

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting
December 15, 2025

300 LIBRARY LANE, PORTAGE, MICHIGAN 49002



NOTICE OF REGULAR MEETING

PORTAGE DISTRICT LIBRARY BOARD

Regular Board Meeting, Monday, December 15, 2025 | 6:00 PM

The Library Board of the Portage District Library will hold a regular meeting on Monday, December 15, 2025 at 6:00 p.m. This meeting will be held at 300 Library Lane. The purpose of this meeting is for the discussion of library business. The Library gives notice of the following:

1. Meeting Attendance

The 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.

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 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 within a reasonable time in advance of the meeting.

Dated: Dec. 11, 2025

Quyen Edwards
Library Board Secretary

Portage District Library
300 Library Lane
Portage, MI 49002

AGENDA

December 15, 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 December 15, 2025 (1 minute) (Vote)

V. Consent Agenda (5 minutes) (Vote)

- A. Minutes of the regular meeting held on October 27, 2025 (Info) Pg.5-9
- B. Minutes of the board retreat held on November 5, 2025 (Info) Pg.10
- C. October and November 2025 Narrative (Info) Pg.11-16
- D. Spotlight - Makerspace (Info) Pg.17-22
- E. Financial Condition for October and November 2025 (Info) Pg. 23-26
- F. Budget Amendment: Allocation of Interest Income (Info) Pg.27
- G. Statistical Report for October and November 2025 (Info) Pg. 28-31
- H. January 2026 Program Calendar (Info) Pg.32
- I. MLA Advocacy (Info) Pg.33-34
- J. Review Bulletin Board Policy. (Info) Pg.35
- K. Review Public Comment Policy. (Info) Pg.36-37
- L. Review FOIA Policy. (Info) Pg.38-65

VI. Governance (20 minutes)

- A. Adoption of Schedule of Library Board Meetings for 2026. (Vote) Pg.66
- B. Appointment of Nominating Committee Chair to survey trustees' interest in Board offices in 2026. (Info) Pg.67
- C. Friends of the Library Update. (Info) Pg.68
- D. Notary Policy (Vote) Pg.69-71
- E. Patron Behavior Policy (Vote) Pg.72-81

VII. Library Director's Reports (20 minutes)

- A. Final remarks by Library Director for the December 15, 2025 Library Board Meeting

AGENDA

VIII. Library Personnel (20 minutes)

- A. Personnel Committee's recommendation for Library Director's compensation in 2026 and Renewal of Library Director 5 Year Contract. **(Vote) Pg.**

IX. Process Evaluation (5 minutes total)

- A. Suggestions for Agenda Items to be included on the January 2026 Board Meeting
 - 1. Minutes of the Regular Meeting of December 15, 2025.
 - 2. Review of Community Meeting Room Policy.
 - 3. Review of Library Privacy & Search Warrant Policy.
 - 4. Approval of Budget Amendment Request to Increase Expense Lines in the FY 2026 Budget to Offset Unpaid Encumbrances.
 - 5. Approval of Budget Amendment Request to Adjust Reserve Accounts as Required.
 - 6. Election of Library Board Officers for 2026 & Appointment of Library Board Personnel Committee, Board Liaison to the Friends of the Library, and Library Board Secretary for 2026.
 - 7. Annual signing of "Conflict of Interest" Statements by trustees.
 - 8. Discussion about guests to be invited to Library Board meetings in 2026.
 - 9. Endorsement of Library Director's Personal Goals for 2026.
 - 10. 4th Quarter Financial Report for Fiscal Year 2025 & Comments on Year-End Results.
 - 11. 4th Quarter Strategic Plan Statistics
 - 12. Monitoring Report on Executive Limitation: Global Executive Constraint.
- B. Miscellaneous

X. Adjournment

MINUTES

From the October 27, 2025
Regular Board Meeting

I. Start of Meeting

II. Roll Call

Board Members Present: Ken Baker, Michele Behr, Cara Terry, Tom Vance, and Linda Whitlock

Board Members Absent: Jeanne Friedman (excused) and Donna VanderVries (excused)

Library Staff Present: Library Director Christy Klien, Rolfe Behrje, Quyen Edwards, Rob Foti
Lawrence Kapture, Abby Pylar, Steve Rossio, and Laura Wright

Library Staff Absent: Ben Chee and Colin Whitehurst

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

Library Board Chair Tom Vance welcomed everyone to the October 27, 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 October 27, 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 October 27, 2025. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

V. Consent Agenda

Library Board Chair Vance asked if there were any changes needed to the consent agenda for the October 27, 2025 board meeting before its adoption. Trustee Whitlock requested removal of Item H - Statistical Report for August and September 2025.

- A. Minutes of the Regular Board Meeting of September 22, 2025. *(Info) Pg. 5-7*
- B. Review of Donation Policy. *(Info) Pg.8*
- C. Budget Amendments –Rostami and Undesignated 2024 *(Info) Pg.9-10*
- D. Monitoring Report – Communication & Support to the Library Board. *(Info) Pg. 11-14*
- E. Monitoring Report – Ends Focus of Grants/Contracts. *(Info) Pg. 15*
- F. Narrative Report for September 2025. *(Info) Pg. 16-18*
- G. Report on Financial Condition for September 2025. *(Info) Pg. 19-20*
- H. Statistical Report for August and September 2025. *(Info) Pg. 21-24*
- I. MLA Advocacy News for October 2025. *(Info) Pg. 25*
- J. PDL Events Calendar for November 2025. *(Info) Pg. 26-27*

MOTION: It was moved by Trustee Behr and supported by Trustee Terry that the Library Board approve the consent agenda for the regular meeting of October 27, 2025 with the exception of Item H - Statistical Report for August and September 2025. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

MINUTES

Item H - Statistical Report for August and September 2025. - Trustee Whitlock referenced page 23 September Stats and asked why website hits were so high last month. Systems Administrator Rolfe Behrje indicated that bot traffic was likely to blame for the increase. Trustees also asked why Internet Users dropped 100% from last year. Library Director Klien explained that the Internet User Card has been transitioned to an Onsite Pass which allows guests to use the Internet at the library along with a few other services.

Systems Administrator Behrje gave an update on the PASS card/Portage Public School cards. Students are reentered every year to extend the expiration date and to ensure information and addresses are up to date. The database receives a weekly update through October, then monthly updates following that as there are fewer changes after the first 2 month of the school year.

MOTION: It was moved by Trustee Behr and supported by Trustee Terry that the Library Board approve Item H after discussion. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

VI. Governance

A. Recollect Demonstration

Head of Technical Services Abby Pylar and Local Historian Steve Rossio gave trustees a presentation Recollect, a Special Collection Management and Community Engagement Platform that will house the library's Digital Archives. This service is already being utilized by galleries, libraries, archives, museums, and heritage sites. PDL is the first organization to implement its use in Michigan. This service is in place of Content DM, which was not very intuitive and we had to host it.

Recollect has a variety of interesting and useful features and continue to develop new concepts. Great company to work with and provide great customer support. Recollect can be accessed on any device because it is hosted on a website. Recollect helps organize photographs, documents, and three-dimensional items.

Pylar and Rossio explained the process to get information published in Recollect; scan, edit, color balance, upload, create metadata, complete template, add tags. They started with the John Todd photograph collection and have many plans for future projects.

B. Approval of Circulation Policy

Library Director Christy Klien directed trustees to a few changes in wording and updates as provided by the Circulation Department.

Trustees asked about electric car charging fees. Users pay via credit card via ChargePoint. The library mirrors the city of Portage prices. Do not limit the amount of time a vehicle can spend charging, but we could consider that in the future.

MOTION: It was moved by Trustee Terry and supported by Trustee Behr that the Library Board approve the Circulation Policy as presented. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

C. Approval of Resident/Non-Resident Policy and Non-Resident Fee Amount for 2026.

Library Director Christy Klien directed trustees to a few changes in wording and updates as provided by the Circulation Department. We have added Michigan State Tribal ID as an ID verification, changed wording to Onsite Pass, and added educator website as an option for verification for an Educator Card..

Klien noted that the Non-Resident fee is up \$11 from last year.

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MOTION: It was moved by Trustee Terry and supported by Trustee Whitlock that the Library Board approve the **Resident/Non-Resident Policy and Non-Resident Fee Amount for 2026** as presented. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

D. Approval of Holiday Schedule for Library Hours of Operation in 2026.

Library Director Christy Klien referred to the memo with 2026 dates for traditionally closed holidays including Juneteenth. Klien noted that KPL is closed Thanksgiving Eve at 5PM and that she would like the Board to consider doing the same in the future. It is a slower traffic evening and would benefit staff who travel to celebrate the holiday.

MOTION: It was moved by Trustee Baker and supported by Trustee Terry that the Library Board approve the **Holiday Schedule for Library Hours of Operation in 2026** as presented. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

MOTION: It was moved by Trustee Behr and supported by Trustee Whitlock that the Library Board approve to close each year on the day before Thanksgiving at 5PM beginning in 2025. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried.

E. Review of Investment Policy and Library Investment Listing

Library Director Christy Klien and Business Manager Foti presented the Investment Policy and Investment Listings. Foti said we are governed by Public Act 20. defines what we can invest in. The library's investments are very conservative.

F. Friends of the Library Update

Trustee Terry said that the Friends have had two book sales recently. The regularly scheduled bimonthly October book sale went well and earned approximately \$4,500. The second book sale was for a donated history book collection. We had some very enthusiastic buyers show up for the sale who spent a long time looking. That book sale generated about \$2,000 in sales. Great organization of the books by the Friends and special thanks to Local Historian Steve Rossio who transported the books to the library.

The Friends are sponsoring the annual Staff Halloween Pizza Party.

VII. Ends Development

K. Library Director's Accomplishment of Personal Goals for Fiscal Year 2025. (Info) Pg.44

Klien said that her update was provided in the packet. She said it has been another good year. She met all the goals and the anonymous staff survey will be distributed in November.

Klien asked if there were questions or concerns and there were none.

DISPOSITION: The Library Board received the information about the Library Director's Accomplishment of Personal Goals for Fiscal Year 2025 .

A. Library Director's 2025 Evaluation Process

Board Chair Vance said the Personnel Committee will be meeting to review Library Director Evaluation forms and reporting back to the Board at the December meeting. Trustees set a date for completed evaluations to be received to the Board Chair - Monday, November 24. Library Board Secretary Edwards will send out the complied evaluation forms by the end of the week

DISPOSITION: The Library Board received the information about the Library Director's

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Evaluation Process.

B. Third Quarter 2025 Strategic Planning Statistics

Klien said staff provided updates regarding activities completed in July, August, and September 2025 towards strategic planning goals. Klien said that some activities do not have updates or no significant progress to report at this time.

Behr question about organizations contacted for Outreach by Adult Services Sara Weyenberg. Head of Adult Services Lawrence Kapture said she was contacting Non-profits and government agencies, Senior Living Facilities, the local Hispanic and Chinese Cultural organizations, and the Kalamazoo Literacy Council.

DISPOSITION: The Library Board received the Third Quarter Strategic Planning Updates.

C. Third Quarter 2025 Financial Report.

Klien said the report is as presented by Business Manager Foti. Foti said that the good news is as follows: Taxes came in on budget. State Aid and Penal Fines came in a little above budget. Investment income is up. Neighborhood enterprise zone to encourage development where they keep the increase in the taxable value to reinvest in the area.

The library has three part-time open positions to be filled.

DISPOSITION: The Library Board received the Third Quarter 2024 Financial Report.

D. Request for Library Board Approval for Restricted Use of Trustees Signatures and Library Patron Data Base for Direct Mail Initiatives

Library Director Klien shared a draft of a letter with trustees. She said that we would like to send this out to our library patron database that includes updates about what happened at the library in 2025 and invite them to support the library if they are interested. Klien said she needs permission to use the patron database for the mailing and include trustees signatures on the letter. Following Board approval, the letters should arrive in mailboxes by Thanksgiving.

MOTION: It was moved by Trustee Baker and supported by Trustee Whitlock to approve a one time use of the library patron database for a direct mailing at the end of the year and approve use of trustees signatures. Vote 5-Yes, 0-No, 2-Absent (Friedman, VanderVries). Motion carried

E. Discussion about Board Retreat

Library Director Klien reminded trustees about the Library Board Retreat next week Wednesday, November 5th at 5:30 at the Kalamazoo Public Library downtown location.

VIII. Library Director's Reports

A. Final remarks by Library Director for the October 27, 2025 Library Board Meeting

Klien said she and Head of Technical Services Abby Pylar will be going to the Michigan Library Association Annual conference for beneficial presentations.

Klien made trustees aware of an issue over the weekend in the Teen Room when someone dismantled an LGBTQ book display.

Klien said she will be on vacation Nov. 6-7 and some of Thanksgiving week.

Hoopla budget - Head of Adult Services Lawrence Kapture shared that we had to make some adjustments to what we offered in September because we were significantly over budget. The

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Hoopla model is a pay per checkout structure and we saw a 20% increase in use/cost this year and 20% last year. We will consider doing more education about how those services work and how the payment structures work for eBooks.

