



NOTICE of PUBLIC MEETING

The Portage District Library Board

will meet in regular session

on

June 27, 2016 beginning at 6:00 p.m.

at the

Portage District Library

in the Lower Level

**Long Lake & Gourdneck Lake
Meeting Rooms**

*for the purpose of
conducting library business*

PORTAGE DISTRICT LIBRARY BOARD MEETING

June 27, 2016

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

AGENDA

- I. Start of Meeting
- II. Roll Call
- III. Comments or Requests from the Public, Board Members, or Library Staff (10 minutes total)
- IV. Adoption of the Agenda for the Regular Meeting of June 27, 2016 (1 minute) (Vote)
- V. Consent Agenda (5 minutes) (Vote)
 - A. Minutes of the regular board meeting held on May 23, 2016. *(Info) Pg.1-4*
 - B. Review of Heritage Room Policy. *(Info) Pg.5-6*
 - C. Request for approval of a Budget Amendment to adjust the library's FY 2016 Budget following a \$6,000 donation from the Friends of the Library *(Info) Pg.7-8*
 - D. Library Board Linkage for July 2016. *(Info) Pg.9*
 - E. Narrative Report for May 2016. *(Info) Pg.10-14*
 - F. Marketing Report for May 2016. *(Info) Pg.15-16*
 - G. Financial Report for May 2016. *(Info) Pg.17-19*
 - H. Statistical Report for May 2016. *(Info) Pg.20-21*
 - I. Legislative Update for May 2016. *(Info) Pg.22-24*
- VI. Governance (30 minutes)
 - A. Report from Trustee Martha Pacheco, Library Board Liaison to the Friends. *Pg.25*
 - B. Initial Discussion about Plans for 2016 Library Board Retreat *(Info) Pg.26*
 - C. Strategic Planning 2016. *(Info) Pg.27*
- VII. Ends Development (60 minutes)
 - A. Presentation of Proposed FY 2017 Budget for Portage District Library. *(Info) Pg.28*
(NOTE: The proposed FY 2017 Budget is separately numbered and included at the end of this agenda packet.)
 - B. Progress Report on Ends Statement #2 *(Info) Pg.29-31*
(The library will be a safe, welcoming, inclusive destination for families and individuals.)
- VIII. Library Director's Reports (15 minutes total)
 - A. Final remarks by Library Director for the June 27, 2016 Library Board Meeting.
- IX. Process Evaluation (5 minutes total)
 - A. Suggestions for Agenda Items to be included on the July 25, 2016 board meeting
 1. Minutes of the Regular Meeting held on June 27, 2016.
 2. Guest speaker, Kim Phillips, Portage Senior Center
 3. Final Review and Approval of Proposed Fiscal Year 2017 Budget and Millage Rate for public inspection prior to Public Hearing at the August 22, 2016 board meeting
 4. 2nd Quarter Report for Fiscal Year 2016.
 5. Presentation of the library's 3-Year Technology Plan (FY 2017-2019)
 6. Monitoring Report on Executive Limitation for Minutes/Records Retention.
 7. Plans for the library's 2016 Staff Development Day.
 - B. Assessment of this meeting
 - C. Miscellaneous Items
- X. Adjournment

PORTAGE DISTRICT LIBRARY BOARD

Minutes of the Board Meeting held on

May 23, 2016

In the lower level meeting rooms of the Portage District Library, 300 Library Lane – Portage, MI 49002

- I. Start of Meeting - Board members and staff gathered at 5:30 PM for dinner catered by Panera and the board meeting started at 6:00 PM

II. Roll Call -

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

Board Members Absent: Stephanie Brown (excused)

Library Staff Present: Library Director Christy Klien, Rob Foti, Lawrence Kapture, Quyen Le, Colin Whitehurst and Laura Wright

Guests: Superintendent Mark Bielang, Portage Public Schools
Gary Kushner, President & CEO of Kushner & Company
Brenda DeMott, CPA at Rehmann Robson

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

Board Chair Siebers welcomed everyone to the meeting and then opened the meeting for any comments from the public, board members, or library staff.

- A. Comment from Trustee Pacheco- Trustee Pacheco began by saying that she really liked the topiary dragon placed in the flower bed along Library Lane by volunteers from Kalamazoo in Bloom.
- B. Comment from Trustee Ongley – Trustee Ongley said there was an article published about her son, who is a librarian in Alaska, and she would pass it around for anyone who was interested in reading it.

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

IV. Adoption of the Agenda for the Regular Meeting of May 23, 2016.

Library Board Chair Siebers said that there was a last minute change to the agenda so that guest speakers could leave following their presentations. She asked if there were any other changes needed to the agenda for the May 23, 2016 board meeting before its adoption, and there were no changes requested by trustees. Siebers asked for a motion to adopt the agenda with all guest speaker's presentations before the consent agenda.

MOTION: It was moved by Trustee VanderVries and seconded by Trustee Behr that the Library Board adopt the agenda for the regular meeting of May 23, 2016 with all guest presentations before the consent agenda and other library board business. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

V. Guest Speaker – Superintendent Mark Bielang, Portage Public Schools

Superintendent Mark Bielang began by saying that it is a busy time of year for the school district with three upcoming high school graduation ceremonies, the conclusion of MSTEP testing, and other end-of-the-year activities. Superintendent Bielang gave an informative 30 minute presentation filled with information about the construction projects that are the result of the \$144 million building project proposal approved by voters in November 2015. Portage Public Schools are “building the future of learning” as they construct new Portage North and Central Middle Schools, renovate West Middle School, add athletic event facilities and pools to Portage Northern and Central High Schools, enhance transportation services, and invest in 1-1 computing technology. For more information visit: <http://ppsconstruction.blogspot.com/> .

One question that came up at the end of his presentation, was what insight does Mr. Bielang have regarding the library's Strategic Planning Process this year and what, in his opinion, "does Portage need?"

Superintendent Bielang responded that, while most of the community surveying that was done specifically reflected questions related to the public school system, he said that Portage is a community of well-educated and well-informed citizens. They have a high level of pride and therefore high expectations of its community representatives and organizations. Mr. Bielang also stressed the importance of early childhood literacy activities and programming and the lasting impact that can be made by reading books to young children. Mr. Bielang's presentation was greatly appreciated by the library board and administrative staff.

DISPOSITION: Library Board Chair Siebers and Library Director Klien thanked Superintendent Bielang for coming to the board meeting.

