NOTICE of PUBLIC HEARING  
and REGULAR MEETING

The Portage District Library Board  

will hold a Public Hearing on the  
FY 2017 Library Operating Budget  
and will Conduct a Regular Board Meeting  

on  
August 22, 2016 at 6:00 p.m.  

at the  

Portage District Library  
in the Lower Level Meeting Rooms  

for the purpose of hearing any  
public comments on the proposed  
FY 2017 Library Operating Budget, and for discussing  
and taking action on other library business.
PORTAGE DISTRICT LIBRARY BOARD
Public Hearing on the Proposed FY 2017 & FY 2018 Budgets and Regular Board Meeting to be held on
August 22, 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  
IV. Adoption of the Agenda for the Regular Meeting of August 22, 2016

V. Consent Agenda (5 minutes) (Vote)  
   A. Minutes of the regular board meeting held on July 25, 2016. Pg. 1-6
   B. Library Board linkage opportunities for August/September 2016. Pg. 7
   C. Report on Financial Condition for July 2016. Pg. 8-10
   D. Budget Amendment – Bike-Mobile. Pg. 11
   E. Budget Amendment – Donation for Teen Thank You Bags. Pg. 12
   F. Budget Amendment – Patio Furniture Trial. Pg. 13
   G. Marketing Update for July 2016. Pg. 14-15
   H. Narrative Report for July 2016. Pg. 16-19
   I. Statistical Report for July 2016. Pg. 20-21
   J. Legislative Update for July 2016. Pg. 22-23
   K. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees. Pg. 24-25
   L. Monitoring Report for Executive Limitation for Treatment of Staff. Pg. 26-29
   M. Copy: Thank You Letter to Mike Wise for 2016 Big Trucks Program. Pg. 30

VI. Public Hearing (5 minutes)  
   A. Public Hearing on the proposed FY 2017 & FY 2018 Budgets and Formal Resolution to Adopt the FY 2017 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2017. Pg. 31-34 (Vote)

VII. Special Guest – Gary Kushner Strategic Planning Environmental Scan (120 minutes) Pg. 35

VIII. Governance (15 minutes)  
   A. Final decision on dates, time, and place for 2016 Library Board Retreat. Pg. 36 (Info)
   B. Report from Trustee Martha Pacheco, Library Board Liaison to the Friends, on the Friends’ August 6, 2016 Book Sale and the August 15, 2016 Friends’ Board Meeting. Pg. 37 (Info)

IX. Ends Development (5 minutes)  
   A. Progress Report on Ends Statement #3 (The library will be a leader in strengthening our community.) Pgs. 38-41 (Info)

X. Library Director’s Comments (5 minutes total)  
   A. Final remarks by Library Director for the August 22, 2016 Library Board Meeting.

XI. Process Evaluation (10 minutes total)  
   A. Suggestions for Agenda Items to be included on the September 28, 2015 board meeting  
      1. Minutes of the Public Hearing and Regular Meeting held on August 22, 2016.
      2. Request for Library Board Approval for Restricted Use of Library Patron Data Base for Year-End Direct Mail Fundraising Initiative in October 2016.
      3. Review of Capitalization Policy
      4. Review of Internet Policy
      5. Review of Materials Selection Policy
      6. Report on 2016 Summer Reading Program
      10. Report on 2016 “Stuff the Bus” School Supplies Collection Drive
      11. Initiation of Library Director’s 2016 Evaluation Process
   B. Assessment of this meeting
   C. Miscellaneous Items

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

July 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 Earthfare and the board meeting started at 6:00 PM

II. Roll Call

Board Members Present:  Michele Behr, Stephanie Brown, Betty Lee Ongley, Martha Pacheco, Donna VanderVries, and Joe Yantis

Board Members Absent:  Alisha Siebers (excused)

Library Staff Present:  Library Director Christy Klien, Jill Austin, Rolfe Behrje, Quyen Edwards, Rob Foti, and Laura Wright

Guest:  Kimberly Phillips, Senior Services Manager at the Portage Senior Center

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

Board Vice Chair Behr welcomed everyone to the meeting and reminded the group that since Board Chair Siebers was on vacation, she would be leading the meeting. Vice Chair Behr then opened the meeting for any comments from the public, board members, or library staff.

A. Comment from Trustee Yantis – Trustee Yantis wanted to relay some comments he had received about the library from his neighbor. This patron really enjoys the eAudiobooks because she can listen on her phone while doing housework or gardening. It is very convenient. However, this patron also commented that she felt that the book drop was too high for her to easily access it with her vehicle. Library Director Klien asked Trustee Yantis to thank his neighbor for the compliment and to let her know that we are aware of the issues with the book drop and are in the process of remedying it.

B. Comment from Trustee Pacheco – Trustee Pacheco said that she thoroughly enjoyed the Murder Mystery Party event hosted by the library. She said it was a lot of fun and that the library should consider having another one in the future!

C. Comment from Trustee Brown – Trustee Brown said that her family really enjoyed the Lego City. The scavenger hunt was an excellent addition to the event which made both adults and children look closer at the details of the display.

D. Comment by Trustee Ongley – Trustee Ongley commented that the flowers coming up Library Lane and those in the planters all looked very nice.

E. Comment by Vice Chair Behr – Vice Chair Behr commented on the recent blog post of Marketing Manager Colin Whitehurst titled “Feeling Helpless? Go to the Library”. She said that it was well written, timely content and that she shared it on her Facebook page and saw it get shared from her page.

DISPOSITION:  The Library Board acknowledged the comments made by trustees.

IV. Adoption of the Agenda for the Regular Meeting of July 25, 2016.

Library Board Vice Chair Behr asked if there were any other changes needed to the agenda for the July 25, 2016 board meeting before its adoption, and there were no changes requested by trustees.  Behr asked for a motion to adopt the 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 July 25, 2016. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

V. Guest Speaker – Kimberly Phillips, Senior Services Manager at the Portage Senior Center
Kim Phillips began her presentation by saying that she has been the Senior Services Manager at the Portage Senior Center for 2.5 years. The Senior Center is a division of Portage Parks and Recreation Department. Portage citizens pay a $25 per year membership fee, while non-residents pay a $35 membership fee. The Senior Center currently has approximately 1,300 registered members. The organization’s focus is on health, wellness, and recreation for citizens over the age of 50. This includes everything from gardening (to maintain the center’s landscaping), to crafts, the Senior Center Band, and travel opportunities.

Ms. Phillips was excited to report that the Senior Center is the first organization in Kalamazoo County to offer an Aging Mastery Program. This series of 10 workshops teach how to grow older successfully by developing sustainable behaviors across many dimensions that lead to improved health, stronger economic security, enhanced well-being, and increased societal participation. The first session for this program will begin in October 2016.

Ms. Phillips was pleased with the partnerships the Senior Center has participated in with the library and has witnessed many of their members taking advantage of the short walking distance between the two buildings. She specifically mentioned our collaborations on the Art Encounters/Art U event, the Farmer’s Market, and an upcoming event for Grandparent’s Day. She said that there always seems to be a need for technology training, and that their Teen Tech Tuesday program only partially fills that need. Ms. Phillips complimented the library on their excellent Adult Programming and said that she is glad to promote and refer her members to library programs.

Ms. Phillips was asked to speak about any challenges the Portage Senior Center faces. She said that currently, their issue is space! Due to use, the building is in desperate need of expansion as well as additional parking. While the City of Portage does own additional property on Brown Street, the issue is funding for this type of major building project. Ms. Phillips said that the trend in our community is that soon half of all citizens will be over the age of 50, so the demands for programming and use of the building will not be going away any time soon. She stressed that the Portage Senior Center is a “hidden gem” in our community since there is no other organization quite like it in the area.

DISPOSITION: Library Board Vice Chair Behr and Library Director Klien thanked Kimberly Phillips for coming to the board meeting and sharing information about her organization.

[Note: Special Guest Kimberly Phillips left the board meeting prior to the Consent Agenda.]

VI. Consent Agenda
Library Board Vice Chair Behr asked if there were any changes needed to the consent agenda for the July 25, 2016 board meeting before its adoption. None were requested. Trustee Ongley read the consent agenda aloud, and then Trustee Behr asked for a motion to adopt the agenda.

A. Minutes of the regular board meeting held on June 22, 2015.
B. Request for approval of a Budget Amendment to adjust the library’s FY 2016 Budget following a $201 donation from the Association of Latino Professionals.
C. Approval of date and time for a Public Hearing on the Library’s FY 2017 Budget.
D. Library Board linkage opportunities for July/August 2016.
F. Marketing Update for June 2016.
MOTION: It was moved by Trustee Yantis and seconded by Trustee Brown, to approve the consent agenda. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

VII. Governance

A. Follow-up to Strategic Planning Community Interviews – Library Director Klien reminded both trustees and administrative staff that the community interviews needed to be completed with notes transcribed and submitted via email to Library Board Secretary Edwards by the end of August 2016. Library Board Secretary Edwards said that she had already received a few completed interviews and that the information was very interesting. She asked trustees and staff to remember to submit their name, the interviewee’s name, and the date along with the interview transcript. Vice Chair Behr asked those who had already completed the interviews if there were any tips they could share with the group. Trustee Yantis said that he shared the questions with his candidates ahead of time, that he received permission to record the interview, and that he had requested meeting space at the library which all made for smooth interviews.