IX. Process Evaluation

A. Suggestions for Agenda Items to be included on the December 15, 2025

Board Meeting

1. Minutes of the Regular Meeting held on October 27, 2025.
2. Review of FOIA Policy
3. Approval of Annual Calendar of Library Board Activities for FY 2026
4. Adoption of Schedule of Library Board Meetings for 2026
5. Report on Financial Condition for October & November 2025
6. Narrative Report for October & November 2025
7. Statistical Report for October & November 2025
8. MLA Advocacy News for November & December 2025
9. Personnel Committee's Recommendation for Library Director's Compensation in 2026
10. End-of-Year Report on Accomplishment of all Ends in 2025

B. Miscellaneous

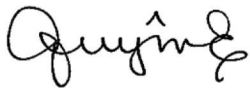
Reminder that petitioners should be 15 feet from the door (at the base of the stairs).

X. Adjournment

Library Board Chair Vance said if there was no further business to be considered, that he would adjourn the regular board meeting of October 27, 2025.

DISPOSITION: The regular board meeting of October 27, 2025 was adjourned at 7:30 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary

MINUTES

From the November 5, 2025
Board Retreat

I. Start of Meeting

II. Roll Call

III. Board Members Present: Board Members Absent: Library Staff Present:

Board Members Present: Michele Behr, Jeanne Friedman, and Linda Whitlock

Board Members Absent: Ken Baker, Cara Terry, Tom Vance, and Donna VanderVries

Library Staff Present: Library Director Christy Klien and Quyen Edwards

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

Library Board Vice Chair Jeanne Friedman welcomed everyone to the November 5, 2025 Library Board Retreat. She asked if anyone present had any comments and there were none.

V. Adoption of the Agenda for the Regular Meeting of March 20, 2024

Since there was not a quorum present, no voting took place at the Board Retreat.

VI. Governance

A. Tour of Kalamazoo Public Library Central Branch with Library Director Michael Cockrell

Kalamazoo Public Library Director Michael Cockrell gave a tour of the 3 floors of the Central Library. He highlighted Children's Services, Teen Services, the DVD Collection, Library of Things, Adult Services and their public computer area, security services, passport services, Local History, the Law Library, the Maker Space and the Van Deusen Room.

VII. Adjournment

Library Board Vice Chair Friedman adjourned the board retreat.

DISPOSITION: The board retreat of November 5, 2025 was adjourned at 7:30 PM.

Recorded and Transcribed by,



Quyen Edwards

Library Board Secretary

Director's Report

December 2025

Adult Services

In October, Adult Services Librarian, [Rachael Wiegmann](#) and [Laura Wright](#) hosted an Art Reception for the Artist Trading Cards with collage artist Laura Weiler. The Parkwyn Jazz Trio performed jazz music in the atrium, while there were hors d'oeuvres in the café. In addition to this, attendees made collage trading cards (which are displayed in the café gallery until the end of November). For this program we had sixty participants.

On October 11th the Portage District Library again participated in Geek Fest with the Kalamazoo, Paw Paw, Vicksburg, and Richland public libraries. We drew 958 Attendees, a 14% increase from Geek Fest in 2024. 175 attendees were from Portage, about 18% of total attendance, which was a whopping 76% increase over 111 and 13.7% in 2024.

Guests and events this year included:

Voice actress Kimberly Woods, with credits including The Elder Scrolls Online: The Gold Road, X-Men '97, and Demon Slayer: Kimetsu No Yaiba.

Other new guests included the USS Cutty Sark, a Kalamazoo area Star Trek group, and Weary Traveler Leather, who also brought a work bench to demonstrate leatherwork.

We had our usual 50+ tables of local artists and crafters, the makerspaces of both PDL and KPL, cosplayers, board game demos by local game store Voss Media, RPG games, light saber combats, Super Mario Brothers Tournament, and Virtual Reality. There was something for everyone, from free crafts to purchasing professional posters made by local comic book artists Paul Sizer and Jane Irwin.

Six PDL staff participated, including [Ruth Cowles](#), who did a lot of heavy lifting overseeing volunteers and the convention center layout, [Steve Rossio](#), who ran our volunteer refreshments, [KayLee Davis](#), [Tyler Flores](#), [Lea Hatley](#) from Circulation and [Jane Fleming](#). Christina Doane, a former staff member, again ran the gaming room as a volunteer.

Portage provided \$2,200 towards the budget, which went to refreshments or honorariums, at \$12.57 per PDL patron. \$1,200 came from the Friends, and \$1,000 from the programing and marketing budgets.

In October, STEAM Librarian [Jane Fleming](#) hosted a class featuring CreativeBug, which is an online database available for our patrons to use. The class was on Wednesday, October 29 and 17 patrons attended. In this class, patrons learned from a Creative Bug artist about how to do basic line drawing. She showed them how to learn to draw from a photo, from a real life object, as well as how to draw geometric shapes. Patrons were then able to go home and access Creative Bug from home to continue their learning.

October was also a busy month for Halloween costumes in the Makerspace! We helped a number of patrons make their costumes. Attached is one of our favorites. After we printed the mask, the patron used some of our PLA glue and acrylic paints to finish the costume for her daughter. She sent pictures afterward and said the costume was a huge hit.

Another notable event in the Makerspace was a patron that came in to embroider a baby blanket for her new nephew. Her mother, the baby's grandmother, had passed away not too long ago. The new baby's name is Leo, so the patron took her mother's handwriting of the word "Love" and was able to use the letters to make a digital file of the baby's name. She then turned them into an embroidery file so we could embroider the new baby's name on his blanket using his grandmother's handwriting.

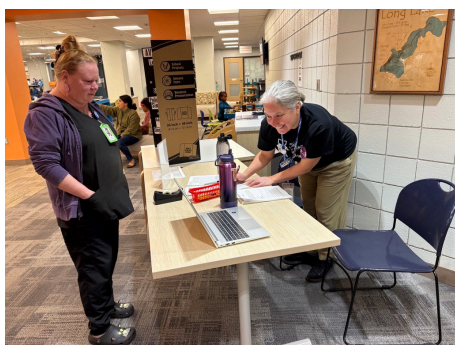
Chef Gandia visited again on October 30th, and we increased the attendance to allow 40 attendees. He will be back in the summer of 2026 to offer more cooking demonstrations.

In November, the Makerspace hosted a program with Guest Artist Laura Weiler called Collage Journaling. This program was held on Thursday, November 13, and it was full, with an attendance of 12 patrons. Laura started out the program teaching about collage, including a short history of how she started using collage as an artist and different techniques and styles. She then worked with patrons as they started on their own projects. Everyone was completely engaged, and many stayed after the allotted time for the program because they were so engrossed.



On November 15th, Adult Services Librarian, [Rachael Wiegmann](#) and Youth Services Librarian, [Andrea Smalley](#), hosted the Human Library. In total, we had eleven books (or humans with stories) and forty-seven check-outs from the readers. The librarians and books went through training for the Human Library. This program has been in the works for over a year, and it went very well. The book titles included: Inter-abled, Depression, Single Mom, Addict-Woman Minister, Victim of Anti-Semitism, Lesbian, Police Officer, Invisible Illness, Today's Sikh Woman, Ageism, and Birth Defects.

There were meaningful conversations held between several books and readers; some of which lasted over forty-five minutes. The day went smoothly, and it connected a lot of people. We hope to hold this program again. Thank you to [Jacob Lambert](#), [Lawrence Kapture](#), and [Rosemary Cotter](#) for helping us with this program.



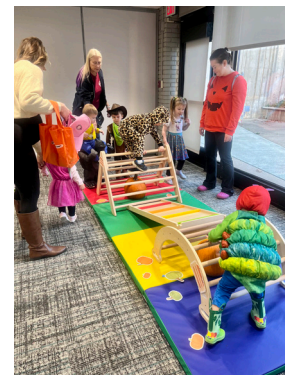
Youth Services

October

Take a moment to see the changes in the Youth Department! In October, we relocated and added some shelving and replaced furniture from before the move. After observing patron use of the space and watching the circulation numbers for some of the collections, we saw the need to make some changes:

- Additional shelving added to highest circulating collections
- Relocating a shelving unit to make more space for gathering and activities
- Replacement of old tables in the Preschool Room

The Youth Department hosted our annual Baby/Toddler Halloween Parade on October 29th. The cuteness overflowed the lower level with nearly 200 children and caregivers attending.



Youth Staff [Annette Wendt](#) (with the help of Mary Breuer) provided Kids' Chop Club, a program that combined the excitement of making quick, delicious recipes using knife skills and other essential cooking skills. This month they made Fruit Spring Rolls. Attendance: We had 12 "Choppers" with an additional 5 attending in observation status (including parents and younger siblings).

Youth Librarian [Emily Mingle](#) hosted an All-Things Gross program for youth patrons and their families. 49 participants came and enjoyed activities such as pin the booger in the nose and slug races. Participants were sufficiently grossed out by the end, with the brain mystery box being one of the grossest experiences.

The second Kindergarten and First Grade Book Club was held in October. 8 students had the chance to explore the STEM concept of density by sharing the book *Swim Swim Sink* by Jennifer Harney and then engineering a structure that would help a small pumpkin float.

Under the careful watch of Youth Staff [Olivia Pennebaker](#), [Kristin McNeal](#), and [Sarah Hatley](#), teens searched the library after hours for signs of ghostly activity at the Teen Paranormal Investigation. The library is incredibly haunted, depending on who you ask. Thank you to the Michigan Paranormal Alliance for leading the investigation!

Youth Staff [Olivia Pennebaker](#) and [Kristin McNeal](#) hosted the Teen Halloween Extravaganza, where teens enjoyed pizza and candy, competed in a costume contest, made spooky Halloween crafts, and watched a movie.

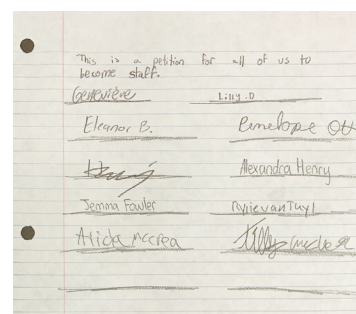
November

At a lively Teen Advisory Group meeting led by Teen Services Librarian [Olivia Pennebaker](#), teens recommended decorating materials for candy cottages, advised on what to include in High School Exam Care Packages, and offered a novel solution to any staff shortages the library experiences.



Youth Staff [Olivia Pennebaker](#) and [Kristin McNeal](#) hosted and judged the 4th annual Teen Charcuterie Competition, where teens went head-to-head to see who could make the most pleasing (or unhinged) charcuterie arrangements. In the first round, competitors chose meats, cheeses, crackers, veggies, fruits, and chocolate with no restrictions but in the second round they had to incorporate the secret ingredient: bugs. (The bugs may have been fruit snacks.)

Youth Staff [Laura Wright](#) hosted a visit from the Kalamazoo Violin Choir, led by Negar Dena Afazel. Additional registration had to be added to accommodate the attendees. It was a beautiful concert by young area violinists!



Heritage Room

The months of October and November have been fairly quiet for Local Historian [Steve Rossio](#) in the Heritage Room. The primary focus during this time has been the Recollect database. During the month of October, time was spent continuing to master the software and working out several “bugs” in the new scanner. During November eighty-five images were corrected and seventeen new images were added to the database keeping with our launch goal of June 2026.

October and November saw a new display to the Heritage Room which will last until the start of December. This display focused on Shakespeare fishing items located in the collection. Many people don’t realize that the Shakespeare company of Kalamazoo used fishermen in Portage to test their various rods, reels and lures. In December, this display will be replaced by one focusing on vintage toys from the 1930’s and early 1940’s.

[Steve Rossio](#) represented the library at the Veterans Day commemoration at the Kalamazoo Armory on November 11th where he set up a display honoring veterans in the United States Army as requested by the event coordinators. The display received numerous positive comments from both the coordinators as well as the guests and many guests/veterans were also delighted to see the Portage District Library’s participation in the event as well.

Circulation & Technical Services

During the month of October, we saw 943 students use their PASS cards. We also sent out 3,100 text messages regarding overdue materials, holds, bills, and membership renewals.

In collaboration with the Marketing Department, we sent out around 1,000 postcards welcoming members of the community back to the library, as well as reminding them that we are a fine-free facility. These were members who have not renewed their library card within the last year, or they were patrons who had unpaid bills on their accounts. The number of materials with bills was 2,438 at a cost of \$41,854.47. We will follow-up at the beginning of the year to see how well the postcard worked.

After attending a Library of Michigan session on archival yearbooks at this year's Michigan Library Association annual conference, Head of Circulation and Technical Services, [Abby Pylar](#) requested that the library become a drop-off place for Michigan yearbooks. The Library of Michigan is working on collecting 2 copies of yearbooks from every high school, parochial school, vocational school, college/university, and other schools of higher education in the state, and Abby wanted the library to help the Library of Michigan attain their goal.

During the month of November, we had 753 students use their PASS cards. We sent out 2,845 text messages regarding overdue materials, holds, bills, and membership renewals.

In the month of November, Head of Circulation and Technical Services, [Abby Pylar](#), met with two residents at Story Point Community Living to discuss their library needs. Abby gave suggestions on how to organize the collections, as well as getting rid of older materials and where to find updated items. In the future, we will be looking at ways that we can provide outreach services to this community.

Assistant Circulation Supervisor, [Chelsea Axtell](#), was the point-person in charge of our Angel Tree donations again this year. When we asked for tags for our tree, we received 400 tags. Almost all of the tags have been taken at the time of writing. We will be dropping off the donated items on December 15 to Salvation Army. At that point, we will have an accurate number of how many items were donated.

