>162</td>
<td>158</td>
<td>2.53%</td>
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<tr>
<td>Total Meeting Room Usage</td>
<td>2,265</td>
<td>1,318</td>
<td>71.85%</td>
<td>3,551</td>
<td>3,052</td>
<td>16.35%</td>
</tr>
<tr>
<td>Adult</td>
<td>98</td>
<td>205</td>
<td>-52.20%</td>
<td>223</td>
<td>458</td>
<td>-51.31%</td>
</tr>
<tr>
<td>Youth</td>
<td>1,830</td>
<td>956</td>
<td>91.42%</td>
<td>2,845</td>
<td>2,156</td>
<td>31.96%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>337</td>
<td>157</td>
<td>114.65%</td>
<td>483</td>
<td>438</td>
<td>10.27%</td>
</tr>
<tr>
<td>Total Program Audience</td>
<td>2,265</td>
<td>1,318</td>
<td>71.85%</td>
<td>3,551</td>
<td>3,052</td>
<td>16.35%</td>
</tr>
<tr>
<td>Adult</td>
<td>98</td>
<td>205</td>
<td>-52.20%</td>
<td>223</td>
<td>458</td>
<td>-51.31%</td>
</tr>
<tr>
<td>Youth</td>
<td>1,830</td>
<td>956</td>
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<td>31.96%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>337</td>
<td>157</td>
<td>114.65%</td>
<td>483</td>
<td>438</td>
<td>10.27%</td>
</tr>
<tr>
<td>Total Number of Programs</td>
<td>44</td>
<td>45</td>
<td>-2.22%</td>
<td>87</td>
<td>92</td>
<td>-5.43%</td>
</tr>
<tr>
<td>Adult</td>
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<td>13</td>
<td>-46.15%</td>
<td>15</td>
<td>28</td>
<td>-46.43%</td>
</tr>
<tr>
<td>Youth</td>
<td>32</td>
<td>30</td>
<td>6.67%</td>
<td>64</td>
<td>58</td>
<td>10.34%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>5</td>
<td>2</td>
<td>150.00%</td>
<td>8</td>
<td>6</td>
<td>33.33%</td>
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<tr>
<td>Total Volunteer Hours</td>
<td>369</td>
<td>492</td>
<td>-25.00%</td>
<td>733</td>
<td>977</td>
<td>-24.97%</td>
</tr>
<tr>
<td>Adult</td>
<td>66</td>
<td>93</td>
<td>-29.03%</td>
<td>144</td>
<td>201</td>
<td>-28.36%</td>
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<tr>
<td>Youth</td>
<td>85</td>
<td>78</td>
<td>8.97%</td>
<td>176</td>
<td>176</td>
<td>0.00%</td>
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<tr>
<td>Technical</td>
<td>89</td>
<td>113</td>
<td>-21.24%</td>
<td>164</td>
<td>219</td>
<td>-25.11%</td>
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<tr>
<td>Circulation</td>
<td>93</td>
<td>113</td>
<td>-17.70%</td>
<td>195</td>
<td>251</td>
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</tr>
<tr>
<td>Administration</td>
<td>32</td>
<td>32</td>
<td>0.00%</td>
<td>50</td>
<td>64</td>
<td>-21.88%</td>
</tr>
<tr>
<td>Community Service</td>
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<td>63</td>
<td>-93.65%</td>
<td>4</td>
<td>66</td>
<td>-93.94%</td>
</tr>
<tr>
<td>Total Front Door Traffic</td>
<td>51,987</td>
<td>52,099</td>
<td>-0.21%</td>
<td>109,538</td>
<td>110,333</td>
<td>-0.72%</td>
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<tr>
<td>Total Youth Services Traffic</td>
<td>34,003</td>
<td>34,879</td>
<td>-2.51%</td>
<td>67,771</td>
<td>68,324</td>
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<tr>
<td>Total Business Center Traffic</td>
<td>3,201</td>
<td>3,145</td>
<td>1.78%</td>
<td>6,424</td>
<td>6,578</td>
<td>-2.34%</td>
</tr>
</tbody>
</table>