VI. Guest Speaker – Gary Kushner, President & CEO of Kushner & Company

The second guest speaking for the evening was Gary Kushner. He has been hired as the facilitator for our 2016 Strategic Plan. He spoke about the challenges of collecting survey information from various sectors of the community. He reminded the library board and administrative staff that our mission was to listen, collect, and record information and not to share views and/or educate. The purpose of conducting these interviews is to get a sense of the community and the library's strengths and weaknesses and gauge what the perceived needs of the community might be in the future. Library Director Klien passed out the list of prospective interview questions. Mr. Kushner gave the group suggestions on conducting interviews.

DISPOSITION: Library Board Chair Siebers and Library Director Klien thanked Mr. Kushner for coming to the board meeting.

VII. Presentation of Audit Report for FY 2015 by Rehmann Robson Staff -

Library Board Chair Siebers invited the library's auditor Brenda DeMott to proceed with her report of the library's FY2015 Audit.

Ms. DeMott thanked Siebers and began by saying that the firm of Rehmann Robson assists in preparing the audit financial statements and provides a "clean opinion" that the library's financial records and statements are fairly and appropriately presented in accordance with Generally Accepted Accounting Principles (GAAP). Audit reports were distributed. Ms. DeMott said that field work went smoothly and that she was pleased to report that the library was in a "very sound" financial state and had a "healthy fund balance".

DISPOSITION: The Library Board received the FY 2015 Audit and thanked Brenda DeMott for her report.

[Note: Special Guests Mark Bielang, Gary Kushner, and Brenda DeMott left the board meeting prior to the Consent Agenda.]

VI. Consent Agenda

Library Board Chair Siebers asked if there were any changes needed to the consent agenda for the May 23, 2016 board meeting before its adoption. None was requested, though Trustee VanderVries quickly gave an update about "Dark Store" legislation and Library Director Klien indicated that she would send out an email link to a recent interview on Michigan Radio with Rep. David Maturen regarding that issue. Trustee Ongley read the consent agenda aloud, and then Trustee Siebers asked for a motion to adopt the agenda.

- A. Minutes of the regular board meeting held on April 25, 2016.
- B. Review of Disruptive Patron Policy.
- C. Review of Juvenile Patron Policy.
- D. Review of Smoking & Tobacco Products Policy.
- E. Request for approval of a Budget Amendment to adjust the library's FY 2016 Budget following a \$676 donation for the library's Volunteer Luncheon.
- F. Library Board Linkage for June 2016.
- G. Narrative Report for April 2016.
- H. Marketing Report for April 2016.
- I. Financial Report for April 2016.

- J. Statistical Report for April 2016.
- K. Legislative Update for April 2016.
- L. Plans for participation in the City of Portage's 2016 Memorial Day Parade.
- M. Plans for 2016 Summer Reading Kick-Off in June.
- N. LocalHop App.
- O. Request to use Patron Database for Spring Appeal Campaign.

MOTION: It was moved by Trustee Yantis and seconded by Trustee VanderVries, to approve the consent agenda. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

VIII. Governance

A. Reciprocal Borrowing Policy Change – There was a brief discussion about the requested change in wording to the Reciprocal Borrowing Policy. Library Director Klien read the current wording and the newly requesting wording aloud. Trustee Pacheco asked for clarification that this new wording would not affect Portage business owner's memberships, and Klien said that it would not.

MOTION: It was moved by Trustee VanderVries and seconded by Trustee Ongley, to approve the change in the Reciprocal Borrowing Policy. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

B. Follow-up on Mid-Year Meeting with Library Director – Library Board Chair Siebers said that she had a mid-year meeting with Library Director Klien on April 28 at 4:00 PM. At that time, Siebers told Klien that the Library Board was more than satisfied with the library's condition and Klien's performance. Siebers said she also passed on comments from other trustees. She said that part of the conversation included their mutual excitement to have the library nearly back to full staff. Siebers reminded trustees that comments or concerns can be voiced at any time and do not have to wait for an official review period.

DISPOSITION: Library Board members received the information about the mid-year meeting with Library Director Klien

C. Strategic Planning 2016 - Library Director Klien passed out the list Board Secretary Le had compiled with potential interview candidates in each of the nine community sectors that had been determined. After more thought, additional names were included for consideration. Trustee Yantis requested that each suggestion have a specific name as well as the business/background/or other pertinent information about why this candidate would be a good fit for the category they were placed in. Le said she would send out a follow-up email with the updated list along with instructions on how the board and admin team should indicate their top three candidates. The information would be tallied and a determination of who would be interviewed by whom would be made at the June Board Meeting.

DISPOSITION: Library Board members received the follow-up information on the Strategic Planning process.

D. Permission to Close the Library for Half-Day to Conduct Staff Focus Group Meeting – Library Director Klien explained that after looking at the library's programming schedule and Mr. Kushner's availability, she selected Monday, August 29, 2016 to conduct the staff focus group meeting. The library would be closed from 9:00 AM – 1:00 PM and would re-open from 1:00 – 9:00 PM. Trustees encouraged Library Director Klien to put out advance warning about the half-day closure to try to alleviate some of the inconvenience to patrons, but agreed that this exercise will gather important data for Strategic Planning.

MOTION: It was moved by Trustee VanderVries and seconded by Trustee Behr, to approve the Closure of the Library for a Half Day on August 29, 2016 to Conduct a Staff Focus Group Meeting. Vote: 6-Yes, 0-No, 1-Absent. Motion carried.

XI. Library Director's Comments

- A. Final remarks by Library Director for the May 23, 2016 Library Board Meeting –

Library Director Klien said that she only had one thing to report. She will be taping an episode of the Lori Moore Show on the morning of Thursday, May 26th to speak about the library's two endowment funds.

Assistant to the Director Le also added that the Library had their first booth for the 2016 Summer/Fall season at the Portage Market the previous day (Sunday, May 22). Klien, Whitehurst, and Le helped set-up and staff the booth which was focused on sharing information about the library's summer reading programs. They also passed out a Recipe Submission Form requesting favorite recipes for an upcoming Community Cookbook that Whitehurst is putting together. The Portage Market was well attended and had many interesting booths filled with in-season vegetables, plant starters, crafts, bread, desserts, and other food.

XII. Process Evaluation

A. *Suggestions for agenda items to be included on the June 27, 2016 board meeting.*

1. Minutes of the Regular Meeting held on May 23, 2016.
2. Review of Heritage Room Policy.
3. Report from Trustee Martha Pacheco, Library Board Liaison to the Friends
4. Initial Discussion about Plans for 2016 Library Board Retreat
5. Discussion about Board Vacancies
6. Presentation of Proposed FY 2017 Budget for the Portage District Library
7. Progress Report on Ends Statement #2

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

C. *Miscellaneous Items* – Trustee Ongley mentioned that she really liked how the planters in front of the library looked, and Trustee Siebers responded that she had planted what is in there.