Personnel

The Business Manager created a performance review form based on discussions with the Library Director and ElementOne Consulting. The new form was used for the FY2025 year-end. Evaluation forms were sent to all staff and supervisors for completion. The results of those evaluations are now being used to calculate FY2026 pay rates for staff.

The library filled three job openings. The library hired [Emily Christianson](#) and [Jack Soderberg](#) as Adult Customer Service Assistants, [Sarah Jondle](#) as a Library Assistant in the Circulation Department. [Jenna McQuade](#) moved from her position as a Library Assistant in Circulation to a vacant Youth Customer Service Assistant. Therefore, the Library will be posting for the open Library Assistant position vacated by Jenna McQuade.

The library conducted its annual open enrollment meeting for benefits. Rose Street Advisors hosted the meeting and explained the benefit options to staff. The next plan year begins on January 1, 2026. Work is progressing to update all job description by the end of this year. There are a few left to finalize and then the library will proceed with phase II of its compensation and evaluation project with ElementOne Consulting. The Business Manager worked with the Library Board to provide comparable data on salaries in relation to the Library Director's annual evaluation. The Business Services Department will be working to close out as many purchase orders as possible by the end of the year to minimize the carry over effect into FY2026.

Information Technology

In October/November 2025, the IT Department continued to test JAMF profiles for mobile device management of potential circulating public access library ipads, began to integrate Microsoft Entra security in coordination with Active Directory.

The IT department continued to monitor and adjust its network security profile to adhere to best practices from Microsoft (Entra/Active Directory, Exchange, Sharepoint and OneDrive) and Sophos (VPN, Firewall and IPS).

The department continues to work on a replacement solution for the elevator emergency phone line with cellular backup and a drive-up curbside phone solution.

The library will upgrade its public access security products to add DeepFreeze Cloud for image maintenance, Windows patching, 3rd patching, deployment and remote management. Additionally, the library will better be able to track application usage and remotely manage the thaw state of its public access computers

The library will upgrade its public access catalog (Enterprise) and SD WebServices. All preparation work is completed. The library expects minimal downtime and will occur overnight on December 15th. The library is now quoting DMVPN (Dynamic Routing for both its staff and public access networks). This design will allow the library's network to failover in the case of internet fiber failures. The library is also quoting MFA for its library staff VPN access.

Maintenance & Building Services

Over the past two months, the library has completed several key maintenance and improvement projects. We addressed a backflow issue on the fire suppression system that required emergency services from Allied Mechanical Services, and we greatly appreciate the support of both AMS and the PDL staff during this challenging situation. In addition, we installed new electrical outlets in public areas to enhance convenience for patrons. Seasonal preparations continued with leaf cleanup and winterization tasks, including clearing all roof drains and downspouts. The outdoor public fountain has been shut down for the season, and Nature's Cure assisted with clearing and cutting back our native gardens. These efforts help ensure the library remains safe, functional, and welcoming for our community.

Spotlight On:

PDL Makerspace

In 2025, the Makerspace continued to thrive as a dynamic, hands-on learning environment for patrons of all ages. Throughout the year, visitors engaged in a wide range of creative projects, skill-building activities, and exploratory programs that encouraged curiosity, collaboration, and innovation. The space remained a welcoming hub where community members could experiment with new ideas, develop confidence with tools and technologies, and express themselves through making. Overall, 2025 marked a year of growth, increased participation, and meaningful creative experiences that strengthened the Makerspace's role within the library and the community it serves.

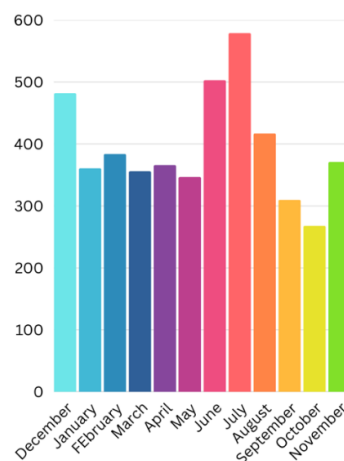
Makerspace Attendance

We measure Makerspace attendance by the number of people that visit the Makerspace during Staffed Hours. However, many people visit the Makerspace outside of Staffed Hours to utilize digitization services, Creative Kits and STEM Kits, button makers, or just to work on personal projects. The number of people who visit outside of Staffed Hours is not documented.

Staffed Hours Attendance

We have large upticks in attendance during the summer months, especially during Summer Reading, as well as the months leading into the holiday season.

December 2024	482
January 2025	361
February 2025	384
March 2025	356
April 2025	366
May 2025	347
June 2025	503
July 2025	579
August 2025	417
September 2025	310
*October 2025	268
November 2025	371



*During the month of October, we had to cut down our Staffed Hours as we had to first hire and then train our newest Makerspace Assistant, Jamie McKinney.

Makerspace Equipment

3D Printing

In 2025, we had 266 e-mailed requests for prints from patrons. This does not include walk-in requests or prints for staff-related projects or makerspace projects.

New Equipment

In 2025, the Makerspace invested in the following equipment to improve services for patrons.



Bambu Carbon X-1



Bambu H2D

1. We updated our 3D printing services. We went from Prusa 3D printers to Bambu 3D printers, which are faster, more efficient, and better at multi-color print. We currently have the Bambu Carbon X1 and the Bambu H2D.

We did this to address the demand for 3D prints from patrons as well as staff.



X-Tool F1 Ultra Fiber Laser



X-Tool P2S C02 Laser

2. We updated our laser cutting and engraving services. We invested in the X-Tool F1 Ultra fiber and blue light laser as well as the X-Tool P2S CO2 laser. These two lasers are helpful because they do different things. The F1 Ultra is smaller and faster and does high-speed engraving, especially on metal. The P2S is larger and better for cutting thicker materials such as wood and acrylic. Between the two lasers we are able to meet the needs of almost every patron that is interested in laser engraving.
3. We added an embroidery machine in January of 2025, the Janome MB7 embroidery machine. Over the course of the past year the embroidery machine has become one of our most popular pieces of equipment in the Makerspace.

We also purchased Hatch software, which helps people take their images and turn them into embroidery files.

4. We purchased two Chompsaws in September, which are kid-friendly cardboard cutting saws.



Janome MB7
embroidery machine



Chompsaw

Creative and STEM Kits

The Makerspace has a variety of Creative and STEM Kits available to patrons. These are ready-to-use creative and stem-related activities that patrons can use in the Makerspace to explore different activities.

The Makerspace makes new kits each year and evaluates the kits we currently have based on usage.

We added the following kits to the Makerspace in 2025:

Recycled Guitar Pick Kit
Paper Quilling Kit
Perler Beads Kit
Procreate Digital Drawing Kit
Chalk Table
Edison Robots
Zentangle Kit
Macrame Kit

Building Community

The Makerspace is committed to the goal of Portage District Library to incorporate relationship building opportunities for our patrons.

Maker-in-Residence

In 2025 we had our first Maker-in-Residence at the library, Amber Adams-Fall, who worked with patrons to help them create a community quilt. Patrons came to the Makerspace and Amber helped them piece together a quilt patch. Once they were all complete, Amber put all the pieces together to create the quilt. It will hang in the stairwell for all to enjoy.



Outreach

The Makerspace visited Farmer's Markets, PRIDE, Senior Living facilities, facilities for adults with disabilities, Geekfest, and worked with Portage Public Schools over the course of 2025.

Programming

The Makerspace holds 28 hours of Staffed Hours each week where Makerspace staff helps patrons with their projects.

In 2024 there was a total of 109 scheduled Makerspace programs.

Adult Programs: 66

Youth Programs: 22

All-Ages Programs: 21



Patron Experiences

We had a lovely interaction with a patron who came to use the embroidery machine. Her mother had recently passed away, and her brother had also recently had the first grandchild in the family, a baby boy named Leo.

While unfortunately the baby was never able to meet his grandmother, the patron found a letter where their mother had written the word "Love". She sent this word to someone who knows how to digitize files for embroidery and had the baby's name made from his grandmother's handwriting. We were then able to embroider the baby's name on a blanket in his grandmother's handwriting as a gift for the new baby.

Halloween was a lot of fun in the Makerspace! Our newest 3D printer, the H2D, can create larger prints for patrons. We were able to custom make some masks for some of our smallest patrons to help them with unique costumes this year.

We have a lot of patrons who come to the Makerspace to make items for special occasions. This patron made twenty shirts and sweatshirts to cheer on a family member who was going to a gymnastic competition.



Makerspace Goals for 2026

1. Continue to expand on Community Projects and Makerspace Outreach.
2. Offer more options for patrons to schedule time on equipment. We started offering a reservation system on certain equipment and the response has been excellent.
3. Increase Youth and All Ages Programming.

Financial Condition Report

October 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 \$ 9,146,589
Expenditures \$ 4,683,832

Fund	9/30/2025	Changes	10/31/2025
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.

Financial Condition Report

November 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 \$ 9,190,171
Expenditures \$ 5,934,206

Fund	10/31/2025	Changes	11/30/2025
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	-	7,470,529

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.

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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.

Memo

Allocation of Interest Income Related to the Library's Bond Proceeds Bank Account

To: Portage District Library Board
From: Christy Klien, Library Director
Date: December 10, 2025

BACKGROUND

Upon completion of the Library's bond sale to finance the renovation project, all proceeds from the sale of the bonds were placed into a separate bank account per regulation. During the project the Library spent down those funds. As of November 30, 2025, there are \$916.88 remaining in that account. The Library would like to attempt to spend out the remaining funds from this account by the end of the year. To accomplish that, the library needs to allocate all interest earned during FY2025 into the FY2025 budget. To date that amount is \$244.43. The account is still generating a minimal amount of interest income daily. The library asks that the Library Board now approve the allocation of the \$244.43 into the FY2025 budget, and any future interest income so that the account can be closed out.

RECOMMENDATION:

I recommend that the Library Board approve a Budget Amendment to the Fiscal Year 2025 Budget to increase the 2021 Building Renovation Project expenditure line by \$244.43 for the use of these funds in FY2025.

Statistical Report

October 2025

	Month Statistics			YTD Statistics		
	Oct-25	Oct-24	CHANGE	2025	2024	CHANGE
Circulation/Collections						
Total Library Circulation	80,067	76,318	4.91%	827,609	773,757	6.96%
Adult - Books	16,403	16,866	-2.75%	169,168	168,369	0.47%
Adult - A/V	2,839	2,873	-1.18%	28,996	33,338	-13.02%
Youth - Books	30,374	28,053	8.27%	317,677	312,305	1.72%
Youth - A/V	2,684	2,324	15.49%	28,866	29,603	-2.49%
Hot Picks	681	662	2.87%	6,617	6,928	-4.49%
E-Material	25,180	23,797	5.81%	258,506	204,382	26.48%
ILL - PDL Requests	1,201	1,082	11.00%	11,273	11,808	-4.53%
ILL - Other Lib. Requests	705	661	6.66%	6,506	7,024	-7.37%
Self-Checkout Percentage	53.28%	49.93%		53.86%	52.05%	
Total Library Collection	176,910	179,223	-1.29%			
Adult - Books	71,217	72,694	-2.03%			
Adult - A/V	8,440	9,963	-15.29%			
Youth - Books	89,989	86,885	3.57%			
Youth - A/V	5,719	7,127	-19.76%			
Hot Picks	1,545	2,554	-39.51%			
Net Acquisitions	555	1,042	-46.74%	10,935	4,250	157.29%
Purchased - Books	2,332	2,342	-0.43%	24,994	19,277	29.66%
Purchased - A/V	150	155	-3.23%	1,303	1,384	-5.85%
Donated - Books	1	0	100.00%	6	2	200.00%
Donated - A/V	0	0	0.00%	4	2	100.00%
Material Discarded	(1,928)	(1,455)	-32.51%	(15,372)	(16,415)	6.35%
Total In-House Usage*	0	0	n/a	0	0	n/a
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
Patrons						
Total Patrons	34,331	33,023	3.96%			
Adult	17,601	16,668	5.60%			
Youth	1,947	2,144	-9.19%			
Non-Resident	247	218	13.30%			
Reciprocal	3,872	3,282	17.98%			
Internet User	234	671	-65.13%			
PASS Users	10,372	9,980	3.93%			
Professional	58	60	-3.33%			
Net Patrons	(32)	214	-114.95%	2,220	2,686	-17.35%
Adult	149	211	-29.38%	1,948	2,245	-13.23%
Youth	10	5	100.00%	130	181	-28.18%
Non-Resident	2	8	-75.00%	35	43	-18.60%
Reciprocal	76	68	11.76%	747	697	7.17%
Internet User	0	50	-100.00%	75	491	-84.73%
PASS Users	29	37	-21.62%	1,100	1,188	-7.41%
Professional	2	0	100.00%	5	5	0.00%
Patrons Removed	(300)	(165)	-81.82%	(1,820)	(2,164)	15.90%

