



NOTICE of PUBLIC MEETING

The Portage District Library Board

will meet in regular session

on

February 23, 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

February 23, 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 February 23, 2015
- V. Consent Agenda (5 minutes) (Vote)
 - A. Minutes of the regular meeting held on January 26, 2015. *Pgs. 1-10*
 - B. Request for approval of a Budget Amendment to adjust the FY 2015 Budget for a \$1,000 grant award from the Kalamazoo Community Foundation to subsidize the Nicolette Hahn Niman Author Visit. *Pg. 11*
- VI. Governance (20 minutes)
 - A. Review of Library Board bylaws. *Pg. 12-15 (Info)*
 - B. Final Library Board Roster for 2015. *Pg. 16 (Info)*
 - C. Report from Martha Pacheco, Board Liaison to the Friends of the Library. *Pg. 17-19 (Info)*
 - D. Update on guests to be invited to board meetings in 2015. *Pg. 20 (Info)*
- VII. Ends Development (45 minutes total)
 - A. Donations Report for funds received in 2014. *Pg. 21 (Info)*
 - B. Approval of allocation of 2014 Gifts & Donations for expenditure in 2015. *Pg. 22 (Info)*
 - C. Update on Staff Lounge Project. *Pg. 23 (Info)*
 - D. Presentation of 2015 Marketing Plan by Marketing Manager Chris Walker. *Pgs. 24 (Info)*
- VIII. Monitoring to Assure Compliance with Executive Limitations (10 minutes)
 - A. Report on Financial Condition for January 2015. *Pgs. 25-27 (Info)*
 - B. Monitoring Report: Emergency Library Director Succession. *Pgs. 28-30 (Info)*
 - C. Monitoring Report: Treatment of Consumers. *Pgs. 31-34 (Info)*
- IX. Library Director's Reports (10 minutes total)
 - A. Marketing Update for January 2015. *Pg. 35-36 (Info)*
 - B. Narrative Report for January 2015. *Pgs. 37-39 (Info)*
 - C. Statistical Report for January 2015. *Pgs. 40-41 (Info)*
 - D. Legislative Update for January 2015. *Pg. 42-43 (Info)*
- X. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the March 23, 2015 Board Meeting
 1. Minutes of the Regular Meeting held on February 23, 2015.
 2. Special Guest Chris Buckley, Executive Director of the Portage Community Center
 3. Update on Book Drop Project
 4. Monitoring Report on Executive Limitation: Asset Protection.
 5. Monitoring Report on Executive Limitation: Financial Planning & Budgeting.
 6. Monitoring Report on Executive Limitation: Financial Condition & Activities.
 - B. Assessment of this meeting
 - C. Miscellaneous Items
- XI. Adjournment

PORTAGE DISTRICT LIBRARY BOARD

Minutes of the Regular Board Meeting

Held on

January 26, 2015

Regular Meeting 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 January 26, 2015 at 5:30 pm for dinner, (*Food from Full City Cafe*) and the board meeting started at 6:00 pm.

II. Roll Call:

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

Board Members Absent: Alisha Siebers (excused)

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 Vice Chair Michele Behr noted that Library Board Chair Alisha Siebers was unable to attend this board meeting, so she was conducting the meeting in her absence. Behr then invited comments from those present.

A. Comment about Trustee's Birthday – Library Board Vice Chair suggested that they start the meeting by singing Happy Birthday to Trustee Betty Lee Ongley. Everyone sang and Trustee Ongley thanked them for the birthday card, well wishes and delicious pie.

DISPOSITION: The Library Board acknowledged Trustee Ongley's birthday and wishes her many more.

B. Comments about an Upcoming Community Events– Trustee Ongley first remarked that her son David (Director of the Tuzzy Consortium Library) would be visiting her soon from Barrow, Alaska. She passed around a photo that he had sent to her showing the first sunset of the year in Barrow, Alaska. Ongley also told everyone about a monthly series that three colleges at Western Michigan University were conducting with the first event entitled "Raise Your Voice" that will be held at Cheney Auditorium on February 3, 2015 at 7 pm that will feature Anita Hill as the speaker. Ongley said that this will be the first in a series of monthly events with nationally known artists, activities, writers and scholars who are actively working to end hostility and violence against women. Ongley said that there is a possibility that they will try to bring Gloria Steinem at some point, if funding sponsorship can be obtained.

DISPOSITION: The Library Board received the information about the "Raise Your Voice" WMU monthly speakers series and the program featuring Anita Hill on February 3, 2015, and thanked Trustee Ongley for sharing that news.

C. Comment about Bonus Payments to Staff: Trustee Martha Pacheco said she wanted to make one more comment about this topic so it would be captured for the next time that bonus payments are considered for staff. She reminded trustees that at the last board meeting both she and Trustee Joe Yantis had wanted the bonus payment to library staff to be merit based rather than the same amount for all staff. Pacheco said she wanted to pose another option for the Library Board to consider next time. She suggested that it be made a two-part payment distribution with one part of the bonus payment given to all staff and the other part merit based only, and decided on by the Library Director with input from supervisors.

DISPOSITION: The Library Board acknowledged Trustee Pacheco's comments and suggestion about future bonus payments to library staff and Library Board Secretary Diane Delach noted it for the record.

IV. Adoption of the Agenda for the Regular Meeting of January 26, 2015:

Library Board Vice Chair Behr asked if there were any changes needed to the agenda for the January 26, 2015 board meeting before its adoption, and there were no changes from trustees. Behr asked for a motion to adopt the agenda.

MOTION: It was moved by Vander Vries, and seconded by Brown, that the agenda for the regular board meeting of January 26, 2015 be adopted as presented. Vote: 6-Yes, 0-No, 1-Absent (Siebers). Motion carried.

V. Consent Agenda:

Library Board Vice Chair Behr went over the list of items on the Consent Agenda and asked if anything needed to be removed for further discussion.

- A. Minutes of the regular meeting held on December 15, 2014
- B. Review of Community Meeting Room Policy
- C. Review of Library Privacy & Search Warrant Policy
- D. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2015 Budget to Offset Unpaid Encumbrances
- 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
- F. Approval of Adjustment to the Library's Janitorial Service Contract for 2015
- G. Approval to pursue Special License for Beverages at Two After-Hours Library Programs in 2015

Trustee Joe Yantis asked that Item B pertaining to the Community Meeting Rooms Policy be removed for further discussion. Vice Chair Behr asked for a motion to approve the Consent Agenda excluding Item B.

MOTION: It was moved by Ongley, and seconded by Yantis, that the Consent Agenda for the regular board meeting of January 26, 2015 be adopted with the exclusion of Item B. Vote: 6-Yes, 0-No, 1-Absent (Siebers). Motion carried.

Trustee Yantis said he asked for further discussion on Item B because of the language in Item #7 on page 13 of the agenda packet which stated: "*No alcoholic beverages are allowed on library premises*" and he pointed out that the library after-hours programs included alcoholic beverages, so that language needed to be changed.

Library Director Klien and Library Board Secretary Delach conferred and it was realized that an older version of the Community Meeting Rooms Policy had been inserted in the board meeting agenda packet for January 26, 2015, when in fact, the policy had been revised at the board meeting of April 28, 2014 to include language that made an exception for alcoholic beverages for special library programs that would be approved by the Library Board. Klien said that she would verify the action taken by the Library Board back in April 2014 and the Library Board Secretary would email trustees with that information. Vice Chair Behr said that since the Community Meeting Rooms Policy already included appropriate language about the exception for alcoholic beverages on library premises, she would ask for a motion to approve Item B. pertaining to the Community Meeting Rooms Policy.

MOTION: It was moved by Yantis, and seconded by Vander Vries, that Item B on the January 26, 2015 board meeting agenda pertaining to the Community Meeting Rooms Policy (as revised on 4-28-14) be approved as presented. Vote: 6-Yes, 0-No, 1-Absent (Siebers). Motion carried.

Trustee Ongley said she was pleased to see that the library offered special meeting room rental rates for 501 (C) 3 non-profit organizations.

VI. Governance

- A. Swearing in of Newly Elected Trustees – Vice Chair Behr noted for the record that the three newly elected trustees, Martha Pacheco, Alisha Siebers and Donna Vander Vries had taken their Oaths of Office at the library on January 19, 2015. Library Director Klien indicated that the swearing in procedure had been witnessed by Library Board Secretary Diane Delach and notarized by Julie Maher, a Notary Public from the accounting firm of J.K. Financial.

DISPOSITION: Library Board members acknowledged the three newly elected trustees and welcomed Donna Vander Vries to her first official board meeting.

- B. Election of Library Board Officers for 2015 – Trustee Joe Yantis, as Nominating Committee Chair, stated that he had surveyed all trustees about interest in Board officer positions and based on responses, was making the following motion:

Minutes of the Regular Library Board Meeting held on January 26, 2015

MOTION: It was moved by Yantis, and seconded by Pacheco that:

Alisha Siebers be elected as Chair of the PDL Board of Trustees and that Michele Behr be elected to a second term as Vice-Chair. Furthermore, Trustees Stephanie Brown and Joseph Yantis have volunteered to serve with the Chair on the 2015 Personnel Committee.

Vice Chair Behr called for a vote on the motion to elect Library Board Officers for 2015.

VOTE on Motion to Elect 2015 Officers: Vote: 6-Yes, 0-No, 1-Absent (Siebers). Motion carried.

C. Appointment of Library Board Personnel Committee, Library Board Liaison to the Friends, and Library Board Secretary for 2015: Vice Chair Behr said it was also time to make the following special appointments:

Library Board Liaison to the Friends of the Library for 2015
Library Board Secretary for 2015

Martha Pacheco
Diane Delach

DISPOSITION: The Library Board acknowledged the appointments of Pacheco and Delach and Vice Chair Behr thanked both of them for accepting those roles.

D. Annual Signing of "Conflict of Interest" Statements by Trustees – Vice Chair Behr said that at the beginning of every new year, trustees were asked to evaluate their circumstances and sign "Conflict of Interest" statements that would be kept on file in the Library Office. Library Board Secretary Delach collected the signed documents from all of the trustees at the board meeting.

DISPOSITION: Conflict of Interest statements for 2015 were issued and completed for all current Portage District Library Board members and will be kept on file in the Library Office.

