NOTICE of PUBLIC MEETING

The Portage District Library Board will meet in regular session on
May 23, 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 MEETING
May 23, 2016
Regular Meeting Lower Level Long Lake & Gourdneck Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

AGENDA

I. Start of Meeting

II. Roll Call

III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)

IV. Adoption of the Agenda for the Regular Meeting of May 23, 2016 (1 minute) (Vote)

V. Special Guest (30 minutes)
   A. Portage Public Schools Superintendent, Mark Bielang (Info Pg.1)

VI. Audit Presentation (20 minutes)
   A. Presentation of Audit Report for Fiscal Year 2015 by Rehmann Robson staff. (Info Pg.2)

VII. Consent Agenda (5 minutes) (Vote)
   A. Minutes of the regular board meeting held on April 25, 2016. (Info Pg.3-6
   B. Review of Disruptive Patron Policy. (Info Pg.7-9
   C. Review of Juvenile Patron Policy. (Info Pg.10
   D. Review of Smoking & Tobacco Products Policy. (Info Pg.11
   E. Request for approval of a Budget Amendment to adjust the library’s FY 2016 Budget following a $676 donation for the library’s Volunteer Luncheon. (Info Pg.12
   F. Library Board Linkage for June 2016. (Info Pg.13
   G. Narrative Report for April 2016. (Info Pg.14-17
   H. Marketing Report for April 2016. (Info Pg.18-19
   I. Financial Report for April 2016. (Info Pg.20-22
   J. Statistical Report for April 2016. (Info Pg.23-24
   K. Legislative Update for April 2016. (Info Pg.25-27
   L. Plans for participation in the City of Portage’s 2016 Memorial Day Parade. (Info Pg.28
   M. Plans for 2016 Summer Reading Kick-Off in June. (Info Pg.29
   N. LocalHop App. (Info Pg.30
   O. Request to use Patron Database for Spring Appeal Campaign. (Info Pg.31

VIII. Governance (50 minutes)
   A. Reciprocal Borrowing Policy Change. (Vote Pg.32-34
   B. Follow-up on mid-year Meeting with Library Director. (Info Pg.35
   C. Strategic Planning 2016. (Info Pg.36
   D. Permission to Close the Library for Half-Day to Conduct Staff Focus Group Meeting. (Vote Pg.37
   E. Presentation by Gary Kushner. (Info Pg.38

IX. Library Director’s Reports (15 minutes total)
   A. Final remarks by Library Director for the May 23, 2016 Library Board Meeting.

X. Process Evaluation (5 minutes total)
   A. Suggestions for Agenda Items to be included on the June 27, 2016 board meeting
      1. Minutes of the Regular Meeting held on May 23, 2016.
      2. Review of Heritage Room Policy.
      4. Progress Report on Ends Statement #2
         (The library will be a safe, welcoming, inclusive destination for families and individuals.)
B. Assessment of this meeting  
C. Miscellaneous Items  
XI. Adjournment
Our special guest at the May 23, 2016 board meeting will be:

- Portage Public Schools Superintendent, Mark Bielang

Mr. Mark Bielang has been the Superintendent of Portage Public Schools since 2013. He came to Portage Public Schools after 18 years as superintendent of Paw Paw Public Schools. Portage Public Schools educates more than 8,600 students. The district is comprised of 8 elementary schools, 3 middle schools, 2 traditional and 1 alternative high schools. We look forward to having him at the board meeting to hear updates about our school district.
The Fiscal Year 2015 financial audit of Portage District Library has now been completed, and a representative from the accounting firm Rehmann Robson will be coming to the May 23, 2016 board meeting. They will go over the audit report with the Library Board and summarize the library’s financial standing for the period January through December 2015. At that time, their major findings will be shared and you will have an opportunity to ask any questions you may have.
PORTAGE DISTRICT LIBRARY BOARD
Minutes of the Board Meeting held on
April 25, 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 Barrett’s Smokehouse 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, and Joe Yantis
  Library Staff Present: Library Director Christy Klien, Jill Austin, Rolfe Behrje, Rob Foti, Lawrence Kapture, Quyen Le, Colin Whitehurst and Laura Wright
  Guest Library Staff: Abigail Dame, Technical Services
  Community Guest: Dan Jaqua, Owner & President of Jaqua Realty

III. Comments or Requests from the Public, Board Members, or Library Staff
Board Chair Siebers welcomed everyone to the meeting and then opened the meeting for any comments from the public, board members, or library staff.

A. Comment from Library Director Klien- Library Director Klien took the opportunity to introduce all of the guests to the board. She began with the evening’s guest presenter, Dan Jaqua, Owner and President of Jaqua Realtors. Then, she introduced Abigail Dame who works in Tech Services and has been with the library since August 2015. Finally, she introduced Colin Whitehurst, the new Marketing Manager, who will be attending all future board meetings with the rest of the Admin Team.

DISPOSITION: The Library Board welcomed all of the guests.

IV. Adoption of the Agenda for the Regular Meeting of April 25, 2016.
Library Board Chair Siebers said that the guest speaker needed to leave as soon as possible after his presentation. She asked if the board would approve the agenda with the presentation moved before the consent agenda. She also asked if there were any other changes needed to the agenda for the April 25, 2016 board meeting before its adoption, and there were no changes requested by trustees. Siebers asked for a motion to adopt the agenda with the guest speaker’s presentation before the consent agenda.

MOTION: It was moved by Trustee VanderVries and seconded by Trustee Pacheco that the Library Board adopt the agenda for the regular meeting of April 25, 2016 with the guest speaker presentation before the consent agenda. Vote: 7-Yes, 0-No. Motion carried.

V. Guest Speaker – Dan Jaqua, Owner & President of Jaqua Realty
Dan Jaqua gave an enthusiastic and informative 30 minute presentation about current trends in the housing market and an overview of current real estate activity throughout Southwest Michigan. He shares this information with over 50+ companies in the Kalamazoo region to help them recruit and retain candidates to our area. He believes there are 5 criteria that make a place desirable and that includes economic vitality, excellent schools, cost of living, area offerings, and quality of life. Mr. Jaqua’s presentation was greatly appreciated by the library board and administrative staff.

VI. Consent Agenda
Library Board Chair Siebers asked if there were any changes needed to the consent agenda for the April 25, 2016 board meeting before its adoption. One change was requested; Item G. Legislative Update for March
2016 was removed by Trustee VanderVries for further discussion. Trustee Brown read the consent agenda aloud, then Trustee Siebers asked for a motion to adopt the agenda with Item G removed.

A. Minutes of the regular meeting held on March 28, 2016.
C. Library Board Linkage.
G. Legislative Update for March 2016.
H. Request for approval of Budget Amendment from the Friends of the Library Wish List $19,000 and $100 donation for Staff Summer Reading prizes.
I. Review of the Art Exhibit Gift Policy.
J. Review of Programming Policy.
K. Invitation to Library Board members to the Volunteer Recognition Luncheon on May 5, 2016.

MOTION: It was moved by Trustee Ongley and seconded by Trustee Behr, that the Consent Agenda for the regular board meeting of April 25, 2016 be approved with item G removed for discussion. Vote: 7-Yes, 0-No. Motion carried.

