

# PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting  
August 25, 2025

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



# NOTICE OF REGULAR MEETING

## PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, August 25, 2025 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, August 25, 2025 at 6:00 p.m. This meeting will be held at 300 Library Lane. The purpose of this meeting is for a public hearing and the discussion of library business. The Library gives notice of the following:

### 1. Meeting Attendance

The public hearing and regular meeting is being held in person.

### 2. Procedures

The public may participate in the meeting in person and may make public comment through spoken or written methods. Each speaker has a time limit of three minutes. Please refer to the Policy for Public Comments at Meetings in its entirety on the library's website [www.portagelibrary.info](http://www.portagelibrary.info).

### 3. Contact Information

For those people who desire to contact members of the Library Board to provide input or ask questions on any business that will come before the public body at the meeting, please contact Quyen Edwards at [qedwards@portagelibrary.info](mailto:qedwards@portagelibrary.info) prior to the start of the meeting.

### 4. Persons with Disabilities

Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify Quyen Edwards at [qedwards@portagelibrary.info](mailto:qedwards@portagelibrary.info) within a reasonable time in advance of the meeting.

Dated: August 21, 2025

**Quyen Edwards**  
*Library Board Secretary*

Portage District Library  
300 Library Lane  
Portage, MI 49002

# AGENDA

August 25, 2025

## I. Start of Meeting

## II. Roll Call

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

The Board Chair will recognize one person to speak at a time, and each speaker must provide their name and address. Each speaker is entitled to one (1) three-minute time during this Public Comment period. Please refer to the Policy for Public Comments at Meetings in its entirety at (<https://qrco.de/bdiESq>) or the printed documents at the entrance to the meeting room on the evening of the Library Board Meeting.

## IV. Adoption of the Agenda for the Regular Meeting of August 25, 2025 (1 minute) (Vote)

## V. Public Hearing

- A. Public Hearing on the proposed FY 2026 Budget. (Info) **Pg.4**
- B. Formal Resolution to Adopt the FY 2026 Budget and Set the Amount of Millage Rate to be Levied for the Library for FY 2026. (Info) **Pg.5-6**

## VI. Consent Agenda (5 minutes) (Vote)

- A. Minutes of the regular meeting held on July 28, 2025 (Info) **Pg.7-11**
- B. August 2025 Narrative (Info) **Pg.12-14**
- C. Financial Condition for July 2025 (Info) **Pg. 15-16**
- D. Statistical Report for July 2025 (Info) **Pg. 17-18**
- E. September 2025 Program Calendar (Info) **Pg.19**
- F. MLA Advocacy August 2025 (Info) **Pg.20**

## VII. Governance (20 minutes)

- A. Friends of the Library Update (Info) **Pg.21**
- B. Monitoring Report for Executive Limitation on Compensation & Benefit for Library Employees. (Info) **Pg.22-24**
- C. Monitoring Report for Executive Limitation for Treatment of Staff. (Info) **Pg.25-27**

## VIII. Library Director's Reports (20 minutes)

- A. Final remarks by Library Director for the August 25, 2025 Library Board Meeting

## IX. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the September 22, 2025 Board
  - 1. Meeting Minutes of the Regular Meeting held on August 25, 2025
  - 2. Review of Capitalization Policy
  - 3. Review of Materials Selection Policy
  - 4. Report on 2025 Summer Reading Program
  - 5. Initiation of Library Director's 2025 Evaluation Process
- B. Miscellaneous Items

## X. Adjournment

# Memo

## Public Hearing on the Proposed FY 2026 Budget

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** August 21, 2025

The Portage District Library is required by law to conduct a public hearing on any budget under consideration. For this reason, a public hearing on the Proposed FY 2026 Budget will be held immediately before the regular board meeting on Monday, August 25, 2025. A special notice of this public hearing appeared in the Kalamazoo Gazette.

1. The Library Board Chair will convene the meeting, announce that it is a public hearing on the budget and open the floor to any comments or questions from the public.
2. After any member of the public has addressed the board, the Library Board Chair or their designee, will then read a "Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2025 Library Budget" if there are any public guests attending.
3. The Library Board Chair will then call for a motion to close the public hearing. The motion needs to be made, seconded and passed.
4. The Library Board Chair will request a motion to pass the Resolution and a roll call vote will be taken.

The official action taken by the Library Board to set the millage levy and adopt the FY 2026 Budget for the Portage District Library will finalize the budget for FY 2026 and allow the library to proceed to have taxes collected at that millage levy rate.

# Resolution to Set the Millage Levy for the Portage District Library and Adopt the Fiscal Year 2026 Library Budget

## Public Hearing on Fiscal Year 2026 Budget Held on August 25, 2025

**WHEREAS**, in compliance with the requirements of the Michigan Uniform Accounting and Budgeting Act, a balanced budget has been set up for the Portage District Library for the Fiscal Year January 2026 through December 2026; and

**WHEREAS**, a public hearing was held on August 25, 2025 on the proposed Fiscal Year 2026; Portage District Library Budget, in compliance with all applicable laws;

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

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

**WHEREAS**, the Portage District Library Board has determined that the levy of a district-wide property tax in an amount not to exceed 2.0 mills, reduced by Headlee rollback to 1.9906, is necessary to generate revenue which, combined with other income and transfers derived from Industrial Facility Tax Income \$152,373, State Aid Income \$35,000, Local Community Stabilization Share Appropriation \$360,000, County Penal Fines \$50,000, Local Fines and Fees Income \$17,950, Interest Income \$200,000, Rental Income \$2,000, Vending Services \$6,500 and \$58,346 of funding into the Library's General Reserve, will result in adequate funding to provide library services to the residents of the Portage District Library district; and