**Information Access/Reference/Research**

<table>
<thead>
<tr>
<th>Total Reference Transactions</th>
<th>8,109</th>
<th>7,094</th>
<th>14.31%</th>
<th>16,298</th>
<th>15,725</th>
<th>3.64%</th>
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<tbody>
<tr>
<td>Adult Phone</td>
<td>488</td>
<td>477</td>
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<td>986</td>
<td>981</td>
<td>0.51%</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>2,603</td>
<td>2,439</td>
<td>6.72%</td>
<td>5,296</td>
<td>5,544</td>
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</tr>
<tr>
<td>Adult Reference</td>
<td>131</td>
<td>106</td>
<td>23.58%</td>
<td>324</td>
<td>245</td>
<td>32.24%</td>
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<td>Youth Phone</td>
<td>147</td>
<td>128</td>
<td>14.84%</td>
<td>273</td>
<td>270</td>
<td>1.11%</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>2,500</td>
<td>1,845</td>
<td>35.50%</td>
<td>4,768</td>
<td>4,227</td>
<td>12.80%</td>
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<tr>
<td>Youth Reference</td>
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<td>189</td>
<td>71.43%</td>
<td>658</td>
<td>473</td>
<td>39.11%</td>
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<tr>
<td>HR Phone</td>
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<td>9</td>
<td>155.56%</td>
<td>41</td>
<td>22</td>
<td>86.36%</td>
</tr>
<tr>
<td>HR Ready Reference</td>
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<td>347</td>
<td>0.00%</td>
<td>684</td>
<td>905</td>
<td>-24.42%</td>
</tr>
<tr>
<td>HR Reference</td>
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<td>16</td>
<td>-25.00%</td>
<td>28</td>
<td>36</td>
<td>-22.22%</td>
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<tr>
<td>Circ Phone</td>
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<td>726</td>
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<td>1,461</td>
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<tr>
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<td>550</td>
<td>3.82%</td>
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<td>1,071</td>
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<tr>
<td>Circ Reference</td>
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<td>262</td>
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<td>631</td>
<td>490</td>
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<tr>
<td>Total Edutainment LAN Use</td>
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<td>700</td>
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<td>Total Internet Computer Use</td>
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<td>6,049</td>
<td>6,378</td>
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<tr>
<td>Youth Computers</td>
<td>398</td>
<td>348</td>
<td>14.37%</td>
<td>839</td>
<td>827</td>
<td>1.45%</td>
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<tr>
<td>Adult Computers</td>
<td>2,473</td>
<td>2,477</td>
<td>-0.16%</td>
<td>5,003</td>
<td>5,338</td>
<td>-6.28%</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
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<td>90</td>
<td>25.56%</td>
<td>207</td>
<td>213</td>
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<tr>
<td>Total Electronic Transactions</td>
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<td>46,686</td>
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<td>96,501</td>
<td>99,969</td>
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<td>-0.61%</td>
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<td>74,136</td>
<td>-4.59%</td>
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<tr>
<td>WebCatalog Sessions</td>
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<td>8,187</td>
<td>1.26%</td>
<td>17,460</td>
<td>17,411</td>
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<tr>
<td>Licensed Database Hits</td>
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<td>4,188</td>
<td>0.55%</td>
<td>8,310</td>
<td>8,422</td>
<td>-1.33%</td>
</tr>
</tbody>
</table>

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

Christy Klien, Library Director
MLA Testifies for State Aid to Libraries

Yesterday, MLA Legislative Chair Lance Werner and Vice Chair Mary Rzepczynski testified at the House Appropriation Education Subcommittee meeting held at the Capitol in Lansing. They explained the crucial role libraries serve in their communities and how the state’s support of libraries enables vital programs and services. They requested the committee’s support for the Governor’s proposed budget. Shannon White with Library of Michigan testified as well providing an overview of the Library’s services. We appreciate the time and efforts of these librarians as they advocate for the entire library community.