Statistical Report

	Month Statistics			YTD Statistics		
	Oct-25	Oct-24	CHANGE	2025	2024	CHANGE
Library Building Usage						
Total Meeting Room Usage	941	930	1.18%	8,546	8,067	5.94%
Internal/Collaboration	131	151	-13.25%	1,219	1,232	-1.06%
External/Outside Usage	810	779	3.98%	7,327	6,835	7.20%
Total Program Audience	3,397	8,900	-61.83%	34,401	41,440	-16.99%
Adult	1,750	6,388	-72.60%	12,472	13,889	-10.20%
Youth	1,444	2,357	-38.74%	20,745	26,641	-22.13%
Heritage Room	203	155	30.97%	1,184	910	30.11%
Total Number of Programs	94	114	-17.54%	914	934	-2.14%
Adult	49	56	-12.50%	527	474	11.18%
Youth	41	55	-25.45%	366	442	-17.19%
Heritage Room	4	3	33.33%	21	18	16.67%
Total Volunteer Hours	253	227	11.45%	1,910	2,053	-6.97%
Adult	53	53	0.00%	610	612	-0.33%
Youth	137	96	42.71%	598	660	-9.39%
Technical	6	15	-60.00%	107	108	-0.93%
Circulation	25	31	-19.35%	268	337	-20.47%
Administration	32	32	0.00%	322	333	-3.30%
Community Service	0	0	0.00%	5	3	66.67%
Total Front Door Traffic	19,834	19,887	-0.27%	194,987	197,371	-1.21%
Total Youth Services Traffic	13,998	13,237	5.75%	145,403	143,035	1.66%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	8,912	6,955	28.14%	80,090	63,742	25.65%
Adult Phone	601	506	18.77%	5,604	4,617	21.38%
Adult Ready Reference	1,660	1,954	-15.05%	16,651	14,124	17.89%
Adult Reference	213	234	-8.97%	2,108	1,947	8.27%
Youth Phone	102	91	12.09%	873	745	17.18%
Youth Ready Reference	2,626	2,583	1.66%	28,590	28,052	1.92%
Youth Reference	212	297	-28.62%	3,641	5,308	-31.41%
HR Phone	34	20	70.00%	198	141	40.43%
HR Ready Reference	400	217	84.33%	2,431	1,815	33.94%
HR Reference	15	7	114.29%	131	89	47.19%
Circ Phone	505	467	8.14%	5,054	3,778	33.77%
Circ Ready Reference	868	228	280.70%	4,056	1,508	168.97%
Circ Reference	1,676	351	377.49%	10,753	1,618	564.59%
Total Edutainment LAN Use	0	98	-100.00%	1,497	2,278	-34.28%
Total Internet Computer Use	1,760	1,679	4.82%	17,524	16,735	4.71%
Youth Computers	228	156	46.15%	2,308	1,821	26.74%
Adult Computers	1,530	1,521	0.59%	15,172	14,883	1.94%
Laptop Computer Circulated	2	2	0.00%	44	31	41.94%
Total Electronic Transactions	69,992	38,692	80.90%	595,550	399,280	49.16%
WebSite Pageviews	57,898	26,002	122.67%	482,139	284,917	69.22%
WebCatalog Sessions	10,996	11,581	-5.05%	97,044	97,225	-0.19%
Licensed Database Hits	1,098	1,109	-0.99%	16,367	17,138	-4.50%

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

Christy Klien, Library Director

Statistical Report

November 2025

	Month Statistics			YTD Statistics		
	Nov-25	Nov-24	CHANGE	2025	2024	CHANGE
Circulation/Collections						
Total Library Circulation	78,366	75,841	3.33%	905,975	849,598	6.64%
Adult - Books	14,319	15,673	-8.64%	183,487	184,042	-0.30%
Adult - A/V	3,229	3,104	4.03%	32,225	36,442	-11.57%
Youth - Books	29,465	27,877	5.70%	347,142	340,182	2.05%
Youth - A/V	2,824	2,630	7.38%	31,690	32,233	-1.68%
Hot Picks	792	703	12.66%	7,409	7,631	-2.91%
E-Material	26,004	24,152	7.67%	284,510	228,534	24.49%
ILL - PDL Requests	1,145	1,083	5.72%	12,418	12,891	-3.67%
ILL - Other Lib. Requests	588	619	-5.01%	7,094	7,643	-7.18%
Self-Checkout Percentage	53.45%	52.55%		53.82%	52.09%	
Total Library Collection	177,059	179,330	-1.27%			
Adult - Books	71,561	72,535	-1.34%			
Adult - A/V	7,978	9,962	-19.92%			
Youth - Books	90,092	87,080	3.46%			
Youth - A/V	5,798	7,149	-18.90%			
Hot Picks	1,630	2,604	-37.40%			
Net Acquisitions	975	1,034	-5.71%	11,910	5,284	125.40%
Purchased - Books	2,492	2,494	-0.08%	27,486	21,771	26.25%
Purchased - A/V	210	201	4.48%	1,513	1,585	-4.54%
Donated - Books	4	3	33.33%	10	5	100.00%
Donated - A/V	2	2	0.00%	6	4	50.00%
Material Discarded	(1,733)	(1,666)	-4.02%	(17,105)	(18,081)	5.40%
Total In-House Usage*	0	0	n/a	0	0	n/a
In-House Periodical Usage	n/a	n/a	n/a	0	0	n/a
In-House Book Usage	n/a	n/a	n/a	0	0	n/a
Patrons						
Total Patrons	34,407	33,281	3.38%			
Adult	17,668	16,876	4.69%			
Youth	1,919	2,124	-9.65%			
Non-Resident	258	220	17.27%			
Reciprocal	3,917	3,330	17.63%			
Internet User	206	670	-69.25%			
PASS Users	10,381	10,002	3.79%			
Professional	58	59	-1.69%			
Net Patrons	84	187	-55.08%	2,304	2,873	-19.81%
Adult	156	176	-11.36%	2,104	2,421	-13.09%
Youth	7	7	0.00%	137	188	-27.13%
Non-Resident	7	3	133.33%	42	46	-8.70%
Reciprocal	56	66	-15.15%	803	763	5.24%
Internet User	0	30	-100.00%	75	521	-85.60%
PASS Users	8	24	-66.67%	1,108	1,212	-8.58%
Professional	0	0	0.00%	5	5	0.00%
Patrons Removed	(150)	(119)	-26.05%	(1,970)	(2,283)	13.71%

Statistical Report

	Month Statistics			YTD Statistics		
	Nov-25	Nov-24	CHANGE	2025	2024	CHANGE
Library Building Usage						
Total Meeting Room Usage	859	805	6.71%	9,405	8,872	6.01%
Internal/Collaboration	147	156	-5.77%	1,366	1,388	-1.59%
External/Outside Usage	712	649	9.71%	8,039	7,484	7.42%
Total Program Audience	2,321	2,897	-19.88%	36,722	44,337	-17.18%
Adult	769	768	0.13%	13,241	14,657	-9.66%
Youth	1,347	1,978	-31.90%	22,092	28,619	-22.81%
Heritage Room	205	151	35.76%	1,389	1,061	30.91%
Total Number of Programs	91	109	-16.51%	1,005	1,043	-3.64%
Adult	49	57	-14.04%	576	531	8.47%
Youth	37	49	-24.49%	403	491	-17.92%
Heritage Room	5	3	66.67%	26	21	23.81%
Total Volunteer Hours	124	162	-23.46%	2,034	2,215	-8.17%
Adult	58	54	7.41%	668	666	0.30%
Youth	30	10	200.00%	628	670	-6.27%
Technical	9	58	-84.48%	116	166	-30.12%
Circulation	19	31	-38.71%	287	368	-22.01%
Administration	8	8	0.00%	330	341	-3.23%
Community Service	0	1	-100.00%	5	4	25.00%
Total Front Door Traffic	17,645	18,545	-4.85%	212,632	215,916	-1.52%
Total Youth Services Traffic	10,901	10,912	-0.10%	156,304	153,947	1.53%
Total Business Center Traffic	0	0	0.00%	0	0	0.00%
Information Access/Reference/Research						
Total Reference Transactions	7,953	6,782	17.27%	88,043	70,524	24.84%
Adult Phone	518	586	-11.60%	6,122	5,203	17.66%
Adult Ready Reference	1,204	1,613	-25.36%	17,855	15,737	13.46%
Adult Reference	156	170	-8.24%	2,264	2,117	6.94%
Youth Phone	99	63	57.14%	972	808	20.30%
Youth Ready Reference	2,521	2,899	-13.04%	31,111	30,951	0.52%
Youth Reference	203	298	-31.88%	3,844	5,606	-31.43%
HR Phone	34	20	70.00%	232	161	44.10%
HR Ready Reference	259	266	-2.63%	2,690	2,081	29.26%
HR Reference	19	19	0.00%	150	108	38.89%
Circ Phone	466	442	5.43%	5,520	4,220	30.81%
Circ Ready Reference	1,005	145	593.10%	5,061	1,653	206.17%
Circ Reference	1,469	261	462.84%	12,222	1,879	550.45%
Total Edutainment LAN Use	0	128	-100.00%	1,497	2,406	-37.78%
Total Internet Computer Use	1,552	1,424	8.99%	19,076	18,159	5.05%
Youth Computers	228	134	70.15%	2,536	1,955	29.72%
Adult Computers	1,322	1,286	2.80%	16,494	16,169	2.01%
Laptop Computer Circulated	2	4	-50.00%	46	35	31.43%
Total Electronic Transactions	64,903	36,196	79.31%	660,453	435,476	51.66%
WebSite Hits	54,799	25,885	111.70%	536,938	310,802	72.76%
WebCatalog Sessions	8,877	8,977	-1.11%	105,921	106,202	-0.26%
Licensed Database Hits	1,227	1,334	-8.02%	17,594	18,472	-4.75%

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

Christy Klien, Library Director

PDL Events

January 2026

High School Exam

Care Packages

9th-12th Grade

January 5 - 11

Baby/Toddler Storytime

Monday, January 5

9:30am & 10:30am

Kalamazoo County

Historical Society

Monday, January 5

7:00pm - 8:30pm

Family Storytime

Tuesday, January 6

9:30am & 10:30am

The Pirate Cutlass

with swordsman, Jerry Berg

Tuesday, January 6

6:00pm - 7:30pm

Baby/Toddler Storytime

Wednesday, January 7

9:30am & 10:30am

Nutrition 101

Eating the Healthy Way!

Wednesday, January 7

1:30pm - 2:30pm

Middle Grade Book Club

4th-6th Grade

Wednesday, January 7

6:00pm - 7:00pm

Portage Public

Schools Art Show

An opportunity for families to view their students' art

Thursday, January 8

5:30pm - 6:30pm

Silent Book Club

@ Brewery Outré

Thursday, January 8

6:00pm - 7:00pm

Bedtime Storytime

Thursday, January 8

6:30pm - 7:00pm

International Mystery

Book Discussion

"The Widows of Malabar Hill,"

by Sujata Massey

Thursday, January 8

7:00pm - 8:00pm

Documentary and Donuts

"Subject"

Friday, January 9

10:00am - 1:00pm

Teen Exam Late Night

9th-12th Grade

Sunday, January 11

5:00pm - 9:00pm

Baby/Toddler Storytime

Monday, January 12

9:30am & 10:30am

Move & Groove Storytime

Tuesday, January 13

9:30am & 10:30am

Baby/Toddler Storytime

Wednesday, January 14

9:30am & 10:30am

Nutrition 101

Eating the Healthy Way!

Wednesday, January 14

1:30pm - 2:30pm

Immaculate Snacks & Gaming

Wednesday, January 14

3:30pm - 4:30pm

Sublimate Photographic Prints

Create beautiful aluminum photos

Wednesday, January 14

6:30pm - 8:00pm

Muffins and the Market

An investment discussion group.

Thursday, January 15

9:00am - 10:00am

Yoga with Apral

A gentle approach

Thursday, January 15

4:00pm - 5:00pm

Tinker and Think

Curious Chromatography

Thursday, January 15

4:30pm - 5:30pm

Bedtime Storytime

Thursday, January 15

6:30pm - 7:00pm

Tai Chi and Meditation

with Cheng Tao

Friday, January 16

11:00am - 12:00pm

Daughters of the

American Revolution

Saturday, January 17

1:00am - 3:00am

Kalamazoo Macintosh

Users' Group

Saturday, January 17

9:00am - 12:00pm

Baby/Toddler Storytime

Monday, January 19

9:30am & 10:30am

LEGO Car Show

Elementary age and up.

Show off your builds!

Monday, January 19

4:00pm - 6:00pm

Kalamazoo Valley

Genealogical Society

General Meeting & Program

Monday, January 19

7:00pm - 8:30pm

Family Storytime

Tuesday, January 20

9:30am & 10:30am

MLA ADVOCACY NEWS

November 2025

More Than 4,300 Michiganders Join MLA to Defend the Freedom to Read

On Wednesday, October 29, 2025, the Michigan Library Association (MLA) hosted a press conference at the Lansing Center during MLA's 2025 Annual Conference to announce the success of the Protect MI Right to Read petition campaign.

Copies of the petition, delivered in purple folders with "Protect the Freedom to Read in Michigan" on the cover, being held up in front of the Michigan Capitol Building. More than 4,300 Michiganders from every region of the state signed the petition, calling on Governor Whitmer and the Michigan Legislature to defend the freedom to read, and support library workers and critical statewide library programs like MeL and MeLCat. Following the event, the petition was hand-delivered to every legislative office at the Capitol.