XIII. Adjournment –

Library Board Chair Siebers said if there was no further business to be considered, that she would adjourn the regular board meeting of May 23, 2016.

DISPOSITION: The regular board meeting of May 23, 2016 was adjourned at 8:20 pm.

Recorded and Transcribed by,

Quyen Le
Library Board Secretary

PORTAGE DISTRICT LIBRARY

Heritage Room Policy

1. Materials may be added to the Heritage Room Collection through gifts, purchases, or trades from individuals and institutions or by deposit from governmental bodies.
2. The Heritage Room Curator reserves the right to reject materials or refer them to other institutions if they are deemed to be unsuitable for the Heritage Room Collection by reason of subject or format.
3. A *Deed of Gift* Agreement must be signed by both the Heritage Room Curator and the Donor for every donation received by the Heritage Room. Any restrictions placed on the donation by the Donor must be clearly stated on this *Deed of Gift Agreement*. Items left without directions or information from the donor will be treated as a “gift” and fall under the guidance of Heritage Room Policy number two and number eight.
4. All collections in the Heritage Room shall include an accession number and, unless anonymity is requested, the donor’s name.
5. All Heritage Room “reference books and material” shall be catalogued in the same manner as other library materials and shall receive a distinguishing stamp of “H.R.” Special care shall be taken in cataloging Heritage Room “reference books and materials” deemed to be of a unique historical character or of great monetary value.
6. The Heritage Room staff shall cooperate with other institutions to provide information about their collections for patron referrals.
7. The use of rare or fragile materials by patrons shall be determined by the Heritage Room Curator and may be limited under certain circumstances. Copies will be provided in lieu of primary source materials when those original materials are determined to be too fragile for use.
8. Heritage Room Collection materials may not be loaned from the Portage District Library without the written permission of the Heritage Room Curator, and the prior approval of the Portage District Library Director.
9. Items which are accepted into the Heritage Room Collection become the sole property of the Portage District Library. Any item determined to be outside the scope of the Heritage Room Collection may be separated according to the terms of the *Material Disposition Form*, which accompanies the *Deed of Gift*. Separation will take place only after review by both the Heritage Room Curator and the Portage District Library Director.
10. Materials placed in the Heritage Room Collection prior to January 1st, 1997, which do not meet the guidelines set forth in this policy, will be reviewed by the Heritage Room Curator as to relevance. Removal of material will need to be approved by both the Heritage Room Curator and the Portage District Library Director.

11. Items loaned to the Heritage Room shall be classified in the following manner:

- On loan for short term display not to exceed six weeks
- On loan for long term display beyond six weeks
- On loan for copying purposes, for a pre-determined time period.
- On loan for research purposes, for a pre-determined time period.

Each item will be documented in writing with a copy given to the loaner, a copy accompanying the item while in the possession of the Heritage Room and a copy placed in the Heritage Room's master loan file.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 17, 2016
Subject: Budget Amendment to adjust the FY 2016 Budget for the Additional Friends Donation to Fund the Bike-Mobile and a Program Grant Request

BACKGROUND:

At the most recent Friends' Board meeting held on June 13, 2016, the group discussed funding an additional item from the 2016 Wishlist submitted by the library staff and a new Adult Services Program Grant request. Subsequently, the Friends presented the library with a check for \$6,000 towards covering the cost of the items shown on the list below. We are most grateful to the Friends for their generous gift that will enable the library to purchase an important item and fund a new program that will benefit library users.

Since the 2016 Fiscal Year Budget is already in place, it is necessary to bring a budget amendment to the Library Board to adjust the budget for the Friends' \$6,000 donation in order to use these funds for their designated purposes.

RECOMMENDATION:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2016 Budget to increase designated expenditure lines by a total of \$6,000 to fund items as shown below:

Requested Item	Donated Amount	Expenditure Line
Bike-Mobile	\$5,000	Capital Outlay
Programming Grant		
GeekFest 2016	\$1000	Programming – Adult Restricted
Total Amount	\$6,000	

June 16, 2016

Ms. Antoinette Yannie, President & Board Members
Friends of the Portage District Library
12755 South 18th Street
Vicksburg, MI 49007

RE: Friends' Additional 2016 Funding of Wishlist Item and Program Grant Request

Dear Toni & Friends Board Members,

One of the best things that can happen to anyone is to have loyal and supportive friends, and that is also very true for the Portage District Library! We are so fortunate to have PDL Friends who demonstrate their devotion to the library and commitment to helping it thrive. For this reason, I am sending you this letter of sincere gratitude, on behalf of the Library Board, staff and patrons, to acknowledge your very generous funding of an additional item from our 2016 Wishlist and another Program Grant Request. The Bike-Mobile is going to be an excellent and unique way for our staff to remain visible in our community. It will provide outreach capabilities at community events and new ways to promote library services. The first annual Kalamazoo Area Geek Fest will be a great collaborative event with other libraries in West Michigan and will help us reach new audiences. Your generous donation, in an amount even more than we requested, will be put to good use.

Your benefaction will also be acknowledged at the next Portage District Library board meeting to be held on Monday, June 27th. We are so proud of our Friends organization and we want everyone to know what a fantastic job you do of supporting us and helping us better serve the people of Portage.

Words can hardly convey the appreciation that we have for the Friends of the Portage District Library, but I hope that you know how much you are all highly regard. Your efforts are recognized and valued very much.

With sincere thanks,

Christy Klien
Library Director

Attachment

Copies to: Portage District Library Board Members
Martha Pacheco, Library Board Liaison to the Friends; Portage District Library
Jill Austin, Library Staff Liaison to the Friends
Library Administrative Team Members

PORTAGE DISTRICT LIBRARY**COMMUNICATION**

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 17, 2016
Subject: Upcoming Library Board linkage opportunities in June & July 2016
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 2016:

Date	Time	Activity or Program Description
6/30, 7/7, 7/14, 7/21, 7/28	10:00 AM	Portage Computer Users' Group
7/5-79	ALL DAY	Lego City Returns!
7/11	12:30 PM	How to Become a Research Ninja (Registration Required)
7/11	7:00 PM	Top Shelf Reads: Book Vs. Movie Edition
7/16	9:00 AM	Kalamazoo Macintosh User Group
7/22	7:00 PM	Lights! Camera! Murder! (Registration Required)

Library Director's Narrative Report for June 27, 2016

(Activities at the end of May 2016 and beginning of June 2016)

Administrative Activities:

During the months of May 2016 and the first part of June 2016, Library Director Christy Klien engaged in the following activities:

