



NOTICE of PUBLIC MEETING

The Portage District Library Board

will meet in regular session

on

July 27, 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

July 27, 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 July 27, 2015
- V. Consent Agenda (5 minutes) (Vote)
 - A. Minutes of the regular board meeting held on June 22, 2015. *Pgs.1-11*
 - B. Request to obtain a \$2,000 grant distribution from the Grandmother & CIG Endowment Fund for a special “Community Reads” collaboration with the Portage Public Schools. *Pg.12*
 - C. Approval of date and time for a Public Hearing on the Library’s FY 2016 Budget. *Pg. 13*
 - D. Information about job posting for Library Executive Assistant position. *Pg. 14*
 - E. Feedback on reaction to the changes made to the library’s Non-Resident Fee for 2015. *Pg.15*
 - F. Library Board linkage opportunities for July/August 2015. *Pg. 16*
 - G. Report on Financial Condition for June 2015. *Pgs.17-19*
 - H. Monitoring Report on Executive Limitation for Minutes/Records Retention. *Pgs.20-21*
 - I. Marketing Update for June 2015. *Pg. 22*
 - J. Narrative Report for June 2015. *Pgs.23-25*
 - K. Statistical Report for June 2015. *Pgs.26-27*
 - L. Legislative Update for June 2015. *Pg. 28-29*
- VI. Governance (10 minutes)
 - A. Follow-up to the first meeting of the Library Board’s Strategic Planning Committee. *Pg. 30(Info)*
 - B. Initial discussion about identifying some potential future candidates for the Library Board. *Pg. 31(Info)*
 - C. Follow-up on trustee involvement in fundraising activities for the library. *Pg. 32(Info)*
 - D. Consideration of date, time, place & topics for 2015 Library Board Retreat. *Pg. 33(Info)*
- VII. Ends Development (60 minutes)
 - A. Recommendation for award of contract for the Library’s Book Drop Project. *Pg. 34(Vote)*
 - B. Proposed changes to the Library’s Fines & Fees Usage Policy. *Pg. 35-40(Vote)*
 - C. Proposed change to the library’s Resident/Non-Resident Policy (related to non-resident Portage Educators). *Pg. 41-45(Vote)*
 - D. Final review and approval of proposed Fiscal Year 2016 Budget and Millage Rate for public inspection prior to Public Hearing at August 24, 2015 board meeting . [*Note: Trustees are asked to bring their FY 2016 Budget packets to the July 27, 2015 board meeting. Pg. 46(Vote)*]
 - E. Presentation of the library’s 3-Year Technology Plan (2016-2018) by Behrje and Wright.. *Pgs.47 (Info)*
 - F. Preliminary plans for the library’s 2015 Staff Development Day. *Pg.48 (Info)*
 - G. Information about Portage District Library’s 2015 “Food for Fines” Campaign. *Pg. 49-50(Info)*
- VIII. Monitoring to Assure Compliance with Executive Limitations (5 minutes)
 - A. 2nd Quarter Financial Report for FY 2015 Budget. *Pgs.51-53 (Info)*
- IX. Library Director’s Comments (5 minutes total)
 - A. Final remarks by Library Director for the July 27, 2015 Library Board Meeting. *Pg.54 (Info)*
- X. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the August 24, 2015 board meeting
 1. Minutes of the Regular Meeting held on July 27, 2015.
 2. Public Hearing on the Proposed FY 2016 Budget and Formal Resolution to Adopt the FY 2016 Budget and Set the Amount of Millage Rate to be Levied for the Library.
 3. Special Guest (Preschool Teacher – To be announced)
 4. Budget Amendment request related to the Book Drop Project
 5. Update on changes being considered for the library’s Solicitation Policy.
 6. Request for approval to use Library Patron Data Base to conduct demographic analysis. *Pg. ___*
 7. Report from Trustee Martha Pacheco, Library Board Liaison to the Friends, on the Friends’ August 8, 2015 Book Sale and the August 17, 2015 Friends’ Board meeting.
 8. Follow-Up to First Strategic Planning Committee meeting.

PORTAGE DISTRICT LIBRARY

Agenda for the Regular Library Board Meeting of July 27, 2015

9. Progress Report on Ends Statement #3 (*The library will be a leader in strengthening our community.*)
10. Monitoring Report for Executive Limitation on Compensation and Benefits for Library Employees.
11. Monitoring Report on Executive Limitation for Treatment of Staff.

B. Assessment of this meeting

C. Miscellaneous Items

XI. Adjournment

PORTAGE DISTRICT LIBRARY BOARD MEETING

Minutes of the Regular Board Meeting

held on

June 22, 2015

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

AGENDA

- I. Start of Meeting Board members and staff gathered on June 22, 2015 at 5:30 pm for dinner, (*Food from The Ample Pantry*) and the board meeting started at 6:05 pm.
- II. Roll Call:
- Board Members Present: Michele Behr, Stephanie Brown, Betty Lee Ongley, Martha Pacheco, Alisha Siebers and Joe Yantis
- Board Members Absent: Donna Vander Vries (excused)
- Staff Present: Library Director Christy Klien and Rolfe Behrje, Diane Delach, Rob Foti, Lawrence Kapture, Chris Walker and Laura Wright
- Staff Absent: Jill Austin

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

Library Board Chair Alisha Siebers welcomed everyone and indicated that Trustee Donna VanderVries was excused from the board meeting for a business commitment. Siebers then asked if there were any comments.

- A. Comment about 2015 Summer Reading Kick-Off – Lawrence Kapture, Head of Adult Services, said he wanted to congratulate library staff on a very successful Summer Reading Kick-Off event that was held at the library on Saturday, June 13th. He said that the patrons loved it and the number of adults already signed up to participate this year has surpassed last year's total. Kapture said he was very proud of the Adult Services staff for their efforts in creating an enjoyable summer reading launch for adults.

Library Board Chair Siebers said she was there and commented that everyone seemed to really enjoy themselves. Library Director Klien agreed and said her son loved it and she thought staff did a great job!

DISPOSITION: The Library Board acknowledged the comments made by Kapture and Klien about the successful Kick-Off for the library's 2015 Summer Reading program and thanked staff for their efforts.

- B. Comment from a Patron – Trustee Joe Yantis said that he had encountered a patron who told him that she was very glad that the library still had print newspapers available to read. She said she read a lot online but it was not the same as physically flipping through the papers. Yantis commented that many people just like the having the feel of the newspaper in their hands, so this is something to keep in mind. Klien agreed and said it is still a popular service and every morning there are people coming to the checkout desk looking for the daily newspapers.

DISPOSITION: Library Board members acknowledged the comment made by Trustee Yantis pertaining to patrons still enjoying print newspapers.

- C. Comment about Two Interesting Articles – Trustee Betty Lee Ongley said she had read some interesting articles that she wanted to share with everyone. The first one was entitled: "*Read Great Novels*" and appeared in the July 2015 issue of Real Simple magazine and was about the value of reading. Ongley also commented that according to a study published in Science Magazine, people who read literary fiction display higher levels of empathy and ability to understand others' beliefs and emotions. The last article was entitled: "*School's Out for Summer, but Camp Is Expensive and Jobs for Youth Are Few*", and it emphasized how both urban and rural libraries are providing a wide range of summer services and programs and are helping to reduce the equity gap in technological access. Ongley said this article by Eleanor J. Bader, dated 6-22-15, could be found at www.truthout.org.

DISPOSITION: Library Board members acknowledged the comments made by Trustee Ongley pertaining to the value of reading and the importance of library programs.

IV. Adoption of the Agenda for the Regular Meeting of June 22, 2015

Library Board Chair Siebers asked if there were any changes needed to the agenda for the June 22, 2015 board meeting before its adoption, and there were no changes requested by trustees. Siebers asked for a motion to adopt the agenda.

MOTION: It was moved by Yantis and seconded by Behr, that the agenda for the regular board meeting of June 22, 2015 be adopted as presented. Vote: 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

V. Consent Agenda

Library Board Chair Siebers asked if there were any changes needed to the agenda for the June 22, 2015 board meeting before its adoption, and there were no changes requested by trustees. Siebers asked for a motion to adopt the agenda.

A. Minutes of the regular board meeting held on May 18, 2015

B. Review of Heritage Room Policy

C. Review of Reciprocal Borrowing Policy

D. Budget Amendment to move Funds from the Debt Reserve Line in the FY 2015 Budget to a Debt Retirement Expense Line to Prepare for the Library's Final Bond Payment

MOTION: It was moved by Ongley and seconded by Yantis, that the Consent Agenda for the regular board meeting of June 22, 2015 be approved as presented. Vote: 6-Yes, 0-No, 1-Absent (VanderVries). Motion carried.

VI. Governance

A. Library Board linkage opportunities for June/July 2015 – Library Board Chair Siebers referred to page 22 of the board meeting agenda packet and said that the list of possible linkage opportunities had been prepared for trustees' consideration if they chose to attend any of these events or programs.

DISPOSITION: The Library Board received the list of linkage opportunities for June/July 2015.

B. Report from Trustee Martha Pacheco, Library Board Liaison to the Friends – Trustee Pacheco conveyed the following information about the Friends of the Library:

- Ø The Friends' Book Sale, held on June 6th was very successful and earned \$4,411 (Craig's list promotion helped)
- Ø Friends' membership total about 102 right now, which is normal
- Ø The Friends were very pleased with their "Mini" Book Sale held during the Summer Reading Kick-Off event on June 13th in the lower level and thought the publicity had been great.
- Ø The Friends' banner for the Atrium is being reworked to use different wording and to list book sale dates.
- Ø There is consideration being given to moving the Friends' donation bin from its present location, but keeping it in an obvious spot and maybe still locating it somewhere near the entrance of the library. (Library Director Klien remarked that the Friends had been asked if they would be ok with potentially moving their donation bin as part of possible changes being made in the front lobby and Atrium.)
- Ø The Friends will be doing their own long-range Strategic Planning, beginning in August, and putting away 10% from each book sale to save up for this initiative.
- Ø The Friends are still moving forward with a concept for a tree shaped plaque to be hung on a wall in the library to recognize noteworthy individuals who had had a positive impact with the Friends of the Library.
- Ø The \$3,000 grantable award fund for employee projects is something the Friends want to continue.
- Ø The next Friends' Book Sale will be held on Saturday, August 8th.

Trustee Pacheco ended her report by saying that the Friends of the Portage District Library organization was doing very well, getting more organized and growing.

Trustee Ongley said that a friend of hers had been looking for gardening books and Ongley had told her that she had just donated a number of her gardening books to the Friends of PDL and then advised her friend to attend the next Friends' book sale to find those books to purchase.

DISPOSITION: The Library Board received the report from Friends Liaison to the Board Martha Pacheco and thanked her for her thorough update.

C. Assessment of Interest by Trustees in Serving on a Strategic Planning Committee – Library Board Chair Siebers said that she had received affirmative responses from Trustee Michele Behr and Trustee Martha Pacheco to be on the Library Board's Strategic Planning Committee. Siebers acknowledged that Trustee Joe Yantis had also indicated he would be willing to help in any way and she said she had thanked him and would call on him as needed. Siebers stated that she would hold the first Committee meeting with Behr and Pacheco on July 15, 2015 at 9:00 am to begin work to prepare for the Library Board's Strategic Planning process in 2016.

DISPOSITION: The Library Board acknowledged that their Strategic Planning Committee will be composed of Trustee Michele Behr, Trustee Martha Pacheco and Library Board Chair Alisha Siebers.

D. Discussion about Library Board Members' Job Description – Library Board Chair Siebers distributed a sheet with the heading: "Ten Fundamental Board Responsibilities." She explained that when she was first elected to the Library Board, she had never been on a board before and didn't quite know what to expect. She said she thought it was important for them to have a clear idea of what trustees do. Siebers went over the list of items and called attention to the following:

1. Developing Funds – Ensuring that the library has the resources it needs to carry out work. (This could equate to participating in fundraising activities and making individual contributions.)
2. Selecting and Educating the Board – To ensure that skilled and trustworthy new trustees are selected and educated in the work of the board and the library. (This could mean inviting good people to seek election to the Library Board)
3. Managing the Work of the Board (This could mean looking at how we conduct board meetings and the length of the meetings – perhaps setting a time limit not to exceed 1-1/2 or 2 hrs.)

Library Board Chair Siebers said she liked the PDL board meetings but wondered if we wanted to have shorter meetings. She then asked trustees the following questions:

QUESTIONS:

- Ø Do we want to participate in fundraising?
- Ø Do we want to invite people to run for election to the Library Board?
- Ø Do trustees like the culture of Library Board meetings?

Discussion:

Candidate Issue:

Trustee Yantis said he thought they should begin to identify potential candidates and encourage them to run for the Library Board. Trustee Pacheco suggested inviting interested people to come to a board meeting. Trustee Ongley said that she's served on other boards and they had a Board Development & Orientation Committee to recruit candidates and orient new trustees. Trustee Behr asked if there had been an issue in the past with getting people to run for the Library Board and Library Director Klien responded that sometimes there was only (1) candidate. Trustee Pacheco commented that some people are on a lot of boards and can't do anymore. Siebers commented that people have demanding careers and often struggle to find time to serve on boards. Trustee Ongley emphasized that prior board experience helps an individual before running for an elected office. Trustee Yantis commented that he knew a man who made his living by serving on corporate boards and receiving stipends for his service.

Board Culture & Length of Meetings:

Trustee Behr said she thinks our board meetings are appropriate, considering the presentations to be made and the discussion needed afterwards, especially since they only meet once a month. Trustee Ongley

commented that boards that use consent agendas sometimes struggle to get information out to trustees ahead of time. However, if the information is conveyed and read ahead of time, and if the consent agenda is read aloud to see if anything needs to be removed and discussed, then it can help to expedite business and would shorten the meeting.

Library Board Chair Siebers asked Library Board Secretary Diane Delach for her thoughts about meeting length. Delach said that more items could certainly be placed on the Consent Agenda to handle them expeditiously. It would be fine if everyone read the documents ahead of time. She also said that handling all necessary library business in just one board meeting a month was the main reason that the board meetings went longer than 1-1/2 hours. It might be an option to have two meetings a month and just have each one be shorter, however that would probably pose a scheduling problem for trustees.

Library Director Klien asked if trustees would like her to put more items on the Consent Agenda, such as the Narrative Report, Statistics Report and Legislative Update. Trustee Ongley said that could be tried, and then if trustees had any concerns about any item, they could just ask for the item to be removed from the Consent Agenda for discussion. Trustee Yantis said it would help to set an adjournment time at the start of the board meeting.