Library Director Klien also reminded trustees that the library will be closed for a half day on Monday, August 29th to complete Staff Focus Groups with facilitator Gary Kushner. Retired staff Diane Delach and Marsha Meyer have been invited to participate.

DISPOSITION: Library Board members received the reminder about Strategic Planning Community Interviews and Staff Focus Groups.

B. Follow-up on 2016 Library Board Retreat – Library Director Klien explained that she had been in touch with Strategic Planning facilitator, Gary Kushner, to determine when he would be in town and available for the Library Board Retreat. Mr. Kushner determined that at least two 3-hour meetings should be held to cover all the work needed for the Strategic Planning process. Based on conversations from the June Board Meeting, Library Director Klien had asked Mr. Kushner to specifically look at Monday evenings for these two meetings. Four Monday evenings in October and November were suggested to the group. Unfortunately, three of the four possible dates had a conflict for at least one board member. The one date that all present members of the board were able to attend was Monday, November 14th. After some discussion, it was determined that Library Director Klien would check with Mr. Kushner for other available days in the one week time period before and after November 14th. She concluded by saying that she would email the board and administrative staff with potential dates for the other meeting.

DISPOSITION: Library Board members received the information about the 2016 Library Board Retreat.

VIII. Ends Development

A. Final review and approval of proposed Fiscal Year 2017 Budget and Millage Rate for public inspection prior to Public Hearing at August 22, 2016 board meeting - Library Board members were given a final opportunity to make changes to the budget before next month’s Public Hearing on the 2017 Budget. No changes or requests were made.

B. Presentation of the library’s 3-Year Technology Plan (2017-2019) – Library Director Klien stated that every year, trustees are given a presentation by Systems Administrator Rolfe Behrje and Website Manager Laura Wright. With the addition of Marketing Manager Colin Whitehurst to the staff, many of the website responsibilities will fall to him. She said that Whitehurst is becoming familiar with the current website and product the library currently uses. Trustees will receive an update about website specifics at a later date. This presentation will be by Systems Administrator Rolfe Behrje only and will give trustees an overview of where the library is right now with its technology, what we will be trying to do in upcoming years, and what the budget is for those technology initiatives that are being recommended. Klien invited Behrje to come forward and give his presentation. (A copy of the power point presentation will be included in the board folder.)

Behrje made introductory remarks and began a slide presentation that highlighted points as follows:

- Goals and Objectives
  - Support the Portage District Library mission statement and strategic goals through technology
services
- Empower staff and patrons through technology services
- Standardized platforms for services and access that provide reliability and mission critical availability
- Select technology and services that are flexible and agile
- Select communication technology and services that provide robust access information and resources
- Peripherals will complement services and ease access

➢ Technology Trends
- Virtualization and Cloud Computing
  (more companies are developing cloud resources and the tools to manage them are maturing.)
- E-Material and E-Services (downloading and streaming)
- API Connected Services (connecting and unifying services)
- New Access Devices and Always “On” Services
  (flexibility to respond and redundancy to minimize offline times)

➢ 2016 Highlights – Network Upgrades
- RFID – Self Checkout (Upgraded interface and payment systems. This is a holdover from 2015 because 3M Library Systems was acquired by Bibliotheca.)
- Serve and SAN Replacement (The scheduled replacement of the core services and SAN is being re-evaluated. The library is considering extending the hardware cycle due to sufficient CPU, memory, and storage.)
- Fiber Contract for Internet and dedicated remote bandwidth (Contract adjustments for internet bandwidth and dedicated remote infrastructure bandwidth.)
- Public Access and Wireless Access Replacements (Upon approval, the library will implement a new wireless access solution. The library will also implement iPad circulation to complement its laptop circulation and desktop usage.

➢ 2017 Technology Outlook
- RFID Book Drop and DLA Handheld Scanner Technology upgrades
- Meeting Room Technology Refresh (replacing/upgrading existing equipment)
- Symphony Upgrade (upgrading from Windows 2003 to Windows 2012/2016, catalog upgrade for RDA compliance, adding MARC record enhancements, evaluate SirsiDynix hosted model)

➢ 2018 Technology Outlook
- Staff computer/printer/device replacements
- Staff mobile devices (for non-traditional assistance and outreach, the library’s core applications, such as Symphony and Microsoft Office) are being delivered as apps designed to run on a tablet or smartphone
- Backend Platform for Web and Summer Reading (operating systems, SSL security, API integrations with SirsiDynix, building distinct web platforms)

➢ 2019 Technology Outlook
- Public Access Computer/Printer/Device replacements

➢ Technology Replacement Costs

<table>
<thead>
<tr>
<th>Network Core</th>
<th>$ 195,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Service</td>
<td>$ 125,000</td>
</tr>
<tr>
<td>Public Access</td>
<td>$  75,000</td>
</tr>
<tr>
<td>Staff</td>
<td>$  95,000</td>
</tr>
</tbody>
</table>

DISPOSITION: The Library Board thanked Behrje for the presentation on the library’s 3-Year Technology Plan 2017-2019 and trustees expressed enthusiasm about the technology plans for the library.
C. Plans for the library’s 2016 Staff Development Day – As outlined in the memo, Library Director Klien reminded trustees that PDL’s Staff Development Day would be held on Friday, September 23. Plans for the day include: training on writing a book review, a presentation on reader’s advisory, team building activities and our yearly staff photo. More detailed information will be shared at the August board meeting.

DISPOSITION: The Library Board received information about preliminary plans for the library’s 2016 Staff Development Day.

XI. Monitoring to Assure Compliance with Executive Limitations

A. 2nd Quarter Financial Report for FY 2016 Budget – Business Manager Rob Foti indicated that the budget was running as planned for the 2nd quarter of 2016. The library has received approximately $10,000 above what was predicted for property tax revenue. The monies from State Aid have arrived and will be accounted for in the 3rd quarter. Collections for fines and fees are on target with predictions. Business Manager Foti concluded his report with the fact that he had no concerns to report for the 2nd quarter.

XI. Library Director’s Comments

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

Library Director Klien said that she had a number of things to report on. First, she wanted to notify the board that the library had been accepted into the Harwood Institute training which will take place in Lansing in October. She will attend with Marketing Manager, Colin Whitehurst.

Library Director Klien reported that the Spring Appeal donations now total over $5,000. She informed trustees that a Budget Amendment would be coming soon to cover the portion of the BookBike that was not paid for by the Friends of the Library’s donation.

Library Director Klien said that she was interested in having a pilot program for patio furniture use. She explained that she was not comfortable spending thousands of dollars on furniture for the patio/fountain area without a trial to see if the space would be used. She informed trustees that there is some money in Reserve that she would like to have a Budget Amendment approved to use for this trial. She said that even if the tables and umbrellas did not work for the patio space, there were other places they could be moved to for use. Trustee Pacheco reminded Library Director Klien that the new tables should be properly marketed so that the public knows this is a new option that is available to them.

Library Director Klien wanted all trustees to be aware that she had received a patron concern about the bathrooms at the library following the Non-Discrimination Ordinance that was passed by the city. Library Director Klien reminded trustees that there are currently only unisex bathrooms available in the staff area. There are no options for unisex/family bathrooms in the public area. The bathrooms are due for some renovations in the coming years, but may get moved up the project list if necessary. Comments from Brown and Pacheco.

Library Director Klien finished her report by reminding trustees that there will be 4 board terms expiring in December of this year. New and returning candidates must have their paperwork filed at the City Clerk’s office by August 16th.

XII. Process Evaluation

A. Suggestions for agenda items to be included on the August 22, 2016 board meeting.
   2. Public Hearing on the Proposed FY 2017 Budget and Formal Resolution to Adopt the FY 2017 Budget and Set the Amount of Millage Rate to be Levied for the Library.
   3. Report from Trustee Martha Pacheco, Library Board Liaison to the Friends.
   4. Progress Report on Ends Statement #3 (The library will be a leader in strengthening our community.)
   7. Environmental Scan for Strategic Planning led by Gary Kushner, Kushner and Co.
8. Budget Amendment for the BikeMobile

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

C. Miscellaneous Items – Trustee Yantis said that after the wonderful presentation by Kimberly Phillips, he was wondering if the library should look into joint meetings with the Portage Senior Center Board. It would be a great opportunity for the boards to get to know each other, build relationships, and continue to brainstorm ways to collaborate.

XIII. Adjournment –

Library Board Vice Chair Behr said that if there was no further business to be considered, that she would adjourn the regular board meeting of July 25, 2016.

DISPOSITION: The regular board meeting of July 25, 2016 was adjourned at 8:10 pm.

