



**NOTICE of PUBLIC MEETING**

**The Portage District Library Board**

**will meet in regular session**

**on**

**January 26, 2015 beginning at 6:00 p.m.**

**at the**

**Portage District Library**

**in the Lower Level**

**Long Lake & Gourdneck Lake  
Meeting Rooms**

*for the purpose of  
conducting library business*



# PORTAGE DISTRICT LIBRARY BOARD MEETING

January 26, 2015

Regular Meeting Lower Level Long Lake & Gourdneck Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002

## AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff
- IV. Adoption of the Agenda for the Regular Meeting of January 26, 2015
- V. Consent Agenda (5 minutes) (Vote)
  - A. Minutes of the regular meeting held on December 15, 2014. *Pgs. 1-10*
  - B. Review of Community Meeting Room Policy. *Pg. 11-13*
  - C. Review of Library Privacy & Search Warrant Policy. *Pgs. 14-15*
  - D. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2015 Budget to Offset Unpaid Encumbrances. *Pg. 16-17*
  - E. Request to Approve a Budget Amendment to adjust the FY 2015 Budget with \$11,500 Friends' Donation to Fund the Library's 2015 Summer Reading Program. *Pg. 18-19*
  - F. Request for Authorization to Continue with Current Web Service Provider for Next Phase in the Library's Website Improvement Project in 2015. *Pg. 20*
  - G. Approval of Adjustment to the Library's Janitorial Service Contract for 2015. *Pg. 21*
- VI. Governance (30 minutes)
  - A. Report on Swearing in of Newly Elected Trustees. *Pg. 22 (Info)*
  - B. Election of Library Board Officers for 2015. *Pg. 23 (Info)*
  - C. Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends, and Library Board Secretary for 2015. *Pg. 24 (Info)*
  - D. Annual Signing of "Conflict of Interest" Statements by Trustees. *Pgs. 25-26 (Info)*
  - E. Report from Martha Pacheco, Board Liaison to the Friends of the Library. *Pg. 27 (Info)*
  - F. Consideration of Guests/Presenters to be invited to Board Meetings in 2015. *Pg. 28 (Vote)*
  - G. Application for "Special License for Consumption on the Premises" for After-Hours Programs. *Pg. 29-34 (Vote)*
- VII. Ends Development (60 minutes total)
  - A. Endorsement of Library Director's Personal Goals for 2015. *Pgs. 35-39 (Vote)*
  - B. Endorsement of Library Director's Interpretation of Ends Statements & Related Projects for 2015. *Pgs. 40 (Vote)*
- VIII. Monitoring to Assure Compliance with Executive Limitations (10 minutes)
  - A. Report on Financial Condition for December 2014. *Pgs. 41-43 (Info)*
  - B. 4<sup>th</sup> Quarter Financial Report for Fiscal Year 2014 & Comments on Year-End Results. *Pgs. 44-45 (Info)*
  - C. Monitoring Report on Executive Limitation: Global Executive Constraint. *Pgs. 46-48 (Info)*
- IX. Library Director's Reports (10 minutes total)
  - A. Marketing Update for December 2014. *Pgs. 49-50 (Info)*
  - B. Narrative Report for December 2014. *Pgs. 51-53 (Info)*
  - C. Statistical Report for December 2014. *Pgs. 54-55 (Info)*
  - D. Year-End Statistical Report for FY 2014. *Pgs. 56-58 (Info)*
  - E. Legislative Update for December 2014. *Pg. 59-60 (Info)*
- X. Process Evaluation (5 minutes total)
  - A. Suggestions for Agenda Items to be included on the February 23, 2015 Board Meeting
    1. Minutes of the Regular Meeting held on January 26, 2015.
    2. Review of Library Board Bylaws.
    3. Donations Report for Funds Received in 2014.
    4. Approval of Allocation of 2014 Gifts & Donations for Expenditure in 2015.
    5. Finalization of Guests to be Invited to Board Meetings in 2015.
    6. Presentation of 2015 Marketing Plan by Marketing Manager Chris Walker.
    7. Monitoring Report: Emergency Library Director Succession.
    8. Monitoring Report: Treatment of Consumers.
    9. Legislative Update.

B. Assessment of this meeting

C. Miscellaneous Items

XI. Adjournment

# PORTAGE DISTRICT LIBRARY BOARD

## Minutes of the Regular Board Meeting

held on

**December 15, 2014**

*In the Lower Level Long Lake & Gourdneck Lake Meeting Rooms at 6:00 pm 300 Library Lane, Portage Michigan 49002*

- I. Start of Meeting: Board members and staff gathered on December 15, 2014 at 5:30 pm for dinner, (*Food from Joy Fong*) and the board meeting started at 6:00 pm.
- II. Roll Call:
- Board Members Present: Michele Behr, Betty Lee Ongley, Martha Pacheco, Heather Ricketts, Alisha Siebers and Joe Yantis.
- Board Members Absent: Stephanie Brown (excused)
- Special Guests: Library Board Incoming Trustee: Donna Vander Vries
- Staff Present: Library Director Christy Klien, Jill Austin, Rolfe Behrje, Diane Delach, Rob Foti, Lawrence Kapture, Chris Walker and Laura Wright

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

Library Board Chair Alisha Siebers began the meeting and invited comments from those present.

- A. Welcome to Newly Elected PDL Board Member – Library Board Chair Siebers welcomed newly elected trustee Donna Vander Vries who was present at the meeting as an observer until she is officially sworn into office in January 2015. Everyone greeted Vander Vries and wished her well as an incoming trustee.

DISPOSITION: Library Board Members and library staff acknowledged incoming trustee Donna Vander Vries.

- B. Comment about – Trustee Betty Lee Ongley commented about the beautiful artwork currently on display in the library and noted that Michael Dunn had lovely artwork on exhibit. Ongley also remarked about the beautiful holiday lights that she saw as she drove up Library Lane.

DISPOSITION: Library Board Members acknowledged the comments made by Trustee Ongley about the lovely artwork on display in the library and the holiday lights along Library Lane.

- C. Comment about Sink Hole in the front Library Parking Lot – Library Director Klien informed trustees that a sizeable sinkhole had been discovered in the northwest section of the library's front parking lot. She said that immediate measures were taken to cordon off the area and noted how helpful City of Portage street workers were in providing quick assistance. They erected barriers and packed the sinkhole with dirt as a temporary fix for safety purposes until a more thorough examination could be made of the sinkhole and what should be done about it. Klien commended City personnel for their helpfulness. Klien told trustees she would report back to them on how the sinkhole problem is resolved.

DISPOSITION: Library Board Members received the information about the sinkhole in the library's front parking lot and thanked Library Director Klien and City of Portage street workers for taking immediate action for safety purposes.

### IV. Adoption of the Agenda for the Regular Meeting of December 15, 2014

Library Board Chair Siebers asked if there were any changes needed to the agenda for December 15, 2014 and there were none. Trustee Pacheco remarked that a report from her as Board Liaison to the Friends would be given at the January Library Board meeting after the Friends have held their board meeting in December.

MOTION: It was moved by Ricketts, and seconded by Behr, that the agenda for the regular board meeting of December 15, 2014 be adopted as presented. Vote: 6-Yes, 0-No, 1-Absent (Brown). Motion carried.

### V. Consent Agenda

Library Board Chair Alisha Siebers read aloud the items to be considered on the Consent Agenda as follows:

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Minutes of the Regular Board Meeting of 12-15-14

- A. Minutes of the Regular Board Meeting of October 27, 2014
- B. Approval of Annual Calendar of Library Board Activities for FY 2015
- C. Approval of Expenditure for Necessary Improvements to the Library's Staff Lounge

**MOTION:** It was moved by Ongley, and seconded by Yantis, that the consent agenda for the regular meeting of December 15, 2014 be approved as presented. Vote: 6-Yes, 0-No, 1-Absent (Brown). Motion carried.

Library Board Chair Siebers pointed out that the expenditure for the necessary improvements to the Library's Staff Lounge is not to exceed \$17,000 and that the intent is for the Library Board to approve the funding for this project now with the work to be done in 2015.

## VI. Governance

- A. Discussion about Outcome of November 4, 2014 Election – For the record, it was announced that the outcome of the November 4, 2014 election was that there were three individuals elected to the Portage District Library Board: Martha Pacheco and Alisha Siebers were re-elected and Donna Vander Vries was newly elected. Their terms will be for 4 years and commence January 1, 2015 and conclude December 31, 2018. They will take their oath of office at date yet to be determined in January. Library Board Chair Siebers and Library Director Klien will set up a time with Donna Vander Vries to conduct her orientation.

**DISPOSITION:** Library Board members heard about the outcome of the November 4, 2014 election and the three newly elected trustees who will be officially sworn into office sometime in January 2015.

- B. Farewell & Thanks to Departing Library Board Trustee – Library Board Chair Siebers noted for the record that Trustee Heather Ricketts would be departing from the PDL Board at the end of this meeting and thanked Ricketts for her service, particularly for sharing her fundraising expertise with staff. Trustee Ricketts said that she appreciated the opportunity to be on the Library Board because she loves the Portage District Library and wants to see it continue to prosper. Library Director Klien said that they would miss Ricketts. Library Board Chair Siebers presented Ricketts with a card and a framed photo of the PDL Board with Ricketts as a trustee.

**DISPOSITION:** Library Board members bid farewell and good luck to Trustee Heather Ricketts.

- C. Appointment of Nominating Committee Chair & Timing for Election of 2015 Board Officers – Library Board Chair Siebers said that Trustee Joe Yantis had volunteered once again serve as Nominating Committee Chair and had already talked to all of the trustees about their interest in being a Library Board officer and had shared the outcome of those conversations with Siebers. It was noted for the record that the election of Library Board officers for 2015 would be conducted at the next board meeting on January 26, 2015.

**DISPOSITION:** Library Board members acknowledged that the election of 2015 Board Officers would be conducted at the next board meeting on January 26, 2015.

- D. Personnel Committee's Recommendation for Library Director's Compensation in 2015

**MOTION #1 – 2015 Compensation for the Library Director:** It was moved by Yantis, and seconded by Pacheco, that the Library Board approve compensation for Library Director Christy Klien in 2015 that reflects a 3% pay increase over her current salary. Vote: 6-Yes, 0-No, 1-Absent (Brown). Motion carried.

**MOTION #2 – Contract Renewal for the Library Director:** It was moved by Pacheco, and seconded by Ricketts, that the Library Board approve a contract renewal for Library Director Christy Klien for a three-year period, commencing January 1, 2015. Vote: 6-Yes, 0-No, 1-Absent (Brown). Motion carried.

- E. Consideration of Year-End Recognition of Library Staff Efforts in 2014 – Library Board Siebers indicated that she had talked to Business Manager Rob Foti about the Library Board's interest in a monetary staff recognition. They had discussed the recognition of staff efforts that had been approved by the Library Board in two previous years, given in 2013 (\$1,100 for full-time staff; \$550 for part-time staff) and given in 2014 (\$1,319 for full-time staff and \$659 for part-time staff). It was noted that the amounts were prorated for any staff members who had

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## Minutes of the Regular Board Meeting of 12-15-14

worked a partial year at the library. Business Manager Foti also provided the history of staff raises over the past few years for trustees to consider. Library Board Chair Siebers asked Foti to go over some of the things taken into consideration in the past and Foti stated that they had previously considered the financial condition of the library, higher insurance rates hitting staff (due to a state hard cap mandate for employer contributions to health insurance), employee performance and special projects requiring more effort.

A discussion followed about the various reasons for giving end-of-year monetary recognition to library staff. There were comments made that it was nice to be able to share an advantageous fiscal year with staff, and that it could boost staff morale. Other comments focused on not wanting this monetary recognition to be considered “automatic” or always expected by staff (especially if there was a fiscal year that wasn’t as advantageous) and keeping in mind the need to save for big projects. A concern was also voiced about recognizing all staff instead of just giving merit payments to those who went above and beyond in their efforts. It was suggested that a 3% raise in these economic times was very positive, so that might be enough, and it was also noted that a refurbished Staff Lounge was also a very nice perk.

Business Manager Foti said he had reviewed the lines in the FY 2014 Budget to assess the library’s current fiscal status and had concluded that they were at least \$275,000 under budget. Library Director Klien reminded everyone that there were plans going forward for several major projects at the library, such as: (1) Book Drop completion; (2) additional meeting room space; (3) exploring the Café concept for the library’s front lobby; (4) new HVAC controls and replacement of the library’s aging elevator, so they needed to keep that in mind and save enough money ahead of time to cover the costs of these kinds of major projects.

Library Board members discussed the various ways that an end-of-year monetary staff recognition payment might be handled, both in terms of the amount and how it would be given. Trustees posed questions about how many staff were currently employed, about the history of staff raises, what had been done in the past, when and how payments to staff would be done and the tax implications of an end-of-year monetary recognition. All trustees agreed that the library had an exceptional staff and that some kind of monetary recognition should be considered, however there was not complete consensus on how it should be determined. A suggestion was made to proceed with a one-time end-of-year monetary recognition for all library staff with a “not to exceed” total.

**MOTION:** It was moved by Ricketts, and seconded by Ongley, that the Library Board approve an end-of-year monetary recognition for all library staff, equally distributed but pro-rated for part-time staff and length of time worked in 2014, with the total amount not to exceed \$30,000. Vote: 4-Yes, 2-No, (Pacheco and Yantis), 1-Absent (Brown). Motion carried.

It was noted that the two “No” votes were made not in objection to an end-of-year monetary recognition for staff, but rather in disagreement with how it was to be handled (equally distributed to all staff rather than individually merit based) and that it might be regarded by staff as an “automatic” extra payment and would come to be expected.

A question was raised about when staff would get the end-of-year monetary recognition and Business Manager Foti said it could be done any time. A cautionary comment was made that it should be pushed out one more pay period so it occurred in 2015 to avoid having two monetary recognitions occur in the same year. Foti said he would consider that implication and move it out one pay period. Trustee Ongley thanked Foti for all the work this would require him to do to accomplish the end-of-year monetary recognition for library staff.

## VII. Ends Development

A. Notification of End of Fiscal Agent Agreement with the Kalamazoo Poetry Festival – Library Director Klien referred to page 23 of the board meeting agenda packet and said that the special arrangement that the Portage District Library had to serve as fiscal agent to the Kalamazoo Poetry Festival was no longer needed since the Festival Steering Committee had successfully applied for and been granted 501 (C) 3 tax exempt, non-profit status. This means that the Kalamazoo Poetry Festival could function independently and apply for its own grants and receive donations as a non-profit entity. Trustee Ongley commented that this was a good outcome for the Kalamazoo Poetry Festival and that their first year had been a very nice effort with good attendance, and it had been a worthwhile collaboration for the Portage District Library as well with very favorable public response.

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DISPOSITION: Library Board members received the information that the Portage District Library would no longer be serving as fiscal agent for the Kalamazoo Poetry Festival.

B. Information about Grant Proposal being submitted to the Kalamazoo Community Foundation to enable the Library to Participate in a Collaboration to bring author Nicolette Hahn Niman for a Speaking Engagement

Library Director Klien referred to page 24 in the board meeting agenda packet and told trustees that the library has an opportunity to join in a collaborative partnership with several other community organizations to pursue a grant to help bring author Nicolette Hahn Niman to the area in April 2015 for a speaking engagement on sustainable food production. Trustee Ongley said that she knows the author and felt that it would be a very worthwhile initiative. Other trustees agreed and were in favor of this collaboration.

DISPOSITION: Library Board members received information about and endorsed Portage District Library's collaboration with other community organizations to pursue a \$1,900 grant from the Kalamazoo Community Foundation to bring author Nicolette Hahn Niman to the area for a speaking engagement on sustainable food production.

C. Recommendations for the Library's 2015 Janitorial Service Contract – Systems Administrator Rolfe Behrje gave trustees an overview of all activities related to releasing a "Request for Proposal" and bidding out the library's 2015 Janitorial Service Contract. He said there were (4) vendors who had participated in the pre-bid meeting held at the library on November 21, 2014 and that the library had conducted a sealed bid opening on December 4, 2014 and had received bids from (3) vendors. Behrje noted that the library had been very specific about the core cleaning functions that had to be covered by a janitorial service, and they had also told potential vendors that all cleaning would have to be done before the library's open hours.

It was announced that Service Master of Kalamazoo was selected by the library as the successful bidder to provide janitorial service to the Portage District Library in 2015. Behrje stated that this company also had janitorial service contracts with the Air Zoo, ECCU and the American Red Cross, and their bid amount was just about \$680 above the lowest bid, which was not a significant gap. Behrje also commented that there were two parts in the bid process – one focused on "core cleaning" (which was about 90% of the total work) and the other focused on "rotating janitorial duties" which entailed a ½ hour to 1 hour a day of special alternate cleaning work. However, the concept of rotating duties was not understood well by bidders, so it was thrown out and the library will just negotiate separately with Service Master for "additional rotating janitorial work."

Library Director Klien told trustees that the Janitorial Service Contract was set up as a one-year contract that could be renewed up to (4) times, and then when the library approached the 5<sup>th</sup> year, they would go out for bids again to stay competitive. Other clarifications were made relevant to the library's janitorial service, including:

- The library preferred to move away from the current janitorial service provider
- A bid amount \$680 more than the lowest bid was not significant, especially spread over a year
- Service Master of Kalamazoo had very good references
- There will be more quality control checks done to review janitorial service on a regular basis
- The library will keep the current part-time hourly maintenance assistant (Jay Cotter)
- There are special needs young people coming to the library twice a week to dust
- At the end of the year, the library will invest in a special vacuum for the building for more self sufficiency

RECOMMENDATION: Library Director Klien recommended that the Library Board approve the award of the janitorial service contract in 2015 to Service Master of Kalamazoo and authorize her to enter into a contract with them.

MOTION: It was moved by Ricketts, and seconded by Ongley, that the Library Board approve the award of contract for the library's janitorial service in 2015 to Service Master of Kalamazoo and authorize Library Director Christy Klien to enter into a contract with them to provide janitorial service for a bid amount of \$31,076.

Vote: 6-Yes, 0-No, 1-Absent (Brown). Motion carried.