Governor Snyder has recommended a 2017 FY budget that’s nearly a mirror image of libraries’ 2016 numbers. Last year’s $1 million increase in State Aid to Libraries for fiscal year 2015/16 along with the additional Renaissance Zone Reimbursements remain in the governor’s recommendation. In fact, line items for the Library of Michigan, LSTA and Michigan eLibrary showed a modest $94,000 total increase over last year.

Early learning and third grade reading proficiency continue to be a priority to the administration. Clearly libraries’ contributions to the success of early literacy are being recognized.

In addition, the governor’s proposed higher education budget raises funding for the state’s 15 public universities $61.2 million, or 4.3 percent. Schools would only get the funding if they held tuition increases to 4.8 percent or less. Community colleges get a 2.4 percent, or $7.5 million, increase in state dollars.

MLA and GCSI lobbyists will be meeting with key legislators to discuss the library budget. Remember, this is just the first step in the budget process. Both chambers will present their recommendations and the final budget comes from a consensus of the three recommendations.

Following is a link to the Executive Budget document: [http://www.michigan.gov/documents/budget/FY17_Exec_Budget_513960_7.pdf](http://www.michigan.gov/documents/budget/FY17_Exec_Budget_513960_7.pdf)

PA 269/SB571 Fix it Bill Passes House

MLA recommended language was included in Rep. Lisa Lyons’ follow up bill HB 5219 which passed the House earlier this week. The PA 269’s 60-day restriction on
communication was an effort to block access to unbiased, objective communication and dissemination of information. The new language attempts to clarify the law by saying local entities can only relay factual and neutral information in taxpayer funded mass communications on local ballot proposals. A previous version of the bill said “strictly neutral.” Since libraries are in the business of providing factual and neutral information, this was not as much of a stretch for support. Changes to the bill also include making violations a civil infraction instead of a misdemeanor.

We still have concerns with the follow up bill that the language remains somewhat ambiguous and could lead to litigation.

Librarians voiced strong opinions on SB 571 and we were hugely disappointed that the Governor chose to sign the legislation. A legal challenge to the constitutionality remains underway. MLA is supporting the legal challenge and has signed on to an amicus brief in support as well. A motion for immediate injunctive relief has been approved and sets aside the law until a judge decides the outcome of the legal challenge.

MLA was sincere in efforts to work with legislators to resolve the law’s restrictive language and earlier this month MLA lobbyists and Legislative Chair Lance Werner sat down with Rep. Lyons and discussed what potential fixes might look like.

Good News on Penal Fines

Rep. Julie Plawicki’s (D-Dearborn Heights) bill HB 4651 increases penalties for unendorsed motorcycle riders. She removed the section of her bill that would have funneled a portion of the penal fines to purposes other than library support. We met with the representative and explained to her how important it was that those fines remain dedicated to libraries. We appreciate Rep. Plawicki’s sensitivity to this important library funding source. This bill was the first of three recent attempts to divert penal fines. MLA and GCSI are watching carefully for these attempts.

Tax Capture Legislation in the Senate

An MLA initiated seven bill package that would eliminate most automatic tax captures (Downtown Development Authorities DDA, Tax Increment Financing TIF) for libraries including those pre 1994 as long as there is no bond attached to the entity is currently in the Senate. Libraries are asking for transparency and accountability on the part of tax captures. We are currently working through some sensitivities in the bills dealing with local government structures and their relationship to library structure. Please contact your Senators and let them know how important these bills are to libraries.

The bills unanimously passed out of senate committee last month. Passage of the bills would mean the tax capture would reach out and build a relationship with the library, explain their projects and then let the library board make an informed decision if allocating a portion of their funding to the tax capture is beneficial for all parties including library patrons. It would no longer allow automatic tax capture from
pre 1994 TIFAs. The library board has an obligation to be able to tell their voters why their tax dollars are not directly funding the library. Click on the following links to view the bills: SB 0579 of 2015, SB 0619 of 2015, SB 0620 of 2015, SB 0621 of 2015, SB 0622 of 2015, SB0623 of 2015, SB 0624 of 2015

Carla Hayden Nominated for Librarian of Congress

We applaud the President’s selection and are thrilled with Carla Hayden’s nomination for Librarian of Congress. MLA joined with ALA and library associations across the country urging the President to select a professional librarian with the experience to lead the Library of Congress into the future. In MLA’s letter to the President last October we explained: This critically important position as a leader for our nation’s libraries and cultural institutions requires the knowledge and experience of a librarian who understands the importance of librarianship and the role of libraries in our nation.