**WHEREAS**, the Portage District Library's original millage proposition was passed by a majority of voters in the Portage Public Schools election on June 8, 1998, authorizing the Portage District Library Board to levy a tax annually upon all property subject to ad valorem taxation within the district in an amount not to exceed 1.5 mills on the taxable value of such property;

**WHEREAS**, the Portage District Library's new additional millage proposition was passed by a majority of voters in the general election on November 5, 2019, authorizing the Portage District Library Board to levy a new additional millage in an amount not to exceed 0.5 mill against all taxable property within the Portage District Library district for a period of ten (10) years, 2019 to 2028, inclusive;

***NOW, THEREFORE, BE IT RESOLVED*** by the Portage District Library Board that the following sums are appropriated for the 2026; Fiscal Year of the Portage District Library for the purposes set forth below:

<b>Operating Expenses</b>	<b>Budget</b>
Salaries & Wages	\$ 2,439,705
Fringes & Benefits	\$ 925,962
Library Materials	\$ 811,785
Library Supplies	\$ 194,290
Administrative Services	\$ 410,520
Buildings & Utilities	\$ 507,700
Furnishings & Equipment	\$ -
Other Charges	\$ 404,520
<b>Total Operating Expenses:</b>	<b>\$ 5,694,482</b>
Capital Projects Expenses:	\$ 1,290,556
<b>GRAND TOTAL EXPENSES:</b>	<b>\$ 6,985,038</b>

***BE IT FURTHER RESOLVED***, that the total budget for the Portage District Library for Fiscal Year 2026; in the amount of \$6,985,038; presented by the Library Director, is hereby approved and adopted by the Portage District Library Board; and

***BE IT HEREBY RESOLVED***, that the Portage District Library Board sets the millage levy for the Portage District Library at 1.9906 mills (\$1.9906 per \$1,000) to be levied on real and personal property in the district on December 1, 2025; in compliance with applicable law.

## **PORTAGE DISTRICT LIBRARY BOARD | COUNTY OF KALAMAZOO, MICHIGAN**

By: \_\_\_\_\_

Tom Vance, Chair

By: \_\_\_\_\_

Quyen Edwards, Secretary

DATE: \_\_\_\_\_

# MINUTES

From the July 28, 2025  
Regular Board Meeting

## I. Start of Meeting

## II. Roll Call

**Board Members Present:** Ken Baker, Michele Behr, Jeanne Friedman, Cara Terry, Tom Vance, Donna VanderVries, and Linda Whitlock

**Board Members Absent:** none

**Library Staff Present:** Library Director Christy Klien, Rolfe Behrje, Ben Chee, Rob Foti, Lawrence Kapture, Abby Pylar, Steve Rossio, Colin Whitehurst, and Laura Wright

**Guests Present:** Portage Public Safety Officer

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

Library Board Chair Tom Vance welcomed everyone to the July 28, 2025 Library Board Meeting. He asked if anyone present had any comments and there were none.

## IV. Adoption of the Agenda for the Regular Meeting of July 28, 2025

Library Board Chair Vance asked if there were any changes to the agenda before its adoption and there were none. Vance asked for a motion to adopt the agenda.

**MOTION:** It was moved by Trustee Terry and supported by Trustee Baker that the Library Board adopt the agenda for the regular meeting of July 28, 2025. Vote 7-Yes, 0-No. Motion carried.

## V. Guest - Portage Public Safety

The Library Board welcomed Officer Hambright to the Board Meeting. He gave a presentation on initiatives Public Safety is working on in the community, concerns they hear from the citizens of Portage, and other updates.

## VI. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the July 28, 2025 board meeting before its adoption and none were requested.

- A. Minutes of the regular meeting held on June 23, 2025
- B. June 2025 Narrative
- C. Financial Condition for June 2025
- D. Statistical Report for June 2025
- E. MLA Advocacy Update
- F. August 2025 Program Calendar
- G. 2nd Quarter Financial Report
- H. Monitoring Report on the Executive Limitation Policy for Minutes and Records Retention

# MINUTES

## I. Monitoring Report on the Executive Limitation Policy From the July 28, 2025 Regular Board Meeting for Minutes and Records Retention

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Baker that the Library Board approve the consent agenda for the regular meeting of July 28, 2025. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

## VII. Governance

### A. Revisit Board Retreat Discussion

Library Board Director reviewed the options for a Fall Board Retreat as discussed in previous meetings. At the time of the meeting, Klien had not heard back from all of the people who she sent inquiries to. The board discussed the possibility of going to the Michigan Library Association Conference. Klien also discussed options for 2026 for revisiting the library's Strategic Plan. The Board also considered some online modules for additional training. No specific plans were made for a 2025 Library Board Retreat, but Klien will follow-up with Kalamazoo Public Library as the board's top option.

### B. Heritage Room Policy

Library Director Klien reviewed the proposed changes to the Heritage Room Policy as proposed by Local Historian Steve Rossio.

**MOTION:** It was moved by Trustee Friedman and supported by Trustee VanderVries that the Library Board approve the Heritage Room Policy as ammended. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

### C. Discussion of Internet Filtering Required for E-Rate Funding and Approval of Internet Policy

Library Director Klien said this agenda item is highlighting the requirement put forth by e-Rate to have a discussion about filtering as required each year. The Library Board needs to affirm that we will apply the standards as recommended in order to apply for USF E-Rate funding.