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- D. End-of-Year Report on Accomplishment of all Ends for 2014 – Library Director Klien stated that library staff had done a lot of work this year to accomplish Ends for 2014, and there would be some projects that would be rolling over into 2015. Klien then proceeded to give a final progress report on each End Statement as follows:

## END STATEMENT #1 – Optimize access to resources for information, education, and entertainment

Efforts focused on:

### Analysis of the library's current collection and usage

- Mapping library users and evaluating tools to do so (this will continue in 2015)
- Selection of a digital magazine service - Zinio vs. Flipster. The final choice is still pending due to the potential for getting a new digital magazine service that might be available soon through OverDrive. (The library had originally planned to do a joint purchase of digital magazine service through its membership in the Southwest Michigan Library Cooperative, but things changed with SMLC and the cost turned out to be twice as expensive. As an alternative, the library explored digital magazine services on its own and discovered that costs were high with a larger volume purchase. Now the library has learned that OverDrive is getting into digital magazine service and since the library already uses OverDrive for e-resources, it makes more sense and would be more affordable to go in that direction. The library's final decision is pending more information about OverDrive's digital magazine service.

### Website Update

The intent is to make the PDL website more responsive and the library's web developer has indicated that it is now possible to do it, so this project will roll over to 2015.

### Book Drop Project

All lead-up work has been accomplished and a meeting will be held with TMP Architecture representatives in January 2015 to finalize the design plans. A timeline will be developed and the project is expected to be completed in the summer of 2015.

### Front Lobby Project

Steps have been taken to make the front lobby more user friendly and aesthetically pleasing. The idea for a café in the library will be explored in 2015.

### Other Projects

- Lighting switchover to LED (will continue in 2015)
- Disaster Plan – updates and inputting of information in progress (will be continued in 2015)
- Training Videos – tools explored this year for implementation in 2015.
- Mosio text reference service has been activated
- Symphony update accomplished

### Questions or Comments on Final Progress Report for End Statement #1:

Library Director Klien asked if trustees had any questions or comments related to final progress on End #1. Trustee Ongley asked if the library still had videos and Klien answered that VHS format was gone now. Trustee Ricketts asked if the Symphony reporting tools were beneficial. Behrje responded that they were using Web Reporter and the Symphony blue cloud analytics were not ready yet and SirsiDynix was doing pilot projects loading libraries. When available, the tools will be very helpful. Jill Austin, Circulation Supervisor, commented that other data was being pulled in to use for analysis.

Library Board Chair Siebers said that a lot of great things were underway at the library and that she was especially pleased with the upgrade to public computers, the new Library Document Station (copier/printer/fax), the new telephone system and the renovations to the Heritage Room which turned out beautiful. Behrje commented that the color printing capability was very well received by the public and that the electronic version of documents was environmentally friendly.

## END STATEMENT #2 – Be a safe, welcoming, inclusive destination for families and individuals

Efforts focused on:

- ü Book Drop Project (projected completion in Summer 2015)

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- Ü Front Lobby Project (Committee working on reconfiguration plans)
- Ü Janitorial Service Contract (Bid process completed & new vendor selected – will begin Jan 1, 2015)
- Ü Employee Handbook (extensive work done with HRM Innovations – will be reviewed by attorney and finalized in 2015)
- Ü Disaster Plan (entering information into online dPlan – will roll over and continue in 2015)
- Ü Lighting LED Project (will continue switchovers in 2015 and apply for energy conservation discounts)
- Ü Staff Lounge Project (Committee decisions being implemented; will install new fixtures & furnishings in 2015)
- Ü Training DVDs (working on content and will implement in 2015)
- Ü Re-upholstery Project (Fabric selections made and on order for furniture in Youth & Teen Rooms; fabric selections picked out for Adult Services areas and orders will be placed in 2015)
- Ü South Patio Project (concepts for better use of outdoor south patio area being explored & will continue in 2015)
- Ü Passive Programming (new experience bags have been released & more will be developed & released in 2015)
- Ü After Hours Programming (wonderful public response to this year's after hours programs & will do more in summer and fall 2015 that will focus on the history of prohibition and wine and food pairing)
- Ü Summer Reading (will continue the popular "Quest" program as part of summer reading activities in 2015)
- Ü Heritage Room Renovation (All enhancements were completed this year)

### Questions or Comments on Final Progress Report for End Statement #2:

Library Director Klien asked if trustees had any questions or comments related to final progress on End #2. Library Board Chair Siebers said that she and her family had borrowed the "Coaching" experience bag and the "Illness" experience bag from the library and had found them very helpful.

### END STATEMENT #3 – *Be a leader in strengthening our community*

Efforts focused on:

- Ü Youth Outreach – (re-adjusted staff in-house duties to enable more outreach activities in the community)
- Ü Teen Advisory Board – (connected to the City of Portage Teen Advisory Committee for joint initiatives)
- Ü Food-for Fines Campaign – (conducted a successful campaign in 2014, collection of 5,732 food items that were donated to the Portage Community Center's food pantry)
- Ü Blood Drives – (hosted an American Red Cross Blood Drive in March 2014 and a Michigan Blood Drive in November 2014)
- Ü Staff Committees – (Organized various committees to accomplish goals: Atrium Committee, Book Drop Committee, Disaster Plan Committee, Front Lobby Committee, Staff Lounge Committee and Staff Recognition Committee.)
- Ü Staff Involvement in the Community – (Library Director on PCC Board, and involved in Portage Public Schools Curriculum Instruction Council and Portage Rotary Club; Head of Adult Services on Portage Public Schools "Designing the Future" Visioning Committee and library personnel involved in various capacities with other community organizations (Kalamazoo Arts Council, Kalamazoo Poetry Festival, Genealogical Society, Portage Rotary Club, etc.)

### Questions or Comments on Final Progress Report for End Statement #3:

Library Director Klien asked if trustees had any questions or comments related to final progress on End #3. Trustees agreed that there was a great deal more community involvement by the library this year and Library Board Chair Siebers commented that trustees had given the Library Director an "Exceeds Expectation" rating on her evaluation for community leadership.

### END STATEMENT #4 – *Be a community center to experience and explore local arts and culture*

Efforts focused on:

- Ü Kalamazoo Poetry Festival (Marsha Meyer had a huge role in the launch of this poetry festival initiative and support was also given by Diane Delach, Vicki Dumler, Rob Foti and Lawrence Kapture)
- Ü Art Encounters Event – (4<sup>th</sup> annual multi-generational art and performance event collaboration with the Portage Senior Center was very successful)

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- ü Yann Martel Author Visit – Collaboration with WMU – (library participated through financial contribution and programming support)
- ü NaNoWriMo Writers Support Initiative – (Jessica Engett took the lead in promoting these writer focused activities)
- ü Veterans Combat Memories Writing Group – (library sponsored veterans group to encourage memoir writing)  
All Ears Theater – (special program and youth workshop funded by the Grandmother & CIG Endowment Fund for youth)
- ü Fantastic Rumpus – (library collaboration with the Kalamazoo Institute of Arts – funded by the Grandmother & CIG Endowment for youth)

### Questions or Comments on Final Progress Report for End Statement #4:

Library Director Klien asked if trustees had any questions or comments related to final progress on End #4. Trustee Ongley said that she had attended the Veterans Writing Group program on Veterans Day and that it was very well done and very moving and thanked Marsha Meyer and Steve Rossio for making it happen. Library Board Chair Siebers said it was fun to see the broad spectrum of programming that emphasized not only arts and culture but also astronomy and science.

**DISPOSITION:** The Library Board received the Final Progress Report on all Ends Activities and Projects for 2014 and congratulated Library Director Klien and library staff for an excellent year of accomplishments. Library Board Chair Siebers said that the Library Board was proud of you and that a lot of really neat things had been done. It was a great year! Library Director Klien thanked board members and said it had been a collective team effort.

## VIII. Monitoring to Assure Compliance with Executive Limitations

A. Report on Financial Condition for October 2014 - See next item below.

B. Report on Financial Condition for November 2014 – Business Manager Foti said he would combine his remarks - about the financial condition of the library for both the month of October and the month of November 2014. He stated that the library has a healthy fund balance and that a year from now, the library would no longer have to make a bond payment to the City of Portage, since the final payment will be made in July 2015.

Foti also reported that he and Library Director Klien had been working extensively with Kevin Brozovich of HRM Innovations on various human resource matters, such as the Employee Handbook, salary ranges, goal setting procedures, and implementation of a new performance evaluation tool. Foti said that they expect to develop a compensation plan for 2016 and will come back to the Library Board in April 2015 with information on salaries with some adjustments and strategies for progressive salary ranges.

Another area of focus for the library's Business Office has been working on changes that were recommended by the library's auditor three months ago. These included improved methods for bank reconciliations, how payroll documents are handled and how journal entries are done. Foti explained how he and Business Office Assistant Vicki Dumler were working together to create a system of checks and balances with the library's business procedures. Foti also stated that all the library's payroll documents were being improved as well as other business practices (related to bank reconciliations, cleared checks, credit card transactions, deposits and payments made at the library's self-checkout stations using Pay Pal. Foti said that there are not multi-layers of review, so the library will be in full compliance with the auditor's recommendations.

**DISPOSITION:** The Library Board received the Report on Financial Condition for the months of October 2014 and November 2014 and thanked Business Manager Foti for his thorough reports and all that he had done to get the library in compliance with the auditor's recommendations for improved business practices at the library.

Trustee Yantis referred to page 32 of the board meeting agenda packet and said that the paragraph pertaining to a 2<sup>nd</sup> signature requirement (12-A) should state more specifically that it is for \$20,000 or more. Since this is an Executive Limitation Policy of the Library Board, it requires a motion and vote to alter the policy

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**MOTION:** It was moved by Yantis, and seconded that the Library Board approve a change to the Executive Limitation Policy on Financial Condition and Activities to add wording in Item 12-A as follows:

*The Library shall not.... "Fail to have a 2<sup>nd</sup> 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.*

## IX. Library Director's Reports

A. Marketing Update for October & November 2014 – Marketing Manager Chris Walker told trustees that the library would be continuing its placement of insert in The Portager publication in 2015 to share information with the community about library activities, events and programs. The next issue would go out in February 2015. Walker said they would be printing extra copies and distributing them in Texas Township, to local realtors and would have copies available in the library. Trustee Pacheco suggested that copies of the library's information insert should also be given to "Welcome Wagon" and said that she had a contact with them and would ask her to contact Chris Walker to get those copies. Walker agreed that was a good idea.

**DISPOSITION:** The Library Board received the Marketing Update for October & November 2014.

B. Narrative Report for October & November 2014 – Library Director Klien referred to pages 36-39 of the board meeting agenda packet and went over highlights. She noted one correction in the Library Director's activities and said that she had been unable to attend the "Visit with Santa" at the Portage Community Center on December 11<sup>th</sup>, but had sent cookies. Klien then invited other administrators to give updates to the trustees.

### Facilities Update by Systems Administrator Rolfe Behrje

- ü The library's original elevator is having issues and needs to be fixed and will be quite expensive
- ü New LED lighting is being installed in the library's Atrium area and in the meeting rooms
- ü Leaks have been fixed
- ü The Symphony system upgrade went very well today, December 15<sup>th</sup> and work was completed by 1:30 pm and the catalog was up again by 3:30 pm with minimal inconvenience to library patrons. [*Library Director Klien commended Rolfe Behrje for all his hard work to accomplish this major upgrade.*] It was also noted that advanced notifications via marketing tools and preparations by Circulation staff helped the project to be handled in an orderly and successful manner.
- ü Next year, various "pieces" of facilities jobs will be scrutinized to get a whole picture about the library's facilities needs and then the necessary facilities work will be scheduled and maintained.
- ü A list of big ticket building needs will be developed so that the library can save up for these projects and there won't be any "surprises."

### Adult Services Update by Lawrence Kapture

- ü Following interviews with (8) very good job candidates, the part-time Library Associate position in Adult Services has been offered to Christina Doane who is the current Adult Services Intern.
- ü Highlights of adult events and programs included: a Fall Fashion Show, a student art exhibit inspired by "Life of Pi," and a Meet the Chef program done in cooperation with the People's Food Cooperative.

### Youth Services Update by Laura Wright

- ü It was a fun fall in Youth Services with a lot of programs featuring arts, crafts and science activities for children and the Christmas season of activities for youth will be fun too.
- ü Nelson the Safari Guy visited the library with live animals
- ü The Halloween Fun event was very popular with children attending in costume, listening to stories, dancing to songs and doing spooky crafts.

### Circulation Services Update by Jill Austin

- ü The Salvation Army "Angel Tree" is up in the library lobby and there have been 350 items collected so far.
- ü Applications for Circulation Library Aides are currently being reviewed.
- ü The Symphony system upgrade was very well planned, went beautifully and there were no patron complaints.

# PORTAGE DISTRICT LIBRARY

Minutes of the Regular Board Meeting of 12-15-14

DISPOSITION: The Library Board received the Narrative Report for October & November 2014 and complimented library personnel for all their efforts and successful outcomes.

C. Statistical Report for October 2014 – See next item below.

D. Statistical Report for November 2014 – Library Board Chair Siebers suggested that in the interest of time, trustees wait to discuss statistics until the next board meeting on January 26, 2015 when they would be given an “End-of-Year” statistical report for 2014 that would show statistic totals and comparisons for the whole year. Siebers asked trustees to review the statistics and look for any variations that would need clarification next month.

DISPOSITION: The Library Board will defer discussion about library statistics until the January 26, 2015 board meeting.

E. Legislative Update for November 2014 – Library Director Klien referred to pages 44-49 of the board meeting agenda packet and asked if trustees if they had any questions about the information contained in the MLA Executive Director’s newsletter. Library Board Chair Siebers noted that there seemed to be a “call to action” for them to contact our legislators about the diversion of penal fine revenue away from libraries to fund road repairs. Library Director Klien said that was true and directed everyone’s attention to the 3<sup>rd</sup> paragraph on page 48 that provided specific information on how to contact our state representatives to urge them to preserve library funding by voting no on HB 5453. Trustees agreed that it was important to be aware of threats to library funding and to take action when possible.

DISPOSITION: The Library Board received the Legislative Update for November 2014 and trustees indicated they would follow up individually on contacts to state legislators requesting action to preserve library penal fine funding.

## X. Process Evaluation

A. Suggestions for Agenda Items to be included on the January 26, 2015 Board Meeting

1. Minutes of the Regular Meeting of December 15, 2014.
2. Review of Community Meeting Room Policy.
3. Review of Library Privacy & Search Warrant Policy.
4. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2015 Budget to Offset Unpaid Encumbrances.
5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.
6. Swearing In of Newly Seated Library Board Members
7. Election of Library Board Officers for 2015 & Appointment of Library Board Personnel Committee and Library Board Secretary for 2015.
8. Annual signing of “*Conflict of Interest*” Statements by all trustees.
9. Discussion about guests to be invited to Library Board meetings & staff presentations in 2015.
10. Report from Martha Pacheco, Board Liaison to the Friends of the Library.
11. Personnel Changes Planned for 2015.
12. Endorsement of Library Director's Personal Goals for 2015.
13. Endorsement of Activities & Projects to Accomplish Library Ends Statements in 2015.  
(NOTE: The 2015 Ends Statements will be issued separately from the other documents in the board meeting agenda packet for easier reference.)
14. 4<sup>th</sup> Quarter Financial Report for Fiscal Year 2014 & Comments on Year-End Results.
15. Monitoring Report on Executive Limitation: Global Executive Constraint.

B. Assessment of this meeting – All trustees agreed that it had been a very good board meeting, especially hearing the progress report on all of the library’s Ends activities and projects accomplished in 2014. Trustee Yantis asked newly elected trustee Donna Vander Vries what her assessment was of the board meeting and she responded that they had certainly covered a lot of information and discussed important topics.

C. Miscellaneous Items – Trustee Ongley commented that she was reading the book: The Gathering about men who were drafted to go to Vietnam and that she reads it every year at this time so it has become her Christmas story.

# PORTAGE DISTRICT LIBRARY

Minutes of the Regular Board Meeting of 12-15-14

## XI. Adjournment

Library Board Chair Alisha Siebers acknowledged Library Director Christy Klien's request for a Closed Session to discuss her evaluation. Siebers asked trustees to join her, Klien and the Library Board Secretary in the Youth Conference Room to conduct the Closed Session and said that all others at the meeting were free to leave.

DISPOSITION: Library Board Chair Siebers adjourned the regular session of the December 15, 2014 board meeting at 7:55 pm and dismissed attendees. Trustees moved into a Closed Session at approximately 8:00 pm with Library Director Christy Klien to discuss her evaluation and Library Board Secretary Diane Delach joined them to take minutes of the Closed Session.

Recorded and Transcribed by,



Diane Delach,  
Library Board Secretary

## PORTAGE DISTRICT LIBRARY

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### Community Meeting Rooms Policy

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The Portage District Library's community meeting rooms, like other library spaces, materials and services, are available on a first come, first served basis, to citizens residing within, or groups serving the Portage District Library service area. The rules and regulations listed below are designed to better serve the public.

#### **Rules for Use of the Library's Community meeting rooms:**

1. In accordance with the Elliot-Larsen Civil Rights Act, the library, as a tax supported facility, may be used only by those groups whose membership is open to all people without discrimination because of religion, race, color, national origin, age, sex, height, weight, or marital status.
2. Library use of community meeting rooms takes precedence over all other uses. In an emergency situation, if the library should find it necessary to cancel a scheduled activity in a community meeting room, then the library staff person in charge of room reservations will notify the renter who booked that room that other arrangements must be made. A full refund of the room fee will be issued to the renter.
3. Community meeting rooms may be reserved by professional and governmental groups and by any local organized group in the Portage District Library service area. Local business use is permissible when no selling, solicitation or order taking occurs (See Item #4). Local is defined as a Portage-based organization or one with a significant Portage membership within the Portage District Library service area.
4. Approved use of the library's community meeting rooms does not include selling or moneymaking enterprises except those that may be sponsored by the Portage District Library itself, or the Friends of the Portage District Library.
5. Educational groups, public service groups and citizens' activities related to public policy may charge fees only to recover the cost of consumable materials or instruction, provided financial profit is not the purpose of the activity.
6. A group's use of the community meetings rooms is not sponsored by the Portage District Library unless sponsorship is expressly approved in writing by the Portage District Library. Groups shall not cause a probability of confusion or misunderstanding as to sponsorship of their use of the community meeting rooms by the Portage District Library.
7. The Portage District Library community meeting rooms shall not be used for any unlawful purposes, and anyone using the meeting rooms will abide by all library rules and regulations.

**THE PORTAGE DISTRICT LIBRARY RESERVES THE RIGHT TO CANCEL ANY USE OF THE COMMUNITY MEETING ROOMS, AND TO SUSPEND OR TERMINATE FUTURE USE OF SAID ROOMS, BY ANY ORGANIZATION THAT VIOLATES THIS COMMUNITY MEETING ROOMS POLICY.**

**Regulations for Use of the Portage District Library’s Community Meeting Rooms:**

1. Rooms are to be booked on a first-come, first-served basis in two-hour blocks of time, and may be reserved a maximum of two months in advance. Room access will be denied if payment is not received prior to the start of the rental period.