President Obama said, “Michelle and I have known Dr. Carla Hayden for a long time, since her days working at the Chicago Public Library, and I am proud to nominate her to lead our nation’s oldest federal institution as our 14th Librarian of Congress. Dr. Hayden has devoted her career to modernizing libraries so that everyone can participate in today's digital culture. She has the proven experience, dedication, and deep knowledge of our nation’s libraries to serve our country well and that’s why I look forward to working with her in the months ahead. If confirmed, Dr. Hayden would be the first woman and the first African American to hold the position – both of which are long overdue.”

Carla D. Hayden, Nominee for Librarian of Congress, Library of Congress:

Dr. Carla D. Hayden is CEO of the Enoch Pratt Free Library in Baltimore, Maryland, a position she has held since 1993. Dr. Hayden was nominated by President Obama to be a member of the National Museum and Library Services Board in January 2010 and was confirmed by the Senate in June 2010. Prior to joining the Pratt Library, Dr. Hayden was Deputy Commissioner and Chief Librarian of the Chicago Public Library from 1991 to 1993. She was an Assistant Professor for Library and Information Science at the University of Pittsburgh from 1987 to 1991. Dr. Hayden was Library Services Coordinator for the Museum of Science and Industry in Chicago from 1982 to 1987. She began her career with the Chicago Public Library as the Young Adult Services Coordinator from 1979 to 1982 and as a Library Associate and Children’s Librarian from 1973 to 1979. Dr. Hayden was President of the American Library Association from 2003 to 2004. In 1995, she was the first African American to receive Library Journal’s Librarian of the Year Award in recognition of her outreach services at the Pratt Library, which included an afterschool center for Baltimore teens offering homework assistance and college and career counseling. Dr. Hayden received a B.A. from Roosevelt University and an M.A. and Ph.D. from the Graduate Library School of the University of Chicago.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: March 18, 2016
Subject: Staffing Changes in Youth Services

BACKGROUND:
Business Manager Rob Foti, Head of Youth Services Laura Wright, and I have been analyzing the needs of the Youth Area for the last few years, but it has been of greater priority since October 2015 as a result of the two vacancies during that month (a full-time youth librarian and a part-time youth associate). In January 2016, the part-time youth services clerk resigned from her position which led to additional conversations.

We have identified our greatest needs in Youth to be:
   1. A coordinator of our youth outreach efforts in the community, and the ability to grow this important service
   2. A collection development specialist for the majority of the Juvenile book collections
   3. A person who focuses on programming for the elementary age student and their family

UPDATE:
After much discussion, a review of our current staffing budget and future projections, and receiving Board feedback, we have made a decision. We will not fill the part-time Youth Associate and Youth Services Assistant positions, but instead create a new full-time Librarian position in Youth Services. The position has been posted and applications are due by April 1st. We hope to have someone hired before the beginning of Summer Reading.
At the February 22, 2016 Library Board meeting, trustees were told that an update on the Annual Campaign would be given at the March 28, 2016 Library Board meeting.

The 2015 Annual Campaign was distributed the first week in November to approximately 18,000 households. The distribution list was pulled directly from our patron data. The Annual Campaign ran from November 2015 until February 2016.

The library has received a total of 159 donations during the 2015 Annual Campaign in the amount of $10,122.00. This number is very similar to last year’s 162 donations in the amount of $10,385.00. Overall, there were 321 total donations in 2015. Of those donations, 42 were new contributors, 70 were ‘reactivated’ donors (donors who gave in this period, did not give in the last period, but gave previously), and the remainder were retained donors.
Zinio is a full-color, interactive digital magazine service. Users can browse the library’s collection of 90 magazine titles with no holds and no checkout periods. Available titles were selected for popularity and to cover a wide variety of interests.