Board Chair Siebers then turns the floor over to Trustee VanderVries to speak about upcoming Dark Store legislation. Trustee VanderVries explained that Rep. David Maturen introduced legislation to ensure that equitable determinations are made when the entire Michigan Tax Tribunal hears an assessment dispute. House Bill 5578 would require the entire Michigan Tax Tribunal to make its own, independent determination of the highest and best use of the property that is the subject of the appeal and ensure that the comparable properties have the same highest and best use. In recent decisions, the Tribunal has taken into account sales of ‘dark stores’ (or vacant structures that most often have deed restrictions) when determining the assessed value of fully functional big box retail stores resulting in much lower than expected property valuations and in turn lower taxes paid for those properties. This legislation is aimed at eliminating this ‘dark store’ loophole to create fair policies to be used for assessment disputes. Library Director Klien said that she would forward an email with information about the bill to all trustees following the meeting.

MOTION: It was moved by Trustee Ongley and seconded by Trustee Pacheco, to approve item G on the consent agenda following the discussion. Vote: 7-Yes, 0-No. Motion carried.

VII. Special Guest – Colin Whitehurst, Marketing Manager
The board welcomed Colin Whitehurst to the board meeting and asked him to share a little about his marketing background. Whitehurst shared about his education and previous employment. Board Chair Siebers said she was very pleased to have Whitehurst as part of the library staff and Whitehurst replied that he was very excited to get to work.

VIII. Governance

A. Scheduling of Mid-Year Meeting with the Library Director - Board Chair Siebers will be conducting the mid-year evaluation with Library Director Klien this Thursday, April 28 from 4:00-5:00 PM. If you have any comments, feedback, questions, or concerns please contact Board Chair Siebers via email or phone to discuss them and have those opinions reflected at the evaluation.

B. Update on Strategic Planning 2016 - The board Strategic Planning Committee, Library Director Klien, and Library Board Secretary Le met with Gary Kushner to discuss the next steps for the Strategic Planning Process. A tentative timeline has been proposed and will be emailed to the board and admin team following the board meeting. The next step will be for the board to create a list of possible community representatives (preferably people who live and/or works within the library’s service district) to interview in the following 9 community sectors: power, information, capital, wellness, human development, support, respect, justice & ethics, and others. Gary Kushner will attend the May Library Board Meeting to do a 30- minute training on interview tips and Library Director Klien will follow up with him about conducting an environmental scan. The proposed plan also includes involving the staff after the interviews in focus groups in August or
September. There was some conversation about the time period the strategic plan will cover, and it was
determined to be three years. Therefore, the 2016 Strategic Plan will be for the years 2017-2019.

IX. Ends Development

A. Report from Martha Pacheco, Board Liaison to the Friends of the Library – Trustee Pacheco reported
that the Friends of the Library continue to have successful book sales averaging between $4,000-$5,000.
The most recent Friends meeting focused on the library staff Wishlist. A complete tally of the funded items
was included in the board packet, and Trustee Pacheco discussed each item and had pictures of the items
projected for everyone to see. The board expressed how grateful they are for the Friends generous support.

The next Friends Book Sale will be June 4th. The Friends will also do a mini-book sale at the Summer
Reading Kick-Off (for the second year in a row) which is on June 11th.

Board Chair Siebers expressed interest in exploring other options to fund the Bike-Mobile as it would be an
excellent outreach and advertising tool for the library. Trustee Pacheco said that the topic of the Bike-
Mobile would come up again at the next Friends Board Meeting. There was discussion about the types
of outreach and programming that could be done with the Bike-Mobile.

B. Progress Report on End Statement #1- Library Director Klien presented the Progress Report on End
Statement #1 and said she was pleased with the progress staff was making. Additional staff trainings on the
library’s electronic resources have begun with more to follow. Staff is researching options to assist in
providing better readers advisory services. Meetings are being held and procedures are being put into place
to make processes throughout the library run more smoothly. The circulation area is looking into ways to
cross promote various services. Circulation Supervisor is tagging and tracking patron records in preparation
for the deletion of non-active users. The library is poised to see many changes in technology by the end of
the calendar year.

X. Monitoring to Assure Compliance with Executive Limitations

A. Monitoring Report on Executive Limitation: Fundraising Activity - Board Chair Siebers asked Library
Director Klien and Business Manager Foti if there was anything they wanted to highlight from this month’s
monitoring reports. Klien reported that these were the updated version of the library’s standard reports and
that there were no surprises. Board Chair Siebers asked if a Fundraising Plan would be presented, and
Library Director Klien said, yes those plans are forthcoming. She and Assistant to the Director Le would be
meeting in the coming week to discuss the Spring Appeal and any future fundraising efforts for the library.
The board was supportive of them experimenting with new ways to fundraise for the library.

B. 1st Quarter Financial Report for FY 2016 – Business Manager Rob Foti presented the 1st
Quarter Financial Report and indicated that there were no big surprises. Due to the number of vacancies in staffing,
the salaries, wages, and benefits line was well under-budget, though that will be picking up as new hires
have started working.

XI. Library Director’s Comments

A. Final remarks by Library Director for the April 25, 2016 Library Board Meeting –

Library Director Klien began her final remarks by updating the board on the upcoming 2016 Memorial Day
Parade in which the library was planning on participating. It will take place on Monday, May 30th beginning
at 10:00 AM. A formal invitation will be sent out to trustees via email to gauge interest.

There are currently still 2 part-time positions to fill in the Circulation Department. It will be challenging to
get those positions filled and the new hires trained before Summer Reading begins. We will update the
board next month with any progress made in that area.
XII. Process Evaluation
   A. Suggestions for agenda items to be included on the May 23, 2016 board meeting.
      1. Minutes of the Regular Meeting held on April 25, 2015.
      2. Review of Disruptive Patron Policy.
      4. Review of Smoking & Tobacco Products Policy.
      5. Guest Speaker – Mark Bielang, Superintendent of Portage Public Schools.
      6. Presentation of Audit Report for Fiscal Year 2015 by Rehmann Robson staff.
      8. Follow-Up on mid-year meeting with Library Director.

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

C. Miscellaneous Items:

   Trustee Ongley mentioned that she was pleased with Dan Jaqua’s presentation and that he was a student of hers when she was working in the schools.

   Trustee Yantis said hearing Dan Jaqua speak made him wonder if the library should be doing something for realtors about the services the library provides the community. Library Director Klien responded that Marketing Manager Whitehurst has already been in contact with area realtors and is in the process of creating a Welcome Brochure for them to give to people new to the area.

   Trustee Yantis also commented that it is the 100th anniversary of the National Parks and that it would be great to see a display in the library about this topic.

   Trustee Yantis also mention the issue that has been in the news lately regarding transgender bathrooms. Library Director Klien indicated that she plans to have estimates done soon to determine the cost of reconfiguring some or all of the public restrooms as part of the library’s facility plan. She noted that the staff restrooms, which are single use, have already been converted to unisex bathrooms.

   Speaking of contemporary issues, Trustee Behr also brought up a discussion she had seen posted on the Michigan Library’s ListServ regarding open carry laws. A brief discussion followed.

XIII. Adjournment –
   Library Board Chair Siebers said if there was no further business to be considered, that she would adjourn the regular board meeting of April 25, 2016.

   DISPOSITION: The regular board meeting of April 25, 2016 was adjourned at 8:15 pm.