E. Report from Martha Pacheco, Board Liaison to the Friends of the Library – Trustee Martha Pacheco reported that the Friends had their best ever book sale on December 6, 2014, taking in \$4,800! This was probably due to the holiday books, the revenue from the mini book sale shelf in the library's front lobby and because they have been selling more books on Craigslist. Trustee Ongley asked how the Friends' mini book sale area does and Pacheco answered that it would be better if it was more visible. She also mentioned that there is no place for the Friends to store boxes and asked Library Director Klien if there might be a possibility of more space for the Friends after the Book Drop Project is completed. Klien said she would keep that in mind as they look at that space. Pacheco also noted that the Friends' newsletter had gone out for January 2015 and they are encouraging people to become Friends members. She reminded everyone that Friends family membership is only \$25 and is good for one year. Also in the newsletter was information about what the all that the Friends have done to support the library, and an announcement about the Friends' new website: www.friends.portagelibrary.info.

Pacheco also gave a recap of the last Friends' board meeting held on December 9, 2014 and said that they had approved a donation of \$11,500 to the library for the 2015 Summer Reading program. She said that the Friends are also thinking about purchasing a bench that would have a plaque on it to recognize special service to the Friends. She finished her report by saying that the next Friends book sales would be held at the library on February 6th & 7th, 2015.

DISPOSITION: The Library Board received the report from Trustee Pacheco, Board Liaison to the Friends and thanked her for all the information she had shared with trustees.

F. Consideration of Guests/Presenters to be invited to Board Meetings in 2015 – Library Director Klien referred to page 28 of the agenda packet and noted that considering the Library Board's annual calendar of activities, it seemed reasonable to plan for about (5) guests or presentations for the year. She asked trustees for their input and the following suggestions were made:

Suggestion from Trustees for Guests to be Invited:

Behr	Curriculum Director at PPS, Chris Buckley, PCC Executive Director, a business person or a Preschool community person
Brown	Lead teacher(s) for grade levels
Pacheco	Elementary school person
Vander Vries	Legislator(s) – Perhaps Margaret O’Brien
Yantis	City Manager, Friends President, a Portage Public School staff member, Portage United Church of Christ early 4’s leader

A discussion followed about the possible choices that could be made. Laura Wright, Head of Youth Services said that the PPS Great Start Readiness Program Coordinator would be coming to the MLA Spring Institute and she might be a good person to invite. Write also suggested that a Head School Media Specialist might also be an option. Trustee Pacheco wondered if maybe two speakers could be combined, a preschool or Great Start person and an Elementary school person. Vice Chair Behr said that a lead teacher would be able to provide them with “boots on the ground” perspective.

DISPOSITION: The Library Board agreed upon the following list of guests to be invited to board meetings in 2015:

- Ø Portage City Manager, Laurence Shaffer
- Ø PCC Executive Director Chris Buckley
- Ø State Senator Margaret O’Brien
- Ø A Preschool Teacher
- Ø An elementary Teacher

G. Application for “Special License for Consumption on the Premises” for After-Hours Programs – Library Director Klien referred to page 29-34 in the board packet and said that in 2014, that the library had ventured into after-hours programming that would be both educational and recreational and would appeal to a segment of the population that may not have previously been reached by the library. Klien said that the library had obtained special licenses for an after-hours program in order to serve alcoholic beverages, and the program had been very successful with 47 attendees showing up for the first one. Klien said that this year, two more after-hours programs were being planned at the library: (1) “Gatsby” a program about prohibition, and (2) “Ways of Wine Tasting Event” about wine paring.

Klien stated that 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:

Klien said she was 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 authorized Library Board personnel sign all appropriate documents, including the Resolutions voted on by the Library Board.

Questions:

The following questions were asked by trustees about the special license and after-hours programs:

Trustee	Question	Answer
Behr	Did the nearby church give their ok before? Are we purchasing alcohol from a vendor	Klien, yes, both the church & police gave ok’s Yes, we purchase directly from a vendor
Ongley	Will there be any food served at the programs?	Klien, yes, any time alcohol served, there is food
Pacheco	What will be done to get attendance?	Kapture said they will advertise widely
Vander Vries	Does the library charge for after-hours programs? Do we pay staff overtime?	Klien said there is no charge to the public No overtime pay, just flex staff time

Minutes of the Regular Library Board Meeting held on January 26, 2015

MOTION #1 for Gatsby Program on 6-26-15: It was moved by Pacheco, and seconded by Ongley that the Library Board approve a Resolution to authorize the Library Director to submit an application to the Michigan Department of Licensing and Regulatory Affairs to obtain a special license for consumption on the premises to enable alcohol to be served at the “Gatsby” after-hours program at the library to be held on June 26, 2015. Vote: 6-Yes, 0-No, 1-Absent (Siebers). Motion carried.

MOTION #2 for Ways of Wine Program on 9-18-15: It was moved by Brown, and seconded by Pacheco that the Library Board approve a Resolution to authorize the Library Director to submit an application to the Michigan Department of Licensing and Regulatory Affairs to obtain a special license for consumption on the premises to enable alcohol to be served at the “Ways of Wine” after-hours program at the library to be held on September 18, 2015. Vote: 6-Yes, 0-No, 1-Absent (Siebers). Motion carried.

VII. Ends Development

A. Endorsement of Library Director's Personal Goals for 2015 - Library Director Klien referred to pages 35-39 of the board packet and asked how trustees would like to proceed with their endorsement process. Vice Chair Behr asked if trustees had comments or questions.

- Ø Trustee Brown asked if there were fewer goals for Klien this year, because there seemed to be so many last year. Klien answered that there were fewer Ends projects, but about the same number of goals for her.
- Ø Vice Chair Behr asked about Goal #6 – the investigation of a library-wide endowment. Klien said that the library has been notified it is a designated beneficiary in a will that is still being processed. She said she should find out in a couple of months and that it would be an opportune time to explore the possibility of setting up a library-wide endowment.
- Ø Trustee Pacheco asked if there were big projects in mind and Klien responded that the library currently has a sizeable general fund and that we will need to identify those big projects and redirect the funds into earmarked project lines to save up for them.
- Ø Vice Chair Behr commented on Goal #8 – Leadership Role and said it looked like Klien was going to do a lot. Trustee Ongley asked if Klien was going to ALA Mid-Winter in Chicago and Klein said no, instead she planned to attend the ALA Annual Conference in San Francisco in June.

Vice Chair Behr asked for a motion to endorse Klien’s goals for 2015.

MOTION: It was moved by Ongley, and seconded by Yantis, that the Library Board endorse the Library Director’s 2015 Personal Goals as presented. Vote: 6-Yes, 0-No, 1-Absent (Siebers). Motion carried.

B. Endorsement of Library Director's Interpretation of Ends Statements & Related Projects for 2015 – Library Director Klien made introductory remarks about the proposed 2015 Ends and indicated that this year measurement criteria was not included but regular progress reports would be provided to trustees during the year. Klien went through the four Ends Statements highlighting some of the projects being planned for 2015:

End Statement #1 Projects

Klien said that the library would be implementing new tools and resources in 2015 including circulating iPads, e-Resource Central, upgraded web services, new mobile circulation and interactive social media that will give the library a stronger online presence. The following questions were asked:

Q: Will the library circulate iPads in-house or externally?

A: The library will consider limited loan of iPads (only have 6 to loan out at this time)

Q: Does the library block things on the iPads?

A: Yes, for iPads used in-house, and we will be exploring options for external circulation

Q: Can students log-in through school system for security?

A: We’re not there yet but will be investigating. The library does not house textbooks but can provide Internet access for students to log into the school system website.

Q: In End #1, Item #7 – will the library be reviewing fines and fees along with borrowing procedures?

A: No, the focus was going to be on loan periods, and other procedural aspects of circulation.

Vice Chair Behr followed up with a statement that she did not want anyone blocked just because of fines and fees that were owed. Trustee Pacheco said she thought the library just used it as a way to get people to bring books back to the library. Behr said that some places just require payment if the book is lost. Jill Austin, Circulation Supervisor, commented that it is a matter of keeping materials accessible and available to all.

Q: Library Director Klien asked if the Library Board wants an investigation of fines and fees to be added to Item #7 and Jill Austin asked if they would like to know what Kalamazoo Public Library and Willard Public Library are doing with fines and fees?

A: Vice Chair Behr said yes, that would be good to do.

Q: Vice Chair Behr asked for an explanation of “Lifelong U”

A: Lawrence Kapture, Head of Adult Services, answered that it will be a learning opportunity that the library will be creating with a unique page on the library’s website where people will be able to go to access MOOC (massive open online courses). Behr & Ongley said it would be like WMU’s online learning and asked if PDL would be doing anything in cooperation with them. Kapture answered that PDL publicizes their programs at the library.

End Statement #2 Projects

Klien said they would be looking at the overall use and configuration of public spaces throughout the whole library, and conducting a workflow evaluation in Adult Services. In addition to the Book Drop Project, Klien said they would be finishing improvements to the Staff Lounge, and working on the Disaster Plan and Employee Handbook. The following questions were asked:

Q: Would there be any way to get public input on space usage?

A: Klien said that daily interactions with patrons were the best way to get input. Laura Wright, Head of Youth Services, commented that when they get the same question or comment about space at the library, then it becomes apparent what is wanted and/or needed.

End Statement #3 Projects

Klien said that the library would be looking for opportunities to connect even further to the citizens in our community. She said they would continue collaborations on the Kalamazoo Poetry Festival and would partner in offsite community events. Klien also stated that the library would be evaluating its Summer Reading Program and preparing for Strategic Planning in 2016. The following questions were asked:

Q: Trustee Ongley asked if the library getting any increase in questions about Martin Luther King and civil rights due to the release of the movie “Selma”

A: Kapture replied not yet and Wright said they would probably get more questions in February.

Q: Trustee Ongley asked if the library would be participating in “*Reading Together*” this year.

A: Klien responded yes, and said the library would be doing programs related to it as well.

End Statement #4 Projects

Klien said the library would continue to support and promote local arts in 2015 through special collections, interactive exhibits, and collaborations with area artists and cultural groups. She said the library would be partnering to bring author Nicolette Hahn Niman for a speaking engagement and would be developing a local authors collection at the library. The following questions were asked:

Q: Trustee Pacheco asked if it would be possible to put a “local author” sticker on books by local authors to help identify them easily.

A: Klien said that was a good suggestion and she would look into it.

Q: Vice Chair Behr asked what was meant by “local”

A: Kapture said probably southwest Michigan and Kalamazoo County.

Trustee Ongley mentioned Larry Massey as a local author and also Dr. Bill Decker who wrote a book about the Kalamazoo State Hospital.

Library Director Klien said there were lots of things that the library does on a regular basis that weren't included as new projects to achieve Ends in 2015, such as Arts Encounters and other ongoing cultural events.