- ❖ Participated in weekly Administrative Team meetings on Thursday mornings.
- ❖ Participated in regular library-wide staff meetings on Tuesday mornings for all library employees.
- ❖ Attended the Portage Rotary Club lunch meetings on Wednesdays.
- ❖ Participated in weekly Admin Team meetings.
- ❖ Attended a Social Media Meeting with Colin Whitehurst, Marketing Manager, and the social Media Team on 5/24.
- ❖ Participated in a "GoToWebinar" The Librarian as Candidate on 5/24.
- ❖ Participated in a 2016 Staff Development Day Committee Meeting on 5/25.
- ❖ Was interviewed by Lori Moore for her television show about the endowments at the library through the Kalamazoo Community Foundation on 5/26.
- ❖ Met with Rob Foti, Business Manager, multiple times to review budget requests and prepare the 2017 Library Budget.
- ❖ Assisted in placing American flags in the Central Cemetery proceeding Memorial Day on 5/26.
- ❖ Participated in walking with the library staff in the 2016 Portage Memorial Day Parade on 5/31.
- ❖ Attended the Executive Summit in Southfield Michigan with Business Manager Rob Foti on 6/3.
- ❖ Participated in the webinar "Survive and Thrive as a Library Director" on 6/6.
- ❖ Conducted orientation and tours for new staff members: Andrew Beck, Chelsea Axtell, and Krutiben Patel.
- ❖ Discussed, planned, and implemented the installation of flowers and mulch in the planters of the lower level patio.
- ❖ Participated in a Board and Fundraising webinar on 6/7.
- ❖ Participated in a Portage Community Center Executive Meeting on 6/13.
- ❖ Attended the Friends of the Portage District Library Board meeting on 6/13.
- ❖ Attended a Fundraising OnePlace Workshop at Kalamazoo Public Library on 6/14.
- ❖ Had a meeting to discuss the library building plan with Rob Foti and Rolfe Behrje on 6/15.

Technical Services

The addition of Midwest Tape as an AV processing vendor has made major improvements to material flow in the Technical Services Department. Our acquisitions clerks are now pursuing tasks including record cleanup, finishing repair backlogs and assisting in the scanning process for discarding material. In addition to this discard assistance, our clerks will also be able to train volunteers in this activity. We will also explore using the DLA scanners to perform inventories of library collections.

IT Services

All preventative maintenance and warranted repairs have been completed for library technology for May 2016. All requested technology has been configured for Colin Whitehurst, our new Marketing Manager.

As requested by patrons and Circulation Services, the library fixed a situation where patrons were inconsistently receiving email receipts from self-checkout machines. As requested by Youth Services for the summer reading program, IT services wired the summer reading program prize/reporting table for a more reliable patron experience on laptops for patron use.

The final part of the library's updated e911 system is expected to be in place by the end of June 2016. This upgrade allows emergency responders to know generally where the 911 call originated in the library and to automatically reconnect if the call is dropped. The library is now deploying Microsoft Office 2016 across the entire organization both staff and public for a consistent computing experience at the Portage District Library.

Budgetary quotes for replacement self-checkout machines and CHIP compliant (PCI DSS) payment options have been received from Bibliotheca (3M Library Services was acquired by Bibliotheca in October 2015) and are being evaluated. Jill Austin met with Bibliotheca at the COSUGI conference in May 2016. Dustin Lamm, our Bibliotheca representative, will visit in July 2016.

DLA scanners are in full use now. The library is actively recruiting volunteers to use these scanners to assist in its material maintenance processes.

Maintenance and Building Services

All schedule preventative maintenance activities occurred as expected for May 2016. In the south patio area, weed barrier and mulch has been added to the flowers as requested. Repairs to the HVAC Air Handlers have been made and regular maintenance has been scheduled to insure reliable operation during the hot summer months. Ceramic tile and linoleum cleaning is scheduled for July 2016.

Personnel Information:

The library undertook the following human resource activities since the May 23, 2016 Board meeting:

- Interviews were conducted with seven (7) individuals for the three (3) open Aide II positions in the Circulation Department.
- Offers were made and accepted from three (3) of the individuals interviewed.
- Orientation was conducted for these new employees. Those individuals are Chelsea Axtell, Ashley Williams and Krutiben (Krutu) Patel.
- Since the hiring of the three (3) new employees in the Circulation Department, the library has accepted the resignation of another employee. As of this time a public announcement has not been made, therefore additional details will be made available at the Board meeting.

Adult Services Programming & Events:

The following programs and events were conducted at the library in the month of May:

What Some Are Reading (5/3): 39 in attendance. This was the 11th year of this very lively literary program, and we focused on the theme of “Breaking Out of Reading Ruts.” We had tips for selecting books outside the usual book group genres and advice for bringing more to a discussion than just Q&A. This program partnered with Kazoo Books and BookBug to host, and was catered by Water Street Coffee Joint.

International Mystery Group (5/12): Met to discuss “Little Black Lies” by Sharon Bolton. Attendance was 19, highest of the year. The group will be taking the summer off. Rudy is developing a blog for the group for suggesting, voting for, and selecting titles for 2016-2017, and for keeping the group updated on new additions to the library’s catalog in this specific area of interest.

Art Reception for Phyllis Branch, Kay Severson, and Elizabeth Rohs (5/15): 50 people attended this joint art reception. The artists showcased their art in the solo gallery and brought in smaller prints and cards that were available to the public. The artists left tired but grateful for the opportunity to share their talent with the community.

Survival is Insufficient (5/23): 16 in attendance. A short performance excerpted from “Of Mice and Men” was performed for attendees. The scene of Lenny meeting X in the barn emphasized the theme of isolation vs. connection as also portrayed in “Station Eleven.” Our community discussion was guided by Lofton Durham, Associate Professor of Theatre from Western Michigan University. This program was funded in part by a \$500 grant awarded by the Michigan Humanities Council.

Merchandising / Promotions

Ruth Cowles turned in the article for Summer Reading Kickoff for the newsletter. All staff have been working with Marketing Manager Colin Whitehurst for library wide and Adult Services advertising pushes.

Book Group Resources – Lawrence Kapture made a central location for all book group related materials. On the left side of the Adult Information desk, PDL book groups will have their season lists displayed. Additional book-group related resources will also be available, such as book marks, Novelist guides, tips and tricks, and author highlights.

Jessica Enget worked with a staff member from the Greater Kalamazoo Area YMCA to find books for the organization’s book groups. She also asked if she could be a guest at one of their monthly meetings to inform them of other library services that might be of interest to them.