Recorded and Transcribed by,

Quyen Le
Library Board Secretary
PORTAGE DISTRICT LIBRARY

Disruptive Patron Policy

The mission of the Portage District Library is “Helping you access the world of information in a friendly atmosphere.” In accordance with our mission, we strive to protect the rights of all people who come into the library, and we endorse a code of conduct that requires everyone, visitors and staff alike, to conform to our community’s standards for behavior in a public facility. Visitors to the Portage District Library are expected to comply with all federal laws, state laws, local ordinances, and all library policies, particularly those pertaining to conduct in public places. (See Juvenile Patron Policy).

In an effort to provide a safe, comfortable and enjoyable environment for all who enter our doors, the Portage District Library Board has established this Disruptive Patron Policy and has instructed library personnel to see that the provisions of this Policy are properly enforced. Anyone who violates this Policy may be asked to leave the library and anyone violating the law at the library will be immediately evicted. Anyone who violates this Policy, including anyone who violates the law at the library, may have their library privileges suspended as provided below.

A. Rules for persons using the Portage District Library's facilities and services

1. We respect the privacy of all library visitors and employees. In striving to protect that privacy and reduce disturbances, we prohibit solicitation that is not endorsed by the library.

2. In order to keep our library environment clean and attractive, beverages are permitted, as long as they are in containers with caps or lids. Smoking and tobacco use as stated in our Smoking and Tobacco Products Policy are prohibited.

3. To maintain a friendly atmosphere, we encourage all library visitors to respect the rights of others and refrain from willfully annoying other people in the library.

4. To provide an environment appropriate for families, all library visitors are asked to be considerate and respectful of others, including library staff, and to refrain from using any profane, obscene or injurious language or behavior. Such inappropriate conduct will not be tolerated.

5. Safety is a top priority at the library. Any library visitor who engages in an act that endangers the safety of others, or who acts in a manner which causes a public disturbance, will be asked to leave the library immediately.

6. Because the library is a tax-supported lending institution, we must ensure proper use and care of all library resources. Library visitors must not damage or deface library property and resources in any way, including tampering with computers and software. It is illegal to improperly remove library materials and resources from the library building.

7. In an effort to deliver the best possible library service to as many patrons as possible, we ask library visitors to be considerate of time constraints on individual interactions with library public service personnel, as well as Internet public access computers, to maintain equal access for everyone.

8. We encourage use of the library facilities during open public hours. Visitors should plan on leaving the library building on time when the closing announcement is made.

9. Because the library is a public facility, any library visitors without shirt and shoes may be asked to leave the library building.

10. In order to maintain high standards for the Portage District Library, library visitors are expected to comply with all federal laws, state laws, local ordinances and all library policies while in the library building.
**NOTE #1:** The Director of the Portage District Library or his/her designee will have the authority for decisions to be made about individuals who violate provisions of the Disruptive Patron Policy while at the library, subject to any appeals to the Library Board as provided in Section C. Anyone violating the law at the library will be immediately evicted and may have library privileges suspended as provided in Section B. *[See Appeal Procedure on page 3 of this policy.]*

**B. Penalty Procedure for Violation of Disruptive Patron Policy**

Library staff members are responsible for enforcing provisions of the Disruptive Patron Policy. If a person violates any of the provisions, the following penalty procedure will be followed, [unless the person is a minor (under the age of 18) and then the person's parent or guardian may be notified - see also Juvenile Patron Policy.]

1. **First Violation**

   If a library staff member observes a person in violation of the Portage District Library's Disruptive Patron Policy, then he/she will follow the procedures outlined below:
   
   a. Will advise the person in violation that the observed activity is prohibited.
   b. Will request the person in violation to stop the prohibited activity.
   c. Will advise the person in violation that further violations may result in loss of library privileges.
   d. May request the person in violation to give his/her name, address and telephone number.
   e. May request the person in violation to leave the library.
   f. May complete a written Incident Report and submit it to the Library Director. This Incident Report will then be retained by the Library Director for a period of six (6) months.
   g. May involve the local authorities if the person is violating the law, is non-compliant in discontinuing activity in violation of the Disruptive Patron Policy, or will not leave the library when asked to do so.

2. **Second Violation**

   If a library staff member observes a person in violation of the Portage District Library's Disruptive Patron Policy, who is known to have been in violation of the policy within the previous six (6) months - as documented by a written Incident Report that was filed for the first violation - then the library staff member will follow the same procedures as described above for a First Violation, and in addition the following action may be taken:
   
   a. The Library Director or his/her designee may suspend the library privileges of the person in second violation of the library's Disruptive Patron Policy for up to seven (7) calendar days. Any such suspension of library privileges will be issued in writing by the Library Director.
   b. The Library Director shall retain an Incident Report of a person in second violation of the library's Disruptive Patron Policy and a written copy of the suspension of library privileges for one (1) year.

3. **Third and Subsequent Violations**

   If a library staff member observes a person in violation of the Portage District Library's Disruptive Patron Policy, who is known to have had a second violation of the policy within the previous one (1) year - documented by a written Incident Report that was filed for the second violation - then the library staff member will follow the same procedures as described above for a First Violation, and in addition the following action may be taken:
a. The Library Director or his/her designee may suspend the library privileges of the person in third or subsequent violation of the library's Disruptive Patron Policy for a period up to (6) months. Any such suspension of library privileges will be issued in writing by the Library Director.

b. The Library Director shall retain an Incident Report of a person in third or subsequent violation of the library's Disruptive Patron Policy and a written copy of the suspension of library privileges for three (3) years.

**NOTE #2:** Notwithstanding Section B. 1-3 above, the Director of the Portage District Library or his/her designee reserves the right to suspend library privileges *for longer periods of time*, depending on the severity of a person's violation of the Disruptive Patron Policy. Notwithstanding Section B. 1-3 above, anyone violating the law at the library will be immediately evicted and may have library privileges suspended *for longer periods of time*, depending on the severity of the violation of the law, to protect patrons and library staff.

C. **Appeal Procedure for a Person in Violation of the Disruptive Patron Policy**

1. A person whose library privileges have been suspended by the Library Director or his/her designee may appeal the decision within three (3) calendar days after the date of the written notice of suspension of library privileges. An appeal must be submitted in writing and must include the person's name, address, date and time of violation, type of violation, and the reason for appealing the decision, the person's signature and the date the appeal is signed. All appeals must be submitted to the Library Director for transmittal to the Library Board at the next regularly scheduled board meeting.

2. The Library Board will hear an appeal from the decision of the Library Director or his/her designee to suspend library privileges. The Library Board will give the appellant an opportunity to be heard on the appeal. The decision of the Library Board shall be final.
Juvenile Patron Policy

The Portage District Library encourages visits by children to the library, and it is our desire to make these visits both memorable and enjoyable. Parents are responsible for their children and their children’s behavior in the library whether or not the parents accompany their children to the library. Recognizing that the library’s purpose is best served in a safe and non-disruptive atmosphere, the following procedures will be enforced:

Procedures for Children Under 7 Years Old:
1. Children under the age of 7 yrs. old must be accompanied by a parent or other responsible person in the library at all times.