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Baker to continue to maintain its CIPA compliant Internet Policy and allow the library to pursue USF E-Rate funding for all eligible technology and services and the Internet Policy. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

## VIII. Ends Development

### A. Second Quarter Strategic Plan Update.

Klien asked trustees if they had any comments or questions about the Second Quarter Strategic Plan Update which outlines what staff have been working on above and beyond the daily library activities. Trustee Vance said he appreciate's the three directions the strategic plan has focused on. He was very impressed with the variety of outreach the library staff is involved in.

Trustee Behr was amazed to learn about the number of patrons making use of the MakerSpace! Klien said that the service is extremely popular and that additional funding was put into the 2026 Budget for additional staffing of that space.



# MINUTES

## **B. Presentation of the Library's 3-Year Technology Plan (2025-2027)**

Library Director Klien stated that every year, trustees are given a presentation by Systems Administrator Rolfe Behrje of an overview of the library's technology, what we will be trying to accomplish in upcoming years, and what the budget is for those technology initiatives that are being recommended.

Behrje gave a PowerPoint presentation of Technology Plan highlights including Portage District Library Goals, Technology Trends, 2025 Projects and Accomplishments, 2026-2028 Technology Plan, and looking to the Future.

**DISPOSITION:** The Library Board received the 3-Year Technology Plan.

## **C. Final Review and approval of the preliminary FY 2026 Budget and Millage**

Rate for Public Inspection prior to Public Hearing at the August 25, 2025 ( Library Director Klien and Business Manager Foti said that this is the final review of the Preliminary Budget before it is proposed and available to the public for review. After this meeting, copies of the Proposed FY2026 Budget will go to public service desks and next month there will be a Public Hearing before the Board votes to approve it.

**MOTION:** It was moved by Trustee VanderVries and supported by Trustee Whitlock that the Library Board approve the proposed Fiscal Year 2026 Budget and Millage Rate at 1.9906 mills for public inspection prior to Public Hearing at the August 25, 2025 Board Meeting. Vote 7-Yes, 0-No, 0-Absent. Motion carried.

## **IX. IX. Library Director's Reports**

### **A. A. Final remarks by Library Director for the July 28, 2025 Library Board Meeting.**

Library Director Klien said that we had another successful and very busy Summer Reading Program in 2025.

We are hosting the Chamber of Commerce next Tuesday, August 5th starting at 8:00 AM.

At the end of August, we will have the library's parking lot resurfaced and striped over a number of days.

Library Director Klien made trustees aware of her planned vacation time in the month of August. Head of Youth Services Laura Wright will be in charge in her absence.

Though the visitor numbers were a little lower than last year, 2025 was another successful year for LegoCity! Everyone agreed it was a great idea and so much fun!

# MINUTES

## X. Process Evaluation

- A. Suggestions for Agenda Items to be included on the August 25, 2025 Board Meeting
  - 1. Minutes of the Regular Meeting held on July 28, 2025
  - 2. Public Hearing on the Proposed FY 2026 Budget and Formal Resolution to Adopt the FY 2026 Budget and Set the Amount of Millage Rate to be Levied for the Library
  - 3. Monitoring Report for Executive Limitation on Compensation and Benefits for Library Employees
  - 4. Monitoring Report on Executive Limitation for Treatment of Staff
- B. Miscellaneous Items

## XI. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of July 28, 2025.

**DISPOSITION:** The regular board meeting of July 28, 2025 was adjourned at 7:25 PM.

Recorded and Transcribed by,

Abby Pylar

*Head of Circulation and Technical Services*



# Director's Report

## July 2025

### Adult Services

On July 14th, Outreach Librarian [Sara Weyenberg](#) welcomed back Captain Baker from the Kalamazoo County Sheriff's Office to present on Scams and Fraud after the success of the program last year. There were 18 attendees who learned about newer types of scams that are going around and how to better protect themselves via real case studies from Kalamazoo County.

**Attendee reaction:** "Very helpful and interesting. Will be sharing info with my parents and kids. Thank you!"

On July 22nd, Outreach Librarian [Sara Weyenberg](#) attended a regional strategic planning session hosted by the Kalamazoo Refugee Resource Collaborative in partnership with the Office of Global Michigan. Around 50 individuals from various organizations in the area came together to network and collaborate on strengthening the ways that organizations work together to provide resources to the community, in particular for refugees. It was a fulfilling afternoon of learning about the different resources in the area, brainstorming ways to collaborate, and discussing how to resolve some of the barriers that individuals may face when needing assistance.

On July 23rd, Adult Services Librarian [Rachael Wiegmann](#) hosted Nicole Najar, Board Certified Clinical Health Psychologist for an evening of Mindful Meditation. Najar has been here before to lead a group meditation; this time she did a walking meditation. The participants slowly walked around the room while implementing meditation practices. Twenty-six participants. Nicole has several more group meditations scheduled through the end of the year.