Trustee Behr said that they often get staff reports and asked the library staff members present at the board meeting if it was helpful to them to get feedback from the Library board at board meetings. Laura Wright, Head of Youth Services, said yes, it was very helpful. Trustee Ongley said that she belongs to the Kalamazoo Parliamentary Procedure Group and would invite trustees to come to a meeting if anyone was interested.

Library Board Chair Siebers said that she was getting a sense that trustees were okay with the current board culture.

DISPOSITION: The Library Board acknowledged the questions posed by Library Board Chair Siebers with regard to trustees' job description, board culture and length of board meetings with the following outcome:

- Ø Trustees will turn their attention towards identifying some potential candidates for the Library Board, perhaps inviting them to a board meeting and encouraging those with good skills and experience to run for election to the Library Board.
- Ø Trustees were generally satisfied with the board culture, however it was agreed that board meetings might possibly be shortened to 1-1/2 hours or so by placing more items on the Consent Agenda for expeditious handling at the board meeting. This will be done a trial basis, beginning with the next board meeting to be held on July 27th.

E. *Discussion about Library Board's role in Fundraising for the Library* - Library Board Chair Siebers said that she wanted to have a discussion with board members about possibly assuming a role in fundraising and asked what trustees thought about this idea.

Trustee Behr said she thought it would be nice for trustees to have a role in fundraising. However, she said she preferred targeted fundraising with some specific purpose identified for raising funds. She also said that once the library's final bond payment was paid and that obligation was over, she would feel uncomfortable just arbitrarily asking for donations (with those funds now freed up in the library's budget). Behr said she felt they should have a targeted purpose if trustees start any fundraising activities. Trustee Brown agreed and said she was concerned about the public's perception for that very reason.

Trustee Yantis asserted that if you ask people for donations, you get their "buy in" to the organization because giving becomes meaningful to them when they are helping to support their library. Library Board Chair Siebers agreed and commented about a scientific study on philanthropy that showed that the parts of the brain that light up when feeling good about giving, are the same areas that light up with intake of alcohol or a rich meal (i.e., a feel good response).

Library Board Chair Siebers asked Fund Development Manager Chris Walker how the Library Board could help with the library's Spring Appeal. Walker responded that making phone calls to donors to thank them personally or writing thank you notes to donors would be great.

Library Board Secretary Delach suggested that trustees might get involved in helping to spread the word about the new Portage District Library Endowment and encourage donors to give to the library to ensure its future prosperity – especially when revenue streams become uncertain (such as with PPT reimbursement).

Trustee Behr said that a personal touch is huge and that trustees could help do that. Siebers stated that she could write a “template” for a thank you script that could be used by trustees when either calling a donor to thank them or writing a thank you note. Siebers said that if there were 50 or 60 donations made to the library, that each trustee could write 7 to 10 thank you notes. Trustee Behr said that sounded like a good plan, especially if Siebers provided a sample script to them. Trustee Ongley said that she's been involved in a “Thank-You-Thon” where board members call a number of donors to express appreciation, and that worked out well.

DISPOSITION: The Library Board acknowledged the questions posed by Library Board Chair Siebers about trustees' involvement in fundraising, soliciting candidates to run for the Library Board and assessing the current board culture and length of board meetings. The results of the discussion are shown below:

- Ø Trustees will get involved in fundraising by assuming a role in thanking donors for their contributions. They will make phone calls to donors and write thank you notes, using a script prepared by Library Board Chair Siebers, and donor contacts provided by Fund Development Manager Chris Walker.
- Ø Library Board Chair Siebers will contact Chris Walker in a week to begin this process.)

F. Initial Discussion about Plans for 2015 Library Board Retreat - Library Board Chair Siebers referred to page 29 of the board meeting agenda packet and said that the history of previous Library Board Retreats and what happened on each one was detailed in that document. She asked if there were any suggestions for this year's retreat.

Library Director Klien said that they could maybe look over census data demographics to get a mindset of where the community is at this point before Strategic Planning is initiated. She noted that she would be attending the American Library Association's 2015 Annual Conference in San Francisco later this week and would be talking to a group about GIS mapping, which was something they could use for Strategic Planning purposes.

Library Board Chair Siebers asked trustees if they had any preferences for the Library Board Retreat this year. She then asked when they would need to make a final decision. Klien responded that if they held their retreat in September, they would need to plan it by August. If they held it in October, they would need to plan it by September, especially if they decided to engage an outside facilitator or to hold it offsite - which would require special arrangements. Trustee Yantis had an idea for the location for this year's retreat (The Abbey).

Trustee Behr said she thought it would be expeditious to use this year's Library Board Retreat to prepare for how they would conduct Strategic Planning in 2016. Trustee Brown said she had enjoyed the previous retreats when they attended conferences or went on site visits. However, knowing how long Strategic Planning takes, she said it would probably be a good idea to use their Board Retreat to plan carefully.

Library Board Chair Siebers said they would need to budget enough time to prepare for Strategic Planning and figure out the best use of their time. Trustee Pacheco agreed and said that they needed an agenda for Strategic Planning and should answer the questions:

- ✓ What is lacking in our community?
- ✓ What are the needs going to be?
- ✓ How can we get an idea of what the library should be doing in the future?

Trustee Behr said they needed an environmental scan to see WHO we serve and what we can do to serve them better. She emphasized that they need to understand our community. Trustee Yantis commented that now that the library's bond payment was done, they needed to address the changes this would mean for the library. Trustee Pacheco agreed and said they should discuss how to use that \$250,000 that would no longer be spent on a bond payment every year.

Trustee Behr said it was perhaps a little early to begin, but she felt that they should tie in Strategic Planning to the Library Board Retreat this year. Trustee Pacheco asked when an RFP would need to go out if they engaged a facilitator and Klien replied that it would need to go out in the fall.

Library Board Chair Siebers said that they should ask ahead of time what the district needs from the library. She then posed this question to trustees: *Do we want to use the Library Board Retreat to prepare for Strategic Planning in 2016?* Trustees collectively answered affirmatively.

DISPOSITION: The Library Board decided that the 2015 Library Board Retreat would be used to prepare for Strategic Planning in 2016.

VII. Ends Development

- A. *Presentation of Proposed FY 2016 Budget for Portage District Library* – Library Director Klien gave trustees an overview of the budget process that is followed at the library. She described how administrators and supervisors submit budget requests that are reviewed by her and Business Manager Foti, and after any necessary adjustments are made, a preliminary budget is developed and presented to the Library Board for review in June. Then, after trustees have an opportunity to make any changes, it is finalized, brought back in July for final endorsement by the Library Board and then in August a public hearing is held to formally adopted the FY 2016 Budget. Klien noted that most of the budget requests that were submitted were funded.

Information about Reimbursement for Lost PPT Revenue:

Klien said that she and Foti had met with the City Assessor to discuss revenue projections and subsequently built in a 3% increase in anticipated tax revenue for the library in the FY 2016 Budget. Klien stated that there still was uncertainty about what level of reimbursement the library would be getting for lost PPT revenue so they were being cautious with the budget and would be looking at ways to save for “big ticket” projects that need to be done in the future.

Business Manager Foti gave a report on what had been conveyed at Senator Margaret O'Brien's “Personal Property Tax Reform Update” in a public presentation at KVCC on June 15, 2015. He began by reminding trustees that in 2012, legislation had been passed providing personal property exemptions for small tax-payers and eligible manufacturing entities. The laws were revised in 2013 and 2014. Reimbursement would be provided through a share of the 6% use tax levied by the local community Stabilization Authority. In August 2014, voters approved Proposal 1 which allowed the laws to take effect.

At the PPT update session, the State Treasury Representative said that all the reimbursement money that goes into the authority must be spent out every year. In 2016, Foti said the estimated reimbursement amount is \$96.1 million and all that money must be distributed in that year. He explained that there would be a three tier categorization of potential recipients. Tier 1 would be the schools (the first recipients to get reimbursed), Tier 3 would be cities and all others eligible for reimbursement and in 2019, 5% of the Tier 3 funds would shift to Tier 2 and be distributed based on each taxing unit's shares of Eligible manufacturing Person Property (EMPP) loss. Each succeeding year, and additional 5% would be shifted to Tier 2 from Tier 3. This would continue until after 20 years all funds would be distributed under Tier 2. Foti commented that the PPT reimbursement would be based on tax valuation in 2013, which means that there could ultimately be a “loss” in reimbursement level if an organization is growing but the PPT reimbursement was based on the previous year's tax value.

Foti told trustees that there were two vulnerabilities with the proposed PPT Reimbursement Plan:

1. Would there be enough money in the state treasury to reimburse the library
2. The next legislators elected would not need to abide by the PPT Reimbursement Plan

Library Director Klien remarked that the City Assessor was optimistic about the SEV going up in Portage. Trustee Pacheco asked what the library's tax revenue was in 2013. Foti responded that PDL's 2013 tax revenue was less than it is this year in 2015. Trustee Yantis asked if this was the state's strategy to increase state funds for infrastructure. Foti said no, it was more about the state trying to stay competitive with other states. Klien said that this all started long before the state's infrastructure issue. Foti said that they have budgeted for a 2% increase in tax revenue for FY 2017 because the City Assessor had advised them that it would be a safe estimate. Klien and Foti assured trustees that they would watch the PPT reimbursement issue carefully and proceed cautiously.

General Discussion of Preliminary FY 2016 Budget

Trustee Pacheco asked why there was a big percentage increase in the furniture and equipment line for 2016 and Klien responded that there would be a major furniture reupholstering initiative throughout the library, and it needed to be done all at the same time in order that the same fabric lot would be used so the furniture would all match. Klien said that the current plan was to get a high thread count fabric which would withstand high usage and last longer. She said they were also considering ordering vinyl type fabric for chair armrests and ottomans. Klien stated that it would be expensive to do this reupholstering, but it was necessary. Trustee Brown asked why that F & E line dropped so low in 2017 and Klien answered that it was because all the reupholstering would be done in 2016 and that should last for at least 3 years.

Library Director Klien went over other lines in the preliminary FY 2016 Budget providing details to trustees. She indicated that there was a 3% raise in the budget for all staff and that minimum wage will increase upwards to \$8.50/hr. on January 1, 2016. The library will comply with that for the Library Aide I positions and would budget \$9.50/hr. for the Library Aide II positions. Klien also mentioned that there would be two retirements at the library this year (Diane Delach and Marsha Meyer) so those had to be taken into consideration for the 2016 Budget as well.

The library materials lines were discussed next and Klien told trustees that they were in the budget at the same level as 2015, except a little more was included for electronic materials (because of the start-up of E-Resource Central at the library). Klien remarked that in the future, there was a possibility that they would discontinue PDL's own electronic collection and just go with MCLS Overdrive. She mentioned that Zinio (digital magazines) would be implemented soon and that cost had also been included in the FY 2016 Budget.

Trustee Behr said that the library materials line seemed flat to her. Lawrence Kapture, Head of Adult Services, said that he felt the adult materials budget was okay and that they were not getting any patron complains. Laura Wright, Head of Youth Services, said that they had switched book vendors a couple of years ago and increased the youth materials at that point. She said that she felt the Youth Services collection was meeting needs for holds and demands of items at this point and didn't think they should buy multiple copies. She explained that they check regularly to see the number of holds on youth materials and use that information to evaluate the collection. Wright commented that they try to find a reasonable balance when there is a higher volume of requests. Kapture commented that they seemed to be getting the uses of materials that they have been asked by the public to provide.

Library Director Klien pointed out that the Library Supply line was increased due to postage costs. She explained that the library is considering mailing out notices to patrons when their library card is going to expire. Patrons need to come into the library to renew their cards, and that way, a current address is obtained. If mail sent out to a patron is returned, then we know that address is outdated and the patron's record needs to be updated. A discussion followed about other ways that library cards could possibly be renewed (especially for patrons who live out of town part of the time). Suggestions were made to put a date on the library card (it would be too expensive to keep printing new cards) or to use email notification or a notice in the library's e-newsletter (may not have email addresses for patrons and not as likely to be effective). Library Board Chair Siebers suggested using a mailing service that could "launder" the patron database to purge old addresses. Klien thanked Siebers and trustees for their suggestions and said that those possible options would be considered to help with the library card renewal process.

Library Board Chair Siebers said they should move on to the next agenda item, but urged trustees to

continue to review the preliminary FY 2016 Budget and bring any further questions they may to the July board meeting.

DISPOSITION: The Library Board received the Preliminary FY 2016 Budget and trustees will continue to review the budget and pose any more questions at the July board meeting.

B. *Progress Report on End Statement #2* – Library Director Klien referred to page 31-34 of the board meeting agenda packet and went over highlights of progress to date on End Statement #2 activities and projects. She said that at the halfway point through the year, there was significant progress on several public service projects and a strong start on others. Klien mentioned the progress that has been made to date on the Book Drop Project, the completion of the Staff Lounge Project, the installation of new easier-to-read signage over collections in the Atrium, and said that the new Employee Handbook was nearly ready to be rolled out to library employees, and would probably be presented at this year’s Staff Development Day in September. She asked if trustees had any questions about the progress being made to achieve End Statement #2 and there were no questions posed.

DISPOSITION: The Library Board received the Progress Report on End Statement #2 and acknowledged the completion of some projects already and the forward motion being made on others, and thanked Klien and staff for all their efforts.

C. *Update on the library’s Book Drop Project* – Library Director Klien reminded trustees that one major issue that had surfaced with the Book Drop Project was that it became necessary to move a water line and which would require footings, and that made the project more complicated and expensive. She told trustees that TMP Architecture personnel had been in regular contact with key City of Portage personnel to work through the steps that needed to happen and to get proper clearances to move the water line. Now, that the cost of that additional work was known, TMP Architecture had developed a budget that was their best estimate of what the Book Drop Project would cost. Klien distributed architectural sketches to board members and also referred to pages 36-37 in the agenda packet which provided a detailed budget. She said that the cost for the book drop redesign that included the basic essentials was being projected as \$172,261. Then, each alternate add-on was priced separately. [Canopy = \$21,802; Washer/Dryer = \$3,700; Overhead Door = \$4,800; and new Service Door on East Side = \$3,000] Klien commented that they were being advised to change to a roll-up type door instead of double doors for the delivery entrance, and a new external door on the east side of the building was also being suggested. Klien said that when the RFP (Request for Proposal) was sent out to solicit bids for the project, each of the alternates would be listed separately for prospective bidders to cost out individually. That way, adding specific alternates to the project would be handled more easily. Klien indicated that if all the alternates were added to the main cost of the project, the new projected total cost would be \$212,967. Klien then asked for feedback from board members on the budget information provided.