Procedures for Children 7 years Old and Over:
If a parent or other responsible person is needed for children 7 yrs. old and over, then the following steps will be taken:

1. The library staff will determine if the parent or other responsible person is in the library.
2. If the parent or other responsible person is not found in the library, the library staff will attempt to contact the parent or other responsible person.
3. If the parent or other responsible person cannot be contacted, then the Portage Police Department will be called.
4. If a child, age 15 and younger, is found unaccompanied by a parent or other responsible person in the library at closing time, two library staff members will remain with the child and attempt to telephone the parent. If the parent or other responsible person cannot be reached, then the Portage Police Department will be called. The child will be asked to wait in the lobby of the building, and the two library staff members will remain within the building proper until the Portage Police personnel arrive.

Procedures for Disruptive Children
(Please refer to the Disruptive Patron Policy)

1. Children who are being disruptive will be asked by library staff to correct their behavior.
2. If the disruptive behavior continues, a library staff member will attempt to locate a parent or other responsible person within the library and inform them that the children are engaging in disruptive behavior and disturbing others.
3. Assuming a parent or other responsible person has been located within the library but refuses or is unable to control the children, then the family will be asked to leave the library.
4. If a parent or other responsible person cannot be located within the library, and the disruptive behavior continues, the children may either be asked to leave, or procedures for children 7 yrs. old and over will be followed.
PORTAGE DISTRICT LIBRARY

Smoking and Tobacco Products Policy

In the interest of providing a safe and healthy environment for patrons and staff, and in accordance with the Michigan Clean Air Act, PA 198 of 1986, tobacco, tobacco products and/or other burnable products, is prohibited in all areas of the Portage District Library. This includes smoking, chewing, rolling of tobacco, and use of other burnable products or electronic cigarettes.

In addition the above policy extends to all areas will be prohibited within 25 feet of the library’s entrances or exits.

[See: Michigan Executive Order 1992-3]
Portage District Library Communication

To: Portage District Library Board

From: Christy Klien, Library Director

Date: May 16, 2016

Subject: Budget Amendment to adjust the FY 2016 Budget for a special donation from Dayton Maynard to fund the 2016 Volunteer Recognition Luncheon at PDL.

BACKGROUND:
On May 5, 2016 the library invited its wonderful volunteers to a special Volunteer Recognition Luncheon at the library as a way to thank them for all the donated time they have devoted to helping out at the library. A lovely luncheon was catered by Zoup! who prepared a fantastic meal of soup and salad. Library staff members were on hand to visit with volunteers and share their personal appreciation for the assistance given by our volunteer corp.

The 2016 Volunteer Recognition Luncheon was very well attended and all those who came to this event were quite complimentary. Library Volunteer Coordinator Ruth Cowles, Local Historian Steve Rossio (presenter), and a team of library staff members did an excellent job in organizing and conducting this appreciation luncheon for our valued volunteers, and worked hard to make sure that everything would go well. Not only was the luncheon a success, long-time library volunteer and regular library patron Dayton Maynard stepped forward and offered to cover the expenses for this event, as he has done in many previous years. Through his generous donation of $676.00, Mr. Maynard enabled the library to give proper recognition to its donors without incurring significant expense. For his thoughtful gesture, we are truly grateful. Not only did he save the library a substantial expenditure, but he also gave a lot of volunteers a delightful time of friendship, food and fun. We are most grateful to Mr. Maynard for his generous gift and expressed our thanks to him directly and in a letter of appreciation.

REQUEST:
I recommend increasing the FY 2016 revenue line by $676.00 and increasing the FY 2016 Other Administrative Services line by that same amount to allow for the expenditures on the 2016 Volunteer Recognition Luncheon to be covered by the generous gift provided by Dayton Maynard for that purpose.
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 May & June 2016:**

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<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
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<tr>
<td>5/24</td>
<td>7:00 PM</td>
<td>The Black Mzungu: Talk and Book Signing</td>
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<td>5/26, 6/2, 6/9, 6/16, 6/23, 6/30</td>
<td>10:00 AM</td>
<td>Portage Computer Users’ Group</td>
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<td>5/26</td>
<td>6:00 PM</td>
<td>PDL Writer’s Group: Workshop – Goal/Motivation/Conflict</td>
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<td>6/2, 6/16</td>
<td>9:00 AM</td>
<td>Muffins and the Market</td>
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<td>6/4</td>
<td>9:00 AM</td>
<td>Friends of the Library Book Sale</td>
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<td>6/7</td>
<td>7:00 PM</td>
<td>DIY Bath Salts with Essential Oils (Registration Required)</td>
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<td>6/7, 6/21</td>
<td>9:00 AM</td>
<td>Business Book Blub SBDC (Registration Required)</td>
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<td>6/11</td>
<td>10:00 AM</td>
<td>Summer Kickoff</td>
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<td>6/13</td>
<td>12:30 PM</td>
<td>How to Become a Research Ninja (Registration Required)</td>
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<td>6/13</td>
<td>7:00 PM</td>
<td>Top Shelf Reads: Genre TBD</td>
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<td>6/18</td>
<td>9:00 AM</td>
<td>Kalamazoo Macintosh User Group</td>
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<td>6/18</td>
<td>5:00 PM</td>
<td>2nd Annual Pups and a Picnic</td>
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Library Director’s Narrative Report for May 23, 2016  
(Activities in April 2016 and part of May 2016)

Administrative Activities:
During the months of April 2016 and the first part of May 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.
- Met with staff to discuss library’s presence at the Sunday Farmer’s Market in Portage on 4-27-16.
- Attended the Portage Community Center’s board meeting on 4-27-16.
- Met with Library Board Chair Alisha Siebers on 4-28-16 for mid-year review.
- Met with Midwest Tapes representative to discuss library’s hoopla service.
- Had a phone conversation with a Blackbaud representative to learn more about their donor software.
- Met with new part-time Adult Services Library Associate Jessica Holmes on 5-3-16 as part of her orientation.
- Took part in the library’s 2016 Volunteer Recognition Luncheon on 5-05-16 to thank all of our wonderful library volunteers for their ongoing assistance.
- Met with staff member’s regarding their 2017 FY budget requests.
- Participated in the library’s Social Media committee meeting on 5-10-16.
- Met with City of Portage’s Parks Director, Kendall Klingelsmith and Senior Center Manager, Kim Phillips to discuss collaborations with the three organizations on 5-10-16.
- Met with the Staff Development Day committee on 5-11-16 to discuss potential training opportunities for this year’s event.
- Met with new Youth Services Librarian Andrea Smalley on 5-12-16 as part of her orientation.
- Met with Ed VanderVries, City of Portage Assessor, to discuss financial outlook of the library and city on 5-16-16.
- Met with a Library Ideas representative to learn about their new movie service on 5-18-16.
- Attended the Portage Public School’s Curriculum Instruction Council meeting on 5-18-16.

Technical Services

Ordered material is flowing through technical services at an excellent pace. All scheduled authorities maintenance services were completed in April 2016. Technical Services worked with Youth and Adult services to create customized processing of their graphic novels collection.

IT Services

All preventive maintenance and warrantied repairs have been completed for library technology for April 2016. The library is currently evaluating its core server and SAN hardware for replacement vs. extended warranties. The library upgraded its phone system, voicemail system,
paging system, presence and Enterprise IM system. The library is updating its e911 system to assure compliance with Michigan Law. (Deadline: December 31, 2016)

Budgetary quotes for replacement self-checkout machines and CHIP compliant (PCI DSS) payment options have been requested from Bibliotheca (3M Library Services was acquired by Bibliotheca in October 2015). Jill Austin will visit with Bibliotheca at the COSUGI conference in May 2016. A Bibliotheca representative visit is being scheduled for July 2016.