Laurel Day of Do Something Co. came on July 24th to present on how to make a charcuterie board. She walked the participants through how to assemble a charcuterie board, step-by-step. In addition to this, she also instructed on what meats, cheeses, vegetables, fruits, etc. pair well together

STEAM librarian [Jane Fleming](#) hosted our Maker-in-Residence, Amber Adams-Fall, for her first program with registration on Saturday, July 26. A total of 15 people attended the program. Amber works with recycled fabric, so for this program she taught the patrons how to use old jeans to make a personalized plush whale. She did instruction in the basics of sewing, such as how to cut out the patterns, place the patterns, and do simple stitching. Many of the patrons there had never used a sewing machine before. Patrons alternated between using the sewing machine and then going back to their seat and putting their whales together. They were very excited to share their completed projects!



## Youth Services

Youth Staff [Emily Mingle](#) and [Karina Gluys](#) hosted a group of ELL students from Portage Public Schools. 20 students and 4 teachers attended, with each student able to make a custom T-shirt using the sublimation printer and heat press. Students had designed their shirts ahead of time using Canva. Students also had a great time making buttons before and after making their shirts.

Youth staff [Andrea Smalley](#) and [Emily Mingle](#) attended Portage Public Schools Enrollment event for new families on July 22nd. Staff were able to spend time with new families talking about the library including PASS cards and the makerspace. Over the next few days several families came into the library and talked with staff further, appreciating the connection.

Youth Staff [Jenni Chase](#) and [Andrea Smalley](#) hosted our first Family Book Club Trivia. Over the summer, families read the book Matilda, by Roald Dahl together. At the end of July, they joined us to compete against other families in a Battle of the Books style trivia event. Eight families engaged in a fierce intellectual battle. Another Family Book Club Trivia is planned for the fall.

Youth Staff [Annette Wendt](#), with assistance from [Mary Breuer](#), hosted Sew Camp 1(2 sessions – sewing machine introduction/safety and sewing practice, then cutting out and sewing a book pillow). Mary Breuer helped assist with class. We had 7 children, including 3 boys, 4 girls, and 7 adults. The children were of varying degrees of age (Kindergarten - 5th grade). One group was multigenerational with grandma, mom, and two boys. They all enjoyed the class and were interested in additional classes, including adult and teen classes.

Youth Staff [Olivia Pennebaker](#) and [Karina Gluys](#) hosted the Teen Ice Cream Social, where teens enjoyed ice cream, played games, and sang karaoke.

PDL Staff, with the help of Board and community teen volunteers, again hosted LEGO City this July. 2074 people attended during this 5 day event.

Thank you to Youth Staff [Annette Wendt](#) for creating the children's book character silhouettes and installing them on the stairs leading up to the main level! They create a fun game for kids and their grownups.



## Circulation & Technical Services

During the month of July, we had 779 students use their PASS cards for library services. We sent out 3460 text messages regarding overdue materials, bills, holds, and membership renewals. We also repaired 140 books using our CoverOne machine, resulting in \$2384.82 saved instead of purchasing replacement item copies.

## Personnel

The Business Services Department is using the time between budgeting and open enrollment to catch up on items that require time. These include reconciling the library benefits plan payment to actual invoices and reconciling employee paid time-of banks to actual. The Business Services Department does this to ensure that the library is billed correctly, and that the payroll system is accruing time off correctly. The Business Manager and Library Director met with ElementOne Consulting to plan out the next steps in the library's project to revamp the employee evaluation process for year-end. To accomplish this, the Business Manager and Library Director will continue to work with the library's onsite HR Consultant, Stefon Hemphill, to update job descriptions. The Business Department has been assisting the Circulation Dept. and Youth Service Dept. with filling open positions. All open positions have been filled, and all new staff will begin by the end of August. Rose Street Advisors met with the Business Manager to discuss the library's upcoming open enrollment and benefit offerings. This conversation will continue until Open Enrollment occurs in early December.

## Information Technology

In July 2025, the IT Department continued to decommission old hardware. We installed new firmware on its firewalls. This firmware will allow the library to enable multifactor authentication on its VPN for remote staff connections. The library also upgraded software on its switches and access points to address minor bugs and added assurance and root cause for issues related to routing and networking, and began its webhost migration and upgrade with BlueHost.

Additionally in July 2025, the library upgraded its Ezproxy server that addressed security issues with its ticketing services and url rewriting. The library is continuing to migrate its hybrid Active Directory, File and Print Services to a new server and began preparing for new PASS card data. Discussions with Aunalytics DMVPN (Dynamic Routing for both its staff and public access networks) have continued with best practice framework.

## Maintenance & Building Services

During the month of August, several facility updates were completed at the library. Electrical outlets were added to the makerspace, along with new floor outlets installed near the circulation desk to improve accessibility and functionality. The rooftop HVAC unit was repaired and is now fully operational. New furniture for both the youth and adult areas was assembled and placed in the public spaces, enhancing comfort and usability. The DVD shelving has been relocated to better organize materials and improve browsing for patrons. Monthly pest control services were completed as scheduled. Finally, the parking lot improvement project is scheduled to begin on August 26 and will be completed by August 31, including crack sealing, sealcoating, and restriping.