The press conference generated strong attention statewide, reaching millions of individuals through news coverage. The event and petition results were covered by more than two dozen news agencies, including major outlets across Michigan, amplifying MLA's message that libraries are cornerstones of democracy, education, and community. Speakers at the press conference emphasized that the freedom to read is fundamental to the library mission and must be protected from censorship and book bans.

Speakers included MLA Interim Executive Director Dillon Geshel, State Representative Veronica Paiz (D–Harper Woods), MLA President and Executive Director of Capital Area District Libraries, Jenny Marr, and Inaya Qureshi, a student at West Bloomfield High School. Each offered a message underscoring the essential role of libraries in protecting intellectual freedom and ensuring equitable access to information.

"Public libraries are where opportunity begins and where anyone can learn, grow, and find their voice," said State Representative Veronica Paiz. "Standing up for libraries means standing up for democracy, education, and Michigan's future."

"Public libraries across Michigan are under pressure, from book bans to censorship efforts that threaten the very purpose of what libraries stand for," said Dillon Geshel, MLA Interim Executive Director. "We invited residents to speak up for their right to read, and more than 4,300 Michiganders responded. This is about more than books. It's about preserving access, inclusion, and the freedom to explore ideas."

"In our libraries, we serve people of all ages and backgrounds. Our shelves reflect those differences, because that's what makes our community strong," said Jenny Marr, MLA President and Executive Director of Capital Area District Libraries. "Our job is to connect people to ideas and stories that help them grow. The support behind this petition shows that Michigan residents value that mission."

Statewide polling of Michigan voters continues to show overwhelming public support for libraries—79% of respondents approve of the work libraries are doing, up from 71% in 2023. Key findings show that Michiganders trust librarians to decide what belongs in library collections (75% of respondents) and support current library policies on age-appropriate shelving (84% of respondents).

MLA ADVOCACY NEWS

Findings also show that Michiganders approve of protecting access to diverse literature —82% of respondents agreed that young people's ability to access books that help them learn about and understand different perspectives should be protected. The MI Right to Read campaign highlighted youth voices and the next generation of leaders in Michigan, including Inaya Qureshi, a student at West Bloomfield High School.

"When we can choose what we read in a public library, we learn who we are and who we can be," said Inaya. "Books help us understand each other, and that's something worth protecting."

With the delivery of our petition and signatures to Michigan's elected leaders, we mark the conclusion of our four-month campaign to raise awareness around the right to read and to demonstrate that Michiganders deeply value public libraries and their vital connection to First Amendment freedoms. This strong show of support opens the door for further conversations with legislators, and MLA will continue its advocacy and engagement to protect the freedom to read, promote access to information, and secure funding for libraries across the state.

Together, we've shown that Michiganders stand united for libraries, for intellectual freedom, and for the right to read. Learn more about how to get involved in the MI Right to Read coalition at www.mirighttoread.com.

Federal Budget Update

The stopgap measure ensures funding for the Institute of Museum and Library Services (IMLS) restarts as employees return to work. Likewise, IMLS will resume administering state library grants that support widely popular programs here in Michigan, like MeL and MeLCat. However, the fight to secure IMLS funding in the FY2026 budget is far from over.

The recently passed Continuing Resolution funds only three of 12 appropriation bills for FY2026, which means Congress will need to pass nine spending bills for most government programs, including IMLS, or face yet another shutdown on February 1, 2026.

The American Library Association is urging library supporters to contact Congress members and remind them why federal support for libraries is so crucial. We know our members and library supporters here in Michigan have been vocal all year in support of IMLS funding in the face of funding threats, but now is not the time to pause. As Congress considers the remaining appropriation bills for FY2026, it's vital that we show up to support federal funding for libraries.

Bulletin Board Policy

The Portage District Library ("Library") provides space for exhibits, displays and postings of a civic, charitable, educational, cultural, governmental, or recreational nature. Bulletin Boards may also be used for Library purposes such as to publicize Library services, collections, or activities. Thus, this Bulletin Board Policy ("Policy") does not apply to the Library's use or co-sponsored use and the Library's use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits, displays and postings pursuant to this Policy.

I. Bulletin Board Space:

- A.** Bulletin Boards. Bulletin Board space is also limited to the following areas ("Bulletin Boards"):
 - 1. Front Entrance
 - 2. Other areas as designated by Library Director.
- B.** Accessible to All Patrons. All pre-approved Bulletin Boards within the Library are open to adults and children of all ages and sensibilities.
- C.** Availability. Bulletin Boards are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

II. Bulletin Board Space.

- A.** Approval. All notices for the Bulletin Board are to be given to the Adult Information Desk for the Library Director or their designee's approval and posting pursuant to this Policy.
- B.** Time Limit. Materials shall be posted for no more than two (2) weeks after receipt. Time sensitive material shall also be removed the day following the announced event or final date listed on the document. Postings that are not time sensitive, ie, happen throughout the year, may be delayed until there is room on the board as time sensitive postings are removed.
- C.** Nature of Materials. Materials posted are limited to postings that are educational, cultural, intellectual, charitable, or recreational in nature. Commercial notices or personal notices, including anything for sale, will not be posted.
- D.** Limit on Notices. There is a limit of one posting per sponsor at a time in any Bulletin Board. On the Bulletin Board, items must contain the name of the sponsor of that item and may not be larger than 11 x 17. Items may be reduced in size by library staff to fit available space. Further, multiple copies may not be posted. The Library does not permit petitioning, solicitation or distribution of literature, leaflets or similar types of appeals in the Bulletin Board.
- E.** No Violations of Law. Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.
- F.** No Endorsement. All postings must clearly identify the name of the person or organization that posted the material. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the postings.

III. Right of Appeal

Any person or organization aggrieved by the Director or designee's decision regarding the use of the Bulletin Board or Display Spaces may appeal that decision to the Portage District Library Board ("Library Board"). Such appeal shall be made within 10 business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director. The person or organization must include the reasons for the appeal. The decision of the Library Board is final.

Policy For Public Comments At Meetings

I. Purpose

The Portage District Library welcomes and encourages comments from members of the public who attend Library Board meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the Library Board.

II. Public Comment Period; Meeting Agendas

- A.** If an agenda is available, the Library Board will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. The Library Board will include at least one public comment period during each meeting. These rules apply to the public comment period in any regular or special meeting or in any committee meeting that is open to the public ("Public Comment").
- B.** Members of the public have no right to address the Library Board or make comments outside of the Public Comment. At any time, the Library Board, at its discretion, may accept comments from the public. However, outside of the Public Comment time, the Library Board is under no obligation to hear comments from the public during a meeting.
- C.** The Library Board has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

III. Rules of Public Comment

The Library Board adopts the following procedures to receive Public Comments:

- A.** When the Library Board meeting reaches a designated time for Public Comments, the Chair will invite attendees to make Public Comments. If the Chair is absent, the acting chair of the meeting will perform the Chair's duties under this policy.
- B.** The Chair will ask persons wishing to speak to raise their hands to be recognized by the Chair. The Chair will recognize one person to speak at a time, and each speaker must provide his or her name and address. No person in attendance may make a comment without being recognized.
- C.** Public Comments must be addressed to the Library Board, not to other members of the audience.
- D.** Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or "give" the time to another speaker.
- E.** In lieu of speaking, a person may submit any written comments to the Library Board Secretary. Written materials submitted to the Library Board are considered public documents.
- F.** The Library Board encourages free and complete public dialogue on Library Board issues within the

bounds of civil discourse. Speakers may not breach the peace of the meeting.

- G.** If a speaker includes specific questions to the Library Board in his or her Public Comments, the Library Board has no obligation to respond.
- H.** Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make this designation. If a speaker is speaking on more than one individual's behalf, they must state as such at the beginning of their comment and shall be entitled to one (1) five-minute time during Public Comment.
- I.** The Library Board may determine, in its sole discretion, how Public Comments will be summarized in the meeting minutes. Members of the public should not expect the minutes to include verbatim transcripts or details of any individual comment.
- J.** Members of the public are also encouraged to contact the Library during regular business hours to ask questions, raise concerns, and request information about Library matters.

IV. Recording of Rules

These rules will be recorded in the minutes and kept on file with the Library Secretary.

Exhibit A

FOIA – Procedures and Guidelines

PORTAGE DISTRICT LIBRARY
FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

I. PURPOSE.

The Portage District Library ("Library") adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 ("FOIA"), that all persons, except those persons incarcerated in state, county or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process. These Procedures and Guidelines are enacted in compliance with the requirements set forth in Section 4(4) of the FOIA.

II. FOIA COORDINATOR.

The Library Director shall be the FOIA Coordinator. The FOIA Coordinator will respond to requests in accordance with the FOIA. An employee of the Library who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing and approving a denial of a request and signing the written notice of denial. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the Library's public records, and in approving a denial.

III. REQUEST REQUIRED.

A. *Requestor; Public Record.* An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity, except those persons incarcerated in state, county or federal correctional facilities, may request public records from the Library. "Public Record" has the meaning as defined in Section 2(e) of the FOIA.

B. *Verbal Requests.* The Library may, but is not required to, provide public records in response to a verbal request, unless such verbal request is for information that the Library believes is available on its website. In such case, an employee, where practicable and to the best of his or her knowledge, shall inform the requestor about the pertinent website where the information is available.

C. *Written Requests.* Except as provided in Section III.B above, a person desiring to inspect, copy or receive a copy of a public record shall make a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission.

1. Where to Send the Request. Whenever possible, requests for public records should be directed to the following recipients so that the information can reach the FOIA Coordinator:

- a. By mail or in person:

Portage District Library
Attn: FOIA Coordinator
300 Library Lane
Portage, MI 49002

- b. By e-mail: foia@portagelibrary.info

- c. By fax: (269) 324-9222

2. Sufficient Description. Requests in writing must identify the public record sufficiently to allow the Library to find the requested record. If not, the request may be denied on that basis.

3. Requester Contact Information Required. A request from a person must include the following (unless the request is from an individual who qualifies as indigent under Section 4(2)(a) of the FOIA):

- a. the requesting person's complete name, address, and contact information, and
- b. if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual.

An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

4. Electronic Transmissions. For requests sent by electronic transmission, the following shall apply:

- a. Electronic Transmissions. A written request made by facsimile, electronic mail, or other electronic transmission is not received by the Library's FOIA coordinator until 1 business day after the electronic transmission is made.
- b. Spam or Junk Mail Folder. If a written request is sent by electronic mail and delivered to the Library's spam or junk mail folder, the request is not received until 1 day after the Library first becomes aware of the written request. The Library shall note in its records both the time a written request is delivered to its spam or junk mail folder and the time the Library first becomes aware of that request. The FOIA Coordinator shall

be responsible for routinely monitoring the spam and junk mail folders in order to determine whether they contain any FOIA requests.

5. Specify Format. The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. The Library is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.

6. Subscription. A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

IV. PROCEDURES FOR RESPONDING TO WRITTEN FOIA REQUESTS.

A. *Response.* Unless otherwise agreed to in writing by the person making the request, the Library shall respond to a request within 5 business days after it receives the request by:

1. Granting the request (which would include notifying the requestor that all or a portion of the public records requested are available on the website, if applicable);
2. Issuing a written notice to the requesting person denying the request;
3. Granting the request in part and issuing a written notice to the requesting person denying the request in part (which would include notifying the requestor that all or a portion of the public records requested are available on the website if applicable); or
4. Issuing a notice extending for not more than 10 business days the period during which the Library shall respond to the request.

The Library's written response shall be considered the final determination regarding the FOIA request.

B. *Understanding the Library's Response.* The Library has an obligation to respond as required under the FOIA. If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted. However, if the request is denied or denied in part, the Library shall provide the following information:

- 1 Pursuant to Section 13 of the FOIA, the Library may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request

assistance from the Library's Attorney regarding the application of exemptions. If exempt, the Library shall provide an explanation of the basis under this act or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.

2. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library, if that is the reason for denying the request or a portion of the request. The denial letter may indicate that the letter serves as the certificate as required by the FOIA.

3. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA, if a separation or deletion is made.

4. A full explanation of the requesting person's right to do either of the following:

a. Submit to the Library Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or

b. Seek judicial review of the denial under Section 10 of the FOIA.

5. Notice of the right to receive attorneys' fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that the Library has not complied and orders disclosure of all or a portion of a public record.

C. *No Obligation to Create Records.* The FOIA does not require the Library to make a compilation, summary, or report of information. Further, the Library is not required to create a new public record in order to respond to a request.

D. *Documents Available on Website.* If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Library shall notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format. On the detailed itemization, the Library shall separate the requested public records that are available on its website from those that are not available on the website and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.

V. FEES.

The Library may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record because it has established, made publicly available, and follows these Procedures and Guidelines and the FOIA. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication or publication including labor; the cost of search, examination and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a detailed itemization of costs on a standard form, as required under Section 4(4) of the FOIA ("Detailed Itemization"). The total fee shall not exceed the sum of the following components:

A. *Labor Costs:*

1. Searching for, Locating and Examining.

a. The Library may charge for searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

2. Separating and Deleting Exempt from Non-Exempt:

a. For services performed by an employee of the Library, the Library shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from non-exempt information in the particular instance, regardless of whether that person is available or who actually performs the labor. All references in these Procedures and Guidelines to separating and deleting exempt information from non-exempt information shall refer to the separation and deletion requirements set forth in Section 14 of the FOIA, MCL 15.244.

b. If the Library does not employ a person capable of separating and deleting exempt information from non-exempt information in the particular instance, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information in the same manner as employee labor costs when calculating charges under this subdivision if all of the following occur:

1) The Library's FOIA Coordinator determines on a case-by-case basis that the Library does not employ a person capable of separating and deleting exempt information from non-exempt information.