Feedback from Trustees on Book Drop Project

Behr Who does the RFP?

Klien TMP Architecture will do the RFP

Pacheco Who is sent the RFP?

Klien TMP Architecture has a list of recipients and information about bidding on the project would be placed in the newspaper too.

Ongley Completion of the Book Drop Project would be a great service to our users.

Klien Yes it would because the book drop issue is something we hear about from patrons all the time.

Brown The book drop as it is right now has been very problematic, so patrons will certainly appreciate these improvements.

Yantis The Library Board can still make the final decision about what is included in the Book Drop Project, so we should proceed. [Yantis then made the following motions.]

MOTION: It was moved by Yantis, and seconded by Pacheco, that the Library Board authorize the Library Director and Business Manager to proceed with the Request for Proposal for the Book Drop Project.

Vote: 6- Yes, 0-No, 1 Absent (VanderVries). Motion passed.

D. Information about a collaboration with the Portage Public Schools for “Community Reads” – Library Director Klien said that there is proposed project in the school district that the library would like to be involved in because it would benefit high-school age teens, as well as appeal to multi-generational audiences in the whole community. The project is a collaboration to undertake a “Community Reads” event engaging youth and others in our community in reading the same book, *Harlem Hellfighters*, and to bring the author, Max Brooks, to Portage for a speaking and book signing engagement. Klien said that the plan would be to engage Mr. Brooks for a visit to both PCHS and PNHS and then to have him appear at an evening event for the community, held at the library. She stated that since the library is committed to being a leader in strengthening our community, and because we are striving to maintain a library connection to youth that spans teen years into adulthood, the “Community Reads” collaboration would offer an ideal opportunity to build and strengthen that library connection. Klien said that if this proposed project moves forward, the library would participate fully, both in terms of helping to fund it, and in staff time to conduct the events. The school district is looking for financial support, and if the project moves forward, then Klien said she would bring a recommendation back to the Library Board at a future board meeting to request a grant distribution from the Grandmother & CIG Endowment Fund in the amount of \$2,000. The targeted date for the event would be November 12, 2015.

DISPOSITION: The Library Board received the information about the library collaborating with the Portage Public Schools for a “Community Reads” event and will be advised at a future date by Library Director Klien if the project is going to proceed and if a grant distribution will be requested from the Grandmother & CIG Endowment Fund.

E. Demonstration of hoopla by Laura Wright – Trustees were given a demonstration by Laura Wright, Head of Youth Services, on how to use hoopla (for streaming movies, music, TV shows, etc.) The following steps were outlined for board members:

1. Go to: www.hoopladigital.com and login as a current user or choose “Sign Up Now”
2. Choose your library and enter your library card account number
3. Enter your email address and password
4. Continue to the first page and select up to (8) items from various categories (e-books; audio books, music, TV shows, graphic novels) and click to borrow.
5. Content can be streamed to a computer or downloaded to a mobile device (Note: It does not use up your data because it is not stored after the loan period expires.)
6. The loan period is (72) hours and items can be returned any time during the loan period.

Trustee Behr asked if the movies are rotated out and Wright said yes they were. Trustee Pacheco asked if a limited number of users could access hoopla at the same time and Wright said there was no limit to the number of users checking things out of hoopla simultaneously. For example, books groups could use hoopla to get the same book. Wright commented that her children liked the movies they have found on hoopla and that he favorite thing was to check out (8) music albums and shuffle them. Kapture commented that hoopla was the only service circulating movies as downloads.

Wright told trustees that there would be a hoopla “Help Tab” on the library’s website for patrons who may need assistance with this service. Rolfe Behrje, Systems Administrator, interjected that when the library launches its E-Resource Central, hoopla will integrate into the library’s catalog and could be accessed with a single search. He noted that this would be staged in and probably done by 2018.

DISPOSITION: Library Board members thanked Laura Wright for demonstrating the library’s new hoopla service for them and trustees expressed interest in trying it out themselves.

VIII. Monitoring to Assure Compliance with Executive Limitations

A. Report on Financial Condition for May 2015 – Business Manager Rob Foti told trustees that the focus in the month of May had been primarily on development of the FY 2016 Budget. In addition, there were

interviews being conducted for a Library Aid II position in Circulation and a job posting circulated for the (.5) time Library Clerk position vacancy in the Technical Processing Department. Library Director Klien and Business Manager Rob Foti then announced the following big news ...



Portage District Library made its FINAL bond payment to the City of Portage today!

Everyone applauded and expressed approval at this momentous achievement for the library.

DISPOSITION: The Library Board received the Report on Financial Condition for May 2015 and trustees were pleased with the news about the library making its final bond payment.

IX. Library Director's Reports

A. Marketing Update for May 2015 – Chris Walker, Marketing Manager, told trustees that there new hanging signs had just been installed in the Atrium of the library. She said they hang down over each specific collection and are much more visible and attractive, as well as making everything more accessible for patrons. Walker also stated that the Portager publication would be done now on a monthly basis so that would get the news out about library events, programs and services much more effectively. Library Board Chair Siebers said that was great because it was going to be nicer to have library information out there more frequently and spread throughout the community.

DISPOSITION: The Library Board received the Marketing Update for May 2015.

B. Narrative Report for May 2015 – Library Director Klien referred to pages 43-50 of the board meeting agenda packet and commented that efforts had been directed to development of the FY 2016 Budget.

Lawrence Kapture, Head of Adult Services, commented that he had been really impressed with the Adult Services staff's effort on the 2015 Summer Reading Kick-Off Event held on June 13th. They had really worked hard to make it appealing to adult patrons and used the Super Heroes summer reading them very effectively.

Library Director Klien pointed out the new "Social Media Quarterly Report" prepared by Adult Services Librarian Jessica Enget, and said that this would be included in the board meeting agenda packets on a quarterly basis. Library Board Chair Siebers said she thought it was very good and especially liked the strategies being undertaken to enhance the library's social media presence.

Trustee Yantis said he was out of town on Memorial Day and missed the parade. He asked about the participation and reception by the community. Klien told him that it had gone well and that they had started out with (15) bags of candy (each with 300 pieces) and that they ran out of candy right before they approached Gordon's so they bought (5) more bags. Siebers commented that it was lots of fun and Wright said that youngsters handed out candy to spectators and the library made Mlive coverage with a great photo of our new red, white and blue banner!

DISPOSITION: The Library Board received the Narrative Report for May 2015 and thanked library staff for a very successful Kick-Off event for the library's 2015 Summer Reading Program!

C. Statistical Report for May 2015 – Library Director Klien referred to pages 51-52 of the board meeting agenda packet and asked trustees if they had any questions about any of the statistical information conveyed in the report and there were no questions posed.

DISPOSITION: The Library Board received the Statistical Report for May 2015.

D. Legislative Update for May 2015 – Library Director Klien referred to page 53 of the board meeting agenda packet and pointed out good news that there is an increase recommended for State Aid to Libraries for fiscal year 2015-16. She commented that funding for libraries has become much more in the forefront due to lobbying and communicating with legislators about the importance of libraries to Michigan residents.

DISPOSITION: The Library Board received the Legislative Update for May 2015 and trustees shared the positive outlook for an increase in state aid to libraries in Michigan in the coming year.

X. Process Evaluation

A. Suggestions for Agenda Items to be included on the July 27, 2015 board meeting

1. Minutes of the Regular Meeting held on June 22,, 2015.
2. Budget Amendment request related to the Book Drop Project.
3. Request to obtain a grant distribution from the Grandmother & CIG Endowment Fund.
4. Proposed change to the library's Solicitation Policy.
5. Final Review and Approval of Proposed Fiscal Year 2016 Budget and Millage Rate for public inspection prior to Public Hearing at the August 24, 2015 board meeting [*Note: The FY 2016 Budget will be included in the agenda packet as a separate document.*]
6. Approval of date and time for a Public Hearing on the Library's FY 2016 Budget.
7. 2nd Quarter Report for Fiscal Year 2015.
8. Presentation by Behrje and Wright of the library's 3-Year Technology Plan (FY 2016-2018)
9. Monitoring Report on Executive Limitation for Minutes/Records Retention.
10. Plans for the library's 2015 Staff Development Day.

B. Assessment of this meeting – Library Board Chair Siebers thanked trustees for their feedback on her requests to examine the trustee job description and board culture, and the potential role of trustees in fundraising.

C. Miscellaneous Items – Trustee Ongley said that she had attended the “Farmers as Super Heroes” program at the library on June 10th and thought it was an excellent program, which was very well attended!

XI. Adjournment

Library Board Chair Siebers said if there was no further business to come before the board, she would adjourn the meeting.

DISPOSITION: There was no further business to come before the Library Board and the regular board meeting of June 22, 2015 was adjourned at 8:15 pm.

Recorded and Transcribed by,



Diane Delach,
Library Board Secretary

To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 22, 2015
Subject: Request to obtain a \$2,000 grant distribution from the Grandmother & CIG Endowment Fund for a s
“*Community Reads*” collaboration with the Portage Public Schools.

BACKGROUND:

At the June 22, 2015 board meeting, trustees were told about a collaboration underway for a “*Community Reads*” event engaging youth and others in our community in reading the same book, that would be tied into school curricula. Everyone will be reading the book, Harlem Hellfighters and then the author, Max Brooks will be do a speaking and book signing engagement with visits to both Portage Central High School and Portage Northern High School, followed by an appearance at an evening event for the community, held at the library.

LIBRARY INVOLVEMENT:

Since the library is committed to being a leader in strengthening our community, and because we are striving to maintain a library connection to youth that spans teen years into adulthood, the “*Community Reads*” collaboration offers us an ideal opportunity to build and strengthen that library connection. It is our intent to participate fully, both in terms of helping to fund it, and in staff time to conduct the events.

RECOMMENDATION:

It is recommended that the Library Board endorse the library’s participation in the “*Community Reads*” collaboration with the Portage Public Schools to undertake this joint venture to engage in a school/community wide book reading initiative and to bring author Max Brooks to our community and authorize us to request a grant distribution from the Grandmother & CIG Endowment Fund in the amount of \$2,000.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 20, 2015
Subject: Approval of Date and Time for a Public Hearing on the Library's FY 2016 Budget

The sequence of steps required to approve a budget for the Portage District Library includes a public hearing on the proposed library budget for the subsequent fiscal year. A decision will need to be made so that a "Notice of Public Hearing on the Portage District Library's Proposed Fiscal Year 2015 Budget" be advertised at least (10) working days prior to the date of the public hearing.

For this reason, at the next board meeting to be held on July 27, 2015, it will be necessary for the Library Board to approve a date and time for a public hearing on the Library's FY 2016 Budget. The usual date that has been established in previous years is the fourth Monday in August, and the public hearing has typically been held at the very beginning of the regular library board meeting scheduled for that 4th Monday, at 6:00 p.m. This year, the date would fall on August 24, 2015.

If the Library Board approves this date and time, then a public notice will be advertised beginning on Sunday, August 9, 2015.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 22, 2015
Subject: Information about Job Posting for Library Executive Assistant Position

BACKGROUND

As the Library Board has been made aware, Assistant to the Director and Library Board Secretary Diane Delach will be retiring from her position at the library effective October 1, 2015. In order to ensure a seamless transition, every effort is being made to plan ahead and prepare well for the changeover in this job. For this reason, a careful review has been made of this position that provides administrative support to both the Library Director and the Library Board, and the job description has been updated to reflect the duties and responsibilities required going forward.

UPDATE

A job posting has been developed and will be released prior to the end of July to solicit both internal and external candidates for consideration. Efforts are currently underway to prepare for Diane's successor, in terms of documenting procedures related to the Library Board, outlining daily administrative support tasks and conveying important institutional information. The goal will be to select and hire a new person in a timely manner to allow for appropriate training, including job shadowing during preparation for and attendance at the September board meeting.

To:	Portage District Library Board
From:	Christy Klien, Library Director
Date:	July 13, 2015
Subject:	Feedback on Reaction to an Increase in the Non-Resident Fee for 2015

BACKGROUND:

The Library Board approved the Non-Resident Fee for 2015 at their October 27, 2014 board meeting which entailed an increase from \$99 to the new amount of \$112. The increase in the fee entailed a change in the manner in which that fee was calculated (since it was now possible to determine the actual number of active cardholders and because we also knew the actual amount that our resident taxpayers are paying for library service.)

Following the increase in the non-resident membership fee from \$99 to \$112 in January 1, 2015, Library Board members requested a follow-up on the disposition of paying non-resident members.

While existing paying non-resident members did seem to notice that the fee was more than they had previously paid, none of them have seemed put-off or have declined to continue membership based on the cost. No comments or complaints have been received regarding the increase. Additionally, we have continued to add new paying non-resident members at the usual rate, with a total of 22 brand new non-resident members so far this year.

The monthly statistics count of total users includes some expired memberships, as we keep expired membership information for at least two years. Currently, we have 233 active non-resident membership types: 21 free non-resident property owners, 125 non-resident household, and 87 senior non-resident memberships. Those figures are consistent with the past five years of membership data.

In an effort to ease the burden of paying a large up-front cost for the non-resident membership, we continue to offer non-resident members the option of paying the membership fee over the course of the year and will honor reasonable requests for shorter term memberships, such as three months for \$28 for a regular non-resident household.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 20, 2015
Subject: Upcoming Library Board linkage opportunities in July/August for consideration

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

LINKAGE OPPORTUNITIES for JUNE/JULY 2015:

Date	Time	Activity or Program Description
8-07	9am – 3 pm	Friends of Portage District Library BOOK SALE
8-10	7:00 pm	Top Shelf Reads: Silver Linings Playbook (Book vs. Movie)
8-11	9:00 am	Business Book Club (SBDC)
8-13	6:00 pm	PDL Writers' Group
8-15	1:00 pm	ART ENCOUNTERS - 5 th Annual Event! (Arts, Crafts, Music, Dance)
8-18	3:30 pm	ONEPlace – Effective Meetings Workshop
8-22	1:00 pm	Homebrew 102 – Wine Crafting
8-24	9:00 pm	After Hours Game Night
8-25	9:00 am	Business Book Club (SBDC)
8-27	6:00 pm	PDL Writers' Group
8-29	10:00 am	Fall Fashion Show

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
June 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	\$ 3,968,273
Expenditures	\$ 2,050,664

Risk reserve (13% of operating budget)	\$ 458,948
Building Reserve	\$ 50,000
Technology Reserve	\$ 32,305
Benefits Reserve	\$ 68,392
Book Drop Reserve	\$ 134,254
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.