Recorded and Transcribed by,

Quyen Edwards
Library Board Secretary
The following upcoming dates and events are provided so trustees will be aware of them in the event you chose to participate:

**LINKAGE OPPORTUNITIES for June & July 2016:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity or Program Description</th>
</tr>
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<tbody>
<tr>
<td>8/25, 9/1, 9/8, 9/15, 9/22</td>
<td>10:00 AM</td>
<td>Portage Computer Users’ Group</td>
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<tr>
<td>8/27</td>
<td>10:00 AM</td>
<td>Alpha Delta Kappa Fall Style Show</td>
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<tr>
<td>8/29</td>
<td>9:00 AM</td>
<td>Library Closed from 9:00AM-1:00PM for Staff Focus Groups</td>
</tr>
<tr>
<td>9/8</td>
<td>7:00 PM</td>
<td>International Mystery Book Group</td>
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<tr>
<td>9/10</td>
<td>1:00 PM</td>
<td>Come Forth Into the Past: Demonstrations of Medieval Skill</td>
</tr>
<tr>
<td>9/11</td>
<td>12:00 PM</td>
<td>Grandparent’s Day Program</td>
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<tr>
<td>9/12</td>
<td>7:00 PM</td>
<td>SciFi/Fantasy Discussion Group: Fall TV Preview</td>
</tr>
<tr>
<td>9/12</td>
<td>7:00 PM</td>
<td>Top Shelf Reads: Liar, Temptress, Soldier, Spy</td>
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<tr>
<td>9/17</td>
<td>9:00 AM</td>
<td>Kalamazoo Macintosh User Group</td>
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<tr>
<td>9/20</td>
<td>10:30 AM</td>
<td>Open for Discussion: Flying Carpets</td>
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<tr>
<td>9/20</td>
<td>6:00 PM</td>
<td>PDL Writers Workshop: Importance of Setting with Mark Love</td>
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<tr>
<td>9/21</td>
<td>6:30 PM</td>
<td>Business Research Essentials (Registration Required)</td>
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<tr>
<td>9/23</td>
<td>ALL DAY</td>
<td>Closed for Staff Development Day</td>
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Executive Limitation Policy on Financial Condition and Activities: With respect to the actual, ongoing financial condition and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditure for board priorities established in Ends Policies. Accordingly, he or she may not:

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

Director’s Response:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$4,127,496</td>
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<tr>
<td>Expenditures</td>
<td>$1,858,772</td>
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<tr>
<td>Risk reserve (13% of operating budget)</td>
<td>$472,043</td>
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<tr>
<td>Building Reserve</td>
<td>$50,000</td>
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<tr>
<td>Technology Reserve</td>
<td>$32,305</td>
</tr>
<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>
</tr>
</tbody>
</table>

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

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

POLICY: 3. Use any long-term reserves.

Director’s Response: No reserves have been used.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**POLICY:** 12-A Fail to have a 2\textsuperscript{nd} 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: August 10, 2016  
Subject: Budget Amendment to adjust the FY 2016 Budget for the Remaining Balance to Fund the Bike-Mobile Project

BACKGROUND:  
In June 2016, the Friends presented the library with a check for $5,000 towards covering the cost of the ‘Bike-Mobile’. We are most grateful to the Friends for their generous gift that will enable the library to purchase an important item and fund a new program that will benefit library users.

The total cost to fund the project is estimated to be $9,305. This includes the cost of the adult cargo tricycle, motor assist machinery, custom built locking shelves, delivery of the finished vehicle to our library, custom vinyl wrap, and all of the accessories that will be necessary for the bike to function efficiently as an outreach vehicle.

Since the 2016 Fiscal Year Budget is already in place, it is necessary to bring a budget amendment to the Library Board to adjust the budget for the remaining $4,305 required to complete this project. The funds will come from the Spring Appeal donations raised with the understanding that part of those proceeds would go towards funding library outreach initiatives and opening “unlimited possibilities”.

RECOMMENDATION:  
I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2016 Budget to increase the Contribution/Donation Revenue line and the designated expenditure lines by a total of $4,305 to fund items as shown below:

<table>
<thead>
<tr>
<th>Requested Item</th>
<th>Expenditure Line</th>
</tr>
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<tbody>
<tr>
<td>Bike-Mobile fund balance and accessories</td>
<td>$4,305</td>
</tr>
<tr>
<td></td>
<td>Capital Outlay</td>
</tr>
</tbody>
</table>
To: Portage District Library Board  
From: Christine Klien, Library Director  
Date: August 10, 2016  
Subject: Request for approval of a Budget Amendment to adjust the library’s FY 2016 Budget to accommodate for a special donation of $360 directed to the library’s Youth Summer Reading Volunteers.

BACKGROUND:
The library has received a very thoughtful and generous gift from a regular, loyal donor to subsidize “Thank You Bags” for the Summer Reading Volunteers in the Youth Department. With this donation, the library will be able to provide a fun treat comprised of a drink, snacks and a fun prize in appreciation for the many hours of work that the volunteers have donated during the Summer Reading Program in the youth area, which is something we would otherwise not be able to do. Without the assistance provided by these young people, the Library would not be able to staff the prize table and provide the amount of assistance that is needed during this very busy time. In order to use the donation for this purpose, the following budget amendment is requested:

Budget Amendment Request:
I request that the Library Board approve a budget amendment to the Fiscal Year 2015 Budget to increase revenue by $360 and also increase the Youth Services programming expenditure line by that same amount for the purpose of supporting special activities and refreshments for the library’s Youth Summer Reading Volunteers.
To: Portage District Library Board
From: Christine Klien, Library Director
Date: August 11, 2016
Subject: Request for approval of a Budget Amendment to adjust the library’s FY 2016 Budget to purchase Patio Furniture for the Fountain Patio Area

BACKGROUND:
As mentioned in the Library Director’s Comments at the July 2016 Board meeting, the library has decided to run a trial by purchasing some patio furniture for the lower level fountain area. We would like to test out the amount of use this outdoor furniture would receive by initially purchasing two tables, each with an outdoor umbrella, to place in this space. In order to complete this project, the following budget amendment is requested:

Budget Amendment Request:
I request that the Library Board approve a budget amendment to the Fiscal Year 2016 Budget to increase Non-Capital New Furnishings by $4,000 for the purpose of purchasing patio furniture for the lower level fountain area.
Marketing Update

This month we have been preparing for the bike arrival, making our marketing materials more consistent across the board, researching digital signage options and have been preparing for the fall programming.

Recurring Monthly Projects:

- The August 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.

August Marketing Highlights:

- We’ve put together materials to highlight several book group schedules for the fall.
- We received a lot of media attention at the Big Trucks Petting Zoo Event. MLIVE had several articles about the event, as well as KZOO Kids, and the Public Media Network came out and did a segment.
- GeekFest preparations and materials are being created in order to advertise the event.
- The monthly posters and Portager have been redesigned to have a similar look and feel to our other marketing materials. These will have a more consistent look in coming months.
- We have received a lot of social media engagement this month with popular posts about Pokemon Go, the new Harry Potter Release, and the Paint the Plow Contest results.

August Media Highlights:

Facebook
66 New Page likes | 140 Post Shares | 1,166 Post Likes | 61,096 Total Reach

Twitter
4,950 Tweet Impressions | 279 Profile Visits | 4 Mentions | 11 New followers | 3 Tweets Linking to us
August Marketing Materials:

MONTHLY EVENT POSTERS, PORTAGER, E-NEWSLETTER

Book And A Movie
Join us for a chance to get an in-depth look into popular novels, and their film adaptations. Book and film events take place in two parts. Part One will include a panel discussion with experts from our community with knowledge in a field relevant to the selected novel. Part Two will include a private showing of the film adaptation of the novel.

Part 1: Panel Discussion
Thursday, September 29 at 7:00 PM
Location: home level meeting room at the Library

Join us for a discussion about the chosen book and its film adaptation. Experts will discuss the novel and its themes, as well as its impact on society.

Part 2: Private Film Screening
Saturday, October 15 at 7:00 PM
Location: Celebration Cinemas

Join us for a private screening of the film adaptation of the novel. The film will be shown on a large screen with sound and special effects.

Selected Book & Film: The Girl on the Train
"Like no other, the tale of four lives in the deceptively mundane world of commuter rail lines..." —The Boston Globe

GeekFest
Saturday, September 17, 2016 11 AM - 3 PM
At the Antwerp Activity Center | 24821 Front Ave, Mattawan

GeekFest is all about entertaining the geek in you! Featuring gaming, cosplay, crafts, robotics, artists, authors and much more! For more information, updates, and to find out about local participants, visit us on Facebook, www.facebook.com/SWMGeekFest

Hosted by: Kalamazoo Public Library, Lawton Public Library, Paw Paw District Library, Portage District Library, and Van Buren District Library.
Library Director’s Narrative Report for August 22, 2016
(Activities at the end of July 2016 and beginning of August 2016)

Administrative Activities:
During the months of July 2016 and the first part of August 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.
- Conducted an interview for Strategic Planning with Tom Fox.
- Worked with a teen volunteer on 7/27, 7/29, 8/8, 8/12.
- Completed paperwork to participate in Harwood Institute training.
- Conducted a mid-year evaluation with Quyen Edwards on 8/1.
- Met with Lawrence Kapture and Nicolette Sosulski regarding a proposed library pilot program on 8/3.
- Conducted a mid-year evaluation with Jill Austin on 8/4.
- Participated in a Staff Development Day meeting on 8/3.
- Discussed potential meeting times with Gary Kushner for Board Retreat/Strategic Planning meetings in November 2016.
- Assisted with Preschool Room clean-up after a youth patron notified the library of a pink eye infection on 8/10.
- Attended a PCC Meeting on the evening of 8/11.
- Met with Business Manager Rob Foti bi-weekly to continue to discuss the 2017 budget and HR topics.