SINGLE ROOM RENTAL PRICES are as follows per two-hour block:

<b>Meeting Room</b>	<b>Rental Rate</b>	<b>501-C3/Gov. Rental Rate</b>
Austin Lake Room	\$55.00	\$25.00
Sugarloaf Lake Room	\$50.00	\$20.00
West Lake Room	\$50.00	\$20.00
Gourdneck Lake Room	\$30.00	\$15.00
Long Lake Room	\$20.00	\$10.00

COMBINED ROOM RENTAL PRICES are as follows per two-hour block:

<b>Meeting Room Combinations</b>	<b>Rental Rate</b>	<b>501-C3/Gov. Rental Rate</b>
Austin Lake + Sugarloaf Lake + West Lake Rooms	\$155.00	\$ 65.00
Austin Lake Room + Sugarloaf Lake Room	\$105.00	\$ 45.00
Sugarloaf Lake Room + West Lake Room	\$100.00	\$ 40.00
Gourdneck Lake Room + Long Lake Room	\$ 50.00	\$ 25.00

Exceptions to these meeting room rental charges may only be granted by the Library Director.

2. A two-tier system has been created to delineate between non-profit organizations and other groups or for-profit organizations. Groups wishing to take advantage of the non-profit price tier must present either proof of their 501-C3 status, or proof of their government relationship at the time of booking.
3. Set-up and tear-down of a meeting room is the responsibility of the organization using the meeting room and must be accounted for within the block of reserved time. Chairs and tables are provided at no additional charge. Any time spent prior to, or after the reserved time, may result in an additional charge of one or more two-hour blocks of time. At the conclusion of a meeting, the room should be left in the same condition as it was found or an additional fee will be assessed equal to a minimum of one two-hour block of time for clean-up.
4. Any damage done, whether accidental or due to negligence, including the need for special cleaning, will result in the billing of the contact person for the actual cost of the cleaning, repair, and or replacement of the damaged article(s).
5. Organizations must be completely out of their meeting room one-half hour prior to the library’s closing time. If an organization remains past the library’s posted hours of operation, an additional fee of (\$100.00) one hundred dollars may be charged to the contact person. Groups must be out of the rooms by:

8:30 p.m. - *Monday - Thursday*

5:30 p.m. - *Friday*

4:30 p.m. - *Saturday*

*Note: Meeting rooms are not rented on Sunday.*



**Community Meeting Rooms Policy – Revised & Approved by the Library Board**

Use of the library's community meeting rooms is not permitted before or after library hours or when the library is closed.

6. Each room contains the following equipment, which is available at no additional charge: Computer Projector, VCR, DVD, Dry Erase Board and Dry Erase Markers, and Cordless Microphone. Additional equipment including a Slide Projector, Movie Projector, Overhead Projector, and Podium are also available. It is the responsibility of the organization using the room to double check that their equipment is compatible with that of the Portage District Library. To do this, please contact the Meeting Room Coordinator at least forty-eight hours prior to room use. All Equipment must be requested at least (48) hours prior to room use.
7. Food and drink are permitted but must remain within the organization's rented room. Coffee pots are available, however the library does not supply coffee, cream, sugar, serving ware, etc. As per fire codes, no open flames of any kind are allowed within the Portage District Library.

**NO ALCOHOLIC BEVERAGES ARE ALLOWED ON LIBRARY PREMISES.  
NO SMOKING IS ALLOWED INSIDE THE PORTAGE DISTRICT LIBRARY.**

8. Portage District Library's Community Meeting Rooms are used for multiple purposes and therefore nothing may be permanently affixed to the walls.
9. Illegal activities including gambling are not permitted in the community meeting rooms.
10. The Portage District Library is not responsible for loss or damage to exhibits left in the community rooms or for the personal property of those attending the meetings.

## PORTAGE DISTRICT LIBRARY

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### LIBRARY PRIVACY & SEARCH WARRANT POLICY

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It is the policy of the Portage District Library Board, administration and staff to preserve the confidentiality of all library patron records and related patron information to the fullest extent permitted by law. To that end, the library patron records of the Portage District Library shall be released or disclosed only as provided for under the conditions stated in this policy and applicable law including the Library Privacy Act. MCL 397.601 *et seq.*

All library patron records and related patron information shall be treated by the staff of the Portage District Library as confidential, including name, address, telephone number, or any other information provided on library patron records that personally identifies a library patron. The Portage District Library may only use library patron records for library transactions and to distribute library-related information to registered library patrons.

The definition of a “library patron record” in this policy is: Any written documentation, record, or other method of stored information that is retained by the library and that contains information that personally identifies a library patron or that identifies a person as having requested or obtained specific materials from the library. This includes, but is not limited to, the library patron's name, address, telephone number, or any other descriptors that would identify the person in any way. This also includes the basic fact that the individual is a Portage District Library patron and may or may not have requested or obtained specific materials from the library. For clarification purposes, a library patron record does not include “non-identifying” material that may be retained by the library for the purpose of studying or evaluating the circulation of library materials in general, such as: material usage counts, age and gender demographics, etc.

#### PROCEDURES for PROTECTION of LIBRARY PRIVACY:

##### A. Michigan Library Privacy Act - State and Local Government Requests

1. **Notification of the Library Director** - Any employee of the Portage District Library who receives a request, or who is served with a subpoena, court order, search warrant or other legal document from a *state or local governmental authority*, requesting the release of library patron records, or requiring the disclosure of any information from a library patron’s record, shall immediately notify the Library Director (or designated administrator in charge) and shall not take any action of any kind, other than to proceed with that notification. In the event that the Library Director (or designated administrator in charge) is not available, notification should immediately be given to the Portage District Library Board Chair or Vice Chair. For purposes of Sections A2 and A3 of this Policy, “Library Director” shall include his/her designated administrator in charge and the Board Chair or Vice Chair, as the case may be.
  
2. **Action by the Library Director** - The Library Director, in a timely manner, shall receive and review all subpoenas, court orders, search warrants or other legal documents from a *state or local governmental authority* requesting the release of library patron records, or requiring the disclosure of anything from a library patron’s record, and shall immediately consult with the library’s attorney (or appropriate authorized official) to verify authenticity of said legal documents presented by a *state or local governmental authority*. After review of the legal

document(s), the Library Director shall respond in an appropriate manner in compliance with applicable law.

3. **Requests for Patron Information:** Pursuant to the Library Privacy Act, the -Library Director shall deny, in writing, all requests (including Freedom of Information Act requests) for the release or disclosure of library patron records, unless ordered by a court or the Portage District Library has received written consent from the person liable for payment for or return of the materials identified in that library record.

B. USA Patriot Act – Federal Government Requests (*from federal authorities such as the FBI*)

1. **Notification of the Library Director** - Any employee of the Portage District Library who receives a request, or who is served with a subpoena, court order, search warrant or other legal document from a *federal governmental authority*, requesting the release of library patron records, or requires the disclosure of anything from a library patron's record, shall immediately notify the Library Director (or designated administrator in charge) and shall not take any action of any kind, other than to notify the Library Director (or his/her designated administrator in charge). In the event that the Library Director (or designated administrator in charge) is not available, notification should immediately be given to the Portage District Library Board Chair or Vice Chair. For purpose of Section B2 of this Policy, "Library Director" shall include his/her designated administrator in charge and the Board Chair or Vice Chair, as the case may be.
2. **Action by the Library Director** - The Library Director shall immediately consult with the library's attorney (or appropriate authorized official) to verify authenticity of said legal documents presented by a *federal governmental authority*. After review of the legal document, the Library Director shall, as required by the Foreign Intelligence Security Act (FISA) and its amendment (USA Patriot Act of 2001, Sections 215 and 216), comply fully with a *federal government court order or search warrant* to disclose or release library patron records and information.

As further required by the Foreign Intelligence Security Act (FISA) and its amendment (USA Patriot Act of 2001, Sections 215 and 216), the Library Director - as well as any library staff member involved in providing the requested library records, **shall not disclose** to any person, including the individual whose library patron record was seized, the existence of the court order or search warrant, or the fact that the person's library patron record was produced as a result of the court order search warrant. (Note: The government can prosecute the Library Director and any library staff member for disclosing such information under these circumstances.)

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director and Rob Foti, Business Manager  
**Date:** January 20, 2015  
**Subject:** Budget Amendment Request to Increase Expenditure Lines in the FY 2015 Budget to Offset Unpaid Encumbrances Carried Forward from FY 2014

**BACKGROUND:**

At the first board meeting of every year in January, a recommendation is made to the Library Board to authorize the Library Director and Business Manager to make appropriate adjustments to the current fiscal year's budget to increase expenditure lines to offset approved previous year's purchase orders that were not fully paid by the end of that year. These encumbrances need to be carried forward and paid in the current year. An examination of the FY 2014 Budget at year end produced a list of encumbrances that will need to be covered in the FY 2015 Budget. Please see the attached detailed list encumbrances.

**RECOMMENDATION:**

It is recommended that the Library Board authorize the Library Director and Business Manager to increase expenditure lines in the FY 2015 Budget to cover encumbrances from FY 2014 that totaled **\$352,846.76**.

## PORTAGE DISTRICT LIBRARY

### Encumbrances from FY 2014 Budget to be Carried Forward to FY 2015 Budget

January 26, 2015

Dental Insurance	2,286.73
Office Supplies	874.75
Heritage Room Supplies	1,039.20
Computer Supplies	3,454.11
General Operating Supplies	9,968.12
Repair & Maintenance Supplies	1,502.21
Copying and Printing	5,354.64
Books-Adult	640.00
Books-Teen	374.64
Books-Juvenile	6,032.62
Books-Preschool	11,673.48
Books-Heritage Room	1,293.50
Books-Parent Teacher	1,028.77
Books-Easy Reader	4,961.91
Books-Fiction-Adult	5,744.82
Books-Non Fiction-Adult	10,105.84
E-Books-Adult	2,455.68
E-Books-Juvenile	5,009.84
E-Books-Preschool	4,270.00
Compact Discs-Adult	278.16
Compact Discs-Teen	51.75
Compact Discs-Juvenile	9.75
Compact Discs-Hot Pick	143.98
Videos-Adult	1,548.45
Videos-Youth	10,000.00
Videos-Teen	684.23
Videos-Juvenile	1,166.05
Video-Hot Picks	1,838.81
Video-Business Room	4,653.75
Talking Books-Adult	4,008.55
Talking Books-Teen	3,674.98
Talking Books-Juvenile	2,714.96
Talking Books-Business Room	3,495.00
Reference-Adult	1,852.04
Reference-Business Room	215.00
Periodicals & Publications	16,141.00
Licensed Databases	47,434.84
Library Grounds Maintenance	1,000.00
Snow Removal	356.00
Building Repair and Maintenance	6,688.00
Non-Capital New Furnishings	3,400.00
Non-Capital Furn. Rep.-Adult	12,018.75
Non-Capital Furn. Rep.-Youth	10,088.00
Capital Outlay	10,000.00
Public Relations	16,338.00
Professional Surveys	300.00
Human Resources	3,000.00
Cataloging Services	12,007.77
Information Services Support	15,500.00
Other Administrative Services	7,000.00
Programming-Adult Unrestricted	2,173.19
Programming-Youth Unrestricted	671.99
Training/Educational/Mtgs.	4,525.00
Computer Repair and Maintenance	11,892.30
Technology Project-Capital	40,405.60
Capital Maintenance	17,500.00
<b>TOTAL</b>	<b>\$352,846.76</b>

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** January 19, 2015  
**Subject:** Budget Amendment to adjust the FY 2015 Budget for the Friends \$11,500 Donation to Fund the 2015 Summer Reading Program for the Library.

**BACKGROUND**

It is my pleasure to announce that the Friends of the Portage District Library will generously support the library's Summer Reading Program in 2015 with a grant of \$11,500. We are most grateful for this grant which will enable us to conduct a very worthwhile summer reading experience for both youth and adults. The Summer Reading Program at PDL has become a cornerstone event for our community, and without the support of our wonderful Friends organization, the library would be very challenged to sustain the level of summer programs and activities that we have been able to provide due to the Friends' subsidy.

This very generous donation will enable us to develop and implement all aspects of the summer reading initiative, including a Kick-Off event, reading incentives, special activities, online participation and an End-of-Summer Reading concluding event. All participants are rewarded for their involvement in summer reading and we believe that keeping children reading over the summer months helps them to maintain and/or improve their reading skills to give them an advantage when school resumes in fall.

We are extremely grateful to the Friends for their loyal sponsorship of the library's Summer Reading Program and for all other support and subsidy that they give us on a regular basis.

**RECOMMENDATION:**

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2015 Budget to increase the Programming-Summer Reading expenditure line by \$11,500. This will enable the funds to be used as requested by the Friends of the Portage District Library for the library's 2015 Summer Reading Program.

Open for discovery



300 Library Lane  
Portage, Michigan 49002  
(269) 329-4544 / fax (269) 324-9222  
www.portagelibrary.info

January 2, 2015

AntoinetteYannie, President & Trustees  
Friends of the Portage District Library  
12755 South 18<sup>th</sup> St.  
Vicksburg, MI. 49097

Re: Friends' Donation to fund the Portage District Library's 2015 Summer Reading Program

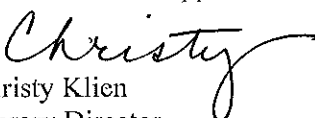
Dear Toni and Members of the Friends of Portage District Library Board,

One of the best things about being Director of the Portage District Library is having the opportunity to see firsthand all the wonderful interactions between people who love the library and derive such pleasure from using it, and those who get satisfaction from helping others and giving of themselves and their resources. The Friends of the Portage District Library definitely rank highest in the category of "giving for the benefit of others." The donation that you have just made of \$11,500 to support the library's 2015 Summer Reading Program is exceptionally generous and most definitely appreciated!

The response from the Portage community to the library's summer reading program has been tremendous and over the years, we have seen public expectation grow even stronger. With recent cutbacks that have had to be made in the City's budget, people of all ages are turning more and more to the library to fill their need for education, information, entertainment and recreation. Youth summer reading activities are particularly important because children need to be encouraged to keep reading when school is out for the summer, and the library has filled this need very well, thanks to the Friends sponsorship and funding. You should feel proud that you are contributing directly to the welfare of our youth, and the wellbeing of those in our community who participate in and benefit from our summer reading activities.

On behalf of the Portage District Library Board, administration, staff and patrons, I say: "Thank You!" We are grateful for the gifts of your time, talent and true devotion to the library, and your ongoing generosity in once again funding the library's Summer Reading Program. It is the best gift because it can be shared with so many.

With thanks and appreciation,

  
Christy Klien  
Library Director

Copies to: Portage District Library Board Members  
Martha Pacheco, Library Board Liaison to the Friends  
Jill Austin, Library Staff Liaison to the Friends  
Rob Foti, Library Business Manager  
Lawrence Kapture, Head of Adult Services  
Laura Wright, Head of Youth Services  
Chris Walker, Marketing & Fund Development Manager  
Kathy Morris, Donations Assistant

*We can not thank you enough for all of the amazing and generous support you provide the library and the community. Thank You!*

Helping you access the world of information in a friendly atmosphere.

**To:** Portage District Library Board  
**From:** Christy, Library Director  
**Date:** January 20, 2015  
**Subject:** Request for Authorization to Continue with Current Web Service Provider for the Next Phase in the Library's Website Improvement Project in 2015

**BACKGROUND:**

The Portage District Library began its venture into website services back in 2002 when it initiated a project for a library network and website solution. It was a milestone for the library, adding an entire new dimension to the library's delivery of service. Since then, over the last decade, the PDL website has been expanded and enhanced in many ways to continuously keep it updated and refreshed and to adapt new technology where possible. The library's website is now regarded as our "digital branch" and attracts many users as evidenced by statistical reports showing 457,279 hits as of November 2014. Since our End Statement #1 challenges us to optimize access to resources for information, education and entertainment, it is imperative that we maintain our website and look for ways to make it even more advantageous for our users.

**NEW INFORMATION:**

There are two website improvement projects slated for 2015 as part of our effort to fulfill End Statement #1. The first initiative is to make the library's website responsive (for those using mobile devices), and the second initiative is to improve patrons' access to e-resources such as Freegal and eBooks via the library's website. These projects will be completed concurrently and will have a price tag that will go slightly beyond the \$5,000 limit that does not require a bid process according to the library's "Asset Acquisition and Disposal Administrative Procedure."

The library's current web service provider is Fusionary Media and we have been working successfully with this company over the last few years on the upgrades and new features that have kept the library's website dynamic. We are confident that we would benefit from continued collaboration with them. Their familiarity with our site translates into time saved in getting to know the system and a deeper understanding of our priorities and the needs of our patrons. The content management system on which the PDL website has been built (ExpressionEngine) is not proprietary. While another firm could become familiar with our design and tools, they would lack in-depth knowledge of our website, its development over the past six years, and the customizations we have put in place to meet the needs of our users. We are also confident that the projected expenses related to the upcoming website improvements are reasonable and that we would already be getting the best discounts possible as a preferred and valued customer. For this reason and because of the nature of these website improvement projects and our relationship with Fusionary Media, the following recommendation is being made:

**RECOMMENDATION:**

I recommend that the Library Board authorize the Library Director to continue working with Fusionary Web Design Company in Grand Rapids, MI for the next phase of the library's Website Improvement Project in 2015 in lieu of engaging in a bid process. The projected expenditure for this work may go slightly beyond \$5,000 but is included in the library's FY 2015 Budget which was approved by the Library Board in August 2014. More specific cost figures will be shared once authorization is given to proceed.



**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** January 19, 2015  
**Subject:** Approval of an Adjustment to the Library's Janitorial Service Contract for 2015

**BACKGROUND:**

At the December 15, 2014 board meeting, information was shared with trustees about the process that had been followed to solicit bids from cleaning vendors for the library's 2015 janitorial service contract. As part of that process, a thorough examination had been conducted of janitorial work that was considered essential for keeping public spaces in the library building clean, as well as other tasks that could be handled in-house. A list of core duties was developed and that became the basis for the specifications that accompanied the Request for Proposal given to potential bidders.

The outcome of that bid process was a recommendation approved by the Library Board at the December 15<sup>th</sup> board meeting to award the library's 2015 Janitorial Service Contract to Service Master of Kalamazoo and accept their base bid amount of \$31,776. Subsequently, a meeting and tour of the library building was scheduled with them to acquaint their workers with the layout of the library building and to discuss the cleaning schedule that should be followed.