Director's Response: No Inter-category shifting has taken place.

POLICY: 5. Fail to settle payroll and debts in a timely manner.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PORTAGE DISTRICT LIBRARY

Monitoring Report on the Executive Limitation Policy for Minutes and Records Retention

July 27, 2015

As an elected, public governance body, the Library Board will generate and retain official board meeting minutes and other board records in a manner that complies with the Michigan Open Meetings Act (Public Act No. 267 of 1976, as amended.) Accordingly, the Library Director may not:

POLICY:	<p>1. Minutes will be produced for all library board meetings, and will contain:</p> <ul style="list-style-type: none"> <i>a. Information about the agenda topics, and the date, time and location of the board meeting.</i> <i>b. A list of all attendees/absentees.</i> <i>c. A brief summary of any public comments, staff presentations or discussions.</i> <i>d. A record of any decisions made at the meeting; motions made with the results (may include a very brief summary); and a record of all roll-call votes.</i> <i>e. A listing of other topics discussed (may include a very brief synopsis of the discussion.)</i> <i>f. A list of unresolved issues or other items to be carried forward to the next month (may include a brief discussion).</i> <i>g. References to any pertinent supporting documents, as deemed appropriate by the Library Director, Board Secretary or as requested by the Library Board.</i>
Director's Response:	<ul style="list-style-type: none"> ∅ The contents of the minutes produced for the Portage District Library Board include: (1) date, time, location and agenda topics for the meeting; (2) list of attendees and absentees; (3) summary of public comments and all other discussions; (4) a record of decisions and motions made and votes taken; (5) a list of other topics discussed; (6) a list of unresolved issues or other items to be handled at a future date; and (7) references to pertinent supporting documents. ∅ In compliance with the State of Michigan's OPEN MEETINGS ACT 267 of 1976, requiring <i>minutes to be available for public inspection within (8) business days after the meeting</i>, the board meeting minutes are being posted on the library's website within that timeframe and also e-mailed to trustees for review, made available at the Adult Information Desk for public inquiry and kept on file in the Library Office for easy access and referral. A list of any issues needing further consideration is maintained and used to generate agenda items for subsequent board meetings. ∅ Every effort is made to produce professional, informational and accurate minutes of board meetings that will be retained in Library Archives as the only permanent record of Library Board activities and the chronological progress of the Portage District Library over the years.
POLICY:	<p>2. RETENTION of library board meeting official minutes and audiotapes will be as follows:</p> <ul style="list-style-type: none"> <i>a. For <u>regular</u> library board meetings, official minutes will be retained indefinitely.</i>

<p>POLICY:</p>	<p>b. For <u>regular</u> library board meetings, recordings will be retained for at least (90) days from the date of the meeting at which the minutes were approved, and then after that the recordings may be deleted.</p> <p>c. For <u>regular</u> library board meetings, notes taken by the Library Board Secretary for the purpose of producing official board meeting minutes will be retained for one year (365 days) and then the secretary's notes will subsequently be destroyed.</p> <p>d. For <u>closed sessions</u> of library board meetings, official minutes will be recorded but will <u>not</u> be available for public inspection unless disclosure is required by a civil action. These closed session minutes may be destroyed one year (365) days and (1) day after approval of the minutes of the regular meeting at which the closed session was approved.</p> <p><i>NOTE: Except for minutes taken during a <u>closed session</u>, all minutes are considered public records, open for public inspection, and must be available for review (on the library's website and in print) as well as copying at the address designated on the public notice for the meeting.</i></p>
<p>Director's Response:</p>	<ul style="list-style-type: none"> Ø The process for <u>retaining minutes</u> of Library Board meetings is followed according to this Executive Limitation Policy. The Board Secretary maintains all Library Board meeting files and complies with all retention period requirements. Ø Regular board meeting minutes <i>in print</i> are kept indefinitely, recordings are kept at least (90) days following the date of the board meeting (but may be retained indefinitely) and notes taken by the Board Secretary are kept for (1) year following the date of the board meeting. Ø After each board meeting, minutes are filed by board meeting dates in both the Library Office and in library archives in the Heritage Room. These files are weeded at the end of the fiscal year and old board meeting files with minutes are rotated out of the active file into the Business Storage Room. Ø Closed session minutes are kept separately from regular session minutes, and are <u>not</u> made available to the public.

PORTAGE DISTRICT LIBRARY

Marketing Update

July 2015

The following marketing activities were conducted at the library during the months of June and the beginning of July 2015



A July library e-Newsletter was sent out the first week of July to over 15,000 library patrons. Contents included: library programming; information on the Comic Book Workshop adult program, a very big “Thank You” to the Friends of the Library for the funds to redo the library’s framed Mission Statements; information about a PDL job opening; an article on getting book reviews sent to you in your e-mail and an announcement about upcoming library closings.

An informational insert on upcoming library events and programs in July was created for inclusion in the City of Portage’s publication Portager. This was distributed to Portage residents the first week of July. An additional 2,000 have been printed to be distributed to Texas Township residents who live in the library’s service area, and copies are also available within the library.



Several event posters were designed and printed this month to promote library programming in July. Youth, teen and adult posters were placed in public display units around the library. Comments from patrons have been favorable about these display units as a way to publicize library events and programs.



PORTAGE DISTRICT LIBRARY

Library Director's Narrative Report for July 27, 2015

(Activities in May 2015 and part of June 2015)

Administrative Activities:

During the months of June 2015 and the first part of July 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.
- ✓ Attended the Portage Rotary Club lunch meetings on Wednesdays.
- ✓ Reviewed bank reconciliations, journal entries and payroll information during the month.
- ✓ Presented information and reports to the Library Board at their meeting held on 6-22.
- ✓ Held a meeting with Coby Chalmers from the Kalamazoo Community Foundation on 6-23 to formally set up the new Portage District Library Endowment.
- ✓ Participated in the Portage Community Center Board Meeting on 6-24
- ✓ Attended the 2015 American Library Association's Annual Conference in San Francisco on 6-25 thru 6-29.
- ✓ Met with part-time custodian Dwight Haines to go over his cleaning tasks around the building.
- ✓ Met with Fund Development Manager Chris Walker and Assistant to Director Diane Delach on 7-03 as a follow up to a webinar on donor relations and discussed applicability to the library's fundraising program.
- ✓ Had a Rotary work meeting with Mike Simons on 7-06 to learn various aspects of Rotary Secretary duties
- ✓ Held a mid-year meeting with Assistant to Director Diane Delach on 7-06 and discussed transition issues related to her retirement on October 1st.
- ✓ Worked with Business Manager Rob Foti on 7-06 to put together Book Drop Project vendor information
- ✓ Conducted introductory meetings on 7-08 with two new employees, Liz Rasberry and Rachel McGuffin, who were hired as Library Aides in the Circulation Department.
- ✓ Met with Friends of the Portage District Library President, Toni Yanni, on 7-08 to discuss topics of mutual interest.
- ✓ Met with Business Manager Rob Foti and Systems Administrator Rolfe Behrje on 7-09 to discuss the open position of part-time Technical Processing Library Clerk.
- ✓ Contacted Gale Cengage Learning on 7-09 about their Analytics software to assist the library with patron demographic analysis.
- ✓ Picked up a loaned book return unit on 7-10 to use as an additional point for patrons to return materials during the Book Drop Project when the exterior book return is closed.
- ✓ Conducted interviews with candidates, along with Business Manager Rob Foti, on 7-14 and 7-16 for the part-time Technical Processing Library Clerk position.
- ✓ Conducted a mid-year meeting on 7-14 with Head of Youth Services, Laura Wright.
- ✓ Participated in a preliminary meeting about Strategic Planning on 7-15.
- ✓ Assumed the role of Secretary to the Portage Rotary Club on 7-01.
- ✓ Participated in a Gale Analytics demonstration on 7-15 to assess its application for determining the library's patron demographics.
- ✓ Conducted a mid-year meeting on 7-17 with Business Manager, Rob Foti.
- ✓ Conducted an introductory employee meeting on 7-21 with new staff member Patricia Vemich-Burgwald.

General Facilities Work:

Facilities work during the last part of June 2015 and the first part of July 2015, included:

A. Maintenance:

- Ø Summer Maintenance
 - Repaired Waterwall skimmer system.
 - Repaired Waterwall automatic fill valve and set water level properly.
 - Worked with Jay to establish a schedule for regular maintenance for pumps and waterwall.
 - Performed regular maintenance on AHU1, AHU2 and Roof Lobby AHU, Roof Preschool AHU.
 - Repaired Door Handles in Teen Room.

- Ø Coordinated Repairs
 - Managed repair for Preschool AHU (Fuses, Contactor and Oil Pressure Switches)
 - Elevator Repairs
- Ø Miscellaneous
 - Managed supplies for lighting and general maintenance Support Tickets
 - Managed Cleaning Contractor services
 - Responded to or Assisted on 14 User Tickets
 - Planning Mandatory Elevator Maintenance and State Inspections.

B. Technology

- Ø Public Access Computing
 - Continued regular maintenance and added new server maintenance for Envisionware servers.
 - Renewed licenses for Ninite, PWB and Deepfreeze
 - Deployed technology for library annual summer reading program.
 - Newly re-scripted Boopsie data upload is working more reliably.
 - Performed LDS upgrade. Added services for Dropbox and OneDrive. Added Authentication steps for Dropbox, Onedrive and GoogleDrive.
 - Replacing Windows 2003 (End-of-Life) servers.
 - ü Ezproxy - Windows 2003 to Windows 2012 r2
 - ü Main File Server (User Directories) - Built on Windows 2012 r2 (Scheduled for August 14, 2015)
 - ü Six additional Servers are being evaluated for transitional plans
- Ø Staff Computing
 - Continuing a limited scope Ninite application maintenance software process.
 - Issued iPADS for administrative team.
 - Purchased from Tech Soup software donations from Adobe.
 - Verified eligibility and purchasing windows for ITIG statewide contracts for UTM appliances
 - Beginning to build the Book Drop Check-in/Staff workstation/technology for the expansion.
 - Planning network cabling drops for new Access Point placements.
 - Planning network cabling project.

Merchandising:

Networking/Outreach:

- Ø *Latitude 42* went above and beyond in their Summer Reading donations – providing not only three \$15 gift cards, but three empty growlers that patrons can use to receive a lifetime discount on a refill of their choice of Latitude 42 beverages.
- Ø *Waterstreet Coffee* donated coupons to hand out as people sign up, as well as prizes for the grand prize bags. They also very generously donated 3 large urns of coffee, along with cups, stirrers, napkins, creamer and sugar for our Adult Coffee Bar on Kickoff Day!
- Ø *WRKR* – Local radio station featured two library events this month, thanks to Stefani Bishop, cohost of the Rocker Morning Show, and Gatsby was featured on WRKR’s online blog on June 26th.
- Ø *Gatsby After Hours Mixer* was featured in Mlive/Kalamazoo Gazette in article “Top 5 Things To Do to Celebrate fliers, drinkers and poets who rebelled” by Linda Mah in Sunday Entertainment section on 6/21. This article may have contributed to a jump in registrations from 18 headcount to 52 in less than a week!
- Ø *Kalamazoo Poetry Festival Update* - We had staff at the Kalamazoo Poetry Festival Board, June 9th, and Kalamazoo Poetry Festival Programming Committee, June 24th.

Personnel Information:

- ✓ There were (3) new library employees hired in the month of July: Rachel McGuffin, Liz Rasberry and Patricia Vemich-Burgwald. They all are working as Library Aides in the Circulation Department.
- ✓ The Technical Process part-time Library Clerk position is close to being filled, pending reference checks.
- ✓ A job posting for the Executive Assistant position will be released prior to the end of July.

- ✓ The revised Employee Handbook has been completed and will be rolled out to employee at the 2015 Staff Development Day to be held on 9-25.

Programming & Events:

Adult Services

- Ø *Farmers as Superheroes*, June 10, facilitated by Nicolette Sosulski and Marsha, approximately 35 people attended. The participants—from K College, Peoples Food Co-op, CSAs and a cooking expert from Tillers, provoked interested discussion as to the benefits of locally grown, naturally produced food. One thing that attendees were interested in was ways to validate the cultivation methods of CSAs as organic or natural, and how to find more locally produced food.
- Ø *Summer Reading Kickoff*, June 13, planned by Ruth Cowles and staffed by the entire department, signed up 62 for adult summer reading. Parents who needed a little refreshment stopped by the coffee bar sponsored by the Adult Department and Waterstreet Coffee.
- Ø *Home Brew 102: Brew Beer*, June 20, planned by Jessica Enget, 12 attendees. Our presenter was Andrew Vanderklok, president of KLOB.
- Ø *After Hours Gatsby Mixer*, June 26, A smashing hit! There were a total of 60 registrants with 5 on waitlist – 61 persons attended!

Youth Services

- Ø In June, the Youth staff kicked off the summer with a Saturday all-ages event at the library. Special guests included the Friends and Stryke Force Robotics Team. There were superhero-themed activities and crafts for all ages as well.
- Ø The library hosted Wildlife Safari with Nelson “*The Animal Guy*”. There was a capacity crowd of families attending. To allow for an additional educational experience for elementary-aged students, he will be returning this fall for a reservation-only event geared for them.
- Ø Teen Heroes vs. Villains Party was very well attended, with area teens making (and wearing!) costumes and competing in challenges.
- Ø The Air Zoo drew a good early elementary crowd for their High Flying Fun event. Attendees learned about the mechanics of flying and then each child built his/her own flyers.
- Ø Fontana Chamber Art offered a free concert for preschool-aged children and their families. This was a fun and successful event. An additional event has been scheduled for the fall.
- Ø Summer Reading is off to a great start this year. Elementary Readers and “*Read To Me*” participants logged 5,855 hours read this June already (about 400 more hours than last June) and Teens recorded 672 books read (143 more than last June). Our teen volunteers are doing a great job promoting our reading programs and helping patrons as well!

Training:

ONEPlace Event Management Workshop – 6/18, Jessica Enget and Marsha Meyer attended this workshop that was primarily focused on fundraising events that involve committees, sponsorship and volunteers. It provided strategies to take programming to another level and an idea for recruiting volunteers in the 20’s-30’s age group.