The Portage District Library added Zinio to its digital media collection in December. Lawrence Kapture, Head of Adult Services, will provide a brief presentation at the March 28, 2106 board meeting about our Zinio service.
The Library Director shall not allow library assets to be unprotected, inadequately maintained or unnecessarily risked. Accordingly, the Library Director may not:

**Policy:** Fail to insure against theft and casualty losses to at least 100% replacement value and against liability losses to board members, staff and the organization itself in an amount greater than the average for comparable organizations.

**Director’s Response:** The Portage District Library is insured against theft and casualty losses and against liability losses to board members, staff and the organization itself through a policy with Michigan Municipal Risk Management Authority (MMRMA). According to the terms of our building insurance contract, under Section 1, Part B of the Property and Crime Coverage section, it states that:

“Under any circumstances or set of facts, the most MMRMA will pay for loss or damage to anyone or any combination of covered property in any one occurrence is the actual amount of loss, not to exceed the Limits of Coverage stated in the Coverage Overview. Unless otherwise stated herein, the loss must result from direct physical loss or damage by a covered cause of loss within the period of MMRMA membership as stated in the Coverage Overview.

**Policy:** Subject facilities, materials and equipment to improper wear and tear or insufficient maintenance.

**Director’s Response:** The library facility and all building equipment within the library facility are safeguarded against improper wear and tear by enforcement of rules of operation; by daily, weekly, monthly and annual inspections; by installation of monitoring devices, switches and alarms; and by regularly scheduled preventive maintenance. The library also has several contracts with outside vendors to keep large equipment running correctly (i.e., HVAC, electrical and fire alarm systems); as well as numerous agreements with service providers to do regular cleaning, inspection and repairs in and around the building and on various pieces of equipment. All contracts are reviewed and approved by the legal firm of Bloom, Sluggett, Morgan and are kept up-to-date. The library has trained staff in HVAC system and building equipment maintenance and proper maintenance and protection of sensitive servers and computer equipment. Regular inspections are conducted to ensure proper operation of equipment.

In terms of materials, the library has a book theft detection system in place to guard against materials being stolen, and there is a fee charged patrons for lost or damaged items. Bookshelves are regularly checked for materials that are worn, torn or dirty and these items are removed and either cleaned, repaired or replaced. The library has a disk cleaning machine that cleans and removes scratches from the library’s CDs and DVDs and this has extended the life of AV items.

Finally, the Employee Handbook covers employee conduct and work rules and indicates that: “Negligence or improper conduct [by an employee] leading to damage of employer-owned or customer-owned property, may result in disciplinary action, up to and including termination of employment.”
Policy:  Unnecessarily expose the organization, its board or staff to claims of liability.

Director’s Response: Claims of liability are avoided by having policies and procedures in place that make it clear what type of behavior and conduct is expected, as well as appropriate steps to be followed for handling patron complaints, accidents or incidents. There are specific forms used to report accidents, and an outlined process of steps to be followed in emergency situations. Library Board Governance Policies guide board members in proper conduct, and the Library Employee Handbook, which is revised annually, and Library Procedures Manual guide library staff in codes of conduct and procedures to be followed in dealing with the public in a variety of situations. Regular training is provided staff in areas of safety, security and in how to respond to potential criminal behavior or threats of bodily injury. Customer comment cards are made available to patrons so they can convey any concerns or requests to library staff. If there are larger, more significant issues or problems, patrons are then referred to the Library Director for resolution.

Policy: Make any purchase (a) wherein normally prudent protection has not been given against conflict of interest; (b) of over $5,000 without having obtained comparative prices and quality; (c) of over $20,000 without a stringent method of assuring the balance of long-term quality and cost.