Technical Services

Technical Services cleanup projects are continuing and expanding. Technical Services clerks have provided assistance to Youth Services for the summer reading program and are providing assistance in collection maintenance and weeding.

IT Services

All preventive maintenance and warrantied repairs have been completed for library technology for June 2016.

All e911 services have been tested and are in compliance for year-end 2016. The library is continuing to roll out Jabber, a desktop extension of its VoIP phone system and Informacast, an enhanced Paging system. The library is also continuing to deploy Microsoft Office 2016 across the entire organization, on both staff and public computers, for a consistent computing experience.
As of August 4, 2016, library credit and debit card payments were shut down due to non-compliance with new PCI-DSS rules. During the interim period, the library has provided a laptop through which patrons can pay fines and fees on their account via PayPal. The library is currently completing and refining the necessary work to replace its existing self-checkout machines and install a CHIP compliant (PCI DSS) payment system from Bibliotheca (3M Library Services was acquired by Bibliotheca in October 2015). On select new self-checkout machines, the library will also allow cash and coin payment of fines and fees. The new self-checkout machines will have a new user friendly interface that includes promotional items.

**Maintenance and Building Services**

All preventative maintenance activities were performed as scheduled. Repairs were completed on 1 HVAC unit. The annual fire system monitoring company (Approved Protection Systems) completed its inspections in August 2016 and all items have been remediated where applicable. 2 new AED (defibrillator) devices will be installed in August 2016 and the library staff will be trained on their usage on August 29, 2016.

A Washer/Dryer has been installed as a part of the BookDrop Project. The washer/dryer will be used to: clean various linens, clean maintenance towels and mop heads, and clean and sterilize Preschool Room/Storytime puppets and toys.

Mite-E, pest management partner, completed its initial pest management application. The library is working with Mite-E to schedule its bed bug inspections and to procure and install a portable bed bug management device for mitigation. Mite-E works with many libraries in the region.

**Personnel Information:**
The library undertook the following human resource activities since the July 25, 2016 Board meeting:

- The Library accepted the resignation of a long time employee, Steven Crawford. Steven is a Library Aide in the Youth Services Department.
- The Library advertised the open Library Aide II position in the August newsletter and has been receiving applications for the position. Applications will be reviewed by Jill Austin and Rob Foti, with interviews to follow.
- The Library has been preparing an updated Substitute Librarian job description. This position will be advertised beginning September 1 in hopes of establishing a pool of employees to begin filling hours later this fall.

**Adult Services Programming & Events:**
IB Boot Camp (7/15 and 7/29) – Nicolette Sosulski was invited by Janet Lavasseur, IB Coordinator at Portage Central, to host and be a key resource for the required workshop for students working on their IB extended essay. Students must attend one or more of three available sessions or have a one-on-one with Nicolette. Janet Lavasseur and other IB teachers are present at ‘boot camp’ to work with students and take attendance. Nicolette assists students with finding and citing sources, narrowing topics, and ruling on credibility and authoritativeness of sources used. 34 students attended on 7/15 and 24 attended on 7/29.

Adult Services Merchandising/Promotions
A Medieval Display has been set up in the large display case in preparation of the September program Come Forth into the Past: Demonstrations of Medieval Skill on 9/10. Two smaller cases will get more medieval items as soon as Summer Reading ends on 8/17. A DVD display for Medieval/Fantasy has also been created in support of the event.

The PDL-Portage Market Recipe Project – After visiting the Portage Market, Business Librarian Nicolette Sosulski has searched, obtained permission for, and produced (partnering on this last with Colin Whitehurst, Marketing Manager) recipe handouts for produce sold by the growers that is not as well-known. She has relied on the Michigan Crop calendar and requests by the director of the Portage Market and individual growers to focus her attention. We are hoping that this serves as a tipping point to get attendees to expand the produce that they purchase into foods never tried before as well as highlight the skills and services the Portage District Library can provide. We have connected regularly with approximately 20 grower-vendors.

MeL Business Portal Release - On 7/18, MeL launched its new business portal at [http://business.mel.org](http://business.mel.org). There are 4 promotional videos, two of which prominently feature the Portage District Library or its patrons. They can be viewed here:

http://business.mel.org/#prettyPhoto/2/

http://business.mel.org/#prettyPhoto/3/

Adult Services Networking
Business Librarian Nicolette Sosulski attended 7/26 meeting of Kalamazoo Area Librarians with Attitude potluck. She enjoyed meeting many librarians from Kellogg College, Western Michigan University, Kalamazoo College, Kalamazoo Public Library, Borgess, Bronson, and the Stryker School of Medicine. She talked with business and engineering librarians from WMU, regarding Business and Entrepreneur outreach at programs at WMU as well as availability of resources for prototypes for entrepreneur-inventors. She also discussed consumer health information programming and potential partnerships with the Stryker School of Medicine, Borgess, and Bronson librarians.

Nicolette Sosulski met with Deb Howe from SCORE and gave her a tour of the Business Room and its resources. She is scheduled to attend and present on these resources to SCORE counselors in September.
Nicolette Sosulski attended a meeting hosted by CanDo Kitchen on Business Model Canvas generation, an alternative/precursor to traditional business plan development. The presenter was Sandra Cochrane, Technology Business Consultant at the Michigan Small Business Development Center. Sandra is interested in both coming to PDL to learn more about our resources, and having Nicolette present at some of the entrepreneurship classes she teaches at WMU.

**Youth Services Programming**
Youth Services hosted several large family events in July:

The **Big Truck Petting Zoo** attracted the largest crowd yet, with an attendance of 1,950 people. This was a collaboration between the City of Portage and the library. The Kalamazoo Airport and Portage Fire and Police Departments also participated.

**PDL Family Challenge** event challenged Portage families to compete against each other and the clock with fun activities for all ages. 50 children and adults came to test their skills.

The library hosted **Lego City** the week of 4th of July. 3,431 people of all ages came during the week to view the display and participate in Lego-centered activities.

*THANK YOU TO OUR BOARD MEMBERS WHO HELPED TO STAFF THE ROOM!*

Our **Fairy Houses** building event generated so much interest, Youth Staff planned a fall-themed program for November. The program was filled to capacity with 76 people attending.

**Stuffed Animal Sleepover** was a very popular event with our youngest library users. Children came for a storytime and then dropped off their favorite stuffed friend. Staff took photos of the animals enjoying their sleepover at the library, and then invited their young owners to return the next day for a breakfast snack and pickup of their toy. 100 preschoolers and their parents attended.

The library’s **Teen Advisory Group** and the city’s Youth Advisory Council collaborated on a teen night for members of these two groups. They engaged in an after-hours nerf war at the library and then enjoyed a movie and pizza together. 22 teens attended.

**Big Games** was another fun family event, with attendees playing giant versions of several favorite games, such as pick-up sticks and Yahtzee. 74 people attended this huge event!

**Canvases with Kara** for teens was again very popular. 15 teens attended this favorite event.

**Youth Services Outreach**
Staff members have been attending 3 Meet Up and Eat Up sites in the Portage area this summer, playing games and making connections with the young attendees.

*Due to the amount of programming we do in the summer, additional outreach efforts are suspended so that we can concentrate on serving the people who walk in the door.*
TO: Portage District Library Board  
FROM: Christy Klien, Library Director  
DATE: August 17, 2016  