Networking

Volunteer Luncheon (5/5): We take one special day a year to thank the many volunteers who help keep the library running. This year we had music by the Lonesome Moonlight Trio +1, food from Zoup!, and our program was presented by our local historian, Steve Rossio. He

explained the life of a Civil War soldier, and then demonstrated how a musket is loaded and shot. Everyone had a good time and the library has received many thank you's from the volunteers. This event was attended by 44 volunteers plus staff.

Ruth Cowles met with Joe Wallace, Athletic Director for Portage Central High School. He will be providing us with football and baseball equipment for our Summer Reading display.

Jessica Enget met with Andrew Brittingham from Anytime Fitness. This is their first time partnering with us. Anytime Fitness will provide prizes for our grand prize bags (3 waterbottles, 3 t-shirts, and 3 certificates for a 3-month membership), and they are offering two different coupons for all who sign up for Summer Reading, read 5 books, and read 10 books. They are VERY interested in an on-going partnership with the library as well – both with staff and the community. At our meeting on 5/2, we were bouncing around a couple of ideas we'd like to look into further.

MLA Leadership Academy – Jessica Enget participated in a day-long professional seminar on “Budgeting for Libraries” (morning) and “Efficient and Effective Boards” (afternoon). She spent some time after the seminar touring the hosting library, Cascade Branch of KDL. She took notes on how that library promotes collections, displays materials in their collection using shelf space, and utilizes shelf talker accessories.

Rudy Wright (Adult Services Associate) and Colin Whitehurst (Marketing Manager) attended the **Library of Michigan's Beginning Workshop**, a three day workshop covering common library practice for library staff without an MLIS.

Jill Austin attended the annual conference of the **Customers of SirsiDynix User Group, Inc** (COSUGI) in Indianapolis from May 23-25, 2016.

Youth Services Programming

We once again hosted the **Kalamazoo Astronomical Society's Astronomy Day**. Geared for all ages, this event was very well-attended by adults and youth.

Youth Services Outreach

May was once again a busy month for outreach in the Youth Department!

Elementary/Family Outreach

Staff visited all **eight elementary schools** this year to promote summer reading. Kristy Zeluff accompanied Steve Rossio's “Professor Higgelbottom” character for the first time this year.

In addition to the school visits and a storytime for our regular group from **Wood's Edge**, youth staff members Kristy Zeluff and our new arrival, Andrea Smalley, participated in the following events:

- **KRESA's Head Start Family Summer Resources Night** (Booth)
- **Ready-to-Read/Kalamazoo Public Library's Party in the Park event** (Both Kristy and Andrea volunteered as storytellers.)
- **12th Street Elementary Family Summer Resources Night** (Booth)
- **Southwest Michigan Reading Council's Early Literacy Event** (Kristy collaborated with the Council to host a family event at the library.)

Teen Outreach

Teen Librarian Olivia Pennebaker broke her record for booktalk visits to area **middle and high schools**. She spent seven days in the schools this May, reaching approximately 1,325 students.

In addition, Olivia collaborated with the Media Specialist at **Portage Northern High** to host 4 LEGO lunches at the school. Students could build during their lunch period, learn about Portage District Library programs and services, and interact with both Olivia and their own Media Specialist Jeanna Walker.

Olivia also attended **Portage Central High's Health and Wellness Fair** to talk about what the library offers and to work with our Paws with a Cause partners.

Heritage Room

Things were a bit quiet for the Heritage Room in May due to the gear up for summer reading. However, along with standard programming, the Heritage Room had a display at the Senior and Veterans Expo in Mattawan on Monday, May 16th. The overall goal of this event is to expose seniors to the variety of services beneficial to them in the Southwest Michigan area. Numerous seniors attending were from the Kalamazoo area and were extremely excited and very impressed to see the Portage District Library represented at the event.



Marketing Update

Summer reading is in full tilt! We have been doing the usual methods of communication with our patrons, and have tried a few new things! Our social media team has been writing posts and collecting images and will roll out a new social media schedule July 1.

Recurring Monthly Projects:

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

June Marketing Highlights:

- We sent out our Spring Appeal letter to 342 local residents who have supported the library previously. Our campaign was titled, *Unlimited Possibilities*, and is centered around projects that allow us to be more flexible and engaging outside of the library.
- Through collaboration with vendors at the Portage Market, we have been passing out recipes from our cookbooks to advertise our cookbook collection.
- 5 Different libraries in the area are collaborating to put on a "GeekFest" event. We participated by helping create a logo for the event.
- The E-Newsletter got an updated look this month. We are also experimenting with different ways to increase how many patrons open the email. This month we changed the subject of the email to a particular event, and within a few hours the event was fully booked.

June Media Highlights:

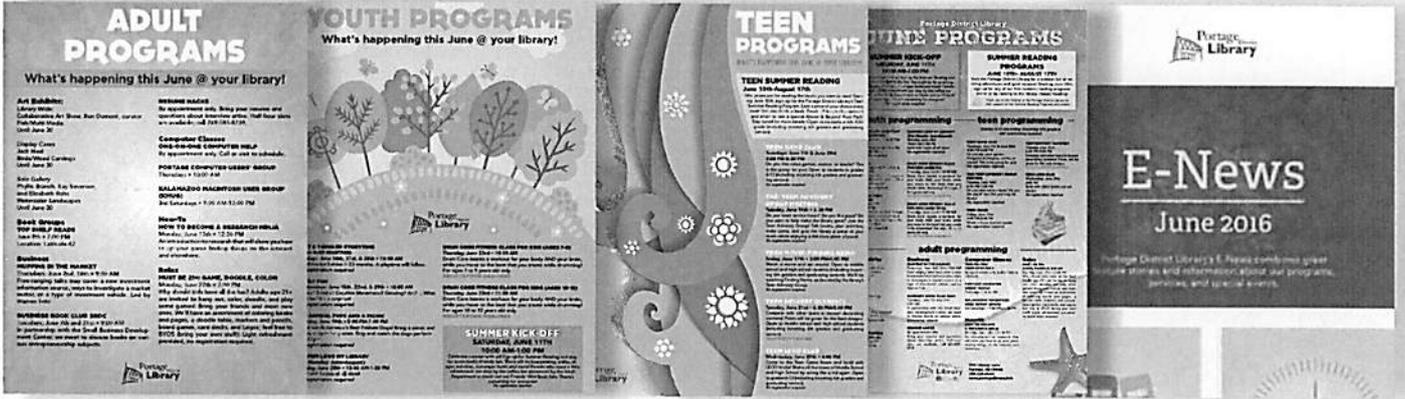
Facebook

24 New Page likes | 20 Post Shares | 211 Post Likes | 10,139 Total Reach

Twitter

5,277 Tweet Impressions | 244 Profile Visits | 8 Mentions | 7 New followers | 2 Tweets Linking to us