Q: Trustee Yantis asked when the All Ears Theater program would be taking place

A: Laura Wright replied it would be March 28, 2015 at 4 pm at the library. Library Director Klien said that it would be advertised in the library's upcoming e-newsletter and in the Portager for February 2015.

Vice Chair Behr asked for a motion to approve the library's Ends activities and projects for 2015.

MOTION: It was moved by Ongley, and seconded by Vander Vries, that the Library Board approve the Library Director's interpretation of Ends Statements and the activities and projects to be undertaken in 2015, with the addition of a review of Fines & Fees to End Statement #1, Item #7. Vote: 6-Yes, 0-No, 1-Absent (Siebers). Motion carried.

VIII. Monitoring to Assure Compliance with Executive Limitations

A. Report on Financial Condition for December 2014 – Business Manager Rob Foti referred to pages 41-43 in the board meeting agenda packet and went over information contained in the Financial Report for the month of December 2014 and asked if trustees had any questions or comments about the report and there were none.

DISPOSITION: The Library Board received the Report on Financial Condition for December 2014.

B. 4th Quarter Financial Report for Fiscal Year 2014 & Comments on Year-End Results – Business Manager Rob Foti referred to pages 44-45 in the board meeting agenda packet and gave trustees a rundown on revenue and expenditures and explained any variances from budgeted amounts. He noted that penal fine revenue had been budgeted at \$80,000 but actually came in higher at \$106,894. Likewise, he said that fines and fees were budgeted at \$70,000 and the library actually took in \$75,269. On the expense side, Foti explained that a full-time Facilities Management position became vacant in 2014 and was later filled with two part-time staff members and that other projected expenses turned out to be less, such as Gas & Electric (new efficient boiler) and the telephone project that was \$20,000 under projected budget. Foti told trustees that the library would be earmarking these savings for big upcoming projects that will need to be done, such as old elevator replacement (\$50,000); replacement of carpeting through the library (\$200,000); and parking lot replacement in 10 years (\$175,000). Klien stated that they would need to be diligent in planning and saving for these necessary expenditures down the road. Foti asked if trustees had any questions.

Trustee Ongley commented that the floor runner on the entrance ramp coming into the library looked awful and Rolfe Behrje, Systems Administrator, said that a new floor runner was on order now and that it would be a different texture and should help brush off foot dirt and help save the interior carpeting in the library. Behrje commented that they would be looking at all building needs and developing a schedule to take care of them.

Trustee Yantis asked if the library had enough parking lot spaces and Business Manager Foti answered that they had as many parking spots as possible at this point, given the land availability. Klien noted that unless the library could purchase land from the nearby church, there wasn't much that could be done about parking spots. Foti remarked that workers from nearby facilities and Bicentennial Trail users also park in the library's lot at times, so there are not always enough parking spaces for library patrons.

DISPOSITION: The Library Board received the 4th Quarter Report for Fiscal Year 2014 and the explanation of variances provided by Business Manager Foti.

C. Monitoring Report on Executive Limitation: Global Executive Constraint – Library Director Klien said that she felt the library was in full compliance with the provisions of this Executive Limitation and that all federal, state and district library laws were being followed, as well as Library Board policies. She asked if there were any questions or comments and there were none.

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

IX. Library Director's Reports

- A. Marketing Update for December 2014 – Marketing Manager Chris Walker said she was excited to inform trustees that the Portager publication would be going out on a monthly basis now and that meant that the library's information would be going out to the community more frequently. Walker said it would be a little different format and the next one would go out the first week in February and would include information for the whole month of February and the first week of March, so five weeks now.

DISPOSITION: The Library Board received the Marketing Update for December 2014 and trustees were pleased to hear that library information would be going out to the community on a monthly basis now.

- B. Narrative Report for December 2014 – Library Director Klien stated that the month of December 2014 had included many end-of-year activities, as well as staffing adjustments. The library is advertising right now for a part-time Adult Services Clerk; Library Aides for Circulation and Youth Services and an Intern for Adult Services and an Intern for Youth Services. Klien remarked that they were trying other ways to reach out to potential Interns because they were not getting enough candidates. When questioned why, Klien said that it could be due to the 2-year maximum placement period, and Laura Wright also said that the library school was on the other side of the state so grad students usually want to live and work near where they are going to school. Klien said that if the library was not able to get Intern candidates, then they would do something else. Klien invited other Library Administrative staff to provide updates to the Library Board, and the following information was shared:

Facilities & IT – Rolfe Behrje reported on the following building related items:

- Ø New Janitorial Service at PDL – The Library selected Service Master of Kalamazoo to be given the janitorial service contract for the library in 2015. Behrje said they are doing a great job so far. The library has set up check sheets for work and is using Spiceworks "ticket" system for work requests and tracking. Behrje said they have a whole plan now for facilities work at the library.
- Ø Explanation about Janitorial Service Contract – Trustee Yantis asked what was different from before that made it necessary to revised the janitorial service contract with Service Master. Library Director Klien gave an overview of the bid process that had been carefully followed and said that the bid amounts between two vendors was fairly close but with another there was a significantly higher bid amount. Klien indicated the reasons that Service Master's bid had been accepted and said that they had excellent references. After the contract was awarded, the owner came to the library and went over the janitorial work to be done and discovered that there was a misunderstanding about portions of the work that were expected to be done. Likewise, Klien said that having done some of the work themselves, she, Behrje and Foti had realized that the scope was much wider than they had originally thought. Klien said they learned that cleaning the library would cost a lot more than was previously anticipated. Behrje remarked that the arrangements in place now are realistic and he assured them that Service Master was doing a fine job.
- Ø Technology at PDL – Behrje reported that a massive systems upgrade had been conducted at the library (Symphony upgrade; mobile circulation; web services; Enterprise; e-Resource Central) and that it would result in great convenience and better access for library users. Patrons will soon be able to search all e-books through the library's main catalog when everything is in place. Behrje also mentioned that Mark Johnson, Technology Assistant, had successfully de-acquisitioned a lot of old technology at the library during the month of December as a part of the major systems upgrade.

Youth Services – Laura Wright, Head of Youth Services, told trustees that the Teen Exam Late Night recently held at the library had the highest attendance ever with (120) students. They distributed (200) exam care packages and will be doing more this year. Wright said that one mother came to the Youth Service Desk and told staff that her son, who was an IB student, was not very social and that he had attended the Teen Exam Late Night and loved it. He liked studying with friends and that there was pizza. Wright also commented that they had brought in the therapy dogs the last two hours of the evening to be with the teens as they studied and everyone enjoyed that. Wright also mentioned that they has switched the library's big elementary programs to days when there was no school.

Minutes of the Regular Library Board Meeting held on January 26, 2015

Adult Services – Lawrence Kapture, Head of Adult Services, commented that Melanie Guidotti had done most of the ordering of materials in Adult Services and managed the Favorite Authors Club and handled requests, so now that she has resigned, they will be doing all that on a temporary basis with other staff members and eventually training a new Adult Services Clerk.

Circulation Services – Jill Austin, Circulation Supervisor, reported that the library had done very well with the Salvation Army Angel Tree in December and had collected (478) items. She was told that the library was very successful for our size organization. Austin said she had taken a shift as a Salvation Army bell ringer and was told by a Salvation Army staff person that they were very pleased with the library as a site for their Angel Tree collection. Trustee Pacheco commented that the Salvation Army also worked with the Friends to collect books that are not sold at Friends' book sales, so the relationship between the Salvation Army and the library is strong!

On another topic, Austin told trustees that during inclement weather the library had advanced the due dates on checked out materials and had no problems at all. During the month of December there had been quite a few sick staff in Circulation, and volunteers had helped a lot with the work.

DISPOSITION: The Library Board received the Narrative Report for December 2014 and commended Library Director Klien and staff for all that had been successfully accomplished.

- C. Statistical Report for December 2014 – Library Director Klien referred to pages 54-55 of the board meeting agenda packet and asked if there were any questions. Trustee Yantis asked why circulation of Hot Picks would have gone down 17%. Klien said she wasn't sure but said it was likely a different type of use pattern for patrons who are now using e-resources more frequently. Jill Austin added that there was a period of time when orders for new releases were not coming through fast enough and that might have had an impact. She said she also noticed that overall audio-visual checkout had gone down because people want current TV shows and there were only a few of those in the library's Hot Picks collection.

DISPOSITION: The Library Board received the Statistical Report for December 2014 and noted the explanations.

- D. Year-End Statistical Report for FY 2014 – Library Director Klien went over the statistical comparisons between this year-end statistics and the previous year and gave explanations for variations. She asked if trustees had any further questions and there were none.

DISPOSITION: The Library Board received the Year-End Statistical Report for FY 2014.

- E. Legislative Update for December 2014 - Library Director Klien shared MLA Executive Director Gail Madzier's newsletter with trustees and pointed out information about the road funding packet that will be voted on in the May 12th election. Klien asked if there were any questions and there were none.

DISPOSITION: The Library Board received the Legislative Update for December 2014.

X. Process Evaluation

- A. Suggestions for Agenda Items to be included on the February 23, 2015 Board Meeting
Vice-Chair Behr asked if there were any further topics to be added to the February 23rd agenda and Trustee Ongley requested that a new PDL Board Roster for 2015 be issued and included on the agenda for the record. Trustee Pacheco said that she would have a follow-up report on the Friends' Book Sale to be held the weekend of February 6th & 7th, so that should be included on the agenda too. Library Board Secretary Delach noted those additions to the February 23rd agenda.

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.

Minutes of the Regular Library Board Meeting held on January 26, 2015

8. Monitoring Report: Treatment of Consumers.
9. Legislative Update.

B. Assessment of this meeting – Trustees agreed that it was a very productive meeting, especially with the presentation of Ends activities and projects for 2015.

C. Miscellaneous Items – The following information items were shared:

- Ø Trustee Ongley said that her friend Tom Springer (Project Manager at the Kellogg Foundation) had mentioned to her that he had come to the library with his two daughters and that they had loved it.
- Ø Trustee Yantis indicated that he would be absent from the February 23, 2015 board meeting because he would be taking his wife Sharon to a floral convention in Florida.
- Ø Klien told trustees that the library would be conducting another Personal Care Drive in February to collect toiletries to be donated to the Portage Community Center to assist people in need in our community.

XI. Adjournment

Library Board Vice Chair Michele Behr said if there was no further business to be considered, that she would adjourn the regular board meeting of January 26, 2015.

DISPOSITION: The regular board meeting of January 26, 2015 was adjourned at 8:25 pm.