<table>
<thead>
<tr>
<th>Circulation/Collections</th>
<th>Month Statistics</th>
<th></th>
<th>YTD Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jul-16</td>
<td>Jul-15</td>
<td>CHANGE</td>
</tr>
<tr>
<td>Total Library Circulation</td>
<td>80,221</td>
<td>76,439</td>
<td>4.95%</td>
</tr>
<tr>
<td>Adult - Books</td>
<td>20,125</td>
<td>20,151</td>
<td>-0.13%</td>
</tr>
<tr>
<td>Adult - A/V</td>
<td>8,556</td>
<td>8,119</td>
<td>5.38%</td>
</tr>
<tr>
<td>Youth - Books</td>
<td>31,802</td>
<td>29,708</td>
<td>7.05%</td>
</tr>
<tr>
<td>Youth - A/V</td>
<td>5,394</td>
<td>5,210</td>
<td>3.53%</td>
</tr>
<tr>
<td>Hot Picks</td>
<td>5,112</td>
<td>5,725</td>
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</tr>
<tr>
<td>E-Material</td>
<td>6,999</td>
<td>5,666</td>
<td>23.53%</td>
</tr>
<tr>
<td>ILL - PDL Requests</td>
<td>1,170</td>
<td>1,063</td>
<td>10.07%</td>
</tr>
<tr>
<td>ILL - Other Lib. Requests</td>
<td>1,063</td>
<td>797</td>
<td>33.38%</td>
</tr>
<tr>
<td>Self-Checkout Percentage</td>
<td>61.63%</td>
<td>61.58%</td>
<td>60.33%</td>
</tr>
</tbody>
</table>

| Total Library Collection | 206,449 | 204,034 | 1.18% |
| Net Acquisitions         | 22      | 164     | -86.59% | 945 | 680 | 38.97% |
| Purchased - Books        | 1,526   | 1,092   | 39.74% | 10,757 | 11,040 | -2.56% |
| Purchased - A/V          | 259     | 301     | -13.95% | 2,241  | 2,777  | -19.30% |
| Donated - Books          | 3       | 1       | 200.00% | 21     | 18     | 16.67% |
| Donated - A/V            | 3       | 2       | 50.00% | 15     | 15     | 0.00% |
| Material Discarded       | (1,769) | (1,232) | 43.59% | (12,089) | (13,170) | -8.21% |
| Total In-House Usage*    | 1,906   | 1,946   | -2.06% | 2,892  | 2,834  | 2.05% |
| In-House Periodical Usage | 151    | 144    | 4.86% | 252 | 243 | 3.70% |
| In-House Book Usage      | 1,755   | 1,802   | -2.61% | 2,640  | 2,591  | 1.89% |

<table>
<thead>
<tr>
<th>Patrons</th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Total Patrons</td>
<td>50,691</td>
<td>49,923</td>
<td>1.54%</td>
</tr>
<tr>
<td>Adult</td>
<td>35,819</td>
<td>33,491</td>
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</tr>
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<td>Youth</td>
<td>7,914</td>
<td>7,676</td>
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<tr>
<td>Non-Resident</td>
<td>339</td>
<td>351</td>
<td>-3.42%</td>
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<tr>
<td>Reciprocal</td>
<td>5,990</td>
<td>5,305</td>
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<tr>
<td>Internet User</td>
<td>570</td>
<td>3,038</td>
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<tr>
<td>Professional</td>
<td>59</td>
<td>62</td>
<td>-4.84%</td>
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<td>Total Patrons Added</td>
<td>325</td>
<td>336</td>
<td>-3.27%</td>
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<tr>
<td>Adult</td>
<td>181</td>
<td>187</td>
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<tr>
<td>Non-Resident</td>
<td>4</td>
<td>1</td>
<td>300.00%</td>
</tr>
<tr>
<td>Reciprocal</td>
<td>60</td>
<td>56</td>
<td>7.14%</td>
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<tr>
<td>Internet User</td>
<td>67</td>
<td>71</td>
<td>-5.63%</td>
</tr>
<tr>
<td>Professional</td>
<td>0</td>
<td>1</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Library Building Usage</td>
<td>Month Statistics</td>
<td>YTD Statistics</td>
<td>CHANGE</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------</td>
<td>----------------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td>Jul-16</td>
<td>Jul-15</td>
<td></td>
</tr>
<tr>
<td>Total Meeting Room Usage</td>
<td>208</td>
<td>199</td>
<td>4.52%</td>
</tr>
<tr>
<td>Internal/Collaboration</td>
<td>106</td>
<td>100</td>
<td>6.00%</td>
</tr>
<tr>
<td>External/Outside Usage</td>
<td>102</td>
<td>99</td>
<td>3.03%</td>
</tr>
<tr>
<td>Total Program Audience</td>
<td>6,345</td>
<td>2,754</td>
<td>130.39%</td>
</tr>
<tr>
<td>Adult</td>
<td>68</td>
<td>173</td>
<td>-60.69%</td>
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<tr>
<td>Youth</td>
<td>6,242</td>
<td>2,217</td>
<td>181.55%</td>
</tr>
<tr>
<td>Heritage Room</td>
<td>35</td>
<td>364</td>
<td>-90.38%</td>
</tr>
<tr>
<td>Total Number of Programs</td>
<td>33</td>
<td>40</td>
<td>-17.50%</td>
</tr>
<tr>
<td>Adult</td>
<td>8</td>
<td>15</td>
<td>-46.67%</td>
</tr>
<tr>
<td>Youth</td>
<td>24</td>
<td>22</td>
<td>9.09%</td>
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<tr>
<td>Heritage Room</td>
<td>1</td>
<td>3</td>
<td>-66.67%</td>
</tr>
<tr>
<td>Total Volunteer Hours</td>
<td>807</td>
<td>912</td>
<td>-11.51%</td>
</tr>
<tr>
<td>Adult</td>
<td>103</td>
<td>143</td>
<td>-27.97%</td>
</tr>
<tr>
<td>Youth</td>
<td>514</td>
<td>513</td>
<td>0.19%</td>
</tr>
<tr>
<td>Technical</td>
<td>56</td>
<td>100</td>
<td>-44.00%</td>
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<tr>
<td>Circulation</td>
<td>103</td>
<td>122</td>
<td>-15.57%</td>
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<tr>
<td>Administration</td>
<td>28</td>
<td>32</td>
<td>-12.50%</td>
</tr>
<tr>
<td>Community Service</td>
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<td>3</td>
<td>0.00%</td>
</tr>
<tr>
<td>Total Front Door Traffic</td>
<td>75,543</td>
<td>75,899</td>
<td>-0.47%</td>
</tr>
<tr>
<td>Total Youth Services Traffic</td>
<td>63,017</td>
<td>62,321</td>
<td>1.12%</td>
</tr>
<tr>
<td>Total Business Center Traffic</td>
<td>3,075</td>
<td>3,199</td>
<td>-3.88%</td>
</tr>
<tr>
<td>Information Access/Reference/Research</td>
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</tr>
<tr>
<td>Total Reference Transactions</td>
<td>10,060</td>
<td>9,765</td>
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</tr>
<tr>
<td>Adult Phone</td>
<td>453</td>
<td>464</td>
<td>-2.37%</td>
</tr>
<tr>
<td>Adult Ready Reference</td>
<td>2,865</td>
<td>2,351</td>
<td>21.86%</td>
</tr>
<tr>
<td>Adult Reference</td>
<td>237</td>
<td>160</td>
<td>48.13%</td>
</tr>
<tr>
<td>Youth Phone</td>
<td>191</td>
<td>121</td>
<td>57.85%</td>
</tr>
<tr>
<td>Youth Ready Reference</td>
<td>3,433</td>
<td>3,517</td>
<td>-2.39%</td>
</tr>
<tr>
<td>Youth Reference</td>
<td>648</td>
<td>894</td>
<td>-27.52%</td>
</tr>
<tr>
<td>HR Phone</td>
<td>9</td>
<td>14</td>
<td>-35.71%</td>
</tr>
<tr>
<td>HR Ready Reference</td>
<td>410</td>
<td>425</td>
<td>-3.53%</td>
</tr>
<tr>
<td>HR Reference</td>
<td>38</td>
<td>21</td>
<td>80.95%</td>
</tr>
<tr>
<td>Circ Phone</td>
<td>637</td>
<td>680</td>
<td>-6.32%</td>
</tr>
<tr>
<td>Circ Ready Reference</td>
<td>831</td>
<td>724</td>
<td>14.78%</td>
</tr>
<tr>
<td>Circ Reference</td>
<td>308</td>
<td>394</td>
<td>-21.83%</td>
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<tr>
<td>Total Edutainment LAN Use</td>
<td>667</td>
<td>678</td>
<td>-1.62%</td>
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<tr>
<td>Total Internet Computer Use</td>
<td>2,877</td>
<td>3,601</td>
<td>-20.11%</td>
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<tr>
<td>Youth Computers</td>
<td>475</td>
<td>488</td>
<td>-2.66%</td>
</tr>
<tr>
<td>Adult Computers</td>
<td>2,338</td>
<td>3,036</td>
<td>-22.99%</td>
</tr>
<tr>
<td>Laptop Computer Circulated</td>
<td>64</td>
<td>77</td>
<td>-16.88%</td>
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<tr>
<td>Total Electronic Transactions</td>
<td>47,531</td>
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<td>-4.91%</td>
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<td>WebSite Hits</td>
<td>33,939</td>
<td>36,379</td>
<td>-6.71%</td>
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<tr>
<td>WebCatalog Sessions</td>
<td>9,412</td>
<td>9,340</td>
<td>0.77%</td>
</tr>
<tr>
<td>Licensed Database Hits</td>
<td>4,180</td>
<td>4,266</td>
<td>-2.02%</td>
</tr>
</tbody>
</table>

*In-house Use Statistics will be done for one week each quarter.*
Our Push for Relief from Tax Capture Continues this Fall

A little over a year ago MLA sent out a survey asking member librarians to tell us how tax capture entities were impacting your library budgets. We heard from you. Some of you told us you were losing up to 50 percent of your library budget to tax captures. Others noted dozens of tax captures in your library district. It was reported a number of the tax captures had been in existence for decades with no signs of ending.