June Marketing Materials:



MONTHLY EVENT POSTERS, PORTAGER, E-NEWSLETTER



SPRING APPEAL



FLYERS, HANDOUTS, ANNOUNCEMENTS

GEEK FEST LOGO

PORTAGE DISTRICT LIBRARY
Library Director's Report on the Financial Condition
for
May 2016

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

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

Director's Response:

Revenue	\$ 4,050,923
Expenditures	\$ 1,489,646

Risk reserve (13% of operating budget)	\$ 472,043
Building Reserve	\$ 50,000
Technology Reserve	\$ 32,305
Benefits Reserve	\$ 47,572
HVAC Control Reserve	\$ 15,000
Patio Feasibility Reserve	\$ 7,500
Lobby Feasibility Reserve	\$ 7,500

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

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

POLICY: 3. Use any long-term reserves.

Director's Response: No reserves have been used.

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

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

Library Director's Report on Financial Condition for May 2016.**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.

Library Director's Report on Financial Condition for May 2016.

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.

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: June 20, 2016
SUBJECT: Library Statistical Report - May 2016

	Month Statistics			YTD Statistics		
	May-16	May-15	CHANGE	2016	2015	CHANGE
Circulation/Collections						
Total Library Circulation	66,748	60,428	10.46%	349,144	326,000	7.10%
Adult - Books	17,434	16,763	4.00%	89,072	87,146	2.21%
Adult - A/V	8,268	6,978	18.49%	41,870	37,912	10.44%
Youth - Books	21,645	19,323	12.02%	111,007	109,181	1.67%
Youth - A/V	3,303	3,451	-4.29%	19,881	19,621	1.33%
Hot Picks	4,520	4,746	-4.76%	25,885	25,177	2.81%
E-Material	9,868	7,367	33.95%	51,780	37,118	39.50%
ILL - PDL Requests	974	1,049	-7.15%	5,708	5,456	4.62%
ILL - Other Lib. Requests	736	751	-2.00%	3,941	4,389	-10.21%
Self-Checkout Percentage	58.60%	60.48%		59.38%	60.14%	
Total Library Collection	206,762	202,292	2.21%			
Adult - Books	98,748	97,715	1.06%			
Adult - A/V	17,896	17,511	2.20%			
Youth - Books	73,201	69,945	4.66%			
Youth - A/V	12,154	12,135	0.16%			
Hot Picks	4,763	4,986	-4.47%			
Net Acquisitions	345	778	-55.66%	1,327	(366)	-462.57%
Purchased - Books	1,830	1,488	22.98%	7,967	8,987	-11.35%
Purchased - A/V	377	406	-7.14%	1,773	2,078	-14.68%
Donated - Books	4	4	0.00%	15	13	15.38%
Donated - A/V	4	3	33.33%	11	9	22.22%
Material Discarded	(1,870)	(1,123)	66.52%	(8,439)	(11,453)	-26.32%
Total In-House Usage*	n/a	n/a	n/a	986	888	11.04%
In-House Periodical Usage	n/a	n/a	n/a	101	99	2.02%
In-House Book Usage	n/a	n/a	n/a	885	789	12.17%
Patrons						
Total Patrons	49,935	49,007	1.89%			
Adult	35,413	32,857	7.78%			
Youth	7,831	7,658	2.26%			
Non-Resident	332	345	-3.77%			
Reciprocal	5,863	5,162	13.58%			
Internet User	437	2,924	-85.05%			
Professional	59	61	-3.28%			
Total Patrons Added	252	239	5.44%	1,387	1,308	6.04%
Adult	131	124	5.65%	716	699	2.43%
Youth	11	11	0.00%	131	93	40.86%
Non-Resident	3	4	-25.00%	16	15	6.67%
Reciprocal	38	35	8.57%	236	209	12.92%
Internet User	66	65	1.54%	279	292	-4.45%
Professional	3	0	100.00%	9	0	100.00%

TO: Portage District Library Board
FROM: Christy Klien, Library Director
DATE: June 20, 2016
SUBJECT: Library Statistical Report - May 2016

	Month Statistics			YTD Statistics		
	May-16	May-15	CHANGE	2016	2015	CHANGE
Library Building Usage						
Total Meeting Room Usage	174	174	0.00%	913	904	1.00%
Internal/Collaboration	92	90	2.22%	472	473	-0.21%
External/Outside Usage	82	84	-2.38%	441	431	2.32%
Total Program Audience	2,405	4,277	-43.77%	10,361	12,027	-13.85%
Adult	158	313	-49.52%	1,322	1,375	-3.85%
Youth	1,568	3,433	-54.33%	6,871	9,379	-26.74%
Heritage Room	679	531	27.87%	2,168	1,273	70.31%
Total Number of Programs	21	36	-41.67%	205	232	-11.64%
Adult	9	15	-40.00%	43	77	-44.16%
Youth	9	16	-43.75%	140	140	0.00%
Heritage Room	3	5	-40.00%	22	15	46.67%
Total Volunteer Hours	364	329	10.64%	1,906	2,203	-13.48%
Adult	90	114	-21.05%	441	547	-19.38%
Youth	9	20	-55.00%	349	371	-5.93%
Technical	86	64	34.38%	389	439	-11.39%
Circulation	135	99	36.36%	571	618	-7.61%
Administration	41	32	28.13%	149	160	-6.88%
Community Service	3	0	100.00%	7	68	-89.71%
Total Front Door Traffic	57,989	58,776	-1.34%	282,639	287,208	-1.59%
Total Youth Services Traffic	36,909	37,009	-0.27%	176,515	177,841	-0.75%
Total Business Center Traffic	3,900	3,902	-0.05%	15,830	16,081	-1.56%
Information Access/Reference/Research						
Total Reference Transactions	6,573	7,966	-17.49%	38,530	37,435	2.93%
Adult Phone	422	405	4.20%	2,299	2,324	-1.08%
Adult Ready Reference	2,496	2,227	12.08%	12,779	12,650	1.02%
Adult Reference	200	139	43.88%	873	650	34.31%
Youth Phone	141	104	35.58%	668	625	6.88%
Youth Ready Reference	1,406	2,944	-52.24%	10,930	11,339	-3.61%
Youth Reference	160	308	-48.05%	1,259	1,218	3.37%
HR Phone	14	4	250.00%	103	45	128.89%
HR Ready Reference	462	430	7.44%	1,991	1,649	20.74%
HR Reference	31	23	34.78%	96	85	12.94%
Circ Phone	553	601	-7.99%	3,356	3,575	-6.13%
Circ Ready Reference	507	511	-0.78%	2,850	2,176	30.97%
Circ Reference	181	270	-32.96%	1,326	1,099	20.66%
Total Edutainment LAN Use	578	601	-3.83%	2,279	2,129	7.05%
Total Internet Computer Use	3,073	3,129	-1.79%	15,333	16,556	-7.39%
Youth Computers	398	393	1.27%	2,030	2,031	-0.05%
Adult Computers	2,568	2,678	-4.11%	12,804	14,068	-8.98%
Laptop Computer Circulated	107	58	84.48%	499	457	9.19%
Total Electronic Transactions	43,190	46,808	-7.73%	231,178	244,033	-5.27%
WebSite Hits	30,745	34,938	-12.00%	168,143	181,897	-7.56%
WebCatalog Sessions	8,549	7,968	7.29%	43,387	42,192	2.83%
Licensed Database Hits	3,896	3,902	-0.15%	19,648	19,944	-1.48%