Recorded and Transcribed by,



Diane Delach,
Library Board Secretary

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 16, 2015
Subject: Notification of a \$1,000 Grant Award to PDL from the Kalamazoo Community Foundation for Nicolette Hahn Niman Author Visit/Speaking Engagement in April 2015, and Request for Approval of a Budget Amendment to adjust the FY 2015 Budget

BACKGROUND:

At the December 15, 2014 board meeting, trustees were asked to endorse Portage District Library's participation in a partnership to submit a grant proposal to the Kalamazoo Community Foundation to obtain funding to bring author Nicolette Hahn Niman to the area in April 2015 for a speaking engagement on sustainable food production. We indicated that the amount of contribution from the library would be \$1,000 and that Marsha Meyer, Adult Services Programming Librarian, would be writing and submitting the grant and serving as the main contact person to monitor its progress.

UPDATE:

I am pleased to report that we have received notification from the Kalamazoo Community Foundation that the Portage District Library has been awarded a \$1,000 grant to subsidize our contribution for the Nicolette Hahn Niman Author Visit/Speaking Engagement. This is good news and also a positive sign that requests from the Portage District Library are well received by the Kalamazoo Community Foundation. In fact, we had been told by Elena Mireles-Hill, Community Investment Manager, when she was our guest at the June 23, 2014 board meeting, that there were great opportunities available to us because the library fit into the foundation's priorities so well.

BUDGET AMENDMENT REQUEST:

It is recommended that the Library Board approve a budget amendment to increase the FY 2015 Budget revenue line by \$1,000 and increase the FY 2015 Budget Adult Services Programming line by that same amount to allow for expenditures related to the Nicolette Hahn Niman Author Visit and Speaking Engagement in April 2015.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 16, 2015
Subject: Library Board By-Laws Annual Review

BACKGROUND:

The Library Board's annual calendar of activities for Fiscal Year 2015 indicates that February is the month that the board's by-laws will be reviewed. The current by-laws were last reviewed and approved at the board meeting held on February 24, 2014. A copy of the by-laws document is included in the board agenda packet for your review.

REQUEST:

Please take a look at the Library Board by-laws to see if any changes are needed. This topic is Item VI-A on the agenda for the February 23, 2015 board meeting.

PORTAGE DISTRICT LIBRARY
Library Board By-Laws

Article I **Incorporation and Name:**

The Portage District Library was formed under the Michigan District Library Establishment Act, May 22, 1989 PA 24 (MCL 397.171, et seq.) (the “Act”), through an agreement entered into on January 27, 1998, by and between the School District of the City of Portage, the County of Kalamazoo Michigan, and the City of Portage to provide library services to their combined populations. The Library of Michigan formally approved the agreement to form the Portage District Library and officially recognized the Portage District Library as a legally established district library on March 22, 1998 and approved an amendment to the agreement on June 1, 1998. The address of the main office is as follows:

**Portage District Library
300 Library Lane
Portage, Michigan 49002**

Article II **Membership:**

In accordance with the provisions of the Portage District Library agreement, the Portage District Library shall consist of seven members who shall be elected by the electors of the District Library at the regularly scheduled school elections in the month of November in even-numbered years. Terms are for four years and commence on the January 1st following the November election. Members are elected on a rotating basis with four members elected to four year terms at one school election and three members elected to four year terms at the succeeding school election.

Before assuming the office of Library Board Member, each person elected shall take the oath of office prescribed for public officers by the Constitution and shall file the oath with the staff Board Secretary.

The expectation is that no elected board member shall be unexcused for more than (1) meeting per fiscal year.

The office of a Library Board member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor pursuant to Section 10, Article V of the State Constitution of 1963, or ceases to be a resident of the district. In the event that a Library Board member cannot fulfill the length of his term, the Portage District Library Board shall appoint a replacement who will be a qualified elector of a participating municipality. The appointed Library Board member’s term will come up for election at the next Portage District Library Board election and shall be for the length of the remaining term.

Article III **Officers**

Officers of the Portage District Library Board shall be a Chairperson, and a Vice-Chairperson, who shall be elected at the January, 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.

In the event an office becomes vacant, the office shall be filled by a Library Board election at the next regular meeting. However, in the case of the Chairperson the current Vice-Chairperson shall fill the vacancy and a new Vice-Chairperson shall be elected.

Article IV **Meetings**

The Library Board shall meet at times and dates approved by the Library Board at the July Library Board meeting. Special meetings may be called by the Chairperson, or upon written request of two members, for the transaction of business as stated in the call. Written notice stating the time and the place of any special meeting and the purpose for which it is called shall be given each member of the Library Board 18 hours in advance, and posted for the public in accordance with the Michigan Open Meetings Act.

The meeting will commence as soon after the hour of the meeting as there shall be a quorum present. In the absence of the Chairperson, the Vice-Chairperson shall call the meeting to order. If neither the Chairperson nor the Vice-Chairperson is present, then board members may elect a temporary Chair for the limited purpose of moderating the meeting.

A quorum for the transaction of business shall consist of a simple majority. Members of the Library Board who are unable to attend a meeting will notify the staff Board Secretary (24) hours prior to the meeting. In the absence of a quorum the Library Board shall meet as a committee of the whole, however no binding decisions may be made.

Roberts Rules of Order, the latest revised edition, shall govern the parliamentary procedure of the Library Board.

Sufficient time will be provided at the beginning of the meeting for any person, not a member of the Library Board, to address the Library Board on any matter within the scope of the provision of District Library Law.

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.

Article VI **Powers and Duties of the Library Board**

The powers and duties of the Portage District Library Board are set forth in the District Library Law, PA 24 (MCL 397.171, et seq.) (the “Act”), and include the following:

Section 1: The Library Board may exercise any and all of the powers granted to it in the Act. The Library Board may delegate such powers to the Officers of the Library Board and/or the Library Director, as it deems necessary.

Section 2: The fiscal year of the Portage District Library shall be the annual period commencing January 1st and ending December 31st.

Section 3: The Library Board shall adopt and publish an annual operating budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, *as amended* (“UBAA”).

Section 4: The Library Board shall have exclusive control of the budget of the Portage District Library except as provided by delegation to the Library Director in accordance with the Uniform Budgeting and Accounting Act.

Section 5: The Library Board shall adopt Policies, Rules and Regulations for the operations of the library, not inconsistent with law or with these by-laws.

Article VII **Conflict of Interest**

Members of the Library Board shall disclose any conflict of interest in accordance with legal requirements. (Current conflict of interest statute, MCLA 15.323, states that 7 days is required.) Conflict of Interest statements will be completed and signed annually by Library Board members at January board meeting.

Article VIII **Amendments**

These bylaws may be amended at any regular meeting of the Library Board with a quorum present by a majority vote of the members present providing the amendment was stated in the call for the meeting and that it is done in accordance with legal requirements.

NOTE: These by-laws were adopted by the Portage District Library Board at its regular meeting on December 14, 2000, and last revised and reviewed and approved on February 24, 2014. All prior bylaws are hereby repealed.



300 Library Lane
 Portage, MI 49002
 (269) 329-4544
www.portagelibrary.info

LIBRARY BOARD 2015 ROSTER

Effective: January 26, 2015

NAME	ADDRESS	CONTACT NUMBER	TERM EXPIRES
Alisha Siebers <i>Library Board Chair & Personnel Committee Member</i>	656 Aldersgate Drive Portage, Michigan 49024 E-mail: alishasiebers@aol.com	(269) 329-2848 (Home #)	December 31, 2018
Michele Behr <i>Library Board Vice Chair</i>	6526 Robinswood Street Portage, MI 49024 E-mail: mdbehr@yahoo.com	(269) 365-0094 (Home #) (269) 365-5387 (Cell #)	December 31, 2016
Stephanie Brown <i>Library Board Trustee & Personnel Committee Member</i>	10127 Woodlawn Dr. Portage, MI 49002 E-mail: scottst2@hotmail.com School: sbrown@lawtoncs.org	(269)-270-8619 (Cell #) (269) 624-7501 (Work #)	December 31, 2016
Betty Lee Ongley <i>Library Board Trustee</i>	8620 Tozer Lane Portage, MI 49024 E-mail: bongley@charter.net	(269) 327-1392 (Home #) (269) 327-1392 (Fax #)	December 31, 2016
Martha Pacheco <i>Library Board Trustee & Board Liaison to Friends</i>	8086 South 10th Street Kalamazoo, MI 49009 E-mail: pachmeh@hotmail.com	(269) 372-2540 (Home #)	December 31, 2018
Donna Vander Vries <i>Library Board Trustee</i>	7160 Venice Drive Portage, MI 49024 E-mail: osulawyer@hotmail.com	(616) 802-0044 (Home #) (231) 750-6750 (Cell #)	December 31, 2018
Joe Yantis <i>Library Board Trustee & Personnel Committee Member</i>	6306 Cherrywood St. Portage, MI 49024 E-mail: joseph.yantis@sbcglobal.net	(269) 327-6837 (Home #) (269) 599-1445 (Cell #)	December 31, 2016
Christy Klien (<i>Library Director</i>) (269) 585-8721 (Office #) (269) 216-1953 (Cell #) (269) 324-9222 (Fax #) E-mail: cklien@portagelibrary.info		Delach, Diane (<i>Assist. to Director & Board Secretary</i>) (269) 585-8701 (Office #) (269) 569-0864 (Cell #) (269) 324-9222 (Fax #) E-mail: ddelach@portagelibrary.info	
LIBRARY ATTORNEYS: Dick Butler (<i>General Issues</i>) (616) 965-9340 rbutler@bsmlawpc.com John Patrick White (<i>Labor Issues</i>) (269) 382-2300 jpwhite@varnumlaw.com			

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 16, 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 February 7, 2015 and a board meeting on December 16, 2015, there will be an item on the agenda for the February 23, 2015 Library Board meeting so that Trustee Pacheco can give a report.

Also included in the February 23, 2015 board meeting packet for your information are the Friends of the Library Board Roster and schedule of Friends board meetings and book sales in 2015.



Friends of the Portage District Library

300 Library Lane, Portage, MI 49002 PH# 329-4542 ext. 8706

Revised: January 9, 2015

Please do not give out contact information to the public. Any questions can be sent to Jill Austin to be passed to the appropriate Board Member.