Director’s Response: Procedures are always followed as stated in the Executive Limitations on Financial Condition and Asset Protection. The Library Director and Library Business Manager work closely to ensure that checks and balances are in place to safeguard against any conflict of interest. In August 2008, the Library Board endorsed a new “Asset Acquisition and Disposal Administrative Procedure” that thoroughly defines methods and standard operating procedures for purchasing. It covers many aspects of asset acquisition and disposal, including: (1) definition of goods, services and capital improvements; (2) designation of Purchasing Agent; procedure for execution of documents; prohibited purchases; (3) purchase arrangements; (4) purchases under $5,000; (5) purchases more than $5,000 and under $10,000; (6) purchases or contracts over $20,000; (7) exceptions to sealed bidding; (8) and sale of library property. In addition, a review of preferred vendors will be done regularly (every 3-5 years) in order to assess their contracts and determine if they were still financially advantageous to the library. It was stated that if the library did not choose a vendor with the lowest bid, the reason for doing so would be put into writing and kept on file with the contract. The Library Business Manager closely monitors purchase activities and approves all Purchase Orders so that he sees what is being ordered at all times. Whenever there is a purchase to be made over $5,000, comparative prices and quotations are obtained. In cases of purchases exceeding $20,000, the “Request For Proposal” (“RFP”) process is usually followed and proposals are solicited from various sources to obtain competitive sealed bids. In addition, for any contractual services provided to the library, such as building construction or enhancements, or purchase of large-scale equipment, there may be other assurances required from vendors such as: Labor and Material Bonds, Maintenance and Guarantee Bonds, Performance Bonds, and warranties.
Policy: Fail to protect intellectual property, information and files from loss or significant damage.

Director’s Response: All library administrative files are kept in locked file cabinets to protect confidential information and personnel files. Keys to these file cabinets are held in strict security accessible to a very limited number of people. Archival information is stored in Hollinger boxes in the Heritage Room that protect and preserve important or valuable documents and items. Patron records are kept online and privacy protected by password, and electronically backed up to Secant Technologies on a nightly basis. Art pieces, such as wall murals, and the outdoor sculptures and water wall are considered intellectual properties and these are protected by specific contracts with each artist. Valuable art objects are protected by Plexiglas cases for public display. Library board files and records are maintained and protected against loss and/or damage by storing them in fireproof cabinets in a locked office. The public information, files and library collections are safeguarded against theft by new radio frequency identification tags (RFID) within the books that interact with the book theft detection system to signal an alarm if the tag is not deactivated properly through an appropriate checkout process.

Policy: Receive, process or disburse funds under controls, which are insufficient to meet the board-appointed auditor's standards.

Director’s Response: Portage District Library operates under the “dual control” philosophy whereas all expenditures and actual cash disbursements are approved by opposite individuals. The individuals at the library are the Library Director and the Library Business Manager. All incoming funds are given to the Library Business Manager for verification before processing, and are deposited into the library’s account at the bank by two or three other authorized employees. The Library Business Manager reviews all expenditures before purchase orders are issued and invoices are processed. The Library Director then completes the process by reviewing all accounts payables and signing checks that go out as library payments for products and services.

The Library Director reviews all bank reconciliations, payroll reports and journal entries for improprieties and signs off with her electronic signature.

It should be stated that all library employees and board members are bonded against impropriety for up to $1,000,000 as a standard rider on our building liability insurance.

Policy: Invest or hold operating capital in insecure instruments, in violation of state statutes for investments.

Director’s Response: The Library Board has authorized the Library Director and Business Manager to proceed to enter into an agreement with UBS Financial Services and Multi-Bank Securities to assist with investment activities for the Portage District Library. The main goal is to diversify the library’s investments and to ensure that the library’s funds are placed in various financial institutions and that no deposit exceeds the FDIC maximum insured amount. Typically, library funds are invested in approved governmental cash investment funds consisting of bonds, securities, and other United States Treasury obligations, certificates of deposit, savings accounts, deposit accounts, commercial paper, repurchase agreements (Repo’s) consisting of bonds, securities, and other United States Treasury obligations. All above investment vehicles are utilized in accordance with appropriate state statutes.
Policy: Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

Director’s Response: Fulfilling the Portage District Library’s mission and purpose and promulgating the public’s goodwill toward the library is top priority for library administration and staff. The mission statement is posted in a large frame on both levels of the library and appears on all library correspondence, literature and business cards, so everyone is aware of our main purpose. Benchmarks for public service transactions and employee behavior appear in the Employee Handbook and other training documents and expectations are clearly conveyed to all employees.