DLA scanners have been repaired. DLA scanners are used to scan for missing / claims returned material and to weed library collections. Library volunteers are now trained for the new weeding process (board recording and cart tracking) using the library’s DLA scanners.

**Maintenance and Building Services**

All scheduled preventative maintenance activities occurred as expected for April 2016. HVAC Air Handlers have been readied for summer workloads. Lawn care services are being performed by Earth Works. Carpet cleaning was completed in April 2016 as a part of a new floor and upholstery care plan for 2016.

In honor of Earth Day (April 22, 2016) the following is a list ways the library is reducing waste: Working with Salvation Army and Friends of the Portage District Library, the library is recycling its material through donations of its weeded materials. The library reuses cardboard boxes of library materials for Salvation Army donations. Working with the City of Portage, the library is recycling its fluorescent bulbs at Kalamazoo County Hazardous Waste. Working with GreenEarth Electronics Recycling, the library recycles its technology and electronics. Working with Konica Minolta, the library recycles printer toner cartridges, drums, and waste bottles. Working with Republic Services, the library offers single stream recycling services (meaning paper, cardboard, plastics, metal and glass) and all staff has both waste and recycling receptacles.

**Personnel Information:**

The library undertook the following human resource activities since the April 25, 2016 Board meeting:

- Orientation was held for the new Adult Services Associate, Jessica Holmes, who began work on May 3, 2016.
- Orientation was held for the new Youth Services Librarian, Andrea Smalley, who began work on May 12th.
- Interviews have been scheduled with six potential candidates for three open Library Aide II positions in the Circulation Department.
- Two employees in the Circulation Department had their last days this month, Milan Harden and Laura Herman. Milan has been with the Library since May of 2014. She has mostly worked as an Aide II in the Circulation Dept. but has filled in temporarily in the Youth Dept. as a Library Associate. She is leaving to pursue another opportunity at KPL. Laura has been with us for a little over a month working as an Aide II in the Circulation Dept. She is leaving due to scheduling changes and a recent opportunity at her other job.
**Adult Services Programming & Events:**  
The following programs and events were conducted at the library in the month of April:

**Classic Movie: Gold Diggers 1933 (4/9):** 25 attendees. Many were asking for another movie soon.

**Zentangle: Meditation Through Drawing (4/23):** There were 25 people signed up and 15 people on the waiting list. The instructor has had a lot of experience teaching and the program went well. Christina Doane hosted. Patrons expressed an interest in more art programs.

**Bad Poetry Night (4/29):** Must Be 21+ After Hours program. 12 in attendance. 6 participants prepared original “bad” works, and all participated in reading poems aloud badly, or just reading bad poems. In addition to offering 3 gift certificates as prizes, a “trophy” was also prepared from a life-size rubber chicken, with rubber chicken keychains as a take away for everyone. The program had new faces from last year, and many who attended were very “serious” about their performances, and clearly put time into preparing.

**Merchandising / Promotions**  
Set up 100th Anniversary of National Park Service display. Also set up a space DVD display to promote Sci-Fi and the Astronomy Day event on May 14th.

**Booklist of the Month:** Organic Gardening. 30 printed, 24 distributed.

**Networking**  
**PLA Convention – (4/5-4/9) Lawrence Kapture.** Went to four sessions and a pre-conference meeting, and brought home lots of resources to investigate.

**Poetry Festival (4/15-4/16) Lawrence Kapture.** Attended two Workshops sponsored by PDL, given by Preacher and Fable who are poets from the local slam scene. Both were well attended, with eleven and fifteen registrants and more attendees. In addition, the Poetry Festival helped host a reading the evening on the 15th, at Fire.

**MVLS Overdrive Consortium (4/20) Lawrence Kapture.** Via phone. Decisions were made about funding, including handing the purchasing of duplicate titles to member libraries so that the consortium can buy more unique titles.

**2016 MLA Annual Committee – (4/18) Jessica Enget.**

**Michigan Library Community Conversations – (4/20) Jessica Enget.** This was a 2 hour conversation that met at Paw Paw District Library. The purpose of these meetings is to gain public knowledge of what really matters to Michigan libraries and to begin taking steps to actualize the library community's aspirations. Topics included: the evolving role of libraries in our local communities, measuring impact, skills needed for the 21st century library, mentoring new librarians and emerging leaders, the state of information literacy, and critical thinking skills of students.
Youth Services Programming
Youth staff hosted three robotics programs in April. All were well-attended, and several parents requested an event which would include a cross-generational component as well!

The “Moogician” performed magic, music, and comedy to a family audience of 42 people.

Preschool Art with Inoka was well-attended, and provided a much wanted painting program for younger children.

Youth staff hosted Family Fun with the Kalamazoo Chinese School this April, and 78 children and their families learned some calligraphy, watched a demonstration of the Diabolo by area children and teens, and learned about several Chinese games and toys.

The Teen Murder Mystery event returned by popular demand. 40 teens tried to solve the murder by examining the evidence and the crime scene.

Youth Services Outreach
Portage Youth Staff hosted a booth at the City of Portage’s Greenathon. Attendees could create a bird’s nest builder, which supplies birds with nesting materials.

Reading is Sweet, the Library’s Teen spring reading incentive program, was again promoted through the Portage Public Schools. Teens wrote reviews for books read and received candy (and in some cases, extra credit). 470 students submitted reviews.

Ongoing outreach such as Woods Edge storytimes and Lego Lunch at Portage Northern High School continued in the month of April as well.

Heritage Room
During the month of April, Steve Rossio was involved with not only the standard Heritage Room programming, including presenting the History of Portage to the 2nd graders at Moorsbridge Elementary, but also with two additional and unique presentations.

On April 12th, Local Historian, Steve Rossio delivered a presentation on Kalamazoo County during World War II to the Portage Women’s Club. The program was held in the meeting space at D&W on Romence Road and was well received by the fifteen plus ladies in attendance.

On April 23rd, Steve Rossio set up an exhibit at the Talon’s Out Honor Flight highlighting Kalamazoo during World War II. The exhibit drew over three hundred visitors with seventy-five stopping to ask questions, make comments and the like. The heads of the Honor Flight were quite delighted with the presentation and have asked Steve back for the next one in early June.

NOTE – the Talon’s Out Honor Flight flies WWII veterans from the area to Washington D.C. for the day, free of charge. Upon their return they are brought to Wing’s Stadium where they are given a grand reception by the public. Other organizations involved include local fire rescue and police, the motorcycle honor guard, etc.
Marketing Update

Through the months of April and May the Portage District Library staff have created processes that will help focus our marketing efforts. We are currently doing the behind the scenes work of creating content in order to streamline our marketing efforts in the coming months.

Recurring Monthly Projects:

- The May e-Newsletter was sent out the first week of the month to over 12,000 library patrons.
- Our upcoming summer events were advertised in the Portager, and was sent out to 22,800 residents.
- We created monthly event posters and displayed them in the library.
- Facebook “Events” were created to advertise our programs, and were then shared on our page.
- Flyers and Handouts were distributed within the Library building to advertise our programming.
- Our website and digital signage was updated to advertise our program offerings.