Board Roster

Name	Mailing Address	Phone #	E-mail Address
Antoinette Yannie <i>President</i>	12755 South 18 th St. Vicksburg, MI 49097	649-1830 (Home) 621-2301 (Work) 491-0124 (Cell)	antoinetteyannie@gmail.com
Elaine Johns <i>Vice-President/Secretary</i>	3062 Innisbrook Drive Portage, MI 49024	323-7395 (Home)	emjohns513@aol.com
Dorilee Schieble <i>Treasurer</i>	726 Lakeview Drive Portage, MI 49002	329-1578 (Home) 910-4306 (Cell)	dschieble@sbcglobal.net
Arlene Norman <i>Book Sale Chair/Trustee</i>	120 Marigold Ave. Portage, MI 49002	327-2525 (Home)	anorman454@aol.com
Ellen Yannie <i>Book Sale Co-Chair/Trustee</i>	12755 South 18 th St. Vicksburg, MI 49097	269-649-1830 (Home)	ellenyannie@comcast.net
Michael Lauraine <i>Membership Chair/Trustee</i>	8147 Southfield Portage, MI 49002	352-5210 (Home)	lauraine83@chartermi.net
Babbette Smith <i>Publicity Chair/Trustee</i>	2211 Gray Oak Cove Portage, MI 49024	329-1616 (Home)	bjsmith31@gmail.com
Vacancy <i>Technology Chair/ Trustee</i>			
Kathy Fosmoe <i>Member at Large/Trustee</i>	5147 Windy Ridge Portage, MI 49002	344-0446 (Home)	kathyfosmoe@gmail.com
Kelley Boehme <i>Member at Large/ Trustee</i>	7541 Woodcrest St. Portage, MI 49024	324-2753 (Home)	heironymousdog1@yahoo.com
Laurie Staats <i>Member at Large/ Trustee</i>	1371 Jennifer St. Portage, MI 49024	327-0599 (Home)	laurie_staats@yahoo.com

Library Contacts

Name	Mailing Address	Phone #	E-mail Address
Christy Klien <i>Library Director</i>	300 Library Lane Portage, MI 49002	329-4542 Ext 721 (Work) 216-1953 (Cell)	cklien@portagelibrary.info
Jill Austin <i>Library Liaison</i>	300 Library Lane Portage, MI 49002	329-4542 Ext 706 (Work) 217-5163 (Cell)	jaustin@portagelibrary.info
Martha Pacheco <i>Library Board Liaison</i>	8086 South 10 th Street Kalamazoo, MI 49009	372-2540 (Home)	pachmeb@hotmail.com



Friends of Portage District Library

<u>2015 Book Sales</u>	<u>2015 Board Meetings</u>
February 7, 2015	February 16, 2015
April 11, 2015 *	April 20, 2015
June 6, 2015	June 15, 2015
August 8, 2015 **	August 17, 2015
October 3, 2015	October 12, 2015
December 5, 2015	December 15, 2015

* (Not the first Saturday because of Easter)

** Not the first Saturday because it would fall August 1st which would be too easy for people to miss)

To:	Portage District Library Board Members
From:	Christy Klien, Library Director
Date:	February 10, 2015
Subject:	Guests Invited to Library Board Meetings in 2015

BACKGROUND:

At the January 26, 2015 board meeting, there was a discussion about the guests that board members would like to have invited to board meetings in 2015. It was determined that the Library Board's annual calendar of activities could accommodate about (5) guests, along with standard presentations that occur every year. At the end of the discussion, it was decided that the guest list might include:

- Ø Portage City Manager, Laurence Shaffer
- Ø PCC Executive Director Chris Buckley
- Ø State Senator Margaret O'Brien
- Ø A Preschool Teacher
- Ø An elementary Teacher

UPDATE:

Since the last board meeting, inquiries were made and I am pleased to announce that we have had two confirmations from invited guests. Chris Buckley, Executive Director of the Portage Community Center has agreed to attend the March 23rd board meeting and City Manager Laurence Shaffer will be coming to the April 27th board meeting. I will let trustees know when arrangements are able to be made for the three other possible guests.

Portage District Library

Donations Report for Funds Received in Fiscal Year 2014 February 2015

DONATIONS RECEIVED in 2014:	AMOUNT
Grants:	\$ 6,975.52
Support for Programming:	\$ 13,505.00
Restricted Materials:	\$ 12,275.00
Memorials:	\$ 2,610.00
Unrestricted:	\$ 28,942.73
TOTAL: <i>(without in-kind donations included)</i>	\$ 64,308.25

In Kind Gifts: <i>(estimated value of donated items - not money)</i>	\$ 3,675.00
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TOTAL: *(with "In Kind" Donations Included @ Estimated Value.....)* **\$ 67,983.25**

<u>DONATIONS RECEIVED in 2014 – (Previously Allocated)</u>	AMOUNT
<i>Note: The following designated donations were previously allocated through Budget Amendments approved by the Library Board during 2014.</i>	
Friends' Donation for 2014 Summer Reading	\$ 10,000.00
Grants Donation's for Programming in 2014	\$ 200.00
Donation for 2014 Volunteer Luncheon	\$ 680.00
Friend's Donation for Wish List Items in 2014	\$ 12,000.00
Kalamazoo Poetry Festival Donations	\$ 7,225.00
Donation by Eagle Scout for Youth Program	\$ 711.12
Included in 2014 Fiscal Year Budget Expenditure Lines	\$ 6,000.00
TOTAL: <i>(donations designated for specific purposes)</i>	\$ 36,816.12

TOTAL DONATIONS to be ALLOCATED in FISCAL YEAR 2015:		
Total Donations <i>(without "In-Kind" donations)</i>	\$ 64,308.25	
Less Donations <i>(previously allocated in 2013)</i>	\$ 36,816.12	
Donations from 2014 to be Allocated: (Per Donors' Request):	\$ 27,792.13	
Heritage Room	\$ 475.00	
Youth Services	\$ 300.00	
Unrestricted	\$ 26,717.13	
TOTAL Donations from 2014 to be Allocated:	\$ 27,492.13	

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 18, 2015
Subject: Allocation of Gifts and Donations Revenue from Fiscal Year 2014 for Expenditure in 2015

BACKGROUND:

It has been our usual practice at the beginning of each new fiscal year, to ask the Library Board to endorse the expenditure of a certain amount of gifts and donations revenue that had been received in the previous fiscal year. These monies come to the library as unrestricted donations for discretionary use for library purposes.

In the past, gifts and donation funds have been used for library collections, furnishings and special one-time purchases. The usual intent is to supplement an existing resource/service or offer something new.

This year, rather than allocating the gifts and donations funds for one specific purpose, the Library Administrative Team has discussed several funding purposes that would be highly visible and beneficial to the public. There were several good suggestions made for improvements to furnishings and to the physical plant that would have a positive impact on library user experience.

At this time, the amount of 2014 Gifts and Donations to be allocated in 2015 is \$ 26,717.12. We currently do not have pricing information for the items we are proposing but will bring a budget amendment request to a future board meeting when that pricing information is known.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: February 16, 2015
Subject: Update on the Library's Staff Lounge Project

BACKGROUND:

At the December 15, 2014 board meeting, the Library Board approved an expenditure not to exceed \$17,000 for the library's Staff Lounge Project. The goals of this project, as presented in Ends Statement #2 for 2015 are to:

1. Select and order new appliances for the Staff Lounge.
2. Prepare the Staff Lounge for remodeling work and set up an alternate staff break room space in the interim period.
3. Select, order and receive new furniture for the Staff Lounge.
4. Finish all remodeling work in the Staff Lounge and re-open for library staff to enjoy.

UPDATE:

I am pleased to report that the Staff Lounge Project is proceeding well. All appliances and furniture are in the process of being selected and will be ordered in the coming weeks. Installation of cabinets and countertops is expected to take about 3-4 weeks. The following list outlines progress to date:

- Ø Library employees were notified in advance that the Staff Lounge Project would begin on Tuesday, February 10th and that the lower level kitchen would be available to them for the next 3-4 weeks
- Ø All furniture and appliances were removed from the Staff Lounge and placed in a holding area.
- Ø All old cabinets and countertops were removed
- Ø All old carpeting was removed
- Ø The walls were washed, primed and painted
- Ø Preparations for plumbing work are being made.
- Ø New linoleum flooring has been installed
- Ø Installation of new cabinets and countertops is underway

The Library Board will be kept up-to-date with progress on the Staff Lounge Project as work is completed.

To: Portage District Library Board Members
From: Christy Klien, Library Director
Date: February 18, 2015
Subject: Presentation of the 2015 Marketing Plan by Marketing Manager Christine Walker

At the February 23, 2015 board meeting, Christine Walker, Marketing & Fund Development Manager, will give a presentation on the library's 2015 Marketing Plan to the Library Board. A PowerPoint presentation will outline the many activities and projects that will be undertaken at the Portage District Library in 2015 to fulfill the library's four Ends Statements and initiatives appropriate with the library's Mission Statement: "*Helping You Access the World of Information in a Friendly Atmosphere.*"

The Marketing Plan Presentation will include "Areas of Focus" for 2015:

- 2015 Marketing Trends
- What the Library is currently doing for marketing activities
- New marketing strategies focused on the Library 2015 Ends Statements

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
January 2015

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	\$ 2,561,973
Expenditures	\$ 669,013

Risk reserve (13% of operating budget)	\$ 458,948
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 January 2015.

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 January 2015.

POLICY: 12. Fail to have appropriate authorized signatures on bank documents: Library Director, Library Business Manager and Library Board Chair.

Director’s Response: Appropriate authorized signatures are on all bank documents.

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

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

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

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

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

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

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

Director’s Response: A list of all cash disbursements has been provided to the Board Chair for review.