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

Christy Klien, Library Director



MLA ADVOCACY – MAY 26, 2016

Libraries are Entitled to 100% Reimbursement of Millages Lost to the Personal Property Tax (PPT) Repeal

Many libraries are struggling to get answers about their Personal Property Tax millage reimbursement. The Michigan Department of Treasury, today, assured me there is enough funding in the Local Community Stabilization Authority to reimburse all millages at 100% including libraries. Yes, libraries will be reimbursed.

The state of Michigan is reimbursing municipalities and if the city, township or other municipality is your taxing authority, they are required to automatically reimburse the library. District libraries will be reimbursed directly. We are finding that a number of municipalities do not understand that libraries should be included in the efforts. In fact, some are under the impression that only essential services can be reimbursed. If your local governing authority staff are unaware, encourage them to contact the Michigan Department of Treasury.

It is important to note that the lowest millage rate levied between 2012 and 2015 will be the amount reimbursed to the library.

Librarians and MLA fought long and hard to get libraries included in the PPT reimbursement two years ago. We were able to get libraries included in PA 86 of 2014. It was part of a 10-bill package that provided for reimbursement to those entities being harmed by the elimination of the PPT. Senate Bill 821 took effect when proposal 14-1 State Use Tax – Ballot Issue passed in August of 2014.

Thank you to the many MLA members and our Governmental Consultant Services Inc. (GCSI) lobby team who advocated so fervently for libraries on this issue.

Legislators Head for Summer Break Soon

The Michigan legislature is in its final days of session before it adjourns for the summer break in early June. Since the entire House of Representatives is up for election this year, we can expect lawmakers to spend their summer campaigning or perhaps job hunting if term limits have put an end to their House career.

Since campaigning will continue when they return to Lansing in the fall, anyone up for re-election will not be inclined to pass any controversial bills prior to November. During the lame duck session after election results are in, many state

representatives will feel freer to take politically unpopular action since they have little fear of consequence. To refresh your memory, a lame duck, in politics, is an elected official whose successor has already been elected.

This fall Michigan will elect:

President/Vice President

U.S. Representative in Congress (all 14 districts)

State Representative (all 110 districts)

State Board of Education (2 seats)

University of Michigan Regents (2 seats)

Michigan State University Trustees (2 seats)

Wayne State University Governors (2 seats)

Justice of the Supreme Court

Judge of the Court of Appeals

Judge of the Circuit Court

Judge of the District Court

Judge of Probate

Specified County, City, Township and Village Offices

Specified School District Positions

In addition, a full dozen ballot proposals will be up in November as well. They cover a wide range of topics from Fracking to Earned Sick Time. Read about them [here](#).

Tax Tribunal and Big Box Store Legislation Moves to House

MLA continues its support of HB 5578 sponsored by Sen. Dave Maturen (R-Portage). The comprehensive bill addresses two of the major library concerns including the deed restriction and covenant issue from the big box stores as well as the problem determining a value that is credible and not speculative. The bill moved out of committee to the full House.

Federal Overtime Rule Takes Effect December 1: MLA Webinar Available Soon

Last week, the White House published the final overtime rule, which will increase the minimum salary for exempt employees by more than 100 percent. The rule, which will be effective December 1, will extend overtime eligibility to more than 4 million additional workers within the first year of implementation. It significantly increases the minimum salary level for “white collar” employees to qualify as exempt from overtime pay requirements. Under the new rule, no employee who has a guaranteed salary of less than \$47,476 will qualify as exempt under the executive, administrative, or professional exemptions. That’s more than double the current minimum salary level of \$23,660 and only slightly lower than the Labor Department’s proposed \$50,440. The rule will not affect hourly or other non-exempt workers, who already are eligible for overtime pay.

An MLA Webinar explaining the issue and covering ways to comply is coming soon.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 15, 2016
Subject: Report from Library Board Liaison to the Friends of the Portage District Library

Portage District Library Board Member Martha Pacheco is the Board Liaison to the Friends of the Library, and as such, attends Friends' board meetings and shares information about Friends' book sales and activities. Trustee Pacheco will give a report at the June 27th Library Board meeting on the Friends of the Library board meeting which took place on Monday, June 13th.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 20, 2016
Subject: Initial Discussion about Plans for the 2016 Library Board Retreat

BACKGROUND:

The Portage District Library Board typically holds an Annual Retreat in the fall. Over the years, trustees have participated in many different activities for their retreat. It is usually a learning opportunity for trustees and library administrative staff to experience together. Last year, the Board Retreat was held at the library. A SWOT/TOWS Analysis was performed under the guidance of Gary Kushner of Kushner & Company.

UPDATE:

The topic of a 2016 Library Board Retreat to be held sometime in the fall has been placed on the agenda for the June 27, 2016 board meeting to allow time for planning and making any necessary arrangements. Since we are in the middle of Strategic Planning in 2016, the Library Board Retreat will involve more work on this process. There will be discussion about what needs to be done and the Library Board will decide how to best complete the Strategic Planning process in 2016.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 20, 2016
Subject: Next Steps for Strategic Planning in 2016

BACKGROUND:

Last month, we identified community leaders in each of the nine sectors as follows: power, information, capital, wellness, human development, support, respect, justice/ethics, and others. Library Board Secretary, Quyen Le compiled a list of the potential candidates and a discussion followed.

UPDATE:

It was decided that Trustees and Admin Staff would rate their preferred interview candidates for each sector and return them to Library Board Secretary Le to compile. A discussion of the results will be held and interview candidates will be assigned.