April & May Marketing Highlights:

- In partnership with Jaqua Realtors we created a “Moving Checklist” as part of our contribution to the relocation packet they distribute.
- In order to advertise our Summer Reading program we had flyers created for our school visits and in house distribution, in addition to digital signage, web-ads, and Facebook Events.
- Our Summer Reading website is almost complete and will be ready to go for the Kick Off on June 11th.
- We have updated some of our display resources for the Portage Market to adapt to that setting and create a more inviting and welcoming booth.
- As part of our participation in the Portage Market, we had t-shirts made to identify our staff at the monthly booth.

April & May Social Media Highlights:

Facebook
42 New Page likes | 1,031 Post Shares | 182 Post Likes | 23,838 Total Reach

Twitter
5,228 Tweet Impressions | 367 Profile Visits | 5 Mentions | 12 New followers | 3 Tweets Linking to us
April & May Marketing Materials:

MONTHLY EVENT POSTERS, PORTAGER, E-NEWSLETTER

RELOCATION FLYER

STAFF T-SHIRT

SUMMER READING POSTERS, FLYERS, AND READING LOGS

FARMERS MARKET BOOTH SETUP
PORTAGE DISTRICT LIBRARY
Library Director’s Report on the Financial Condition
for
April 2016

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

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

Director’s Response:

| Revenue | $3,979,167 |
| Expenditures | $1,227,364 |

| Risk reserve (13% of operating budget) | $472,043 |
| Building Reserve | $50,000 |
| Technology Reserve | $32,305 |
| Benefits Reserve | $47,572 |
| 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.
<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Apr-16</td>
<td>Apr-15</td>
</tr>
<tr>
<td>Total Library Circulation</td>
<td>68,732</td>
<td>65,558</td>
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<tr>
<td>Adult - Books</td>
<td>17,544</td>
<td>17,871</td>
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<tr>
<td>Adult - A/V</td>
<td>8,258</td>
<td>7,309</td>
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<tr>
<td>Youth - Books</td>
<td>23,400</td>
<td>22,488</td>
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<tr>
<td>Youth - A/V</td>
<td>4,411</td>
<td>4,023</td>
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<tr>
<td>Hot Picks</td>
<td>5,252</td>
<td>4,866</td>
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<tr>
<td>E-Material</td>
<td>7,895</td>
<td>6,852</td>
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<tr>
<td>ILL - PDL Requests</td>
<td>1,170</td>
<td>1,261</td>
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<tr>
<td>ILL - Other Lib. Requests</td>
<td>802</td>
<td>888</td>
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<tr>
<td>Self-Checkout Percentage</td>
<td>57.91%</td>
<td>58.77%</td>
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<td>Total Library Collection</td>
<td>206,933</td>
<td>199,714</td>
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<td>Adult - Books</td>
<td>98,340</td>
<td>97,943</td>
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<tr>
<td>Adult - A/V</td>
<td>18,312</td>
<td>17,463</td>
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<tr>
<td>Youth - Books</td>
<td>73,562</td>
<td>67,111</td>
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<tr>
<td>Youth - A/V</td>
<td>12,156</td>
<td>12,080</td>
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<td>Hot Picks</td>
<td>4,563</td>
<td>5,117</td>
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<td>Net Acquisitions</td>
<td>540</td>
<td>944</td>
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<td>Purchased - Books</td>
<td>1,739</td>
<td>1,454</td>
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<td>Purchased - A/V</td>
<td>279</td>
<td>380</td>
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<tr>
<td>Donated - Books</td>
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<td>4</td>
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<tr>
<td>Donated - A/V</td>
<td>2</td>
<td>3</td>
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<tr>
<td>Material Discarded</td>
<td>(1,485)</td>
<td>(897)</td>
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<tr>
<td>Total In-House Usage*</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>Patrons</td>
<td></td>
<td></td>
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<tr>
<td>Total Patrons</td>
<td>49,684</td>
<td>48,752</td>
</tr>
<tr>
<td>Adult</td>
<td>35,200</td>
<td>32,691</td>
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<tr>
<td>Youth</td>
<td>7,874</td>
<td>7,688</td>
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<tr>
<td>Non-Resident</td>
<td>353</td>
<td>341</td>
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<tr>
<td>Reciprocal</td>
<td>5,814</td>
<td>5,108</td>
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<tr>
<td>Internet User</td>
<td>386</td>
<td>2,863</td>
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<tr>
<td>Professional</td>
<td>57</td>
<td>61</td>
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<tr>
<td>Total Patrons Added</td>
<td>247</td>
<td>239</td>
</tr>
<tr>
<td>Adult</td>
<td>126</td>
<td>124</td>
</tr>
<tr>
<td>Youth</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>35</td>
<td>48</td>
</tr>
<tr>
<td>Internet User</td>
<td>76</td>
<td>55</td>
</tr>
<tr>
<td>Professional</td>
<td>2</td>
<td>0</td>
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TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: May 17, 2016

<table>
<thead>
<tr>
<th>Library Building Usage</th>
<th>Month Statistics</th>
<th>YTD Statistics</th>
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<tbody>
<tr>
<td></td>
<td>Apr-16</td>
<td>Apr-15</td>
</tr>
<tr>
<td><strong>Total Meeting Room Usage</strong></td>
<td>206</td>
<td>198</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>101</td>
<td>98</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>105</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total Program Audience</strong></td>
<td>2,242</td>
<td>1,973</td>
</tr>
<tr>
<td>Adult</td>
<td>76</td>
<td>394</td>
</tr>
<tr>
<td>Youth</td>
<td>1,323</td>
<td>1,372</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>843</td>
<td>207</td>
</tr>
<tr>
<td><strong>Total Number of Programs</strong></td>
<td>44</td>
<td>50</td>
</tr>
<tr>
<td>Adult</td>
<td>6</td>
<td>18</td>
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<tr>
<td>Youth</td>
<td>31</td>
<td>28</td>
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<tr>
<td>Heritage Room</td>
<td>7</td>
<td>4</td>
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<tr>
<td><strong>Total Volunteer Hours</strong></td>
<td>413</td>
<td>438</td>
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<tr>
<td>Adult</td>
<td>114</td>
<td>126</td>
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<tr>
<td>Youth</td>
<td>71</td>
<td>80</td>
</tr>
<tr>
<td>Technical</td>
<td>83</td>
<td>78</td>
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<tr>
<td>Circulation</td>
<td>111</td>
<td>122</td>
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<tr>
<td>Administration</td>
<td>34</td>
<td>32</td>
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<tr>
<td>Community Service</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Total Front Door Traffic</strong></td>
<td>60,334</td>
<td>61,332</td>
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<tr>
<td><strong>Total Youth Services Traffic</strong></td>
<td>38,779</td>
<td>39,087</td>
</tr>
<tr>
<td><strong>Total Business Center Traffic</strong></td>
<td>2,801</td>
<td>2,799</td>
</tr>
<tr>
<td><strong>Information Access/Reference/Research</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Reference Transactions</strong></td>
<td>7,652</td>
<td>6,993</td>
</tr>
<tr>
<td>Adult Phone</td>
<td>436</td>
<td>515</td>
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<tr>
<td>Adult Ready Reference</td>
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<td>2,199</td>
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<tr>
<td>Adult Reference</td>
<td>189</td>
<td>114</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>114</td>
<td>127</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>2,319</td>
<td>1,955</td>
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<tr>
<td>Youth Reference</td>
<td>246</td>
<td>139</td>
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<tr>
<td>HR Phone</td>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>437</td>
<td>372</td>
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<tr>
<td>HR Reference</td>
<td>22</td>
<td>27</td>
</tr>
<tr>
<td>Circ Phone</td>
<td>625</td>
<td>743</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>591</td>
<td>683</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>224</td>
<td>114</td>
</tr>
<tr>
<td><strong>Total Edutainment LAN Use</strong></td>
<td>477</td>
<td>478</td>
</tr>
<tr>
<td><strong>Total Internet Computer Use</strong></td>
<td>3,069</td>
<td>3,439</td>
</tr>
<tr>
<td>Youth Computers</td>
<td>374</td>
<td>380</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,585</td>
<td>2,974</td>
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<tr>
<td>Laptop Computer Circulated</td>
<td>110</td>
<td>85</td>
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<td><strong>Total Electronic Transactions</strong></td>
<td>42,886</td>
<td>46,070</td>
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<tr>
<td>WebSite Hits</td>
<td>30,864</td>
<td>34,139</td>
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<tr>
<td>WebCatalog Sessions</td>
<td>8,345</td>
<td>8,166</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>3,677</td>
<td>3,765</td>
</tr>
</tbody>
</table>