# Financial Condition Report

July 2025

*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 \$8,895,796  
Expenditures \$4,190,313

Fund	6/30/2025	Changes	7/31/2025
General Reserve (13%)	\$ 857,293	-	\$ 857,293
Building Reserve	50,000	-	50,000
Benefits Reserve	29,741	-	29,741
Technology Reserve	111,305	-	111,305
Patio Feasibility Reserve	4,700	-	4,700
Bldg. Improvement Reserve	731,419	-	731,419
Personal Property Tax Reserve	805,946	-	805,946
Library Endowments	95,766	-	95,766
Unassigned Fund Balance	7,473,504	-	7,473,504

**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.



# Statistical Report

July 2025

	Month Statistics			YTD Statistics		
	Jul-25	Jul-24	CHANGE	2025	2024	CHANGE
<b>Circulation/Collections</b>						
<b>Total Library Circulation</b>	<b>92,119</b>	<b>87,523</b>	<b>5.25%</b>	<b>583,480</b>	<b>541,245</b>	<b>7.80%</b>
Adult - Books	18,468	18,722	-1.36%	119,101	116,616	2.13%
Adult - A/V	3,084	3,252	-5.17%	20,280	24,388	-16.84%
Youth - Books	37,520	38,761	-3.20%	226,030	220,493	2.51%
Youth - A/V	3,884	3,909	-0.64%	20,329	21,778	-6.65%
Hot Picks	773	743	4.04%	4,627	4,882	-5.22%
E-Material	26,562	20,386	30.30%	181,127	139,563	29.78%
ILL - PDL Requests	1,133	1,075	5.40%	7,504	8,403	-10.70%
ILL - Other Lib. Requests	695	675	2.96%	4,482	5,122	-12.50%
<b>Self-Checkout Percentage</b>	<b>59.05%</b>	<b>54.61%</b>		<b>54.11%</b>	<b>52.77%</b>	
<b>Total Library Collection</b>	<b>180,110</b>	<b>178,700</b>	<b>0.79%</b>			
Adult - Books	71,368	72,427	-1.46%			
Adult - A/V	9,282	10,869	-14.60%			
Youth - Books	89,568	85,634	4.59%			
Youth - A/V	7,352	7,223	1.79%			
Hot Picks	2,540	2,547	-0.27%			
<b>Net Acquisitions</b>	<b>1,185</b>	<b>584</b>	<b>102.91%</b>	<b>8,682</b>	<b>612</b>	<b>1318.63%</b>
Purchased - Books	2,433	2,535	-4.02%	17,702	11,829	49.65%
Purchased - A/V	134	129	3.88%	970	1,005	-3.48%
Donated - Books	0	0	0.00%	4	1	300.00%
Donated - A/V	0	0	0.00%	3	2	50.00%
Material Discarded	(1,382)	(2,080)	33.56%	(9,997)	(12,225)	18.22%
<b>Total In-House Usage*</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
In-House Periodical Usage	0	0	n/a	0	0	n/a
In-House Book Usage	0	0	n/a	0	0	n/a
<b>Patrons</b>						
<b>Total Patrons</b>	<b>34,314</b>	<b>34,171</b>	<b>0.42%</b>			
Adult	17,738	16,890	5.02%			
Youth	2,017	2,275	-11.34%			
Non-Resident	252	209	20.57%			
Reciprocal	3,789	3,291	15.13%			
Internet User	357	641	-44.31%			
PASS Users	10,101	10,804	-6.51%			
Professional	60	61	-1.64%			
<b>Net Patrons</b>	<b>102</b>	<b>377</b>	<b>-72.94%</b>	<b>1,048</b>	<b>1,283</b>	<b>-18.32%</b>
Adult	202	223	-9.42%	1,387	1,536	-9.70%
Youth	24	32	-25.00%	96	134	-28.36%
Non-Resident	7	3	133.33%	27	18	50.00%
Reciprocal	89	65	36.92%	530	504	5.16%
Internet User	0	50	-100.00%	72	362	-80.11%
PASS Users	4	4	0.00%	75	117	-35.90%
Professional	0	0	0.00%	3	5	-40.00%
<b>Patrons Removed</b>	<b>(224)</b>		<b>100.00%</b>	<b>(1,142)</b>	<b>(1,393)</b>	<b>18.02%</b>