To: Portage District Library Board
From: Christy Klien, Library Director
Date: June 9, 2016
Subject: First Presentation of Preliminary Library Regular Operating Budget for Fiscal Year 2017

At the Library Board meeting on June 27, 2016, there will be a first presentation to trustees of the proposed Library Regular Operating Budget for Fiscal Year 2017. This budget will contain our best projections for tax revenue, state aid income and expected other revenue, along with allocations for anticipated expenditures and budgetary needs next year. A list of assumptions has been included as background information to help you understand the basis for various budget decisions and sections of commentary that refer to our best estimates for FY 2017.

The Preliminary FY 2017 Regular Operating Budget will be printed and numbered separately from the rest of the board meeting agenda packet.

Please review the Preliminary Fiscal Year 2017 Budget that is included in the agenda packet for the June 27, 2016 board meeting and come to that meeting with any questions or comments you may have about this proposed budget.

Our usual budget process begins with this first presentation, followed by a final review of the proposed budget at the July board meeting, and then a formal public hearing will be held at the August 22, 2016 board meeting.

PORTAGE DISTRICT LIBRARY
End Statement #2 Progress Report for 2016
Interpretation & List of Activities & Projects

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

Library Director’s Interpretation:

In 2016, being a safe, welcoming and inclusive destination for families and individuals will be achieved by using information gathered in previous years to update both Adult and Youth public areas and the checkout area to better accommodate users’ evolving needs. A priority will also include a long-term schedule for maintenance, funding, and a cohesive plan overseen by an architecture firm for future improvements to our library building. Our “behind the scenes” initiatives will include analyzing current staffing models and making changes as necessary and making a long-term schedule for staff training and information sharing. Viewed as a whole, these visible building projects and human resource plans will certainly go a long way to fulfilling the intent and purpose of End Statement #2.

Library Director’s Opinion on Progress Achieved to Date on End Statement #2

At the halfway point through the year, there is progress being made on all of the 2016 End Statement #2 projects. Information has been gathered and interpreted for a number of the changes we hope to implement in public service areas, and trials are being conducted where appropriate before permanent decisions are made. One important aspect of the Human Resource and Building Management objectives is a solid, well thought out plan. Meetings are being conducted regularly to hold discussions and gather as much input as possible to make an informed decision. I am confident that End Statement #2 projects will have satisfactory results throughout 2016 with lasting positive effects for the future of the library.

Description of Activities & Projects to Accomplish End Statement #2

1. Using data gathered in 2015, staff will prepare initial plans for the updating of public areas to better meet users’ evolving needs.

- Between August 10th and September 15th of 2015, we ran a study to see how many people were using our public areas. We collected 48 pieces of data during 45 collection periods, for a total of 2,160 data points. On February 8th, a three page report summarizing findings and general trends was delivered to members of the Admin Team.
- Using the data collected in the 2015 Space Study, the Adult Department made that conclusion that it is rare for us to have over 20% of our patrons in a group seating arrangement. Most of the time, those groups top out at 3 people.
- Out of one hundred accessible seats on the upper level, only twenty five are suited for single person studying. We could, presumably, replace up to fifty more with more single or modular seats. Beginning this project by replacing twenty table seats with single person seating would be reasonable mid-course solution.
- As a staff, we have made several forays into identifying useful single and multi-configuration seating units. On March 10th, we traveled to Custer and toured their showrooms, and during the first week of April, staff were at the Public Library Association looking at library furniture.

PORTAGE DISTRICT LIBRARY
End Statement #2 Activities & Projects for 2016

2. Refine the configuration in the Checkout Area to better accommodate the volume of people in that service area.

- We have discussed the amount of room that should be allocated for Hot Pick Movies; the trial of having all Hot Pick Movies on one side of a shelving unit created overcrowding for stock and discomfort for users who are browsing and staff trying to re-shelve items. Currently, we are running a trial period of moving Hot Pick Books to the start of the New Book shelving in the Atrium to allow for more space for Hot Pick Movies.
- We are discussing the potential for either significantly downsizing or eliminating the Hot Pick Music collection in favor of a New Music collection located near the other CDs in the Atrium. Reverting back to a New Music collection would allow for an entire shelving unit to be removed from the Checkout Area. Considerations of space use in that area as well as visibility, collection usage, and theft concerns are still being reviewed.
- Discussions regarding changes in the Hot Pick Game collection as an alternative to gain space instead of moving/changing Hot Pick Music have not yet occurred.

3. Complete a long-term major building maintenance schedule and funding plan that will cover the next 10-15 years.

- The Library Director, Business Manager and Facilities Manager met several times to discuss the current condition of the building and to identify areas of priority for repairs and replacement of furniture, fixtures, and equipment.
- A draft of a building maintenance schedule has been created for 2016-2021 with estimated costs associated with the identified projects.
- The Library Director and Business Manager discussed options to fund the projects going forward with knowledge of potential financial revenue changes in the future.

4. Select an architectural firm to partner with on a long-term basis to provide a cohesive vision for future improvements.

- Research has been done to identify Michigan and Midwest architectural firms that have considerable experience working with libraries and have knowledge of current trends in the library field.
- A list of questions have been developed to engage the architectural firms in discussions about the current library building, future design needs and the firms' vision for the library.

5. Use the Salary Range Study information performed in FY2014 to develop an up-to-date salary range schedule for the library. Additionally, analyze the current staffing model and consider making changes as deemed necessary.

- The Library Director and Business Manager reviewed several sources to gather salary ranges for similar sized libraries with comparable budgets. The sources included a salary study performed by HRM Innovations in 2014, information provided by two targeted surveys to specific Michigan

PORTAGE DISTRICT LIBRARY
End Statement #2 Activities & Projects for 2016

libraries and the annual DSLRT (Detroit Suburban Libraries Round Table) survey that the Portage District Library participates in for data comparisons.

- The Library Director and Business Manager met with each of the department heads to discuss the current staffing model and any potential changes that are needed to better serve our community.
- The Library Director and Business Manager met to review the budget, discuss future library funding, and develop a schedule for implementation.

6. Implement a long-term staff training and information sharing schedule that can be used for the current year and duplicated in future years.

- A Staff Development Committee was formed to discuss training needs of library staff. The committee has identified topics for 2016 Staff Development Day as well as for additional staff meetings in the coming year.
- The Business Manager has investigated Human Resource video training resources for possible training opportunities for library staff.

Assessment of End Statement #2 Accomplishments

- A Progress Report will be given to the Library Board in June 2016 with details about the degree of accomplishment of End Statement #2
- A Final Report will be given to the Library Board in December 2016 with a summarization of all that was accomplished in 2016 to fulfill End Statement #2.