PORTAGE DISTRICT LIBRARY

Monitoring Report

For Executive Limitation Policy: Emergency Library Director Succession
Temporary and Long-Term

In order to protect the Library Board from sudden loss of the Library Director’s services, the Library Director will identify two other public service professionals familiar with Library Board and Library Director issues and processes who would be able to successfully substitute during the Library Director’s absence on an emergency temporary or long-term basis. Accordingly, the Library Director shall not:

POLICY ITEM #1:	Fail to have a plan in place for emergency Library Director succession, (temporary) which would utilize internal library public service professionals.
Director’s Response to Item #1:	<p><u>EMERGENCY (TEMPORARY) SUCCESSION</u> (Short-Term absence up to 6 weeks)</p> <p>In the event that the Library Director must be absent from the Portage District Library on an emergency (temporary) basis for a period of more than (3) days and not exceeding (6) weeks, then the succession plan is as follows:</p> <ul style="list-style-type: none"> A. Either the Head of Adult Services or the Head of Youth Services will be designated as a substitute for the Library Director during his/her emergency (temporary) absence from the library, with the support of the Library Administrative Team. B. The Library Director will notify the Library Board Chair in advance (if possible) about the need for an emergency (temporary) absence and the expected duration of the short-term leave. C. While substituting for the Library Director during his/her short-term absence, the Emergency (Temporary) Successor will communicate on a regular basis with the Library Board Chair and will keep him/her informed of any major issues facing the library or any board action needed. D. The Library Business Manager will oversee all financial transactions, during the Library Director’s short-term absence. E. During the Library Director’s short-term absence, the Emergency (Temporary) Successor will act on behalf of the Library Director in all aspects of library administration and operation, and will interact with the Library Board regularly, including preparing library board agenda materials and presenting that information at Library Board meetings. F. During the Library Director’s short-term absence, any personnel issues that may arise will be handled jointly by the Emergency (Temporary) Successor and the Library Business Manager/Human Resource Manager. G. During the Library Director’s short-term absence, the Emergency (Temporary) Successor will comply with all Executive Limitations Policies and will consult with the Library Board Chair as necessary. H. The Emergency (Temporary) Successor’s substitution assignment will end when the Library Director returns from his/her short-term absence, or by a Library Board directive.
POLICY ITEM #2:	Cause a “conflict of interest” by designating the Library Business Manager as an emergency successor.
Director’s Response to Item #2	The Library Business Manager has not been designated as the Library Director’s Emergency (Temporary) Successor during any short-term absence. To avoid any conflict of interest, the roles and duties of the Library Business Manager and the

Monitoring Report for Executive Limitation Policy: Emergency Library Director Succession

	<p>Library Director are clearly defined and separated. For example, the Business Manager generates purchase orders and expends funds, and the Library Director monitors expenditures and signs checks to pay invoices, so there is always a check and balance system in operation.</p>
<p>POLICY ITEM #3:</p>	<p>Fail to have a plan in place for Library Director succession/ replacement that would utilize either an internal public service professional or an outside professional designated by the Library Director and approved by the Library Board.</p>
<p>Director’s Response to Item #3:</p>	<p><u>EMERGENCY (LONG-TERM) SUCCESSION</u> (Long-Term Absence 6 wks. to 1 Year)</p> <p>In the event that the Library Director must be absent on an emergency (long-term) basis from the Portage District Library for a period of more than (6) weeks and up to (1) year, then the succession plan is as follows:</p> <ul style="list-style-type: none"> A. The Library Director (if possible), in consultation with the Library Board, will identify a professional either inside or outside of the library who will substitute for the Library Director during his/her long-term absence from the library. B. The Library Director will notify the Library Board Chair in advance (if possible) about the expected length of his/her absence and make a recommendation for the person to serve as Emergency (Long-Term) Successor. C. The Library Board will hold a special meeting to consider appointment of an individual as the Library Director’s Emergency (Long-Term) Successor, and will also identify the terms and conditions of the assignment as well as the probable duration. If the professional is from <u>inside</u> the library, an adjustment will be made to the individual’s compensation according to the length of substitution time for the Library Director. If the person is from <u>outside</u> the library, compensation for the substitution period covering the Library Director’s long-term absence will be negotiated with the Library Board. D. During the Library Director’s long-term absence, the Emergency (Long-Term) Successor will communicate on a regular basis with the Library Board Chair and will keep him/her informed of any major issues facing the library or board action needed. G. All financial transactions, during the Library Director’s long-term absence, will be reviewed by the Emergency (Long-Term) Successor in consultation with the Library Business Manager. H. During the Library Director’s absence, the Emergency (Long-Term) Successor will act on behalf of the Library Director, with the support of the Library Administrative Team, in all aspects of library administration and operation, and will interact with the Library Board regularly, including preparing library board agenda materials and presenting that information at Library Board meetings. I. During the Library Director’s long-term absence, any personnel issues will be handled by the Emergency (Long-Term) Successor in consultation with the Library Business Manager/Human Resource Manager). J. During the Library Director’s absence, the Emergency (Long-Term) Successor will comply with all Executive Limitations and Policies of the

Monitoring Report for Executive Limitation Policy: Emergency Library Director Succession

	<p>Library Board and will consult with the Library Board Chair as necessary.</p> <p>K. The Long-Term Emergency Successor’s substitution assignment will end upon return of the Library Director from his/her long-term absence, or by a Library Board directive.</p> <p>L. In the event that the Library Director's long-term emergency absence changes to a resignation or termination, the Library Board will then refer to the "Library Director Succession/Replacement Plan" that was developed and presented to the Library Board in July 2004.</p>
<p>POLICY ITEM #4:</p>	<p>Fail to produce a monitoring report about emergency Library Director succession to the Library Board on an annual basis.</p>
<p>Director’s Response:</p>	<p>The Library Board’s annual calendar is developed and ready at the beginning of each new fiscal year, with a list of all the required activities for that year, including due dates for written monitoring reports from the Library Director.</p> <p>The Monitoring Report for the Executive Limitation on Emergency Library Director Succession appears on the board’s annual calendar in the month of February. In compliance with that requirement, this report has been written and included in the board agenda packet for the board meeting of February 23, 2015.</p>

PORTAGE DISTRICT LIBRARY

Monitoring Report for

Executive Limitation Policy: Treatment of Consumers

February 23, 2015

With respect to interactions with consumers or those applying to be consumers, the Library Director shall not cause or allow conditions, procedures, or decisions, which are unsafe, undignified, which invade privacy, or are unnecessarily intrusive, and shall not:

POLICY ITEM #1: Use application forms that elicit information for which there is no clear necessity.

Director's Response to Item #1: The application form used by the Portage District Library contains standardized language that is appropriate for a non-profit, tax-supported institution, and that has been examined by legal counsel for compliance with federal and state laws. In addition, there are no questions on the form that attempt to elicit information for which there is no clear necessity. The library has been using this application form since 1998 when it became a district library, and there have been no challenges by applicants or others to its content. To further ensure that all library forms and activities are in compliance with this Executive Limitation Policy, the Library Employee Handbook reinforces these requirements as follows:

“Portage District Library will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, and to refrain from any illegal, dishonest, or unethical conduct.”

POLICY ITEM #2: Use methods of collecting, reviewing, transmitting, or storing client information that fails to protect against improper access to the material elicited.

Director's Response to Item #2: Currently, the library has the following procedures in place to protect the privacy of patron information.

PROTECTION of PRIVACY:

- Symphony (library automation system) updates with password protections
- Measures have been taken to ensure the security of online e-mailing of overdue and reserve notices to patrons.
- Procedures are in place at all desks to guard against revealing private information.
- Patron data base is reviewed on a schedule to update old information.
- There is a regular schedule in place (quarterly) for deletion of unused patron accounts going forward. The purging process assures that we do not keep any unnecessary personal information in our patron database.
- Self-serve computer print stations with vending capability are available to patrons to print and retrieve their own personal print jobs without the assistance of library staff for more convenience and to ensure their privacy.
- Fax service (outgoing only) is also available to patrons to enable unassisted personal fax transmissions.
- The Library Privacy and Search Warrant Policy was last reviewed by the Library Board and Administration and approved at the January 26, 2015 board meeting. All employees are informed about the policy and trained to follow the specific process for safe-guarding patron privacy.

Monitoring Report for Executive Limitation Policy: Treatment of Consumers

- A Freedom of Information Act Policy was officially adopted by the Library Board at their meeting of December 9, 2013 and trustees voted on two resolutions: (1) A resolution to appoint the Library Director as the FOIA Coordinator for the library, and (2) A resolution to establish an FOIA Policy with related fees (a nominal charge assessed for producing copies of FOIA paperwork). In addition, the library's attorney provided the library with all required legal forms that must be used for any FOIA requests.

POLICY ITEM #3: Fail to provide appropriate accessibility and privacy in facilities.

Director's Response to Item #3

- Ø The Portage District Library is ADA compliant with a wheelchair accessible entrance, elevators, computer stations and restroom facilities. There is also a wheelchair available for use on the premises, and an entrance ramp and elevators that provide barrier-free entrance & transport.
- Ø More seating has been provided in areas near the entrance to afford those with special needs a place to sit upon arrival, in preparation for leaving, or while waiting for assistance.
- Ø The upper level Atrium and Adult Services areas have improved accessibility and privacy with advantageous placement of furnishings, wider aisles and pathways, lower, easier-to-reach shelving with wide open sight lines and unobstructed seating space.
- Ø We also offer circulating laptops with wireless access so that library patrons can use them anywhere in the library and connect to the Internet - which provides a higher degree of privacy than the stationary computers in the Adult Reference Room.
- Ø Privacy is also ensured for our patrons' information by having an employee code of conduct at the library that requires staff to maintain confidentiality of all patron information.
- Ø In the physical realm, privacy is offered to patrons by offering a Quiet Room, and by providing patrons access to an Adult Study Room, a Youth Study Room, a Youth Group Study Room and (5) other meeting rooms that are available for public use at a rental fee. There are numerous, individual study table & chair groupings throughout the library that provide places for people to read, study and work in an uninterrupted manner.
- Ø Meeting room rentals are handled confidentially and are listed on the calendar only according to information that the renter provides to the library.
- Ø More casual seating has been provided throughout the Atrium to present a friendlier more comfortable atmosphere for all visitors.
- Ø The Teen Room has been furnished in an appealing way to make it more accessible and comfortable to that age group.
- Ø Youth Room is arranged to make children's browsing areas more accessible and to create less obstructed sight lines for staff to monitor activities in that area.
- Ø The Preschool Room has age appropriate learning toys and the floor plan is safer for small children and enables parents and caregivers to easily observe them.
- Ø There is a Staff Lounge on the first floor, away from the public area, for employees to take break periods so as not to interfere with patron activities and to provide privacy for staff.

Monitoring Report for Executive Limitation Policy: Treatment of Consumers

POLICY ITEM #4: Fail to establish with consumers a clear understanding of what may be expected and what may not be expected from the service offered.

Director's Response to Item #4:

The library continues to handle its communications with library patrons in an excellent manner, using clear cut and easy-to-understand signage, flyers, posters, brochures, e-newsletters and website information. All promotional materials are carefully developed to convey important messages to library users that will specifically describe new services (i.e., Boopsie, Next Reads, Zinio, Mosio, etc.) or changes in services (i.e., Changes in Fines & Fees, Changes in Fee for print notification of holds; Library closings, Friends' Book Sale dates, etc.) Any enhancements to library services are conveyed to library users via the library's monthly e-newsletter, inserts in The Portager, large posters placed throughout the library and with banner advertisements on the library's website.

In 2014, the library will be switching over to FireSign, a web-based platform for managing digital signage, so this should improve the quality and functionality for the visual information the library conveys to its patrons (library events, meetings, programs and news & weather updates).