# Statistical Report

	Month Statistics			YTD Statistics		
	Jul-25	Jul-24	CHANGE	2025	2024	CHANGE
<b>Library Building Usage</b>						
<b>Total Meeting Room Usage</b>	<b>880</b>	<b>775</b>	<b>13.55%</b>	<b>6,093</b>	<b>5,481</b>	<b>11.17%</b>
Internal/Collaboration	135	134	0.75%	865	843	2.61%
External/Outside Usage	745	641	16.22%	5,228	4,638	12.72%
<b>Total Program Audience</b>	<b>3,793</b>	<b>7,741</b>	<b>-51.00%</b>	<b>25,527</b>	<b>28,007</b>	<b>-8.85%</b>
Adult	875	593	47.55%	8,022	5,728	40.05%
Youth	2,918	7,148	-59.18%	16,643	21,566	-22.83%
Heritage Room	0	0	0.00%	862	713	20.90%
<b>Total Number of Programs</b>	<b>79</b>	<b>93</b>	<b>-15.05%</b>	<b>664</b>	<b>644</b>	<b>3.11%</b>
Adult	49	50	-2.00%	375	313	19.81%
Youth	30	43	-30.23%	275	317	-13.25%
Heritage Room	0	0	0.00%	14	14	0.00%
<b>Total Volunteer Hours</b>	<b>212</b>	<b>245</b>	<b>-13.47%</b>	<b>1,355</b>	<b>1,434</b>	<b>-5.51%</b>
Adult	67	48	39.58%	470	396	18.69%
Youth	72	126	-42.86%	377	476	-20.80%
Technical	12	10	20.00%	86	77	11.69%
Circulation	26	29	-10.34%	193	254	-24.02%
Administration	32	32	0.00%	226	230	-1.74%
Community Service	3	0	100.00%	3	1	200.00%
<b>Total Front Door Traffic</b>	<b>18,023</b>	<b>18,443</b>	<b>-2.28%</b>	<b>137,360</b>	<b>138,971</b>	<b>-1.16%</b>
<b>Total Youth Services Traffic</b>	<b>13,998</b>	<b>14,021</b>	<b>-0.16%</b>	<b>104,297</b>	<b>102,297</b>	<b>1.96%</b>
<b>Total Business Center Traffic</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Information Access/Reference/Research</b>						
<b>Total Reference Transactions</b>	<b>9,094</b>	<b>7,894</b>	<b>15.20%</b>	<b>55,218</b>	<b>44,377</b>	<b>24.43%</b>
Adult Phone	520	498	4.42%	4,035	3,112	29.66%
Adult Ready Reference	1,804	1,519	18.76%	11,912	9,266	28.56%
Adult Reference	160	218	-26.61%	1,608	1,398	15.02%
Youth Phone	103	91	13.19%	625	500	25.00%
Youth Ready Reference	3,501	3,662	-4.40%	21,140	19,774	6.91%
Youth Reference	573	1,121	-48.88%	2,483	4,286	-42.07%
HR Phone	23	16	43.75%	95	82	15.85%
HR Ready Reference	27	22	22.73%	1,620	1,468	10.35%
HR Reference	4	2	100.00%	98	63	55.56%
Circ Phone**	498	456	9.21%	3,506	2,357	48.75%
Circ Ready Reference	471	135	248.89%	2,591	1,101	135.33%
Circ Reference	1,410	154	815.58%	5,505	970	467.53%
<b>Total Edutainment LAN Use</b>	<b>95</b>	<b>100</b>	<b>-5.00%</b>	<b>1,497</b>	<b>1,954</b>	<b>-23.39%</b>
<b>Total Internet Computer Use</b>	<b>1,815</b>	<b>1,947</b>	<b>-6.78%</b>	<b>12,324</b>	<b>11,723</b>	<b>5.13%</b>
Youth Computers	308	285	8.07%	1,579	1,346	17.31%
Adult Computers	1,502	1,658	-9.41%	10,710	10,352	3.46%
Laptop Computer Circulated	5	4	25.00%	35	25	40.00%
<b>Total Electronic Transactions</b>	<b>80,521</b>	<b>37,402</b>	<b>115.29%</b>	<b>366,706</b>	<b>288,623</b>	<b>27.05%</b>
WebSite Hits	69,777	26,418	164.13%	291,598	214,558	35.91%
WebCatalog Sessions	8,870	8,986	-1.29%	63,838	62,275	2.51%
Licensed Database Hits	1,874	1,998	-6.21%	11,270	11,790	-4.41%

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

\*\* Includes Curbside Activity

Christy Klien, Library Director

## Family Storytime

Tuesday, September 2nd  
9:30am & 10:30am

## Teen LGBTQ+ Meet-Up

Tuesday, September 02  
6:30pm - 8:00pm

## Baby/Toddler Storytime

Wednesday, September 3  
9:30am & 10:30am

## Mindful Meditation

with Nicole Najjar!  
Wednesday, September 3  
6:00pm - 7:00pm

## Muffins and the Market

Thursday, September 4  
9:00am - 10:00am

## Gemini Moon Outdoor

**Concert**An alternative, folk,  
indie, rock group

Thursday, September 04  
6:00pm - 7:00pm

## Bedtime Storytime

Thursday, September 04  
6:30pm - 7:00pm

## Sea Shanty Singalong

Set Your Sails! No experience  
necessary.

Saturday, September 06  
2:00pm - 3:30pm

## Baby/Toddler Storytime

Monday, September 08  
9:30am & 10:30am

## Family Storytime

Tuesday, September 09  
9:30am & 10:30am

## PDL Monarch Waystation Tour

How You Can Help the Monarch  
Butterflies, Too!

Tuesday, September 9  
6:30pm - 8:00pm

## Baby/Toddler Storytime

Wednesday, September 10  
9:30am & 10:30am

## Immaculate Snacks & Gaming

Wednesday, September 10  
3:30pm - 4:30pm

## Yoga with Apral

A gentle approach  
Wednesday, September 10  
4:00pm - 5:00pm

## Middle Grade Book Club

4th-6th Grade  
Wednesday, September 10  
6:00pm - 7:00pm

## Cyanotype Art

Create Art using Light  
Wednesday, September 10  
6:30pm - 8:00pm

## Introduction to Manga

**Drawing--People**  
For 2nd-5th Grade Beginners  
Thursday, September 11  
6:00pm - 7:00pm

## Bedtime Storytime

Thursday, September 11  
6:30pm - 7:00pm

## Documentary and Donuts

*Brother Orange*  
Friday, September 12  
10:00am - 1:00pm

## Saturday Sound Immersion

Saturday, September 13  
10:30am - 11:30am

## Baby/Toddler Storytime

Monday, September 15  
9:30am & 10:30am

## Kalamazoo Valley

## Genealogical Society

General Meeting & Program  
Monday, September 15  
7:00pm - 8:00pm

## Family Storytime

Tuesday, September 16  
9:30am & 10:30am

## Tinker and Think

Can You Make a Cool  
Kaleidoscope?  
Tuesday, September 16  
4:30pm - 5:30pm

## Kindergarten and First Grade

## Book Club

Tuesday, September 16  
4:30pm - 5:30pm

## Purl for Portage

A Yarn Arts Club  
Tuesday, September 16  
6:00pm - 8:00pm

## Plots and Pages

A Local Writers' Group  
Tuesday, September 16  
6:00pm - 8:00pm

## Decluttering Tips and Tricks

with local organizer, Tina  
Fagerman  
Tuesday, September 16th  
6:00pm - 7:00pm

# MLA ADVOCACY NEWS

July 2025

## Federal Funding Uncertainty for Libraries and Polling Support from Michiganders

While a lot of uncertainty remains, Michiganders are clear in their support for IMLS and IMLS-funded programs. In the June poll, 78% of respondents said that IMLS funding from the federal government should remain as part of the federal budget.