**NEW INFORMATION:**

During a meeting with representatives from Service Master of Kalamazoo in late December, it became apparent that both the library and the service provider had misjudged the scope of the library's janitorial service requirements. We had expectations that turned out to be beyond the norm for our size facility, and the vendor had submitted a base bid amount with a different perception of the depth of cleaning than we had been able to convey in our specifications. After discussing each other's misunderstandings and going over the cleaning specifications very realistically, it was mutually decided that we could still move forward with our plans to have Service Master as our janitorial service provider this year. However, there will need to be an adjustment to the janitorial service base bid amount in order to do so, and this requires approval from the Library Board, as described in the recommendation below. I spoke with both Library Board Chair Siebers and Vice Chair Behr about the situation and the increase in the contract amount and they both gave the go ahead to move forward with contract negotiations.

**RECOMMENDATION:**

I recommend that the Library Board approve the total contract amount of \$37,440 for Service Master of Kalamazoo to provide janitorial service to the library in 2015 and authorize the Library Director and Business Manager to execute the contract and all related documents.

This recommendation is made with confidence that the library's cleaning specifications, as modified, are completely understood and agreed to by Service Master of Kalamazoo, and that the library administration has been made aware of what is possible to be done to keep our public spaces in the library building appropriate cleaned, and at what reasonable cost.

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** January 20, 2015  
**Subject:** Report on Swearing in of Newly Elected Trustees

**BACKGROUND:**

As you are aware, the November 4, 2014 election resulted in voters deciding to return two current trustees to the Portage District Library Board (Martha Pacheco and Alisha Siebers) and to seat one new trustee (Donna Vander Vries). All three individuals have terms of office that officially commenced on January 1, 2015 and that will continue through December 31, 2018.

**ACTION TAKEN:**

Rather than wait through the better part of the month of January, arrangements were made to have the three newly elected trustees come to the library on Monday, January 19, 2015, where they all took their official "Oaths of Office" in the presence of Library Director Christy Klien and Library Board Secretary Diane Delach. Their signatures on the Oath of Office documents were officially witnessed and notarized by Julie Maher, a Notary Public from the office of JK Financial Services in Portage, MI. Ms. Maher generously donated her time to do this with the approval of her employer Jerry Kessenich.

As of January 19, 2015, the three newly elected trustees are officially sworn into office and will be seated at the table for the upcoming board meeting that will be held on January 26, 2015.

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** January 20, 2015  
**Subject:** Election of Library Board Officers for 2015

**BACKGROUND:**

The Library Board bylaws include a provision for election of officers as follows:

**Article III Officers**

Officers of the Portage District Library Board shall be a Chairperson, and a Vice-Chairperson, who shall be elected at the December meeting, for a term of one year, commencing at the first board meeting in January.

However, because the composition of the Portage District Library Board has changed following the November 4, 2014 election, it was deemed more appropriate to delay the election of Board officers for 2015 until the re-elected and newly elected trustees took their oaths of office. This was done at the library on January 19, 2015 with a Notary Public to witness the oaths of Martha Pacheco, Alisha Siebers and Donna Vander Vries.

Trustee Joe Yantis volunteered to survey trustees about their interest in a Library Board office and will share the results of the survey at the January 26<sup>th</sup> board meeting, at which time a voting process will be undertaken.

The *Election of Library Board Officers for 2015* has been placed as an item under Governance on the agenda for the January 26, 2015 board meeting.

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** January 20, 2014  
**Subject:** Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends and Library Board Secretary for 2015

**BACKGROUND:**

The Library Board bylaws include provisions for special appointments by the Library Board Chair as follows:

**Article III Officers**

Officers of the Portage District Library Board shall be a Chairperson, and a Vice-Chairperson, who shall be elected at the December meeting, for a term of one year commencing at the first board meeting in January.

The Library Board Chairperson may appoint a board member as official Secretary when needed, such as to take minutes for a closed session. The staff Library Board Secretary shall record minutes at meetings, maintain official Library Board files and records and produce Library Board correspondence as required. The staff Library Board Secretary shall, in collaboration with the Chairperson and Library Director, prepare the agenda. The agenda-planning meeting shall be two weeks prior to the Library Board meeting. It is the responsibility of the staff Board Secretary to provide the Library Board with the agenda and supporting materials 96 hours (4 days) prior to the Library Board meeting.

**Article V Committees**

The Chairperson of the Library Board may nominate members to special committees, with Library Board approval, as the need arises.

The Personnel Committee will consist of the Chairperson of the Library Board and two members of the Library Board nominated by the Chairperson and elected by the full Library Board at the next regular board meeting. The purpose of the Personnel Committee is to complete the annual evaluation of the Library Director.

*The Appointment of a Library Board Personnel Committee, a Library Board Liaison to the Friends and a Library Board Secretary for 2015 has been placed on the January 26, 2015 agenda under Governance*

To: Portage District Library Board  
From: Christy Klien, Library Director  
Date: January 19, 2015  
Subject: Annual Update of “*Conflict of Interest*” Statements by Trustees

**BACKGROUND:**

Every year at the January board meeting, trustees are asked to sign “*Conflict of Interest*” statements that are kept on file for library board members in order to comply with Michigan Compiled Laws 15.321 et seq.

In order to ensure that these “*Conflict of Interest*” statements for trustees are always current, we have added this activity to the Library Board’s Annual Calendar and have prepared individualized “*Conflict of Interest*” statements for each board member to sign. These will be distributed to trustees at the January 26, 2015 board meeting.

**REQUEST:**

Please review the “*Conflict of Interest*” form in the board packet and consider any changes that may need to be made. All trustees will be asked to sign and up-to-date “*Conflict of Interest*” statement at the January 26, 2015 board meeting.

Thank you.

# Portage District Library

## **Conflict of Interest Policy** **for** **Library Board Members**

*(Adopted on October 27, 2008)*

### **Conflict of Interest – Library Board**

The Portage District Library complies with Michigan Compiled Laws 15.321 et seq. Members of the Library Board will annually sign a Conflict of Interest Statement (see below) to ensure compliance with the law.

### **Library Board Conflict of Interest Statement**

I have read and understand the law pertaining to conflict of Interest (Michigan Compiled Laws 15.321, et seq.) which was provided to me. There are no present or potential future conflicts of interest other than those listed below. I have and will continue to observe the law carefully including, without limitation, the obligation to promptly disclose any pecuniary interest in a contract to be considered by the Board.

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**Board Member's Signature**

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**Date**

### **Disclosures:**

(Indicate "none" if applicable. Otherwise, please give a brief explanation of the conflict)

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**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** January 19, 2015  
**Subject:** Report from Library Board Liaison to the Friends of the Portage District Library

Portage District Library Board Member Martha Pacheco is the Board Liaison to the Friends of the Library, and as such, attends Friends' board meetings and shares information about Friends' activities.

Trustee Pacheco indicated that she would like to have an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a book sale on December 6, 2014 and a board meeting on December 9, 2014, there will be an item on the agenda for the January 26, 2015 Library Board meeting so that Trustee Pacheco can give a report.

<b>To:</b>	Portage District Library Board Members
<b>From:</b>	Christy Klien, Library Director
<b>Date:</b>	December 4, 2013
<b>Subject:</b>	Discussion about Guests to be Invited to Library Board Meetings in 2015

**BACKGROUND:**

At the beginning of each year, it has been the practice of the Library Board to consider guests to be invited to board meetings throughout the year or presentations to be heard that would be beneficial. This will be a topic for discussion on the agenda for the board meeting on January 26, 2015.

**Note:** There are (11) board meetings held in a year (there is no meeting in November) and some of the board meetings have standard presentations as indicated on the Library Board’s 2015 Annual Calendar. In January the focus is on Ends; in March it is the Marketing Plan; in June it is the budget presentation; in July it is the 3-Year Technology Plan; in October it review of policies & approving calendars, etc. for the next year, and December is kept to a basic agenda due to the holidays. For this reason, it seems reasonable to plan for about (5) guests or presentations for the year.

<b>Board Meetings:</b>	<b>Agenda</b>	<b>Guest or Presentation</b>
January 26, 2015	Regular board meeting & Ends for 2015	
February 23, 2015	Regular board meeting & Marketing Plan	
March 23, 2015	Regular board meeting & Auditor’s Report	
April 27, 2015	Regular board meeting	
May 18, 2015	Regular board meeting	
June 22, 2015	Regular Board meeting & FY 2016 Budget	
July 27, 2015	Regular board meeting & 3-Yr Tech Plan	
August 24, 2015	Public Hearing on proposed FY 2016 Budget	
September 28, 2015	Regular Board Meeting	
October 2015	LIBRARY BOARD RETREAT	
October 26, 2015	Regular board meeting & calendars/policies	
November 2015	NO BOARD MEETING	
December 14, 2015	Regular board meeting (holiday activities)	

**SUGGESTIONS:**

Below is a list of some suggested guests who might possibly be invited to board meetings in 2015:

Attorney	Directors from other libraries	Portage Community Center staff
Black Historical Society	Friends of the Library President	Portage Senior Center staff
Business Owner(s)	Fundraising consultant	Portage Public Schools Staff
Carver Policy Governance trainer	Legislators, State of Michigan	State Librarian
City Manager of Portage	Local Organization Leader(s)	Trustees from other libraries
City of Portage – other staff	MLA Executive Director	OTHER SUGGESTIONS



**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** January 19, 2015  
**Subject:** Approval to pursue a Special License for Beverages at Two After-Hour Library Programs in 2015

**BACKGROUND:**

Last year, as part of an effort to fulfill End Statement #2 (*Be a safe, welcoming, inclusive destination for families and individuals*), a new initiative was undertaken to conduct “after-hours” programming at the library that would be both educational and recreational and would appeal to a segment of the population that may not have been previously reached by the library. A particular aspect of these “after-hours” programs is that adult beverages such as beer, wine or cocktails may be included as part of the program for participants to learn about and enjoy. There were (3) “after-hours” programs offered in 2014 and the response was quite favorable. For this reason, the decision has been made to continue “after-hours” programming at the library in 2015. Attached for trustees’ review are detailed descriptions of the two “after-hours” programs that are being planned for June 2015 and September 2015 that will each require a special license.

Any public events in Michigan that include adult beverages require a special license from the Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission (MLCC). There are several steps that must be completed to obtain this special license which the Portage District Library successfully completed last year and which we would like to pursue again for our “after-hours” programs in 2015.

**REQUEST:**

I am requesting approval from the Library Board to submit an application to the MLCC to obtain a “*Special License for Consumption on the Premises*” for the purpose of incorporating adult beverages such as mixed drinks and wine into the “after-hours” programs that will be conducted at the library in 2015, and to have the Library Board Chair and Vice Chair sign all appropriate documents.

The necessary steps to obtain this special license include the following:

1. Certified copy of a Resolution passed by the Portage District Library Board
2. Signatures of the Library Board Chair and Vice Chair on the application form, witnessed and signed in the presence of a Notary Public
3. Submission of a completed application form (LCC-3511) at least (10) days prior to the event
4. Payment of the application fee
5. Submission of detailed diagram of how the event area will be contained, secured and monitored to prevent sales to minors and sales to visibly intoxicated persons
6. Contact with the First Reformed Church of Portage (located within 500 ft. of the library) to make them aware of the library’s “after-hours” programs with consumption on the premises and to get their signature on the agreement.
7. Acquisition of insurance bond



Michigan Department of Licensing and Regulatory Affairs  
 Liquor Control Commission (MLCC)  
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
 Mailing Address: PO Box 30005, Lansing, MI 48909  
 Toll Free (866) 813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

**Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License**  
 (Authorized by R436.576)

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
(regular or special) (membership or board of directors)

called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(date) (time)

the following resolution was offered.

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from \_\_\_\_\_  
(name of organization)

for a special license to serve alcohol on \_\_\_\_\_  
(event date(s))

to be located at \_\_\_\_\_

It is the consensus of this body that the application be \_\_\_\_\_ for issuance.  
(recommended or not recommended)

**Approval**

Yeas: \_\_\_\_\_  
 Nays: \_\_\_\_\_  
 Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of a resolution offered and adopted by the \_\_\_\_\_  
 at a \_\_\_\_\_ meeting held on \_\_\_\_\_  
(regular or special) (date)

Name and title of authorized officer (please print): \_\_\_\_\_  
 Signature and date of authorized officer: \_\_\_\_\_  
 Phone number and e-mail of authorized officer: \_\_\_\_\_

# “Gatsby”

After-Hours Programming

Friday, June 26<sup>th</sup>, 7:30pm-9:30pm

## Community Members Invited

- Angie Jackson, Elixir Fixer & Clandestine Cocktails of Kalamazoo
- Steve Rossio or other local history contact

## Summary

Angie Jackson will give a presentation with demonstration about the history of the cocktail during the prohibition era. How the 18<sup>th</sup> amendment influenced the style of the cocktail and why; common misconceptions about the era, the consequences and its end with the repeal via the 21<sup>st</sup> Amendment. The program will comprise of 2 parts:

- A. **Presentation, Demonstration and Tasting:** the speaker will discuss the evolution of cocktail culture during the 1920's as a result of legislation, and will demonstrate how to make a selection of several popular cocktail examples for tasting, distributed during presentation.
- B. **Mingle:** guests will have the opportunity to socialize before and after the event and view displays/materials assembled relating to this historical period.

## Control

This is a registration required event. Registration is limited to 50 people.

Building will be confirmed as cleared prior to admittance starting at 7:30pm. Guest patrons who are in building prior to closing will not be permitted to wait inside library between time of close and event start. Admittance to program will be closed at 8:00pm, when the presentation portion will commence.

Each guest will be carded at the main building entrance by staff who will ask to see State ID. Carded guests will be stamped, which will be checked for by another staff member when entering the program taking place in the combined West, Sugar Loaf, Austin, Long and Gourdneck Lake rooms.

There will be a total of 3 cocktail samples; guests will receive a sample of each cocktail. Samples are not to exceed 5 oz in volume (3 samples at 5 oz each = 15oz, less than one pint [American pint = 16oz] of a craft beer). Menu of samples not yet determined.

Drinks will be mixed and assembled by the presenter at the front of the room, and distributed to guests at their tables by 2-3 staff/volunteers.

After the presentation, guests will be able to mingle for up to 30min after the presentation to socialize and view the displays around the room.

## Staffing

- 1 person required at entrance/exit to card guests
- 1 person at bottom of steps
- 1 person in program
- 2 people serving samples
- 1 person watching over exterior exit doors

## Budget

Total budget set for \$600.00.

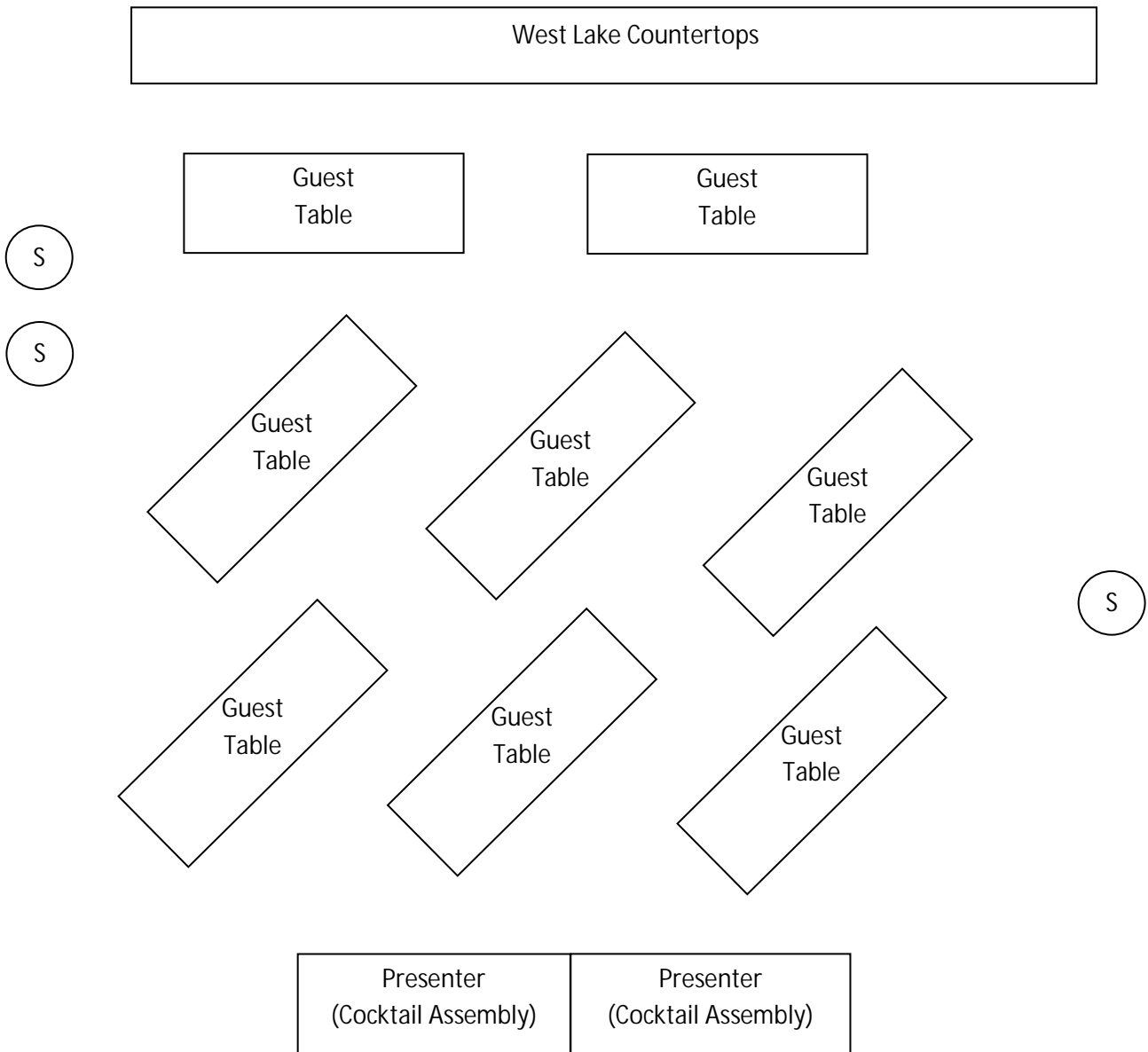
- Liquor
- Mixers/Ingredients; Ice

- Refreshments
- Sample Cups (GFS)

### Action Needed

- Complete and submit application for Special Liquor License
  - o Signature of support/approval by the Library Board
    - § A Notary Public must be present for board signatures
  - o Signatures of approval/waiver by First Reformed Church; Portage Police Dept.
- Acquire Insurance Bond
- Credit Card Authorization to submit application

### Layout



# “Ways of Wine: Tasting Event”

After-Hours Programming  
Friday, September 18<sup>th</sup>, 7:30pm-9:30pm

## Community Members to be Invited

- Mega-Bev
- Bacchus
- Tiffany’s Wine & Spirits
- Lawson’s Winery
- St. Julian’s

## Summary

A pair or panel of local wine vendors/enthusiasts/experts will be invited to suggest their 4 wine picks for guests to sample with a small selection of paired refreshments. The program will comprise of 2 parts which may happen simultaneously:

- A. Presentation with Q&A:** either a speaker will discuss the how-to of tasting and pairing wine and food, or there will be a panel discussion (comprised of a representative from each of the invited organizations) about the flavor development and pairing of wine.
- B. Tasting:** guests will have the opportunity to sample a variety of wine to taste and pair with small refreshment.