The library's e-newsletter transmits useful library related information to patrons. In addition, other methods are used to communicate, such as:

- Ø The library's website content was updated so that content in several areas of the site is current and dynamic.
- Ø The library has a Social Media Committee that is focused on developing meaningful newsworthy content for the library's Facebook and Twitter accounts.
- Ø An annual report for the library is widely distributed that conveys all that the public is getting from its library.
- Ø Newsletters are sent via e-mail and are used to highlight library resources and services.
- Ø Special phone and e-mail communications are directed to homebound patrons to make sure they are up-to-date on library events, resources and services.
- Ø Recorded message on the library's phone system are used to direct callers to the appropriate service points in the library and advertises any new services.
- Ø Special promotional campaigns are conducted to "get the word out" about any new services available at the library.
- Ø Any time that library resources and services are changed in any way, there is a publicity initiative undertaken to get the message out, through news releases, radio announcements, newspaper articles, website alerts and flyers placed in materials being checked out
- Ø Public surveys (both online and paper) are conducted regularly to gather information and feedback from patrons and then responses are used to assess library operations and services and to make any necessary changes.

POLICY ITEM #5: Fail to inform consumers of this policy, or to provide a way for persons to be heard who believe they have not been accorded a reasonable interpretation of their protections under this policy.

Monitoring Report for Executive Limitation Policy: Treatment of Consumers

Director's Response to Item #5: Currently, the library has the following procedures in place to ensure that patrons are heard:

- All public service staff is trained to ask library patrons, during interactions with them, if they found what they were looking for at the library.
- An Annual Report is distributed widely throughout the community and includes contact information for Library Board Members and the Library Director.
- Citizen Comment cards are available in the library for patrons to submit comments.
- Electronic comment cards are available within the Library website for users to submit online comments.
- Evaluation forms are regularly handed out to patrons after library programs to get input on current and future program offerings.
- Patron surveys are conducted at regular intervals, both paper & electronic.
- All Library Board meetings are posted in high traffic locations and on the library's website and are held onsite and open to the public at any time.
- Comments from library patrons are prompted by postings on the library's Facebook page and on Twitter.
-

POLICY ITEM #6: Fail to provide a written monitoring report to the Library Board once a year.

Director's Response to Item #6: The Library Board's annual calendar is developed and ready at the beginning of each new fiscal year, with a list of all the required activities for that year, including due dates for written monitoring reports from the Library Director. The Monitoring Report for the Executive Limitation on Treatment of Consumers appears on the board's annual calendar in the month of February.

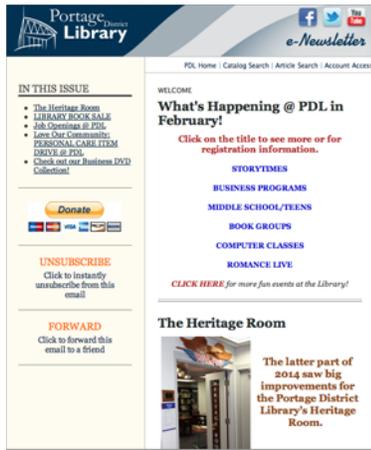
In compliance with that requirement, this report has been written and included in the board agenda packet for the board meeting of February 23, 2015. In addition to the Library Board's annual calendar we have now also developed an annual calendar for the Library Administrative team to keep all work on track and ensure that marketing initiatives, special Ends projects and public service events are conducted in a timely manner.

PORTAGE DISTRICT LIBRARY

Marketing Update

February 2015

The following marketing activities were conducted at the library during the months of February 2015 and the first part of March 2015.

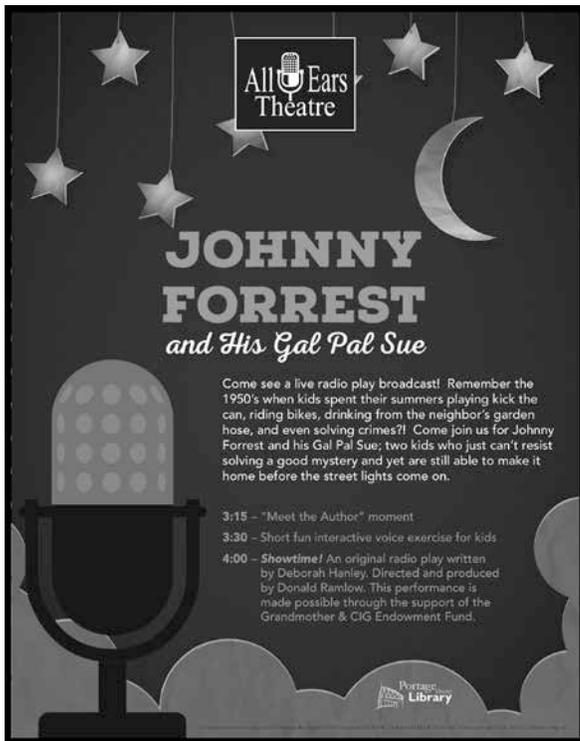


A February Library e-newsletter was sent out the first week of January to over 15,000 library patrons. Content included library programming, announcing the newly refurbished Heritage Room, the Friends of the Library book sale, the part-time custodial position job posting at the library, encouraging patrons to participate in the Personal Care Drive for PCC during the month of February and an article promoting business DVD's that the library has available for public use in the Business Information Center.

February event posters were designed and printed early this month to promote library programs that will be going on the first week of March. Youth, Teen and Adult posters were placed in the display units around the library for high visibility with library users.



A library insert was created and placed in the City of Portage's publication Portager which will be distributed to Portage residents the first week of March. Content in the Portager includes information about library programs for the month of March and the first week of April. An additional 2,000 have inserts have been printed and will be distributed to Texas Township District residents.



Special promotional materials have been created for the Youth and Adult program “*All Ears Theaters*” which will be conducted on March 28th at the library. Publicity for this special event has included articles placed in the library’s e-newsletter during the months of January, February and March, as well as information included on the library’s digital signage and desk signage. Web ads have also been created and flyers are being distributed throughout the library and placed on the event posters. Articles were also highlighted in the February and March issues of the City of Portage Portager. This performance program is made possible through a grant distribution from the library’s *Grandmother & CIG Endowment Fund* that benefits youth.

PORTAGE DISTRICT LIBRARY

Library Director's Narrative Report for February 23, 2015

(Activities in January 2015 and part of February 2015)

Administrative Activities:

During the months of January 2015 and the first part of February 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.
- ✓ Attended the Portage Rotary Club lunch meetings on Wednesdays in January and February 2015.
- ✓ Attended Southwest Michigan First's leadership event, Catalyst University 2015, held at Kalamazoo Wings Stadium on 1-29-15, which was geared toward inspiring participants with leadership stories from around the globe.
- ✓ Made a decision, with Library Board approval, to close the library on 2/02/15 due to inclement weather.
- ✓ Held several meetings with Business Manager Rob Foti and the Staff Lounge Committee to make decisions about what would be done to improve the Staff Lounge. Conducted a tally of staff to choose the paint color for the walls and investigated appliances and furniture that would be appropriate for the Staff Lounge.
- ✓ Met with construction workers prior to commencing the Staff Lounge Project work on 2/10. All old kitchen cabinets, countertops, and existing appliances, kitchen sink and carpeting have been removed. Tables and chairs have been stored for future use.
- ✓ Met with Business Manager Rob Foti and HRM Innovations personnel on 2/05 to discuss personnel compensation assessment methods.
- ✓ Worked with Business Manager Rob Foti to determine how a Library Board approved monetary distribution to library staff would be calculated and disbursed.
- ✓ Followed up on the Library Board's request, made at the 1-26-15 board meeting, to add language to End Statement #1 that the library's fines and fees would be reviewed in 2015.
- ✓ Followed up on the Library Board's request, made at the 1-26-15 board meeting, to revise the list of guests to be invited to board meetings in 2015. Subsequently, made contact and confirmed the attendance of Chris Buckley, Executive Director of the Portage Community Center (He will come to the 3-23-15 board meeting) and Laurence Shaffer, Portage City Manager (He will come to the 4-27-15 board meeting).
- ✓ Conducted interviews with internal applicants for the Adult Services Library Clerk position.
- ✓ Met with Business Manager Rob Foti and Systems Administrator Rolfe Behrje to discuss duties and responsibilities for a part-time library custodian and posted the job in early February 2015.
- ✓ Met with Kalamazoo Public Library Director Ann Rohrbaugh on 2/10 to discuss general library matters.
- ✓ Met with Business Manager Rob Foti and Assistant to Director Diane Delach on 2/11 to discuss various aspects of the library's disaster/emergency response procedures.
- ✓ Served as substitute Portage Rotary Club Secretary at the Rotary lunch meeting on 2/11.

Efficiencies:

- Ø The Adult Services staff formalized the "One-on-One" assistance program for full department participation. A timeframe for assigning Adult Services staff to this assistance program was developed based on coordination of weekly work schedules, personal obligations, the library events calendar and specific staff requests. As a result, an appointment book for the "One-on-One" assistance program was finalized and this new service was launched on 2-01-15.

General Facilities Work:

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

A. Maintenance:

- Ø Refined cleaning contractor communications
- Ø Began quality control monitoring and management reviews
- Ø Responded to skylight roofing leaks
- Ø Repaired ceiling tiles; cleaned carpet and walls; removed ice dams; raked dangerous snow drifts off the roof and cleared gutters

PORTAGE DISTRICT LIBRARY

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

- Ø Reviewed spring repairs with roofing contractor
- Ø Reviewed carpet, tile and upholstery cleaning services with contractors
- Ø Managed winter HVAC maintenance activities
- Ø Coordinated elevator maintenance
- Ø Continued to clean library storage areas

B. Technology:

- Ø Replaced (3) staff printers
- Ø Ordered and received iPads for staff and patrons
- Ø Upgraded EZProxy, ContentDM and 3M Data Manager
- Ø Continued to track issues with building alarm lines
- Ø Helped prepare an eResource Central and universal administration "test profile."

Merchandising Activities:

Networking & Outreach Activities:

Adult Services

- Ø Marsha Meyer, Adult Services Programming Librarian, had two meetings with the Kalamazoo Poetry Festival Steering Committee on 1-08 and 1-27, and a meeting with Donna Odom of the Southwest Michigan Black Heritage Society on 1-27.
- Ø Nicolette Sosulski, Adult Services Business Librarian, had her article about the library's weekend experience bags that she designed published in the January 2015 issue of Public Libraries.
- Ø Nicolette Sosulski and Christina Doane attended the American Library Association 2015 Midwinter Conference in Chicago on 1-30. Christina Doane attended several sessions including some about networking with local communities.
- Ø Nicolette Sosulski was Chair of the RUSA (Reference and User Services Association) Dartmouth Medal Committee that honors achievement in creating reference works outstanding in quality and significance.