If federal funding for libraries is no longer part of the federal budget, 82% of respondents said it is important for the State of Michigan to replace funding lost for libraries. These figures show strong support for the continuation of programs like the Michigan eLibrary and statewide catalog, MeL and MeLCat, and send a message to our federal and statewide legislators that these programs remain a priority for Michiganders.

Where do things stand for IMLS? While Congress continues to deliberate on FY2026 spending bills, the American Library Association (ALA) is reminding advocates to contact their representatives, especially those who serve on Congressional Appropriation Committees, to urge them to continue funding IMLS. This week, we learned Congress has decided to push back its discussions on library funding until the first week of September, which gives us more time to advocate. As ALA highlighted in their communications this week, Congress members and their staff have a higher chance of seeing your communications and engaging with the issue while they are in their home districts over the summer.

While lawsuits challenging the March Executive Order attempting to shutter IMLS make their way through the courts, the federal administration may consider other avenues for eliminating the agency. Just last week, Congress rolled back \$9 billion in previously allocated funds for public media and foreign aid through a rescission package. You can find a detailed update on the possibility of recissions, reconciliation through spending bills, and the reauthorization of IMLS in this article.

While ALA and groups like EveryLibrary continue to encourage outreach to federal legislators, contacting your Michigan Senators and House Representatives to communicate the value of IMLS-funded programs is also important.

The Library of Michigan has indicated they're able to stretch the federal FY2025 dollars through FY2026, which would allow for the continuation of MeL and MeLCat until October 1, 2026 (as long as the funding is not rescinded). If the federal administration succeeds with its intent to shutter IMLS, Michigan needs to be prepared to fund affected statewide programs beginning October 1, 2026.

Library advocates must continue to educate communities and legislators on the value of programs like MeL and MeLCat, and the potential need for a State of Michigan appropriation to ensure the programs continue!

Use this bookmark (pdf) to share information about how federal funding cuts could impact the Michigan eLibrary.

To learn more, visit [milibrares.org/fund-libraries](https://milibrares.org/fund-libraries) and watch this page for the latest updates on the status of IMLS and federal funding and its impact on MeL and other vital library services here in Michigan.

# Memo

## Report from Library Board Liaison to the Friends of the Portage District Library

**To:** Portage District Library Board  
**From:** Christy Klien, Library Director  
**Date:** August 20, 2025

### Background

Portage District Library Board Trustees Cara Terry and Ken Baker are the Board Co-Liaisons to the Friends of the Library in 2025, and as such, one of them will attend Friends' board meetings and share information about Friends' activities.

There will be an item on the agenda for any Library Board meeting that immediately follows a Friends book sale or board meeting. Since the Friends had a book sale on August 1 and 2, 2025 and their August board meeting on August 11, there will be an item on the agenda for the August 25, 2025 Library Board meeting.

# Monitoring Report on the Executive Limitation Policy Compensation and Benefits

August 25, 2025

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Library Director shall not cause or allow jeopardy to fiscal integrity or public image. Accordingly, they may not:

## **Policy 1: Change his/her own compensation and benefits.**

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

## **Policy 2: Promise or imply permanent or guaranteed employment.**

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

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

**Director's Response:** The Library conducted a salary survey of similar size libraries with the assistance of ElementOne. Salary range information received from the use of these consultants was used to make adjustments to the Library's existing salary ranges for 2025. These adjustments were part of a planned step adjustment. The Library will be using ElementOne to assist in updating salary ranges on a semi-annual basis. In 2026, ElementOne will be assisting the Library in developing an evaluation tool that will marry with its salary ranges to provide guidance in year-end pay changes.

Library employees' benefit package includes: shared premium paid Health, 100% Dental, Life, and Vision insurance; Short and Long Term Disability insurance; Sec. 125 flexible benefit plan; sick leave; vacation; paid holidays; Personal Well-Being plan; training & development opportunities; and a retirement plan package. The library's retirement package includes a 457 employee funded retirement plan option, a ROTH IRA option, and a 401(a) employer funded plan. Currently the 401(a) funding equals 10% of the employee's salary, paid into the plan each pay period. The employee contribution limit for the 457 Plan is set at the IRS limit for each year. All regular part-time staff have the ability to contribute per-tax funds from their paycheck to the 457. The Library Director's retirement contribution level is authorized by the Library Board.

The Library also allows employees to purchase additional insurance and service policies through payroll deduction. Those policies include: Mutual of Omaha supplemental life insurance; Guardian Supplemental Accident and Cancer insurance; LegalShield Legal and ID protection services. Additionally, all employees have access to Bronson HelpNet EAP services and the Library's Personal Well-Being Program.