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: July 20, 2015
SUBJECT: Library Statistical Report - June 2015

	Month Statistics			YTD Statistics		
	Jun-15	Jun-14	CHANGE	2015	2014	CHANGE
Circulation/Collections						
Total Library Circulation	77,201	77,169	0.04%	403,201	398,625	1.15%
Adult - Books	18,860	20,681	-8.81%	106,006	116,167	-8.75%
Adult - A/V	7,869	6,998	12.45%	45,781	43,377	5.54%
Youth - Books	31,730	32,093	-1.13%	140,911	135,855	3.72%
Youth - A/V	5,383	6,003	-10.33%	25,004	29,743	-15.93%
Hot Picks	5,829	5,308	9.82%	31,006	32,149	-3.56%
E-Material	5,689	4,586	24.05%	42,807	31,698	35.05%
ILL - PDL Requests	957	838	14.20%	6,413	5,360	19.65%
ILL - Other Lib. Requests	884	662	33.53%	5,273	4,276	23.32%
Self-Checkout Percentage	64.05%	63.92%		60.92%	60.24%	
Total Library Collection	203,626	197,532	3.09%			
Adult - Books	98,338	96,452	1.96%			
Adult - A/V	17,812	16,988	4.85%			
Youth - Books	70,353	68,473	2.75%			
Youth - A/V	12,216	10,964	11.42%			
Hot Picks	4,907	4,655	5.41%			
Net Acquisitions	882	2,062	-57.23%	516	7,576	93.19%
Purchased - Books	961	1,870	-48.61%	9,948	10,846	-8.28%
Purchased - A/V	398	618	-35.60%	2,476	2,729	-9.27%
Donated - Books	4	3	33.33%	17	13	30.77%
Donated - A/V	4	5	-20.00%	13	16	-18.75%
Material Discarded	(485)	(434)	11.75%	(11,938)	(6,028)	100.00%
Total In-House Usage*	n/a	n/a	n/a	888	879	1.02%
In-House Periodical Usage	n/a	n/a	n/a	99	101	-1.98%
In-House Book Usage	n/a	n/a	n/a	789	778	1.41%
Patrons						
Total Patrons	49,319	47,174	4.55%			
Adult	33,112	30,756	7.66%			
Youth	7,678	7,686	-0.10%			
Non-Resident	351	297	18.18%			
Reciprocal	5,243	6,033	-13.09%			
Internet User	2,876	2,341	22.85%			
Professional	59	61	-3.28%			
Total Patrons Added	344	358	-3.91%	1,652	1,762	-6.24%
Adult	190	194	-2.06%	889	976	-8.91%
Youth	31	33	-6.06%	124	151	-17.88%
Non-Resident	7	6	16.67%	22	21	4.76%
Reciprocal	58	54	7.41%	267	259	3.09%
Internet User	58	69	-15.94%	350	353	-0.85%
Professional	0	2	-100.00%	0	2	100.00%

Library Building Usage						
Total Meeting Room Usage	205	209	-1.91%	1,109	1,140	-2.72%
Internal/Collaboration	107	111	-3.60%	580	595	-2.52%
External/Outside Usage	98	98	0.00%	529	545	-2.94%
Total Program Audience	4,357	1,254	247.45%	16,384	13,446	21.85%
Adult	121	193	-37.31%	1,496	1,443	3.67%
Youth	3,920	974	302.46%	13,299	10,374	28.20%
Heritage Room	316	87	100.00%	1,589	1,629	-2.46%
Total Number of Programs	35	31	12.90%	267	233	14.59%
Adult	5	10	-50.00%	82	64	28.13%
Youth	26	20	30.00%	166	151	9.93%
Heritage Room	4	1	100.00%	19	18	5.56%
Total Volunteer Hours	806	839	-3.93%	3,009	3,070	-1.99%
Adult	91	126	-27.78%	638	679	-6.04%
Youth	479	447	7.16%	850	897	-5.24%
Technical	100	77	29.87%	539	549	-1.82%
Circulation	102	137	-25.55%	720	673	6.98%
Administration	32	32	0.00%	192	184	4.35%
Community Service	2	20	-90.00%	70	88	-20.45%
Total Front Door Traffic	68,788	69,903	-1.60%	355,996	364,480	-2.33%
Total Youth Services Traffic	61,998	62,210	-0.34%	239,839	242,793	-1.22%
Total Business Center Traffic	2,134	2,122	0.57%	18,215	18,805	-3.14%
Information Access/Reference/Research						
Total Reference Transactions	10,465	9,429	10.99%	47,900	47,725	0.37%
Adult Phone	382	353	8.22%	2,706	2,096	29.10%
Adult Ready Reference	2,826	2,627	7.58%	15,476	14,795	4.60%
Adult Reference	174	293	-40.61%	824	1,418	-41.89%
Youth Phone	168	171	-1.75%	793	1,017	-22.03%
Youth Ready Reference	3,462	3,092	11.97%	14,801	15,192	-2.57%
Youth Reference	1,169	954	22.54%	2,387	2,857	-16.45%
HR Phone	19	48	-60.42%	64	264	-75.76%
HR Ready Reference	386	562	-31.32%	2,035	3,082	-33.97%
HR Reference	12	61	-80.33%	97	281	-65.48%
Circ Phone	599	268	123.51%	4,174	1,809	130.74%
Circ Ready Reference	784	728	7.69%	2,960	3,419	-13.42%
Circ Reference	484	272	77.94%	1,583	1,495	5.89%
Total Edutainment LAN Use	556	542	2.58%	2,685	2,637	1.82%
Total Internet Computer Use	3,571	5,971	-40.19%	20,127	34,796	-42.16%
Youth Computers	557	1,698	-67.20%	2,588	9,496	-72.75%
Adult Computers	2,925	4,101	-28.68%	16,993	24,082	-29.44%
Laptop Computer Circulated	89	172	-48.26%	546	1,218	-55.17%
Total Electronic Transactions	52,153	61,127	-14.68%	296,186	312,240	-5.14%
WebSite Hits	39,345	48,164	-18.31%	221,242	235,669	-6.12%
WebCatalog Sessions	8,821	8,940	-1.33%	51,013	51,938	-1.78%
Licensed Database Hits	3,987	4,023	-0.89%	23,931	24,633	-2.85%

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

Christy Klien, Library Director



MLA ADVOCACY – JUNE 25, 2015

Great Budget News for Libraries

Governor Snyder signed the 2015/16 fiscal year budget increasing state aid to libraries by \$1 million for a total of \$9.9 million along with an additional \$600,000 for Renaissance Zone Reimbursements and \$2.2 million for MPSERS (retirement funding for participating libraries).

The budget also includes funding increases for skilled trades, a third-grade reading initiative and the Healthy Michigan Medicaid program. Unfortunately, it does not include a long-term solution to fix Michigan roads. Another \$400 million was appropriated to road repairs from the general fund. Recently the house passed its version of road funding, however, we expect to see many funding options before one is actually signed into law. We are alert to any efforts impacting penal fines.

Tax Tribunal and Big Box Stores

MLA and librarians from the UP to southeast Michigan have been working on a solution to the problems caused by the Michigan Tax Tribunal reducing tax obligations that allow thriving big box stores to be taxed at the same rate as closed-down, abandoned stores. In some cases, libraries have been forced to pay back thousands of dollars in tax revenue. In a recent meeting with Senator Tom Casperson (R-Escanaba), MLA discussed the huge burden this is placing on libraries. He has assured us that his four-bill package will offer some relief for those problems. We are waiting to review the language which is aimed at softening the effects of Tax Tribunal rulings.

In another twist on the big box issue, Representative Scott Dianda (D-Calumet), introduced his own “dark store” legislation. This bill would impose user fees on those businesses that get huge cuts in their property tax from the Tax Tribunal.

Sunset Amendment to the District Library Establishment Act (DLEA) Goes to Governor

Senate Bill 108 passed both chambers and has been enrolled to the governor for signature. The legislation removes the sunset for establishing a district library with a school district. Last year GCSI and MLA worked closely with legislative leadership to accelerate passage of this bill in the House and had agreement in the Senate to discharge the bill and move it all the way to final passage. However, in the end, the bill died in lame duck. This year both the House and the Senate introduced bills to once again allow school districts to be part of a district library. Our thanks to the Library of Michigan for offering support for both bills in committee. The bill will take immediate effect.

Tax Increment Financing Authorities and Library Millage Capture

A large number of libraries in Michigan have a portion of their dedicated library millage commandeered by one or more Tax Increment Financing Authorities (TIFA). According to a recent MLA survey, more than \$3,026,236 is captured each year from just 49 libraries across the state. In one case 54% of the library’s dedicated millage is being captured by a TIFA and Downtown Development Authority (DDA). MLA has been highly engaged in this issue. Last year we were invited to sit on a workgroup with other stakeholders to look for solutions to the problem. Legislators were unable to find a workable solution so MLA turned to Senator Jack Brandenburg (R-Harrison Township) who is preparing legislation that will address this inequity. Soon we will ask you to contact your legislator and request their support for the bills.

Reimbursement for Debt Millage for 2015 Personal Property Tax Cut

State law provides reimbursement for 2015 Personal Property Tax cut for both debt millage and operating millage used to pay debt. This notice comes directly from Michigan Department of Treasury, Office of Revenue and Tax Analysis and provides valuable information on how to apply for reimbursement from some of the losses from the Personal Property Tax elimination.

Pursuant to Public Act 402 of 2012, as amended by PA 153 of 2013, a new “small taxpayer” personal property exemption went into effect in 2014 for commercial and industrial personal property. A "small taxpayer" is one whose combined commercial and industrial personal property owned by, leased to, or used by the taxpayer has a true cash value under \$80,000.

State law measures the taxable value loss from this new exemption by subtracting each taxing unit’s total 2014 taxable value of commercial personal and industrial personal property from its total 2013 taxable value of commercial personal and industrial personal property. This difference is defined as the ‘small taxpayer exemption loss’. Pending legislation, House Bill 5446, will require use of a 2013 minus 2015 calculation if it results in a greater loss. This amount will be multiplied by the taxing unit’s 2015 debt and operating millage rate used to repay debt either incurred, or approved by voters, before 2013 to determine the state reimbursement. Local units must use any reimbursement for debt millage to repay the debt obligation.

For obligations approved by voters, or incurred, before 2013, taxing units levying debt millage in 2015 must include in their debt millage rate calculation the anticipated debt millage reimbursement that will be received from the State of Michigan for any reduction in the 2015 taxable value related to commercial personal and industrial personal property. This is done by reducing the levied debt millage rate that would otherwise be levied.

County equalization directors are required to calculate in June 2015 each taxing unit’s 2015 small taxpayer exemption loss. When calculating its 2015 debt millage rate for obligations approved by voters, or incurred, before 2013, each taxing unit must add to its 2015 taxable value its 2015 small taxpayer exemption loss. Example:

2015 Debt service adjusted for reserve and uncollectible taxes: \$200,000

Taxable value: \$100 million

2015 personal property small taxpayer exemption loss: \$1 million

2015 debt millage rate adjusted for small taxpayer exemption loss: \$200,000 divided by \$101 million, or 1.9802 mills.

In this example, the reimbursement is \$1 million multiplied by 1.9802 mills, or \$1,980. If the debt millage rate is not adjusted, in the example the district levies debt millage of 2.0 mills (\$200,000 divided by \$100 million), the reimbursement is reduced by the excess debt millage rate (2 mills minus 1.9802 mills) multiplied by district’s total taxable value, divided by 1,000, = 0.0198 mills multiplied by \$100 million = \$1,980. The district will receive no reimbursement. On 2015 Form 5192 (for mills levied in July 2015 to repay debt) the reduction is (line 7 minus line 8) multiplied by line 10 and divided by 1,000. There is no reduction if line 7 is less than or equal to line 8.

All taxing units are encouraged to adjust their 2015 debt millage rate for their small taxpayer exemption loss so they will be eligible for reimbursement.

Taxing units (except for school districts and ISDs) are also eligible for reimbursement for 2015 operating mills used to repay debt approved by the voters, or incurred, before 2013. See 2015 Form 5192 lines 9-18. Do not claim reimbursement for debt repaid by fees, charges, or other non-general-fund revenues. Form 5192, used to claim reimbursement for debt and operating mills levied in July 2015 to repay debt, will be available this month at Michigan.gov/taxes by clicking on Property Tax and the second bullet.

Michigan Department of Treasury, Office of Revenue and Tax Analysis

To:	Portage District Library Board
From:	Christy Klien, Library Director
Date:	July 13, 2015
Subject:	Follow-Up to the First Meeting of the Library Board's Strategic Planning Committee

BACKGROUND:

At the June 22, 2015 board meeting, a Library Board Strategic Planning Committee was established and is composed of Trustee Michele Behr, Trustee Martha Pacheco and Library Board Chair Alisha Siebers. The purpose of this committee is to do preliminary work and outline the process that the Library Board will follow when it conducts strategic planning in 2016.

The Strategic Planning Committee held its first meeting on July 15th and a brief follow-up report will be shared with trustees at the July 27th board meeting.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 22, 2015
Subject: Initial Discussion About Identifying Some Potential Future Candidates for the Library Board.

BACKGROUND:

At the June 22, 2015 board meeting, Library Board Chair Siebers had distributed information to trustees of “*Ten Fundamental Board Responsibilities*” and had called attention to three areas of responsibility that she said she thought were particularly important. One of them pertained to *Selecting and Educating the Board* and she had indicated that it meant doing what they could to ensure that skilled and trustworthy new trustees would be selected and educated in the work of the Library Board and the library. Further clarification was given that this could mean inviting good people to seek election to the Library Board.

UPDATE:

The next school board/library election will be conducted in November 2016. Interested individuals would need to file nominating petitions sometime in mid-August that year. Simultaneously, the terms of (4) current PDL trustees would be ending December 31, 2016. Although there is uncertainty about how many incumbents might be interested in running for the Library Board again, it is likely that there would be at least one vacancy. With that in mind, consideration should be given to identifying some potential future candidates for that one vacancy (or more) on the Library Board.