## Control

This is a registration required event. Registration is limited to 60 people.

Building will be confirmed as cleared prior to admittance starting at 7:30pm. Guest patrons who are in building prior to closing will not be permitted to wait inside library between time of close and event start. Admittance to program will be closed at 8:00pm.

Each guest will be carded at the main building entrance by staff who will ask to see State ID. Carded guests will have their hands stamped, which will be checked for by another staff member when entering the program taking place in the combined West, Sugar Loaf, and Austin Lake rooms.

There will be a total of 4 samples available comprising of white, blush, red and dessert. Eight 750mL bottles of each recommended wine will be purchased at a budget of \$12 or less/bottle (750mL = 25 oz per bottle; at a 3oz sample size, each bottle will provide 8 samples. If 60 in attendance, 8 bottles of each selected wine to be purchased). A total of 32 bottles will be purchased.

The wine will be stationed in the back of the room and staffed by two persons. Refreshments will be divided and set at each table. Samples will be served by staff distributing to guests at their tables. Four samples at 3oz each will be the equivalent 12oz, which is a little over two 5oz glasses of wine per person.

## Staffing

- 1 person required at entrance/exit to card guests
- 1 person at bottom of steps
- 1 person in program
- 2 people serving samples
- 1 person watching over exterior exit doors

## Budget

Total budget set for \$600.00.

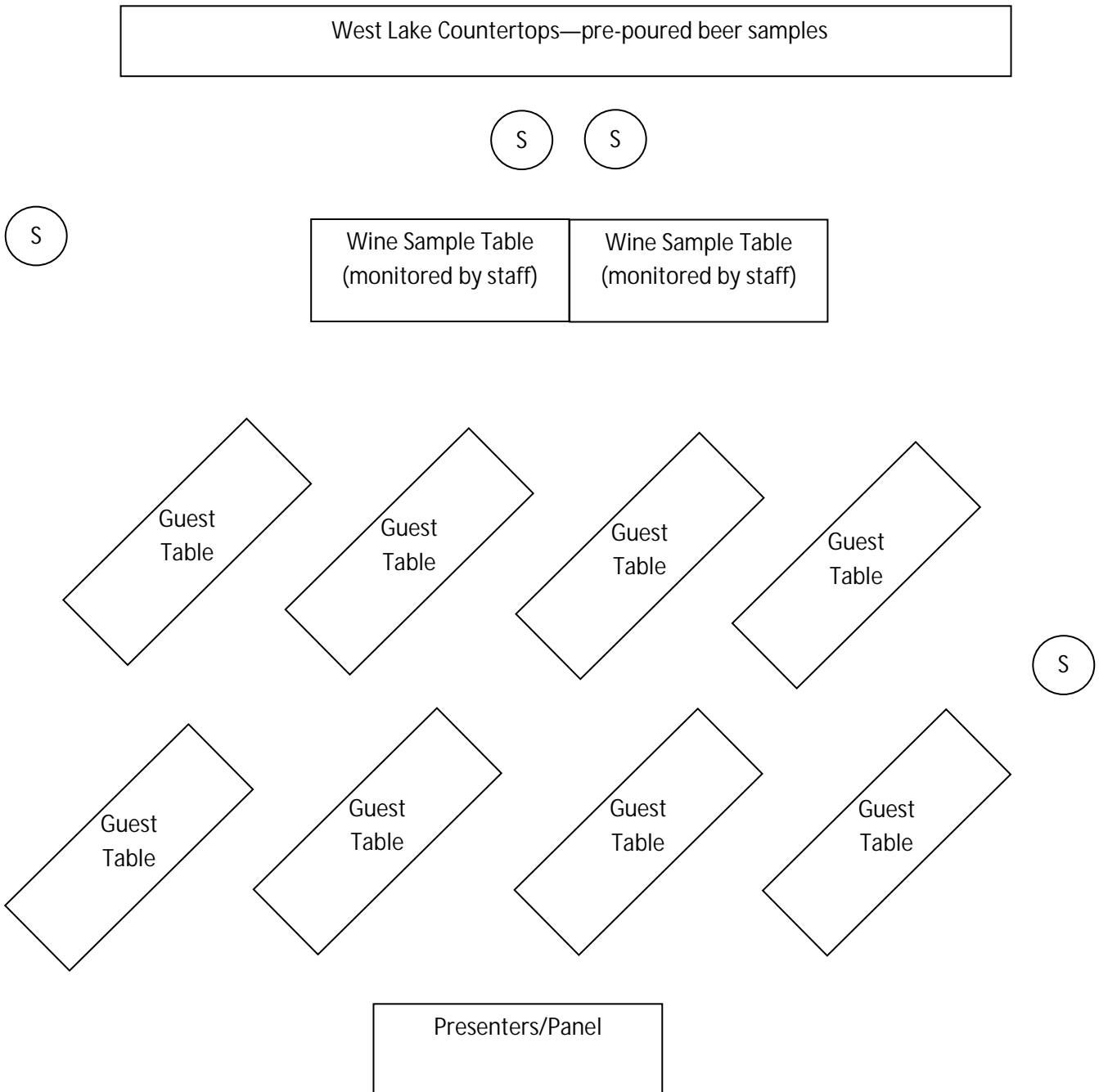
- Wine - \$480.00 (Avg cost for each bottle is \$12)
- Refreshments
- Sample Cups (GFS)

### Action Needed

Complete and submit application for Special Liquor License

- Signature of support/approval by the Library Board
  - § A Notary Public must be present for board signatures
- Signatures of approval/waiver by First Reformed Church; Portage Police Dept.
- Acquire Insurance Bond
- Credit Card Authorization to submit application

### Layout



## PORTAGE DISTRICT LIBRARY

### Library Director Christy Klien's Personal Goals for Fiscal Year 2015 January 2015

Goals Description	Measurement Criteria
<p><b><u>GOAL #2: To lead a library-wide initiative for greater connection to and involvement in the Portage community.</u></b></p> <p><b>A. <u>Library Director's Direct Involvement in the Portage Community:</u></b></p> <ol style="list-style-type: none"> <li>1. <u>Portage Public Schools</u> <ul style="list-style-type: none"> <li>ü Serving as member on the PPS Curriculum Instruction Council</li> <li>ü Serving as a member on the District Advisory Council</li> </ul> </li> <li>2. <u>Portage Rotary Club</u> <ul style="list-style-type: none"> <li>ü Serving as Secretary of the Portage Rotary Club</li> <li>ü Serving as a member of the Portage Rotary Club</li> </ul> </li> <li>3. <u>Portage Community Center</u> <ul style="list-style-type: none"> <li>ü Serving as a PCC board member</li> </ul> </li> </ol> <p><b>B. <u>Library Director's Encouragement of Staff Community Involvement</u></b></p> <ul style="list-style-type: none"> <li>ü Library Director &amp; staff will participate in Memorial Day Parade</li> <li>ü Library Director &amp; staff will participate in Veterans Day Event</li> <li>ü Library Director &amp; staff will continue the joint marketing initiative with City of Portage &amp; Portage Public Schools (Trifecta)</li> <li>ü Library Director &amp; staff will continue collaborations with The Arcadia Institute</li> <li>ü Library Director &amp; staff will continue collaborations with Kal Poetry Festival</li> <li>ü Library Director &amp; staff will continue collaborations with PCC Adopt a Family</li> <li>ü Library Director &amp; staff will continue collaborations with All Ears Theater</li> <li>ü Library Director &amp; staff will collaborate on grant with Portage Senior Center</li> </ul>	<ul style="list-style-type: none"> <li>Ø Participation as a member of the PPS Curriculum Instruction Council is continued throughout the 2015-16 school year.</li> <li>Ø Participation as a member of the PPS District Advisory Council is continued throughout the 2015-16 school year</li> <li>Ø Active participation as a member of the Portage Rotary Club</li> <li>Ø Serving as Portage Rotary Club Secretary in 2015</li> <li>Ø Serving as a Portage Community Center Board member</li> </ul> <ul style="list-style-type: none"> <li>Ø All community involvement identified as initiatives in 2015 are fulfilled.           <ul style="list-style-type: none"> <li>• Memorial Day Parade</li> <li>• Veterans Day Event</li> <li>• Joint Marketing with City of Portage &amp; Portage Public Schools</li> <li>• Collaboration with The Arcadia Institute</li> <li>• Participation in the Kalamazoo Poetry Festival</li> <li>• Collaboration with PCC – Adopt-a-Family Program</li> <li>• Collaboration with All Ears Theater (Kalamazoo Arts Council)</li> <li>• Collaboration with the Portage Senior Center on a computer grant</li> </ul> </li> </ul>
<p><b><u>GOAL #3: To oversee the completion of the library's Book Drop Project</u></b></p> <ul style="list-style-type: none"> <li>ü I will meet with architectural representatives to select a final design for the external Book Drop and the reconfiguration of the Book Drop Room and any changes required for traffic flow during and after construction</li> <li>ü I will keep City of Portage management and the Portage Senior Center</li> </ul>	<ul style="list-style-type: none"> <li>Ø All steps to complete the library's Book Drop Project are appropriately followed and the project is finished within a reasonable timeframe according to the predetermined contract with the architectural firm chosen for the project.</li> <li>Ø All necessary inspections and project checklists are conducted and the project work is deemed satisfactory and complete</li> <li>Ø The public is well-informed and the transition from alternate modes of materials</li> </ul>

Library Director's Personal Goals for Fiscal Year 2015

<p>staff up-to-date on project progress and anticipated completion</p> <ul style="list-style-type: none"> <li>Ü I will work with the Business Manager and library attorney to finalize the contract and project timeline with architectural representatives.</li> <li>Ü I will meet with library staff to make decisions about alternate procedures for return of library materials and methods for keeping the public informed about these options and the progress of the Book Drop Project</li> <li>Ü I will work with the Business Manager and key library staff to monitor construction work to ensure compliance with project specifications and will arrange for appropriate City personnel to conduct any necessary inspections to ensure compliance with city ordinances.</li> <li>Ü I will keep the Library Board informed about progress on the Book Drop Project and will provide a final report and tour upon completion.</li> </ul>	<p>return to the new external Book Drop configuration is successfully achieved.</p> <ul style="list-style-type: none"> <li>Ø Extensive public announcements are made about the progress and ultimate completion of the library's Book Drop Project via The Portager, the PDL website, the library's e-newsletter, digital signage, social media and internal posters</li> <li>Ø The Library Board is kept up-to-date on all stages of the Book Drop Project and a final report is given upon completion of the project.</li> </ul>
<p><b>GOAL #4: To oversee a Public Space Study at the Library</b></p> <ul style="list-style-type: none"> <li>Ü I will guide the efforts of Staff Committees in their work to complete the enhancements to the library's Front Lobby &amp; Atrium that were originally undertaken in 2014.</li> <li>Ü I will work with the Head of Adult Services and department staff to conduct a usage study of adult public spaces to assess how patrons are utilizing those spaces and to determine if any modifications may be needed.</li> <li>Ü I will work with the Head of Youth Services and department staff to conduct a usage study of youth public spaces to assess how patrons are utilizing those spaces to determine if any modifications may be needed.</li> </ul>	<ul style="list-style-type: none"> <li>Ø All steps to oversee a Public Space Study at the library are followed and the results are reviewed to determine what modifications may be needed.</li> <li>Ø The Front Lobby &amp; Atrium enhancements are completed</li> <li>Ø Final assessments are made with the information collected about the Adult &amp; Youth Services public spaces and recommendations are considered by the Administrative Team for any short-term and long-term modifications</li> <li>Ø Information gathered about the usage of the library's Community Meeting Rooms is analyzed and decisions are made about any modifications needed to these public meeting rooms, the policy and fee schedule</li> <li>Ø Provisions are included in the proposed FY 2016 Budget for any projected expenditures required as a result of modifications identified in the Public Space Study</li> </ul>
<p><b>GOAL #5: To oversee Human Resource initiatives in 2015</b></p> <p>A. <u>Disaster Plan:</u></p> <ul style="list-style-type: none"> <li>Ü I will work closely with the Administration Team members and other key personnel in identifying necessary information to be included in the Library's Disaster Plan.</li> <li>Ü I will oversee the collection of information and data to be included in the Disaster Plan.</li> <li>Ü I will oversee the creation of the Disaster Plan and ensure remote storage and access of the plan in the event of a disaster</li> </ul>	<ul style="list-style-type: none"> <li>Ø Important information is identified and collected for inclusion in the Disaster Plan.</li> <li>Ø A Disaster Plan is assembled and can be accessed remotely via print or electronic format.</li> <li>Ø Library staff are given a guided orientation to the Disaster Plan</li> <li>Ø A copy of the Disaster Plan is given to the Library Board Chair</li> </ul>



<p><b><u>GOAL #5: To oversee Human Resource initiatives in 2015 (Continued)</u></b></p> <p><b>B. <u>Employee Handbook:</u></b></p> <ul style="list-style-type: none"> <li>ü I will work closely with the Business Manager to review the current Employee Handbook to address holes or ambiguous language.</li> <li>ü I will oversee the hiring of an outside Human Resources firm to audit our current Employee Handbook.</li> <li>ü I will oversee the changes and additions to the Employee Handbook with consultation with the Library's labor attorney.</li> <li>ü I will oversee staff notification and review of the updated Employee Handbook.</li> </ul> <p><b>C. <u>Changeover to SMART Goal Setting Process &amp; New Staff Evaluation Tool</u></b></p> <ul style="list-style-type: none"> <li>ü I will work closely with the Business Manager and Administrative Team to implement the new staff evaluation tool and guide staff in how to set SMART goals according to the training provided by HRM Innovations</li> <li>ü I will monitor library staff efforts, along with the Business Manager, to conform to the new goal setting and evaluation methods</li> <li>ü I will follow-up with HRM Innovations to assess how the changeover to the new SMART goal setting process went and will keep the Library Board informed on our progress</li> </ul> <p><b>D. <u>Plan for Personnel Changes that will Require Special On-the-Job Training</u></b></p> <ul style="list-style-type: none"> <li>ü I will work with the current Assistant to the Director to prepare for a transition in her position (retirement effective Oct 1, 2015) and will work ahead on defining job duties, responsibilities &amp; procedures.</li> <li>ü I will join the Business Manager in undertaking the process to fill the vacancy in the Assistant to the Director position</li> <li>ü I will participate in orienting and training a new Assistant</li> <li>ü I will make alternate arrangements for the Library Board Secretary duties until a new Assistant is oriented and trained.</li> <li>ü I will ensure continuity of service in the Library Office during the transition period.</li> </ul> <p><b>E. <u>Initiate a new Personal Development Line in the Library's FY 2015 Budget</u></b></p> <ul style="list-style-type: none"> <li>ü I will work closely with the Business Manager to initiate a new Personal Development Pilot Project on a one-year trial basis at the library that would include a Personal Development Line in the budget that would cover a portion of costs for employees to take a class of their choice for personal growth that would make them feel happy and have a positive impact on them at work. The pilot project will be funded in the amount of \$10,000 and that amount will be taken from the library's Reserve Fund.</li> <li>ü I will develop guidelines with the Business Manager and Administrative</li> </ul>	<ul style="list-style-type: none"> <li>Ø A thorough examination &amp; update of the Employee Handbook is completed</li> <li>Ø HRM Innovation personnel and the library's attorney have reviewed the Library Employee Handbook for accuracy and legal compliance.</li> <li>Ø An updated Employee Handbook is distributed to library staff and a presentation is given about the updates that were made.</li> <li>Ø A copy of the Employee Handbook is made available for Library Board review.</li>   <li>Ø New SMART goal setting process is initiated in 2015</li> <li>Ø New staff evaluation tool is used in 2015</li> <li>Ø Staff are monitored to ensure compliance with new procedures</li> <li>Ø The Library Board is kept informed about the changeover</li>   <li>Ø The Assistant to the Director's job duties &amp; responsibilities are outlined and used to seek a successor for the position.</li> <li>Ø Procedures are written and preparations made for a transition in the position well in advance of the retirement date of October 1, 2015.</li> <li>Ø Candidates will be screened, interviewed and a selection made in summer 2015</li> <li>Ø Overlap training will be done to ensure a continuity of service from the Library Office and to continue uninterrupted support to the Library Board</li>   <li>Ø A Personal Development Pilot Project is initiated at the library to begin a benefit for library staff that covers the cost of a class of their choice that will allow for their personal growth and make them feel happy and have a positive impact on them at work.</li> <li>Ø A new Personal Development line is set up in the library's FY 2015 Budget.</li> <li>Ø Guidelines are developed, reviewed with HRM Innovations and set into motion for administering the Personal Development benefit</li> <li>Ø The Library Board's approval of the Personal Development one-year trial benefit project is obtained</li> </ul>
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Library Director's Personal Goals for Fiscal Year 2015