2) The Library clearly notes the name of the contracted person or firm on the Detailed Itemization.

3) Total labor costs calculated for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

d. The Library shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the Library's possession.

f. If the Library directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from this labor charge.

3. Duplication or Publication Labor Charges.

a. The Library may charge labor costs for duplication and publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor.

c. Labor costs shall be estimated and charged in increments of one (1) minute, with all partial time increments rounded down.

4. Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits in the Detailed Itemization. Subject to the 50% limitation, the Library shall not

charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format but may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

5. Overtime Wages. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.

6. Itemization. All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

7. Unreasonably High Costs. The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of the deletion and separation of exempt information from non-exempt information, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has authority to determine when the costs are unreasonably high in a particular instance, including, but not limited to, instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. In doing so, the FOIA Coordinator may take into account considerations such as the volume and complexity of the FOIA request as well as the Library's particular fiscal condition at the time of the request or any other conditions authorized by law.

B. *Other Costs.*

1. Nonpaper Physical Media. Costs for providing records on nonpaper physical media.

a. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. The Library is not required to provide the documents on nonpaper physical media if it lacks the technological capability necessary to provide records on the requested particular nonpaper physical media.

b. For public records provided to the requestor on nonpaper physical media, the Library may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar

media. The Library may use (but is not required to) a computer disc, thumb drive or other nonphysical media provided by the requestor but only if it is provided in its original packaging. Because the safety and security of the Library's computers and network is of important public interest, the Library may take that security interest into account when determining the means of providing the documents on nonpaper physical media.

2. Costs for Providing Paper Copies.

a. For paper copies of public records provided to the requestor, the Library may charge the actual total incremental cost of necessary duplication or publication, not including labor.

b. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided.

c. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8½ by 11 inch paper or 8½ by 14 inch paper. For all other paper sizes, the Library may charge the actual total incremental cost of duplication or publication, not including labor.

d. The Library shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

3. Mailing Costs.

a. The Library shall charge the actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.

b. The Library shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.

C. *Statutory Fees.* The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

- D. *Fees Paid Before Providing Documents.* The Library shall require that all fees be paid in full before providing records in response to granted or granted in part written requests.

VI. DEPOSIT.

A. *Deposit.* In either the Library's initial response or subsequent response as described under Section 5(2)(d), the Library may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds \$50.00, based on a good-faith calculation of the total. The deposit shall not exceed ½ of the total estimated fee, and the Library's request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by the Library regarding the time frame it will take the Library to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon the Library, but the Library shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state's public policy under Section 1 and the nature of the request in the particular instance. If the Library does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses. Providing an estimated time frame does not relieve the Library from any of the other requirements of this act.

B. *Increased Deposit For Prior Unpaid Requests.* After the Library has granted and fulfilled a written request from an individual under this act, if the Library has not been paid in full the total amount for the copies of public records that the Library made available to the individual as a result of that written request, the Library may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

1. The final fee for the prior written request was not more than 105% of the estimated fee.
2. The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
3. The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
4. Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
5. The individual is unable to show proof of prior payment to the Library.
6. The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit from an individual described above if any of the following apply:

1. The individual is able to show proof of prior payment in full to the Library;
2. The Library is subsequently paid in full for the applicable prior written request; or
3. Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.

C. *Payment of Deposit; Abandonment of Request.* If a deposit that is required under Subsection 4(8) or 4(11) of the FOIA (as described in Subsections VI.A and B above) is not received by the Library within 45 days from receipt by the requesting person of the notice that a deposit is required, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the public body is no longer required to fulfill the request. This notice of a deposit requirement is considered received 3 days after it is sent, regardless of the means of transmission. Notice of a deposit requirement will include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

VII. WAIVER OR REDUCTION OF FEES.

A. *Waiver of Fees of First \$20.00.* A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:

1. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

- a. If the requestor is eligible for a requested discount, the Library shall fully note the discount on the Detailed Itemization.

- b. If a requestor is ineligible for the discount, the Library shall inform the requestor specifically of the reason for ineligibility in the Library's written response. An individual is ineligible for this fee reduction if any of the following apply:

- 1) The individual has previously received discounted copies of public records from the Library twice during that calendar year.

- 2) The individual requests the information in conjunction with outside parties who are offering or providing payment or

other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

- a. Is made directly on behalf of the organization or its clients.
- b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- c. Is accompanied by documentation of its designation by the state, if requested by the Library.

B. *Public Interest Reduction or Waiver.* The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

C. *Reduction for Late Responses.* If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall do the following:

1. Reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:

- a. The late response was willful and intentional.
- b. The written request:
 - (i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or
 - (ii) specifically included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy”, or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

2. If a charge reduction is required, the Library shall fully note the charge reduction on the Detailed Itemization.

IX. INSPECTION.

Upon request, the Library must furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and must furnish reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. Pursuant to Section 4(1) of the FOIA, the Library may charge a fee for the public record search, for the necessary copying of a public record for inspection or for providing a copy of the public record after inspection.

The FOIA permits the Library to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. The Library must protect public records from loss, unauthorized alteration, mutilation, or destruction. As such, the Library authorizes the FOIA Coordinator to determine whether in a particular circumstance an employee or agent of the Library must be present at any inspection of documents to protect the public records, and in such cases may assess charges as appropriate under law.

X. CERTIFIED COPIES.

The Library must, upon written request, furnish a requesting person a certified copy of the public record disclosed in whole or in part by the Library.

XI. APPEALS.

A. *Appeal of a Final Determination to Deny All or a Portion of the Request.*

1. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request, the requestor must submit to the Portage District Library Board ("Library Board") a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.
2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.
3. Response to Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:
 - a. Reverse the disclosure denial.
 - b. Issue a written notice to the requesting person upholding the disclosure denial.

c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Library Board shall respond to the written appeal. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

B. *Appeals of Fees (Including Deposits).*

1. Submit an Appeal. If the Library requires a fee that exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA, the requesting person may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal under until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response of Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

a. Waive the fee.

b. Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available Procedures and Guidelines and Section 4 of the FOIA.

c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.

d. Issue a notice extending for not more than 10 business days the period during which the Library Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

XII. CIVIL ACTION.

A. *Civil Action for Non-Disclosure or Denial of Public Records.*

1. Civil Action After Appeal: If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library's final determination to deny a request.
2. Civil Action Directly After Denial. A requestor may also commence a civil action in the circuit court to compel the Library's disclosure of the public records within 180 days after the Library's final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.
3. Remedies; Fines. If the court determines a public record is not exempt from disclosure, it shall order the Library to cease withholding or to produce all or a portion of a public record wrongfully withheld. If the person prevails, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Library prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines that the Library has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Library to pay a civil fine of \$1,000.00 and shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00.

B. *Civil Action Regarding Fees.*

1. Civil Action After Appeal. A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) made a determination on a written appeal. A requestor must submit an appeal to the Library Board for a fee reduction before commencing a civil action. If a civil action is commenced against the Library, the Library is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board.
2. Remedies; Fines. If the requesting person prevails by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines the Library has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the Library to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or

compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction.

XIII. FOIA RECORD RETENTION.

The FOIA Coordinator must keep a copy of all written requests and documents sent in response to the request for public records on file for no less than 1 year, unless a longer retention time has been specified in a record retention policy applicable to the Library.

XIV. PUBLICATION AND NOTIFICATION OF PROCEDURE AND GUIDELINES.

Because the Library maintains a website, these Procedures and Guidelines and the summary shall be posted and maintained on the website. The Library shall make these Procedures and Guidelines and summary publicly available by providing free copies both in the response to a written request and upon request by visitors at the Library. However, the Library may include the website link instead of providing paper copies in its response to a written request.

XV. SEVERABILITY; ENFORCEABILITY.

If any clause, provision or section of these Procedures and Guidelines shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections. If any of the Procedures and Guidelines is determined by the FOIA Coordinator to be in conflict with the FOIA or other law after adoption, the FOIA Coordinator has the authority to process FOIA requests in conformance with the FOIA and shall seek to amend these Procedures and Guidelines as soon as possible.

XVI. EFFECTIVE DATE.

These Procedures and Guidelines shall become effective upon approval.

Exhibit B

FOIA – Written Public Summary

PORTAGE DISTRICT LIBRARY

WRITTEN PUBLIC SUMMARY OF THE FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

The Portage District Library ("Library") adopts this written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act, 1976 PA 442 ("FOIA") so that the public will understand the Library's Procedures and Guidelines for processing FOIA requests. This is a summary of the Procedures and Guidelines. A complete copy of the Procedures and Guidelines is available at the Library located at 300 Library Lane, Portage, Michigan 49002 or on the website at http://www.portagelibrary.info/about/policies_guidelines/.

A. How Can I Request a Public Record?

- A person (except those persons incarcerated in state, county or federal correctional facilities), may request public records.
- The requestor must send a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission. The requests should be directed to the FOIA Coordinator. The contact information is as follows: Portage District Library, Attn: FOIA Coordinator, 300 Library Lane, Portage, Michigan 49002; E-mail – foia@portagelibrary.info; Fax – (269) 324-9222..
- A request from a person must include (unless the request is from an individual who qualifies as indigent) the person's complete name, address (in compliance with United State Postal Service standards), and contact information, and if made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual. Contact information must include a valid telephone number or electronic mail address.
- The requestor will not be required to use a specific form or format, but requests must identify the public record sufficiently to allow the Library to find the requested record.
- The Library may, but is not required to, respond to a verbal request. However, if the Library believes the information is available on its website, the Library will inform the requestor of the website location where practicable and to the best of his or her knowledge.

B. When Can I Expect a Response?

- Unless otherwise agreed to in writing, the Library will respond or seek a deposit within 5 business days after it receives the request. However, the Library may extend that time period by 10 business days.
- Please keep in mind that a request sent by e-mail or other electronic means is not considered received until 1 business day after it is transmitted. If the request is sent to a spam or junk mail folder, it is not considered received until 1 day after it is discovered.

C. How Can I Understand the Response?

- If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted.
- However, if the request is denied or denied in part, the Library shall provide any or all the following information, depending upon the reason for the denial:
 - An explanation of the basis that the public record, or portion of that public record, is exempt from disclosure, including a description of the information that is separated or deleted.
 - A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library.
 - A full explanation of the requesting person's right to (1) submit to the Library Board a written appeal; or (2) seek judicial review of the denial under Section 10 of the FOIA. (See below for more details).
 - Notice of the right to receive attorneys' fees and damages if a court determines that the Library has not complied and orders disclosure of all or a portion of a public record.
- If a request is granted in part or granted in full, the Library will require payment before providing documents.

D. What if I Request Documents Available on the Website?

- If documents are available on the website, to the degree practicable, the response will include a specific webpage address where the requested information is available.
- The Library will inform the requestor of the additional charge to receive copies of the public records that are available on its website.

E. What Fees Will the Library Charge?

- The FOIA Coordinator will provide a detailed itemization of costs.
- For labor costs, the fee shall not exceed the sum of the following components:
 - Hourly Wage. The Library will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records; separating and deleting exempt information from non-exempt information; and for duplication and publication regardless of whether that person is available or who actually performs the labor, except if the Library does not employ a person capable of separating and deleting exempt information from non-exempt information, it may treat necessary contracted labor costs for that purpose in the same manner as employee labor costs but may not exceed 6 times the State minimum hourly wage.
 - Time Increments: The fee will be charged in fifteen (15) minute increments, with all partial time rounded down, except the labor fee for duplication and publication, which shall be charged in one (1) minute increments.

- Determination of Unreasonably High Labor Costs. The fee for searching for, locating and examining public records and separating exempt information from non-exempt information (including redacting) will not be charged, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs.
 - Overtime. Overtime wages shall not be included unless agreed to by the requestor.
 - Description of Charge. The detailed itemization will include both the hourly wage and the number of hours charged.
 - Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount (but may not exceed actual costs) to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits, unless a requestor wants records that are available on the website. In which case, the fringe benefit multiplier can be greater than the 50% limitation.
- For public records provided to the requestor on nonpaper physical media (discs, flash drives, e-mails), the Library may charge the actual and most reasonably economical cost of the media.
 - For paper copies, the Library may charge the actual total incremental cost of necessary duplication or publication not to exceed \$.10 per page (single or double sided) for 8½ by 11 inch paper or 8½ by 14 inch paper. The Library will charge the actual cost of copies made on paper of a different size. The Library will use double-sided printing, if cost saving and available.
 - The Library may charge the actual cost of mailing and the least expensive form of postal delivery confirmation.

F. Will a Deposit be Required? When do I have to Pay the Deposit?

- The Library may require a good-faith deposit of ½ of the estimated fee if the entire fee estimate or charge authorized under the FOIA exceeds \$50.00, based on a good-faith calculation of the total estimated fee.
- The Library will also provide a best efforts, nonbinding estimate of the time frame it will take the Library to provide the public records to the requestor.
- If the Library has granted a prior request but has not been paid in full, the Library may require a deposit of up to 100% of the estimated fee if all of the following apply:
 - The final fee for the prior written request was not more than 105% of the estimated fee.
 - The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
 - The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
 - Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
 - The individual is unable to show proof of prior payment to the Library.