Benefits are administered through the Employee Navigator Employee Portal. The portal allows employees to shop, compare and obtain documentation on benefit plans while making purchasing decisions, or throughout the year for obtaining guidance on coverages.

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

**Director's Response:**

All employee benefits have been specifically placed in the current budget, and all benefits can be supported for the 2025 fiscal year. The library reviews the current policy each year against other policies available to insure that the process of comparing health insurance costs are kept at a reasonable level for the library, while providing comparable coverage to employees. In September 2025, the Library will obtain quotes from health insurance companies for premiums for the plan year beginning January 1, 2026. The library will continue to use Rose Street Advisors to obtain quotes and advise the library on the merits of each submission. The library will make a choice on health insurance plans to be offered to employees that will offer the best coverage at the best price that can be afforded by the library and its employees.

Beginning December 1, 2011, the library switched its health insurance plan to a shared premium plan. The Portage District Library previously paid 100% of full-time employee's health insurance premiums. With the passing of legislation by the Michigan Legislature, a hard cap limit was established that regulated the maximum amount that public employers were allowed to contribute towards employees' health insurance premiums. Therefore, all premium costs above that hard cap limit had to be passed on to employees and deducted from their paychecks on a bi-weekly basis.

Additionally, the library switched over from its Health Reimbursement Account (HRA) plan for a more traditional healthcare plan where deductibles are paid by employees. For the plan year beginning December 1, 2016, the library offered two (2) health insurance plan options. The first plan had an out-of-pocket maximum that did not include co-insurance and the second plan included a higher out-of-pocket maximum for employees with a level of co-insurance above the standard deductible. Each plan had a different cost for premiums to the employees and they were allowed to choose which plan they wanted to enroll in. The library added a third option, a Health Savings Account (HSA), for the plan year beginning December 1, 2020. Each year at open enrollment, employees will be given the opportunity to choose a different plan offered by the library. The library will continue to monitor the effects of the Affordable Care Act (ACA), and any replacement legislation, in order to comply with all regulations and also to offer health plans that will be both affordable for the library and its employees, as well as provide top-notch health care coverage.

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

A. Incur unfounded liabilities.

**Director's Response:** No unfounded liabilities have been incurred.

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

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

C. Allow any employee to lose benefits already accrued from any foregoing plan.

**Director's Response:** No employee has lost benefits already accrued from any foregoing plan.

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

**Director's Response:** Compensation and Benefits Monitoring Reports are provided to the Library Board once a year, on a frequency set forth on the Annual Calendar of Library Board Activities. The last time this report was presented to the board, prior to this report, was at the board meeting held on August 26, 2024.



# Monitoring Report on the Executive Limitation Policy for Treatment of Staff

August 25, 2025

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

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

*Director's Response:*

The library maintains an up-to-date Employee Handbook that is distributed to all regular full-time and part-time staff and new hires. This handbook clearly set forth all conditions of employment, expectations for employee conduct and procedures for problem resolution. These personnel policies are intended to be administrative tools for human resource management, and are reviewed on an ongoing basis by the Library Business Manager for any revisions that may be needed.

The library issues the Employee Handbook to all regular full-time and part-time employees, when they are hired, as part of their initial orientation, and they are asked to review the handbook and then ask any questions about its content that may arise.

The Library worked with its attorney, Luis Avila of Varum Law, to review and make corrections and updates to the employee handbook in August of 2024. The handbook was updated for changes to laws and current trends. All staff have received a copy of the handbook for their reference.

**Policy 2: Discriminate against any staff member for expressing an ethical dissent.**

*Director's Response:*

The library maintains an up-to-date Employee Handbook that is distributed to all regular full-time and part-time staff and new hires. This handbook clearly set forth all conditions of employment, expectations for employee conduct and procedures for problem resolution. These personnel policies are intended to be administrative tools for human resource management, and are reviewed on an ongoing basis by the Library Business Manager for any revisions that may be needed.

The library issues the Employee Handbook to all regular full-time and part-time employees, when they are hired, as part of their initial orientation, and they are asked to review the handbook and then ask any questions about its content that may arise.

**Policy 3: Fail to evaluate staff on expected performance once a year, and produce an internal report.**

**Director's Response:**

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

The Library is currently working with Element One to develop anew evaluation tool that will encompass their job description, quarterly check-ins, and annual review to provide each employee a clear understanding of their performance expectations.

**Policy 4: Fail to acquaint staff with the Library Director's interpretation of their protections under this policy.**

**Director's Response:**

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

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

**Director's Response:**

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

## Additional Documentation for Treatment of Staff

In addition to the responses in the Monitoring Report for the Executive Limitation Policy on Treatment of Staff shown above, the following information is offered as additional documentation about the appropriate treatment of staff at the library:

### Conditions of the workplace for staff:

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

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

- (1) Cleaning of carpet and tile throughout the Library to maintain its appearance while providing a clean atmosphere.
- (2) Regular appointments with a pest control service.
- (3) Installation of air purifiers throughout the library to improve the air quality for staff and patrons.

### Staff Development

The library administration encourages staff development in numerous ways:

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

**Staff Development Day:** The Library Staff will have a Staff Development Day that is focused on DEIA speakers, library staff responsibilities, and department specific training.

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

### Workload Issues:

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

1. The best use of human resources to accomplish the Library's Ends.
2. Public service needs.
3. Budget constraints.
4. Staff expertise and experience in specific areas.
5. Availability of acceptable candidates to fill position vacancies.