Youth Services

- Ø Update on the exam care packages: All 200 care packages were distributed by the library to students prior to the beginning of exams. Due to high demand this year, a decision has been made that the library will add another 50-100 exam care packages for distribution in 2016.
- Ø Woods Edge is visiting the library on a monthly basis again this year for a storytime, activities, and craft.
- Ø Library Director Christy Klien and Laura Wright, Head of Youth Services, hosted a booth at the 2015 Baby and Family Expo held downtown at the Radisson Plaza Hotel on 2-08. They used the opportunity to promote library programs and services to potential area users. Over 2,000 people attended this expo.

Programming:

Adult Services

- Ø 1-15-15 John Harvey Kellogg & the Roots of the Holistic Health Movement (50 attendees)
- Ø 1-15-15 John Harvey Kellogg & the Roots of the Holistic Health Movement (50 attendees)
- Ø 1-22-15 Poetry Reading: Kathleen McGookey, Julie Stotz-Ghosh & Amy Newday (30 attendees.)
- Ø 1-24-15 Healthy & Delicious Gluten-Free/Dairy-Free Recipes: Presentation by certified health coach Vicky Mitchell. (40 attendees)

Special After-Hours Program

- Ø 1-30-15 After Hours Coffee Culture – (Jan 30) – 9 in attendance. Seth (Master Roaster of Water Street Coffee Joint) and Rodney (Manager of new Portage Location of WSCJ) presented an informative tasting and thorough how-to on coffee, also providing our guests with bags of roasted whole bean coffee, a hand-out on the basics of home brewing coffee, and coupons to use at WSCJ.



PORTAGE DISTRICT LIBRARY

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

Ø PDL Writers Group is officially underway. This group will be meeting on the 2nd and 4th Thursdays of every month from January through September. 2nd from 6-8 pm in one of the library's lower level meeting rooms. Thursdays will be used as free-write sessions and on the 4th Thursdays participants will be given the opportunity to share their writing and get friendly feedback. There will also be mini-workshops and additional free-write time if available.

Youth Services

We resumed our programming in the new year with storytimes, teen clubs, and a plan to program heavily during school days off to reach our elementary-aged users.

On January's day off, a Handwriting/Fun with Letters program was very well-received. Children preschool through elementary attended and participated in several hands-on activities.

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: February 18, 2015
SUBJECT: Library Statistical Report - January 2015

	Month Statistics			YTD Statistics		
	Jan-15	Jan-14	CHANGE	2015	2014	CHANGE
Circulation/Collections						
Total Library Circulation	67,535	63,105	7.02%	67,535	63,105	7.02%
Adult - Books	18,539	19,062	-2.74%	18,539	19,062	-2.74%
Adult - A/V	8,283	7,347	12.74%	8,283	7,347	12.74%
Youth - Books	21,623	19,178	12.75%	21,623	19,178	12.75%
Youth - A/V	4,166	4,767	-12.61%	4,166	4,767	-12.61%
Hot Picks	5,598	5,727	-2.25%	5,598	5,727	-2.25%
E-Material	7,360	5,298	38.92%	7,360	5,298	38.92%
ILL - PDL Requests	1,034	951	8.73%	1,034	951	8.73%
ILL - Other Lib. Requests	932	775	20.26%	932	775	20.26%
Self-Checkout Percentage	61.70%	57.91%		61.70%	57.91%	
Total Library Collection	200,328	195,020	2.72%			
Adult - Books	97,408	96,245	1.21%			
Adult - A/V	17,140	15,990	7.19%			
Youth - Books	69,639	66,796	4.26%			
Youth - A/V	11,338	11,187	1.35%			
Hot Picks	4,803	4,802	100.00%			
Net Acquisitions	(713)	2,679	-126.61%	(713)	2,679	-126.61%
Purchased - Books	2,447	2,381	2.77%	2,447	2,381	2.77%
Purchased - A/V	298	298	0.00%	298	298	0.00%
Donated - Books	0	0	0.00%	0	0	0.00%
Donated - A/V	0	0	0.00%	0	0	0.00%
Material Discarded	(3,458)	0	100.00%	(3,458)	0	100.00%
Total In-House Usage*	n/a	n/a	n/a	0	0	n/a
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
Patrons						
Total Patrons	48,067	47,074	2.11%			
Adult	32,227	29,698	8.52%			
Youth	7,771	7,692	1.03%			
Non-Resident	327	274	19.34%			
Reciprocal	4,965	6,612	-24.91%			
Internet User	2,719	2,735	-0.59%			
Professional	58	63	-7.94%			
Total Patrons Added	291	263	10.65%	291	263	10.65%
Adult	169	163	3.68%	169	163	3.68%
Youth	13	15	-13.33%	13	15	-13.33%
Non-Resident	3	4	-25.00%	3	4	-25.00%
Reciprocal	44	33	33.33%	44	33	33.33%
Internet User	62	48	29.17%	62	48	29.17%
Professional	0	0	0.00%	0	0	0.00%

Library Building Usage						
Total Meeting Room Usage	163	167	-2.40%	163	167	-2.40%
Internal/Collaboration	94	97	-3.09%	94	97	-3.09%
External/Outside Usage	69	70	-1.43%	69	70	-1.43%
Total Program Audience	1,734	904	91.81%	1,734	904	91.81%
Adult	253	196	29.08%	253	196	29.08%
Youth	1,200	646	85.76%	1,200	646	85.76%
Heritage Room	281	62	353.23%	281	62	353.23%
Total Number of Programs	47	34	38.24%	47	34	38.24%
Adult	15	14	7.14%	15	14	7.14%
Youth	28	19	47.37%	28	19	47.37%
Heritage Room	4	1	300.00%	4	1	300.00%
Total Volunteer Hours	485	478	1.46%	485	478	1.46%
Adult	108	95	13.68%	108	95	13.68%
Youth	98	105	-6.67%	98	105	-6.67%
Technical	106	117	-9.40%	106	117	-9.40%
Circulation	138	99	39.39%	138	99	39.39%
Administration	32	32	0.00%	32	32	0.00%
Community Service	3	30	-90.00%	3	30	-90.00%
Total Front Door Traffic	58,234	60,234	-3.32%	58,234	60,234	-3.32%
Total Youth Services Traffic	33,445	35,045	-4.57%	33,445	35,045	-4.57%
Total Business Center Traffic	3,433	3,812	-9.94%	3,433	3,812	-9.94%
Information Access/Reference/Research						
Total Reference Transactions	8,631	7,812	10.48%	8,631	7,812	10.48%
Adult Phone	504	445	13.26%	504	445	13.26%
Adult Ready Reference	3,105	2,388	30.03%	3,105	2,388	30.03%
Adult Reference	139	179	-22.35%	139	179	-22.35%
Youth Phone	142	224	-36.61%	142	224	-36.61%
Youth Ready Reference	2,382	2,486	-4.18%	2,382	2,486	-4.18%
Youth Reference	284	367	-22.62%	284	367	-22.62%
HR Phone	13	38	-65.79%	13	38	-65.79%
HR Ready Reference	558	486	14.81%	558	486	14.81%
HR Reference	20	42	-52.38%	20	42	-52.38%
Circ Phone	735	315	133.33%	735	315	133.33%
Circ Ready Reference	521	554	-5.96%	521	554	-5.96%
Circ Reference	228	288	-20.83%	228	288	-20.83%
Total Edutainment LAN Use	401	421	-4.75%	401	421	-4.75%
Total Internet Computer Use	3,463	5,568	-37.81%	3,463	5,568	-37.81%
Youth Computers	479	1,654	-71.04%	479	1,654	-71.04%
Adult Computers	2,861	3,765	-24.01%	2,861	3,765	-24.01%
Laptop Computer Circulated	123	149	-17.45%	123	149	-17.45%
Total Electronic Transactions	53,283	52,566	1.36%	53,283	52,566	1.36%
WebSite Hits	39,825	39,128	1.78%	39,825	39,128	1.78%
WebCatalog Sessions	9,224	8,982	2.69%	9,224	8,982	2.69%
Licensed Database Hits	4,234	4,456	-4.98%	4,234	4,456	-4.98%

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

Christy Kliem, Library Director



EXECUTIVE DIRECTOR'S DESK

February 12, 2015



Gail Madziar

Governor's Budget Recommendation Includes Increases for Libraries

Governor Snyder has recommended a \$1 million increase in State Aid to Libraries for fiscal year 2015/16 along with an additional \$600,000 for Renaissance Zone Reimbursements and \$2.2 million for MPSERS (retirement funding for participating libraries). Senator Jim Stamas (R-Midland), a strong library supporter, was instrumental in facilitating the increases.

This is good news in light of the lower net revenue numbers coming out of the state's recent estimating conference. Net general fund revenues for the 2016 fiscal year are now projected to come in \$532 million lower than officials earlier estimated.

State officials attribute the downturn to a recent surge in corporations cashing in old Michigan Business Tax credits that were issued as economic development incentives.

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

Following this link to see the [Executive Budget document](#).

Early Literacy Efforts

MLA is asking the administration to include a librarian on his commission to improve third grade reading. We all know that reading success starts early and Michigan's libraries provide early literacy classes to more than 150,000 Michigan preschoolers every year. They teach the importance of reading as well as encouraging a love of reading all the while helping kids get ready to learn.

Ballot Proposal 2015

On May 5, 2015, voters will be asked to approve a constitutional amendment that would raise the sales tax from 6 to 7 percent. Of the \$1.8 billion raised, \$1.3 billion goes to state, county, and city/township roads, \$300 million goes to schools. The working poor would get a larger earned income tax credit to offset the regressive nature of the sales tax.

The Board of State Canvassers will finalize the 100-word summary for the ballot later in February. It is likely to include language similar to this: "Require the Legislature to use state school aid fund only for aid to public school districts, community colleges, career/technical education, and related scholarships and retirement systems."

In addition, passage of the proposal would trigger a legislative package of 10 bills passed last year. Recall HB 5453 impacting penal fines was not passed as part of that package. This was due, in part, to the quick action of more than 250 library supporters contacting their legislators about the potential for negative impact on library funding.

There is no plan B if the ballot proposal fails. It is likely we will once again be embroiled in a fight to preserve library penal fine funding. Watch for news and alerts from MLA and check our [website](#) for the latest updates.