* In-house Use Statistics will be done for one week each quarter.
A Victory for Free Speech and Michigan Libraries: Temporary Injunction is Now Permanent

Libraries are once again free to educate and inform voters about upcoming millage elections. Today a permanent injunction was signed by a federal judge in U.S. District Court. This means the section of PA 269/SB 571 prohibiting voter education is not enforceable. The bill in effect had banned the dissemination of factual information 60 days prior to a millage election.

Immediately after the bill was passed, MLA joined a coalition of associations and groups opposed to the bill and filed a lawsuit challenging the constitutionality of the act. A federal judge issued a temporary injunction declaring the section in question was an infringement of constitutional rights.

Thousands of library supporters from Michigan and across the country came out in support of free speech and the library’s right to provide access to information. After a robust campaign for a veto of the bill, the governor signed it into law. MLA continued to work with legislators to amend the bill and MLA Board of Directors approved participation in the lawsuit as well as an amicus brief to defend our first amendment rights.

Thanks to all who took action to let our elected officials know they can count on librarians to ensure the flow of information and education to our communities is accurate and timely.

This important victory highlights the significance of MLA advocacy, our GCSI lobbyists and the grassroots efforts of our members. A synopsis of our advocacy efforts is available here: http://www.milibraries.org/gov-snyder-signs-sb-571-into-law/

Tax Tribunal and Dark Stores Legislation Has Hearing in House Tax Policy Committee

Yesterday a packed hearing in the House Tax Policy Committee examined HB 5578 sponsored by Sen. Dave Maturen (R-Portage). The comprehensive bill addresses two of the major library concerns including the deed restriction and covenant issue from the big box stores as well as the problem determining a value that is credible and not speculative. Testimony is expected to continue over the next two weeks.
Whether the bill is passed as presented remains to be seen. The bill enjoys bi-partisan support. However, the final version may take some time to iron out.

Tax Capture Bills Await Action

The Michigan Senate and Senate leadership recognized the importance of supporting the funding structure for Michigan’s libraries and voted 36-2 to pass the seven-bill package allowing libraries to protect their dedicated special millages. The bills, SB 579 and SB 619-624, are now awaiting introduction in the House Tax Policy Committee.

A number of work groups are currently working on a more broad-based solution to the tax capture issue that would impact all special millages. As a result, House leadership is looking to those potential bills as a solution prior to moving the library package. While we would prefer immediate action on our tax capture package, we understand the significance of a comprehensive fix to the tax capture issue and are awaiting the outcome of the work group’s efforts.

MLA has been working on the tax capture issue for more than two decades. It became a priority for MLA three years ago. Over the past eight months there has been an intensive campaign to introduce legislation that would enable libraries to choose participation in tax captures. We know many of these locally dedicated taxes currently are being withheld against the library’s choice and in many cases without the voting taxpayers’ knowledge or approval. In some districts up to 47 percent of the library’s dedicated annual operating budget has been netted by tax capture districts.

On average, nearly 80 percent of library funding comes from locally dedicated special library millages. The library community conservatively estimates that more than $8 million per year is lost to tax capture. We see these bills as a step toward taxpayer accountability, tax capture transparency and ensure dedicated library millages go to support the voters’ choice.

Thank you to the MLA Legislative Committee and Committee Chair Lance Werner, our GCSI lobbyists Gary Owen and Chris Iannuzzi and all of you who engaged with your legislators to let them know how important it is to keep our libraries funded.

Personal Property Tax Reimbursement Issues Resurface

Some libraries are expressing concern about what to expect from their PPT reimbursement this year. MLA and many members fought long and hard to get libraries included in the reimbursement. We were able to get libraries included in PA 86 of 2014. It was part of a 10 bill package that provided for reimbursement to those entities being harmed by the elimination of the PPT. It was SB 821 and it included libraries. It took effect when proposal 14-1 State Use Tax – Ballot Issue passed in August of 2014.
We are finding that a number of municipalities do not understand that libraries should be included in the reimbursement. They are under the impression that only essential services are included. We recommend that you share information about PA 86 of 2014 with them. MLA is working with our contact in Treasury to see if we can get further clarification on the inclusion of libraries in the reimbursement and what we can do about libraries being excluded.

**MLA Supports Carla Hayden’s Librarian of Congress Confirmation to Senate Rules Committee**

MLA recently signed onto an ALA letter of support advocating for Carla Hayden’s appointment as Librarian of Congress. In addition, more than 135 national nonprofit and library groups, schools, and academic libraries urged her rapid confirmation. Earlier this year the MLA Board of Directors also voted to provide a letter to President Obama outlining suggested requirements for the position. Ms. Hayden meets those requirements and would be an outstanding addition to our national library.

[Read entire article and see list of supporters](#)

**Overtime Rule Will Change Payroll Costs for Many**

The U.S. Department of Labor’s new overtime rule – barring any changes before it’s finalized this year – would require businesses to pay overtime wages to employees making $50,440 or less per year, which would be a 113 percent increase over the current threshold and would make an additional 5 million workers newly eligible for overtime pay. In March, the Department of Labor sent the rule to the Office of Management and Budget for a final review and Administration officials say the final rule could come as early as next month.

The Administration’s plan to drastically expand overtime eligibility has emerged as a top concern for small businesses, colleges and universities and tax-exempt organizations – many of which are struggling to see how they will afford a surge in payroll costs and still maintain their bottom line. The proposal also has implications for employees, who could be denied opportunities to participate in any work-related activities at which their attendance is not essential, thus restricting their professional growth.

Officials from YMCA of the USA and the American Association of State Colleges and Universities both said their members across the country would not be able to absorb the cost of expanding overtime eligibility without cutting staff, reducing hours and potentially scaling back services.