WHAT CAN BE DONE:

Library employees are legally restricted from engaging in any form of political activity that endorses candidates or attempts to influence voting. However trustees have more latitude and would be able to engage in activities to help find good candidates to run for the Library Board. Over the years, various tactics have been used to identify and encourage appealing prospective board candidates. There is no standard approach to a search and solicit process, and trustees may have their own ideas about how this might be handled. Some suggestions include:

- ü Approaching leaders in the Portage community to assess their interest in the library and willingness to serve on the Library Board
- ü Considering individuals who have demonstrated their community involvement and/or library support
- ü Considering individuals within trustees’ circles of acquaintances or colleagues in the workplace or in other clubs/organizations, or social groups who have shown leadership abilities
- ü Contacting former Library Board members to ask for their input on who they think might be a good choice
- ü Considering regular donors who have consistently contributed to the library over the years
- ü Reviewing newspaper articles to see who has been featured
- ü Watching for a regular library user who has a stake in the library’s success
- ü Watching for a parent or teacher who is a heavy library user
- ü Inviting interested people to come to a board meeting.
- ü Establishing a Board Development & Orientation Committee

This will be a topic for discussion at the July 27, 2015 Library board meeting.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 22, 2015
Subject: Follow-up on Trustee Involvement in Fundraising Activities for the Library.

BACKGROUND

A discussion was held at the June 22, 2015 board meeting about trustees having a role in fundraising. There were several comments made about the nature of fundraising activities and how donors should be thanked. A suggestion had been made that trustees could participate by writing thank you notes to donors or making calls to thank them personally.

It was decided that trustees would get involved in fundraising by making phone calls to donors and writing thank you notes, using a script prepared by Library Board Chair Siebers, and donor contacts provided by Fund Development Manager Chris Walker.

This topic has been placed on the agenda for further discussion at the July 27, 2015 board meeting.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 22, 2015
Subject: Consideration of Date, Time, Place & Topics for 2015 Library Board Retreat

BACKGROUND:

The Portage District Library Board typically holds an annual retreat in the fall which entails some type of professional learning experience for trustees and administrative staff to experience together. At the June 22, 2015 board meeting, trustees considered various options and decided to use this year's Library Board Retreat to prepare for how they would conduct Strategic Planning in 2016.

A Strategic Planning Committee was also established at the June board meeting, composed of Michele Behr, Martha Pacheco and Alisha Siebers, and they subsequently met on July 15, 2015 to begin the process of identifying what elements should be included in the Library Board's strategic planning process in 2016. They will likely have some input to offer at the July board meeting about what might be done at the Library Board Retreat to get ready for strategic planning next year and what decisions will need to be made.

UPDATE:

A couple of ideas that had been proposed at the last board meeting included:

- Ø Looking over census data demographics and using a GIS (geographic information system) that would combine local demographic data with information from the library's integrated library system to get an overview of information about our community so we can better know who we serve in order to serve them better.
- Ø Conducting a SWOT Analysis (Strengths, Weaknesses, Opportunities & Threats) for the library to assess the library's current condition and what it could potentially be in the future.

NEXT ACTIONS TO BE TAKEN:

If a Library Board Retreat is going to be held in fall 2015, the following decisions should probably be made as soon as possible:

1. When to conduct the Retreat and at what time (*September? Daytime/Evening/Weekend?*)
2. Where to hold the Retreat (*onsite or elsewhere?*)
3. How should the Retreat be conducted? (*Using an outside facilitator? Presentations? Info materials?*)
4. What should be the format for the Board Retreat? (*Brainstorming; break-out sessions; discuss/vote?*)
5. What outcomes are desired from the Retreat? (*Specific tasks & timeline for Strategic Planning? Other?*)

To: Portage District Library Board
From: Christy Klien, Library Director
Date: December 10, 2014
Subject: Recommendation for Award of Contract for the Library's Book Drop Project

BACKGROUND:

The Library Board approved a budget amendment at their March 23, 2015 board meeting to adjust the FY 2015 Budget to move an additional \$5,000 from the Book Drop Project Reserve Fund into the Administrative Professional Services line to cover ongoing expenses for architectural services for this project.

Book Drop Design Modifications:

Trustees were given a Power Point presentation at the March 23rd board meeting to show them the re-configured design drawings that TMP Architecture had developed that would modify the southeast end of the library building to make the book drop solution more expansive and beneficial. It had become apparent to library management that there was a need to take into account future potential growth (such as the possible addition of an automated book sorter system at some point) and that the space around the book drop would need to be changed to allow for that evolution in function. Trustees were told that the revised design would utilize the southeast area of the library building where there was already a walkway leading out from a fire exit door because that walkway already had a natural grade to it and could be adapted to allow for book carts to be wheeled back and forth to a book drop at the end. They were also told that the design called for the walkway (over the south patio) to be glassed in, for the book drop room to be moved out an additional 5 feet and that there would be an island in the parking lot for cars to drive around with directional signs to guide the flow of traffic. One major issue with the Book Drop redesign that had been pointed out to trustees, was that it would necessitate moving a water line and would require footings which would be complicated, expensive and would need to have City of Portage approval and involvement in the project.

UPDATE:

Working with TMP Architecture a "Request for Proposals for the Portage District Library Addition" was sent out to prospective vendors at the end of June with a due date of July 23, 2015.

Subsequently, a pre-bid meeting was held at the library on July 6, 2015 to conduct a walk-through inspection of the library facilities so bidders could learn about requirements and ask any questions pertaining to the library's project.

A public sealed bid opening is scheduled to be conducted at the library on July 23, 2015. A Post-Bid Interview with the apparent low bidder is scheduled to occur on Friday, July 24, 2015 at TMP Architecture. After the interview, Library Administration will prepare a recommendation for Award of Contract and present it to the Board of Trustees at the July 27, 2015 meeting.

To:	Portage District Library Board
From:	Christine Klien, Library Director
Date:	July 22, 2015
Subject:	Proposed Changes to the Library’s Fines & Fees Usage Policy to Improve Access to Library Materials

BACKGROUND:

Library administration tracks the comments and general response to library policies. Over the past year, we have targeted the Fines & Fees/Usage Policy for closer scrutiny. As promised in this year’s End Statements, we have been working toward finding acceptable adjustments to our existing policy and procedures that will improve access to collections while still providing adequate protection to library resources and budgets. What follows is background information about why we put some of our existing policies in place, justification for why we think certain aspects of the policy should change, and recommendations for changes we would like the Library Board to consider approving.

CONCERNS and CONSIDERATIONS:

In 2010, with the completion of RFID tagging of collections and the introduction of more self-checkout machines at the library, usage policies were put in place to set limits on audiovisual collections. At that time, we were responding to a few reasonable concerns that arose with a greater reliance on self-checkout. These concerns included: (1) How could we assure that a small number of users could not monopolize a great number of popular collection; (2) How could we assure that our taxpaying constituents were given priority usage of our newest popular collections; and (3) How could we prevent overspending in popular collection budgets where demand might be driven by reciprocal borrowers instead of our tax paying constituents.

ORIGINAL DECISION:

The most reasonable choice at the time was to institute limits on how many items from certain categories could be checked out at one time on a single membership card and what category of library membership could utilize which services and collections. In asking the Library Board to consider the changes at that time, we realized it was a distinct departure from the previous unlimited access users had been accustomed to regarding our most popular collections. However, the requested limits were not set lightly or arbitrarily and the Library Board and Administration had discussed the various concerns and considered how the public might react to such changes prior to making a decision. Once library users adjusted to the policy changes, it seemed important to assess the overall impact of those changes on collection usage, as well as to review and consider any regularly occurring concerns expressed by the public, staff, and Library Board regarding usage policies.

JUSTIFICATION for CHANGES NOW:

After many discussions across all levels of staff, input from Library Board members, comments from library users, and comparisons with policies from other public libraries, we have come to some conclusions about our existing Fines & Fees/Usage Policy. We are prepared to recommend some changes that will improve user access to collections by:

- changing the number of renewals allowed
- allowing more movies to be checked out per user
- increasing the number of holds allowed by reciprocal borrowers
- reducing the overdue fine rate for older movies

RENEWAL LIMITS:

Renewal limits that are currently included in the library’s Fines & Fees Usage policy allow for a single renewal of items that are not on reserve or in a high demand collection. Allowing more possibilities for renewal has often been requested by library users as a desirable policy change. Many libraries have increased the number of times an item can be renewed based on the premise that there isn’t always a compelling reason an item must return to the library after a specific number of renewals, provided it has not been requested by another user.

Among Portage District Library users, it is our experience that many do not choose to place a reserve on an item that is checked out, especially among the youth population. Also, if an item is not on the shelf, you risk limiting the serendipity that would connect a user with an item they did not intend to find. So, while we agree with increasing the limit from one renewal, the consensus of the staff is that more than two renewals of an item by one user might prevent others from having access to library materials or from coming across an item of interest on the shelf while browsing.

USE of MOVIE COLLECTIONS:

As for use of movie collections, many users were initially upset by the limit of (5) movies per user and the establishment of a “*Hot Pick*” collection that could not be reserved or renewed and allowed only two of our newest titles to be checked out at one time. During the past few years, library users have come to see that this policy allows the library to have a greater selection of movies available to more people. Also, library users discovered that the limit of (5) movie titles, in practice, actually allows anyone 18 years of age and older to have (5) additional rated “R” movies.

What remains as a concern relates to the DVD collections in the Youth Services Juvenile area. A portion of those titles are not feature films, and may be very brief or of an educational nature. For families that purchase a non-resident membership or for those who prefer not to get separate library cards for each child, counting the DVD collections from the Juvenile area as part of their (5) total DVD items makes for some difficult choices among families. Additionally, the staff in the Youth Services Department have noticed that the shelving needs of the DVD collections in the Juvenile area have become congested and that collection usage has declined among those items. To respond to the library user and staff concerns, allowing better access to the DVD collection in the Juvenile area could be achieved by allowing (5) additional items from that collection to count separately from the movies in the Adult Services area.

LIMIT on HOLDS:

Residents & Paying Non-Residents - When establishing limits for the number of items that can be on hold at one time, we took great care to select a count that was in keeping with our actual usage statistics for resident and paying non-resident members. However, the selection of (3) possible holds at once for reciprocal borrowers was selected solely based on the policies of area libraries with which we have reciprocal borrowing agreements.

Reciprocal Borrowers - Over time, the limit on holds for reciprocal members has helped keep our popular collection purchasing targeted to the needs of our constituents and has eliminated the high volume of reciprocal members seeking popular collection titles at Portage District Library instead of at their home library. However, the limit seems arbitrary and makes little sense to library staff or users when compared with allowing (25) holds for residents and paying non-residents. While it has not been cause for any regular complaints, there have been occasions when we could have provided better customer service to our reciprocal members by allowing one or two more holds, making a total of (5) holds a more reasonable choice.

As expected, penalties, such as overdue fines, are not favored by library users. Most accept that a fine is a reminder to be timely and conscientious in their return of library material and accept that what we collect in fines actually provides an additional source of revenue for the library. We are often faced with more requests for clemency or hear complaints that we are being unfair or unduly punitive within our higher fine categories, such as the \$1.00 per day overdue fine (\$10.00 maximum) for DVD collections. While users and staff seem to understand and accept that our newest movies should be charged at that rate, they do not think the same about the DVD collection from the Juvenile area or from our older movie collections. Higher fine rates should reflect the relative value of an item to our collection and our need to make it more readily available. Many area libraries charge lesser rates for older movies with a lower maximum fine. After giving careful consideration to the financial impact of reducing this fine, it would be an acceptable loss of revenue to have a policy that fines non-Hot Pick movies at the lesser rate of \$0.50 per day per item with a maximum overdue fine of \$5.00 per item.

PROCEDURAL INFORMATION:

Some usage issues are not directly related to any policies adopted by the Library Board, but are a product of staff procedures based on past considerations that may no longer have the same importance or value to the organization. Library staff members have been working to identify ways to improve access to library materials. Here are a few procedural changes that are ready to be implemented:

- New Adult Fiction titles will no longer be considered a special collection, allowing for the possible renewal of those titles, provided they are not on hold for another user.
- TV Shows will no longer be put into Hot Picks, which will allow for reserves to be placed on any season.
- Improvements to the collection management procedure of Hot Pick collections will make newer movies and music generally available to all library users on a more consistent basis.
- Better curation of console games will make way for new formats and improve the overall quality of that portion of the Hot Pick collection.

These are just a few examples of what will be changing in our procedures. Library staff members are continuing to review and re-evaluate processes and identify any that may be causing unintended issues with the overall accessibility of materials for patrons.

RECOMMENDATIONS:

It is recommended that the Library Board approve the following changes to the library’s current Fines & Fees/Usage Policy in order to improve access to collections:

1. A total of (2) renewals will be allowed on items that do not have a hold list. Items in the *Hot Pick* or special collection categories are not renewable.
2. Juvenile DVD collections will have their own limit of (5) movies, in addition to (5) movies from other non-Hot Pick collections, and 5 rated “R” movies for those over 18 years of age.
3. Reciprocal Borrowers will be allowed to place holds on up to (5) items.
4. Reduce overdue fines for non-Hot Pick movies to \$0.50 per day with a \$5.00 maximum.

While reviewing the Fines & Fees/Usage Policy to accurately reflect these proposed changes, the following clarifications or alterations are also being recommended:

<u>Section 8 & 9</u>	Headings for Laptop Computers and Telescope were more accurately labeled “Usage and Fines” in place of “Fees”
<u>Section 8 & 9</u>	Additional language in Laptop Computers and Telescope was added to reflect the maximum overdue fine for a single checkout of a laptop or telescope kit.
<u>Section 8, Part E</u>	Added language to reflect expectation of replacement for damaged or lost equipment.
<u>Section 10, Part B</u>	Separated the non-Hot Pick music cd limits from the non-Hot Pick movie limits.
<u>Section 10, Part D</u>	Clarified language about limiting renewals to high demand and special collection items.
<u>Section 10, Part E</u>	Clarified language about limits related to Hot Pick item categories.

OUTCOME:

With Library Board approval, the recommended changes to the Fines & Fees/Usage Policy would become effective **September 1, 2015.**

PORTAGE DISTRICT LIBRARY

FINES & FEES/USAGE POLICY

1. General Fines

- A. The fine for any overdue non-Hot Pick book, audio disc, or magazine is 10¢ per day per item, with a maximum fine of \$5.00 per item and return of materials.
- B. The overdue fine for non-Hot Pick DVD collection items is \$0.50 per day per item with a maximum fine of \$5.00 per item and return of materials.
- C. The overdue fine for Hot Pick and other special collection items is \$1.00 per day per item with a maximum fine of \$10.00 per item and return of materials.
- D. After \$25.00 in total fines is accumulated, the member will be denied borrowing privileges until the fine is paid.
- E. A final invoice is sent to the member after two months and before six months, stating the amount due and informing the member of revoked privileges until such time as the fine is paid and/or the material is returned. The notification process may be accelerated for audio-visual materials and equipment, or high demand items.
- F. The Library may institute legal proceedings for recovery of materials that are overdue.