- The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit if **any** of the following apply:

- The individual is able to show proof of prior payment in full to the Library;
 - The Library is subsequently paid in full for the applicable prior written request; or
 - Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.
- If a deposit is not received within 45 days from receipt of the deposit notice letter (it is considered received 3 days after it is sent), and no appeal of the deposit amount is filed, the request is abandoned. The notice of a deposit will include the date by which the deposit must be received (48 days after notice is sent).

G. Am I Entitled to a Waiver or Reduction of Fees?

- A reduction of the fee by \$20.00 is available to certain individuals who submit an affidavit stating they are indigent and receiving public assistance, or if not receiving public assistance, stating facts showing inability to pay because of indigency. For this reduction to apply, the individual may not have received discounted fees twice during that calendar year and the person may not be requesting on behalf of parties who are paying to make the request.
- A reduction of the fee by \$20.00 is also available to certain non-profit organizations formally carrying out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act, provided that the request is made on behalf of the organization or its clients, is made for a reason consistent with the laws under Section 931 of the mental health code and is accompanied by documentation of its designation by the state.
- The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.
- If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if the late response was willful and intentional or the written request included specific language as set forth more fully in the Procedures and Guidelines.

H. How Can I Appeal a Decision to Deny All or Part of My Request?

- If a requestor desires to appeal all or part of a decision to deny a request, the requestor must submit to the Portage District Library Board ("Library Board") a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by reversing the disclosure denial, upholding the denial, revising in part and upholding in part the denial or issuing a 10 business day extension.

I. How Can I Appeal a Determination of the Fee or Deposit Amount?

- The requestor may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under the Procedures and Guidelines or Section 4 of the FOIA.
- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by waiving the fee, reducing the fee and explaining the basis for the remaining fee, upholding the fee or issuing a 10 business day extension.

J. Can I File a Lawsuit Regarding the Denial of a FOIA Request?

- If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requestor may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library’s final determination to deny a request. A requestor may also commence a civil action in the circuit court to compel the Library’s disclosure of the public records within 180 days after the Library’s final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.
- If a person prevails in an action regarding the denial of a request, the court shall award reasonable attorneys fees, costs and disbursements. If the person prevails in part, the court may award all or a portion of the attorneys’ fees, costs and disbursements. If the court determines the FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$1,000.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

K Can I File a Lawsuit Regarding the Fee Charged For a FOIA Request?

- A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) issued a determination of a written appeal. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board. The requester must file an appeal for a fee reduction before commencing a circuit court action.
- If a person prevails in an action by receiving a reduction of 50% or more of the total fee, the court may award all or a portion of the reasonable attorneys’ fees. If the court determines FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$500.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

Exhibit C

FOIA – Detailed Itemization Sheet

PORTAGE DISTRICT LIBRARY DETAILED ITEMIZATION

LABOR CHARGES	
<p>A. Cost for Searching for, Locating and Examining of Public Records in Conjunction with Receiving and Fulfilling a <u>Granted Written Request</u>.</p> <p>1. Determination of the Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier=\$ _____)</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>2. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours; for 45 minutes use .75 hours). _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to Library because of the nature of the request in the particular instance because of the following reasons:</p> <p>_____</p> <p>_____</p>	<p>Hourly wage: \$ _____</p> <p>Total time: _____ hours</p> <p>A. Total Fee (hourly wage x total time): \$ _____</p>
<p>B. Cost for Separating Exempt Information from Non-Exempt, including Redaction of Documents.</p> <p>1. For <u>Employee Labor Costs</u>:</p> <p>a. Determination of the Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier = \$ _____)</p> <p><input type="checkbox"/> This fee is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours). _____ hours.</p>	<p>1.a Hourly wage for employees: \$ _____</p> <p>1.b Total time for employees: _____ hours</p> <p>1.c Total Employee labor charge (hourly wage x hours): \$ _____</p>

<p>2. <i>For Contracted Labor Costs:</i></p> <p><input type="checkbox"/> The FOIA Coordinator has determined that the Library does not employ a person capable of deleting exempt information from non-exempt information in the particular instance and the work is being performed by the following person or firm:</p> <p>_____</p> <p>a. Determination of the Hourly wage:</p> <p>The hourly wage of the contracted labor (not to exceed 6 times the State of Michigan minimum hourly wage): \$ _____</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours; 45 minutes use .75 hours). _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons:</p> <p>_____</p> <p>_____</p>	<p>2.a Contracted labor hourly wage: \$ _____</p> <p>2.b Contracted labor hours: _____ hours</p> <p>2.c Total Fee for contracted labor (hourly wage x hours): \$ _____</p>
<p>C. <i>Cost for Duplication and Publication.</i></p> <p>1. Determination of the Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier = \$ _____)</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>2. Determination of total time using increments of one (1) minute with partial time rounded down. _____ hours.</p>	<p>Hourly wage: \$ _____</p> <p>Total time: _____ hours</p> <p>C. Total Fee (hourly wage x hours) \$ _____</p>

Other Actual Costs	
<p>D. Costs for Paper Copies. The actual total incremental cost of necessary duplication and publication using the most economical means available:</p> <p>1. Not to exceed \$.10 per sheet for 8 ½ by 11 or 8 ½ by 14 in paper: \$_____ per sheet x _____ number of sheets = \$_____.</p> <p>2. Other paper sizes: \$_____ per sheet x _____ number of sheets = \$_____.</p>	<p>D. Total Fee (add totals for all sizes of paper): \$_____</p>
<p>E. Costs for Nonpaper Physical Media. The actual and most reasonably economical cost of the computer disc, flash drives, computer tape or other similar media: \$_____ per item x _____ number of items .</p>	<p>E. Total Fee: \$_____</p>
<p>F. Cost of Mailing:</p> <p>1. The actual cost of mailing: \$_____</p> <p>2. Fee for the least expensive postal delivery confirmation: \$_____</p> <p>3. Costs for the envelope or box for mailing \$_____.</p> <p><input type="checkbox"/> The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.</p>	<p>F. Total Fee: (add all 3 costs): \$_____</p>
Costs for Providing Documents Available on the Website	
<p>G. <input type="checkbox"/> The Library has notified the requestor in its written response that all or a portion of the requested information is available on its website. The following is a detailed itemization of cost of the information that is available on the website:</p> <p>1. Labor Costs – Searching for, locating and examining:</p> <p>a. Determination of Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$_____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a multiplier of _____% (hourly wage x percentage multiplier = \$_____)</p> <p><input type="checkbox"/> This fee is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$_____ per hour.</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down _____ hours.</p>	
<p>1. Total fee (hourly wage x hours): \$_____</p>	

<p>2. <i>Labor Costs: Copying or Duplication:</i></p> <p>a. Determination of Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a multiplier of _____% (hourly wage x percentage multiplier = \$ _____)</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>b. Determination of total time using increments of ____ minutes with partial time rounded down. _____ hours.</p> <p>3. The actual total incremental cost of necessary duplication and publication:</p> <p>a. Not to exceed \$.10 per sheet for 8 ½ by 11 or 8 ½ by 14 in paper: \$ _____ per sheet x _____ number of sheets = \$ _____.</p> <p>b. Other paper sizes: \$ _____ per sheet x _____ number of sheets = _____.</p> <p>4. Costs for Nonpaper Physical Media \$ _____ per item x _____ number of items.</p> <p>5. Cost of Mailing:</p> <p>a. The actual cost of mailing in a reasonably commercial and justifiable manner: \$ _____</p> <p>b. The charge for the least expensive postal delivery confirmation: \$ _____</p> <p>c. Costs for the envelope or box for mailing. \$ _____</p> <p><input type="checkbox"/> The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.</p>	<p>2. Total fee (hourly wage x hours): \$ _____</p> <p>3. Total cost for paper copies: \$ _____</p> <p>4. Total cost for nonpaper physical media: \$ _____</p> <p>5. Total cost of Mailing: \$ _____</p> <p>G. Total Cost for Providing Documents: \$ _____</p>
<p>1. Subtotal Charges: Add Items A – F Above:</p> <p>2. Subtotal with Website Document Charges from G above if applicable</p>	<p>Total Fee: \$ _____</p> <p>Total Fee with website records included if applicable \$ _____.</p>

Waivers or Reductions		
Public Interest Reduction or Waiver. The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. <input type="checkbox"/> Fee waiver granted or granted in part for a reduction of \$ _____		Subtract \$ _____
Waiver of Fees of First \$20.00. A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following: 1. Indigency: Certain individuals who submit an affidavit stating that the individual is indigent or receiving public assistance as stated more fully in the FOIA and the Library's Procedures and Guidelines. <input type="checkbox"/> FOIA Coordinator Approves the Waiver. 2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act as stated more fully in FOIA and the Library's Procedures and Guidelines. <input type="checkbox"/> FOIA Coordinator Approves the Waiver.		Subtract Waiver of Fee: \$ _____
Reduction for Late Response: If the Library does not respond to a written request in a timely manner, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction. However, this reduction only applies (1) if the late response was willful and intentional or (2) or the request contained the language required by the FOIA for such reduction (See Procedures and Guidelines). _____ number of days x 5% of labor costs = \$ _____		Subtract \$ _____ of labor charges (up to 50% of labor costs).
Final Total After Any Applicable Reductions or Waivers:		\$ _____
Deposit: <input type="checkbox"/> The Library requires a deposit of \$ _____ (1/2 of the estimated fee) and this total estimated fee exceeds \$50.00. <input type="checkbox"/> The Library requires a deposit of \$ _____ (100% of the estimated fee) because this request meets the statutory requirements for failing to pay for prior requests under Section 4(11) of the FOIA. The deposit must be received on or before _____. If the deposit is not received by this date, the request will be considered abandoned.		Deposit Amount: \$ _____ <input type="checkbox"/> Deposit Paid on _____
Total Fee \$ _____ - Deposit Amount \$ _____ = Remaining Fee Due of \$ _____ <input type="checkbox"/> Fee Paid on _____		Total Fee Due: \$ _____

Memo

Proposed Schedule for 2026 Library Board Meetings

To: Portage District Library Board
From: Christy Klien, Library Director
Date: December 18, 2025

The following is the proposed schedule of Portage District Library Board meetings from January through December 2026. Please note that the regular day and time for all library board meetings will be the 4th Monday* of each month at 6:00 p.m. Additional meetings may be called or changes in meeting dates may be made by the Library Board Chair if needed. The location and/or attendance instructions for library board meetings are indicated on the meeting notice which is posted three days prior to a regular meeting. Rescheduled regular meetings or special meeting notices are posted a minimum of 18 hours prior to their start.

January 26, 2026	Monday	Regular Meeting
February 23, 2026	Monday	Regular Meeting
March 23, 2026	Monday	Regular Meeting
April 27, 2026	Monday	Regular Meeting
*May 18, 2026	Monday	Regular Meeting
June 22, 2026	Monday	Regular Meeting
July 27, 2026	Monday	Regular Meeting
August 24, 2026	Monday	Regular Meeting & Public Budget Hearing
September 28, 2026	Monday	Regular Meeting
October 2026	Library Board Retreat	To be determined
October 26, 2026	Monday	Regular Meeting
November 2026	No Library Board Meeting Planned	
*December 14, 2026	Monday	Regular Meeting

*** NOTES:** PDL Staff are proposing holding the May 2026 board meeting one week earlier due to Memorial Day, and the December 2025 board meeting two weeks earlier due to winter holidays.

Memo

Appointment of Nominating Committee Chair for 2026 Library Board Officers

To: Portage District Library Board
From: Christy Klien, Library Director
Date: December 8, 2025

The Library Board bylaws that were last reviewed and approved on February 24, 2025, include a provision for election of officers as follows:

ARTICLE III Officers

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

For this reason, the "Library Board Officers for 2026" has been placed as an item under Governance on the agenda for discussion at the December 15, 2025 board meeting. At that time, Board Chair Vance will appoint a Nominating Committee Chair to survey trustees' interest in serving as a Board Officer in 2026. The election of officers will occur at the January 26, 2026 meeting.

Memo

Report from Library Board Liaisons to the Friends of the Portage District Library

To: Portage District Library Board
From: Christy Klien, Library Director
Date: December 9, 2025

Portage District Library Board Members Cara Terry and Ken Baker are the Board Co-Liaisons to the Friends of the Library in 2025, and as such, at least 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 December 5th-6th and a board meeting on December 8th, there will be an item on the agenda for the December 15, 2025 Library Board meeting so that one of them can give a report.

Memo

Notary Policy

To: Portage District Library Board
From: Christy Klien, Library Director
Date: December 10, 2025

BACKGROUND

Please review the newly drafted Notary Public Policy, which outlines a service we would like the library to begin offering in 2026. As community demand for accessible notary services continues to grow, we believe that providing this resource aligns with our mission to support residents with essential, barrier-reducing services.

The proposed policy establishes the acceptable forms of identification, types of documents that can and cannot be notarized, and fee structures for residents vs. non-residents. The plan is to provide this service by appointment only and in accordance with state law.

RECOMMENDATION:

I recommend that the Library Board approve the Notary Policy so that services can begin in 2026.

Notary Public Policy

I. Purpose

Notary services will be provided at the Portage District Library ("Library") in accordance with the laws of the State of Michigan.