Not long after reviewing the results of the survey, MLA and our GCSI lobbyists met with Senator Jack Brandenburg (R-Harrison Twp.) who agreed that dedicated library millages should fund libraries, period. It took months of work as MLA and the legislative committee crafted language that would be the basis for the seven tax capture bills SB 579, SB 619-624 now awaiting House Tax Policy Committee action.

Many meetings and countless hours of work on the part of MLA, GCSI and legislative committee members went into the bills. Early this year the bills were introduced and passed quickly out of the Senate Finance Committee chaired by Senator Brandenburg. Librarians Lance Werner and Larry Neal testified in committee and provided answers to the committee’s questions.

In an unprecedented feat for library funding support, the bills were passed by the full Senate 36 to 2. That meant that nearly every Senator in the state of Michigan voted yes to support library funding. Now the bills are sitting in the House Tax Policy Committee waiting for a hearing. We are optimistic that will happen soon after the legislature returns from summer break. However, with every House seat up for election in November and the resulting lame duck session to follow, it will likely be an unpredictable and exasperating fall.

As soon as the bills see action, we will be calling on you to contact your representatives and ask them to vote yes on the package. However, you do not have to wait for fall to connect with your policy makers. When speaking with them throughout the summer be sure to ask them to support the bills when they make it to the House floor. Explain how important it is that dedicated library millages remain with the library.

Libraries are unique in how they are supported and millages are critical to library funding.
• On average, 78% of library funding comes from locally dedicated special library millages.

• Voters go to the polls and choose to support their libraries by approving a dedicated library millage.

• These locally dedicated taxes — approved by voters for library funding — are being captured against the libraries’ choice often without the locally voting taxpayer’s knowledge or approval.

• Libraries should have the option of participating in tax captures. The tax captures should be transparent in their activities, explain their value to library boards and then request an opt-in from libraries.

Watch for a call to action this fall. And, as always, I encourage you to connect with your Senators and Representatives. Your goal is to create meaningful relationships so lawmakers know who they can count on for clear and accurate input about libraries and their patrons.
With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Library Director shall not cause or allow jeopardy to fiscal integrity or public image. Accordingly, she may not:

POLICY ITEM #1:  Change his/her own compensation and benefits.

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

POLICY ITEM #2  Promise or imply permanent or guaranteed employment.

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

POLICY ITEM #3:  Establish current compensation and benefits, which deviate materially from the geographic or professional market for the skills employed.

Director’s Response: The Library has conducted a salary survey of similar size libraries with the assistance of HRM Innovations. Salary range information was received from surveyed libraries and compared to the Library’s existing salary ranges. The Library has used this information in the preparation of the Fiscal Year 2017 budget as a possible change to be implemented. The Library will continue to participate in the Detroit Suburban Librarian Roundtable survey each year and use the information to assist in the setting salary ranges.

Library employees’ benefit package includes: shared premium paid Health, 100% Dental, Life, and Vision insurance; Short and Long Term Disability insurance; Sec 125 flexible benefit plan; sick leave; vacation; paid holidays; employee assistance program; Personal Well-Being plan; training & development opportunities; and a retirement plan package. The library’s retirement package includes a 457 employee funded retirement plan option and a 401(a) employer funded plan. Currently the 401(a) funding equals 4 quarterly payments of 2.5% of the employee’s salary. The employee contribution limit for the 457 Plan was increased to $18,000 for 2016. The Library Director’s retirement contribution level is authorized by the Library Board.

POLICY ITEM #4:  Create obligations over a longer term than revenues can be safely projected, in no event longer that one-year and in all events subject to losses in revenue.

Director’s Response: All employee benefits have been specifically placed in the current budget, and all benefits can be supported for FY 2016. The library reviews the current policy each year against other policies available to insure that the process of bidding out health insurance is maintained and costs are kept at a reasonable level for the library, while providing comparable coverage to employees. In September 2016, the Library will obtain quotes from health insurance companies for premiums for the plan year beginning December 1, 2016. The library will continue to use Rose Street Advisors to complete the bidding and advise the library on the merits of each bid. The library will make a choice on health insurance plans to be offered to employees that will offer the best coverage at the best price that can be afforded by the library and its employees.
Beginning December 1, 2011, the library switched its health insurance plan to a shared premium plan. The Portage District Library previously paid 100% of full-time employee’s health insurance premiums. With the passing of legislation by the Michigan Legislature, a hard cap limit was established that regulated the maximum amount that public employers were allowed to contribute towards employees’ health insurance premiums. Therefore, all premium costs above that hard cap limit had to be passed on to employees and deducted from their paychecks on a bi-weekly basis.

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

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

Director’s Response:

No unfounded liabilities have been incurred.

Director’s Response: B. Provide less than some basic level of benefits to all full time employees, though differential benefits to encourage longevity are not prohibited.

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

Director’s Response: C. Allow any employee to lose benefits already accrued from any foregoing plan.

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

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

Director’s Response: Compensation and Benefits Monitoring Reports are provided to the Library Board once a year, on a frequency set forth on the Annual Calendar of Library Board Activities. The last time this report was presented to the board, prior to this report, was at the board meeting held on August 24, 2015.
PORTAGE DISTRICT LIBRARY

Monitoring Report

for

Executive Limitation Policy: Treatment of Staff

August 22, 2016

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

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

Director’s Response: The library maintains an up-to-date Employee Handbook that is distributed to all regular full-time and part-time staff and new hires. This handbook clearly set forth all conditions of employment, expectations for employee conduct and procedures for problem resolution. These personnel policies are intended to be administrative tools for human resource management, and are reviewed on an ongoing basis by the Library Business Manager for any revisions that may be needed. The library issues the Employee Handbook to all regular full-time and part-time employees when they are hired as part of their initial orientation, and they are asked to review the handbook and then ask any questions about its content that may arise.

The Library worked with HRM Innovations to review and make corrections and updates to the employee handbook during the 2015 Fiscal Year. Those changes were discussed with the Library’s Administrative Team. The Library will continue to use HRM to review the employee handbook and update the document for changes and new laws.

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

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

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

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

The Library worked with HRM Innovations in late 2014 to design a new performance evaluation form. Employees were shown the new form at their FY2014 performance evaluation meeting with their supervisor. The new process was explained to the employee and the new forms were used for all staff FY2015 evaluations.

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

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

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

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

The Portage District Library is an exceptional physical environment that gives employees a safe, clean, comfortable and attractive place to work. A regular preventive maintenance program, monitored by the System’s Administrator, keeps all of the building’s systems running smoothly for maximum comfort.

This year, the following improvements to the facility & furnishings were made:

1. Steam Cleaning of carpet throughout the Library to maintain its appearance while providing a clean atmosphere.
2. Completed a Book Drop Remodeling project that has provided a larger and more useable workspace for staff.
3. Replacement of Air Conditioner Compressor to maintain a comfortable temperature within the library.
4. Continuation of re-upholstering and cleaning of furniture in the Youth Services area and Adult Services area to extend its life and provide an appealing atmosphere.

### Staff Development

The library administration encourages staff development in numerous ways:

**Budget Allocations:** Staff needs are addressed through the budget process by allocating funds to line items that support staff training & development, as well as to purchase equipment and supplies that benefit employees.

**Staff Development Day:** Every year the library closes for a day and all regular full-time and part-time employees take part in a daylong event that includes some sort of enrichment program, lunch and fellowship. This year, it will be held on Friday, September 23, 2016. The Library has several areas of training that it intends to provide for staff including: a speaker, to be announced, who will discuss and train staff on how to write book reviews and how to keep up with the latest new books that are being published. Additionally, several local booksellers will be in attendance to train staff on the art of hand selling. With the addition of so many new employees in the last year, exercises and games will be played to assist staff in getting to know their fellow employees.

**Staff Training:** There are various types of training and professional enrichment opportunities provided for library employees on a continuous basis throughout the year, as budgetary provisions allow. These are job-related classes, conferences, seminars & training sessions that can have a positive impact on employees’ jobs.

Examples of staff training & professional development include:

- Catalyst University – attended by Christy Klien, Library Director and Rob Foti, Business Manager.
- “Strategic Planning Workshop” – attended by Christy Klien, Library Director, Quyen Edwards, Executive Assistant and Rob Foti, Business Manager.
- MLA Spring Institute – attended by Laura Wright, Head of Youth Services.
“Every Child Ready to Read”— attended by Nancy Muffley, Youth Services Library Associate.

Michigan Government Finance Officers Association (MGFOA) Fall Training Institute – attended by Rob Foti, Business Manager.

“History Talk”— attended by Steve Rossio, Local Historian.

MLA Fall Conference – attended by: Laura Wright, Head of Youth Services; Lawrence Kapture, Head of Adult Services; Christy Klien, Library Director; Nicolette Sosulski and Jessica Enget, Adult Services Librarians; Quyen Edwards, Executive Assistant.

“Library of Michigan Beginning Workshop” – attended by: Colin Whitehurst, Marketing Manager; and Rudy Wright, Adult Services Library Associate.

“MLA Library as Platform & Programming” - attended by Laura Wright, Head of Youth Services.

PLA Annual Conference – attended by Christy Klien, Library Director and Lawrence Kapture, Head of Adult Services.