We will keep you informed of any developments on this important issue.
To: Portage District Library Board
From: Christy Klien, Library Director
Date: May 16, 2016
Subject: Plans for participation in the City of Portage’s 2016 Memorial Day Parade

The Portage District Library will be once again represented in this year’s annual City of Portage Memorial Day Parade. Below is an outline of the plans for our participation:

8:30 am Meet at the library
8:45 am Carpool from library to Southland Mall
9:00 am Gather with others to line up for parade
10:00 am Parade starting time. Route covers a 2-1/2 mile walk down S. Westnedge Avenue
11:15 am Parade ends at the library
11:30 am Carpool back to Southland Mall to retrieve vehicles

Participants will wear American flag or patriotic colored t-shirts and will be passing out sweet treats to children along the parade route. We hope you will be able to join us for the 2016 Memorial Day Parade!
To: Portage District Library Board Members
From: Christy Klien, Library Director
Date: May 16, 2016
Subject: Plans for the 2016 Summer Reading Kick-Off Event on June 11, 2016

2016 Summer Reading Kick-Off Event on June 11, 2016

This year’s Summer Reading Kickoff Celebration will be held in the library from 10:00AM to 1:00 PM. We have hosted the kick-off event at the library for several years now, and we love having the opportunity to showcase the library! The event description is included below:

Celebrate summer with us! Sign up for Summer Reading and stay for some family-friendly fun. There will be face painting, crafts, activities for all ages, scavenger hunts and more! Parents who need a little refreshment can stop by the coffee bar sponsored by the Adult Department or check out our Friends’ Mini Book Sale. There's something for everyone!
LocalHop is an app that helps you discover events in your community, posted by your favorite local organizations. Users can browse and search events by organization, “hopspots”/location, by date, or by one of 17 pre-determined category tags. The Portage District Library was approached by the creators of this app to add our library events for free. We have determined this is a great way to get information about what is happening at our library, especially to non-users. We have begun the process of bulk-uploading details about our events and all summer events are now visible within the app. LocalHop has also provided the library with bookmarks that have the library hours on the front and information about their app on the back.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: May 16, 2016  
Subject: Request for Library Board Approval for Restricted Use of Library Patron Database for 2016 Spring Appeal

2016 Spring Appeal Direct Mailing
The Portage District Library’s Annual Spring Appeal will be sent out at the end of May. We send this solicitation to approximately 500 previous donors requesting financial assistance to further enhance the library's special initiatives. In order to do this, we need to use the library patron database for this one-time purpose direct mailing.

REQUEST:
That the Library Board pass a motion at the May 23, 2016 board meeting to allow the Portage District Library to enter into a contract with our regular printing vendor to use the library’s patron database for the restricted, confidential and sole purpose of sending a direct mailing to previous donors in the Spring of 2016. The contract with our regular printing vendor stipulates that the printer or any associate or partner of the printer will not use the library’s patron database for any other purpose, nor will the printer share the confidential patron information with any other parties.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: May 17, 2016  
Subject: Proposed Change to Reciprocal Borrowing Policy

**BACKGROUND:**

The library’s Reciprocal Borrowing Policy is scheduled to be reviewed at the May 23, 2016 board meeting. Prior to bringing it to the meeting for trustees to review, library staff has also reviewed it for currency, accuracy and relevance to actual practice.

Considering the clarifications in 2014 and 2015 to the Resident/Non-Resident Policy to reflect the need for a valid form of identification and a secondary document if the current residential address is not listed as part of the identification presented, we would like to propose a change in the wording of the Reciprocal Borrowing Policy.

**PROPOSED CHANGE in WORDING:**

<table>
<thead>
<tr>
<th>Current Wording</th>
<th>Proposed Wording</th>
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<tbody>
<tr>
<td>Present one other piece of identification as specified in the library’s Resident/Non-Resident Policy.</td>
<td>Present identification and proof of residential address as specified in the library’s Resident/Non-Resident Policy.</td>
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For review purposes, the **Required Documentation for Establishing a Membership** (as listed in the Resident/Non-Resident Policy last revised & approved 10-26-15) is as follows:

The appropriate type of library membership for any person will be issued only upon verified identification and proof of current residential address for the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements addressed below. In order of preference, one of the following items of identification is required to establish a membership:

1. Valid Driver’s License  
2. Valid State Identification Card  
3. Valid Passport  
4. Valid Military ID  
5. Valid School ID with Photo

If the current residential address is not listed as part of the identification presented, a secondary document that includes a current residential address is also required to establish membership. The secondary document must be in the name of the person requesting the membership or, in the case of children under the age of 18, their parent or documented legal guardian. Businesses and Institutions have additional requirements detailed below. In order of preference, one of the following
documents is required for proof of current residential address when the current residence is not listed on the identification presented to establish membership:

1. Valid Voter’s Registration Card
2. Current property tax bill or receipt
3. Current utility bill for water/sewer or gas/electric services
4. Registered Land Contract
5. Current Lease Agreement
6. Current vehicle registration

RECOMMENDATION:

Please consider and approve the requested clarification to the Reciprocal Borrowing Policy. With Library Board approval, the recommended change would become effective immediately.
Reciprocal Borrowing Policy

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

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

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

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

The participating institution must:

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

Expectations for Reciprocal Borrowing Patrons Accessing the Portage District Library:

Reciprocal borrowers are expected to:

1. Conform to all of the rules and regulations of both participating institutions, including the payment of any fines and fees, which may be accrued.
2. Present a valid resident borrower’s card from their “home” institution.
3. Present one other piece of identification as specified in the library’s Resident/Non-Resident Policy. <RECOMMENDED REPLACEMENT: Present identification and proof of residential address as specified in the library’s Resident/Non-Resident Policy.>
4. Return library materials promptly and in satisfactory condition.
At the April 25, 2016 board meeting, there was an item on the agenda regarding scheduling a mid-year meeting with the Library Director, as is the practice according to the Library Board’s annual calendar. The mid-year meeting is intended to be an opportunity for the Library Board to assess with the Library Director how things are going at the library at this point in the year.

When this year’s mid-year meeting with the Library Director was discussed at the April board meeting, I indicated that I would contact our Library Director Christy Klien and set up a time to get together and I invited trustees to call or email me with any comments, questions, or concerns that they wished to share with the Library Director.

As Library Board Chair, I subsequently held a mid-year meeting with Christy on April 28 from 4:00-5:00 PM and I will give a follow-up report to trustees at the upcoming board meeting on May 23, 2016.
The next step in our Strategic Planning process will be to identify community leaders in each of the nine sectors as follows: power, information, capital, wellness, human development, support, respect, justice/ethics, and others. Board members and administrative staff have been supplied this list following the April Board Meeting and asked to brainstorm potential candidates for each category to be compiled by Library Board Secretary, Quyen Le. A discussion of potential candidates will follow.
To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: May 16, 2016  
Subject: Request to Close the Library for a Half-Day on August 29, 2016

BACKGROUND:

As discussed in meetings regarding Strategic Planning 2016, it was determined that the library staff would be asked to participate in focus groups to gain insight into their perspectives. After checking with facilitator, Gary Kushner, and the library’s calendar of events, it was determined that Monday, August 29 would be an excellent day to hold the staff focus groups.

RECOMMENDATION:

That the Library Board approve closing the Portage District Library on Monday, August 29, 2016 from 9:00 AM – 1:00 PM to conduct a Staff Focus Group Meeting. The library will then be open from 1:00 – 9:00 PM.
As part of Strategic Planning 2016, Gary Kushner, from Kushner & Company, is assisting the Library Board and Administrators in drafting interview questions for participants from the nine community sectors we have identified. At the May 23, 2016 board meeting, he will give a presentation on how to conduct the interviews with those community leaders, providing guidance and tips for success.