<p>Team to define how the Personal Development benefit will be administered by the library.</p> <ul style="list-style-type: none"> <li>ü I will review the plans for a new Personal Development benefit with HRM Innovations to ensure fair and equitable treatment of library staff.</li> <li>ü I will report back to the Library Board and get trustees' endorsement of the Personal Development Pilot Project for 2015.</li> <li>ü I will oversee the implementation of the one-year trial Personal Development Pilot Project in 2015.</li> <li>ü I will conduct an evaluation at the end of 2015 and report to the Library Board on how the one-year trial Personal Development Pilot Project was received and if it should be continued in the future.</li> </ul>	<ul style="list-style-type: none"> <li>Ø The Personal Development Pilot Project is fully implemented in 2015</li> <li>Ø An evaluation of the Personal Development Pilot Project is conducted at the end of 2015 and results are shared with the Library Board.</li> <li>Ø A decision is made whether or not to continue the Personal Development benefit in future library budgets.</li> </ul>
<p><b>GOAL #6: To administer all fundraising activities and donor relations for the Library in 2015.</b></p> <ul style="list-style-type: none"> <li>ü I will oversee the library's Annual Campaign and Spring Appeal for 2015 and the end-of-year Annual Report that conveys the library's achievements and goals attained throughout the year.</li> <li>ü I will develop and participate in a Donor Lunch in 2015, to thank donors, share information and get donor feedback.</li> <li>ü I will work closely with the Library's Fund Development Manager and administrative staff to encourage donations to the Library's "Grandmother &amp; CIG Endowment Fund" using various methods.</li> <li>ü I will work closely with the Library's Fund Development Manager to get assistance from the Kalamazoo Community Foundation in exploring opportunities for grants and funding collaborations with other organizations</li> <li>ü I will investigate the possibility of developing a library-wide endowment with seed money from a major unrestricted gift to the library.</li> <li>ü I will encourage support of the library through online donations.</li> <li>ü I will continue to nurture donor relations via letters and other means.</li> </ul>	<ul style="list-style-type: none"> <li>Ø The Library's Annual Campaign, Spring Appeal and Annual Report are completed in 2015.</li> <li>Ø A Donor Lunch is successfully conducted in 2015.</li> <li>Ø The Library's "Grandmother &amp; CIG Endowment Fund" is well promoted.</li> <li>Ø Contacts are made with the Kalamazoo Community Foundation and grant opportunities are explored</li> <li>Ø Initial investigation is undertaken to consider development of a library-wide endowment started with seed money from a major unrestricted gift to the library.</li> <li>Ø Online giving is promoted through articles &amp; publications.</li> <li>Ø Donor relations are handled appropriately via acknowledgement letters and other communications.</li> </ul>
<p><b>GOAL #7: To take the initiative and work closely with the Library Board and Administration in preparing for another Strategic Planning Process in 2016.</b></p> <ul style="list-style-type: none"> <li>Ø I will lead a review of the library's current Strategic Plan (2012-2015) with the Library Administrative Team to assess progress in various categories of the plan and develop a status report to guide future activities.</li> <li>Ø I will present a status report to the Library Board that depicts where the library is with its current Strategic Plan (2012-2015) so that trustees will be reminded of prior decisions made and what may be needed in the next</li> </ul>	<ul style="list-style-type: none"> <li>Ø The library's current Strategic Plan is reviewed and a status report of progress in various categories is prepared</li> <li>Ø The status report is conveyed to the Library Board for their review</li> <li>Ø A step-by-step outline is developed of what will need to occur to prepare for the next Strategic Planning process in 2016</li> <li>Ø Any arrangements that are required for the next Strategic Planning process (such as hiring a facilitator) are initiated</li> <li>Ø Budgetary provisions for the library's Strategic Planning Process are made in the FY 2016 Budget when developed in May/June of 2015.</li> <li>Ø All Library Board instructions pertaining to the next Strategic Planning process in 2016 are followed.</li> </ul>

<p>plan.</p> <ul style="list-style-type: none"> <li>Ø I will work with the Library Board and Administrative Team to outline step-by-step actions that will need to occur to prepare for the next Strategic Planning process in 2016.</li> <li>Ø I will follow up on decisions made pertaining to preparation for the next Strategic Planning process in 2016, including arranging for a Strategic Planning facilitator and any budgetary provisions in the FY 2016 Budget when it is developed in May/June 2015.</li> <li>Ø I will follow the Library Board's instructions for how we will proceed to initiate a Strategic Planning process, beginning in January 2016.</li> </ul>	
<p><b><u>GOAL #8:</u> To be involved in a leadership role in professional organizations, representing the Portage District Library, and to engage in professional development activities in 2015.</b></p> <p><b><u>Participation in Professional Organizations:</u></b>          I will continue my professional leadership involvement as follows:</p> <ol style="list-style-type: none"> <li>1.. <u>Michigan Library Association</u>              ü I will continue my MLA membership in 2015.</li> <li>2. <u>Public Library Directors Group</u>              ü I will attend meetings with public library directors when possible.</li> <li>3. <u>American Library Association</u>              ü I will continue my ALA membership in 2015.</li> </ol> <p><b><u>Professional Development Activities:</u></b>          I will engage in the following professional development activities:</p> <ol style="list-style-type: none"> <li>1. I will attend the 2015 Michigan Library Association Conference in Novi, MI on October 28-30, 2015.</li> <li>2. I will attend a leadership seminar/workshop in 2015.</li> <li>3. I will participate in the 2015 Executive Summit in East Lansing, MI on May 15, 2015</li> <li>4. I will participate in the American Library Association Annual Conference to be held in San Francisco, CA in June 2015</li> </ol>	<ul style="list-style-type: none"> <li>Ø</li> <li>Ø MLA membership is current and attended the 2015 MLA Annual Conference.</li> <li>Ø Attended SMLC Directors' meetings on a quarterly basis</li> <li>Ø ALA &amp; PLA memberships are current</li> <li>Ø Attended the Michigan Library Association 2015 Annual Conference in Novi, MI on October 28-30, 2015.</li> <li>Ø A leadership seminar/workshop is undertaken in 2015.</li> <li>Ø Attended the 2015 Executive Summit in East Lansing, MI on May 15, 2015.</li> <li>Ø Attended the American Library Association Annual Conference in San Francisco in June 2015.</li> </ul>

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** January 19, 2015  
**Subject:** Endorsement of Activities & Projects to Accomplish Library Ends Statements in 2015

**BACKGROUND:**

The Portage District Library Board operates under the Carver Policy Governance model which was original adopted back in the year 2000. This governance system enables the Library Board to provide strategic leadership in deciding the future of the library and ensures accountability of the Library Board to the citizens of Portage and the Library Director to the Library Board.

One of the most important aspects of the Policy Governance operating system is the identification of Ends Statements for the library. Ends are defined as the benefits the library is to produce, for which specific people and at what cost. Ends Statements are developed by the Library Board and Library administration and are interpreted each year by the Library Director along with a descriptive listing of the activities and projects that will be undertaken to fulfill the Ends. Once the Library Board endorses these Ends activities and projects, they become the driving force for the library's budget and all the decisions that are made related to the library's resources, programs and services. At the first board meeting in January every year, a detailed presentation is made by the Library Director to the Library Board outlining how the Ends are being interpreted and what initiatives will be undertaken to produce the desired benefits. The following Ends Statements are currently in place for the library:

The Portage District Library will:

**End Statement #1:**

*Optimize patron access to resources for information, education and entertainment.*

**End Statement #2:**

*Be a safe, welcoming, inclusive destination for families and individuals.*

**End Statement #3:**

*Be a leader in strengthening our community.*

**End Statement #4:**

*Be a community center to experience and explore local arts and culture.*

At the January 26, 2015 board meeting, I will provide my interpretation of each of these Ends Statements along with the activities and projects that will be undertaken in 2015 to achieve the desired benefits. The format for Ends has been streamlined this year for a more concise presentation, and progress reports will be given to the Library Board throughout the year as a way for trustees to measure our accomplishments.

Please note that the 2015 Ends Statements will be issued separately from the other documents in the board meeting agenda packet for easier reference.

PORTAGE DISTRICT LIBRARY  
Library Director's Report on the Financial Condition  
for  
December 2014

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

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

*Director's Response:*

Revenue	\$ 4,184,494
Expenditures	\$ 3,786,076

Risk reserve (13% of operating budget)	\$ 451,940
Building Reserve	\$ 50,000
Technology Reserve	\$ 32,305
Debt Reserve	\$ 60,000
Benefits Reserve	\$ 68,392
Book Drop Reserve	\$ 139,254
HVAC Control Reserve	\$ 15,000
Patio Feasibility Reserve	\$ 7,500
Lobby Feasibility Reserve	\$ 7,500

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

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

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

*Director's Response:* No reserves have been used.

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

Library Director's Report on Financial Condition for December 2014.

*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.

Library Director’s Report on Financial Condition for December 2014.

**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<sup>nd</sup> signature on all checks issued by the Portage District Library in an amount of \$20,000 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:** Christine Klien, Library Director  
**From:** Rob Foti, Business Manager  
**Date:** January 20, 2015  
**Subject:** 4<sup>th</sup> Quarter, Fiscal Year 2014 Explanation of Budget Variances exceeding 20%

### **Revenue**

**Other Revenue** was \$82,032 (35.64%) over budget for the year. This is due to several factors. The library used a conservative approach to projecting revenue at the time the FY 2014 Budget was developed. Penal fine revenue was budgeted at \$80,000 and \$106,894 was actually received. Fines and Fees revenue was budgeted at \$70,000 and \$75,269 was actually received. Additionally, the library received a distribution from its building insurance provider, Michigan Municipal Risk Management Authority (MMRMA), for distribution of premiums previously paid. MMRMA is a pooled insurance fund and at various points when premiums collected have outpaced claims, distributions will be made to its members. The library received \$32,635 in distributions in Fiscal Year 2014.

**State Aid Revenue** was \$5,748 (22.99%) over budget for the year. This variance is due entirely to the unpredictability of State Aid revenue at the time the FY 2014 Budget was prepared. The library estimated \$25,000 in revenue and \$30,748 was actually received.

The library funds are continuing to be invested in the approved Fifth Third Bank sweep account. Funds are swept each night into an investment fund where they earn interest and then they are swept back each morning to be used by the library in the course of our business day. The library has also invested funds into Certificates of Deposit and United States Government Bonds through accounts with UBS and Multi-Bank Securities. Funds are invested in certificates of deposit issued by banks that have a physical presence within the state of Michigan.



Portage District Library  
4th Quarter Report  
December 31, 2014

<b><u>Revenue</u></b>		Percent of Year Gone -->				100%		
General Ledger Category	4th Qtr. Budget	4th Qtr. Actual	4th Qtr. % Received	2014 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received	
Total Tax Revenue	\$ -	\$ (1,704)	#DIV/0!	\$ 3,259,019	\$ 3,316,736	\$ 3,316,736	102%	
Other Revenue	30,249	41,655	138%	230,141	312,173	312,173	136%	
Revenue from Reserves	-	-	0%	524,837	524,837	524,837	100%	
State Aid Revenue	12,500	-	0%	25,000	30,748	30,748	123%	
<b>Total Revenue</b>	<b>\$ 42,749</b>	<b>\$ 39,951</b>	<b>93%</b>	<b>\$ 4,038,997</b>	<b>\$ 4,184,494</b>	<b>\$ 4,184,494</b>	<b>104%</b>	

<b><u>Expenses</u></b>								
General Ledger Category	4th Qtr. Budget	4th Qtr. Actual	4th Qtr. % Spent	2014 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent	
Total Salaries & Wages	\$431,744	\$389,687	90%	\$1,321,157	\$1,278,859	\$1,278,859	97%	
Total Fringes & Benefits	197,237	135,553	69%	493,980	432,453	434,740	88%	
Total Library Materials	346,005	146,782	42%	702,802	508,423	661,925	94%	
Total Utilities	63,906	37,250	58%	144,875	118,258	118,258	82%	
Total Buildings	40,479	30,794	76%	136,725	127,257	135,301	99%	
Total Furnishings & Equipment	48,410	11,482	100%	90,429	54,751	90,257	100%	
Total Supplies	59,929	19,002	32%	109,456	70,615	92,808	85%	
Total Professional Services	115,005	44,953	39%	218,946	150,103	204,248	93%	
Total Other Charges	121,477	68,145	56%	326,589	276,178	295,440	90%	
<b>TOTAL OPER. EXPENSES</b>	<b>\$ 1,424,192</b>	<b>\$ 883,648</b>	<b>62%</b>	<b>\$ 3,544,959</b>	<b>\$ 3,016,897</b>	<b>\$ 3,311,836</b>	<b>93%</b>	
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 94,295</b>	<b>\$ 16,591</b>	<b>18%</b>	<b>\$ 494,038</b>	<b>\$ 416,334</b>	<b>\$ 474,240</b>	<b>96%</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 1,518,487</b>	<b>\$ 900,239</b>	<b>59%</b>	<b>\$ 4,038,997</b>	<b>\$ 3,433,231</b>	<b>\$ 3,786,076</b>	<b>85%</b>	

<b>EFFECT ON FUND BALANCE *</b>	<b>\$ (1,475,738)</b>	<b>\$ (860,288)</b>	<b>\$ (0)</b>	<b>\$ 751,263</b>	<b>\$ 398,418</b>
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Cash Flow Analysis of 2014 money only		Cash Flow Analysis of all money including prior year(s)	
2014 cash as of 9/30/2014	\$ 1,532,925	12/31/13 Audited Total cash (Fund Equity*) minus liabilities	\$ 2,719,442
+Fourth Quarter Revenues	39,951	+ 2014 Revenues	4,184,494
- Fourth Quarter Operating Expenses	883,648	- 2014 Operating Expenses	3,016,897
- Fourth Quarter Capital Projects	16,591	- Capital Projects	416,334
		- General Reserves	451,940
		- Building Reserves	50,000
		- Debt Reserves	60,000
		- Benefits Reserve	68,392
		- Technology Reserve	32,305
		- HVAC Control Reserve	15,000
		- Patio Feasibility Reserve	7,500
		- Lobby Feasibility Reserve	7,500
		- Book Drop Remodeling Reserve	139,254
		- Encumbrances	352,845
2014 cash as of 12/31/2014	\$ 672,637	Total available cash as of 12/31/2014 (Fund Balance*)	\$ 2,447,723

\* Please Note: Effect on Fund Balance represents the Effect that the current period has on the overall cash position of the Library. This does not represent any individual expense line.

\* Fund Equity is defined as the excess of fund assets and resources over fund liabilities. The Fund Balance is the Fund Equity minus any reserves.

## PORTAGE DISTRICT LIBRARY

### Monitoring Report on Executive Limitation Policy: Global Executive Constraint

**POLICY: The Library Director shall not cause or allow any practice, activity, decision, or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics.**

**RESPONSE:** The Library Director has not caused or allowed any practice, activity, decision, or organizational circumstance to occur which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics. Supporting evidence to substantiate this statement is available in the Library Office, and the following list outlines the ways in which the Library Director maintains compliance with the Global Executive Constraint Policy:

Controls in Place	Evidence of Compliance
District Library Law	<p>The library is in compliance with all aspects of the District Library Law, including:</p> <ul style="list-style-type: none"> <li>• Powers of the Board are well defined and followed.</li> <li>• Limitations on borrowing money and issuing bonds are followed.</li> <li>• Limitations on issuance of limited tax bonds or notes are followed.</li> <li>• All procedures for millage authorization and tax levy are followed and public notices posted as required by law.</li> <li>• All legal requirements pertaining to real property, personal property, intangible property and employee benefits are met.</li> <li>• All election requirements are met within the timeframe specified.</li> </ul>
State Library Requirements	<p>The library is fulfilling all requirements for a Class VI public library as determined by the Library of Michigan, including:</p> <ul style="list-style-type: none"> <li>• Filing an annual state-aid report by February 1<sup>st</sup> each year.</li> <li>• Maintaining library standards as they pertain to collections and professionally certified staff.</li> <li>• Maintaining compliance with state and federal regulations, such as:               <ul style="list-style-type: none"> <li>ü Library Bill of Rights</li> <li>ü Library Privacy &amp; Search Warrant Act</li> <li>ü Patriot Act</li> <li>ü Right to Read</li> <li>ü Right to View</li> <li>ü Michigan Freedom of Information Act</li> <li>ü Michigan Open Meetings Act</li> </ul> </li> </ul>
Federal and State Laws And City of Portage Ordinances	<p>The library is in compliance with all federal and state laws and City of Portage ordinances. Examples of this are:</p> <ul style="list-style-type: none"> <li>• Federal and state financial laws – all required reports filed.</li> <li>• Federal and state employment laws – all personnel rules followed.</li> <li>• City of Portage ordinances such as: parking and traffic, leaf removal, disposal of waste, outdoor signage, flag display, etc.</li> </ul>
Library Board Policies	<p>All Library Board policies are reviewed on an annual basis, and library staff and patrons are made aware of board policies.</p> <ul style="list-style-type: none"> <li>• Board meetings, agenda planning sessions and other board gatherings are posted &amp; comply with Michigan Open Meetings Act.</li> <li>• An up-to-date Library Board Policy Manual is kept in the Library Office for referral purposes.</li> </ul>

Controls in Place	Evidence of Compliance
Administrative Procedures	<ul style="list-style-type: none"> <li>• The Library Director administers the library in a manner that guards against any activity, decision, or organizational circumstance which would be unlawful, imprudent or in violation of commonly accepted business and professional ethics by using these management techniques:               <ul style="list-style-type: none"> <li>ü Maintaining an ongoing contract with attorneys for legal advice and counsel as needed. (Dick Butler for general counsel and Rick Fries for labor issues).</li> <li>ü Maintaining an ongoing contract with a professional accounting firm to conduct independent annual audits of the library (Rehmann Robson for internal audits of the library).</li> <li>ü Maintaining checks and balances in the overall operation of the library by instituting practices to safeguard against theft, embezzlement, impropriety, or any unprofessional or unethical behavior.</li> <li>ü Making sure that bank authorization signature cards are up-to-date. <i>[Note: Authority for expending funds and signing checks is split between the Library Director and the Business Manager and bank authorization signature cards are up-to-date and include one for the current Library Board Chair and the Library Director, effective 1-26-15.]</i></li> <li>ü Maintaining an Employee Handbook with rules and regulations. <i>[Note: The Library Employee Handbook is undergoing a thorough review by HRM Innovations and this assessment will continue in 2015. When completed, the revised handbook will be distributed to all staff with a presentation on any changes that were made.]</i></li> <li>ü Maintaining an ongoing relationship with governmental officials to keep current on new business practices or rules and community developments.</li> <li>ü The Library Director participates in activities with governmental officials, such as the City of Portage, Portage Rotary Club, Portage Public Schools, the Portage Community Center, organizational boards, contact with state legislators and membership in the Michigan Library Association.</li> <li>ü Maintaining compliance with laws and consulting appropriate authorities as required.</li> <li>ü <u>Systematically checking operations throughout the library on a regular basis to ensure that they are being run properly.</u> <i>(Note: The Library Director has weekly meetings with an Administrative Team, and regular meetings with the Technology Team, a weekly library-wide staff meeting; daily interactions with the Assistant to Director, Business Manager, Systems Administrator, Heads of Adult Services &amp; Youth Services, the Circulation Supervisor and Fund Development Manager; and bi-monthly meetings with the Heritage Room Archivist &amp; staff who manage reservations for the library's Community Meeting Rooms.</i></li> </ul> </li> </ul>

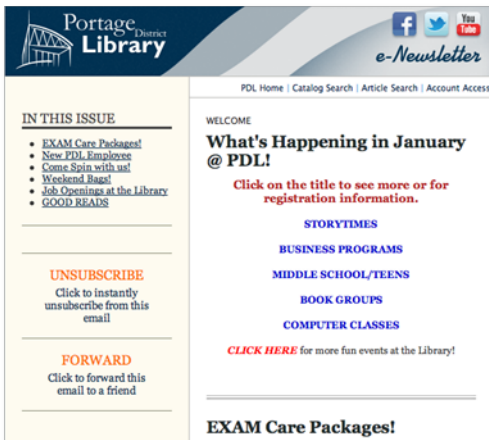
	<p><i>In 2014, the library administration engaged in these initiatives:</i></p> <ul style="list-style-type: none"> <li>• Construction of a Two-Year budget for FY 2015 and FY 2016 that included provision for ongoing building maintenance &amp; insurances.</li> <li>• Analysis of the library’s health care benefit plan and changeover to Blue Care Network for more affordable and reasonable coverage, in compliance with the state cap on the amount that employers can contribute toward employees’ health insurance.</li> <li>• A major initiative was undertaken with HRM Innovations to assess the library’s employee evaluation process and as a result a change was recommended to the SMART goal setting process and evaluation tool.</li> <li>• A complete examination of the Facilities Management Department, including time study for job tasks; changing expectations for vendor relations; development of a work “ticket system” to keep track of facility related issues, requests and to follow up when work is completed; new security procedures; a change in staffing to utilize two part-time employees for specific work assignments; a planned changeover to LED lights in the building; and issuing an RFP and soliciting bids for the library’s janitorial service contract in 2015.</li> <li>• A major Book Drop Project was undertaken in 2014 and has rolled over into 2015. This included getting approvals and inspections done by the City of Portage; presenting design sketches to the Library Board for approval; meeting with the City Fire Marshal to determine requirements for a fires standpipe; meeting with City transportation staff to determine requirements for traffic patterns up to the external book drop; working with TMP Architecture to problem-solve structural issues that challenged the project; and providing regular progress reports to the Library Board.</li> </ul>
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# PORTAGE DISTRICT LIBRARY

## Marketing Update

January 2015

*The following marketing activities were conducted at the library during the months of December 2014 and the first part of January 2015.*



A January 2015 library e-Newsletter was sent out the first week of January to over 15,000 library patrons. Content included: library programming; the Teen Services Exam Care packages; introduction of Christina Doane as PDL's newest employee; information about the Adult Services program "Come Spin with us;" highlighting the latest weekend experience bags that patrons can check out; new job openings at the library and an article on the "Good Reads" library service.