“Michigan in Perspective”– attended by Steve Rossio, Local Historian.

MLA Leadership Academy - attended by Jessica Enget, Adult Services Librarian.

MLA Library Executive Summit - attended by Christy Klien, Library Director and Rob Foti, Business Manager.

**Workload Issues:**

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

1. The best use of human resources to accomplish the Library’s Ends.
2. Public service needs.
4. Staff expertise and experience in specific areas.
5. Availability of acceptable candidates to fill position vacancies.
Mike Wise, Street Superintendent  
City of Portage  
7719 South Westnedge Avenue  
Portage, MI 49002  

RE: 2016 Big Trucks Program at the Portage District Library  

July 28, 2016  

Dear Mike,  

You did it again! The BIG TRUCK program held in the front parking lot of the Portage District Library on Thursday morning was a huge success! The very first year of “Big Trucks” (approximately 15 years ago) pulled in about 250 kids with their families. This year’s event had an unprecedented 1,950 person head-count! The coordination of city trucks, Parks and Rec vehicles, airport fire truck, Portage Fire Department truck, and Portage Public Safety vehicles including the new motorcycle was an amazing feat to accomplish and was so appreciated by the children in our community. To see their little faces light up with joy in the presence of these huge vehicles is priceless. We hope you extend our gratitude to all the city staff for a job well done.  

The City of Portage and the Portage District Library have a wonderful history of collaboration and the Big Trucks program is definitely one of our favorite joint activities. We appreciate your willingness and enthusiasm about keeping this event going, and we are optimistic that we can do so in the future.  

On behalf of all of us at the Portage District Library, we extend our sincere thanks and hope that you and the City crew members enjoyed yourselves too. Have a wonderful summer!  

With Thanks,  

Christy Klien  
Library Director  

Laura Wright  
Head of Youth Services  

Copies to: Portage District Library Board  
Laurence Shaffer, City Manager for the City of Portage  
Kendall Klingelsmith, Director of Parks, Recreation & Senior Citizen Services for the City of Portage  
Rod Russell, Director of Public Services  
Ray Waurio, Deputy Director of Streets & Parks for the City of Portage
The Portage District Library is required by law to conduct a public hearing on any budget under consideration. For this reason, a public hearing on the Proposed FY 2017 Budget will be held immediately before the regular board meeting on Monday, August 22, 2016. A special notice of this public hearing appeared in the Kalamazoo Gazette on Sunday, August 7, 2016.

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

The official action taken by the Library Board to set the millage levy and adopt the FY 2017 Budget for the Portage District Library will finalize the budget for FY 2017 and allow the library to proceed to have taxes collected at that millage levy rate.
PORTAGE DISTRICT LIBRARY
COUNTY of KALAMAZOO, MICHIGAN

Public Hearing on Fiscal Year 2017 Budget Held on August 22, 2016

RESOLUTION to SET the MILLAGE LEVY for the PORTAGE DISTRICT LIBRARY
and ADOPT the FISCAL YEAR [ENTER YEAR] LIBRARY BUDGET

WHEREAS, in compliance with the requirements of the Michigan Uniform Accounting and Budgeting Act, a balanced budget has been set up for the Portage District Library for the Fiscal Year January 2017 through December 2017; and

WHEREAS, a public hearing was held on August 22, 2016 on the proposed Fiscal Year 2017; Portage District Library Budget, in compliance with all applicable laws;

WHEREAS, the Portage District Library is recognized by the Library of Michigan as a legally established district library operating in the County of Kalamazoo, State of Michigan, pursuant to the District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.), with an effective date of March 22, 1998;

WHEREAS, the Portage District Library Board is the governing body of the Portage District Library with all the powers granted to such a district library board by the Act; including the legal authority to determine the amount of money necessary for the operation of the district library and to levy a tax on the taxable property in the Portage District Library service area; and

WHEREAS, the Portage District Library Board has determined that the levy of a district-wide property tax in an amount not to exceed 1.5 mills is necessary to generate revenue which, combined with other income derived from Industrial Facility Tax Income $13,845, State Aid Income $30,000, Local Community Stabilization Share Appropriation $233,381, County Penal Fines $80,000, Local Fines and Fees Income $70,000, Interest Income $15,000, Rental Income $4,000, Other Income $1,000, and Vending Services $12,000 will result in adequate funding to provide library services to the residents of the Portage District Library district; and

WHEREAS, the Portage District Library's original millage proposition was passed by a majority of voters in the Portage Public Schools election on June 8, 1998, authorizing the Portage District Library Board to levy a tax annually upon all property subject to ad valorem taxation within the district in an amount not to exceed 1.5 mills on the taxable value of such property;
NOW, THEREFORE, BE IT RESOLVED by the Portage District Library Board that the following sums are appropriated for the 2017 Fiscal Year of the Portage District Library for the purposes set forth below:

<table>
<thead>
<tr>
<th>Operating Expenses</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>$1,289,643</td>
</tr>
<tr>
<td>Fringes &amp; Benefits</td>
<td>$559,606</td>
</tr>
<tr>
<td>Library Materials</td>
<td>$591,660</td>
</tr>
<tr>
<td>Library Supplies</td>
<td>$135,970</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>$228,427</td>
</tr>
<tr>
<td>Buildings &amp; Utilities</td>
<td>$301,850</td>
</tr>
<tr>
<td>Furnishings &amp; Equipment</td>
<td>$13,192</td>
</tr>
<tr>
<td>Other Charges</td>
<td>$268,081</td>
</tr>
<tr>
<td><strong>Total Operating Expenses:</strong></td>
<td><strong>$3,388,429</strong></td>
</tr>
<tr>
<td><strong>Capital Projects Expenses:</strong></td>
<td><strong>$277,189</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTAL EXPENSES:</strong></td>
<td><strong>$3,665,618</strong></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the total budget for the Portage District Library for Fiscal Year 2017; in the amount of $3,665,618; presented by the Library Director, is hereby approved and adopted by the Portage District Library Board; and

BE IT HEREBY RESOLVED, that the Portage District Library Board sets the millage levy for the Portage District Library at **1.50 mills** ($1.50 per $1,000) to be levied on real and personal property in the district on December 1, 2016; in compliance with applicable law.

DATE: ________________________

PORTAGE DISTRICT LIBRARY BOARD
COUNTY OF KALAMAZOO, MICHIGAN

By: __________________________
Alisha Siebers, Chair

By: __________________________
Quyen Edwards, Secretary
STATE OF MICHIGAN
County of Kalamazoo

ss.

Being duly sworn deposes and say he/she is Principal Clerk of

THE KALAMAZOO GAZETTE
DAILY EDITION

a newspaper published and circulated in the County of Kalamazoo and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(days)

August 7 A.D. 2016

Sworn to and subscribed before me this 8th day of August 2016

MARIETTA FOLEY
Notary Public, State of Michigan
County of Kent
My Commission Expires: December 23, 2016

PUBLIC HEARING
on the Adoption of the
FISCAL YEAR 2017
OPERATING BUDGET
for the PORTAGE
DISTRICT LIBRARY

PLEASE TAKE NOTICE that the Portage District Library Board will hold a public hearing on Monday, August 22, 2016 at 6:00 P.M. at the Portage District Library located at 396 Library Lane, Portage, Michigan 49024, in the lower level large meeting room, to consider the approval and adoption of the proposed Fiscal Year 2017 Operating Budget of the Portage District Library.

The Portage District Library Board may not adopt its proposed Fiscal Year 2017 Operating Budget until after the public hearing. A copy of the Portage District Library's proposed Fiscal Year 2017 Operating Budget, including the proposed property tax millage rate, is available for public inspection during regular business hours at the Information Desk at the Portage District Library. At the public hearing, all interested persons shall be afforded an opportunity to be heard in regard to the library's proposed Fiscal Year 2017 Operating Budget.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE LIBRARY'S PROPOSED FY 2017 OPERATING BUDGET WILL BE A SUBJECT OF THIS HEARING.

It is expected that the Portage District Library Board will take action to adopt the budget for Fiscal Year 2017 at the meeting immediately following this public hearing. This notice is given by order of the Board of the Portage District Library.

Quyen Edwards
Secretary of the Portage District Library Board
(269) 585-8701
As part of Strategic Planning 2016, Gary Kushner will be present at the August 22, 2016 Board Meeting to facilitate an Environmental Scan and Forecast. This process should take approximately two hours and cover Library Trends. Trends are defined as “(future) eternal events that may have a positive or negative impact on your operation and services”. The first part of the exercise will focus on what is happening in the world that impacts libraries (and specifically, the Portage District Library) today. The second exercise is a futuristic look at how libraries (and again, specifically Portage District Library) will serve its constituencies in the next five to ten years. Mr. Kushner will capture the ideas in our Strategic Planning document, and the two will form the base of the first Strategic Planning session on November 2nd.