2. Lost or Damaged Item Fees

- A. All lost or damaged material, except for magazines, are charged at replacement/retail value. A default price of \$20.00 will be used as the replacement cost if no retail value is available. Incidental damage caused by normal use will be repaired without charge.
- B. Magazines are charged at replacement/retail value or \$5.00, whichever is greater.
- C. DVD, CD or console game discs that are returned without their library case and/or accompanying material will be assessed a processing fee of \$5.00.
- D. Replacement cost for a single talking book disc is \$10.00 when available. Single replacement discs are not available from all vendors; some companies charge replacement cost for the entire set, especially on MP3 format discs. The total replacement cost will be assessed when single discs are not available.
- F. All lost or damaged pieces from kits will be charged at replacement/retail value or \$10.00, whichever is greater.
- G. There is an additional \$5.00 processing fee per lost or damaged item which is assessed to defray the cost of preparing replacement items for library use. The processing fee is not charged for magazines.
- H. Refunds will not be given for lost material that has been paid for, regardless if it is returned to the collection.

3. Reserve Fee

The fee for reserving an item shall be the cost of first-class postage and handling, rounded to the next dime. Those members choosing to place holds on items and then failing to pick them up will still be charged said fee. Those members choosing e-mail notification over standard mail notification will not be charged for reserves.

4. Room Rental Fees

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

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

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

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

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

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

[Note: Refer to the “Community Meeting Rooms Policy” for more details.]

5. Photocopy /Printout/Faxing/Scanning Fees

A fee of 10¢ per printed side of a page will be charged for greyscale photocopies and printouts. A fee of 75¢ per printed side of a page will be charged for color printouts.

Faxing will be charged \$1.00 for each page scanned to FAX. No charge will be assessed for scanning pages to email or electronic storage.

6. Interlibrary Loan Fee

There is no charge to members for interlibrary loan borrowing fees under \$5.00. However, members will be required to pay for any special borrowing charges over \$5.00.

Any interlibrary loaned items that are returned late are subject to the same overdue fines as library owned material. Members who have long overdue interlibrary loaned items or \$25.00 or more in fees charged to their account will be blocked from interlibrary loan services.

Long overdue or non-returned items will be charged as lost in accordance with MeL Policy as set by the Library of Michigan. Once the library pays for a lost item, the member is responsible for the replacement cost. No refunds are available.

7. Returned Check Fee

There is a fee for any returned checks written to the Portage District Library. The fee shall be assessed in the exact amount which the Library is charged by its current Bank for the processing of such items.

8. Laptop Computer Usage & Fines

A. Laptop computers will be offered to members for use **within the library only** for a loan period of two hours.

B. After the second hour of use, there will be an automatic overdue charge of \$10.00 per hour or part of an hour if the laptop is not returned or renewed. **The maximum overdue fine is \$100.00 for a single laptop that is returned completely and without damage.**

C. Reserves may be made when all laptops are in use and will not be subject to a reserve fee.

D. Removal of laptop computers from the library building will be considered theft. Laptop use privileges will be revoked.

E. **Damage to the laptop or loss of additional equipment will result in charges for repair or replacement.**

9. Telescope Usage & Fines

A. Orion Starblast Telescope kits will be offered for specific booking periods to resident and paying non-resident members. All bookings will be set to start on Wednesday and end on Monday.

B. If the kit is returned after the six day period of the booking, there will be an automatic late charge of \$10.00 per day or part of a day that the kit is late. **The maximum overdue fine is \$100.00 for a single telescope kit that is returned completely and without damage.**

C. Failure to comply with usage procedures may result in the loss of use privileges for this equipment.

D. Damage to the equipment or loss of additional kit material will result in charges for repair or replacement.

10. Checkout, Reserve and Service Limits

- A. Members are limited to 5 movies from non-Hot Pick collections and 5 movies from juvenile DVD collections. Additionally, those who are over the age of 18 years of age can check out 5 non-Hot Pick movies that have an "R" rating. Similar limits may be set for other special collections.
- B. Members are limited to 10 non-Hot Pick music titles that can be checked out at one time. Similar limits may be set for other special collections.
- C. Resident and paying non-resident members may reserve up to 25 items total at one time; other borrower types, such as reciprocal borrowers, may only reserve 5 items total at one time. Hot Pick collections cannot be reserved.
- D. Two renewals are allowed for items that are not in demand. Items with reserves, Hot Pick collections, and other high demand or special collections are not renewable.
- E. A limit of 2 items from each Hot Pick item category (books, movies, music, and games) can be checked out at one time. Hot Pick movie and music titles are in addition to checkout limits set for other movie and music titles.
- F. Hot Pick collections are limited to use by resident and paying non-resident members.
- G. Premium services including, but not limited to, Interlibrary Loan, Favorite Authors, ebook or audio downloads, and other online media services are limited to resident and paying non-resident members.

To:	Portage District Library Board
From:	Jill Austin, Circulation Supervisor
Date:	July 13, 2015
Subject:	Policy Recommendation for Memberships to Non-Resident Portage Educators

Over the years, there have been many discussions and dispositions about offering free non-resident memberships to educators working within the Portage District Library service area who do not reside in our service area or otherwise have access to our collections through reciprocal borrowing. We have recently revisited this issue and would like to recommend changes to our Resident/Non Resident Policy that would provide accommodations for Portage educators, regardless of residency, to have a free, limited use membership to allow them to better serve the needs of students in our library district. What follows is brief background information, justification for changing the policy, and details of the specific policy changes we are recommending for the Library Board’s consideration.

Background:

As an institution, we have previously discussed the possibility of offering free non-resident memberships to Portage educators who do not otherwise qualify for any type of no-cost membership at the Portage District Library. The result has been to continue to offer each educational facility in the Portage District Library service area the opportunity to get a business membership that they can manage as they see fit, allowing for non-resident educators to access our collections through their educational institution.

This practice has worked for some institutions, such as daycare facilities and pre-schools. It has not worked very well for others, namely larger entities, specifically the individual schools within the Portage School District. In practical terms, for a school to get a membership, we require a building principal to authorize a membership for his or her school and then manage who has access to the membership card, how the membership is used, and take responsibility for any fines or fees accrued. Needless to say, this is not a very practical offer for a larger institution.

A Library administrative committee spent time researching how other libraries are addressing similar issues within their policies. The committee also discussed at length the merits and pitfalls of offering special types of memberships for educators and potential collection and service impacts to providing those memberships. Additionally, members of the committee had discussions with media specialists within the Portage Public Schools to be sure we had a clear understanding of their needs and wants.

We have come to the conclusion that our policy needs to change. We need to offer educators who work at educational institutions in the Portage District Library service area, but may not live in an area where they can attain a free membership, a better option. Based on our research and discussions, we can do so in a way that will not impact library services or access to collections for our tax-paying constituents by offering a free non-resident membership that mirrors the usage policies set forth for reciprocal borrowers.

Justification for Change:

In support of our mission and end statements, the Library promotes educational opportunities and strives to partner with other educational institutions. We have continued working to support the needs of students and educators in our district in other ways. It makes sense that we should provide a better way to extend use of our collections into their classrooms, by assuring that every educator at an institution in our library district has access to those collections.

Most educators who are employed by institutions within the Portage District Library service area also reside within our service area or within the service area of a library that participates in reciprocal borrowing with Portage District Library. These individuals already use our collections to provide additional curriculum support within their classrooms. There are a handful of educators across the entire Portage Public School District who must purchase a non-resident membership to have the same access. Currently, some of them do purchase a membership at their own expense, but some of them are not able to do so. In those classrooms where a teacher does not have access to our collections and is unable to pay for a membership, we are preventing the students from having supportive materials from a library that should be serving their educational needs.

Recommendation:

We recommend that the Library Board approve the addition of a section to the Resident/Non-Resident Policy to accommodate for a free, limited use non-resident membership to be offered to educators who do not reside in the library district or qualify for another free membership type, and can document that they are employed as an educator at an educational institution within the Portage District Library service area.

We do not intend to create a special membership type that is tied to any special privileges that would unduly impact services or access to collections for our resident tax payers. The borrowing and service privileges of this free, non-resident educator membership would mirror the types of limitations currently set for reciprocal borrowing memberships.

With Library Board approval, the recommended changes to the Resident/Non-Resident Membership Policy would be effective September 1, 2015. See the attached policy document for the recommended alterations to accommodate this change.

PORTAGE DISTRICT LIBRARY

Resident / Non-Resident Membership Policy

I. Definition of the Portage District Library Service Area Boundaries

The service area of the Portage District Library is property located within the portions of the Portage Public School District located in the following municipalities: City of Portage, Texas Township, and Pavilion Township. Only those who reside within or own property or businesses within these boundaries are entitled to free membership.

NOTE: Those who reside within or own property or businesses in the portion of the Portage Public School District located within the City of Kalamazoo are served by the Kalamazoo Public Library.

II. Who is able to get a free membership?

- A. Any person who resides within the Portage District Library service area.
- B. Any person who pays real or personal property tax on property located within the Portage District Library service area.
- C. Any business and/or institution located within the Portage Library District service area may be issued a library card in the name of that business or institution. See Section V. part D of this policy for more details.
- D. Any person who is a resident member of a library district that has established a reciprocal borrowing agreement with the Portage District Library can have a free, limited use membership. See the Reciprocal Borrowing Policy for additional membership requirements.
- E. Any person who can document that they are an educator at an educational institution that is located with the Portage District Library service area and would not otherwise qualify for any free membership type. See Section V, part E of this policy for more details.

NOTE: Businesses outside of the Portage District Library service area are not eligible for reciprocal memberships.

III. Non-Resident Memberships

Any person, business or institution that does not fit into one of the above categories must pay a non-resident fee for library service. The non-resident membership is good for one year from date of issuance and entitles the member to all services of Portage District Library, with the exception of reciprocal borrowing privileges at other libraries.

The “Cost of Service” is calculated based on the average taxable value per residential parcel within the service area of the Portage District Library. As required by Section 11a of the State Aid to Public Libraries Act, MCL 397.561a, the fee may not exceed “the cost incurred by the library in making borrowing privileges available to non-residents, including but not limited to, the costs, direct and indirect, of issuing a library card, facilitating the return of loaned materials, and the attendant cost of administration.” This cost figure is re-calculated annually and reported to the Library Board.

NOTE: The non-resident fee for senior citizens (62 yrs. and older) is 50% of the standard non-resident fee charged to people who reside outside of the Portage District Library service area.

IV. Required Documentation for Establishing a Membership

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

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

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

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

V. Special Circumstances & Other Membership Types

- A. In the case of children under the age of 18 who are unable to show identification or proof of address and are not accompanied by a parent or documented legal guardian, an alternative form of registration will be offered that will require the membership card to be mailed as proof of address. The mailing also serves as notification to the responsible party that a membership card has been issued.
- B. For those individuals seeking membership who may live in alternative living situations, such as shelters, temporary housing, group homes, transitional housing or care facilities, there may be other options for registration and/or proof of address. Memberships may be limited in duration and/or limited in amount or type of material that can be checked out for those who are unable to provide the requested residency documentation.
- C. Memberships are not available to those who are visiting the Portage District Library service area. However, internet guest passes are available to anyone who can show appropriate identification with proof of age. See the Internet Usage Policy for additional information and restrictions.

- D. Businesses or institutions within the Portage District Library service area that would like to take advantage of the opportunity for membership require additional proof of operation within the library district, proof of ownership, or documented authorization from the business or institution. These memberships can only be established by the business owner, institutional director or their documented designee. These types of memberships are only processed by specific library personnel, not through typical individual member registration processes. Due to the variety of business and institution types, contact the Library for specific information regarding the additional requirements.
- E. Individuals who can provide written document that they are working as an educator at an educational institution within the Portage District Library service area and do not otherwise qualify for any other free membership type can be provided with a special non-resident membership free of charge. Appropriate documentation should come in the form of a letter provided by their employer and must be provided annually upon the expiration of the membership to continue the membership. This type of membership is not intended for personal use, but to provide access to library collections for use in support of curriculum and other educational endeavors that impact students in the Portage District Library service area. The privileges of this limited membership will be similar to what is offered to reciprocal borrowing membership types.

VI. Membership Responsibilities and Privacy

- A. Once a membership has been established, the person, business or institution in whose name the membership is opened is responsible for any use or misuse of the membership, including, but not limited to, fines, losses or fees assessed against the account. In the case of minor children, the parent or documented legal guardian is the responsible party. In the case of a business or institution, the owner, director, or their designee will be the responsible party. Lost or stolen membership cards should be reported immediately. See the Fines & Fees/Usage Policy or the Internet Usage Policy for additional information.
- B. In accordance with the Michigan Library Privacy Act, all library records must be kept confidential. Information contained within library records will only be divulged in person to the member showing valid identification, the card holder, the person liable for payment and return of library materials, or as required by law via a court order. See the Library Privacy & Search Warrant Policy for additional information.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 20, 2015
Subject: Final Approval of the Fiscal Year 2016 Budget & Decision on Millage to be Levied

At the July 27, 2015 board meeting, board members will be asked to make a final decision on the budget for Fiscal Year 2016 and the millage amount to be levied. Ever since 2009, the Portage District Library Board has set the library's millage at 1.50 mills (\$1.50 per \$1,000) to be levied on real and personal property, and that millage levy is being recommended for FY 2016 as well.

A formal public hearing will be held on August 24, 2015, (subject to Library Board action at the July 27, 2015 board meeting) at which time the Portage District Library Board, as the library's authorized governing body, with all the powers granted to such a district library board (per District Library Establishment Act, 1989 PA 24 (MCL 397.171 et seq.), will determine the amount of money necessary for the operation of the library and officially set the millage levy amount on the taxable property in the *Portage District Library* service area, by passing a resolution to formally adopt the Fiscal Year 2016 Budget and set the millage.

Budget documents will NOT be re-issued for the July 27th board meeting since there were no changes made to the preliminary FY 2016 Budget as presented to trustees at the June board meeting.

PLEASE BRING YOUR FY 2016 BUDGET PACKETS to the JULY BOARD MEETING.