January event posters were designed and printed early this month to promote programming for the first week of January 2015. Youth, Teen and Adult posters were placed in the display units inside the library.



A library information piece was created and inserted into the City of Portage's publication Portager and will be distributed to Portage residents the first week of February 2015. This library insert includes information about programs for the month of February and the first week of March 2015. Publication of the Portager will now be done and distributed on a monthly basis beginning in February 2015 and continuing through the rest of the year. This will provide the library a wonderful opportunity to share information about library events, programs, resources and services with the whole Portage community.

A flyer for the Adult Program “Come Spin with Us” has been created. The program will be a demo by the Weavers’ Guild of Kalamazoo on Saturday, February 21<sup>st</sup>. Flyers were distributed throughout the library, placed on the event posters and an article was written for the January library e-News letter.



# PORTAGE DISTRICT LIBRARY

## Library Director's Narrative Report for January 26, 2015

*(Activities in December 2014 and part of January 2015)*

### **Administrative Activities:**

During the months of December 2014 and the first part of January 2015, Library Director Christy Klien engaged in the following activities:

- ✓ Participated in weekly Administrative Team meetings on Thursday mornings.
- ✓ Participated in regular library-wide staff meetings on Tuesday mornings for all library employees.
- ✓ Participated in Technology Team meetings on Tuesday mornings.
- ✓ Covered service desks to give staff breaks and provide additional assistance on scheduled evenings.
- ✓ Attended the Portage Rotary Club lunch meetings on Wednesdays in December and January.
- ✓ Conducted regular meetings with the Business Manager and the Systems Administrator to finalize specifications for the RFP (Request for Proposal) that was issued to solicit bids for the library's janitorial service contract in 2015.
- ✓ Conducted a bid opening on 12-04-14 for the library's 2015 Janitorial Services contract.
- ✓ Made a recommendation at the 12-15-14 board meeting that Service Master of Kalamazoo be awarded the library's Janitorial Service contract for 2015.
- ✓ Prepared documents and gave reports at the December 15, 2014 board meeting
- ✓ Met with Staff Committees on the Atrium, Front Lobby, Staff Fund and Staff Lounge during the month to move forward with planned improvements.
- ✓ Went with Business Manager Rob Foti to Abode Builders to look at possible built in cabinets and countertops for the library's Staff Lounge.
- ✓ Joined the Library Administrative Team in putting on a breakfast for staff on New Years Eve morning at the library.
- ✓ Went through three days of cleaning the library to get direct hands-on assessments about the amount of time required for completion and the best methods and tools to be used, and then made decisions about how to assign the work and how it should be done.
- ✓ Met with Service Masters to give introductions to cleaning crew assigned to the library and made myself available to them for questions during their first scheduled cleaning.
- ✓ Met with the Business Manager, Systems Administrator and Circulation Supervisor to go over the list of items to be included in discussion with TMP Architecture about the Book Drop Project
- ✓ Met with TMP Architecture representatives on 1-13-15 to get an update on their design progress and discuss a timeline for the work to be done on the Book Drop Project

### **Collection Development:**

- Ø Professional development materials were ordered on topics from social media in libraries to library assessment to readers advisory. This will be housed in non-fiction and the list has been emailed to library staff.

### **General Facilities Work:**

Facilities work during the last part of December 2014 and the first part of January 2015, included:

#### **A. Maintenance Activities:**

- Storage Areas continue to be cleaned and organized.
- Worked with Jay to establish shoveling/salting maps, logs and monitoring.
- Worked with Christy and Rob to finalize cleaning contractor selection and details.
- Executed the transition between cleaning vendors.
- Established a working schedule for new cleaning crew.
- Worked with Rob and Christy to clean the library making up a gap between cleaning contractors.

#### **B. Technology – Sirsi Dynix Upgrade**

Performed the Symphony Upgrades (12-15-14 to 12-29-14):

- WebServices 4.3
- Universal Admin 2014.10
- Symphony 3.4.1 sp5

## PORTAGE DISTRICT LIBRARY

Library Director's Narrative Report for December 2014 & the first part of January 2015

- Enterprise 4.3 GA7
- BlueCloud MobileCirc 0.9
- eResource Central 2014.10

### C. Other Technology Services

- Patching/Updating Servers and Workstations
- Scheduled Restarts of Core Server Services
- AntiVirus and Security Updates
- Hardware Security Upgrades/Updates
- Tracing Issues with Building Alarm Lines

### Merchandising Activities:

- Ø Local Author Expo MLive article online 12/2/14  
([www.mlive.com/news/kalamazoo/index.ssf/2014/12/portage\\_library\\_sponsors\\_first.html](http://www.mlive.com/news/kalamazoo/index.ssf/2014/12/portage_library_sponsors_first.html))

### Networking & Outreach Activities:

- Ø We had staff at Meetings for the Kalamazoo Poetry Festival Program Committee 12/9, 12/18, 12/19
- Ø Adult Services Librarian Jessica Engett met with Tom Haroldson to discuss promoting the Local Author Expo through the Kalamazoo Gazette/MLive.
- Ø Adult Services Librarian Nicolette Sosulski's second column, *Real –Life Reference* appeared in the December 2014 *Booklist's* online reference newsletter, *Top Shelf Reference*. In this article, Sosulski recounts how she handles certain types of reference transactions drawn from her face-to-face and virtual desk experience.  
<http://iz4.me/InformzDataService/OnlineVersion/Pub/bWFpbGluZ0luc3RhbmNISWQ9NDO0MzY2Nw>
- Ø On December 8, 2014, as part of the meeting that took place at the library for Portage Public School Media Specialists, Nicolette Sosulski presented the library's Gale Virtual Reference Library. She is currently working on getting some innovations into the Gale interface as a result of a request by one of the Media Specialists who had attended that meeting.
- Ø Teen Exam Care Packages are again being distributed. These are bags of treats given out to any high school students who are studying for exams. A promotional flyer for teen services and programs is included as well. Fifty bags were handed out the first two days.
- Ø Youth staff purchased stools on the advice of a local special education professional. These are designed to help students who benefit from an opportunity to move while studying. They are almost always occupied in the after-school hours, used heavily by students who are being tutored.
- Ø Portage Public School's Early Childhood class (preschool) came to visit, along with parents and teachers. They stayed for a tour and storytime.

### Programming:

- Ø *NaNoWriMo TGIO Party* - 12/3, hosted by Jessica Enget. There were only 3 in attendance, but it was a very productive session. Ongoing PDL Writers group was planned at this meeting.
- Ø *Holiday Cheese Pairings* - 12/4, facilitated by Marsha Meyer, 27 attendees. Natalie Fuller, owner of The Cheese Lady, described various cheeses and demonstrated pairings for holiday appetizers.
- Ø *Weekends Live* - 12/7, Live music in the library hosted by Marsha Meyer and 12/13 Ginny Parnaby/Jenny Miller, 50 attendees, and Crescendo Fiddlers, 50 attendees.
- Ø *One-on-One Assistance* – total of 4 appointments, including (e-books on iPad & Kindle; setting up and transferring files to external hard drive of Mac computer, basic word processing)
- Ø We hosted our annual Holiday Family Fun night, aimed at preschoolers and young elementary-aged children and their families. Activities included crafts, beanbag games, and a photo booth.
- Ø The Youth Department hosted a showing of Polar Express complete with a cocoa bar and “magic bells” given at the end.
- Ø The Frosting Metropolis event (a teen version of gingerbread houses) was filled to capacity.
- Ø Attendees at Canvases with Kara, a painting workshop for third-fifth graders, completed a painting of a snowman



## PORTAGE DISTRICT LIBRARY

Library Director's Narrative Report for December 2014 & the first part of January 2015

### **Public Service:**

- Ø Angel Tree donations were delivered to the Salvation Army in December. We collected 478 donated presents from library users.
- Ø Due to inclement weather all item due dates from January 8-11, 2015 were extended to January 12, 2015 to provide additional time for library users to safely return materials.

**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** January 16, 2015  
**SUBJECT:** Library Statistical Report - December 2014

	Month Statistics			YTD Statistics		
	Dec-14	Dec-13	CHANGE	2014	2013	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>60,936</b>	<b>54,397</b>	<b>12.02%</b>	<b>802,804</b>	<b>799,436</b>	<b>0.42%</b>
Adult - Books	16,486	17,060	-3.36%	229,005	248,226	-7.74%
Adult - A/V	7,808	6,896	13.23%	89,740	91,300	-1.71%
Youth - Books	17,937	16,273	10.23%	273,638	267,645	2.24%
Youth - A/V	4,081	4,345	-6.08%	58,361	66,379	-12.08%
Hot Picks	5,505	5,562	-1.02%	63,317	76,354	-17.07%
E-Material	7,694	2,685	186.55%	69,980	28,635	144.39%
ILL - PDL Requests	794	907	-12.46%	10,698	11,381	-6.00%
ILL - Other Lib. Requests	631	669	-5.68%	8,065	9,516	-15.25%
<b>Self-Checkout Percentage</b>	<b>59.23%</b>	<b>56.14%</b>		<b>60.88%</b>	<b>57.78%</b>	
<b>Total Library Collection</b>	<b>199,097</b>	<b>194,873</b>	<b>2.17%</b>			
Adult - Books	97,375	97,654	-0.29%			
Adult - A/V	17,039	15,710	8.46%			
Youth - Books	68,668	65,714	4.50%			
Youth - A/V	11,129	11,002	1.15%			
Hot Picks	4,886	4,793	100.00%			
<b>Net Acquisitions</b>	<b>(715)</b>	<b>(574)</b>	<b>24.56%</b>	<b>9,109</b>	<b>(1,628)</b>	<b>-659.52%</b>
Purchased - Books	1,192	1,453	-17.96%	18,353	18,251	0.56%
Purchased - A/V	525	402	30.60%	5,431	4,079	33.15%
Donated - Books	2	3	-33.33%	35	48	-27.08%
Donated - A/V	1	2	-50.00%	36	42	-14.29%
Material Discarded	(2,435)	(2,434)	0.04%	(14,746)	(24,048)	-38.68%
<b>Total In-House Usage*</b>	<b>791</b>	<b>807</b>	<b>-1.98%</b>	<b>4,819</b>	<b>4,833</b>	<b>-0.29%</b>
In-House Periodical Usage	90	95	-5.26%	787	812	-3.08%
In-House Book Usage	701	712	-1.54%	4,032	4,021	0.27%
<b>Patrons</b>						
<b>Total Patrons</b>	<b>47,747</b>	<b>49,612</b>	<b>-3.76%</b>			
Adult	31,995	31,102	2.87%			
Youth	7,798	8,464	-7.87%			
Non-Resident	324	328	-1.22%			
Reciprocal	4,905	6,803	-27.90%			
Internet User	2,667	2,852	-6.49%			
Professional	58	63	-7.94%			
<b>Total Patrons Added</b>	<b>324</b>	<b>259</b>	<b>25.10%</b>	<b>3,816</b>	<b>4,022</b>	<b>-5.12%</b>
Adult	136	116	17.24%	1,926	2,187	-11.93%
Youth	87	56	55.36%	537	507	5.92%
Non-Resident	4	4	0.00%	52	47	10.64%
Reciprocal	40	28	42.86%	558	565	-1.24%
Internet User	56	55	1.82%	740	712	3.93%
Professional	1	0	100.00%	3	4	-25.00%

<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	<b>181</b>	<b>195</b>	<b>-7.18%</b>	<b>2,293</b>	<b>2,409</b>	<b>-4.82%</b>
Internal/Collaboration	90	96	-6.25%	1,183	1,237	-4.37%
External/Outside Usage	91	99	-8.08%	1,110	1,172	-5.29%
<b>Total Program Audience</b>	<b>710</b>	<b>1,191</b>	<b>-40.39%</b>	<b>26,325</b>	<b>23,358</b>	<b>12.70%</b>
Adult	150	144	4.17%	3,024	3,822	-20.88%
Youth	315	947	-66.74%	20,769	16,557	25.44%
Heritage Room	245	100	100.00%	2,532	2,979	-15.01%
<b>Total Number of Programs</b>	<b>30</b>	<b>42</b>	<b>-28.57%</b>	<b>497</b>	<b>512</b>	<b>-2.93%</b>
Adult	14	7	100.00%	155	129	20.16%
Youth	13	33	-60.61%	308	338	-8.88%
Heritage Room	3	2	100.00%	34	45	-24.44%
<b>Total Volunteer Hours</b>	<b>475</b>	<b>409</b>	<b>16.14%</b>	<b>6,326</b>	<b>6,274</b>	<b>0.83%</b>
Adult	114	117	-2.56%	1,434	1,686	-14.95%
Youth	86	72	19.44%	1,880	1,846	1.84%
Technical	97	66	46.97%	1,102	1,102	0.00%
Circulation	110	102	7.84%	1,341	938	42.96%
Administration	32	32	100.00%	337	384	-12.24%
Community Service	36	20	80.00%	232	318	-27.04%
<b>Total Front Door Traffic</b>	<b>64,787</b>	<b>65,231</b>	<b>-0.68%</b>	<b>739,740</b>	<b>766,136</b>	<b>-3.45%</b>
<b>Total Youth Services Traffic</b>	<b>35,441</b>	<b>36,778</b>	<b>-3.64%</b>	<b>514,758</b>	<b>532,450</b>	<b>-3.32%</b>
<b>Total Business Center Traffic</b>	<b>3,112</b>	<b>3,145</b>	<b>-1.05%</b>	<b>37,906</b>	<b>38,526</b>	<b>-1.61%</b>
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	<b>6,970</b>	<b>6,832</b>	<b>2.02%</b>	<b>94,004</b>	<b>98,138</b>	<b>-4.21%</b>
Adult Phone	511	329	55.32%	5,004	4,478	11.75%
Adult Ready Reference	2,335	2,131	9.57%	29,646	32,151	-7.79%
Adult Reference	190	121	57.02%	2,498	2,728	-8.43%
Youth Phone	152	148	2.70%	1,860	2,016	-7.74%
Youth Ready Reference	1,655	1,963	-15.69%	27,725	30,310	-8.53%
Youth Reference	303	252	20.24%	5,267	4,336	21.47%
HR Phone	7	30	-76.67%	351	323	8.67%
HR Ready Reference	359	586	-38.74%	5,063	5,418	-6.55%
HR Reference	15	32	-53.13%	896	914	-1.97%
Circ Phone	803	295	172.20%	6,212	3,370	84.33%
Circ Ready Reference	477	631	-24.41%	6,864	7,507	-8.57%
Circ Reference	163	314	-48.09%	2,618	4,587	-42.93%
<b>Total Edutainment LAN Use</b>	<b>346</b>	<b>449</b>	<b>-22.94%</b>	<b>5,287</b>	<b>5,428</b>	<b>-2.60%</b>
<b>Total Internet Computer Use</b>	<b>3,213</b>	<b>5,248</b>	<b>-38.78%</b>	<b>64,523</b>	<b>73,202</b>	<b>-11.86%</b>
Youth Computers	473	1,455	-67.49%	16,518	19,557	-15.54%
Adult Computers	2,610	3,576	-27.01%	46,045	49,740	-7.43%
Laptop Computer Circulated	130	217	-40.09%	1,960	3,905	-49.81%
<b>Total Electronic Transactions</b>	<b>47,199</b>	<b>44,281</b>	<b>6.59%</b>	<b>612,664</b>	<b>645,232</b>	<b>-5.05%</b>
WebSite Hits	35,426	32,528	8.91%	460,708	489,807	-5.94%
WebCatalog Sessions	7,840	7,785	0.71%	102,864	104,378	-1.45%
Licensed Database Hits	3,933	3,968	-0.88%	49,092	51,047	-3.83%

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

Christy Klien, Library Director

**TO:** Portage District Library Board  
**FROM:** Christy Klien, Library Director  
**DATE:** January 21, 2015  
**SUBJECT:** Library Statistical Report - Year End Comparison