In preparation for this activity, please take some time to look at the American Library Association Trends website to become familiar with the following library trends:

- Aging Advances
- Anonymity
- Badging
- Collective Impact
- Connected Learning
- Data Everywhere
- Digital Natives
- Drones
- Emerging Adulthood
- Fandom
- Fast Casual
- Flipped Learning
- Gamification
- Haptic Technology
- Income Inequality
- Internet of Things
- Maker Movement
- Privacy Shifting
- Resilience
- Robots
- Sharing Economy
- Unplugged
- Urbanization
To: Portage District Library Board
From: Christy Klien, Library Director
Date: August 12, 2016
Subject: 2016 Library Board Retreat

BACKGROUND:
In 2016, the Library Board Retreat will focus on the completion of Strategic Planning. Gary Kushner, of Kushner and Co, who has been hired as the facilitator for Strategic Planning, recommended dedicating at least 6 hours of meeting time to completing the Strategic Planning process. At the June Board Meeting, trustees indicated their preference for evening meetings instead of an all-day Saturday meeting. Monday nights were suggested as the most convenient for the group. In July, Gary Kushner’s available evenings were brought to the group. Monday, November 14th was a date that fit all trustee’s schedules, but other dates had conflicts. Library Director Klien went back to Mr. Kushner for additional November dates and Wednesday, November 2nd was the final suggested date that was emailed to trustees who have been checking their calendars for conflicts.

UPDATE:
Library Director Christy Klien will confirm with trustees the two evening meeting dates (Wednesday, November 2 and Monday, November 14) for the Library’s Board Retreat/Strategic Planning.
Portage District Library Board Member Martha Pacheco is the Board Liaison to the Friends of the Library, and as such, attends Friends’ board meetings and shares information about Friends’ book sales and activities. Trustee Pacheco will give a report at the August 22nd Library Board meeting on the Friends of the Library Book Sale on August 5-6 and Board Meeting which took place on Monday, August 15th.
Library Director’s Interpretation:
In an effort to be a leader in strengthening our community, the library will pursue opportunities and engage in activities that will connect us to the citizens we serve. Through various collaborations, sponsorship, and participation in community activities and events, we will show our support for and commitment to Portage and the surrounding region. To demonstrate our “good neighbor” intentions, we will quite literally take our services outside of the library to provide reference, access to wi-fi, and materials outside of our physical library building. We are excited by the prospect of adding a bike-mobile to the services we can offer the community! We will actively participate with local organizations and partner with area agencies, businesses and human service entities, such as the Portage Community Center, Portage Rotary Club, the Portage Senior Center, the Salvation Army, and others for mutual benefit. By engaging in cooperative ventures and interacting with other local service agencies, we will strive to make the Portage District Library a true leader and key player in our community. We understand how essential it is for the library and its staff to be visible in our community and we embrace this challenge as we strive to fulfill End Statement #3 in 2016.

Library Director’s Opinion on Progress Achieved to Date on End Statement #3
At this point in the year, there has been a lot progress made on all of the 2016 End Statement #3 projects. Both Adult and Youth Staff have been active outside the library building growing our relationship with other organizations. The library’s participation at the Portage Market, within Portage Public Schools and at various other events has increased our visibility in the community. There is much progress on the “bike-mobile” project and we look forward to having it delivered in September and making use of it at outreach events. Half of the community support activities/collections have taken place, with more to come at the end of the calendar year. I am confident that End Statement #3 projects will have satisfactory results throughout 2016 with lasting positive effects for the future of the library.

Description of Activities & Projects to Accomplish End Statement #3

1. **We will take reference into the community so that we can meet service at interesting points of need and draw users to the library**
   - Early in the year, the marketing department obtained a wireless hotspot that has been used to gain access to the library catalog and databases while at the Portage Farmer’s Market. This device will also be used with the “Bike-Mobile” as well as other offsite events.
   - The committee was created at the January 2016 staff meeting. Committee members (Nicolette Sosulski, Jessica Enget, and Rudy Wright) have met twice. The first meeting’s agenda was brainstorming of some of the many places in the community where an outreach of this type would be possible and welcome, including coffee shops, medical provider offices, the YMCA and other exercise centers, car parts dealers, book group at the Maple Street YMCA that Jessica Enget has attended, even the Secretary of State’s office for people doing license renewals.
   - The second meeting focused the content of these sessions as a “check out a librarian” type event, focusing the content of the session on the asset
and knowledge (and personality) that the librarian herself/himself brings to the patron.

- The first scheduled offsite reference is the Stump the Librarian activity at the Portage Market, the last Sunday in October. We are planning a January meeting at the Portage Y on health information (Nicolette) and a gym meeting (Jessica) is yet to be scheduled. Jessica and Rudy are interested in Readers Advisory expertise oriented sessions. We hope to make this a bimonthly, if not monthly affair, staff time resources permitting.

- In addition, the library petting zoo/tech table was used at the Summer Reading Club kickoff to collect a record 46 patron contacts, and will be used at the GeekFest offsite event on September 17th to promote Hoopla and other online resources.

2. **We will expand our outreach to target groups not previously reached by our programs**

- Based on the success of a pilot program at Portage Northern High, Teen Librarian Olivia Pennebaker co-hosted several well-attended Lego Lunches at Portage Northern High School.

- Youth staff met with media specialists and discussed potential collaborations. The media specialists expressed a need for maker space-type activities (hands-on, exploration/learning, STEM). Youth Staff observed an after-school event at North Middle School to gauge needs and possibilities. The result of these discussions is a “Makers Meeting” for Media Specialists, hosted by the Youth Staff, on August 22nd.

- Youth staff hosted a collaborative event with Southwest Michigan Reading Council to promote early literacy for struggling readers and to model behaviors that promote literacy in the home.

- Youth staff met with groups providing aid to recent Syrian and Congolese refugees to ascertain what the library could provide. Current suggestions are children’s storytimes to provide childcare during the adult language classes, booklists, and informal conversation groups to provide language practice. This is an ongoing exploration.

3. **The library will take a lead role in sponsoring community support activities and will be involved in community events in 2016**

- The library served as a collection site for personal care items in February 2016 to support the humanitarian relief efforts provided by the Portage Community Center. A total of 386 items were collected, about 34% more than our 2015 collection efforts.

- Hiemstra Optical’s Stuff the Bus school supply collection is running from August 5 to August 12, 2016. A donation box is located near the entrance with posters and a list of recommended items. Collected materials benefit Portage Public Schools as well as other local school districts.

- The Annual Food for Fines Campaign that solicits contributions to support the Portage Community Center holiday food baskets and the Salvation Army Angel Tree gift collection will occur later this year.

- As the beginning of the school year is quickly approaching, library staff will be coordinating library card registration drives with Portage Public...
4. **The library will investigate the addition of a bike-mobile for use on Portage bike trails and during city events**

- The library researched various options of vehicles to purchase for a “bike-mobile” and determined that a custom-built cargo tricycle would be the best option for our situation. Local bicycle retailers were contacted, but were not equipped to make this kind of custom vehicle. After additional research, including contacting other satisfied customers, Joe Crennan of Pedal Positive was selected to create the library’s “bike-mobile”. Joe makes custom cycle fabrications and has made a variety of custom pedal-powered vehicles for libraries across the country.

- A specific design was chosen and a funding request was made to the Friends of the Portage District Library. They decided to give $5,000 to the project.

- This year’s Spring Appeal focused on the “Unlimited Possibilities” that exist because our library is more than just a building full of books. The “book-bike” is one of the ideas we came up with to increase our community presence and we asked donors to help support us in the endeavor. To date, we have raised over $5,000 through our Spring Appeal and will use a portion of that money to compete the funding for this project. This includes additional stand alone bikes (for other staff to ride and accompany the “bike-mobile”, accessories, and a “wrap” for the aluminum bookcase portion of the “bike-mobile”.

- A hotspot has been purchased for use at the Portage Farmers Market and then the “bike-mobile” when it is in use.

- The “book-bike” contract has been signed, down-payment paid, and work has begun on the project. The completed “book-bike” will be delivered by Joe Crennan in September (specific date still TBD). He personally delivers all of his vehicles so that he can train staff on maneuvering the vehicle and giving instructions for its maintenance.

- Permission has been granted by the Director of Parks, Recreation and Senior Services to use the motor-assisted, custom-modified adult cargo tricycle on the City of Portage paths.

5. **The library will identify patron interests, preferences and desires for current and future library resources and services and structure library operations accordingly.**

- The library has been reviewing the 23 national trends identified by the American Library Association’s Center for the Future of Libraries and have shared those trends and their significance with the Library Board. Current articles and library centered research have also been identified as interest in planning for the future.

- The library has been reviewing trends in our services through a variety of methods in order to better understand how our community uses our services. These methods include Gale Analytics on Demand, a space study in Adult and Youth Services, phone data, web site analysis, mobile app usage, and circulation statistics.
The library has collected data from the Census, community guest speakers at Board meetings, interviews of community leaders, library usage data to identify needs of the community and our users. At the end of August, the library will conduct focus groups of library staff to gain their insight into the library and the community we serve.

Assessment of End Statement #3 Accomplishments

- A Progress Report will be given to the Library Board in August 2016 with details about the degree of accomplishment of End Statement #3
- A Final Report will be given to the Library Board in December 2016 with a summarization of all that was accomplished in 2016 to fulfill End Statement #3.