Thank you!

To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 22, 2015
Subject: Presentation of 3-Year Technology Plan for Portage District Library 2016-2018

At the July 27, 2015 Library Board meeting, trustees will hear a presentation by Library Systems Administrator Rolfe Behrje and Website Manager Laura Wright, about the library's 3-Year Technology Plan, 2016-2018. This will provide an opportunity for board members to be given a concise overview of where the library is right now with its technology, what we will be trying to do in Fiscal Years 2016, 2017 and 2018, as well as our budgetary provisions for technology initiatives. It will also give trustees a chance to ask any questions about the library's technology goals.

There will be a Glossary of Technology Terms and an Executive Summary of the 3-Year Technology Plan for the Portage District Library (2016-2018) provided to trustees as separate documents included with the July 27, 2015 board meeting agenda packet

To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 22, 2015
Subject: Preliminary Plans for the Library's 2015 Staff Development Day

REMINDER:

At the October 27, 2014 Library Board Meeting, trustees voted to approve the Portage District Library's Schedule of Library Closings in 2015 which included the closing date for the Library's 2015 Staff Development Day. This year's Staff Development Day will be held on:

Friday, September 25, 2015.

Possible plans for the day include: the unveiling of the new Employee Handbook; a 2015 staff photo; a presentation and interactive session on upselling of library services; and review of emergency procedures. More detailed information will be shared with trustees at a future board meeting.

To: Portage District Library Board
From: Christine Klien, Library Director
Date: July 13, 2015
Subject: 15th Annual Food for Fines Campaign at the Portage District Library

The 15th Annual *Food for Fines* campaign needs to undergo some changes this year. We typically have scheduled it to begin at the end of our Summer Reading Program, as a way for members to take care of any fines that have built up over the summer and to make it possible for some members to get their accounts in good standing before the start of the school year. We have always promoted this as a general food drive and have accepted any and all donations. After hearing from Chris Buckley, Executive Director of Portage Community Center, a general food drive in August does not suit the needs of the food pantry at that time. What they really need are specific items in preparation for their Holiday Food Basket program and we would like to target that need this year.

BACKGROUND:

The *Food for Fines* campaign was originally begun at the library as a “good neighbor” community support initiative with the goal of helping to restock the food pantry of the Portage Community Center, a Loaves and Fishes Pantry, and was also intended to be a way that library patrons could reduce or eliminate their overdue charges in return for donations of canned or packaged non-perishable food items. We established a rule that donations would be accepted on the basis of one canned or packaged food item or five packages of ramen noodles for each dollar of fines to be waived, and we stated that the exception would be that donations could not be applied to the replacement cost of lost or damaged library materials. This has been well accepted by library patrons.

Although we have experimented with holding the *Food for Fines* campaign at other times of year, we have determined that it is best to schedule it to coincide with the end of our Summer Reading Program because it allows for the greatest cross-section of participants among library users and it also generates the largest amount of donations for the Portage Community Center.

Typically, a few weeks prior to the start of the *Food for Fines* campaign, we begin our marketing efforts to raise awareness and advertise the dates for food donations at the library in exchange for waived fines to encourage donations during the food collection period.

PROPOSED CHANGES:

This year, we would like to target the specific types of food donations needed to support the Holiday Food Basket program at Portage Community Center. Chris Buckley has provided us with a list of acceptable items that we can promote to those who want to take advantage of *Food for Fines*. In order to get closer to Portage Community Center’s target for when they can handle these donations and to give us time to do a good job of getting the word out about the changing format, we would like to hold *Food for Fines* in mid-September. We would still accept other food donations this year and would find another local pantry or food bank that serves our community where the non-holiday food basket items could be donated.

COSTS/BENEFITS:

For those with concerns about library funding and budgets, there may be a question about why the library is foregoing revenue by waiving fines during the *Food for Fines* campaign. On average we waive about \$6,100 in fines and collect approximately 6,700 food items each campaign. The thing we have noticed over the years is that many borrowers who take advantage of fines being waived during the *Food for Fines* campaign would not have paid their overdue charges otherwise. In fact, this program allows some library borrowers to finally regain access to our collections after months or years of having fines that were too high to allow them to check-out materials. Allowing these borrowers access to checking out library materials again is a way for us to fulfill our End Statement #1 to: “***Optimize access to resources for information, education, and entertainment.***”

Through the evaluation of the pros and cons of the library’s *Food for Fines* campaign, some other benefits of this program need to be taken in to consideration. First, it is a very popular program with the public, and we have always had very good participation and get a lot of positive feedback about it from library users. Second, by showing our commitment to supporting this vital service offered by PCC to many people throughout our district, it helps us fulfill the library’s End Statement #3 to: “***Be a leader in strengthening our community.***”

SUMMARY:

Portage District Library’s annual *Food for Fines* campaign has been a worthwhile initiative that we have conducted for over a decade, and it has been a highly successful humanitarian effort that has been fully supported by library users for the benefit of the Portage community. It has been a win/win situation for Portage District Library patrons, Portage Community Center aid recipients and the whole community.

To continue being a “good neighbor”, we would like to make the recommended changes to hold *Food for Fines* in mid-September for the collection of specific holiday food items. These changes would better support what Portage Community Center needs most at this time of year.

A final report on the 15th Annual Food for Fines campaign with comparisons to previous years’ collections and recommendations for next year will be made to the Library Board in October 2015.

Revenue		Percent of Year Gone -->				50%		
General Ledger Category	2nd Qtr. Budget	2nd Qtr. Actual	2nd Qtr. % Received	2015 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Received	
Total Tax Revenue	\$ 330,479	\$ 67,552	20%	\$ 3,316,418	\$ 3,334,432	\$ 3,334,432	101%	
Other Revenue	77,938	64,186	82%	247,400	190,781	190,781	77%	
Revenue from Reserves	60,000	60,000	100%	427,847	427,847	427,847	100%	
State Aid Revenue	-	15,213	0%	30,000	15,213	15,213	51%	
Total Revenue	\$ 468,417	\$ 206,951	44%	\$ 4,021,665	\$ 3,968,273	\$ 3,968,273	99%	

Expenses								
General Ledger Category	2nd Qtr. Budget	2nd Qtr. Actual	2nd Qtr. % Spent	2015 Annual Budget	YTD Actual	YTD Actual+Enc.	YTD % Spent	
Total Salaries & Wages	\$406,417	\$376,844	93%	\$1,299,610	\$620,232	\$620,232	48%	
Total Fringes & Benefits	177,235	115,041	65%	507,337	215,462	216,239	43%	
Total Library Materials	298,034	106,731	36%	710,147	279,481	344,369	48%	
Total Utilities	48,167	44,310	92%	134,900	54,162	54,162	40%	
Total Buildings	98,895	18,175	18%	167,661	59,638	96,217	57%	
Total Furnishings & Equipment	52,255	88	0%	57,391	9,006	35,911	63%	
Total Supplies	48,231	24,980	52%	119,653	42,443	54,535	46%	
Total Professional Services	171,211	83,389	49%	303,956	141,374	177,147	58%	
Total Other Charges	110,725	53,430	48%	280,770	82,044	108,128	39%	
TOTAL OPER. EXPENSES	\$ 1,411,170	\$ 822,988	58%	\$ 3,581,425	\$ 1,503,842	\$ 1,706,940	48%	
TOTAL CAPITAL PROJECTS	\$ 352,433	\$ 283,318	80%	\$ 432,778	\$ 311,485	\$ 343,724	79%	
TOTAL EXPENSES	\$ 1,763,603	\$ 1,106,306	63%	\$ 4,014,203	\$ 1,815,327	\$ 2,050,664	45%	

EFFECT ON FUND BALANCE *	\$ (1,295,186)	\$ (899,355)		\$ 7,462	\$ 2,152,946	\$ 1,917,609	
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Cash Flow Analysis of 2015 money only		Cash Flow Analysis of all money including prior year(s)	
2015 cash as of 3/31/2015	\$ 3,039,133	12/31/14 Audited Total cash (Fund Equity*) minus liabilities	\$ 2,973,909
+First Quarter Revenues	206,951	+ 2015 Revenues	3,968,273
- First Quarter Operating Expenses	822,988	- 2015 Operating Expenses	1,503,842
- First Quarter Capital Projects	283,318	- 2015 Capital Projects	311,485
		- General Reserves	458,948
		- Building Reserves	50,000
		- Debt Reserves	-
		- Benefits Reserve	68,392
		- Technology Reserve	32,305
		- Book Drop Reserve	134,254
		- HVAC Control Reserve	15,000
		- Patio Feasibility Reserve	7,500
		- Lobby Feasibility Reserve	7,500
		- Encumbrances	235,337
2015 cash as of 6/30/2015	\$ 2,139,778	Total available cash as of 6/30/2015 (Fund Balance*)	\$ 4,117,619

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

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

Property Taxes - Property Tax collections are completed for the 2015 Fiscal Year, with the exception of small amounts that will be received for delinquent personal property taxes. The library has collected approximately \$18,000 more than it budgeted for the fiscal year. This amount could change slightly as the year goes on as the Library collects small amounts of delinquent personal property taxes and has to pay back the County for chargebacks.

State Aid Revenue - The library has received its 1st State Aid payment for FY2015. The 2nd payment is expected in late summer or early fall of 2015. Expectations are that State Aid revenue will be slightly higher than budgeted for the year.

Revenue from Reserves - This category is used to track the inflow of funds from the various Reserve accounts, as well as from Unassigned funds. As part of the library's FY2015 budget, the library set aside 13% of its budget into a General Reserve. In doing so, the General Reserve from the prior year was increased by \$7,462. Funds have been added to the FY2015 budget for the following items: prior year encumbrances; funds to be used for design services for the Book Drop Remodel Project, and the final debt payment.

Other Revenue - Other Revenue is ahead of pace for this time of year. The majority of this category is comprised of Fines and Fees and Penal Fines. Fines and Fees are slightly ahead of pace for this time of year. Penal Fines will be collected in July. The County has notified the Library that the Penal Fine amount for FY2015 will be approximately \$115,000. This is an increase from the prior year of \$106,894 and slightly less than the average of the last 5 years, which is \$117,022. The Library received a donation of \$75,000 during the year. \$50,000 of this donation has been used to set up the Portage District Library Endowment Fund. Additionally, the Library has received approximately \$32,000 in distributions from Michigan Municipal Risk Management Authority (MMRMA) for over payment of building insurance premiums.

Salaries & Wages - Salaries & Wages are slightly below pace for this time of year. The Library had several open positions in various departments during the 1st and 2nd qtrs. of 2015. As of the middle of July, all positions are being filled. The only variance from the budget is that the Facilities Coordinator position was filled with two part-time employees that will cost the Library less than what was budgeted for with a full-time position. The Library expects that this line will be under budget at the end of the year.

Fringes & Benefits - Fringes & Benefits are less than the 50% expended as of June 30, 2015. The library did not fill its Facilities Coordinator position with a full-time employee, as budgeted for. This has contributed to a small savings. Additionally, when the Library prepares its yearly budget it estimates that any open position will be filled with an employee requiring the highest level of insurance. When this does not materialize, it results in budgeted funds not being spent. This line is expected to be under budget at year end.

Library Materials - This category is on pace for this time of year. Material ordered at the end of FY2014 has either been received or the order has been cancelled, allowing staff to utilize funds on new purchases. In the 3rd quarter, Youth Department purchases are expected to decrease due to the Summer Reading Program. These purchases will pick back up at the end of the 3rd quarter and throughout the 4th quarter.

Utilities - Utilities are under budget for this time of year. Gas & Electric comprise the largest expenditure line in this category and expenditures are trending below budget for the year. The Library lowered the Gas & Electric budget for FY2015 from FY2014 when it felt confident that savings from the boiler replacement and LED lighting upgrades were being realized. It is planning to lower the budget further for FY2016.

Building - Year-to-date actual and encumbrances are greater than the 50% target due to the Purchase Orders being set up for the entire year for the building cleaning service, window cleaning, elevator service, etc. The largest of these services is the building cleaning service. Snow Removal for FY2015 was only 58.0% spent. This should leave sufficient funds for the beginning of winter in late 2015.

Furnishings & Equipment - This category has several projects budgeted for FY2015 that are in various stages of completion. These projects include the re-upholstering of furniture, and replacement of furniture in the preschool room. Most of these projects have begun and all should be done before the end of 2015.

Supplies - The supply category is slightly under budget for this time of year. The library has tried to adopt a very conservative approach to its spending for lines such as supplies. Additionally, the increased use of email notification for fines has helped to keep the postage line to a manageable level.

Professional Services - This category is slightly higher than the 50% target. There are several accounts that have front loaded their expenditures and are causing this line to be more heavily used. The Library has prepared Purchase Orders for all of the Portager Inserts for the year. The Library has paid all of its audit fees for the year.

Other Charges - This category is slightly below the 50% target. The largest line in this category is the Computer Repair & Maintenance line accounting for approximately 60.0% of the budget. This line is typically used in the 3rd and 4th Qtr for the renewal of computer support and licensing agreements.

Capital Projects - This category is over the 50% target because the largest expenditure in this category, the debt payment, was made in late June. The FY2015 Technology Project will not begin until the 4th qtr. The Library has completed the Lounge Remodel Project slightly under budget and will have some additional funds to use towards wall decorations and additional lighting. The other project that is ongoing with only minor expenditures to date is the Book Drop Remodel Project. This project will be budgeted for and completed in the 3rd and 4th quarters.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: July 22, 2015
Subject: Final remarks by Library Director for the July 27, 2015 Library Board Meeting

REMINDER:

At the June 22, 2015 board meeting, a discussion was held about the length of board meetings trustees agreed that more items could be placed on the Consent Agenda, such as the Narrative Report, Statistics Report and Legislative Update. Everyone agreed that it could be tried, and then if trustees had any concerns about any item, they could just ask for the item to be removed from the Consent Agenda for discussion.

The July 27, 2015 board meeting agenda had been re-formatted to place as many business items as possible on the Consent Agenda, with supporting materials provided to trustees ahead of time to allow for reading and understanding prior to the board meeting.

Please note that at the end of the agenda, I have included a line under Item IX – Library Director’s Comments for “Final Remarks by the Library Director for the July 27, 2015 Board Meeting.” This was done to allow an opportunity for a summary statement and any other brief remark or reminder that might be appropriate prior to the end of the board meeting. This will be done on a trial basis to see if it is appropriate.