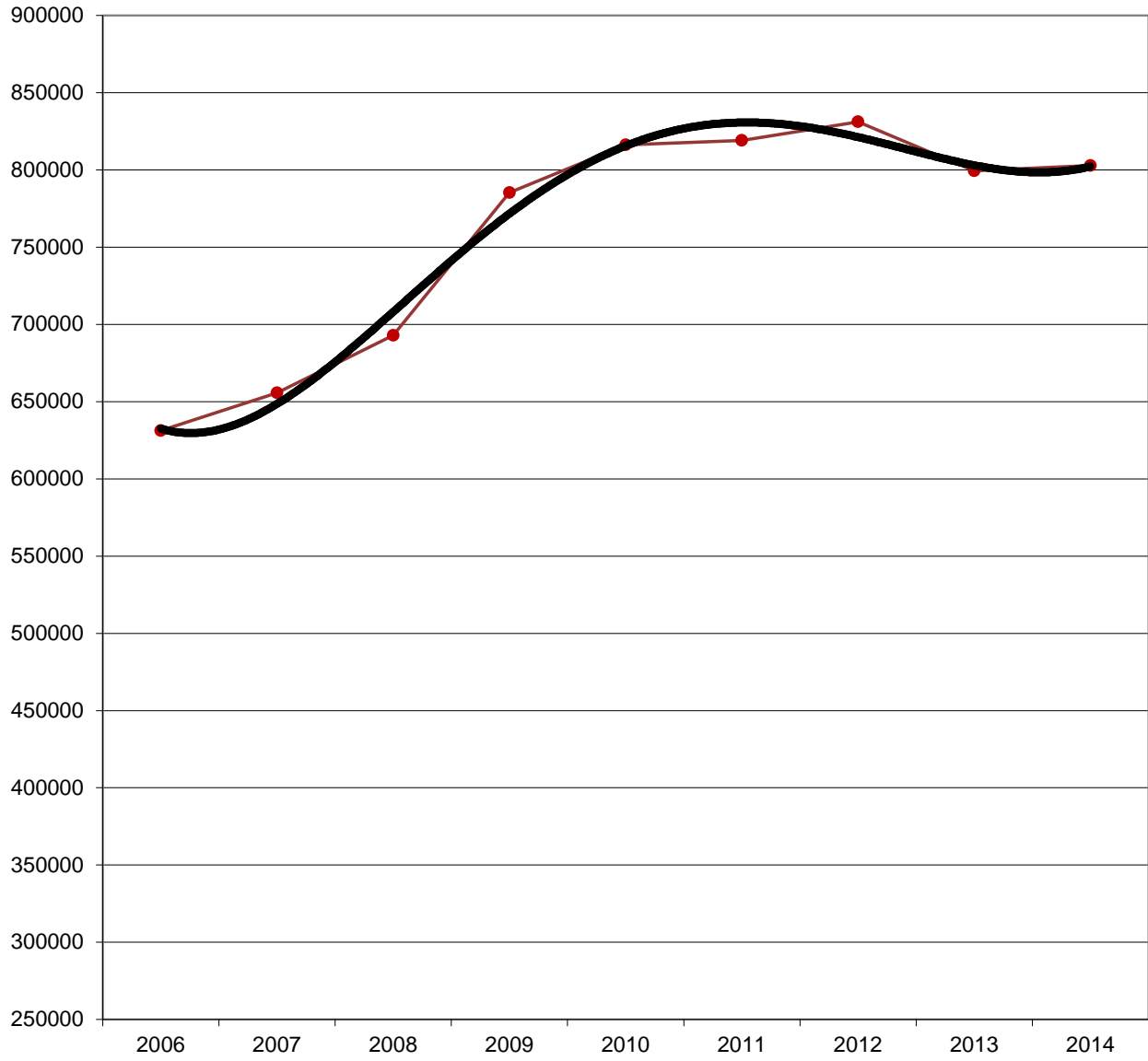
Year-End Statistical Comparative Data									
	2006	2007	2008	2009	2010	2011	2012	2013	2014
<b>Circulation/Collections</b>									
<b>Total Library Circulation</b>	<b>631,249</b>	<b>655,709</b>	<b>692,911</b>	<b>785,248</b>	<b>816,199</b>	<b>819,133</b>	<b>831,151</b>	<b>799,436</b>	<b>802,804</b>
Adult - Books	235,467	246,437	270,234	290,534	293,020	275,563	261,705	248,226	229,005
Adult - A/V	92,624	96,273	101,079	109,796	91,165	83,830	89,767	91,300	89,740
Youth - Books	205,086	201,927	204,017	232,723	253,304	270,826	273,784	267,645	273,638
Youth - A/V	92,443	106,767	109,159	138,462	108,533	84,654	76,286	66,379	58,361
Hot Picks					54,785	85,474	85,343	76,354	63,317
E-Materials						-	22,001	28,635	69,980
ILL - PDL Requests	1,795	3,470	6,177	6,986	7,438	8,825	11,061	11,381	10,698
ILL - Other Lib. Requests	3,834	835	2,245	6,747	7,954	9,961	11,204	9,516	8,065
<b>Total Library Collection</b>	<b>165,744</b>	<b>172,952</b>	<b>173,341</b>	<b>182,767</b>	<b>179,934</b>	<b>188,141</b>	<b>192,966</b>	<b>194,873</b>	<b>199,097</b>
Adult - Books	85,909	90,358	89,123	92,357	91,808	93,711	96,517	97,654	97,375
Adult - A/V	12,939	13,144	13,178	15,612	14,185	15,284	16,825	15,710	17,039
Youth - Books	59,039	60,064	61,054	60,774	57,726	62,419	62,682	65,714	68,668
Youth - A/V	7,857	9,386	9,986	14,024	12,434	12,441	12,645	11,002	11,129
Hot Picks					3,781	4,286	4,297	4,793	4,886
<b>Net Acquisitions</b>	<b>(18,105)</b>	<b>6,626</b>	<b>(2,514)</b>	<b>23,925</b>	<b>(3,542)</b>	<b>2,545</b>	<b>8,614</b>	<b>(1,628)</b>	<b>9,109</b>
Purchased - Books	15,472	20,116	22,068	22,584	20,367	18,556	19,337	18,251	18,353
Purchased - A/V	1,689	2,098	3,191	4,844	5,876	4,460	4,458	4,079	5,431
Donated - Books	97	394	231	88	89	69	45	48	35
Donated - A/V	211	64	39	34	36	44	41	42	36
Material Discarded	(35,574)	(16,046)	(28,043)	(3,625)	(29,910)	(20,584)	(15,267)	(24,048)	(14,746)
<b>Total In-House Usage*</b>	<b>3,864</b>	<b>3,791</b>	<b>4,049</b>	<b>4,114</b>	<b>4,645</b>	<b>4,886</b>	<b>4,727</b>	<b>4,833</b>	<b>4,819</b>
In-House Periodical Usage	490	524	616	635	651	799	838	812	787
In-House Book Usage	3,374	3,267	3,433	3,479	3,994	4,087	3,889	4,021	4,032
<b>Patrons</b>									
<b>Total Patrons</b>	<b>45,360</b>	<b>34,639</b>	<b>37,914</b>	<b>43,377</b>	<b>47,337</b>	<b>47,119</b>	<b>46,610</b>	<b>49,612</b>	<b>47,747</b>
Adult	25,995	20,169	22,526	26,428	28,495	28,817	28,648	31,102	31,995
Youth	9,789	8,002	8,716	8,547	8,990	8,430	8,455	8,464	7,798
Non-Resident	366	196	238	244	266	357	280	328	324
Reciprocal	6,496	4,551	4,556	5,565	6,277	6,249	6,133	6,803	4,905
Internet User	2,442	1,572	1,731	2,522	3,235	3,199	3,043	2,852	2,667
Professional	272	149	147	71	74	67	51	63	58
<b>Total Patrons Added</b>	<b>5,591</b>	<b>6,305</b>	<b>6,590</b>	<b>5,514</b>	<b>4,455</b>	<b>4,739</b>	<b>4,307</b>	<b>4,022</b>	<b>3,816</b>
Adult	2,744	3,080	3,382	2,973	2,379	2,437	2,392	2,187	1,926
Youth	1,097	1,219	1,209	640	470	685	480	507	537
Non-Resident	34	49	43	34	44	47	34	47	52
Reciprocal	944	1,102	1,135	960	747	707	624	565	558
Internet User	752	824	792	905	808	861	777	712	740
Professional	20	31	29	2	7	2	-	4	3
<b>Library Building Usage</b>									
<b>Total Meeting Room Usage</b>	<b>2,234</b>	<b>2,476</b>	<b>2,517</b>	<b>2,520</b>	<b>2,519</b>	<b>2,502</b>	<b>2,497</b>	<b>2,409</b>	<b>2,293</b>
Internal/Collaboration	1,105	1,285	1,323	1,345	1,327	1,297	1,274	1,237	1,183
External/Outside Usage	1,129	1,191	1,194	1,175	1,192	1,205	1,223	1,172	1,110
<b>Total Program Audience</b>	<b>28,038</b>	<b>28,601</b>	<b>24,093</b>	<b>26,051</b>	<b>26,047</b>	<b>27,687</b>	<b>23,019</b>	<b>23,358</b>	<b>26,325</b>
Adult	1,867	2,840	3,812	3,204	3,969	4,053	3,338	3,822	3,024
Youth	24,231	20,656	17,212	18,979	19,832	21,610	16,822	16,557	20,769

Heritage Room	1,940	5,105	3,069	3,868	2,246	2,024	2,859	2,979	2,532
<b>Total Number of Programs</b>	<b>518</b>	<b>525</b>	<b>506</b>	<b>532</b>	<b>584</b>	<b>680</b>	<b>562</b>	<b>512</b>	<b>497</b>
Adult	81	118	129	132	180	176	146	129	155
Youth	409	354	341	352	374	358	369	338	308
Heritage Room	28	53	36	48	30	146	47	45	34
<b>Total Volunteer Hours</b>	<b>4,191</b>	<b>4,626</b>	<b>4,597</b>	<b>4,551</b>	<b>5,179</b>	<b>5,414</b>	<b>6,268</b>	<b>6,274</b>	<b>6,326</b>
Adult	1,425	848	1,045	1,451	1,321	1,022	1,219	1,686	1,434
Youth	1,324	1,521	1,512	1,064	1,712	1,856	1,998	1,846	1,880
Technical	387	589	656	647	778	999	1,046	1,102	1,102
Circulation	565	539	518	415	374	517	814	938	1,341
Administration	1	503	299	356	378	352	399	384	337
Community Service	489	626	567	618	616	668	792	318	232
<b>Total Front Door Traffic</b>	<b>396,215</b>	<b>522,044</b>	<b>726,273</b>	<b>766,397</b>	<b>775,364</b>	<b>780,898</b>	<b>774,100</b>	<b>766,136</b>	<b>739,740</b>
<b>Total Youth Services Traffic</b>	<b>268,091</b>	<b>349,146</b>	<b>517,852</b>	<b>548,135</b>	<b>547,717</b>	<b>549,987</b>	<b>545,106</b>	<b>532,450</b>	<b>514,758</b>
<b>Total Business Center Traffic</b>	<b>3,547</b>	<b>13,795</b>	<b>25,505</b>	<b>28,601</b>	<b>30,408</b>	<b>34,773</b>	<b>37,044</b>	<b>38,526</b>	<b>37,906</b>
<b>Information Access/Reference/Research</b>									
<b>Total Reference Transactions</b>	<b>93,523</b>	<b>94,808</b>	<b>92,517</b>	<b>97,229</b>	<b>97,140</b>	<b>97,337</b>	<b>98,483</b>	<b>98,138</b>	<b>94,004</b>
Adult Phone	3,394	3,814	5,343	5,701	5,505	5,046	4,086	4,478	5,004
Adult Ready Reference	2,348	2,284	2,282	3,376	3,656	30,070	34,298	32,151	29,646
Adult Reference	36,581	37,849	36,572	37,209	34,653	2,265	2,327	2,728	2,498
Youth Phone	3,688	3,692	4,418	4,975	4,988	3,154	2,600	2,016	1,860
Youth Ready Reference	25,775	26,356	27,201	27,822	30,212	29,800	29,916	30,310	27,725
Youth Reference	3,983	4,202	4,375	4,477	2,038	2,782	2,951	4,336	5,267
HR Phone	187	192	202	192	213	360	345	323	351
HR Ready Reference	2,057	3,064	2,553	5,381	5,433	6,064	6,261	5,418	5,063
HR Reference	1,120	972	1,361	801	1,191	900	1,021	914	896
Circ Phone	14,390	10,194	6,617	6,151	3,902	4,530	3,617	3,370	6,212
Circ Ready Reference	-	1,614	1,020	432	2,649	7,698	6,088	7,507	6,864
Circ Reference	-	575	573	712	2,700	4,668	4,973	4,587	2,618
<b>Total Edutainment LAN Use</b>	<b>2,942</b>	<b>3,558</b>	<b>3,757</b>	<b>4,531</b>	<b>4,595</b>	<b>4,961</b>	<b>5,366</b>	<b>5,428</b>	<b>5,287</b>
<b>Total Internet Computer Use</b>	<b>59,652</b>	<b>68,800</b>	<b>73,353</b>	<b>73,258</b>	<b>74,298</b>	<b>73,829</b>	<b>73,826</b>	<b>73,202</b>	<b>64,523</b>
Youth Computers	14,977	17,325	18,728	19,263	19,917	19,986	20,096	19,557	16,518
Adult Computers	44,675	46,001	48,124	47,025	51,721	51,626	51,275	49,740	46,045
Laptops Circulated	5,374	5,474	6,501	6,970	2,660	2,217	2,455	3,905	1,960
<b>Total Electronic Transactions</b>	<b>3,673,196</b>	<b>4,248,988</b>	<b>4,537,736</b>	<b>3,207,136</b>	<b>515,787</b>	<b>562,246</b>	<b>650,915</b>	<b>645,232</b>	<b>612,664</b>
WebSite Hits	3,552,974	4,129,703	4,419,563	3,091,119	401,095	448,817	508,162	489,807	460,708
WebCatalog Sessions	62,199	62,192	63,336	62,108	60,485	59,898	89,935	104,378	102,864
Licensed Database Hits	69,921	58,023	57,093	54,837	53,909	54,207	53,531	51,047	49,092

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

Christy Klien, Library Director

### Annual Circulation for PDL





## EXECUTIVE DIRECTOR'S DESK December 23, 2014



With the 2013-14 legislative session coming to a close and lame duck ending in the early morning hours last Friday, libraries have some things to celebrate but we also have significant work ahead of us in the New Year.

**The road funding package (House Joint Resolution UU) crafted by conference committee is now in the hands of the voters and will be decided at a May 12, 2015, regular election. Basics of the deal amend the State Constitution to:**

- Eliminate the sales and use tax on gasoline and diesel fuel used to operate motor vehicles after October 1, 2015.
- Increase the maximum sales and use tax by 1% (from 6% to 7%).
- Dedicate 60% of the first 5% of the sales tax and an amount equal to 12.3% of the first 5% of the use tax to the School Aid Fund. (The sales tax earmark currently applies to the first 4% of the tax; the use tax earmark would be new.)
- Provide for the School Aid Fund to be used exclusively for aid to school districts, public community colleges, public career and technical education programs, scholarships for students attending either public community colleges or public career and technical education programs, and school employees' retirement systems, as provided by law. (This effectively removes aid to public universities as an allowable use for the fund.)
- Dedicate 15% of the first 5% of the sales tax to be used for revenue sharing with townships, cities, and villages. (This earmark currently applies to the first 4% of the tax.)

**HB 5453 (Robert Kosowski, D–Westland) Legislation would double fines on overweight trucks and divert the new monies to road repair.**

- MLA, GCSI and members lobbied heavily against this bill and although we preferred to continue to oppose outright, the best outcome we could marshal included an amendment that would hold libraries harmless. The bill did not hold up in conference committee and is dead. However, we remain vigilant for future diversion of our penal fines.

**Hb 5856 (Rep. Eileen Kowall, R-White Lake) TIFAs and DDAs Draft 4 of proposed legislation**

- Despite several efforts by House leadership and Representative Eileen Kowall to move TIFA/DDA reform through the legislature in the final weeks of the 2013-14 legislative session, HB 5856 did not achieve passage. The bill saw several forms but in the end, it could not muster the support needed to move through the process. It is anticipated that House leadership will continue this conversation in the next session and MLA will be engaged throughout the process.

**HB 5868 (Rep. Amanda Price, R-Holland) Amendment to District Library Establishment Act This bill would allow the continuation of a district library if one or more of its municipalities is disincorporated.**

- MLA worked closely with Rep. Price (R – Holland) who introduced this bill the week of September 29. Despite severe timing constraints, GCSI and MLA worked diligently to achieve passage of this important legislation. It passed the Senate 38-0 in the final hours of lame duck. It is on its way to the governor's desk, who has fourteen days to consider the bill for signage.

**HB 5584 9 (Rep. Lisa Lyons, R-Alto) This bill would eliminate February millage elections.**

- The bill was introduced on May 20 and was referred to the House Elections and Ethics Committee. This is a compromise that MLA was able to negotiate with Rep. Lyons, who originally proposed eliminating February, May, and August millage opportunities. The bill did not achieve passage and is dead.

**HB 4001 (Rep. Mike Shirkey, R- Clark Lake) Legislation would modify the Freedom of Information Act**

- The bill was discharged in the final hours of the lame duck session and placed on the Senate calendar. A substitute S-2 was offered and passed 30-8 from the Senate chambers. There has been much debate about the bill and the governor at one point signaled a possible veto. GCSI is working to confirm the governor's position on this bill in its final form.

**HB 4363 (Rep. Amanda Price R-Holland) The bill would amend the Open Meetings Act to read that a meeting is not open to the public if a member of the public body casts his or her vote on a decision without being physically present at the meeting.**

- The bill passed the House and was reported from Senate Committee. However, it did not achieve passage in the Senate and is now dead.

**HB 5597 (Rep. Adam Zemke, D-Ann Arbor) Amendment to the District Library Establishment Act removed the sunset for establishing a district library with a school district.**

- GCSI and MLA worked closely with legislative leadership to accelerate passage of this bill in the House and had agreement in the Senate to discharge the bill and move it all the way to final passage. However, in the end, the bill died in the political scrum between the House and Senate. We have secured a commitment from the House and Senate to run a bill reestablishing this part of the law in 2015.

**How Decisions Get Made**

Here is an interesting article written by legislative pundit Tim Skubick. It provides a little insight as to how some of our bills are passed or voted down.