II. Onsite Availability

Notary services will be available in accordance with the laws of the State of Michigan. Only Library employees who hold a valid State of Michigan notary commission will be able to provide notary services. Notary services are available only onsite and by appointment. The Library does not guarantee the availability of notary services at any time.

III. Fees

There is no charge for notary services for residents of the library district and paying non-resident library cardholders. All others will be charged a \$10.00 fee per appointment.

IV. Required Documentation

Patrons must provide:

- A. The completed, unsigned, document(s) to be notarized.
- B. A valid, unexpired state ID, federal ID, or other government ID with signature and photo (accepted forms of ID include the following: driver's license, state ID card, US military ID, or US passport)
- C. Witnesses, if required, who must personally know the person whose documents are being notarized, and who can provide valid photo identification.

V. Exclusions

- A. Documents the Portage District Library will not notarize:
 - i. Documents that are already signed
 - ii. Documents with blank pages, documents or pages not filled in, pages not related to the body of the document, or pages in a language other than English
 - iii. Blank documents
 - iv. Homeland Security I-9 Forms
 - v. Real estate documents, such as closing documents, mortgages, and deeds
 - vi. Trust and estate planning documents such as trusts, living wills, wills, and codicils
 - vii. Documents written in any language other than English

- B. Notaries cannot certify or notarize that a document/record is an original or true copy of another record, including birth certificates, death certificates, adoption records, or marriage licenses. In Michigan, a notary can only acknowledge the signature of the issuer or holder (person on the document) making a true copy statement on, or attached to, the document.
- C. The notaries retain the right to refer patrons elsewhere if they doubt the validity of the document(s) they are being asked to notarize or are uncomfortable with the person or persons signing the document(s).

VI. Compliance with Michigan Law

- A. The notary will maintain a journal in which each transaction will be noted, along with the identification provided.
- B. Notarizing a document does not constitute a legal review of the document's content. A notary public may refuse to perform a notarial act at any time, for any reason (MCL 55.285(8)).
- C. Notaries adhere to the Michigan Law on Notarial Acts, 2003 PA 238:
 - i. Notaries cannot give professional advice on legal matters pertaining to notarizing documents.
 - ii. The notaries cannot act as a witness to and notarize the same document. The Library will not provide witnesses and witnesses may not be solicited from other patrons using the library. To serve as a witness, the witness must personally know the person whose documents are being notarized and must also provide valid photo identification.
 - iii. Notaries are not permitted to make use of a translator to communicate with a notary services patron.
 - iv. Documents to be notarized must be signed in person, in front of the notary who will certify the signature.

Memo

Patron Behavior Policy

To: Portage District Library Board
From: Christy Klien, Library Director
Date: December 10, 2025

BACKGROUND

The library's Patron Behavior Policy was drafted by our Library Attorney, Anne Seurnyk, and she has recommended adding new language to the policy this year.

No content from the 2025 policy has been removed. All edits consist solely of additions, and everything highlighted in the document reflects new language recommended by the attorney.

These updates are intended to strengthen clarity, ensure compliance with current legal guidance, and support staff in maintaining a safe and welcoming environment for all patrons.

RECOMMENDATION:

I recommend that the Library Board approve the updated Patron Behavior Policy.

PATRON BEHAVIOR POLICY

I. Introduction.

The Portage District Library (the “Library”) is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. In order to provide resources and services to all people who visit the Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board has adopted this Patron Behavior Policy. The purpose of the Patron Behavior Policy (“Policy”) is to assist the Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings (interior and exterior), all grounds controlled and operated by the Library (“Library Property”), and to all persons entering in or on to Library Property, unless otherwise specified.

II. Rules for a Safe Environment.

- A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation (including but not limited to assault, **indecent exposure**, larceny, removing Library material from Library Property without authorization through the approved lending procedures, vandalism, or **copyright infringement**) is prohibited.
- B. Weapons. Carrying guns, pistols, or other weapons, except as specifically permitted and exempt from local regulation by law, on Library Property is prohibited.
- C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library. Persons noticeably under the influence of any controlled substance or alcoholic or intoxicating liquor are not allowed on Library property.
- E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled forms of recreational equipment (**including toys that can be ridden**) is not allowed in the Library or on Library Property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. **Wheelchairs, scooters, and other power-driven mobility devices are permitted in by those individuals with disabilities in accordance with Library rules, unless a particular type of device cannot be accommodated because of legitimate safety requirements.**
- F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

- G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming. **Animals may not be left unattended or be off-leash on Library Property.**
- H. Incendiary devices. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
- I. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.
- J. Library Phones. Patrons may not use the Library’s telephone unless approved by Library staff.

III. Rules for Personal Behavior.

- A. Personal Property. Personal property brought into the Library is subject to the following:
 - 1. The Library staff may limit the number of parcels carried into the Library. The Library may also limit the size of items, for example, the Library prohibits large items such as large plastic garbage bags. **Items must be small enough to fit under a chair at the Library.**
 - 2. The Library is not responsible for personal belongings left unattended and **Library staff is not permitted to guard or watch personal belongings.**
 - 3. The Library does not guarantee storage for personal property.
 - 4. Personal possessions must not be left unattended or take up seating or space if needed by others.
- B. Food and Beverages. Food and beverages are permitted inside of the Library, but only in areas approved by the Library Director.
- C. Unauthorized Use. Patrons must leave the Library Property promptly at closing time and may not be in the Library when it is not open to the public. **The Library does not permit overnight parking in the Library’s parking lot.** Further, any patron whose privileges to use the Library have been denied may not enter the Library or be on Library Property. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Library Director, his or her designee, or the Library Board.
- D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building or on Library Property. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, or using Library materials shall be required to leave the Library

and shall not remain on Library Property. This includes sleeping on Library furniture, the floor, or outside on Library Property.

- E. Considerate Use. The following behavior is prohibited in the Library or on Library Property:
1. Spitting;
 2. Running, pushing, shoving, fighting, throwing items, provoking a fight or other unsafe physical behavior;
 3. Climbing on furniture;
 4. Using obscene or threatening language or gestures;
 5. Engaging in sexual behavior (1) that is a violation of the law, (2) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property, or (3) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job.
- F. Panhandling or Soliciting for Money, Products, and Services. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.
- G. Interference with Staff. Patrons may not interfere with the staff's performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.
- H. Campaigning, Petitioning, Interviewing **Protesting** and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, **protesting**, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:
1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing, **protesting**, and soliciting are prohibited inside the Library building.
 2. Campaigning, petitioning, interviewing, **protesting**, survey-taking, pamphleteering, canvassing, and soliciting outside the Library building but on Library property are subject to the following requirements:
 - a. Persons or groups are requested to sign in at the Checkout Desk in advance.

- b. Use of the Library property does not indicate the Library's opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.
 - c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, protesting, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to areas **30 feet** from all entrances.
 - d. No person shall block ingress or egress from the Library building.
 - e. Permitted times will be limited to the operating hours of the Library.
 - f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.
- I. Sales. Selling merchandise on Library Property without prior permission from the Library Director is prohibited.
- J. Distributions; Postings. Distributing or posting printed materials/literature on Library Property not in accordance with Library policy is prohibited.
- K. Restrooms. Misuse of restrooms is prohibited, including but not limited to any of the following activities:
 - 1. **Laundering or changing clothes**
 - 2. **Sleeping**
 - 3. **Excessive personal grooming, such as shaving, hair cutting or trimming, bathing, shampooing or brushing teeth**
 - 4. **Any sexual activity**
 - 5. **Entering the restrooms when the "Do Not Enter" sign is posted.**
 - 6. **Entering the restrooms with library material or any item that the Library staff have asked that you not take into the restroom.**
 - 7. **Causing any damage to the restroom including but not limited to graffiti, vandalism, or other malicious behavior, such as clogging toilets or drains.**
 - 8. **Intentionally or deliberately failing to flush the toilet so that Library staff are required to intervene or clean the restroom as a result of the failure.**

Unless a parent or guardian is assisting a child or a patron is assisting a person with a disability, there shall only be one person to a stall. Library materials may not be taken into restrooms.
- L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with, threatening, **talking** or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while such staff or patrons are in the Library or on Library property; (2) that interferes with the Library patrons' use of the Library or the ability of the staff person to do his or her job is prohibited; (3) **would create or may result in a hostile work environment for Library staff; and/or (4) that violates Michigan or federal law.**

- M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interfere with other patrons' use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with others or in monologues) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, headphones, and radio, is prohibited. Patrons may use headphones or earbuds but at a volume that cannot be heard by other Library patrons or staff.

Adults may read aloud to children in the Youth Area, provided that they are reading in a voice that would not reasonably disturb others.

- N. Odor. Offensive odor, including but not limited to, body odor due to poor personal hygiene, overpowering perfume or cologne, or odors from for items brought into the Library, that causes a nuisance is prohibited. (For example, if the patron's odor interferes with staff or other patrons' use of the Library, the patron violates this Policy).

- O. Phones. Patrons who wish to use phones to place or receive calls must do so quietly to avoid disturbing other patrons.

- P. Library Policies. Patrons must adhere to all Library Policies.

- Q. Identification; Masks. Patrons must provide identification to Library staff when requested for library purposes. A mask, hood, or device by which any portion of the face is so hidden, concealed, or covered as to conceal the identity of the wearer is prohibited on Library Property, except for persons wearing head covering or veils pursuant to religious beliefs or customs or for medical purposes.

- R. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library Property. This does not apply to Library-sponsored or co-sponsored events.

- S. Smoking; Tobacco or Marijuana Use. Smoking, using e-cigarettes, vaping, electronic nicotine delivery systems or chewing tobacco is prohibited on Library Property. Using, smoking or possessing marijuana on Library property is also prohibited.

- T. Attire. All patrons are expected to be fully dressed, including shoes and shirt, at all times while on Library property. No one with uncovered undergarments will be permitted on Library property.

- U. Patron Use of Children's Area and Computers: The Youth area of the Library is intended for use by children (high school age or younger) and the parent, guardian or caregiver who accompanies them. Computers located in the Youth area are for children and adults who are accompanying a child. Adults who are not accompanied by a child may browse the collection but may not remain or be seated in the Youth

area. In the interests of protecting children, any patron may be asked to leave the area if they are not using the Youth area for its intended purpose.

- V. Interactions with Other Patrons. Patrons are expected to alert Library staff if they are concerned about the behavior of another patron. Patrons must not approach and confront other patrons regarding the enforcement of Library rules and policies. Further, patrons are not permitted to direct other individuals regarding use of the Library's public spaces.

IV. Rules for the Use and Preservation of Library Materials and Property.

- A. Care of Library Property. Patrons must not deface, vandalize, damage, or improperly use or improperly remove Library materials, equipment, displays and announcements, furniture, or buildings. Patron shall not load or install any programs or software on Library computers. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs, cockroaches or other pests or bringing such pests into the Library.
- B. Internet Use. Patrons must abide by established time limitations and all other provisions of the Library Internet Use Policy.
- C. Equipment. Library staff computers and phones are for staff use only.
- D. Authorized Lending. Library materials may only be removed from the premises with authorization through established lending procedures.

V. Children in the Library

- A. Children are welcome and encouraged to use the Library at all times. The Library desires to make each visit an important one for the child. A "Child" means a minor under the age of 18.
- B. Rules and Regulations Regarding Children.
1. All patrons, including children, are expected to comply with the Library's policies. Parents, guardians or responsible caregivers shall review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.
 2. Parents, guardians and caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library or on Library property.

3. Library staff will not be expected to supervise or monitor children's behavior.

4. Children under the age of 10 must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver (who must be at least 14 years old) shall remain in the Library at all times. If a child under the age of 10 is attending a Library-sponsored program on the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program.

5. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent, guardian or responsible caregiver at all times.

6. Children ages 7 and under must be within the visual contact of a parent, guardian or responsible caregiver at all times, including during programs and visits to the restroom. Children ages 7 and under may not be left in the Youth Services Department alone.

7. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Further, staff will not be responsible for children 10 years or older who may be asked to leave the Library if the child is in violation of Library policy.

8. We request that all unattended children be picked up at least ten minutes before closing time. Parents, guardians and responsible caregivers need to be aware of when the Library closes.

9. Children 10 years or older must know their telephone number and other contact information if they are unattended at the Library. It is a violation of Library policy not to come immediately and pick up your unattended child if the Library calls.

C. Library staff will attempt to contact a parent, legal guardian, custodian or caregiver when:

1. The health or safety of an unattended child is in doubt.

2. A child is frightened while alone at the Library.

3. The behavior of an unattended child violates Library policy.

4. The unattended child has not been met by a parent, legal guardian, custodian or responsible caregiver at closing time. A child is considered unattended at closing time if the child is under the age of 10 or the child needs assistance procuring transportation.

- D. If a parent, legal guardian, custodian or caregiver cannot be reached by closing time or fails to arrive within a reasonable time after being contacted, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.
- E. If the parent, legal guardian, custodian or caregiver can be reached by closing time, the staff member shall explain the Library's policy and provide a copy of this Policy.

VI. Disciplinary Process for Library Facilities.

The Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

- A. Incident Reports. Library staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:
 - 1. *Initial Violation:* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 - 2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
 - 1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal

prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.

2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

- D. Reinstatement. The patron whose privileges have been limited or suspended shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated.

VII. Right of Appeal.

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within 10 business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

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