Standards exist at public service desks for accuracy of information and prompt responses to patrons. Any collaboration entered into by the library with other entities is done carefully and with agreement about the appropriate nature of any activities and their positive impact on the library.

Any requests for collaborations with the library or for use of the library premises by outside organizations are considered in light of existing board approved policies and best practices for a public library.

Policy: Fail to provide the Library Board with an asset protection monitoring report twice a year.

Director’s Response: Procedures are always followed as stated. An Asset Protection Monitoring Report is scheduled on the Library Board’s annual calendar for presentation in the month of March, and then it may also be provided at any other time during the year at the Library Board’s request. The Monitoring Report on Asset Protection will be presented at the March 28, 2016 board meeting.
Executive Limitation Policy on Financial Planning and Budgeting: Financial planning/budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Library Board’s Ends priorities, risk fiscal jeopardy, or fail to be derived from a multi-year plan. Accordingly, the Library Director shall not allow budgeting which:

**POLICY:** 1. Fails to include credible projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.

**Director’s Response:**

During the months of April and May, the Library Director and Business Manager meet with department heads and other employees to plan for next year expenditures, both capital and operational items. These plans are then put in a comprehensive plan and allocated down to individual expenditure lines.

This proposed budget is presented to the Library Board in June for board members to review and return with any suggestions and changes in July.

In August, a public hearing on the Library’s budget is held and the budget is formally presented to the Library Board for final approval and adoption and a resolution is passed to set the millage levy for that budget year.

In 2016, the library is closely monitoring real estate values and the Consumer Price Index and the impact that it has on taxable values within the library jurisdiction. Current projections have been that there will be a small increase in tax revenue generated for the 2017 Fiscal Year. The Library has been told that it should expect to be fully reimbursed for any elimination of personal property tax under the new legislation. Any elimination is slated to be reimbursed to the library in February of the subsequent year in which it would have otherwise been levied (i.e. February of 2017).

**POLICY:** 2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.

**Director’s Response:**

A balanced budget is prepared which equates expenditures and any additional reserves with projected income. There will never be a time when the library’s planned expenditures will exceed revenue in hand.
POLICY: 3. Reduces the current assets at any time to less than twice current liabilities, allows cash to drop below a safety reserve of less than $459,402 at any time; reduces the reserve fund to a level less than 13%; or fails to provide for adequate reserves for building needs and technology.

Director’s Response: Current budgeting processes reflect this policy. ($459,402 in General Reserve, $50,000 in Building Reserve, $47,572 in Benefits Reserve, $32,305 in Technology Reserve, $15,000 in HVAC Control Reserve, $7,500 in Patio Feasibility Reserve, $7,500 in Lobby Feasibility Reserve and $2,040,918 in Unassigned Fund Reserve).

POLICY: 4. Provides less for board prerogatives during the year than is set forth in the Cost of Governance policy.

Director’s Response: As described above, the Library Board reviews and makes any changes to the proposed budget before it is presented in a public hearing, voted on by board members and officially adopted. Adequate funds are allocated for board prerogatives.
Executive Limitation Policy on Financial Condition & Activities: With respect to the actual, ongoing financial condition and activities, the Library Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in Ends policies.

Accordingly, the Library Director shall not:

**POLICY:** 1. Expend more funds than have been received in the fiscal year to date.

*Director’s Response:* We have not spent more money than we brought in.

<table>
<thead>
<tr>
<th>Revenue</th>
<th>$3,881,471</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>$855,996</td>
</tr>
</tbody>
</table>

**POLICY:** 2. Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days, and may expend as long as items are approved in the budget.

*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.

*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 or 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 lease commitment of greater than $10,000 on items not already approved 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 appropriately 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 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 once a year.

Director’s Response: An external audit of the library is conducted each year and resulted 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.